

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Administration	LAST REVIEW: 2015
POLICY NUMBER: 1.0	DATE APPROVED: July 19, 2021
TITLE: Definitions	
PURPOSE: To provide clarity on definitions to ensure that policies and guidelines are applied in a consistent, transparent and fair manner.	
RELATED GUIDELINES: Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf	

1. INTRODUCTION

The Cumberland County Minor Hockey Association (CCMHA) Board has completed a comprehensive suite of policies and is committed to their application in a consistent, transparent and fair manner. In order to facilitate this, the following definitions apply:

2. DEFINITIONS

24 Hour Rule - shall mean no emails, phone calls or personal discussions until 24 hours after the event in question. Any contact during the 24-hour period will result in an immediate One (1) Game Suspension.

Association – Association shall be used throughout this document and refers to the Cumberland Country Minor Hockey Association.

CCMHA - CCMHA shall be used throughout this document and refers to the Cumberland County Minor Hockey Association.

CCMHA By-Laws - means the By-Laws of the Association which are currently in force and on file with the Registry of Joint Stocks of the Province of Nova Scotia.

CCMHA Member - shall mean any person who has been admitted to membership in the Association and who is in Good Standing. Only one (1) Parent or Supporter per family registered is able to vote at the Annual General Meeting.

CCMHA Policies & Procedures - means the Policies & Procedures manual of the Association which has been approved by the Members and in force at the time.

Good Standing - shall mean a person who has paid all fees, provided all such information required and to the satisfaction of the Registrar and is not serving a suspension or currently party to a review or hearing that may result in disciplinary action being taken.

Guideline - is a recommended course or method to be followed in the affairs of the Association following best practices.

Out of Conflict - Any coach who is a non-parent within the association is deemed out of conflict and can evaluate at any portion of the process and at any level. A parent in the association (parent being parent,

step-parent, or common law relationship, or guardian) cannot evaluate at the level where the child is competing for a position. They are able to evaluate at other levels.

Parents/Guardians – Include individuals who have parental responsibility or other legal responsibility for the youth. All parents/guardians will be required to abide by the conditions of the Abusive Parent Dispute Resolution Policy from Hockey Nova Scotia. [https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20\(4\)%20-%20dispute%20resolution%20policy.pdf](https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf)

Policy - is a definite course or method of action to be followed in the affairs of Association.

Roberts Rules of Order - A handbook for running meetings effectively and efficiently, based on the procedures used in the British parliament.

3. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Administration	LAST REVIEW: 2015
POLICY NUMBER: 1.1	DATE APPROVED: July 19, 2021
TITLE: Membership	
PURPOSE: To further define all Members of CCMHA pursuant to CCMHA By-laws.	
RELATED GUIDELINES: Hockey Nova Scotia Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf	

1. INTRODUCTION

Membership in CCMHA is a privilege and not a right. The CCMHA Board of Directors has the right to terminate any membership and/or suspend any member, including players, parents/guardians and supporters from CCMHA, a CCMHA function and/or ban any member, including players and parents/guardians and supporters from CCMHA, a CCMHA function, for violation of any By-Law, policy, or rule.

2. MISSION STATEMENT

Cumberland County Minor Hockey Association exists to provide a positive learning and maturing experience for young athletes in a minor hockey setting. In structuring these experiences, Cumberland Minor Hockey must lead by example, recognizing that these experiences may have a profound effect on the future attitudes, moral development and community involvement of these young people.

The intent of Cumberland County Minor Hockey is to provide an opportunity for all skill levels to participate in a well-organized and structured hockey program. The qualities of sportsmanship and good citizenship will be promoted and the welfare, education and social development of the participants shall be the paramount objective.

3. OBJECTIVES

Cumberland County Minor Hockey Association is a volunteer operated non-profit organization formed to organize and administer a hockey program on behalf of the community within Cumberland County. A Board of Directors is formed from the general membership to carry out this mandate.

CCMHA encompasses the area of Amherst, Springhill, Oxford and the Municipality of Cumberland and all other communities deemed to be with CCMHA boundaries.

Cumberland County Minor Hockey Association shall value the game of hockey and strive to operate under a set of By-laws, Rules and Policies to ensure a fair, equitable, ethical and enjoyable hockey program for players, coaches and parents/guardians at all levels.

All members of CCMHA shall value and respect the volunteers and staff within CCMHA, Hockey Nova Scotia and Hockey Canada, as well as on and off ice officials.

As member of the Association, we value:

- **Excellence:** high standards in all areas of our organization.
- **Integrity:** consistent application of our policies and procedures in a fair and transparent manner.
- **Trust:** a belief that all persons are acting in good faith.

- **Respect:** for the game and for all participants including players, officials, parents, coaches and volunteers.
- **Accountability:** responsible to the needs of our members.
- **Stewardship:** maintaining the vision, mission and values of the Association.

4. GUIDING PRINCIPLES

CCMHA strives to provide a hockey program that provides:

- Safety
- Development
- Teamwork
- Respect
- Sportsmanship
- Competitiveness
- Friendships

CCMHA will also teach youth to effectively deal with challenges, adversity, inclusion and competitiveness through the hockey programs offered.

5. MEMBERSHIP

5.1 Categories

The Association has three categories of membership:

- Playing Member includes any player who has registered in the membership year and is in good standing with the Association.
- Voting Member includes:
 - A parent/guardian of a playing member who is in good standing with the Association.
 - Directors and other such persons appointed to a position in the Association in accordance with the Association's bylaws and procedures and who are in good standing with the Association.
- Honorary Member includes any person who, in recognition of an outstanding contribution to the Association, has been designated as a permanent member of the Association, as approved by the Board.

5.2 Application for Membership for Non-Parent/Guardian Individuals

An individual shall not be admitted as a member unless they have:

- made an application, with appropriate documentation, to the Association; and
- been approved as a member by the Association.

5.3 Good Standing

A member shall be deemed to be in good standing when:

- registration fees for league programs have been paid as prescribed by the Association;
- they have not violated the bylaws and policies of the Association; and
- they are not subject to a disciplinary investigation or action of the Association.

5.4 Rights

A member in good standing is entitled to:

- participate in Association programs in accordance with Association policies and procedures; and
- participate in Association decisions consistent with member status.

5.5 Responsibilities

A member is responsible for:

- a) adhering to the vision, mission, and values of the Association;
- b) adhering to Association bylaws, policies and procedures; and
- c) adhering to the Hockey Nova Scotia bylaws, policies and procedures, including the Abusive Parent Dispute Resolution Policy [https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20\(4\)%20-%20dispute%20resolution%20policy.pdf](https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf).

5.6 Resignation

A member may resign from the Association by giving written notice to the Association, except as set forth below.

A member may not resign from the Association when they are subject to a disciplinary investigation or action by the Association.

Any Board member who has provided notice of resignation will be entitled to a 7 day notification, prior to the Board accepting the formal request.

5.7 Discipline and Appeal

A member who fails to meet their responsibilities to the Association may be subject to discipline, suspension or expulsion from the Association.

A member who is subject to discipline, suspension or expulsion from the Association may appeal the decision in accordance with Association policies and procedures.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Administration	LAST REVIEW: NEW
POLICY NUMBER: 1.2	DATE APPROVED: July 19, 2021
TITLE: Board of Directors Operating Procedures	
PURPOSE: To ensure that policies and guidelines are applied in a consistent, transparent and fair manner.	
RELATED GUIDELINES:	

1. INTRODUCTION

The Association has established a number of committees which are intended to facilitate the effective and efficient delivery of its programs. The mandate of the Board of Directors (the Board) and its Standing Committees are allowed for in the Association Bylaws.

These operating procedures are intended to:

- Elaborate on the direction provided by the Association Bylaw;
- Establish the procedures which will guide the conduct of meetings; and
- Inform parties who wish to interact with the Board.

2. MANDATE

The Board is responsible for leading and overseeing the management of the affairs of the Association by:

- Establishing and reinforcing the Association vision, mission, and objectives;
- Providing strategic and policy direction;
- Ensuring the financial health of the Association;
- Ensuring that the Association has adequate human resources;
- Overseeing Association programs and operations; and
- Ensuring effective relations with the membership and the community.

2.1 Operating Principles

The Board shall fulfill its mandate through the following operating principles:

- ***Listening to our Members***
The Association exists to serve the collective needs and wishes of its members. Input will be sought from all members when developing Association policies. The Board will strive to meet the optimum needs of its members; recognizing that it is not possible to meet the individual needs of all members.
- ***Working with our Partners***
Effective partnerships - with sponsors, Town administrators, arena staff, the Referees Association and other user groups - are fundamental to the effective delivery of our programs. We will respect our partners by striving to understand their perspectives and needs, sharing information with them, meeting our commitments to them and sharing our successes with them.
- ***Meeting our Commitments***
Our effectiveness, as an organization, is established through the day-to-day decisions and activities of our executive, our administrative personnel and other volunteers. We must recognize the responsibilities which we assume and honor our commitments to our colleagues, our members and our partners.
- ***Communicating our Decisions***

Communication is fundamental to meeting our commitments to our members and our partners. We will ensure that our operating policies, meeting results and day-to-day decisions are communicated in a timely and effective manner.

- ***Empowering our People***

The Association is built on a foundation of enthusiastic and committed volunteers. Delegation is the key to organizational effectiveness. The Association will empower its volunteers by clearly defining their roles, delegating authority in accordance with these roles and acknowledging their contribution.

- ***Working Together***

The Association is comprised of a small group of dedicated persons committed to the welfare of the children and youth who play hockey. We must focus our collective efforts on the success of the entire organization. Players first!

- ***Respect***

We will work together in a manner which reflects the values we seek to instill in our children and youth.

3. MEMBERS

3.1 Composition of the Board

The Board consists of thirteen (13) members including a President, Vice President, Treasurer, Secretary and nine (9) additional Directors, one of which shall be the Referee-in-Chief.

3.2 Term of Office

Each Board member is elected for a term of two years and may be reelected for additional terms.

Directors shall retire from office at the end of each annual general meeting at which their successors are elected. Retiring directors shall be eligible for re-election. Directors shall be elected to two-year terms with one-half of the directors elected each year positions in addition to any position that has been vacated during the year.

Officer positions are for a two year term.

Except in exceptional circumstances, no one can be elected as President more than two (2) consecutive terms.

3.3 Attendance at Meetings

Members are expected to attend all committee meetings unless they have good cause not to do so.

Members are expected to provide reasonable advanced notice to the President of their intent to be absent from a meeting.

At the Discretion of the Executive, if a Board Member's attendance falls below 2/3 (66 percent) of regularly scheduled meetings, that Board Member may be asked to resign.

Extenuating circumstances will be considered for absence from Board Meetings but written reports must be submitted for the same meeting.

3.4 Orientation of New Members

The President is responsible for orienting new members on their responsibilities as a member of the Board.

3.5 Removal from Office

A member may be removed from office at any time for cause.¹

At the Discretion of the Executive, if a Board Member's attendance falls below 2/3 (66 percent) of regularly scheduled meetings, that Board Member may be asked to resign.

3.6 Vacancies and Replacement Members

A vacancy in the membership does not impair the right of the remainder to act. When there is a vacant position on the Committee, a replacement member may be appointed by the Board. The appointed member must stand for election at the next Annual General Meeting if she wishes to continue with the Committee.

3.7 Remuneration

Members of the Board are volunteers. As such, they are not compensated for their work with the Association.

3.8 Liability of Members

In discharging its duties and exercising its powers in good faith, the Board is not liable for any loss or damages that may occur.

4. MEETINGS

4.1 Call of Meetings

Meetings shall occur at the call of the President or at the request of a majority of the Directors.

4.2 Number of Meetings

Meetings shall be held at least 10 times per year (normally once per month from September to April of each year) and additional meetings may be held as determined from time to time. The Board shall hold a sufficient number of meetings to ensure that it addresses its mandate in an efficient and effective manner.

4.3 Notice

Before each meeting, the President shall provide each Director with sufficient notice of the meeting together with the agenda of the business to be transacted at the meeting.

4.4 Establishing the Agenda

The meeting agenda is set by the Chair after reviewing briefing materials submitted in support of these items. Each item is reviewed to determine whether it requires further preparation, consultation or analysis before it can be addressed by the Board.

4.5 Written Submissions

Briefing materials and other documents submitted in support of an agenda item must be provided to the President at least three days prior to the meeting and circulated to the committee.

4.6 Request to Make Presentations

Any person or organization wishing to make a presentation to the Board must seek approval from the President to be placed on the agenda. The request should also indicate the nature of the presentation and an estimate of the time required.

¹ "For cause" means for reasons which law and public policy recognize as sufficient for removal

All special presentations shall be heard at the beginning of any Board meeting.

4.7 Quorum

At least 50% of the Directors shall be quorum for a meeting of the Board.

4.8 Chair

If the President is absent from the meeting, the Vice President shall preside over the meeting.

4.9 Rules of Order

All meetings of the Association shall be conducted according to Robert's Rules of Order except when superseded by the Association Bylaw, in which case the Bylaw shall take precedence.

4.10 Motions

Motions are required for all proposed Board decisions. Each motion must be seconded and voted on before it becomes a formal decision of the Board. All decisions must be duly recorded in the minutes of the meeting.

4.11 Financial Commitments

All financial commitments must be made in a manner consistent with Association policies and procedures.

4.12 Voting

Voting shall be as follows:

- All Directors shall have a vote. The President shall **vote only to break a tie vote.**
- Except where there exists a conflict of interest, no Director shall abstain from voting.
- **Questions shall be decided by a majority vote. In the event of a tie vote, the vote will be lost.**
- Voting shall be done by a show of hands unless a majority of the Directors approve a secret ballot.

4.13 Minutes of Meetings

The Secretary to the Board will ensure that:

- All members receive a complete package of briefing material for the meeting;
- Resolutions, when required, are drafted for the review and approval of the Board;
- The proceedings of the meeting are properly recorded;
- Action items from the meeting are circulated to the Board members within three (3) days of the meeting; and
- The proceedings of the meeting are circulated to the Board members in advance of the following meeting.

The minutes of all meetings shall, at a minimum, include:

- the date, time and location of the meeting;
- the names of members and observers present;
- the list of agenda items which were discussed;
- a succinct description of each item and a record of the relevant decision
- the record of decision shall include the name of the persons who moved and seconded the motion.
- Minutes of all Association meetings shall be held with the Secretary and may be examined by Association members upon request.

4.14 Other Records

All other records of Association business including the proceedings of meetings, letter of agreements and other correspondence shall be held with the Secretary and saved on the Associations document server.

4.15 Notice of Decisions

Except in the case of confidential matters, all decisions made by the Board during its meetings will be released to the members once the minutes have been approved. The minutes shall be placed on the Association website with five days after their approval.

4.16 Notification of Meetings

A notice of each meeting shall be placed on the Association website.

4.17 Meeting in Camera

All or part of a meeting may be conducted in-camera when the Board considers that confidential or sensitive (intimate, financial, or personal) matters may be disclosed which might affect the interests of the Association or the person(s) affected. Motions are required to begin and end an in-camera session.

4.18 Teleconferences/Videoconferences

Board members may participate by teleconference or videoconference if the appropriate facilities are available.

5. EXECUTIVE COMMITTEE

5.1 Accountability

The Executive Committee is accountable to the Board of Directors of CCMHA.

5.2 Composition

The Executive Committee will be comprised of the Officers and other members of the board, at the board's discretion. This includes the:

- President
- Vice President
- Treasurer
- Secretary

5.3 Purpose

The purpose of the Executive Committee is to help ensure the effective governance of CCMHA by providing effective and timely guidance to both the Board on emerging, time-sensitive, significant issues arising between meetings of the Board of Directors.

While the Committee has authority to act on behalf of the Board, its powers shall be used only as necessary and appropriate on routine or urgent matters that cannot and should not be delayed until the Board's next regular meeting or until a special meeting of the Board can be called. Any such action shall be reported back to the full Board.

The powers of the Executive Committee are subject to requirements in the CCMHA Bylaws.

5.4 Meetings

The Committee will meet as needed between meetings of the full Board.

The Chair (or designate) will provide a written report to the full Board on the work of the Committee within two weeks of each Committee meeting.

In addition, the Chair (or designate) will provide an oral report of the work of the Committee at each regular meeting of the Board.

Quorum requires two thirds of voting members of the Committee.

6. OTHER COMMITTEES

6.1 Standing Committees

The Board shall establish Standing Committees, as required, to assist the Directors in the delivery of their responsibilities. The Standing Committees shall be subject to these operating procedures.

6.2 Ad hoc Committees

The Board may establish ad-hoc committees, from time to time, to address specific tasks.

Ad hoc committees shall be subject to these operating procedures.

7. DIRECTOR RESPONSIBILITIES

A Director shall be assigned to chair each standing or ad hoc committee. A second Director shall be assigned to assist the chair in addition to any other persons who may be appointed.

7.1 Director Development

Each Director will be expected to assume responsibility for a different standing committee during each year as a member of the Board. These rotating responsibilities are intended to increase their knowledge of the organization and enhance their personal development.

7.2 Vacancy

When a vacancy occurs on any committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the committee's term or the term of the position.

7.3 Removal

The Board may remove any member of any committee for just cause.

8. CONFLICT OF INTEREST

As the Association is reliant upon volunteers, parents of players often hold positions of authority within the organization. It is not possible to prescribe a remedy for every situation that could give rise to a real or perceived conflict. However, it is incumbent on all committees and Association officials to conduct their affairs in a manner which will sustain the confidence of the membership.

8.1 Guidelines to Prevent Conflict

Per the Conflict of Interest Policy, all Association personnel shall:

- Maintain a clear focus on the roles and responsibilities of their elected or appointed position;
- Fulfill their assigned duties and responsibilities in a manner which considers the interests of the broadest number of members and the merits of each situation;
- Refrain from taking advantage of, or benefiting from, information obtained in the course of one's official duties that is not generally available to all members;
- Perform their duties and arrange their private affairs in a manner that will bear the closest member scrutiny;

- Refrain from using their position of office to assist private entities or persons where this would result in preferential treatment to any entity or person;
- Refrain from using Association property for anything other than Board approved activities; and
- Refrain from soliciting funds from any person or organization where such fundraising could place the member in a position of obligation incompatible with their Association duties.

8.2 Compliance

All Association personnel shall respect these guidelines by:

- Voluntarily declaring a potential conflict of interest in advance of the consideration of an issue or a decision;
- Withdrawing from activities or decisions that could place the member in a real, potential or apparent conflict of interest;
- Resolving the conflict, if it does arise, in favour of the broadest member interest; or
- Seeking independent advice, from the President or other members of the Board, with respect to the most appropriate course of action.

8.3 Committee Meetings

The review of the agenda, at the beginning of each meeting, shall include an opportunity for members to identify potential conflicts of interest.

9. Code of Conduct

All committee members are subject to and governed by the Association Code of Conduct.

10. General

10.1 Execution of Documents

The President and at least one other Director, appointed by resolution for that purpose, shall sign contracts, instruments and any other documents requiring the signature of the Board. All contracts documents and instruments so signed shall be binding upon the Board without any further authorization.

10.2 Seal

The seal of the Association may be affixed to any contract, document, or instrument by an officer or such other person authorized by the Board to execute that contract, document or instrument.

10.3 Media Relations

All information requests from the media shall be referred to the President who may refer the request to another member of the Committee or to an appropriate Association volunteer.

Generally, the President will be the spokesperson for the Association. Before dealing with a controversial matter, the President will seek the views of other Committee members.

10.4 Association Website

The Association website is maintained to provide members and public access to information on Association activities. All information posted on the Association website must be reviewed and approved by the Board (policies, procedures, controversial subjects) or the Secretary (administrative matters) before being posted on the site.

11. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Administration	LAST REVIEW: NEW
POLICY NUMBER: 1.3	DATE APPROVED: July 19, 2021
TITLE: Guidelines for Policy Decisions	
PURPOSE: To ensure that policies and guidelines are applied in a consistent, transparent and fair manner.	
RELATED GUIDELINES:	

1. INTRODUCTION

The Cumberland County Minor Hockey Association (CCMHA) Board has completed a comprehensive suite of policies and is committed to their application in a consistent, transparent and fair manner. However, it is not possible to anticipate every situation or to formulate a policy direction that will address every possible circumstance. Accordingly, the CCMHA Board is often called upon to address situations which are not clearly addressed in the policy statements or are exceptions to existing policy direction.

The following statement is intended to:

- Reinforce our values;
- Highlight the principles which will guide the Board;
- Identify some key considerations when formulating a CCMHA decision, and
- Clarify the process for guidance and direction from Hockey Nova Scotia and Hockey Canada

2. MISSION STATEMENT

Cumberland County Minor Hockey Association exists to provide a positive learning and maturing experience for young athletes in a minor hockey setting. In structuring these experiences, Cumberland Minor Hockey must lead by example, recognizing that these experiences may have a profound effect on the future attitudes, moral development and community involvement of these young people.

The intent of Cumberland County Minor Hockey is to provide an opportunity for all skill levels to participate in a well-organized and structured hockey program. The qualities of sportsmanship and good citizenship will be promoted and the welfare, education and social development of the participants shall be the paramount objective.

3. VALUES

Cumberland County Minor Hockey Association shall value the game of hockey and strive to operate under a set of By-laws, Rules and Policies to ensure a fair, equitable, ethical and enjoyable hockey program for players, coaches and parents at all levels.

All members of CCMHA shall value and respect the volunteers and staff within CCMHA, Hockey Nova Scotia and Hockey Canada, as well as on and off ice officials.

As member of the Association, we value:

- Excellence: high standards in all areas of our organization.
- Integrity: consistent application of our policies and procedures in a fair and transparent manner.
- Trust: a belief that all persons are acting in good faith.
- Respect: for the game and for all participants including players, officials, parents, coaches and volunteers.

- Accountability: responsible to the needs of our members.
- Stewardship: maintaining the vision, mission and values of the Association.

4. GUIDING PRINCIPLES

The Association is a volunteer operated non-profit organization formed to organize and administer a hockey program on behalf of the community within Cumberland County. A Board of Directors is formed from the general membership to carry out this mandate.

CCMHA encompasses the area of Amherst, Springhill, Oxford and the Municipality of Cumberland and all other communities deemed to be with CCMHA boundaries.

The Board deliberations and decisions will be guided by the following principles:

- **Players First:** enhanced playing opportunities for players should be facilitated provided that other players are not unduly inconvenienced and there are no substantive negative implications for the division or Association.
- **Optimal Approach:** it is not possible to meet the individual needs of all players, coaches and parents. Programs and opportunities will be optimized to meet the needs of as many members as possible.
- **Transparency:** decisions must be made in a manner which respects Association values and principles.
- **Fairness:** decisions should be reasonable and should not unduly discriminate against any of the Association members.
- **Flexibility:** members must respect that the collective wishes and needs of other members may outweigh their individual wishes and needs.
- **Reasonableness:** a member request should be justifiable and not favour a few at the expense of many others.

5. KEY CONSIDERATIONS

The CCMHA Board decisions will be guided by the following considerations:

- Does the party bringing forward the request represent the interests of the parties most implicated by the decision?
- Is it a "one time" request or a permanent exception to the Association policy?
- What are the assumptions or conditions associated with the request?
- Is the request reasonable/justifiable?
- What are the financial, moral and operational implications to other players, teams or divisions?
- Who could be positively or negatively affected by the decision?
- Do the apparent benefits to members outweigh the possible repercussions?
- Can circumstances be modified to reasonably benefit all members affected by the request?
- Is the request consistent with CCMHA, Hockey Nova Scotia, and Hockey Canada rules and regulations?
- How and when will the decision be communicated out to the membership?

6. SUBMISSIONS TO THE BOARD

Requests to the Executive Committee should:

- Be in writing so that the same set of facts and considerations may be shared with all members;
- Address the above-noted questions, at a minimum; and
- Include any additional pertinent information which would assist the Board to make an informed decision.

7. POLICY GUIDANCE FROM HOCKEY NOVA SCOTIA

From time to time, policy guidance must be sought from Hockey Nova Scotia. Association members are not discouraged from speaking directly with Hockey Nova Scotia or its representatives.

However, all requests for a formal decision from Hockey Nova Scotia must be:

- Submitted in writing to the Board per Section 5.
- Transmitted, in writing, to the Hockey Nova Scotia representatives via the President or relevant Director, as determined by the Board.

The Hockey Nova Scotia decision will be referred back to the Association via the relevant Board Director who will inform the originator of the request.

8. REVIEW

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Cumberland County Minor Hockey Association – Policy Manual

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POLICY NUMBER: 1.3	DATE APPROVED: July 19, 2021
TITLE: Guidelines for Policy Decisions	
PURPOSE: To ensure that policies and guidelines are applied in a consistent, transparent and fair manner.	
RELATED GUIDELINES:	

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- **Optimal Approach:** it is not possible to meet the individual needs of all players, coaches and parents. Programs and opportunities will be optimized to meet the needs of as many members as possible.
- **Transparency:** decisions must be made in a manner which respects Association values and principles.
- **Fairness:** decisions should be reasonable and should not unduly discriminate against any of the Association members.
- **Flexibility:** members must respect that the collective wishes and needs of other members may outweigh their individual wishes and needs.
- **Reasonableness:** a member request should be justifiable and not favour a few at the expense of many others.

5. KEY CONSIDERATIONS

The CCMHA Board decisions will be guided by the following considerations:

- Does the party bringing forward the request represent the interests of the parties most implicated by the decision?
- Is it a "one time" request or a permanent exception to the Association policy?
- What are the assumptions or conditions associated with the request?
- Is the request reasonable/justifiable?
- What are the financial, moral and operational implications to other players, teams or divisions?
- Who could be positively or negatively affected by the decision?
- Do the apparent benefits to members outweigh the possible repercussions?
- Can circumstances be modified to reasonably benefit all members affected by the request?
- Is the request consistent with CCMHA, Hockey Nova Scotia, and Hockey Canada rules and regulations?
- How and when will the decision be communicated out to the membership?

6. SUBMISSIONS TO THE BOARD

Requests to the Executive Committee should:

- Be in writing so that the same set of facts and considerations may be shared with all members;
- Address the above-noted questions, at a minimum; and
- Include any additional pertinent information which would assist the Board to make an informed decision.

7. POLICY GUIDANCE FROM HOCKEY NOVA SCOTIA

From time to time, policy guidance must be sought from Hockey Nova Scotia. Association members are not discouraged from speaking directly with Hockey Nova Scotia or its representatives.

However, all requests for a formal decision from Hockey Nova Scotia must be:

- Submitted in writing to the Board per Section 5.
- Transmitted, in writing, to the Hockey Nova Scotia representatives via the President or relevant Director, as determined by the Board.

The Hockey Nova Scotia decision will be referred back to the Association via the relevant Board Director who will inform the originator of the request.

8. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 1.3	DATE APPROVED: July 19, 2021
TITLE: Volunteer Requirements	
PURPOSE: To outline the various volunteer opportunities available with CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Hockey Nova Scotia Volunteer Screening Respect In Sport for Hockey Canada Activity Leaders https://hns.respectgroupinc.com/ Hockey Nova Scotia On-Ice Helpers Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Helper%20Policy%202019%20Sept.pdf Hockey Nova Scotia Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20polcy.pdf	

1. INTRODUCTION

Cumberland County Minor Hockey recognizes that the contribution of hockey volunteers is immeasurable to ensure a smooth and successful season, and without volunteers, minor hockey would not exist.

2. OPPORTUNITIES

The success of CCMHA is directly related to the amount of time that volunteers commit to the program. There are many opportunities to volunteer on a team, such as:

- Coach/Assistant Coach
- Manager
- Bench Mom
- Safety Representative
- Trainer
- Tournaments
- Fundraising

3. REQUIREMENTS AND TIME COMMITMENT

Positions which entail direct interaction with players will require a Criminal Records Check and a Vulnerable Sectors Screening to be submitted per Hockey Nova Scotia requirements.

<https://hockeynovascotia.ca/admin-member/your-safety/volunteer-screening>

Volunteers are required to complete the *Respect In Sport for Hockey Canada Leaders*

<https://hns.respectgroupinc.com>

Volunteers will be required to abide by the conditions of the Abusive Parent Dispute Resolution Policy from Hockey Nova Scotia. [https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20\(4\)%20-%20dispute%20resolution%20polcy.pdf](https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20polcy.pdf)

Each opportunity has varied time commitments and durations.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Confidentiality	LAST REVIEW: NEW
POLICY NUMBER: 2.0	DATE APPROVED: July 19, 2021
TITLE: Confidentiality Statement	
PURPOSE: All players of the Cumberland County Minor Hockey Association have the right to have private information kept confidential, including information related to their sex/assigned sex, gender identity, and transition.	
RELATED GUIDELINES: 2.1 Confidentiality Statement Implementation Guide 5.3 Complaint Resolution Policy	

1. INTRODUCTION

Cumberland County Minor Hockey is committed to providing a safe, respectful, inclusive, and equitable environment for all players, staff, volunteers, and parent/guardians.

This confidentiality statement is written to meet the Canadian Human Rights Act, which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, and disability.

2. DEFINITIONS

In this statement document:

Sex/Assigned Sex: The classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs. Most often, sex is assigned by a medical professional at birth and is based on a visual assessment of external genitalia.

Gender: A system that operates in a social context to classify people, often based on their assigned sex. In many contexts this takes the form of a binary classification of either ‘man’ or ‘woman’; in other contexts, this includes a broader spectrum.

Gender Identity: A person’s deeply felt internal and individual experience of being a man, woman, or another gender entirely. A person’s gender may or may not correspond with the sex assigned at birth. Since gender identity is internal, one’s gender identity is not necessarily visible to others.

Gender Expression: The way a person presents and communicates gender within a social context. Gender can be expressed through clothing, speech, body language, hairstyle, voice, and/or the emphasis or de-emphasis of bodily characteristics or behaviours, which are often associated with masculinity and femininity. The ways in which gender is expressed are culturally specific and may change over time. May also be referred to as gender presentation or gender performance.

Gender Diverse (*adj*): An umbrella term for gender identities and/or gender expressions that differ from cultural or societal expectations based on assigned sex.

Gender Neutral Pronouns: They, them, their and themselves are used as third person, singular, gender neutral pronouns.

Transgender (*adj*): A person who does not identify either fully or in part with the gender associated with the sex assigned to them at birth—often used as an umbrella term to represent a wide range of gender identities and expressions.

Transition: Refers to a variety of social, medical and/or legal changes that some trans people may pursue to affirm their gender identity. There is no checklist or average time for a transition process and no universal goal or end point. Each person decides what meets their needs.

Minor Hockey Association: self-defined by each MHA to include all staff, volunteers, and parents/guardians

Player(s) refers to any individual who is registered as a participant with a hockey team.

Private Information refers to the personal information about an identifiable individual that may or may not be a Protected Ground and/or recorded on documentation.

3. PRIVACY

All players of CCMHA have the right to have private information kept confidential, including information related to their sex/assigned sex, gender identity, and transition.

The Association can only disclose private information about a player:

- at a player's request;
- with the consent of the player; and
- for the purpose for which the private information was collected.

3.1 Requesting and Obtaining Consent

Requesting and obtaining consent to collect, record, keep, and/or disclose private information must be conducted in a safe and confidential setting. A player has the right to deny a request for disclosure without fear of discrimination or reprisal from the Association. While a player must be allowed and enabled to have a parent/guardian support them when discussing issues of consent with the Association, the involvement of a parent/guardian may not always be appropriate and is not required.

3.2 Collection of Private Information

3.2.1 Conditions for Collection

Collecting refers to the acquisition of private information that may or may not be recorded in a written document. Private information should only be collected CCMHA when reasonably justified based on:

- relevancy to the specific situation;
- with the consent of the player(s); and
- ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of the Association.

3.2.2 Record Keeping

Recording refers to the written documentation of collected private information. Recording should only be conducted by designated staff or volunteers under a strict confidentiality agreement of the Association when the recording of private information is reasonably justified based on:

- relevancy to the specific situation;
- consent of the player(s); and
- ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of the Association.

Documentation containing recorded private information should be held in a secure location for a predetermined period of time and by designated and confidential personnel of the Association. Documentation must be destroyed at the end of the predetermined storage period.

3.2.3 Conditions to Access Recorded Private Information

Recorded private information should only be accessible to other staff and volunteers within the Association when reasonably justified based on:

- relevancy to the specific situation;
- ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of the Association; and
- the level of authority within a team (ex. coach, bench staff, etc.).

3.3 Voluntary Disclosure

All voluntary disclosures of private information by player(s) should be treated with the same level of privacy and confidentiality as requested disclosures.

3.4 Disclosure of Child Abuse and Emergency Situations

The Cumberland County Minor Hockey Association personnel have the responsibility to disclose incidents of child abuse as per the Associations policy on child abuse and do not require the consent of the affected player. Disclosure of information pertinent in emergency situations also does not require the consent of players as is outlined in CCMHA's procedure on emergency situations.

4. COMPLAINTS

Complaints will be addressed per the complaint policy.

5. REVIEW

Cumberland County Minor Hockey will review and revise its record keeping and registration protocols annually, in relation to protecting the privacy and confidentiality of all players, including their transgender or gender diverse status.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Confidentiality	LAST REVIEW: NEW
POLICY NUMBER: 2.1	DATE APPROVED: July 19, 2021
TITLE: Confidentiality Statement Implementation Guide	
PURPOSE: All players of the Cumberland County Minor Hockey Association have the right to have private information kept confidential, including information related to their sex/assigned sex, gender identity, and transition.	
RELATED GUIDELINES: 2.0 Confidentiality Statement	

1. INTRODUCTION

The CCMHA Confidentiality Statement outlines the necessary standards that must be met in order to ensure a safe, respectful, and inclusive environment for all players. This implementation guide acts as a useful ‘step-by-step’ guide to the Confidentiality Statement. The guide is divided into two main sections: proactive steps and reactive steps towards safety, equity, and inclusivity.

Important Note: new concepts and practices require an open mind, time, a willingness to ask questions, and patience. Learning how to navigate issues of confidentiality and privacy with respect is not a simple or straightforward process. It is important that you give yourself the space, time, and compassion to learn, practice, and ask questions.

Please refer to the Confidentiality Statement for all other definitions utilized within this document.

2. WHAT IS CONFIDENTIALITY

Team officials play a very special role in the lives of players. As trusted instructors and mentors, team officials are in a unique position to provide support, safety, and encouragement to players. For this reason, it is very likely that a player will disclose private information to a team official and will do so for a variety of reasons, including seeking accommodations and/or seeking emotional support. As private information is often sensitive and extremely personal, it is important that every effort be taken to ensure the information is kept confidential.

2.1 When to be confidential

To be confidential means keeping information about an individual, particularly information related to one’s privacy grounds, restricted to:

- Only individual(s) who need to know the private information in order to assist a player
- Only individual(s) who the player has allowed the information to be shared with

Being confidential often means not discussing specific information about players with their parents/guardians. This may be particularly important for a player who identifies as transgender or gender diverse who may have parents/guardians who are not, or are perceived by the player to not be supportive of their gender identity. While it may feel strange not to share information about a player to their parent/guardian it is most important to ensure players feel safe and know they have support.

Example #1:

A player on your team has disclosed to a team official that they are feeling a lot of pressure to excel as a hockey player. The player expresses that they are afraid to confront their family for fear that they will

cause disappointment. The player, however, felt it was important that the team official know why they have been struggling lately.

In this scenario, the team official is acting as a safe and supportive resource for the player, offering a confidential space for the disclosure of private information. To discuss this disclosure with the player's parent/guardian would mean breaking confidentiality and going against the wishes of the player.

Example #2:

A player on your team has disclosed to a team official that they identify as transgender and require dressing room accommodations in the form of a private changing area in order to feel safe and comfortable while changing pre and post game. During this discussion, the player also mentions that they do not want their family finding out about their gender identity as they do not feel the information will be received well.

In this scenario, it is important to respect the player's need for confidentiality and work with the player to provide appropriate and equitable accommodations while also being honest about the inability to promise total confidentiality once the information is made known to other players on the team. It is also important to discuss with the player whether steps may need to be taken to prevent potential harassment. For example, you may request the player's consent to remind the rest of the team about their duty to adhere to the anti-harassment policy.

2.2 Limits to Confidentiality

As discussed in the Cumberland County Minor Hockey Association policy, there are limits to confidentiality. These include:

- Reports of child abuse
- Disclosure of harm to self or others (thoughts or behaviours)

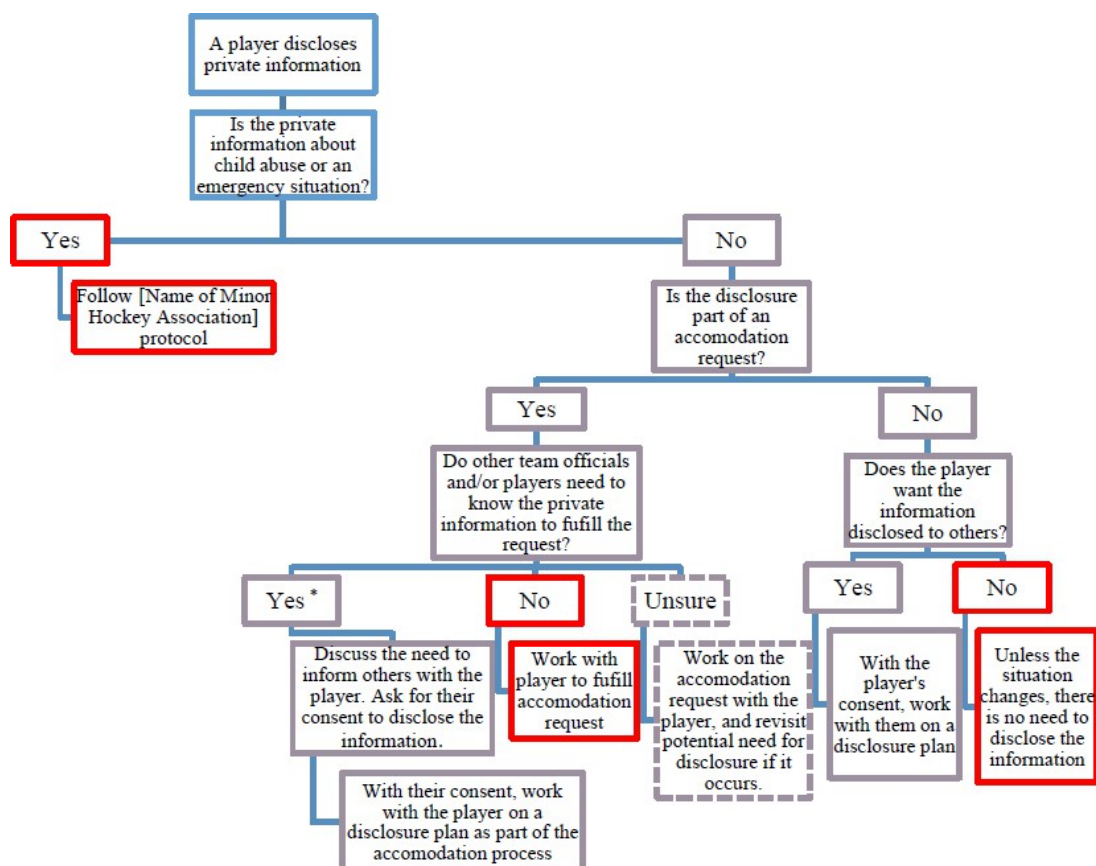
If a player discloses private information of this nature, it is your responsibility to report, intentionally breaking confidentiality. It is important to ensure the player understands why you need to break confidentiality and ensure they have the support needed to manage this difficult situation. For further guidance on how to respond to disclosures of this nature, please review the Physical Sexual Harassment & Abuse Policy.

2.3 Disclosing Private Information

The disclosure of private information can significantly impact the health and wellbeing of a player. For this reason, it is important to consider whether disclosure is absolutely necessary before requesting it and to work with the player to ensure they consent to the disclosure and are comfortable with the way the information will be disclosed.

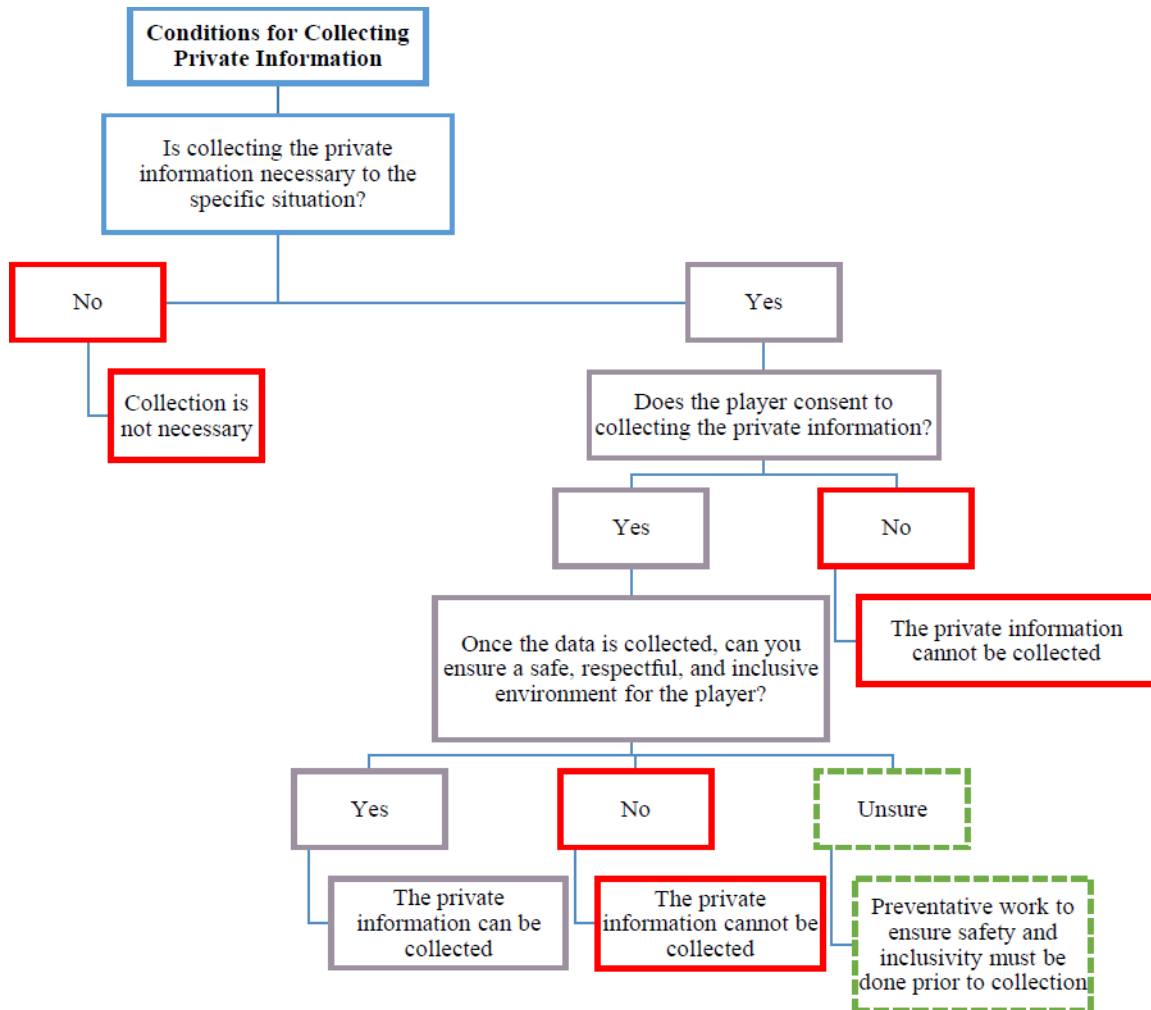
Use the following diagram to help your decision making process:

*It may be that some officials need to know that there is a request, and the nature of the request/accommodation requirements, but not the personal details behind the request.



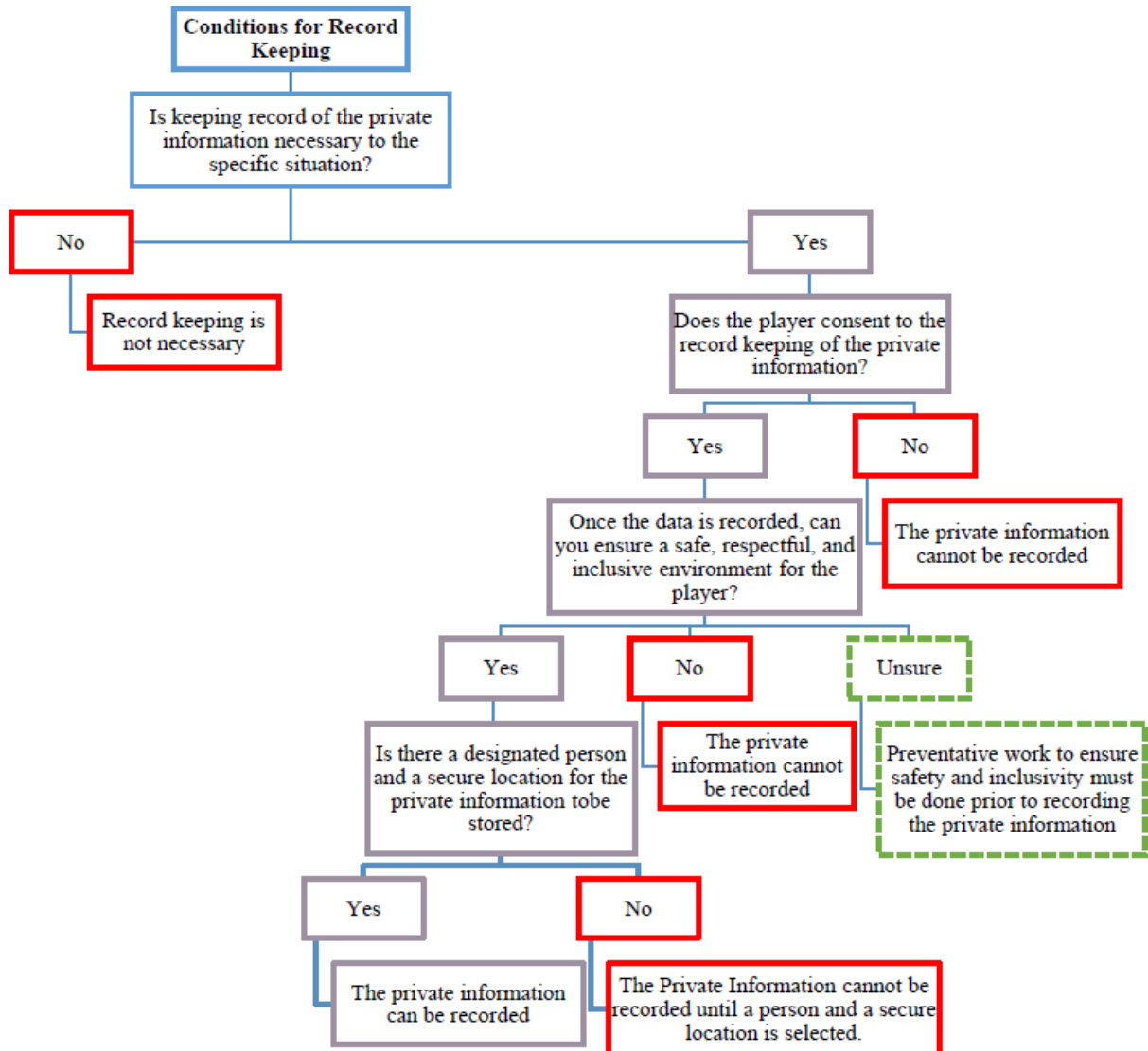
2.4 Conditions for Collecting Private Information

It is important that private information about players is only collected if absolutely necessary, upon receiving consent from the player to do so, and if a safe environment can be guaranteed for the player following collection. Use the following diagram to help you decide whether collecting of specific private information is appropriate:



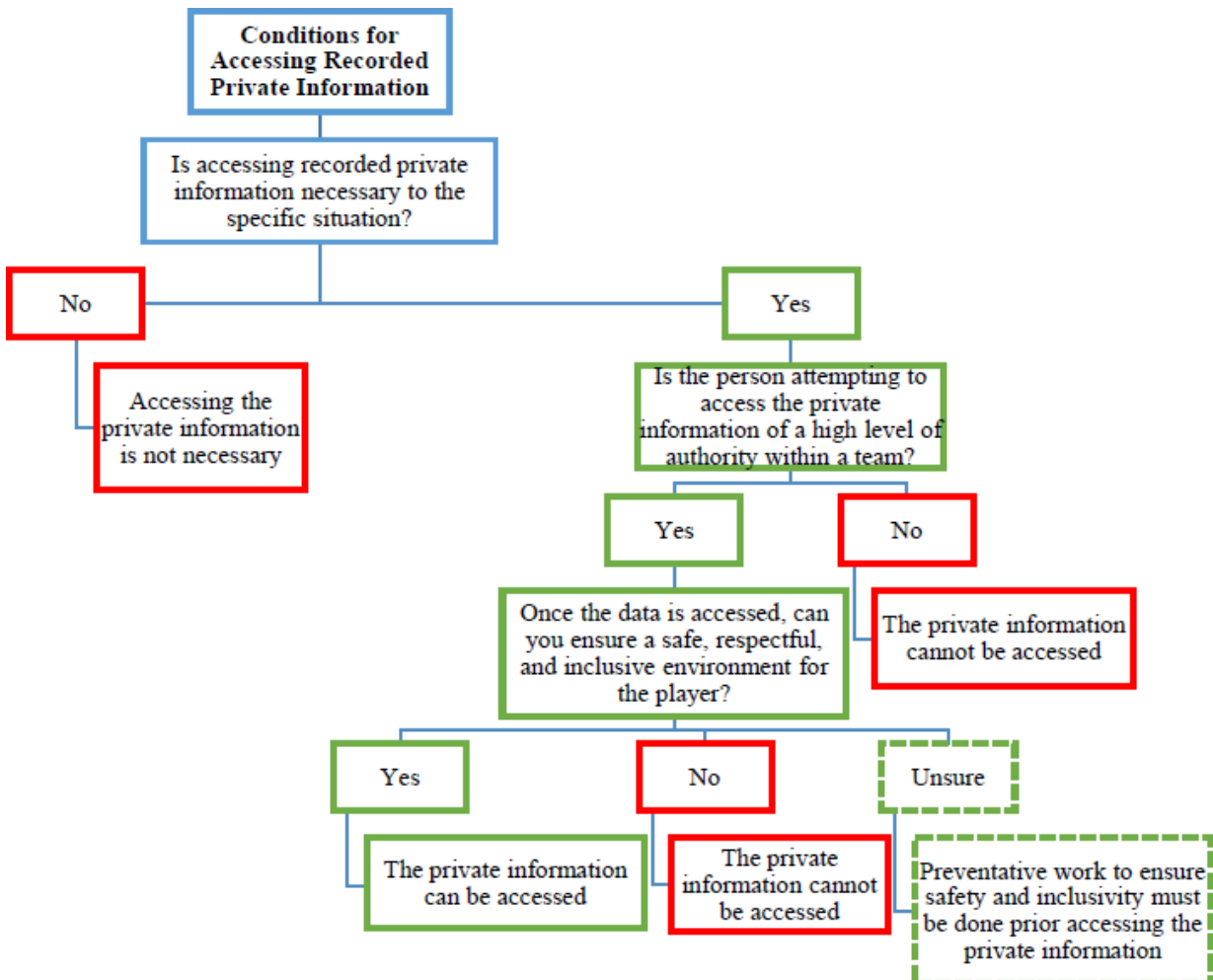
3. CONDITIONS FOR THE RECORD KEEPING OF PRIVATE INFORMATION

Once collected, it is important that private information about players is only recorded if absolutely necessary, upon receiving consent from the player to do so, and if a safe environment can be guaranteed for the player following recording. Use the following diagram to help you decide whether recording of collected private information is appropriate:



4. CONDITIONS FOR ACCESSING RECORDED PRIVATE INFORMATION

If private information is recorded, it is important that it only be accessible to those who absolutely require it based on the context of the situation, if a safe environment can be guaranteed for all players, and depending on the level of authority of the team official. Use the following diagram to help you decide whether accessing recorded private information is appropriate:



Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW 2015
POLICY NUMBER: 3.0	DATE APPROVED July 19, 2021
Elected Board and Appointment of Members	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the overarching organizational structure of CCMHA	
RELATED GUIDELINES/DOCUMENTS: CCMHA By-Laws Position Descriptions for Members and Committees	

1. INTRODUCTION

The Board of Directors is formed from the general membership to ensure the efficient operation of all aspects of the CCMHA program. The Board of Directors is comprised of the Executive Officers and Directors as defined in the By-Laws. In doing so, the Board of Directors assumes responsibility for all decisions affecting program activities, including formation of By-laws and Policies & Procedures, Rules and Guidelines.

Where appropriate, the Board of Directors may delegate issues or tasks to individuals or sub committees.

The Board of Directors shall ensure that the activities of CCMHA are conducted in accordance with the By-Laws as well as the Policy and Procedures Manual.

The Board of Directors will be accessible to any CCMHA member and give appropriate consideration to concerns brought to its attention by a member.

The Board of Directors shall consist of elected members. Each voting member shall have one vote on motions presented to the Board. Elections shall be held once a year at the Annual General Meeting.

2. ELIGIBILITY OF NOMINEES FOR ELECTED OFFICE

A Nominee for elected office must be a member in good standing of CCMHA.

To be considered valid, a Nominee for the elected position of President must be an existing member of the Board of Directors and must have served a minimum of two years as a member of the Board of Directors. In the event there is no nominee for President with two years of Board of Directors membership, a nominee for President may be chosen by the Board of Directors from amongst the CCMHA membership.

To be considered valid, a Nominee for the position of Treasurer shall possess a recognized professional accounting designation or relevant experience subject to Board approval.

3. PERSONNEL

Executive Officers:

- President
- Vice President
- Treasurer
- Secretary

Board of Directors:

- Director, “C” Division
- Director, Provincial Teams
- Director, Initiation Program
- Director, Coach & Player Selection
- Director, Female Teams & Players
- Director, Fundraising & Sponsorship
- Director, Developmental Programs (was Technical Director)
- Director, Referee in Chief
- Director, Equipment
- Director, Ice Time Coordination
- Director, Risk Management

4. APPOINTED MEMBERS

May include but not limited to:

- Past President
- Registrar
- Gender & Diversity Navigator
- Division Coordinators
- Webmaster
- Team Manager or other Team Representative

5. COMMITTEES

The following committees shall be selected by the Board of Directors:

- Executive Committee
- Disciplinary Committee
- Coach Selection Committee
- Player Evaluation Committee
- Tournament Committee
- Fundraising Committee

Committees shall be established as necessary to carry out the operation of the organization or to study and formulate policy, procedures or guidelines. Committee members may be members of the Board or the CCMHA membership at large, subject to the approval of the Board.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: August 2020
POLICY NUMBER: 3.1	DATE APPROVED: July 19, 2021
TITLE: Position Description for the President, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for the overall operation of the Board of Directors, the Executive Committee, including co-ordination of the activities of all members and sub-committees.
- Schedules all CCMHA Board of Directors, Executive Committee and Annual General Meetings.
- Presides as Chairperson at all meetings unless he/she chooses to delegate such Chairperson at a meeting.
- Maintains contact with other hockey orientated resource groups.
- Serves as a voting member on all standing committees and ad hoc committees.
- Becomes Past President in an advisory capacity.
- May exercise the powers of the Board of Directors in cases where an immediate decision is required and time does not permit an Executive Committee or Board of Directors meeting.
- Attends or appoints a designate to all HNS meetings, or any other required meetings.
- Performs required Press Releases through the media as may be required by CCMHA.
- The President of CCMHA cannot be a Coach, Assistant Coach, Team Official or On-Ice Official in the Association.
- Is primary point of contact for the Association from Hockey Nova Scotia (“HNS”).
- Ensures that the Association has maximum allowable representatives at all HNS annual meetings and programs to which the Association is invited.
- Performs such duties as assigned to him/her by the Executive from time to time.

2. Selection

Candidates for the position of President must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

Candidates for the position of President will not be accepted from the general membership unless the Nominating Committee is unable to nominate a candidate from the active Board of Directors members.

3. Term

This position is filled on a two year term.

Except in exceptional circumstances, no one can be elected as President more than two (2) consecutive terms.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Ability to run effective and efficient meetings

- Prefers conciliation and mediation to confrontation and unilateral decision- making
- Is action oriented and able to resolve issues in a timely manner
- Strong people management skills

5. TIME COMMITMENT

- Approximately twenty (20) hours per week during the hockey season.
- Approximately ten (10) hours per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.2	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Past President, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- The Past President serves in an advisory capacity to the CCMHA President.
- Provide the corporate memory and reminders of consistency and past practice for the Executive. The Past President stays on the Executive for as long as the current President remains.

2. DESIRABLE ASSETS

- Willingness to share past experience by participating in Executive meetings, serving on subcommittees and leading special projects.
- Willingness to assist other Executive members, as needed.
- Ability to gracefully acknowledge that advice, although offered, may not always be followed.

3. TIME COMMITMENT

- This is not an elected position.
- The individual who last held the position of President automatically becomes Past President upon completion of their final term of office As and When required.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: New
POLICY NUMBER: 3.3	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Vice President, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- In the absence of the President, chairs meetings of the Executive and the membership (e.g., Annual and Final General Meetings). When acting as meeting Chair, the Vice- President has no vote, except a casting vote in the event of a tie.
- At the request of the Executive and subject to its directions, performs the duties of the President during the absence, illness or incapacity of the President, or during such period as the President may request them to do so.
- Can call meetings of the Executive.
- Is expected to regularly attend Executive meetings.
- Responsible for leading the annual review of all policy documents.
- Liaises with Hockey Nova Scotia in administering game suspensions.
- Coordinates the submission of injury reports to Hockey Nova Scotia.

2. SELECTION

Candidates for the position of Vice President must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

3. TERM

This position is filled on an two year term.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Ability to run effective and efficient meetings
- Prefers conciliation and mediation to confrontation and unilateral decision- making
- Is action oriented and bale to resolve issues in a timely manner
- Strong people management skills

5. TIME COMMITMENT

- Approximately eight (8) hours per week during the hockey season.
- Approximately three (3) hours per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.4	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Secretary, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Records, distributes and maintains the minutes for the Board of Directors meetings.
- Coordinates distribution of notice of meetings to the Board of Directors.
- Maintains and updates all correspondence and documents of CCMHA.
- Assists and/or coordinates mail outs and notice to CCMHA members.
Assists the Executive Committee along with all other committees as required.
- Coordinates procurement of administrative supplies for the Executive Committee.
- Assembles and distributes Board of Directors meeting agendas.
- Arranges meeting locations for Board of Directors meetings and other meetings as required.

2. SELECTION

Candidates for the position of Secretary must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

3. TERM

This position is filled on a two year term.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

5. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Approximately one (1) hour per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.5	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Treasurer, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Maintains financial records, bank accounts and directs all banking functions, including teams.
- Prepares financial reports for presentation as requested at the Board of Directors meetings.
- Is responsible for obtaining draft financial statements for the previous fiscal year for submission to the Annual General Meeting.
- Is responsible for obtaining year-end Financial Statements for the previous season prior to the commencement of the next season.
- Must be a signing authority for all cheques along with the President and other designates.
- This position is recommended to be the Registrar.

2. SELECTION

Candidates for the position of Treasurer must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

Candidates for the position of Treasurer will not be accepted from the general membership unless the Nominating Committee is unable to nominate a candidate from the active Board of Directors members.

To be considered valid, a Nominee for the position of Treasurer shall possess a recognized professional accounting designation or relevant experience subject to Board approval.

3. TERM

This position is filled on a two year term.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

5. TIME COMMITMENT

- Approximately twenty (20) hours per week at the beginning and end of hockey season.
- Approximately ten (10) hours per week during the hockey season.
- Approximately ten (1) hour per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.6	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director “C” Division	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for the overall direction and day to day operation of the on-ice hockey program.
- Manages all coaches responsibilities with respect to ensuring they are compliant with Hockey Nova Scotia and Hockey Canada requirements in addition to those of CCMHA.
- Responds to all matters in the operation of individual teams.
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Identifying coaches and other team personnel for approval by the Board.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Ensuring that team selections (lead the Draft) are completed in a timely manner and that teams are balanced.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Participating in the selection of coaches and other personnel for each team.
- Participating in the selection of independent evaluators for player evaluation and team selection.
- Participating in the player evaluation and team selection in each division.
- Overseeing the year-end playoffs as required.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Team Managers and Coaches
 - Parents and Supporters

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately ten (10) hours per week at the beginning of the hockey season.
- Approximately three (3) hours per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.7	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Provincial Teams	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for the overall direction and day to day operation of the on-ice hockey program.
- Manages all coaches' responsibilities with respect to ensuring they are compliant with Hockey Nova Scotia and Hockey Canada requirements in addition to those of CCMHA.
- Responds to all matters in the operation of individual teams.
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Identifying coaches and other team personnel for approval by the Board.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Ensuring that team selections are completed in a timely manner and that teams are balanced.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Participating in the selection of coaches and other personnel for each team.
- Participating in the selection of independent evaluators for player evaluation and team selection.
- Participating in the player evaluation and team selection in each division.
- Overseeing the year-end playoffs as required.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Team Managers and Coaches
- Parents and Supporters

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately thirty (30) hours per week at the beginning of the hockey season.
- Approximately ten (10) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.8	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Initiation Program	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws Player Selection Policy	

1. DUTIES

- Responsible for the overall direction and day to day operation of the on-ice hockey program.
- Manages all coaches' responsibilities with respect to ensuring they are compliant with Hockey Nova Scotia and Hockey Canada requirements in addition to those of CCMHA.
- Responds to all matters in the operation of individual teams.
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Identifying coaches and other team personnel for approval by the Board.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Coaches
 - Parents and Supporters

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week for the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.9	DATE APPROVED: July 19, 2021
TITLE: Position Description for Director, Coach and Player Selection	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: Coach Selection	

1. DUTIES

- Responsible for the overall direction and operation of the CCMHA Selection program.
- Coordinates all coaches responsibilities with respect to ensuring they are compliant with Hockey Nova Scotia and Hockey Canada requirements in addition to CCMHA.
- Develops a program for the training and improvement of skills of coaches and assistant coaches.
- Makes known to CCMHA coaches any training available to them (speakers, workshops, seminars, etc).
- Produces yearly coach development plan.
- Defines and conducts coach training programs.
- Provides (procures/develops) coach support materials.
- Provides coach evaluation materials.
- Coordinates and oversees coach evaluation process.
- Participates in Coach Selection Committee.
- Provides a summary report to the Executive Committee on Coach Evaluations following each season.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately ten (10) hours per week at the beginning of the hockey season.
- Approximately three (3) hours per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.6	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Female Teams and Players	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Coordinates the organization of the Female teams (where they exist).
- Responsible for the overall direction and day to day operation of the on-ice hockey program.
- Manages all coaches' responsibilities with respect to ensuring they are compliant with Hockey Nova Scotia and Hockey Canada requirements in addition to those of CCMHA.
- Responds to all matters in the operation of individual female teams.
- Resolves concerns and complaints of female players.
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Identifying coaches and other team personnel for approval by the Board.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Ensuring that team selections are completed in a timely manner and that teams are balanced.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Participating in the selection of coaches and other personnel for each team.
- Participating in the selection of independent evaluators for player evaluation and team selection.
- Participating in the player evaluation and team selection in each division.
- Overseeing the year-end playoffs as required.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Coaches
 - Parents and Supporters

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately one (1) hour per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.11	DATE APPROVED: July 19, 2021
TITLE: Position Description for Director, Development Program	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Creates and administers programs to develop the skills of hockey players at all levels of the Association. This includes advance planning, organization and advertising of the programs developed.
- Coordinates the coaches' mentoring program
- Keeps current on development opportunities offered by Hockey Nova Scotia
- Submits an annual development budget for approval by the Board. Administers the budget
- Organizes programs on weekends designated by Hockey Nova Scotia as development weekends
- Ensures that coaches are aware of all development opportunities, including coaching credentials workshops
- Provides assistance to coaches requiring help developing their practice programs
- Works closely with the Director, Coach & Player Selection
- Works closely with the Ice Time Coordinator to organize ice times for development activities
- Produces yearly Player Development Plan.
- Oversees Skills and Drills.
- Oversees goalie skills program.
- Oversees hockey schools program.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational and coordinating skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately two (2) hours per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.12	DATE APPROVED: July 19, 2021
TITLE: Position Description for Director, Fundraising and Sponsorship	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for the activities dealing with Fundraising and Sponsorship.
- Oversees the fundraising activities designed to raise money for the Association as a whole
- Coordinates the sale of the Association's major fundraiser. This includes coordinating the printing of the tickets, the distribution of the tickets to every player who registers, the receipt of the tickets, the count of the money received, the drawing of the winner, working with the Treasurer to ensure that funds are dispersed accordingly.
- Distributes the Fundraising Guidelines to every team manager and coach.
- Point of contact for applications for specialized grants and programming.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately one (1) hour per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.13	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Equipment Management	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Is responsible for the evaluation, procurement and maintenance of all equipment.
- Provides recommendations for replacement of unsuitable equipment and prepares budget requirements for equipment to be submitted to the Board.
- Arranges for handling, storage, repairing, cleaning and inventory of equipment.
- Arranges for distribution of equipment to evaluation team, conditioning program, and individual teams at the start of the season and ensures that all equipment is returned at the end of the season.
- Ensures that all name bars, captain, assistant captain and other sponsorship bars are removed at the end of the season.
- Responsible for the organization and tidiness of the equipment locker.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning and end of the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: NEW
POLICY NUMBER: 3.14	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Referee-in-Chief	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

Ensure that the Association has an adequate number of qualified on-ice officials by:

- Recruiting and assisting new officials to become certified;
- Ensures that all officials have requisite training. This includes organizing periodic performance reviews.
- Facilitating the regular supervision of officials throughout the year;
- Ensuring that officials are fully familiar with officiating standards and current rule emphasis;
- Addressing discipline issues as required;
- Ensuring that the Association is aware of Referee Association concerns and needs and vice versa.
- Schedules officials (referees and linesmen) for all home games of Association teams
- Liaises with Hockey Nova Scotia on all issues involving officials. This includes keeping current on all rule changes.
- Works closely with the Director, Ice Time Management
- Works closely with the Treasurer

2. DESIRABLE ASSETS

- Strong knowledge of game rules
- Officiating credentials
- Strong organizational skills
- Must be a level 4

3. TIME COMMITMENT

- Approximately ten (10) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.15	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Director, Ice Time Management	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws Ice Time Allocation Policy	

1. DUTIES

- Ensures the Division Coordinators and coaches receive electronic copies of game schedules and practices in a timely manner.
- Responsible for all phone calls and emails pertaining to ice.
- Will exercise best efforts to minimize the amount of "burnt ice" by attempting to place it with another team.
- Responsible for obtaining and contracting extra ice as required.
- Attends ice allocation meetings as required.
- Exercises best efforts to balance unfavourable ice times vs. favourable ice times amongst teams.
- Exercises best efforts to balance ice times amongst teams
- Maintain an ice time log in excel or other similar spreadsheet listing the date, team, rink start and end time.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel.

3. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.17	DATE APPROVED: July 19, 2021
TITLE: Position Description for Directors at Large	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Attends all regular CCMHA meetings and communicates details to category coaches as required.
- May be appointed as Division Director.
- Assist in player evaluations at the beginning of the season according to the CCMHA Evaluations Policy.
- Works with the Coach Selection and Evaluation Committee to assign coaches at the beginning of the season.
- Works with the Registrar to place players and affiliates on teams within the operating directives of CCMHA.
- Works to create and evaluate the teams at the beginning of the season.
- Receives calls from parents/guardians, players, and coaches during the season and assists in all inquiries.
- Provides CCMHA Policy and Procedure interpretations to players, parents/guardians, and coaches as required.
- Administers suspensions when applicable.
- Provides any reports of violation by players, teams, coaches, parents/guardians of CCMHA Policies and Procedures to the Board.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills

3. TIME COMMITMENT

- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.18	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Registrar	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. Duties

- May serve as CCMHA representative at various Hockey Nova Scotia and Zone meetings.
- Manages the overall registration process for CCMHA including:
 - Regular Season
 - Registration for other events as required
- Maintains and updates all hockey player files for CCMHA and Hockey Canada ensuring accuracy and completeness.
- As coaches are picked, will assign them to teams, initiating transfers as required.
- Once all players, coaches, and managers are assigned, will submit team rosters to HNS for approval, keeping in mind HNS deadlines for registering teams (as published each season). As rosters are updated through the season (normally due to changes in coaching staff), they will be re-submitted for approval
- On receipt of team approvals from HNS, will e-mail an “official” roster to each team manager for subsequent submission to tournament organizers
- Once past the HNS deadline for bench staff to have completed all qualifications, will liaise with Division Coordinators to remove from the rosters, if appropriate, all coaches and managers who are listed as ineligible.
- Manages transfer and releases of players to and from CCMHA.

2. Desirable Assets

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel

3. Time Commitment

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. Review

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.20	DATE APPROVED: July 19, 2021
TITLE: Position Description for Division Coordinators	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responds to all matters in the operation of individual teams.
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Ensuring that team selections are completed in a timely manner and that teams are balanced.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Participating in the selection of coaches and other personnel for each team.
- Participating in the selection of independent evaluators for player evaluation and team selection.
- Participating in the player evaluation and team selection in each division.
- Overseeing the year-end playoffs as required.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Team Managers and Coaches
 - Parents and Supporters

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately three (3) hours per week during the hockey season.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2015
POLICY NUMBER: 3.18	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Webmaster	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for maintaining and updating the CCMHA website as well as all Social Media Sites such as but not limited to Facebook.
- Ensures the website is up and running and promptly deals with any performance issues.
- Focuses on continuous improvement of the website recognizing its value to CCMHA members.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills

3. TIME COMMITMENT

- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: New
POLICY NUMBER: 3.21	DATE APPROVED: July 19, 2021
TITLE: Position Description for the Gender & Diversity Navigator	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Provide support and direction on issues related to gender and diversity within CCMHA.
- Organize awareness training for the board and coaches on Positive/Safe Spaces to build competencies around working with the LGBTQ2A+ community.
- Advocate on behalf of players who require accommodation based on their gender identity and expression.
- Support the implementation of the Confidentiality Statement and Dressing Room Policies.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values.
- Ability to meet personal commitments and agreed upon deadlines.
- Good communication and Interpersonal Skills.
- Member of the LGBTQ2S+ community .

3. REQUIRED DOCUMENTATION

This position requires a Criminal Records Check and a Vulnerable Sectors Check.

4. TIME COMMITMENT

- Approximately one (1) hour per week during the hockey season.
- Limited time demands during the remainder of the year.

5. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: NEW
POLICY NUMBER: 3.22	DATE APPROVED: July 19, 2021
TITLE: Position Description for Head Coach	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 6.0 Team Management 6.1 Coach Selection	

1. INTRODUCTION

The Head Coach is selected by the Association based on experience, leadership ability and fit with the values and principles of CCMHA.

2. DUTIES

- Serve as the official spokesperson on behalf of the team.
- Awareness for the team budget and any fundraising activities undertaken by the team.
- Work with Manager on budget development and tracking.
- Submit names for assistant coaches, team manager and any other team staff to the Board for approval.
- Coordinate the delegation of responsibilities to the assistant coach(es) and Manager.
- Plan on and off-ice activities in consultation with the assistant coach
- Coordinate player evaluation and selection in conjunction with the Director, Coach & Player Selection. Plan, implement and control pre-game preparation and communication with the team.
- Design the practice plans in consultation with the assistant coach.
- Coach the team in all games and practices.
- Establish rules for the team and oversee the supervision of the players.
- Complete year-end report as required by the Minor Association.
- Outline of practice plans and game strategy and recommendations on how the program can be improved.
- Report to the association through the Association mentor or designate.

3. DESIRABLE ASSETS

- Strong hockey background in playing, coaching, evaluating.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents
- Available to meet time requirements.

4. REQUIRED QUALIFICATIONS

- A valid, current Criminal Records Check;
- A valid, current Vulnerable Sectors Check; and
- NCCP and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

5. TIME COMMITMENT

- Weekly practices and/or games; usually approximately 2-3 hours in duration
- Weekly game/practice preparation; usually 1-2 hours in duration
- Tournaments (home and away)
- Attend meetings as required by Association at the start of the season
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.
- Limited time demands during the remainder of the year.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: NEW
POLICY NUMBER: 3.23	DATE APPROVED: July 19, 2021
TITLE: Position Description for Assistant Coach(es)	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 6.0 Team Management 6.1 Coach Selection	

1. INTRODUCTION

The Coaches are selected by the Association based on experience, leadership ability and fit with the values and principles of CCMHA.

2. DUTIES

- Assist with player evaluation and the player selection process.
- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation and the formulation of the game plan.
- Assist with the operation of the team during the games.
- Assist with scouting and evaluation of opponents.
- Assist with the supervision of players off and on the ice.
- Work with the Team Manager
- Report to the head coach.

3. DESIRABLE ASSETS

- Strong hockey background in playing, coaching, evaluating.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents.
- Available to meet time requirements.

4. REQUIRED QUALIFICATIONS

- A valid, current Criminal Records Check;
- A valid, current Vulnerable Sectors Check; and
- NCCP and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

5. TIME COMMITMENT

- Weekly practices and/or games; usually approximately 2-3 hours in duration.
- Tournaments (home and away)
- Attend team/association meetings as required.
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.
- Limited time demands during the remainder of the year.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: NEW
POLICY NUMBER: 3.24	DATE APPROVED: July 19, 2021
TITLE: Position Description for Team Manager	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. INTRODUCTION

The team manager is selected by the coach based on experience, leadership ability and fit with the coaching team and the parent group. The manager works with the coaches to appoint parents to other positions such as team treasurer, phoning assistant, etc.

The Manager is the first person any team parent approaches with any team or player concerns. The Manager will then communicate those concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of a players is at stake. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

2. DUTIES

- Prepare and organize team schedules. Supply those schedules to all team players, parents and coaches. Distribute any information to team parents and players.
- Assist coaching staff in arranging exhibition games.
- Arrange for travel permits as required.
- Arrange for exhibition game permit and numbers as required.
- Responsible for the team budget and any fundraising activities undertaken by the team.
- Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
- Ensure any suspensions are adhered to. Failure to adhere to suspensions may result in longer suspensions to both player(s) and/or coaching staff.
- Ensure the team Trainer or Head Coach has a suitable First Aid kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.
- Maintain a complete set of any Parental Consent forms and Medical History forms. These must be available at every game and practice. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician.
- Ensure an Injury Report form is to be filled out and delivered to the Controller as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the team Trainer and coaches as necessary.
- Ensure that Association rules and policies are adhered to.
- Team Managers are expected to advise the Ice Time Coordinator every Sunday evening by 6 pm of their teams scheduled ice times and locations for both practice and game times including the names of all participating teams.

- Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy.
- Set-up an e-mail "Team Distribution List" in order to distribute information to parents and players.
- Assist the coach with the preparation of a budget and fundraising plan and be responsible for obtaining the approval of the Board.
- Collect and remit any team fee payments as required.
- Distribute team jerseys at the beginning of the year.
- Collect team jerseys at the end of the year and return to the Equipment Director.
- Ensure that the properly completed game report has been delivered to the on-ice officials at least five minutes before each home game.
- Maintain copies of game reports.
- Make all team members (coaches, players and parents) aware of the policies of the Association and report any deviation to the Division Coordinator.
- Ensure the collection and remittance of all monies due to the Association are passed into the Treasurer by invoice due dates.

3. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

4. REQUIRED DOCUMENTATION

- A current, valid Criminal Records Check;
- A current, valid Vulnerable Sectors Check;
- Respect in Sport and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

5. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Registration	LAST REVIEW: NEW
POLICY NUMBER: 4.0	DATE APPROVED: July 19, 2021
TITLE: Registration Policy	
PURPOSE: Rules and payment procedures for all members registering for CCMHA hockey seasons	
RELATED GUIDELINES: Registration Procedures	

1. INTRODUCTION

Membership in CCMHA is a privilege and not a right. The CCMHA Board of Directors has the right to terminate any membership and/or suspend any member, including players and parents & supporters from CCMHA, a CCMHA function and/or ban any member, including players and parents and supporters from CCMHA, a CCMHA function, for violation of any By-Law, policy, or rule.

The Board is committed to meeting the needs of Association members in a transparent and cost-effective manner. This statement is intended to describe:

- Principles which guide the determination of annual program fees;
- Scope of current Association programs;
- Approximate annual costs associated with the delivery of each program; and
- Additional factors which influence the determination of annual registration fees.

2. SCOPE

This statement applies to all programs which are administered by the Association. It includes league play, development programs, development teams, tournaments and playoffs. It does not apply to games or programs which occur outside the Association's purview.

3. DEFINITIONS

Development Program - refers to special weekly sessions available to players who wish to develop their individual skills of skating, passing, shooting etc.

Provincial team - refers to the players selected from a particular division to play in more advanced competition. Players must try-out for the development teams.

Session - refers to either a scheduled practice or game.

4. GUIDING PRINCIPLES

The determination of annual fees is guided by the following principles:

- **Players first:** league play is the foundation of the Association. The Association will strive to maintain registration fees at a level which will maximize player participation.
- **Equity:** all registrants are expected to contribute toward the common costs (insurance, registration, etc.) of the Association.
- **User Pay:** some players may wish to participate in development programs in addition to the league program. Those participants will be expected to contribute to the cost of the additional programs. Registrants for league programs are not expected to subsidize the costs

of development programs. However, as the cost of the league program varies by division, annual fees will vary accordingly.

- **Transparency:** The rationale for the Association fee structure will be made available to all members.
- **Predictability:** The cost of programs will change from time to time in response to program changes or cost increases (e.g. ice fees or referee fees) which are beyond the control of the Association.
- **Probity:** The Association must strive to contain registration fees while retaining sufficient resources to maintain the financial health of the Association including unanticipated costs that might arise from time to time.

5. PLANNING ASSUMPTIONS

Annual operating costs are comprised of two elements – common overhead costs which apply to all members and specific costs associated with particular divisions and/or programs.

Annual fees have been determined on the basis of the following assumptions.

- The annual season extends for 25 weeks.
- Total registrants in the Association
- The size of league and/or development teams average 15 players but is influenced by the total number of players in the Division

6. COMMON OVERHEAD COSTS

6.1 Player Insurance

All players must be registered with Hockey Canada through Hockey Nova Scotia. Part of this fee is allocated for insurance coverage under its national insurance plan. Players, who are not properly registered with Hockey NS and Hockey Canada, may not participate in any Hockey Canada sanctioned event.

6.2 Equipment

Team uniforms must be replaced about every five years. When jersey sets become incomplete, the Association must replace them.

6.3 Registration for Team and Association Officials

Coaches, parent helpers and Board Members must also be registered with Hockey Canada through Hockey Nova Scotia. Coaches, parent helpers and officials who are not properly registered may not participate in any Hockey Canada sanctioned event.

6.4 Coach/Player Development

The cost of coach development and certification is a centralized cost because it benefits all players in the league. The Association seeks out grants to cover these costs but these funds are not always available and cannot be guaranteed.

7. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Registration	LAST REVIEW: NEW
POLICY NUMBER: 4.1	DATE APPROVED: July 19, 2021
TITLE: Registration Procedures	
PURPOSE: Rules and payment procedures for all members registering for CCMHA hockey seasons	
RELATED GUIDELINES: Registration Policy	

1. INTRODUCTION

Cumberland County Minor Hockey Association would like to ensure all members are registered prior to any on ice activities and ensure that payments for registration, fundraising, outstanding equipment and team fees are received in a timely manner so that members remain in good standing.

2. REGISTRATION

- Members must be registered prior to any on ice activities.
- Online registration will be available with online payment options.
- The Registrar will continue taking player registrations online until the posted closing of registration (may vary on an annual basis).
- After the closing date, acceptance of late registrations is not guaranteed and will be dependent on the capacity of CCMHA teams.

3. FEES

- General registration fees will be established annually.
- Members owing outstanding team fees, registration fees or equipment from the previous year must have those fees paid in full and any equipment returned before any player in the family can attend CCMHA ice for the current season.
- Members must have their fees paid prior to any on ice activities.

4. FUNDING

- Members who have applied for funding must submit to the registrar the name of the player funding was applied for, the name of the funding program and the amount they expect to receive from the funder.
- Any balance above funding amount will be required to be paid out in accordance with Section 3 (Fees).

5. OTHER

- No verbal or written reminders for unpaid fees are guaranteed by CCMHA. It is the member's responsibility to ensure fees are paid and on time.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Registration	LAST REVIEW: 2015
POLICY NUMBER: 4.2	DATE APPROVED: July 19, 2021
TITLE: Registration – Refunds	
PURPOSE: Rules and payment procedures related to Refunds for all members registering for CCMHA hockey seasons	
RELATED GUIDELINES: Registration Procedures	

1. INTRODUCTION

Membership in CCMHA is a privilege and not a right. The CCMHA Board of Directors has the right to terminate any membership and/or suspend any member, including players and parents/guardians from CCMHA, a CCMHA function and/or ban any member, including players and parents/guardians from CCMHA, a CCMHA function, for violation of any By-Law, policy, or rule.

2. REFUND POLICY

Refunds for players withdrawing from any or all programs will be paid, upon written application to the Registrar, less a \$100.00 service charge fee, according to the following schedule:

- No portion of a late registration fee will be refunded.
- Players or parents suspended or expelled for disciplinary reasons shall be ineligible for a refund fee.

The Registrar and Treasurer are jointly charged with the responsibility of using reasonable discretion with respect to portioned months, (e.g. refund request received January 13 for a player injured December 3, and now known to be unable to return before the season end. Refund will then be based on participation for the months of October and November only that is 30% reduction). All refunds are subject to Board approval.

For players withdrawing as a result of a residential move outside of CCMHA boundaries, the \$100.00 service fee will not be charged. Proof of new residence will be required along with written application for withdrawal.

For players withdrawing voluntarily for personal reasons, both the Registrar and Treasurer will use reasonable discretion with respect to any refunds of fees, subject however to a \$100.00 service fee.

No refunds will be allowed after December 31.

A refund example:

- A Pee Wee player with registration of \$300.00 withdraws as of Nov. 15:
- Services fee (\$100.00)
- October & November (\$90.00) fee pro-rated, i.e., 15% per month
- Net Refund \$110.00

There will be no refunds or release of a player until all equipment, raffle tickets, outstanding funds or such other amounts owing to CCMHA have been paid and accounted for.

A request for refund of fees as a result of a non-CCMHA hockey injury that results in a player's inability to continue participating in CCMHA Hockey programs must be supported by satisfactory evidence (in the sole discretion of the Registrar and Treasurer) of such injury and may be subject to a \$100 Service Fee.

3. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: August 2020
POLICY NUMBER: 5.0	DATE APPROVED: July 19, 2021
TITLE: Conflict of Interest	
PURPOSE: To clarify how CCMHA will handle conflicts of interest between individual interests and broader interests of the CCMHA Board	
RELATED GUIDELINES:	

1. INTRODUCTION

CCMHA is committed to providing an environment free from conflicts of interest.

This policy will be enforced on a Zero Tolerance Basis, those found in violation of the policy will be subject to review by the disciplinary committee.

2. APPLICATION

CCMHA is committed to the ethical behaviour of its volunteers and Board. All members of the Board, committees and sub-committees are bound by the Conflict of Interest Policy.

This policy applies to a Director, Officer, committee member, volunteers or any other person in a position to make or influence decisions within CCMHA.

3. RECOGNITION OF CONFLICT

Members of CCMHA, including the Board of Directors, committee or sub-committee members shall not vote on any question:

- Affecting a private company of which they are shareholders;
- Affecting a public company in which they hold more than one percent of the shares;
- Affecting a partnership or firm of which they are members;
- Concerning a contract for the sale of goods, merchandise or services to which they are a party;
- In which they will derive direct or indirect personal benefit beyond that which will accrue to the organization in general; and
- Directly affecting, or in any way relating to, the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above shall declare this before the discussion of the question and shall leave the room and not participate in the debate and vote. That Member will be deemed absent for that specific question.

For the purposes of this policy, a conflict of interest may be deemed, but not limited to exist when:

- A volunteer or member of the Board places themselves in a position which might benefit them, their player or any person directly related to them from improper consideration or favouring.
- Holding any position on a hockey team, league or association and called upon to decide on an issue that directly or indirectly affects the interest of said team, league or association.

- A volunteer or member of the Board seeks or is perceived to seek, gain, receive or benefit financially from preferential treatment in the duties and responsibilities in CCMHA from situations, but not limited to:
 - Participating as an owner, part owner, director or officer of a firm which is a supplier of materials or services to CCMHA.
 - Entering into a sponsorship agreement or promotional agreement with CCMHA where the participant is an owner, part owner, director or officer of the company.
 - Receiving gifts, monies or favour of any kind in exchange for preferential treatment on the team;
 - Receiving remuneration of any amount for any position, including on or off ice activities.

When a conflict or perceived conflict arises, the person (people) involved shall:

- Immediately advise the President, and the Board of the nature of their conflict on interests; and
- Remove themselves immediately from the meeting or situation.

4. DECLARATION OF CONFLICT

Every Board or Committee member who directly or indirectly has an interest in a proposed or existing contract or decision or other matter relating to CCMHA shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

The declaration of a conflict of interest shall be made at the meeting at which the question of entering into the contract or transaction or other matter is first being considered by the Board. If the Board or Committee member is not in attendance on the date of the meeting, the declaration of conflict of interest must be made to the President prior to the meeting if the matter is identified on the agenda or, if the matter is not identified on the agenda, immediately following the meeting or, if the Board or Committee member is not in attendance on the date of that meeting, at the next meeting held after the Board or Committee.

After making such a declaration, the Board or Committee member shall not vote on such a contract or decision or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

If a Board or Committee member fails to make a declaration of conflict of interest in a contract, decision or other matter shall account to and reimburse CCMHA for all profits realized, directly or indirectly, from such contract or decision, and may be required to step down from such position.

Any team officials, CCMHA Committee members or members at large who are in, or could be perceived to be in, a conflict of interest on a matter shall declare such conflict when a matter is first being considered and leave the meeting in question and shall not otherwise participate in any decision on the matter.

Examples of conflicts of interest include, but are not limited to:

- Occupation, customer or client relationships
- Coach selection
- Selection or composition of a team
- Parent/guardian of player or parent/guardian on a team which a player is on

5. CORRECTIVE ACTION

Those found in violation of the policy will be subject to review by the disciplinary committee. Substantiated complaints under this Conflict of Interest policy may result in corrective action or discipline, up to and including removal from all hockey related activities related to CCMHA.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: 2015
POLICY NUMBER: 5.1	DATE APPROVED: July 19, 2021
TITLE: Code of Conduct	
PURPOSE: CCMHA is committed to ensuring and emphasizing respectful behaviour and conduct, both on and off the ice, which emulates CCMHA values.	
RELATED GUIDELINES/DOCUMENTS: 5.4 CCMHA Disciplinary Action Policy Hockey Nova Scotia On-Ice Bullying Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Bullying%20Policy.pdf Hockey Canada/ Hockey Nova Scotia Prevention of Bullying, Harassment and Abuse Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf Hockey Canada/Hockey Nova Scotia Hazing Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Hockey%20Canada's%20Hazing%20Policy.pdf Hockey Canada Cyber-Bullying Administration Manual https://5647e90c-cdn.agilitycms.cloud/Attachments/cyberbullying_resource_manual_e.pdf Hockey Nova Scotia Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf	

1. INTRODUCTION

The Association is committed to the conduct of its programs and activities in a fair, safe and respectful manner. These values shall eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game. This policy is intended to describe the:

- Expected standard of behaviour for players and other Association members;
- Procedure for addressing violations of the Code;
- Range of sanctions that could be applied; and
- Procedure for appealing a disciplinary decision.

2. SCOPE

This code shall apply to:

- All members of the Association including players, coaches, other team personnel, parents/guardians and all elected and appointed personnel;
- All Association programs and activities, regardless of location; and
- All hockey programs and activities in which Association members are participating, regardless of location.

Violation by any member, parent/guardian, supporter, player, manager, coach or other participant of any provision of the Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Disciplinary Policies of CCMHA or Hockey Nova Scotia.

3. GUIDING PRINCIPLES

The CCMHA Code of Conduct shall include (but not be limited to) the following principles:

- Players, parents, coaches and supporters of CCMHA shall abide by the Bylaws, Rules and Policies of CCMHA and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.
- The Fair Play Code as supported by CCMHA.

- ZERO (0) Tolerance for Bullying and Harassment as defined by Hockey Canada.

All members and participants of CCMHA shall respect other members, officials, parents, players, supporters, team officials, volunteers, Board members, employees and property of CCMHA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, supporters, volunteers, Board members, employees or damage to the property of CCMHA or of another association or facility will not be tolerated and will result in disciplinary action.

All members, fans and participants of CCMHA shall respect the game of hockey and shall behave in a manner consistent with the values of the Association.

CCMHA will not tolerate inappropriate behaviour by parents/guardians, supporters, players, managers, assistant or head coaches. Individuals exhibiting inappropriate behaviour will be subject to disciplinary action as outlined in the disciplinary policy. All players and supporters shall be solely responsible for their participants in which they are related to and any monetary and non-monetary damages (if any) that may occur.

Under no circumstances is a parent or supporter to enter the opposing team's dressing room, unless invited by the opposing team official.

Coaches and other team officials, players, parents and supporters are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game at any time.

Functions carried out by CCMHA teams shall be at the sole responsibility of the teams involved and not the responsibility of CCMHA.

CCMHA supports Hockey Canada's Abuse and Harassment Policies. <https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf>

4. DEFINITIONS

Complaint - Description of the problem

Complainant - the person raising the complaint

Respondent - the person with whom the complaint is about and who responds to the complaint

Team designate - the person whom the team identifies as the person available to assist with the handling of complaints within the team (i.e. Team manager, trainer, parent liaison etc.)

Team personnel - A Coach, Assistant Coach or any other person holding a responsible position with a team

5. STANDARD OF BEHAVIOUR

All players, coaches, bench staff and other team personnel shall respect Hockey Canada, Hockey Nova Scotia and Association rules and policies which govern the conduct of games and activities associated with games.

All Association members shall also:

- Comply with all applicable federal, territorial and municipal laws;
- Respect other persons regardless of their race, ancestry, colour, religion, gender, sexual orientation, age or disability;

- Respect the rights of others, including their health, safety, opinions, property and freedom from mental and physical harm;
- Show proper care and regard for Association and community personnel and property;
- Demonstrate appropriate personal behaviour and sportsmanship;
- Not use Association supplies and equipment without proper authorization;
- Not be in possession of or under the influence of non-prescription drugs;
- Respect persons who are in a position of authority; and
- Take appropriate action to help those in need.

There shall be a “zero tolerance” policy regarding the use of alcohol by players, coaches, team personnel and designated chaperones.

Subject to the Code’s requirement respecting appropriate behaviour, parents may consume alcohol as permitted by law provided that there are no players present who are not related to the parent.

5.1 Standard of Behaviour Parents/Guardians and Supporters

Under no circumstances is a Parent or Supporter to approach the bench or a coach during or immediately after the game. The coach(es) shall be given a reasonable amount of time at the conclusion of a game to spend with the players. A Parent/Guardian or Supporter may then indicate to the coach that they wish to speak to the coach, and if granted, it shall be conducted in a respectful, courteous manner.

Parents/Guardians and Supporters:

- Shall be supportive of their child/children, other children, the coaches, the team and other parents
- Agree to follow the Dispute and Appeal Policy of CCMHA.
- Shall not solely focus on winning or your child being the best player, but rather shall focus on team play, fun and development.
- Shall not be critical of any coach, parent or another player. Much like players, parents are part of the team and shall support one another.
- Any dispute, disagreement or issue shall be handled with respect and dignity as you would expect the same courtesy.
- Shall not contact Hockey Nova Scotia. Any questions, clarification or complaint shall be directed to the appropriate channel within CCMHA first, unless otherwise instructed by a member of the CCMHA Executive Committee.
- Shall not "coach" their child/children in a way that conflicts with the team coaches' philosophy. Secondary coaching confuses the child/children and ultimately affects play and encourages disrespect of an authority figure. Coaching your child/children behind the glass or from the stands confuses the child/children and disrespects the coaching staff.
- Shall be supportive of the CCMHA Hockey organization, its members, volunteers, Executive Committee and Board.
- Are not allowed on the benches or the ice at any time unless they are listed on the team "hard card", which shall also mean the Official Team Roster or Team Sheet Hard Card.

Parents/guardians and Supporters that want to discuss or indicate their displeasure with a call on the ice or coaching decision, in the absence of imminent danger, the 24-hour rule shall be strictly adhered to and enforced. There shall be no emails, phone calls or personal discussions until 24 hours after the event. Any contact during the 24-hour period will result in an immediate 1 Game Suspension for the offending Parent/guardian or Supporter.

5.2 Standard of Behaviour for Coaches and Team Officials

Coaches & Team Officials must strictly adhere to the Policies and Guidelines of CCMHA. They are viewed to be the leaders and the authority figure and must lead by example.

Coaches & Team Officials:

- Must control their behaviour as they are the leaders of the youth and have a direct impact on the perception of the CCMHA program.
- Must not use profane language at any time while in the presence of youth.
- Must not abuse, criticize or disrespect another coach, game official, member of another team, parent or fan.
- Must not bully.
- Shall be held accountable for the performance of their team both on and off the ice. CCMHA Coaches shall not leave their team unsupervised during games and practices. Horseplay and bullying will not be tolerated.
- Must, to the best of their ability, ensure each player receives the same opportunity to develop and grow.
- Shall not contact Hockey Nova Scotia directly unless permission has been granted by an individual from the CCMHA Executive Committee.

Overall, Coaches & Team Officials must display the professionalism and respect an average parent would expect in a volunteer community based hockey organization. Any question, clarification, complaint shall be directed to the appropriate individual in CCMHA.

5.3 Standard of Behaviour for Players

Players shall:

- Respect their coaches, parents, fans and other team mates at all times.
- Never disrespect another player, coach or referee for alleged bad calls, missed calls, short shifts or any other reason which may occur in the game of hockey. Shall never intentionally hurt someone.
- Avoid the use of foul language.
- Never disrespect the CCMHA organization, its volunteers, Executive Committee or Board.
- Never disrespect Hockey Nova Scotia or any other hockey organization.
- Follow all reasonable direction of the coach, manager and other team officials.
- Not contact Hockey Nova Scotia directly unless permission has been granted by an individual from the CCMHA Executive Committee.
- Demonstrate a positive attitude to the game, practice and learning in general. Shall wear the equipment required by Hockey Nova and Hockey Canada including neck guards for players and plastic puck shields for goaltenders.
- Arrive for games, practices and other team functions at the time specified by the team.
- Maintain dressing rooms in a clean and orderly fashion. Clean up any garbage left in the room.
- Respect the rules set out by the rink authorities.

5.4 Standard of Behaviour for Volunteers, Board Members and the Executive Committee

The Board, the Executive Committee and all volunteers shall:

- Abide by CCMHA Policies and By-laws.
- Maintain the integrity, purpose and values of the organization at all times.
- Respect the members, Board and Executive Committee and not cause any public embarrassment or humiliation.
- Be supportive and respectful of each other.
- Not use their position for personal profit, personal gain or their child/children's gain.

- Not use their position to influence the selection of a team official or benefit any team or individual(s) within the organization. Use the position for the benefit of CCMHA as a whole.
- Act in an ethical manner at all times as one would expect from an organization of integrity.
- Maintain the information of CCMHA including but not limited to financial information, strategy, actions or any matter or decision by the Board of Directors, Committee or subcommittee as confidential.
- Any other person present at a Board, committee, sub-committee meeting shall be bound by this confidentiality provision.

6. BREACH OF THE CODE OF CONDUCT

CCMHA stipulates that any issues involving a breach of conduct by any member of CCMHA including Executive, Directors, Category Directors, Team Officials (Coaches, Assistants, Trainers, Managers etc.), Players, Parents and Supporters, shall be directed to the CCMHA Board of Directors. Any Director or CCMHA Official, on receiving an Incident Report or Complaint Report, shall notify the CCMHA Board of Directors.

The CCMHA Board of Directors may choose upon the report of the Incident or Complaint, to issue a temporary immediate suspension from all association functions until such time as a decision has been made by the CCMHA Board of Directors.

6.1 Informal Process

If the majority of the CCMHA Board of Directors believe that the matter can be dealt with on an informal basis without the necessity of a hearing, the Board may investigate the complaint, including accepting submissions (verbal or written) from the Complainant, the person(s) being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered.

The Board shall provide written notice of its decision to the Complainant and the party being investigated. Should either the Complainant or the party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request a Public Hearing to present their case to the Membership.

6.2 Public Hearing or Private Hearing

The CCMHA Board of Directors shall establish a date and time for the Public Hearing. If either the Complainant or the Respondent fails to appear at the hearing, the hearing shall be conducted in the Complainant or Respondent's absence with the witnesses and information available.

6.3 Conduct of the Public Hearing

In accordance with CCMHA Conflict of Interest Policy, prior to the hearing, any member who is in, or could be perceived to be in a conflict of interest shall declare such conflict and leave the Hearing. This will also apply to any other stages subsequent and related to such hearing.

The Director, Risk Management shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the Director, Risk Management is not available, the remaining members of the Board shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing.

The witnesses will not be sworn nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape, video or use other electronic media in the proceedings.

The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual or legal counsel. The only exception to this rule is that minors must be accompanied by a parent or guardian.

The Board and Members are volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing.

The Members present shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal at the outset but shall be confirmed in writing.

Documentation on each matter referred shall be comprised of the original complaint or incident report, copies of all correspondence, statements, notes as well as a copy of the written decision of the Board.

7. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: 2015
POLICY NUMBER: 5.2	DATE APPROVED: July 19, 2021
TITLE: Physical , Sexual Harassment and Abuse Policy	
PURPOSE: This policy sets out the principles and practices of Hockey Canada with regards to abusive behaviour towards participants.	
RELATED GUIDELINES: Hockey Nova Scotia On-Ice Bullying Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Bullying%20Policy.pdf Hockey Canada/ Hockey Nova Scotia Prevention of Bullying, Harassment and Abuse Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf Hockey Canada/Hockey Nova Scotia Hazing Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Hockey%20Canada's%20Hazing%20Policy.pdf Hockey Canada Cyber-Bullying Administration Manual https://5647e90c-cdn.agilitycms.cloud/Attachments/cyberbullying_resource_manual_e.pdf Hockey Nova Scotia Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf	

1. INTRODUCTION

CCMHA is committed to providing a positive environment for all participants free from forms of harassment and abuse. CCMHA is committed to providing a hockey program and environment that promotes equal opportunities and prohibits discriminatory or harassing practices.

CCMHA recognizes that it can be extremely difficult to come forward with a complaint of harassment or sexual harassment. CCMHA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

This policy will be enforced on a Zero Tolerance Basis, those found in violation of the policy will be subject to a minimum suspension of one (1) year and the matter will be forwarded to the appropriate law enforcement agency.

2. DEFINITIONS

Abuse: Any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury, harm, or emotional damage to a person.

Assault: Intentional application of force by one person against another without consent.

Bullying: Involves a person expressing their power through the humiliation of another person. Bullying describes behaviours that are similar to harassment, but occur between children under the age of **twelve**, or behaviours between youth or between adults that are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.

The issue of bullying is not addressed by the law, however, bullying behaviour is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults;

constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (engage in bullying as well as provoke bullies to attack by taunting them).

The following is a non-exhaustive list of tactics used by bullies to control their targets:

- unwarranted yelling and screaming directed at the target
- continually criticizing the target's abilities
- blaming the target of the bullying for mistakes
- making unreasonable demands related to performance
- repeated insults or put downs of the target
- repeated threats to remove or restrict opportunities or privileges
- denying or discounting the targets accomplishments
- Threats of and actual physical violence

Child Abuse: Any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In Nova Scotia a person is considered a child up to the age of 16 years.

Emotional Abuse: Attacks, especially prolonged and chronic on an individual's self-esteem. This is psychological behaviour, especially when a person is in a position of power, authority or trust exhibits it. Emotional Abuse takes many forms including but not limited to name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, ignoring someone's needs, or discriminating against that person.

Harassment: Comments, conduct or gestures that are insulting, intimidating, humiliating, malicious, degrading, unsolicited or unwelcome attention or actions which annoy another individual. It can include the following:

- condescending, patronizing, threatening or punishing actions which undermine self-esteem;
- practical jokes which cause awkwardness or embarrassment or may endanger a person's safety;
- hazing, unwanted physical contact;
- discriminatory conduct;
- retaliation for having raised a concern, filed a complaint, etc.

Harassment is considered to have taken place if a person knows, or ought to reasonably have known that their behavior is unwelcome.

Neglect: Chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

Sexual Assault: Assault committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated. Sexual assault may take the form of either/and contact and non-contact.

Verbal Abuse: Screaming, yelling, name calling at a group or individual especially when repeated or consistent.

3. RESPONSE AND REMEDIES

It is the position of CCMHA that harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. The CCMHA Board recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, CCMHA recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.

4. RESPONSIBILITIES OF THE CCMHA

The Board of CCMHA is responsible for:

- Discouraging and preventing harassment within CCMHA;
- Investigating formal complaints of harassment in a sensitive, responsible and timely manner;
- Imposing appropriate disciplinary or corrective measures which a complain of harassment and been substantiated regardless of the position of authority of the offender;
- Providing advice to persons who experience harassment;
- Doing all within their power to support and assist any member or volunteer of CCMHA who experiences harassment by someone who is not a member or volunteer;
- Making all members and volunteers of the harassment and in particular, sexual harassment and of the procedures contained in this Policy informing both complainants and respondents of the procedures contained in this Policy and of their rights under law;
- Regularly reviewing the terms of this policy to ensure that they adequately meet the CCMHA legal obligations and public policy objectives.

5. RESPONSIBILITIES OF MEMBERS OF CCMHA

Every member and volunteer of CCMHA has a responsibility to play a part in ensuring that the environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this Policy. In addition, any member or volunteer who believes that another member or volunteer has experienced or is experiencing harassment is encouraged to notify a Board Member of CCMHA.

Any member of the association who witnesses harassment or becomes aware that an individual is being harassed, has a responsibility to report the incident to the Board. It is the responsibility of each hockey participant to ensure that these prohibited activities do not occur.

6. CONFIDENTIALITY

The Board understands that it can be difficult to come forward with a complaint of harassment and that it can be detrimental to be wrongly convicted of harassment. The Board recognizes the interests of both the complainant and the respondent in keeping the matter confidential. The Association shall not disclose to outside parties the name of the complainant; the respondent; the circumstances giving rise to the complaint; or the name of the respondent unless a disciplinary or other remedial process

requires such a disclosure.

7. INVESTIGATION

The nature of the complaint will determine how it is managed.

Physical Abuse: as defined by this Policy and by Hockey Nova Scotia, will be addressed by the CCMHA by forwarding the complaint directly to a child protection agency and the local police. Notice will also be sent to the Regional Director of Hockey Nova Scotia.

The Disciplinary Committee will quickly investigate non-criminal harassment and if warranted, the harasser will be dealt with in accordance with the association policy.

The association will deal with all complaints in a timely manner to:

- Determine the exact nature of the complaint;
- Receive copies of the details of the complaint from both the harassed and the alleged harasser;
- Interview the parties involved, including witness, to clarify facts;
- Determine what, if any corrective action will be taken; and
- Communicate to both parties the conclusions reached the corrective action taken.

8. CORRECTIVE ACTION

Substantiated complaints under this harassment policy may result in corrective action or discipline, up to and including removal from all hockey related activities related to CCMHA.

Complaints made under false pretenses are also subject to any corrective action imposed by CCMHA.

9. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: 2015
POLICY NUMBER: 5.3	DATE APPROVED: July 19, 2021
TITLE: Complaint Resolution	
PURPOSE: CCMHA is committed to ensuring a clear process for addressing complaints.	
RELATED GUIDELINES/DOCUMENTS: Incident Report Form	

1. INTRODUCTION

CCMHA is committed to providing a safe and fun hockey environment based on fundamental values of equality, trust and mutual respect. An environment that leads to positive social and physical development for all players, parents, coaches and officials.

2. SCOPE

Any person who wishes to comment, complain or even compliment any witnessed behaviours are welcome to do so in writing, by email or by contacting their team Coach, who will escalate the request to the Board. Once notified, the President will contact the Discipline Committee, or the police if in the opinion of the President, the police should be involved. All matters will be addressed in accordance with CCMHA values, Code of Conduct and Discipline Policy.

A Complaint may be raised by any member of CCMHA, by members of another association (through their association's executive), by league officials or by members of the Board acting in response to a report from game officials or by any other party.

3. ORDER FOR PURSUING RESOLUTION

Unless otherwise specified, the order for pursuing resolution of Issues, Concerns and Complaints in CCMHA is as follows:

- Coach
- Division Coordinator
- Any Board Member
- President

4. COMPLAINT PROCESS

A Complaint must identify the time, place and participants as well as provide a summary of the incident and be signed and dated by the Complainant. An Incident Report shall be used to outline the complaint. These forms may be obtained from the CCHMA website. In certain circumstances, the Board may choose to engage the Discipline Committee to investigate and render a decision on an incident even though a formal complaint has not been lodged.

Examples of incidents which may warrant disciplinary action are as follows:

- A player or team official who receives excessive game misconducts, gross or match penalties.
- A coach, who in the opinion of the Division Coordinator, is being assessed too many bench penalties or penalties of a serious nature.
- Any member of CCMHA or their guests who repeatedly brings discredit to team, team officials or CCMHA through frivolous and vexatious actions, violent, abusive or gross behaviour, on or off the ice.

CCMHA will not entertain lawyers present at any meetings, with the exception of a lawyer representing the Association.

The INCIDENT REPORT FORM shall be used to provide feedback, submit ideas and complaints.

Copies of this form are available on the CCMHA website.

5. COMPLAINTS AGAINST GAME OFFICIALS

CCMHA does not have authority to conduct hearings into the conduct of game officials.

Written complaints about game officials must be reported in writing, setting out the particulars of the incident and must be signed by the individual making the complaint and forwarded to the President of CCMHA. At no time shall a complaint, both verbal and written, be made to any association or organization other than CCMHA. The complaint may be sent to the Referees Association, as determined by CCMHA.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy/Procedure

CATEGORY: Risk Management	LAST REVIEW: 2015
POLICY NUMBER: 5.4	DATE APPROVED: July 19, 2021
TITLE: Disciplinary Action	
PURPOSE: CCMHA is committed to ensuring a clear process for addressing disciplinary issues.	
RELATED GUIDELINES/DOCUMENTS: Hockey Nova Scotia Code Of Discipline And Minimum Suspensions https://5647e90c-cdn.agilitycms.cloud/Code%20of%20Discipline%20August%202020%20(002).pdf Hockey Nova Scotia On-Ice Bullying Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Bullying%20Policy.pdf Hockey Canada/ Hockey Nova Scotia Prevention of Bullying, Harassment and Abuse Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Policy%20on%20Prevention%20of%20Harassment.pdf Hockey Canada/Hockey Nova Scotia Hazing Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Hockey%20Canada's%20Hazing%20Policy.pdf Hockey Canada Cyber-Bullying Administration Manual https://5647e90c-cdn.agilitycms.cloud/Attachments/cyberbullying_resource_manual_e.pdf Hockey Nova Scotia Abusive Parent Dispute Resolution Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Abusive%20Parent%20Dispute%20Resolution%20(4)%20-%20dispute%20resolution%20policy.pdf Hockey Nova Scotia Intervention Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/Intervention%20Policy.pdf Hockey Nova Scotia Risk Management Policy	

1. INTRODUCTION

All players, parents/guardians, supporters, managers, coaches and other members are expected to abide by CCMHA Code of Conduct, as well as the *For the Good of the Game* principles, the acknowledgement of which is a condition of registration of the member.

Members are expected to assume responsibility for those participants or supporters who attend any game, practice, team or CCMHA function, at their invitation. Violation of the Code of Conduct or the *For the Good of the Game* principles, may result in disciplinary action being taken.

2. SCOPE

Standards of behaviour are communicated and may be updated throughout each season. It is recognized that behaviour may transgress outside acceptable standards and that disciplinary action may be required.

Such discipline may be applied to any member of CCMHA and their supporters and may take the form of, but are not limited to:

- a verbal reprimand,
- a written reprimand,
- a demand for an apology, either written or verbal, to any affected party,
- a suspension from participation in or at Association activities,
- continued participation in CCMHA under a discipline contract,
- a request for damages compensation for CCMHA damages,
- expulsion from CCMHA,
- a combination of two or more of the above.

The result of any disciplinary action taken may affect a member's current standing or future appointment as a team official.

The non-observance or non-performance by a person of any sanction or discipline imposed by CCMHA shall be deemed a breach of the Code of Conduct and be the subject of review by CCMHA for further action, which can include the suspension of the associated player from the bench and all team functions.

3. VIOLATIONS AND PENALTIES

This section MAY be used as part of the Informal Process to ensure penalties are consistent. Violations and Penalties MUST be used during all Public Hearings.

The Association also considers Hockey Nova Scotia Code Of Discipline And Minimum Suspensions Policy [https://5647e90c-cdn.agilitycms.cloud/Code%20of%20Discipline%20August%202020%20\(002\).pdf](https://5647e90c-cdn.agilitycms.cloud/Code%20of%20Discipline%20August%202020%20(002).pdf)

3.1 Class I Violations

Class I violations carry a minimum penalty of a one (1) week suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however, the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class I violations include, but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at any time.
- Abusive language and/or negative social media postings.
- Taunting by means of baiting, or ridiculing.
- Addressing a coach, official, player or CCMHA Volunteer in an unsportsmanlike, discourteous, or threatening manner.
- Questioning the coach(s) during or after practices or games.
- Questioning the referees during or after games.
- Approaching a coach or referee immediately following a game to voice a complaint.

3.2 Class II Violations

Class II violations carry a minimum penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however, the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, CCMHA volunteer, or spectator.
- Throwing of any object in the spectators viewing area, players bench, penalty box, locker room, or on the ice surface.
- Intentionally shoving or striking a player, coach, official or CCMHA Volunteer during any CCMHA function, whether in the locker room, on the ice, or at any time the team is getting together.
- Public disparagement of other members (allegations found to be false).
- Bullying, (as defined by Hockey Canada).
- Second Class I violation of the same offense or third or subsequent Class I violations.

3.3 Class III Violations

Class III violations carry a minimum penalty of a one (1) year minimum suspension from the program to permanent termination from the CCMHA organization. The suspension begins when the Discipline Committee has reached a decision on the issue; however, the Discipline Committee has the authority to

immediately suspend the offender until the investigation is complete. For Class III violations penalties will require ratification by a 2/3 majority of the Board of Directors, at a meeting where there is a quorum of the Board.

Class III violations include, but are not limited to:

- Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices).
- Physical abuse of a player, coach, parent, official, CCMHA volunteer, or spectator.
- Bullying (as defined by Hockey Canada).
- Activities that violate Provincial or Federal Laws which create a safety risk to any member of the organization.
- Second Class II violation of the same offense or third or subsequent Class II violations.

4. NOTIFICATION

Parents/guardians will be informed of the Policy on Sports Conduct before the beginning of the season. Parents/guardians are required to acknowledge (by signature) that they received a copy of the Policy before their player may participate in CCMHA sanctioned games.

5. REPORTING

The President of the CCMHA organization will deliver an annual report to the organization at the Annual Meeting stating such particulars as number of Policy incidents, sanctions levied, and policies pursued.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Risk Management	LAST REVIEW: NEW
POLICY NUMBER: 5.5	DATE APPROVED: July 19, 2021
TITLE: Disciplinary Committee Operating Procedures	
PURPOSE: To ensure that policies and guidelines are applied in a consistent, transparent and fair manner.	
RELATED GUIDELINES: 5.4 Disciplinary Action Policy	

1. PURPOSE

The Discipline Committee is responsible for administering disciplinary action consistent with the Association Code of Conduct.

2. REPORTING RELATIONSHIP

The Discipline Committee shall report to the Board through the Director, Risk Management or other persons appointed, from time to time, by the Chair.

3. AUTHORITY

The Director, Risk Management shall have authority to administer disciplinary action consistent with the direction provided by the Executive Committee and Association policies and procedures.

The Chair may delegate specific authorities, in writing, to another committee member.

4. RESPONSIBILITIES

The Discipline Committee is responsible for overseeing the administration of Association Code of Conduct by:

- Reinforcing the Association's Vision, Mission, Values and Operating Principles;
- Ensuring that disciplinary actions are administered consistent with Association policies and procedures;
- Ensuring that disciplinary actions are administered in a consistent manner across all Association programs and activities;
- Ensuring that Directors fully understand their responsibilities with respect to the administration of discipline; and
- Ensuring that all records relating to disciplinary actions are properly maintained.

5. MEMBERSHIP

Members of the committee include:

Chair: Director, Risk Management

Asst. Chair: To be determined on a case-by-case basis.

Additional members will be added, on a case-by-case basis, upon approval of the Executive Committee.

The Committee shall conduct its business according to the Executive Committee Operating Procedures.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

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6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: August 2020
POLICY NUMBER: 6.1	DATE APPROVED: July 19, 2021
TITLE: Coach Selection	
PURPOSE: This policy directs how coaches are selected for all leagues with CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Appendix 5 Coaching Expectations	

1. INTRODUCTION

The CCMHA Coach Selection Committee's goal is to select the most appropriate head coach for a team taking into account not only qualifications and experience but a coach that will demonstrate the use of the Coach Code of Conduct and the For the Good of the Game principles that give the players the most positive experience on and off the ice. The Coach Selection Committee will attempt to align the right coach with the right team.

Under no circumstances shall Coaches and Assistant Coaches be paid to coach a CCMHA team. Exceptions will be made in the event of a NON-PARENT Coach, for the TEAM Parent/guardians to vote upon paying the Coach's tournament accommodations OR the Coach's mileage (calculated at the VOLUNTEER rate).

All persons applying for a Head Coach position with Provincial level teams within CCMHA will be required to go through an interview process. There are no exceptions.

The CCMHA Coach Selection Committee uses some or all of the following criteria in no particular order, to select the head coach of a team:

- Training
- Experience
- Background
- Philosophy
- Evaluations
- References

There is no predetermined weighting for the criteria as the information is used as a whole when selecting the most appropriate coach. Coach selection is for one season only. All coach candidates must reapply each season for selection.

If all applicants for a team are deemed unsuitable, CCMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found by the CCMHA Coach Selection Committee from either the membership at large or from outside candidate.

2. COACH SELECTION COMMITTEE

The Coach Selection Committee is responsible for making all final coach selection recommendations to the Board for final approval. The CCMHA Coach Selection Committee may consist of any Members interested subject to the CCMHA Conflict of Interest Policy.

The Director, Coach & Player Selection, shall chair all meetings to ensure no conflict of interest with any of the committee members.

Upon CCMHA Board approval, the Coach Selection Committee should be comprised of the Director, Provincial Teams, qualified independent persons with good hockey knowledge, the Division Coordinator and other members of the Board as determined by CCMHA.

If it is determined that there is a conflict of interest between a Selection Committee member and a candidate, the Chair will remove the individual and substitute them with a current or former Board member.

Following the interviews, the Selection Committee will provide recommendations to the Board for approval. In the even there are no qualified applicants for coaching positions, the Board will secure coaches from qualified persons known to the committee.

Coaches are the being made aware of the following during the interview process:

- CCMHA Coach Expectations
- Criminal Records Check and Vulnerable Sectors checks are to be completed/current before the season begins
- Fair Play: Players/Goalies are to be played equally with the exception of the last three (3) minutes of a “Meaningful Game”. Coaches may shorten the bench in the last three (3) minutes of any game.

2.1 Coach Selection Committee Conflict of Interest

In situations where a Conflict of Interest exists with the Director, Coach & Player Selection, they will remain in the process and Chair the Coach Selection Committee, in a non-voting capacity. A sixth member will be included in the Committee. The sixth member to be included will be any other Board Member as determined by the President and Director, Coach & Player Selection.

Board Members will not be permitted to vote for any coaching candidate that could be coaching their youth. Board Members who have a “first degree” relative applying for one of the coaching positions at that level, for any team, must leave the room for any of the discussions. When the possibility arises of a “first degree” relative being chosen as an assistant coach, the Board Member must also leave the room for any discussions. “First degree” relatives include: self, spouse, sibling, parent, children or in-laws.

Board Members identified as having a conflict of interest under one clause but not clause two may participate in the discussion provided that they focus on the needs of the organization not their youth. The Chair has the right to ask them to leave should they focus on the individual players. Board Members will not be allowed to vote on any decision that it could be perceived they have a conflict of interest or could affect the outcome of another division for which they have an interest in the outcome of the selection process.

3. IDENTIFYING COACH CANDIDATES

Every coaching volunteer must submit a completed CCMHA Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the role (head coach, assistant coach or manager) and category (U9, U11, U13, etc.).

4. SECURITY AND REFERENCE CHECKS

Security and reference checks are mandatory and shall be performed as follows:

- New Coach: The Coach Selection Committee, by appropriate representative, shall ensure that all 3 references are checked for applicants who have not coached for CCMHA before. All information supplied by references shall be recorded on the back of the CCMHA Volunteer Application Form.
- Coach candidates MUST complete and submit a Criminal Records Check and Vulnerable Sector Check to the Director, Coach & Player Selection as required by Hockey Nova Scotia Guidelines.

Candidates who have not completed the forms prior to the first scheduled game of the year will be replaced.

Failure to pass the security or reference check will automatically result in disqualification of the coach candidate.

5. SELECTING FROM THE CANDIDATE POOL

The selection process is:

- Assign coach candidates to each team based on player affiliation. In the case where there is no player affiliation, then the Coach Selection Committee will assign a qualified coach to a team that is both short of coach candidates and for which they are qualified to coach.
- Note that unaffiliated coach candidates may be considered for one of several different coaching positions, whereas affiliated coaches will typically only be considered for coaching a team with an affiliated player. This reflects the typical situation of few unaffiliated coach candidates and a strong desire by affiliated coaches to coach the affiliated player.
- Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position.
- Select the most appropriate coach from the set of candidates assigned to each team as head coach.
- As a requirement all coaching applicants must be present for all evaluation scrimmage sessions.
- In situations of multiple coach applicants, the unsuccessful coaches will be notified that they were not successful.
- Under no circumstances does the CCMHA have a responsibility to explain to a parent group the reason why one coach was selected over another.

6. SELECTION OF ASSISTANT COACHES

Typically head coaches will select their coaching staff; however, the Coach Selection Committee reserves the right to recommend and/or refuse an individual's inclusion on team based on previous coaching, evaluations, or transgressions related to CCMHA Policies and Guidelines or behaviour issues.

Assistant coaching is a major commitment of time and this must be considered by individuals prior to putting their name forward so as not to impact the team. Under no circumstances are coaches or assistant coaches allowed to coach in two different associations within the same division.

Should a head coach wish to appoint a non-parent assistant coach, the CCMHA Coach Selection Committee must approve such appointment and he/she will be subject to the Coach Selection Criteria. Consent may also be requested from existing team assistant coaches and assistant coaching candidates.

7. EVIDENCE OF EXPERIENCE AND QUALIFICATIONS

An applicant may be asked to provide copies of training certificates and other qualification as may be requested by the CCMHA Coach Selection Committee. Failure to provide such requested documentation may result in disqualification from the coach selection process.

8. PARENT/COACH SELECTION

Coaches are selected by the CCMHA Coach Selection Committee. A parent coach that has a player trying out for any team, can only be selected once the Evaluators have determined that their player has been placed on the team in question.

9. TERM

The Board reserves the right that, wherever possible and practical, it is recommended that the Head Coach serves no more than two (2) consecutive terms with the same general group of players on a team. This is so that players are provided with exposure to various coaching techniques and philosophies.

10. APPEALS

An appeal may be made by the parents of a team with the support of no less than a two-thirds majority of the members of the affected team. Only one member of a family will be considered in determining the two-thirds majority.

11. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

2.31. Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: August 2020
POLICY NUMBER: 6.2	DATE APPROVED: July 19, 2021
TITLE: Player Selection	
PURPOSE: Rules and procedures for player selection for CCMHA hockey teams.	
RELATED GUIDELINES: Hockey Nova Scotia Regulation 2.31; 3.8; Four; 19.11 https://5647e90c-cdn.agilitycms.cloud/RegulationsOct16.pdf Process For Consideration For Exceptional 14 Year Old Male Hockey Player Status https://5647e90c-cdn.agilitycms.cloud/Exceptional%20Player%20Process%2014%20year%20old%20Major%20Midget.p df	

1. INTRODUCTION

All players trying out must be registered with the CCMHA for the upcoming season of hockey. If a player is trying out from an association outside of CCMHA, they must have permission from their home association, where they have registered as per HNS Regulation Four (4) – Residency.

No player may participate in Association activities unless they are registered, and in good standing. A player is registered when a completed registration form has been filed with the Registrar and registration fees have been paid, or arrangements made for payment in accordance with CCMHA policy. Registration can be done online.

2. GUIDING PRINCIPLES

- The best interest of the Players will always come first.
- All Players will have the opportunity to play at a level compatible with their skill, ability, attitude, experience and development needs & requirements.
- The Team Selection Process will be conducted in an open and transparent manner.
- Tryouts will be completed in a fair and timely manner and be a positive learning and growth experience for the Players.
- Members and Players will be treated with the utmost respect.
- Integrity.
- Players trying out must declare a position they intend to be evaluated at. A player may be moved from their intended position at the discretion of Technical Director in consultation of parents and player.
- Players must attend tryout sessions unless injured or having a conflict which is approved by CCMHA
- All evaluators must be deemed out of conflict

3. DIVISIONS

The Cumberland County Minor Hockey Association IP Program consists of three levels:

- **INITIATION PROGRAM (IP)1** - This program is focused on children who are just being introduced to the game of hockey and have not played organized hockey with a minor hockey association.
- **INITIATION PROGRAM (IP)2** - This program is primarily focused on second year players who have spent one season with a minor hockey association.
- **INITIATION PROGRAM (IP)3** - This will be comprised mostly of third year players.

Please be aware that Players may be moved up or down in IP based upon their abilities and adequate space in the group. This decision is made keeping in mind the players best interest and their continuous development.

All Divisions will be defined by Hockey Nova Scotia guidelines.

4. ALL DIVISIONS – GENERAL POLICIES

The Directors, Provincial Teams, “C” Division and the Division Coordinators must meet with each evaluation group and Coach to establish the criteria and method by which the players will be evaluated.

- a. The Hockey Canada Evaluation Form for Minor Hockey will be used as a standard.
- b. The specific methodology utilized in evaluating the ability level of the players may vary depending upon the division, but the following general criteria should be used:
 - **Drills** – should be used to evaluate basic skills, i.e. skating, puck control, passing, shooting. Goaltenders are a special case and specific drills must be designed to evaluate the particular skills required by goaltenders.
 - **Scrimmages/Exhibition Games** – hockey sense, positional play, hustle, attitude and commitment.
- c. Players in their second year within a division, where all evaluations ratings are equal, should be given preference for selection to the higher team over a first year player.
- d. Coaches will limit team selection to the time allotted for each team by the Board so as to minimize disruption to the team(s) on the level(s) below.
- e. At the discretion of the Director, Provincial Teams, and with the approval of the Board, outside expertise may be solicited in evaluating certain players, for example: two particular goaltenders, etc.
- f. All individual player ratings should be held confidential within selected members of the Board, evaluation group and Coach.

5. OUT OF AREA PLAYERS

The CCMHA Out of Area Player policy is guided first by the following Hockey Nova Scotia Regulation 2.31.:

- A Minor player at the U11 AA, U13 AAA, U15 AA, or U18 AA classification of competition but whose MHA does not provide that classification, may try out for those teams in that division from another Association in their Region. A player may try out for up to two of these teams per year. An U11 player may try out for only one AA team per year.
- An U11, U13, U15 or U18 age player whose Association does not provide U11 A, U13 AA, A, U15 A or U18 A may try out for one team at these levels in another Association in their Region.
- Any player requesting to move from one MHA/Region to another shall be referred by the Regional Director to the Conference Coordinator for approval.
- A Female player at the U11 AA, U13 AA, U15 AA, or U18 AA classification of competition but whose FHA/Zone does not provide that classification, may try out for those teams in that division from another FHA/Zone. Female players may try out for one AA team per year. A second AA tryout may be allowed, only where players are required, with permission of their home FHA/Zone and the Female Council Executive. Any player requesting to move from one FHA/Zone to another shall be referred by the Regional Director to the Female Council Executive through the Conference Coordinator. Player placement when leaving their home FHA/Zone will be solely at the discretion of the Female Council Executive.

6. U18 Division – Special Circumstances

The selection of the U18 Provincial Teams presents a special circumstance. Players trying out for a Major U18 or Minor U18 are often late returning to try out for the CCMHA U18 Provincial Teams. As a consequence, it is recommended that the final selection of the U18 Provincial Teams be delayed until after the Major/Minor teams have substantially completed the team selection process. It is understood that players returning from Major/Minor tryouts will be allowed a tryout for CCMHA teams, but will not automatically be assured a position on the U18 Provincial teams.

Players trying out with High School and Major/Minor U18 may also register with CCMHA and participate in both tryout processes. Should a player make wither High School or Major/Minor U18 then their registrations fees will be returned per the refund policy.

The U18 Division Coordinator may check with players trying out for High School and Major/Minor U18 (or team representatives) to obtain an estimate of the number of players who might be returning to CCMHA.

7. “C” DIVISION TEAMS

The Director, “C” Division will be responsible for implementation of Draft Selection process that ensures that the CCMHA “C” Division teams are balanced competitively from the onset of the hockey season. The Director, “C” Division along with the Division Coordinator and in consultation with the “C” Division Coaches may make adjustments as required to the “C” Division teams after the selection process is completed in an attempt to achieve this competitive balance. These adjustments shall normally occur within thirty (30) days of the completion of the team selection process.

8. PROVINCIAL HOCKEY

8.1 Provincial Team Formation

The decision as to whether there should be Provincial teams is made in the interests of the Association as a whole and cannot be based solely on the interests of a few. Accordingly, the Association is guided by the following policy:

1. Provincial Teams at each level will only be declared when the Board of CCMHA, determines that there is a sufficient number of registrants whose skills, commitment and fitness are of such a level as to allow the team to play competitively within CCMHA’s designated Tier level.
2. The number of Provincial Teams at each level will be decided by the Board of CCMHA based on the number of registrants who meet the requirements for Provincial play.
3. Provincial teams will be comprised of the ‘best qualified’ registrants. Lower provincial teams shall only be created if:
 - There are sufficient registrants not playing A to meet the minimum team size, and;
 - the skills, commitment and fitness of the registrants wanting to play are of such a level as to allow the team to play competitively
4. Any provincial team shall be allowed to take the minimum number of players as set out by Hockey Nova Scotia Regulations and as approved by the CCMHA Board.

CCMHA will, to best of its ability, provide each participant with the opportunity to participate at a level commensurate with their ability while recognizing there are a limited number of players at competitive levels.

The movement of players outside their respective age group or division will be discourages and

will only be effective in exceptional or special circumstances and with the approval of the Board (see section 10. Exceptional Player Process).

The Coach, in conjunction with the Director, Provincial Teams, will select an evaluation group, consisting of at least three (3) individuals, preferably non-parents with past coaching experience. In choosing the evaluation group, the coach must consider the hockey knowledge of the evaluator. As well, an evaluator must commit to being present at each evaluation session.

Players from adjacent Associations are eligible to try out for CCMHA Provincial Teams, if their own Association does not offer that level of hockey. All outside players must show proof of registration within their own Association at the onset of tryouts before being permitted on the ice.

8.2 Provincial Try-Outs & Team Selection

Playing provincial is a privilege and not a right. The selection process is not perfect and making the Provincial team does not mean that you are there for the season. Players can be moved up and down at any time before the CCMHA deadline of January 1, or otherwise stipulated.

The Association will keep track of all players who wish to try out for a provincial team. To participate you must be fully registered and have paid all fees.

If you wish to play on a CCMHA Provincial team, you must agree to abide by all of the Provincial Team rules of conduct and meet all of the commitment expectations including games, practices, tournaments, on-ice skill development and off-ice hockey development.

Provincial team players and goalies will be selected based on commitment to play Provincial hockey, ability, fitness and desire. Players need to be there because they want to be and not because their parents want them to be. **Attendance of all team activities is a requirement for acceptance to Provincial team play.**

- Once teams are selected, players may still be transferred to other teams (including movements up and down).
- Players and goalies who did not indicate on their registration form that they want to try-out for a Provincial Team and wish to do so, must obtain permission from the Provincial Coordinator.
- Except with approval from the Director, Provincial Teams, any player failing to attend more than 1 scheduled ice time(s) for try-outs or who registers late without valid reason is not eligible for Provincial selection.
- Registered players attending Junior, Academy or Major Midget/Minor Midget try-outs or any higher level teams are exempted from attending try-outs where a scheduling conflict occurs by giving notice to the Director, Provincial Teams prior to September 1.
- Selection of initial Provincial team rosters will be determined by September 30 with allowance for returning Junior or Major/Minor Midget players if applicable.
- Being selected as a Provincial player in a division for one year, does not entitle the player to a place on the Provincial team the following year.
- Except with the permission of the Director, Provincial Teams, any player who registers late or is a new player must compete in at least 1 C-Division game and then be placed at the appropriate level after an evaluation by the Provincial Coordinator or designate.

9. PLAYER INJURY/ABSENCE POLICY FOR EVALUATIONS

1. If a player is injured prior to or during tryouts a medical note must be presented to continue to be considered for evaluation.
2. If a player is to return to play during tryouts for medical reasons they must have a medical clearance to confirm medical approval.
3. If the player is injured during tryouts and they have had a scoring evaluation session their score will be prorated based on scores completed. If a player has not competed in 50% of the process, the evaluation will revert to point 5.
4. A player is able to attend due to family emergency i.e. illness or death in a family they will be considered as per point 5.
5. If a player is unable to attend any session's due to injury or absence during the tryout process the following process will take place:
 - Research will be completed to talk to past coaches and with technical directors input to compare the player in question to players who are taking part in the process.
 - The information will be taken into consideration and the player will be placed compared to a player of like skill who is also competing at the level in question.

10. APPEAL PROCESS

If a Parent or Supporter disagrees with the decision concerning their child, then the procedure for communicating the disagreement is as follows:

1. After a 24-hour cool-down period, contact the Team Head Coach to discuss your questions/concerns.
2. If you still have issues you have 48 hours to contact an Executive member of CCMHA. Submit in writing the Player's name, the team the player is trying out for and contact information. Outline in the written submission the concerns of the selection.
3. CCMHA will require time to review the Player Evaluation Report and consult with the Coach. Within 7 days, a meeting will be scheduled. At no time will discussion of a competing Player's report be entertained. If a session is deemed warranted, the meeting will be to discuss the Player Assessment Report of the player in question, not the placement of competing players.

The above steps have been introduced to deal with Player Selection complaints in an efficient and professional manner. Any escalation that involves inappropriate behaviour before, during, or after the evaluation process may warrant disciplinary action.

11. PLAYER AGE ADVANCEMENT

HNS Regulation 3.8

At the discretion of the Minor Hockey Association and with the approval of the appropriate Regional Director, a qualified Minor or Minor Female Hockey player may be placed in a higher Division than their age would indicate with the consent of the parent(s) (see Regulation 5.4, 5.5, and 5.6 for exceptions). The player must make the highest level team offered in their MHA. In order for a player to advance beyond the next highest age division in which they are eligible according to their age they must apply for a special evaluation.

HNS Regulation 19.11

As specified per HNS Regulation 3.8, at the discretion of the Minor Hockey Association and with approval of Hockey Nova Scotia Minor Council, a highly skilled player within the U9 Program may be placed in the U11 division with the consent of the parent(s) or guardians.

For any movement of players from the U9 Program to the U11 level the following process must be followed:

1. Parents of the player to be considered for advancement must apply in writing to their respective Minor Hockey Association, by November 15th, to request that the player be considered for advancement.
2. Only players that are eight years of age and who have been competing in the Level 3 - Advancing are eligible to be moved to the higher level and this player must make the U11 team at the highest level offered in that Minor Hockey Association. If the player does not make this team, he/she must play in the U9 Program for that year.
3. If the Member Minor Hockey Association decides to continue such a request, it must form an evaluation committee of not less than four members. Committee members must be fully certified to coach as per "Hockey Nova Scotia Regulation 8, Certification Requirements", and who have at least three years experience in coaching. Committee members, being unbiased, shall not be associated in any way to the associations' U7 Program. One member shall be the coach of the U11 team to whom this player may advance. The committee and its members shall be approved by the Hockey Nova Scotia Minor Council upon formation and prior to any evaluations is conducted.
4. The approved committee shall evaluate the player in question to determine if the player possesses the skill and ability to compete at the higher level with a high probability of success. The committee shall also consider the social, physical and skill development impact upon the player before making such a decision. The committee shall submit its findings and recommendation in writing to the Minor Hockey Association President. If the Minor Hockey Association finds that the circumstances of such a request are warranted, the Minor Hockey Association President shall submit the findings and recommendation to the Regional Director for written approval.
5. Minor Hockey Associations must ensure that once the player is advanced that they are not released back to a lower category U11 team, however, the player may be returned to the U9 division.

12. PLAYER MOVEMENT

All Provincial Team players must be registered prior to competing in a sanctioned tournament or any regularly scheduled game. If, after a player is registered, the player asks to move to another lower level team, he will not be permitted to do so without the prior approval of the Board. The players only option will be to go to one of the "C" Division teams.

13. RELEASES

Release of players may be granted at the discretion of the Board.

14. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: 2015
POLICY NUMBER: 6.2	DATE APPROVED: July 19, 2021
TITLE: Female Players & Bench Moms	
PURPOSE: To provide guidance and supports for female players of CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Dressing Room Policy	

1. INTRODUCTION

CCMHA welcomes both female and male hockey players into its organization. During Evaluations and development of teams, CCMHA will use its best efforts to ensure that more than one female is placed on a team. This creates a more enjoyable environment for the female players during the season.

2. DRESSING ROOMS

In accordance with the Dressing Room Policy, should female players be placed on a team, the following rules shall apply:

- A separate/private changing area shall be provided for the youth subject to the approval of the parents.
- No one will be allowed in the separate changing room except the female parent.
- Should there be more than one female in the changing area from different families, the parents must receive consent from the other parent(s) before entering the change area while the other youth are present.

Coaches are to ensure that the female hockey players are dressed and in the main team dressing room prior to any team discussions.

3. BENCH MOM

Prior to the commencement of the hockey season, teams with a female player(s) are to nominate a Bench Mom. Should an injury occur to a female player during a game or practice, the Bench Mom is the only female (outside of a female coach) who is allowed onto the bench or onto the ice.

Once the injured female is in the dressing room, the following shall apply:

- One or both of the parents must be present.
- In the event the parents are not present, the bench mom or other female adult from the team must be present in the dressing room.

Bench moms are required to have:

- A current, valid Criminal Records Check;
- A current, valid Vulnerable Sectors Check;
- Respect in Sport and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW NEW
POLICY NUMBER: 6.4	DATE APPROVED: July 19, 2021
TITLE: Dressing Room Policy	
PURPOSE: All players of the Cumberland County Minor Hockey Association have the right to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players.	
RELATED GUIDELINES/DOCUMENTS: Dressing Room Policy: Implementation Guide Égale Canada Glossary of Terms Égale Canada Pre-Season Chat Checklist	

1. PURPOSE

Cumberland County Minor Hockey Association (CCMHA) is committed to providing a safe, respectful, and fully inclusive environment for players, parents/guardians, staff, and volunteers.

With the support of Gender & Diversity Navigator, CCMHA will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players.

All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression.

All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players.

With the support of the Gender & Diversity Navigator, CCMHA will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities.

This policy is written to meet the Canadian Human Rights Act, which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, and disability.

CCMHA will deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the *Act*.

2. DEFINITIONS

Refer to the CCMHA Dressing Room Policy Implementation Guide for definitions of terms utilized throughout this document.

3. Rights and Responsibilities of Players

3.1 All players have the right to:

- be a respected and equal registered participant of CCMHA;
- have access to safe, inclusive, and equitable dressing room spaces and procedures that proactively anticipate and remove barriers to participation;

- define and express their gender identity without fear of discrimination, harassment, or penalization within the CCMHA;
- request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation and by the CCMHA;
- with the support of the Gender & Diversity Navigator have the CCMHA advocate on their behalf with respect to individual needs and requirements with respect to the protected grounds within the *Human Rights Code*;
- utilize a change room or agreed upon equivalent changing area that meets their individual needs, including their gender identity and gender expression;
- have all personal information kept confidential and disclosed only at the player's request and/or with the player's consent; and
- be protected from discrimination and reprisal in response to a request to access change rooms based on gender identity and gender expression or a related accommodation request.

3.2 All players are responsible for:

- treating all staff, volunteers, parents/guardians of players, and other players of CCMHA with respect;
- asking for assistance and support to the best of their ability from the CCMHA when experiencing discrimination (e.g., differential treatment/difficulty accessing dressing rooms and other gender identified areas based on lived gender identity) or when requiring related accommodation; and
- in the event that they request an accommodation, working collaboratively with the CCMHA to find appropriate and equivalent dressing areas when faced with building limitations.

4. RIGHTS AND RESPONSIBILITIES OF THE CCMHA

4.1 All staff, volunteers, and parents/guardians of players of the CCMHA have the right to:

- be respected and equally treated under the Human Rights Code and within the CCMHA;
- be protected from discrimination, harassment and reprisal, and be accommodated for individual needs, based on their gender identity, gender expression or other prohibited ground of discrimination; and
- be protected from discrimination, harassment and reprisal stemming from an association with another individual because of that person's gender identity, gender expression or other prohibited ground of discrimination.

4.2 The CCMHA, with support from Hockey NS are responsible for:

- treating all staff, volunteers, parents/guardians of players, and other players of the CCMHA with respect;
- working proactively to ensure safe, inclusive, and equitable dressing room and other gender-identified spaces and procedures for all players by anticipating and removing barriers to participation;
- providing safe and confidential opportunities for players to discuss and seek compliance with their human rights, including accommodations for their individual needs;
- ensuring that a player's individual needs and requirements are met, including the use of their self-identified name(s) and pronouns within all documentation and by the CCMHA;
- advocating for a player's rights, including individual accommodation needs and requirements with respect to the protected grounds within the Act;
- ensuring that all players are able to utilize the dressing room that is in accord with their gender identity and gender expression, and/or that meets any accommodation needs they may have;
- when requested by a player, working collaboratively with them to find an appropriate and equivalent changing area that meets their individual needs, including their gender identity and gender expression; and

- ensuring that a player's personal information, including their sex/assigned sex and/or gender identity, is kept confidential and disclosed only at the player's request and/or with the player's consent.

5. PROMOTING SAFE, INCLUSIVE, AND EQUITABLE PARTICIPATION

All players have the right to participate fully within Hockey NS in accordance with its By-Laws, Regulations, and Policies. To do so, the CCMHA, with support from Hockey NS is responsible for working proactively to ensure all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds (e.g., gender identity and disability).

For example, if the CCMHA is required to utilize a facility that contains a limited number of dressing rooms, it is the responsibility of the CCMHA, with support from Hockey NS to anticipate and implement inclusive and equitable spaces and procedures within the structural limitations of the building. This may include developing equitable changing schedules based on gender identity. For instance, alternating the order in which players of different gender identities use the dressing room so that all players, regardless of their gender identity, have an opportunity to change first.

6. SEEKING RECOGNITION OF GENDER IDENTITY AND EQUAL ACCESS TO DRESSING ROOMS AND OTHER GENDER-IDENTIFIED SPACES

All players have the right to utilize a dressing room or appropriate and equivalent changing area based on their gender identity and gender expression. If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from the CCMHA.

The CCMHA, once receiving the accommodation request in writing, either directly from the player or from the player's parent(s)/guardian(s), is required to meet and work collaboratively with a player to find an appropriate and equivalent option. This may include utilizing a pre-existing dressing room or an appropriate and equivalent changing area if required to utilize a facility with a limited number of dressing rooms.

As each player is different, the CCMHA must assess and manage all accommodation requests on an individual basis. The CCMHA must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.

With respect to gender identity and gender expression, a player has the right to utilize the dressing room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and reflective of their gender identity and gender expression, and transition status. This is the case regardless of the player's age, legal name, sex/assigned sex, or gender markers on identification documents.

Players must be allowed and enabled to have parent(s)/guardian(s) support them when discussing access to gender appropriate dressing rooms; however, the involvement of a parent/guardian may not be appropriate and is not always required. All requests to the CCMHA, with support from the Gender & Diversity Navigator, must be taken seriously and acted on in a timely manner.

7. RECOGNIZING GENDER IDENTITY AND PROVIDING EQUAL ACCESS TO FACILITIES

7.1 Self-identified Names and Pronouns

All players have the right to utilize their self-identified name(s) and pronouns, regardless of their sex/assigned sex, their status of transition, or their legal name and gender markers on identification

documents. Upon request, the CCMHA should make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation.

Intentionally mis-gendering or inappropriately referring to a player by their given name(s), or their self-identified name(s) and pronouns without prior consent (e.g., if a player is not 'out' to family members, the team, other players, staff and volunteers of the CCMHA, etc.) is harmful and a form of discrimination.

7.2 Dressing Rooms and Appropriate and Equivalent Changing Areas

All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. If, due to building constraints and despite the best proactive efforts of the CCMHA, a dressing room that meets a player's individual needs is unavailable, it is the responsibility of the CCMHA, with support from the Gender & Diversity Navigator to work in collaboration with the player to find an appropriate and equivalent changing area. This may include the CCMHA working with facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player's needs are met and their right to inclusion and equal treatment are respected.

To ensure that all players are equal and valued members of a team, the team officials should only engage in pre and post-game talks when all players are present.

8. CONFIDENTIALITY AND PRIVACY

All players have the right to privacy. The CCMHA, with support from the Gender & Diversity Navigator, is responsible for ensuring that a player's private information, including, but not limited to, their sex/assigned sex and/or gender identity, remains confidential.

The CCMHA is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's consent.

9. COMPLAINTS

The CCMHA must ensure that dressing rooms and appropriate and equivalent changing areas are safe, inclusive, and equitable environments for all players. In particular, trans players must be provided with safe environments, free from discrimination, harassment and violence relating to gender identity and gender expression. The CCMHA Disciplinary Action Policy will be used to address player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.

Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, the CCMHA must not exclude trans players in response to complaints based on presumed risk.

10. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression

Pre-Season Chat Checklist

Coaches, Assistant Coaches and training staff are responsible for making sure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch policies. This resource offers a checklist of information that should be communicated to players about the Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression during their pre-season talks with their teams. Staff may shape these conversations in consideration of the age group, social dynamics, and prior knowledge of the team they are coaching. Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season.

☐ **Introductory Pronoun Check-Ins**

- Pre-season chats are a great opportunity for everyone on your team, including coaches, assistant coaches and volunteers to share the name and gender pronoun by which they wish to be called.
- Explain to your team that referring to someone by the pronouns they've requested is a way to show someone that you respect who they are.
- Explain that it is important to ask for and share gender pronouns, just like names, because it is not something you can always tell just by looking at someone. Tell players that it is okay to make mistakes but that it is important to show that they are trying to remember by simply apologizing and correcting themselves if they do slip up.
- Start by introducing yourself and your gender pronouns to your team. You can say, "I'm [name] and I go by the pronouns [insert pronouns]."
- By including pronoun check-ins during introductions as a routine practice, regardless of whether there are trans or gender diverse people on your team that you are aware of, you will proactively create an inclusive and affirming environment that positively acknowledges the possibility of gender diversity.

☐ Discuss Players' Rights/Responsibilities as per Hockey Canada's Ontario Branches Anti-Discrimination Policies Pertaining to Gender Identity/Gender Expression

- Explain that the standard of respect in Hockey means that it is everyone's right to be respected and treated equally and to enjoy an environment at hockey that is free from discrimination and harassment. Explain that rights and responsibilities go hand in hand and therefore it is also everyone's responsibility to do their part to help create a discrimination and harassment free environment. This means treating everyone with respect. You may wish to go over the general definitions of discrimination and harassment with your players. (see Glossary in Resource Downloads for this training for a refresher on these definitions.)
- State that this standard is outlined in Hockey Canada's Ontario Branches Policies *and* Ontario Human Rights Law and that it explicitly protects people from being discriminated against or harassed because of their *gender identity* and/or *gender expression*, in addition to numerous other "protected grounds" (For the definition and list of protected grounds, as well as the definitions of gender identity and expression, see Glossary, included in Resources Downloads for this training).
- Elaborate on the meaning of discrimination and harassment based on gender identity and/or gender expression. To do this you may wish to reference the pronoun check-in as an entry point into this conversation. Explain that it is everyone's right to define and express their gender without fear of being discriminated against or harassed. State that this means that everyone has the right to be referred to by the name and gender pronoun they request and the right to use the washroom or dressing room (or any other gender-specific space) where they feel most comfortable. Explain that failing to respect someone's gender pronouns repeatedly, bullying or making inappropriate comments about the way someone identifies or expresses gender, or doing anything to make gendered washrooms or dressing rooms unsafe, inaccessible spaces, are all examples of discrimination because of gender identity and/or expression. (for more specific examples, see Resource Downloads, "What Counts as Discrimination Based on Gender Identity and/or Gender Expression"). Stress that everyone is responsible for holding themselves and one another accountable to this standard of respect and that it works in all directions, which means staff and volunteers also have these rights and responsibilities.
- Review the process for reporting incidents of discrimination/harassment that players witness or experience first hand. Communicate that it is everyone's right

and responsibility to ask for support/ assistance from the MHA if they experience discrimination to the best of their ability.

☐ **Define “Accommodations” and Discuss Related Rights/ Responsibilities**

- Explain to players, that despite positive efforts to make all aspects of hockey safe, equitable and accessible for everyone regardless of gender identity or expression or any of the protected grounds discussed earlier, sometimes people continue to face barriers to participating fully and equally in hockey.
- Convey to players that if they face any unresolved barriers to participating fully and equally in hockey because of one of those protected grounds mentioned earlier, that they have the right to be provided with a special arrangement that will help them participate more fully. Explain that these special arrangements are called “accommodations”. Give a few general and hockey-related examples of accommodations to help explain the concept. Being provided with a sign language interpreter is an example of an accommodation that may help a person who is deaf do a part of their job. In hockey, a person may have a need for extra privacy when changing before or after playing. This need may be related to gender identity or to other protected grounds such as disability or religion. The special arrangements that are made to resolve these needs are also called accommodations.
- Explain that the right to be accommodated also comes with responsibility. Communicate to players that if they experience an unresolved obstacle that prevents them from participating fully in hockey because of one of those protected grounds, that they have the responsibility to send a written accommodation request to the MHA and to work together with the MHA in coming up with an appropriate and reasonable accommodation that resolves their need.

☐ **Stress Importance of Respecting the Confidentiality of Others**

- Make it clear to players that if someone has confided in them with personal or sensitive information about gender identity, whether they are seeking support about a struggle they are having or sharing their plans to come out, that it is important to make sure they know exactly what that person wants to keep private, to whom and what they do want others to know. Outing (sharing

information about someone's gender identity) without their consent is also an example of discrimination.

- Emphasize the importance of respecting confidentiality as an important part of honouring the standard of respect discussed earlier.

LGBTIQ2S Glossary of Terms

The following definitions are intended to provide common language, answer questions and provide clarification on terminology and themes related to LGBTQ identities and experiences. This is not an exhaustive list but instead provides some basic terminology to support an introduction to related topics.

General Terms

Gender: a system that operates in a social context to classify people, often based on their assigned sex. In many contexts this takes the form of a binary classification of either ‘man’ or ‘woman’; in other contexts, this includes a broader spectrum.

Sex/Gender Binary: the notion that there are only two possible sexes (male/female) and genders (man/woman), and that they are opposite, distinct and uniform categories. This view also asserts that gender is determined by sex.

LGBTIQ2S: An acronym for “Lesbian, Gay, Bisexual, Transgender, Transsexual, Intersex, Queer, Questioning, Two Spirit” people. This acronym is often used as an umbrella term to encompass a broad spectrum of identities related to gender and attraction. This acronym takes many forms and can include: LGBPTTIQQ2sAAS+.

Ally: someone who believes in the dignity and respect of all people and takes action by supporting and/or advocating with groups experiencing social injustice. An ally does not identify as a member of the group they are supporting (e.g., a heterosexual person can act as an ally for gay people and communities; a cisgender lesbian can act as an ally for trans people and communities).

Ontario Human Rights Code: sets out legal rights and obligations that protect all individuals across the province from discrimination based on protected grounds.

Protected Grounds: are categories of social identity or experience that have historically been the basis for disproportionate levels of disadvantage and discrimination. The grounds protected in the Ontario Human Rights Code are listed here:

Age, Ancestry, Colour, Race, Citizenship, Ethnic origin, Place of Origin, Creed, Disability, Family Status, Marital Status (including single status), Gender Identity, Gender Expression, Receipt of Public Assistance (in housing only), Record of Offences (in employment only), Sex (including pregnancy and breastfeeding), Sexual Orientation

Discrimination happens when a person experiences negative treatment or impact because of an actual or perceived connection to one of the grounds that are protected under the Code. Discrimination may be intentional or not. It may be direct and obvious or subtle and hidden, but harmful just the same. Discrimination can occur between

Egale Canada Human Rights Trust is Canada’s only national charity promoting LGBT human rights through research, education and community engagement.

individuals or it can be systemic and embedded in organizational rules, policies and practices in ways that look neutral on the surface but exclude and negatively impact certain individuals or groups of people.

Harassment is a form of discrimination. It can include conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. Harassment creates a hostile or intimidating environment for work or sports activities and negatively affects performance or work conditions. The harassment may or may not be sexual in nature. Some forms of harassment can become a criminal matter.

Four Components of Human Identity



Assigned Sex: The classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs.



Gender Identity: A person's internal and individual experience of gender. This could include an internal sense of being a man, woman, both, neither or another gender entirely. A person's gender may or may not correspond with social expectations associated with the sex they were assigned at birth.



Gender Expression: The way a person presents and communicates gender. Gender can be expressed through, clothing, speech, body language, hairstyle, voice and/or the emphasis or de-emphasis of bodily characteristics or behaviours, which are often associated with masculinity and femininity. The ways in which gender is expressed are culturally specific and may change over time.



Attraction: The classification of a person's potential for attraction to other people, often based on their sex and/or gender. Attraction is often referred to as sexual orientation.

Terms Associated with Assigned Sex

Intersex: Refers to individuals for whom chromosomal, hormonal, or anatomical sex characteristics combine in a variety of ways that fall outside of medical and social classifications of male and female

Dyadic Male: A person who was easily categorized as male at birth due to the presence of the following biological characteristics: external penis, external testes, high levels of testosterone, and XY chromosomes.

Dyadic Female: A person who was easily categorized as female at birth due to the presence of the following biological characteristics: external vagina, internal uterus/ovaries, high levels of estrogen, and XX chromosomes.

Terms Associated with Gender Identity

Cisgender: A person who identifies with the gender that is associated with the sex they were assigned at birth, in line with dominant social expectations.

Transgender: A person who does not identify, either fully or in part, with the gender associated with the sex assigned to them at birth according to dominant social expectations. It is often used as an umbrella term to represent a wide range of gender identities.

Trans Umbrella: The term trans is frequently used as an umbrella term for a variety of other terms, including transgender, transsexual and can also refer to terms like genderqueer, agender, bigender, Two Spirit, etc. Some people may identify with these or other specific terms, but not with the term trans. Similarly, some people may identify as trans, but not with other terms under the trans umbrella. At their simplest, each of these terms has commonalities with the term trans, and yet they are all unique in their specific reference to the context of, and specific relationships between, conceptions of gender identity and assigned sex.



The existence of a diversity of terms is important when discussing trans identities simply because there is quite a lot of variation in the lived experience and identities of individuals who may identify, or be described, as trans.

FtM: is an abbreviation for female-to-male. FtM refers to a transgender person who was assigned female at birth, whose gender identity is that of a man. This person would also be known as a transman.

MtF: an abbreviation for male-to-female. It refers to a transgender person who was assigned male at birth, and whose gender identity is that of a woman. This person would also be known as a transwoman.

Transsexual: This term is most frequently associated with movement from one side of the gender binary to the other with strong feelings for the need to transition medically. For some people, this is a stigmatizing term because of its historical association with mental illness, and the implication that a person's gender identity is not valid unless they medically transition. It is important to note that someone may still identify with the label of transsexual without medical intervention.

Gender Non-Binary: Someone whose gender is non-binary, might identify with elements of both man *and* woman, with another gender entirely, or perhaps with no gender at all. Some examples of non-binary gender identities that exist both on and off this spectrum include agender, bi-gender, polygender, and genderqueer.

Agender: The prefix 'a' signals "lack of". This term may be used to refer to those persons who feel genderless or neutral in their gender identity

Polygender: Refers to someone whose gender identity encompasses multiple genders. The prefix "poly" means "many". Polygender people may identify with multiple genders simultaneously and can be several genders all at once. Or they may alternate between their varying gender identities depending on the day or week

Bigender: Refers to someone who identifies with two genders which can be man, woman, or non-binary. Some people describe being bigender, not as a 50/50 split, but that different aspects of their gender identity come forward in particular contexts.

Genderqueer: A person whose gender identity exists outside of the gender binary. For example, people who "blur" gender norms and may identify as either men, women, both, neither, or who may reject gender altogether.

Concepts Associated with Trans Identities and Experiences

Transition: Frequently discussions around trans identities are focused on the ways in which individuals may align elements of their identity and bodies with their gender identity. While many voices in popular culture may use the expression "sex change" to describe these processes, the term transition is much more appropriate, being preferred

and used by members of trans communities. Refers to a variety of social, medical and/or legal changes that some trans people may pursue to affirm their gender identity. For many trans individuals, pursuing some form of transition is essential to their overall health and wellbeing. This is evident in research data related to the impacts of transition on suicidal behaviour within trans communities. For instance, Ontario's Trans Pulse study found that 27% of respondents who were planning, but had not yet begun, transition had attempted suicide within the last year, compared to only 1% of those who had transitioned medically (Bauer, Hammond, and Travers 2010). The potential elements of transition can be broken down into three categories. It's important to note that none of these three categories are required steps as part of a process of transition. The transition process is a very personal one. Each individual trans person will decide the ways in which they may choose to transition, or not, depending on what is comfortable and accessible to them.

Pronouns

Using the correct pronouns at someone's request, is a way of validating that we all have the right to live our truth, to share our truth, and to be granted safety, respect and dignity in doing so. This involves knowledge about personal pronoun options beyond she/her/hers for women and he/him/his, for men when referring to someone in the third person. Some people go by the non-binary, gender neutral pronoun set; they/them/theirs. Over time, we have also seen the addition of other non-binary, gender neutral options.

Here is a handy chart that will help you go over and practice the most common personal pronoun sets, currently in use.

Masculine	Feminine	Non-Binary	Non-Binary	Non-Binary	Non-Binary
He	She	They	Ze/Zie	Ey	Xe
Him	Her	Them	Hir	Em	Xem
His	Hers	Theirs	Hirs	Eir	Xyr
Himself	Herself	Themselves	Hirself	Emself	Xemself

Terms Associated with Gender Expression

Masculine: A word to describe a behaviour, trait, or style of expression that has cultural associations with 'being a man'. These associations change over time, between cultures, and from person to person.

Feminine: A word to describe a behaviour, trait, or style of expression that has cultural associations with 'being a woman'. These associations change over time, between cultures, and from person to person.

Gender Non-Conforming: A term to describe anyone whose expression of gender may challenge society's rigid understandings of what it means to "be a girl" or "be a boy," or to be neither or to be both. Other related terms may include, gender variant, and gender diverse. It is important to point out that these labels reflect diversity in *gender expression*, not necessarily gender identity. Someone who is "gender non-conforming" can therefore be cisgender or transgender.

Androgynous: A word to describe a behaviour, trait, or style of expression that either blends both masculine and feminine forms of expression, or is culturally read as a gender-neutral.

Terms Associated with Attraction

Lesbian: A person who identifies as a woman and experiences attraction to people of the same sex and/or gender.

Gay: A person who experiences attraction to people of the same sex and/or gender. Gay can include individuals who identify as either men or women, or refer to those who identify as men only.

Straight: A person who experiences attraction people of a different sex and/or gender. Also known as "heterosexual".

Pansexual: A person who experiences attraction to a diversity of sexes and/or genders.

Bisexual: A person who experiences attraction to both men and women.

Asexual: A person who does not experience sexual attraction or who has little to no interest in sexual activity.

Terms Associated with Multiple Components of Human Identity

Two Spirit: an English umbrella term to reflect the many words used in different indigenous languages describing the fluid and diverse nature of gender and attraction and its interconnectedness to community and spirituality. The term seeks to restore traditional identities and roles that were actively buried by European Colonizers. Some indigenous people identify as Two-Spirit rather than, or in addition to identifying as LGBTQ

Queer: This term has a history of being used as a homophobic and transphobic slur but has been reclaimed by some LGBTQ communities as a term of pride and positive affirmation of diversity. It can be used to encompass a broad spectrum of identities related to sex, gender, and attraction or by an individual to reflect the interrelatedness of these aspects of their identity.

Questioning: an umbrella term that often reflects a process of reconciling three different pieces of information: 1) the feelings you have within yourself about the attraction(s) you experience and/or how you experience gender; 2) the language you have available to you to frame those feelings; and 3) the sense you have of how this will impact your interactions with other people in a social context.

Terms Associated with Discrimination on the Basis of Gender, Gender Identity and Gender Expression

Cisnormativity: a cultural and societal bias, often unconscious, that privileges cisgender identities and gender norms and ignores or underrepresents trans identities and/or gender diversity by assuming that all people are cisgender and will express their gender in a way that aligns with perceived gender norms.

Transphobia: fear and/or hatred of any defiance of perceived gender norms often exhibited by name-calling, bullying, exclusion, prejudice, discrimination, or acts of violence. Anyone who is trans and/or gender non-conforming (or perceived to be) can be the target of transphobia.

Homophobia: fear and/or hatred of homosexuality, often exhibited by name-calling, bullying, exclusion, prejudice, discrimination or acts of violence. Anyone who is lesbian, gay, bisexual, queer (or assumed to be), can be the target of homophobia.

Sexism: Bias and discrimination against females and/or women and/or femininity rooted in and justified by a social system in which males, men, and masculinity are thought to be inherently superior.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: NEW
POLICY NUMBER: 6.6	DATE APPROVED: July 19, 2021
TITLE: Allocation of Ice Time	
PURPOSE: To provide guidance on how ice time is allocated within CCMHA programming.	
RELATED GUIDELINES/DOCUMENTS: 3.15 Position Description – Director, Ice Time Management	

1. INTRODUCTION

The effective allocation and scheduling of ice time is fundamental to meeting the need of the players, coaches, parent and officials. The overall allocation of ice time to the Association is subject to the competing demands for ice time from other user groups. In addition, ice time may be subject to factors and decisions which originate outside the Association from time to time.

These policies and procedures are intended to describe:

- How the Association receives its annual allotment of ice time;
- The weekly allocation of ice time to various Association divisions and programs;
- The principles which guide the scheduling of ice time; and
- Other considerations which will influence the allocation of ice time.

2. SCOPE

These guidelines and procedures apply to all ice time which is administered by the Association. This includes league play, development programs, tournaments and playoffs.

3. DEFINITIONS

“Allocation” refers to the allotment of a block of ice time to the Association or to a particular Association division or program.

“Development Program” refers to development programs and clinics which are established from time to time.

“U-18 Age” refers to players who are between 15-17 years old on 31 December.

“Scheduling” refers to the assignment of a portion of the division or program allocation to a particular time and day.

“Session” refers to either a scheduled practice or game.

4. ALLOCATION OF ASSOCIATION ICE TIME

The Association receives an annual, weekly allocation of ice time consistent with the Town of Amherst and the Municipality of the County of Cumberland policy for allocating ice time.

The allocation reflects: 1) the number of members in the Association, 2) the Association’s request for ice time, and 3) the Association’s use of ice time over the past season. All user groups are expected to use a portion of both “prime” and “non-prime” hours.

5. ALLOCATION TO DIVISIONS AND PROGRAMS

All practice sessions are one hour long whereas “C” Division games are 1.0 hours and Provincial Teams have games of 1.5 hours. However, this allocation is dependent upon the overall allotment received from the facilities and the assumption that actual registration will not deviate significantly from the projected number of registrants.

6. SCHEDULING ICE TIME

6.1 Guiding Principles

The allocation and scheduling of ice time will be guided by the following principles:

Players First: league play is the foundation of the Association. The allocation of ice time for divisional league play shall be a priority so as to maximize player participation.

Optimal Allocation: It is not possible to meet the individual needs of all players, coaches and parents. The Association will strive for an optimal allocation of ice time which meets the needs of as many members as possible.

Equity: all divisions and teams should receive an equitable allocation of ice time over the course of the season. Due to a variety of factors, it may not be possible to provide an equitable allocation of ice time on a weekly or monthly basis.

Predictability: Players, parents and officials need a predictable schedule so that they may plan their personal, family and other commitments. The Association will strive for a consistent and predictable schedule throughout the year.

Transparency: Decisions with respect to allocation and scheduling must be made in a manner which respects this policy and is seen to respect this policy.

6.2 Scope and Duration

The final schedule for all divisions and programs shall be set as soon as possible at the beginning of each year. Minor adjustments may be considered prior to the Christmas break, if necessary.

6.3 League Play and Development Programs

The schedule will reflect the following considerations:

- An equitable allocation of ice time should be provided to all divisions and programs.
- Ice time should be equitably allocated between week days and weekends, to the extent possible.
- Development programs should be scheduled so as to not interfere with league games.
- Development programs should not be back-to-back with league play as this would require some players to be on the ice for three straight hours.
- Players should not be on the ice for more than two sessions (games, practices, development programs, etc.) per day.
- U7 and U9 sessions should end by 8:00 pm.
- Games and practices which start at pm on weekdays shall be distributed equally amongst all programs and minimized to the extent possible.
- The goaltender clinic should be scheduled so as to not conflict with other Association programs.
- Divisions should play games/practice at both rinks.
- Games in the same division should be scheduled back-to-back, when possible, to facilitate the scheduling of referees.

- Ice time should be scheduled in standard increments of one hour or 1.5 hours, whether practices or games, to facilitate the scheduling process.

7. SPECIAL EVENTS

Special events include tournaments sponsored by the Association and events sponsored by other user groups.

7.1 Association Tournaments

- All teams must be registered at least three weeks in advance of the first day of the tournament.
- The complete schedule must be provided to the Referee-in-Chief at least two weeks in advance of the first day of the tournament.
- Any unused ice-time shall be returned to the facilities at least three weeks in advance of the first day of the tournament (to avoid user fees); or
- Any unused Association ice time shall be used as originally scheduled at the beginning of the season.
- Final decisions with respect to the disposition of ice time shall be communicated to Association members at least two weeks in advance of the first day of the tournament.

7.2 Other Tournaments

- The Managers of league or provincial teams which are planning to travel out of town must notify the Ice Time Coordinator at least three weeks in advance of the proposed trip.
- The Division Coordinator, in consultation with the Ice Time Coordinator, shall determine whether the ice sessions may be effectively used by the remaining divisional teams or players
- If not, opportunities will be explored with respect to other divisions or the ice time will be returned to the facilities.

8. EQUITABLE ALLOCATION OF ICE TIME

The Association will strive to ensure that all teams and programs receive an equitable allocation of ice time over the course of the season. Due to unforeseen factors, it may not be possible to provide an equitable allocation by week or month.

Each team will be allocated one (1) ice time for practice and one (1) ice time for games per week by CCMHA. This does not include necessary ice time for home tournaments.

The Ice Time Coordinator shall review the projected and actual allocation of ice time with the Division Coordinators by 01 January and make appropriate adjustments, as approved by the Board.

All adjustments must be made at least three weeks in advance of their implementation so that adequate notice may be provided to the affected parties.

8.1 Additional Ice Times

No additional ice times bookings or scheduling are permitted until team ice times and locations have been confirmed with the respective arena.

Requests for additional ice times will be made directly through the Ice Time Coordinator to limit contact with the arenas and minimize scheduling conflicts. This will ensure easier and more transparent tracking and billing of ice times.

Any request for additional ice time should include the necessary information for the Ice Time Coordinator, including preferred dates, times, locations etc.

Any and all ice times will be billed directly to the team responsible for the ice.

9. SCHEDULING APPROACH

The annual allocation and scheduling of ice time involves the following step-wise process.

- a. After consulting with the Division Coordinators, the Ice Time Coordinator shall prepare a proposed allotment and schedule of ice time for the following season.
- b. Upon approval by the Board, the proposed allotment shall be submitted to the facilities for consideration.
- c. After receiving the annual allotment of ice time from the facilities, the Director, "C" Teams and Director, Provincial Teams and the Ice Time Coordinator shall prepare a revised schedule in collaboration with the division coordinators.
- d. Once approved by the Board, the revised schedule shall be provided to the facilities to prepare a seasonal schedule by division which reflects the special events that conflict with Association programs.
- e. Each Division Coordinator, in collaboration with their coaches, shall refine the schedule to reflect the specific circumstances of their division. Factors to consider could include the distribution of:
 - games vs practices;
 - marginal ice times;
 - weekday vs weekend ice times;
 - Home vs Visitor games; and
 - and other reasonable considerations that might apply to the division.
- f. Division Coordinators are strongly encouraged to ensure that the schedule is fully reviewed, in the first instance, so that ongoing changes are avoided.
- g. The final seasonal schedule for each division shall be posted on the CCMHA website.

10. MONITORING OF ICE TIME

Team Managers are expected to advise the Ice Time Coordinator every Sunday evening by 6 pm of their teams scheduled ice times and locations for both practice and game times including the names of all participating teams.

The Ice Time Coordinator will provide an update on all ice time usage for teams during the 2nd week of January.

Ice time used in excess of CCMHA seasonal allocation will be the sole responsibility of the team and will be billed to the team by CCMHA.

11. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: August 2020
POLICY NUMBER: 6.7	DATE APPROVED: July 19, 2021
TITLE: Bench Management/Fair Play	
PURPOSE: This policy outlines the principles of Fair Play.	
RELATED GUIDELINES/DOCUMENTS:	

1. WHAT IS FAIR PLAY?

Fair play is a complex notion that comprises and embodies a number of values that are fundamental not only to sport but also to everyday life:

- Respect
- Friendship
- Team spirit
- Fair competition
- Sport without doping
- Respect for written and unwritten rules such as equality, integrity, solidarity, acceptance, care, excellence and joy.

These are the building blocks of fair play that can be experienced and learned both on and off the ice.

2. FAIR SELDOM MEANS EQUAL

As usual the more extreme the example, the greater the agreement. Who could argue with the coach who sits a player on the bench for a gross violation of the rules?

For example, a player retaliates after being tripped with a violent 2 handed swing to the head of the opposing player. Not only has this violent action negated a pending man advantage, the team now finds themselves shorthanded and perhaps a player short for the remainder of the game, and likely a few more games as well.

Please answer YES or NO

- ✓ Is it fair for a Player to take long shifts?
- ✓ Is it fair for a Player to hog the puck and not pass to players that are wide open?
- ✓ Is it fair for a Player to continually make bad decisions that hurt the team? For example, trying to beat three players instead of dumping the puck in.
- ✓ Is it fair for a Player to ignore the team philosophy and work ethic?
- ✓ Is it fair for a Player to take retaliatory penalties?
- ✓ Is it fair for a Player to take "bad" penalties?
- ✓ Is it fair for a Player not to give 100%?

3. FAIR PLAY WILL BE ADHERED TO AT ALL LEVELS

CCMHA is for the development of all Players registered. Each player deserves the opportunity to further develop their growth in the game with full participation in PP, PK and "final minutes" situations. If players are not given the opportunity, they may never develop in that particular area. All players will receive equal ice time.

We want all players to experience these game situations to help develop them. Having said that, as long as it is explained to parents/guardians and players BEFORE-HAND, coaches should sit players for one shift for doing selfish acts that hurt the team, such as not passing to a player in a better position, staying

on the ice over 60 seconds when the player had chances to change, selfish penalties (retaliatory), or disrespect to any other player, coach or official.

In order for this to work, it must be applied fairly to ALL players at ALL times. Players need to be held accountable for their actions and need to learn to react in a positive way when they are benched and focus on things they can control (i.e.-refocus on next shift and support teammates) rather than pouting because they were benched.

Players/Goalies are to be played equally with the exception of the last three (3) minutes of a “Meaningful Game”. Coaches may shorten the bench in the last three (3) minutes of any game.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Sponsorship & Fundraising	LAST REVIEW: 2015
POLICY NUMBER: 7.1	DATE APPROVED: July 19, 2021
TITLE: Fundraising and Sponsorship	
PURPOSE: Fundraising and Sponsorship Program Policies are required to ensure that fundraising and sponsorship activities are acceptable in nature, that all external communications are consistent with the image of CCMHA	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

Money should never be a hindrance to any player who has the desire, skill and talent to play hockey at any level. Therefore, the objectives of the CCMHA Fundraising & Sponsorship Program are:

- Help make hockey affordable
- Provide financial assistance.

The objective of CCMHA Fundraising and Sponsorship Program is to foster the development of our players. The underlying principles of the Program are to promote team and association unity and encourage a philanthropic vision which comes above personal gain.

2. GUIDING PRINCIPLES

Fundraising and Sponsorship make hockey more affordable for players and their families and so both are encouraged.

The Fundraising and Sponsorship Program Policies are required to ensure that fundraising and sponsorship activities are acceptable in nature, that all external communications are consistent with the image of CCMHA, and that no sponsor is subjected to excessive requests for funding.

Cold calling for fundraising or sponsorship opportunities is not allowed.

3. FUNDRAISING

The Board for CCMHA governs all fundraising and sponsorship activities and may reject, or require additional information if any activity is perceived to be in conflict with the spirit of CCMHA.

CCMHA may, at the discretion of the Board, initiate association-wide fundraising activities. The Board shall determine the level of required team participation. A percentage of the proceeds from CCMHA fundraisers shall be returned to the team to be applied to team fees. This percentage will be determined by the Board and communicated to teams in advance.

All fundraising activities are subject to Board Approval.

No team shall be in direct competition with one another for sponsorship or at any fundraising event within CCMHA. Team and individual fundraising at CCMHA tournaments will not be permitted without approval of the Board.

Any fundraising activities outside the scope of this policy must first be presented to the Director, Fundraising and Sponsorship who will then seek Board approval.

4. SPONSORSHIP

Teams are encouraged to solicit team sponsorships, the proceeds of which shall be applied to team fees and other team expenses. CCMHA requires that all teams submit sponsorship proposals to the Fundraising and Sponsorship Committee for review and Board approval.

The Fundraising and Sponsorship Committee shall present team sponsorship categories, prices and benefits to the Board for approval.

Any expense associated with servicing a team sponsor (i.e. complimentary tickets, thank you gift, logo screening, etc.) shall be a responsibility of the respective team.

To ensure that proposed team sponsorships are not in conflict with other CCMHA sponsorship agreements, are appropriate for a youth sports club, and are in compliance with HNS and Hockey Canada rules, all new proposed team sponsorships must receive prior approval from the Fundraising and Sponsorship Committee. If sponsor markings are to be added to uniforms, prior approval of the Fundraising & Sponsorship Committee must be obtained.

If a sponsor or donor with an offer to support a team approaches the team directly, (this will typically be parents, friends, or contacts of a player or coach), details are to be passed to the Fundraising & Sponsorship Committee which will carry out all communication necessary to secure the sponsorship/donation, to provide a receipt, and pass the funds to the team involved. The team manager will be copied on this communication.

It is possible that both CCMHA solicitation and an offer made by a Team Contact may result in two potential sponsors, while only one is required. The Team decides which one to accept. The sponsor that is not selected will be informed by the person that found them.

CCMHA members shall NOT accept sponsorships, IF the sponsors insist on conditions which are contrary to CCMHA policies and/or detrimental to CCMHA.

Teams shall NOT accept sponsorships, if the sponsors insist on conditions which are contrary to CCMHA policies and/or detrimental to CCMHA.

Teams must forward Sponsorship Form and cheques to the Fundraising and Sponsorship Committee via the team fundraising & sponsorship representative. Each sponsorship received must have a Sponsorship Form completed to ensure appropriate processing and credit to each team. The Fundraising & Sponsorship Committee will submit to the CCMHA Treasurer all cheques for deposit.

It is the team fundraising and sponsorship representative's responsibility to deliver the sponsor bars, plaques, tax receipts/letter to each player's family for them to deliver to their respective sponsors. It is expected that fundraising & sponsorship representatives will keep a copy of the Sponsorship form to ensure that all deliveries have been fulfilled.

Sponsor bars must be hand-stitched or stitched in a manner that will enable easy removal at the end of the season on the back of the bottom of the sweaters.

CCMHA will post names of the sponsors on its website in alphabetical order as an overall thank you. Sponsors may also be advertised on other items such as banners. They shall not be displayed on visible playing equipment such as jerseys, socks, skates, helmets, pants, sticks, etc. without written permission from the Sponsorship and Fundraising Committee.

Donations are to be communicated to the Fundraising and Sponsorship Committee in the same way as sponsorships. Teams have the discretion to acknowledge donations by printing names or logos of donors on banners, social media pages, etc.

CCMHA will issue a receipt to any company or individual making a donation or Sponsorship

All sponsorships & fundraising activities are subject to Board Approval.

No team shall be in direct competition with one another for sponsorship or at any fundraising event within CCMHA. Team and individual fundraising at CCMHA tournaments will not be permitted without approval of the Board of Directors.

Any fundraising and sponsorship activities outside the scope of this policy must first be presented to the Director, Fundraising and Sponsorship who will then seek Board approval. All Fundraising & Sponsorship cheques must be made payable to: Cumberland County Minor Hockey Association (CCMHA).

Fundraising & Sponsorship may occur at the Association, Team and/or Player Level.

1. Association/Division Sponsor: An Association Sponsor may be a corporation, organization or individual that provides funding for the Association. Consideration will also be given to the Sponsor name being given to a division. For example, Tim Hortons may sponsor the entire IP Program and name the program Timbits. Funds raised through Association sponsorship shall be used to offset costs such as ice rentals, Officials and development.
 - Platinum Sponsorship \$10,000
 - Gold Sponsorship \$5,000
 - Silver Sponsorship \$2,500
 - Bronze Sponsorship \$1,000
2. Team Sponsor: A Team Sponsor may be a corporation, organization or individual that provides funding for the team. Team Sponsor's name will become part of the team name, for example the Amherst Fire Department Ramblers, or the Archway Insurance Ramblers. The Funds raised through team sponsorship shall be used by the team for the benefit of the entire team.
 - First Star \$2,000
 - Second Star \$1,000
 - Third Star \$750
 - Power Play \$ _____ (any amount)
3. Player Sponsor Jersey Bar(s) - \$250.00 per Jersey: A Player Sponsor may be a corporation, organization or individual that provides funding for a specific Player. For \$250.00 Player Sponsors are entitled to a Sponsorship Jersey Bar(s). All Jersey Bars must comply to CCMHA Standards. The Player Sponsor is also responsible for the cost of the Jersey Bar(s). Funds raised through Player Sponsorship shall effectively be distributed to Individual player's registration costs and the remainder (if any) credited to the team account.

Compliance with the policy is mandatory. Failure to comply will be addressed by the Board. Sanctions may include forfeiture of all funds and suspension of all those involved including the Coaches, Managers, players, parents/guardians and supporters.

5. TEAM AND INDIVIDUAL FUNDRAISING

An effective fundraising group is a critical part of a team's success throughout the season. In addition to the prescribed fundraising program, teams and individuals may select to raise funds through other means. Some common ways to raise funds could include:

- Bottle drives
- Car washes
- Garage sales

- Bake sales
- Walk-a-thon (or other variation)
- Product sales (i.e., chocolates)
- 50/50 Draw
- Ticket sales

All activities, once decided upon by teams and individuals, are subject to CCMHA Board approval.

CCMHA requires that all teams and individuals submit fundraising proposals to the Fundraising and Sponsorship Committee for review and approval prior to any event taking place.

Each team will assign a fundraising and sponsorship representative, manager or assistant manager to facilitate the fundraising and sponsorships in accord with this Policy. At the start of the season an annual fundraising plan (this is not the same as the budget) for each team & individual must be submitted to the Fundraising and Sponsorship Committee via the responsible Team Representative indicating the types and dates of proposed fundraisers.

- Proposals for each fundraising event will be submitted to the board using the CCMHA Fundraising Form for approval at a regular, scheduled Board meeting. Only after board approval may the event take place.
- The Team Fundraising & Sponsorship Representative is responsible for all documentation, financial management, and event reporting as required by CCMHA.
- 100% of the fundraising event net proceeds will go to the team account. Expenses to be supported by receipts, which the Fundraising and Sponsorship Committee may ask to review.
- All money collected through fundraising events will be used for team activities and not for the benefit of the parents.
- Events that are conducive to joint initiatives between teams should be considered to divide the workload and increase the financial return.
- Funds remaining at the end of the year are to be returned to CCMHA to support Association wide activities.

The following fundraising events shall not be approved to raise funds for any CCMHA team due to legal and/or insurance reasons:

- a. Any event involving the sale or distribution of alcohol.
- b. Any event involving use of fireworks.
- c. Any event that infringes on the lottery and gaming rules in Nova Scotia, or any other laws.

Fundraising shall not exceed the annual team budget. Surplus Team account balances will be used to offset development activities across the Association.

CCMHA has developed a Fundraising and Sponsorship Policy to help teams and individuals garner the financial support they require to be successful while providing structure and guidelines that are in accordance with CCMHA values.

The Board of Directors for CCMHA governs all fundraising activities.

All Parents, Players and Supporters are encouraged to participate equally in fundraising activities. Players and/or Parents are entitled to forgo participation in a designated team fundraising activity however they shall be expected to contribute to the team budget the equivalent of the participating players' share of the proceeds. Should a Parent or Player be unable to participate in a team fundraiser on an isolated basis and for a legitimate reason, the team Parents will decide whether the Parent will be expected to contribute a pro-rated amount to the team. Alternatively, the team may opt to allocate the

proceeds of a fundraiser to only those Players participating, e.g. if 9 of 12 Players participate, the proceeds would be divided by 9 and applied to the team fees for those Players.

No team shall be in direct competition with another at any fundraising event within CCMHA. Prior approval to fundraise at any tournament must be submitted to the Fundraising and Sponsorship Committee for Board approval to avoid any conflicts.

6. COMMUNICATIONS

General information regarding sponsorship for the use of sponsors and members, including options and amounts (minimum donations) will be listed on the web site and updated from time to time by Board decision.

Formal communications regarding sponsorships and donations are to be carried out by CCMHA Sponsorship & Fundraising Committee, including:

1. Solicitations for Association Sponsorship. CCMHA routinely approaches local firms, especially those who have sponsored us before. This is the only acceptable way of soliciting. A team may ask the Fundraising & Sponsorship Committee to approach untapped sources.
2. Follow-up letters
3. Invoices
4. Receipts

7. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Sponsorship & Fundraising	LAST REVIEW: 2015
POLICY NUMBER: 7.1	DATE APPROVED: July 19, 2021
TITLE: Fundraising and Sponsorship	
PURPOSE: Fundraising and Sponsorship Program Policies are required to ensure that fundraising and sponsorship activities are acceptable in nature, that all external communications are consistent with the image of CCMHA	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

Money should never be a hindrance to any player who has the desire, skill and talent to play hockey at any level. Therefore, the objectives of the CCMHA Fundraising & Sponsorship Program are:

- Help make hockey affordable
- Provide financial assistance.

The objective of CCMHA Fundraising and Sponsorship Program is to foster the development of our players. The underlying principles of the Program are to promote team and association unity and encourage a philanthropic vision which comes above personal gain.

2. GUIDING PRINCIPLES

Fundraising and Sponsorship make hockey more affordable for players and their families and so both are encouraged.

The Fundraising and Sponsorship Program Policies are required to ensure that fundraising and sponsorship activities are acceptable in nature, that all external communications are consistent with the image of CCMHA, and that no sponsor is subjected to excessive requests for funding.

Cold calling for fundraising or sponsorship opportunities is not allowed.

3. FUNDRAISING

The Board for CCMHA governs all fundraising and sponsorship activities and may reject, or require additional information if any activity is perceived to be in conflict with the spirit of CCMHA.

CCMHA may, at the discretion of the Board, initiate association-wide fundraising activities. The Board shall determine the level of required team participation. A percentage of the proceeds from CCMHA fundraisers shall be returned to the team to be applied to team fees. This percentage will be determined by the Board and communicated to teams in advance.

All fundraising activities are subject to Board Approval.

No team shall be in direct competition with one another for sponsorship or at any fundraising event within CCMHA. Team and individual fundraising at CCMHA tournaments will not be permitted without approval of the Board.

Any fundraising activities outside the scope of this policy must first be presented to the Director, Fundraising and Sponsorship who will then seek Board approval.

4. SPONSORSHIP

Teams are encouraged to solicit team sponsorships, the proceeds of which shall be applied to team fees and other team expenses. CCMHA requires that all teams submit sponsorship proposals to the Fundraising and Sponsorship Committee for review and Board approval.

The Fundraising and Sponsorship Committee shall present team sponsorship categories, prices and benefits to the Board for approval.

Any expense associated with servicing a team sponsor (i.e. complimentary tickets, thank you gift, logo screening, etc.) shall be a responsibility of the respective team.

To ensure that proposed team sponsorships are not in conflict with other CCMHA sponsorship agreements, are appropriate for a youth sports club, and are in compliance with HNS and Hockey Canada rules, all new proposed team sponsorships must receive prior approval from the Fundraising and Sponsorship Committee. If sponsor markings are to be added to uniforms, prior approval of the Fundraising & Sponsorship Committee must be obtained.

If a sponsor or donor with an offer to support a team approaches the team directly, (this will typically be parents, friends, or contacts of a player or coach), details are to be passed to the Fundraising & Sponsorship Committee which will carry out all communication necessary to secure the sponsorship/donation, to provide a receipt, and pass the funds to the team involved. The team manager will be copied on this communication.

It is possible that both CCMHA solicitation and an offer made by a Team Contact may result in two potential sponsors, while only one is required. The Team decides which one to accept. The sponsor that is not selected will be informed by the person that found them.

CCMHA members shall NOT accept sponsorships, IF the sponsors insist on conditions which are contrary to CCMHA policies and/or detrimental to CCMHA.

Teams shall NOT accept sponsorships, if the sponsors insist on conditions which are contrary to CCMHA policies and/or detrimental to CCMHA.

Teams must forward Sponsorship Form and cheques to the Fundraising and Sponsorship Committee via the team fundraising & sponsorship representative. Each sponsorship received must have a Sponsorship Form completed to ensure appropriate processing and credit to each team. The Fundraising & Sponsorship Committee will submit to the CCMHA Treasurer all cheques for deposit.

It is the team fundraising and sponsorship representative's responsibility to deliver the sponsor bars, plaques, tax receipts/letter to each player's family for them to deliver to their respective sponsors. It is expected that fundraising & sponsorship representatives will keep a copy of the Sponsorship form to ensure that all deliveries have been fulfilled.

Sponsor bars must be hand-stitched or stitched in a manner that will enable easy removal at the end of the season on the back of the bottom of the sweaters.

CCMHA will post names of the sponsors on its website in alphabetical order as an overall thank you. Sponsors may also be advertised on other items such as banners. They shall not be displayed on visible playing equipment such as jerseys, socks, skates, helmets, pants, sticks, etc. without written permission from the Sponsorship and Fundraising Committee.

Donations are to be communicated to the Fundraising and Sponsorship Committee in the same way as sponsorships. Teams have the discretion to acknowledge donations by printing names or logos of donors on banners, social media pages, etc.

CCMHA will issue a receipt to any company or individual making a donation or Sponsorship

All sponsorships & fundraising activities are subject to Board Approval.

No team shall be in direct competition with one another for sponsorship or at any fundraising event within CCMHA. Team and individual fundraising at CCMHA tournaments will not be permitted without approval of the Board of Directors.

Any fundraising and sponsorship activities outside the scope of this policy must first be presented to the Director, Fundraising and Sponsorship who will then seek Board approval. All Fundraising & Sponsorship cheques must be made payable to: Cumberland County Minor Hockey Association (CCMHA).

Fundraising & Sponsorship may occur at the Association, Team and/or Player Level.

1. Association/Division Sponsor: An Association Sponsor may be a corporation, organization or individual that provides funding for the Association. Consideration will also be given to the Sponsor name being given to a division. For example, Tim Hortons may sponsor the entire IP Program and name the program Timbits. Funds raised through Association sponsorship shall be used to offset costs such as ice rentals, Officials and development.
 - Platinum Sponsorship \$10,000
 - Gold Sponsorship \$5,000
 - Silver Sponsorship \$2,500
 - Bronze Sponsorship \$1,000
2. Team Sponsor: A Team Sponsor may be a corporation, organization or individual that provides funding for the team. Team Sponsor's name will become part of the team name, for example the Amherst Fire Department Ramblers, or the Archway Insurance Ramblers. The Funds raised through team sponsorship shall be used by the team for the benefit of the entire team.
 - First Star \$2,000
 - Second Star \$1,000
 - Third Star \$750
 - Power Play \$ _____ (any amount)
3. Player Sponsor Jersey Bar(s) - \$250.00 per Jersey: A Player Sponsor may be a corporation, organization or individual that provides funding for a specific Player. For \$250.00 Player Sponsors are entitled to a Sponsorship Jersey Bar(s). All Jersey Bars must comply to CCMHA Standards. The Player Sponsor is also responsible for the cost of the Jersey Bar(s). Funds raised through Player Sponsorship shall effectively be distributed to Individual player's registration costs and the remainder (if any) credited to the team account.

Compliance with the policy is mandatory. Failure to comply will be addressed by the Board. Sanctions may include forfeiture of all funds and suspension of all those involved including the Coaches, Managers, players, parents/guardians and supporters.

5. TEAM AND INDIVIDUAL FUNDRAISING

An effective fundraising group is a critical part of a team's success throughout the season. In addition to the prescribed fundraising program, teams and individuals may select to raise funds through other means. Some common ways to raise funds could include:

- Bottle drives
- Car washes
- Garage sales

- Bake sales
- Walk-a-thon (or other variation)
- Product sales (i.e., chocolates)
- 50/50 Draw
- Ticket sales

All activities, once decided upon by teams and individuals, are subject to CCMHA Board approval.

CCMHA requires that all teams and individuals submit fundraising proposals to the Fundraising and Sponsorship Committee for review and approval prior to any event taking place.

Each team will assign a fundraising and sponsorship representative, manager or assistant manager to facilitate the fundraising and sponsorships in accord with this Policy. At the start of the season an annual fundraising plan (this is not the same as the budget) for each team & individual must be submitted to the Fundraising and Sponsorship Committee via the responsible Team Representative indicating the types and dates of proposed fundraisers.

- Proposals for each fundraising event will be submitted to the board using the CCMHA Fundraising Form for approval at a regular, scheduled Board meeting. Only after board approval may the event take place.
- The Team Fundraising & Sponsorship Representative is responsible for all documentation, financial management, and event reporting as required by CCMHA.
- 100% of the fundraising event net proceeds will go to the team account. Expenses to be supported by receipts, which the Fundraising and Sponsorship Committee may ask to review.
- All money collected through fundraising events will be used for team activities and not for the benefit of the parents.
- Events that are conducive to joint initiatives between teams should be considered to divide the workload and increase the financial return.
- Funds remaining at the end of the year are to be returned to CCMHA to support Association wide activities.

The following fundraising events shall not be approved to raise funds for any CCMHA team due to legal and/or insurance reasons:

- a. Any event involving the sale or distribution of alcohol.
- b. Any event involving use of fireworks.
- c. Any event that infringes on the lottery and gaming rules in Nova Scotia, or any other laws.

Fundraising shall not exceed the annual team budget. Surplus Team account balances will be used to offset development activities across the Association.

CCMHA has developed a Fundraising and Sponsorship Policy to help teams and individuals garner the financial support they require to be successful while providing structure and guidelines that are in accordance with CCMHA values.

The Board of Directors for CCMHA governs all fundraising activities.

All Parents, Players and Supporters are encouraged to participate equally in fundraising activities. Players and/or Parents are entitled to forgo participation in a designated team fundraising activity however they shall be expected to contribute to the team budget the equivalent of the participating players' share of the proceeds. Should a Parent or Player be unable to participate in a team fundraiser on an isolated basis and for a legitimate reason, the team Parents will decide whether the Parent will be expected to contribute a pro-rated amount to the team. Alternatively, the team may opt to allocate the

proceeds of a fundraiser to only those Players participating, e.g. if 9 of 12 Players participate, the proceeds would be divided by 9 and applied to the team fees for those Players.

No team shall be in direct competition with another at any fundraising event within CCMHA. Prior approval to fundraise at any tournament must be submitted to the Fundraising and Sponsorship Committee for Board approval to avoid any conflicts.

6. COMMUNICATIONS

General information regarding sponsorship for the use of sponsors and members, including options and amounts (minimum donations) will be listed on the web site and updated from time to time by Board decision.

Formal communications regarding sponsorships and donations are to be carried out by CCMHA Sponsorship & Fundraising Committee, including:

1. Solicitations for Association Sponsorship. CCMHA routinely approaches local firms, especially those who have sponsored us before. This is the only acceptable way of soliciting. A team may ask the Fundraising & Sponsorship Committee to approach untapped sources.
2. Follow-up letters
3. Invoices
4. Receipts

7. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Communications	LAST REVIEW: NEW
POLICY NUMBER: 8.1	DATE APPROVED: July 19, 2021
TITLE: Communications Policy	
PURPOSE: This policy is intended to define how CCMHA communications approach.	
RELATED GUIDELINES/DOCUMENTS: Disciplinary Policy	

1. INTRODUCTION

The policy will be applicable to all members of the CCMHA, including Directors, Teams, the CCMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.

CCMHA recognizes and appreciates the value of communications to all of its stakeholders. CCMHA also respects the right of all Teams and Association personnel to express their views publicly.

2. COMMUNICATION METHODS

CCMHA wishes to inform families that its primary method of communication will be through:

1. CCMHA Website, including direct emails via Goalline
2. Board of Directors
3. Coaches

3. 24 HOUR RULE

All teams, coaches and parents are expected to support Hockey Canada's recommended 24-hour rule. Parents (or others) who wish to speak to a team official are required to wait 24 hours following the incident/matter before arranging an agreed upon time to discuss.

4. RESPECT FOR THOSE WHO DO

Parents are reminded they are to respect and show appreciation for the volunteers who give their time to hockey for your player. CCMHA will not tolerate individuals who do not respect the effort of our vital volunteers or individuals who regularly speak against the efforts of the Association.

5. DISCIPLINE

Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.

The Team or the CCMHA will investigate reported violation(s) of this policy in the manner set out in the CCMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team and or CCMHA will impose appropriate disciplinary actions.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Communications	LAST REVIEW: NEW
POLICY NUMBER: 8.1	DATE APPROVED: July 19, 2021
TITLE: Social Media Policy	
PURPOSE: The guidelines set out in the Policy are designed to protect CCMHA as well as its Participants and others associated with them from illegal, unauthorized, irresponsible or abusive use of social media.	
RELATED GUIDELINES/DOCUMENTS: Disciplinary Policy Hockey Nova Scotia Social Media Policy https://5647e90c-cdn.agilitycms.cloud/Attachments/HNS%20Social%20Media%20Policy.pdf	

1. INTRODUCTION

This Social Media Policy aims to provide everyone associated with CCMHA with guidelines to follow when engaging in communications and/or sharing content via any form of social media that can be linked to or in any way associated (whether directly or indirectly) with the Association. The guidelines set out in the Policy are designed to protect CCMHA as well as its Participants and others associated with them from illegal, unauthorized, irresponsible or abusive use of social media.

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Snapchat, Twitter, Facebook, Instagram, LinkedIn, and any other social media network that allows users to communicate online. This policy aligns with that of Hockey Nova Scotia

The policy will be applicable to all members of the CCMHA, including Directors, Teams, the CCMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.

CCMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. CCMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the CCMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team or CCMHA.

2. GUIDELINES

CCMHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

If requested to participate in an online network, as a direct result of your affiliation with or participation in CCMHA activities the Association recommends that you request approval from your team or CCMHA.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the CCMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, CCMHA or Hockey Nova Scotia:

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- Divulging confidential information that may include, but is not limited to the following: player injuries; game strategies; or any other matter of a sensitive nature to a member Team, the CCMHA or any individual.
- Negative or derogatory comments about any member of the Team, CCMHA, League staff (including officials), programs, stakeholders, players or any member of an opposing team.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use; alcohol misuse; public intoxication; hazing; sexual exploitation; etc.
- Online activity that contradicts the current policies of the CCMHA, Hockey Nova Scotia or Hockey Canada.
- Inappropriate, derogatory, racist, or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

The Team or the CCMHA will investigate reported violation(s) of this policy in the manner set out in the CCMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team and or CCMHA will impose appropriate disciplinary actions.

5. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Communications	LAST REVIEW: NEW
POLICY NUMBER: 8.3	DATE APPROVED: July 19, 2021
TITLE: Logo and Team Apparel Policy	
PURPOSE: The scope of this policy is to control the use and dissemination of Cumberland County Minor Hockey Association's logo and to ensure a standardized supply of material to our Association's teams, tournament and members.	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

Our image and branding as Cumberland county Minor Hockey Association is very important to us and one that players and families take pride in. In order for teams to remain consistent we feel it is important for us as an Association to have a consistent appearance when our teams are at games, tournaments, and any events that our teams may be participating in.

Cumberland County Minor Hockey Association logo may NOT be used without the express written consent of Cumberland County Minor Hockey Association. This includes Cumberland County Minor Hockey Association name or any other reference to the Association.

2. GUIDELINES

Teams, Tournaments and Association members must use our approved suppliers, the suppliers will be announced at the start of every season, if the item being purchase is branded with the official Cumberland County Minor Hockey Association's logo.

Teams, tournaments hosted Cumberland County Minor Hockey Association, and Association members must use discretion in ordering apparel and must act accordingly to preserve the image of the Cumberland County Minor Hockey Association.

Teams are NOT permitted to take the Cumberland County Minor Hockey Association's logo to any other vendor for the purpose of ordering apparel unless approved by Cumberland County Minor Hockey Association's Board of Directors.

Teams are not permitted to use any logo other than the official association logo. The use of any other logo is strictly prohibited.

Failure by teams to comply with the policy may result in suspension or expulsion of the Head Coach, as the appointed representative of the team.

3. COLOURS

CCMHA official colours are purple, black and white.

4. SUPPLEMENTARY CLOTHING

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan. Parents are encouraged to participate in accordance with their team's wishes.

Coaches and other team officials are encouraged to participate in the purchase or supplementary clothing on an equal basis with all parents. CCMHA recommends that teams not subsidize the purchase of supplementary clothing for coaches and other team officials.

Supplementary clothing, purchased as team wear, shall comply with association colours and specifications to qualify to bear CCMHA Hockey logo.

CCMHA identifies preferred vendors each year for teams and parents to buy clothing.

CCMHA prides itself on the branding and consistent look of clothing across our organization. Any deviation from the purchase from the preferred supplier must be approved by the CCMHA Executive Committee.

5. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Equipment	LAST REVIEW: 2015
POLICY NUMBER: 9.0	DATE APPROVED: July 19, 2021
TITLE: Equipment Policy	
PURPOSE: This policy directs how equipment is allocated within CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Appendix 10 Equipment/Jersey Rental Agreement	

1. INTRODUCTION

There is recognition that not all players, coaches and teams may have access to all of the equipment necessary to support their development.

2. PRINCIPLES

All equipment (jerseys, goaltender equipment, coaching aids, etc.) loaned out to coaches, players or parents/guardians is the property of CCMHA and must be returned by the end of the season on the date requested by the Board or the Director, Equipment Management.

Any player or parent/guardian not returning equipment on loan shall have the cost of the items added to their registration for the following season or deducted from any fees due from CCMHA.

Those players not returning to CCMHA and refusing to return the equipment may be subject to civil court action to recover the cost of the items.

A coach or parent/guardian may request an extension of time prior to the specified annual return date.

Refer to Cumberland Minor Hockey Equipment/Jersey Rental Agreement.

3. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Equipment	LAST REVIEW: May 2019
POLICY NUMBER: 9.1	DATE APPROVED: July 19, 2021
TITLE: Jersey Rental & Use Policy	
PURPOSE: This policy directs how jerseys are distributed/managed for all leagues within CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Jersey Release/Return Form	

1. INTRODUCTION

CCMHA Jersey's will be signed out to each team prior to the start of the regular season (dates will be posted). The Head Coach or Manager of each team must sign to take responsibility of a team set of jerseys from the Director, Equipment Management. A CCMHA team Jersey Release/Return form, and the CCMHA Equipment Rental Agreement (Jerseys) will be emailed to the Head Coach.

It will be the responsibility of the assigned teams' players/parents/guardians to maintain and care for the jerseys. The Head Coach or Manager will assign jerseys to players and the parent/guardian. Prior to receiving, the parent will be expected to have read, understood, and agreed to the entirety of this Equipment Rental Agreement. A copy of the policy should be given to the parent/guardian.

When the complete set of team jerseys has been distributed, the Jersey Release/Return form will be handed into the Director, Equipment Management to be logged. A copy will be emailed back to the Head Coach.

Jersey Release/Return forms must be completed and returned prior to the team's third regular season game. This is the SIGNED COPY OF THE RELEASE.

Failure to comply with the above policy may result in suspended team/player ice time until all forms are received by the CCMHA equipment manager.

2. GENERAL JERSEY CARE AND RESPONSIBILITIES

If a team chooses to send the jersey's home with individual players the jersey must be on a hanger and in a garment bag when not being used.

Jerseys are not to be left in hockey bags; damp or sweaty shirts are susceptible to staining and mold which make them unusable and undesirable to wear.

Players and their families should take pride in being a Rambler. A respectable jersey is a positive representation of CCMHA and the County of Cumberland.

Launder jerseys inside out and hung to dry as required.

Player names will be allowed to be sewn on the jersey providing the following:

- The name bars are all the same color and font
- The name bars are purchased from an approved vendor. This will ensure all the name bars are uniform.
- The name bars shall be sewn on and removed by an approved vendor at team or individual cost.
- The team as a whole must all have name bars or none.

The only attachments permitted on jerseys are C/A classifications and name bars. Sew C/A's only with a loose stitch to allow for easy removal. No adhesive C/A classifications letters are to be used. No tape is to be used on the jersey for C/A's or numbers. These C/A's are to be removed by player/parent before returning the jersey.

At the end of the season, jerseys must be washed and returned to the team Coach or Manager on time.

3. COACH/MANAGER RESPONSIBILITIES

Coaches/Managers will sign out jerseys' as stated above, at the end of the season, jerseys must be washed, on metal hangers in the team bag provided and returned to the Director, Equipment Management before April 30. Any change to jersey return dates will be posted on the CCMHA website and communicated to coaches/managers at least one month prior.

Jerseys will be inspected by the team Coach/Manager prior to return, as well as by the CCMHA equipment manager or Division Coordinator on assigned return days.

Exceptions will only be made for teams participating in sanctioned tournaments beyond the specified dates, please make the Director, Equipment Management aware in advance if arrangements need to be made. If a Coach/Manager has collected the jerseys but failed to return the jerseys on time will not be in "good standing" next season. A Coach not in good standing may not apply to be a Coach next season

4. DAMAGED/LOST/UNRETURNED JERSEYS

Unreturned or jerseys or returned in poor condition will be the responsibility of the player/parent/guardian. Players/Parents with jerseys not returned on designated dates will not be permitted to register for the following season until the late payment/replacement fee is received.

CCMHA player/parents who have not returned their assigned jersey to coaches prior to the assigned jersey return dates, will not be in "good standing" with CCMHA until a late return fee of \$25.00 per jersey or a \$115 replacement fee is received. This amount will be added to the players' registration fee for the following season.

5. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Equipment	LAST REVIEW: 2015
POLICY NUMBER: 9.2	DATE APPROVED: July 19, 2021
TITLE: Goaltender Equipment	
PURPOSE: This policy directs how goaltender equipment is distributed within CCMHA.	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

CCHMA recognizes that not all players will be able to access goaltending equipment in advance of determining that the player would like to continue with this role within the team. As a result, CCMHA will make available a number of pieces of equipment for the teams to access.

2. EQUIPMENT AVAILABLE FOR RENT

A set of goaltender equipment consists of one pair of leg pads and one pair of gloves/blocker.

All U9 teams will have access to a minimum of 1 set of goaltender equipment.

Coaches shall monitor the goaltender equipment of goaltenders in the U9 and U11 levels for abuse and proper maintenance by their player. If a piece of goaltender equipment is returned and has been misused, it will not be replaced and the goaltender will have to purchase his/her own.

3. LIMITATIONS OF USE

There have been some cases of abuse of equipment such as players using equipment for street hockey or not properly drying the equipment after a game. Any player found to have abused the goaltender equipment in this or any other manner shall have their equipment privileges cancelled and shall no longer be allowed to use association equipment. The cost of replacement or repair shall be added onto the player's registration fees or deducted from any fees due from CCMHA.

Off season use of goaltender equipment is requires approval from CCMHA.

Goaltender equipment shall not be used for any dry land training. Anyone found using this equipment for dry land training or street hockey will forfeit its use and be subject to any damage or replacement costs.

CCHMA Hockey shall only be responsible for repairs to equipment owned by CCMHA Hockey and players requiring repairs to their own privately owned equipment shall be responsible for that cost.

Goaltender equipment will be rented out to the various divisions and players as noted below.

U9

- All goaltender equipment will be issued to the coach and he/she will be responsible for its care.
- It is the players responsibility to ensure that the equipment is properly stored and dried after each game or practice. No user fee will be charged.

U11/U13

- All goaltender equipment may be rented to individual players for the playing season for a fee as determined by the Board. Players may choose to rent all the equipment or use only those items of equipment required.

U15

- Leg pads, if available, will be available for rental at a fee as determined by the Board.

Should a piece of equipment be returned to the Director, Equipment Management for any reason and found to have been abused, it shall not be returned or replaced. The player will then be responsible to:

- Purchase their own replacement equipment
- Pay for the cost of repair or replacement of the abused equipment.

4. DISPOSITION OF USED EQUIPMENT

Used equipment will be sold at a competitive value when no longer required by CCMHA Hockey.

5. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Equipment	LAST REVIEW: 2015
POLICY NUMBER: 9.3	DATE APPROVED: July 19, 2021
TITLE: Scoresheets	
PURPOSE: This policy directs scoresheets are distributed within CCMHA.	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

Each season, CCMHA purchases enough game sheets to last the season. Sufficient game sheets will be issued to the Category Directors by the Registrar for their teams.

2. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Equipment	LAST REVIEW: 2015
POLICY NUMBER: 9.4	DATE APPROVED: July 19, 2021
TITLE: First Aid Kits	
PURPOSE: This policy directs First Aid kits requirements by CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Safety Requires Teamwork and Safety for All (Hockey Canada) http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety_teamwork_e.pdf	

1. INTRODUCTION

Each team is responsible to have one (1) First Aid kit of Hockey Nova Scotia standard for each team.

First aid kits are to be replenished as required and are to be funded by the team.

2. FIRST AID STANDARD CONTENTS

The best kit is one which contains only the supplies you use most often. There is no reason to carry a wide variety of items if you do not know how to, or are not qualified to, use such items.

You should carry a list of all emergency telephone numbers in your kit, including ambulance, fire department, police and general emergency. It is also recommended that you include several quarters in the event that you must make an emergency telephone call and only a pay phone is available.

The following is a recommended list of items you should include in your first aid kit. Whenever you use an item you should replace it immediately to ensure your kit remains fully stocked.

Amount	Item	Application
1	Soft, sturdy kit/box	A durable waterproof kit which holds all supplies in one place and is easily transportable.
1 roll	Pre-Wrap	Covers and protects skin when taping an injury.
2 rolls	1 ½" athletic tape (low grade)	Protects exposed injuries and provides support for injured joints.
2 - 4	Tensor bandages – 2", 4" or 6"	Use for injury support and compression over soft-tissue injuries. The size of the injured area dictates the appropriate tensor size.
2	40" cotton triangular bandages (slings)	Use for injury support/slings or to apply pressure.
1 bag	Sterile cotton-tipped applicators	Use to clean wounds.
1 box	Knuckle dressings	Cover cuts in unusual areas – knuckles, web spaces, etc.
1 box	Fingertip dressings	Cover cuts on fingertips.
2 boxes	Elastic stretch strips in assorted sizes	To cover all minor skin wounds – blisters, lacerations, etc.
10	Sterile pads (non-adhering)	Used to cover cuts and abrasions. Non-adhering so they will not stick to the wound.
10	4" x 4" gauze	To control bleeding and cover wounds – use over non-adhering dressings.
1 roll	4" stretch gauze	Covers and compresses wounds.

Amount	Item	Application
1 container	Petroleum jelly	Use to reduce friction in the case of blisters.
4 - 8	Ziploc plastic bags (various sizes)	Hold ice, contaminated or bloody materials – gloves, compresses, etc.
1 pair	Bandage scissors	Cut dressings, tape, equipment, etc.
10 pairs	Barrier protection gloves	Medical non-latex gloves. Must be worn at all times when attending to an injured player.
1 Container	Hand sanitizer or wipes	Alcohol based. Ensures clean hands when dealing with injuries or when immediate access to hand washing is not available.
1	Pocket Mask	Use when there is mouth to-mouth contact for CPR or artificial respiration.
1 2	Note pad/pencil Working pens	Use to take notes (or write reminders for yourself) and record injuries. -- Ice Apply to soft-tissue injuries.
1+	Cloth/Disposable Masks	For use during the COVID-19 pandemic.

3. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.

SECTION R: Risk Management: Abusive Parent Dispute Resolution

ABUSIVE PARENT DISPUTE RESOLUTION POLICY

Rationale:

It is the policy of Hockey Nova Scotia (HNS) that there shall be no abuse or bullying, whether physical, emotional or sexual of any participant in any of its programs. Hockey Nova Scotia and Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Further, HNS expects that no volunteer should experience abuse or bullying, whether physical, emotional or sexual as a result of any parent or guardian of a participant.

To ensure the safety and enjoyment of all players and volunteers, whether coach, assistant Coach, trainer, manager or administrator, this policy will strictly be adhered to.

A. Membership Applications:

1. During the registration process, each Member will be advised that the Dispute Resolution Policy is on the Hockey Nova Scotia Website and the Minor Hockey Association website.
2. Should any Member cease to be in good standing, in order for the Membership to continue, the Member not in good standing will have to be replaced. In order to be approved the new/replacement Application must include payment of any outstanding fees, including any costs imposed under paragraph 8(b) of this Policy and and the pro-rata share (number of remaining complete weeks to March 31 divided by 22) for the basic local hockey association and for the new/replacement Application fee, also on a pro-rata basis. Provided these conditions are met the new/replacement Membership Application will automatically be approved and considered an extension of the original Application. As it relates to revocation or suspension of a Membership, no sanction against any player will be taken until at least 72 hours after notice is provided to a Member that they are not long in Good Standing. This time can allow time for the new/replacement Application to be submitted and processed.
3. Associations will incorporate this Dispute Resolution Policy in either their Bylaws or Policies and Practices.

B. Investigation Procedures:

At Association (MHA) Level:

1. If, after a Proper Investigation by the Officers of the Association, a Member is found to have engaged in Inappropriate Conduct and thereby failed to comply with the Rules and Regulations of the Association, the Officers of the Association are empowered to:
 - (a) issue to the Member a letter of warning, or
 - (b) require the Member to participate in a mediation process (see Appendix A for options), or
 - (c) suspend the Member for up to 30 days, and/or (such suspension has no impact on the membership)

SECTION R: Risk Management: Abusive Parent Dispute Resolution

- (d) where the Member has engaged, in particular, inappropriate physical and/or vocal behavior, restrict the Member's privileges to attend games and/or practices at Association rinks, or team activities.
- 2. The Member may appeal the findings and directives of the Association to HNS in accordance with HNS By-Laws.
- 3. Nothing herein restricts the power of the Association to make a complaint to the police where the inappropriate behavior is deemed to be criminal.
- 4. If a Member fails to comply with the terms of any suspension or restriction imposed under paragraph 5 or, the inappropriate conduct continues, the Association may request Hockey Nova Scotia to review the Member's status.

At the Hockey Nova Scotia (HNS) Level:

- 5. HNS agrees to make use of Protection of Property Agreements when/where appropriate.
- 6. Should an Association request a review of a Member's status or a Member appeals the findings of or sanctions imposed by the Association, Hockey Nova Scotia will attempt to resolve the matter with the Member and the Association through facilitating a meeting through either a mediator, restorative facilitator or the Executive Director of Hockey Nova Scotia. Hockey Nova Scotia will select the facilitation process and incur any upfront costs.
- 7. Should an Association issue any type of sanction to the Member, which is not authorized under paragraph B.1. of this Policy, including removing the Player from play, the Member(s) may immediately request the Executive Director of Hockey Nova Scotia to remove the sanction and direct the Association to follow the procedures as contained within this Policy.
- 8. Should the process in paragraph B.6. not result in an agreed resolution, Hockey Nova Scotia, through the Executive Director may:
 - a) revoke any sanctions imposed by the Association for reasons, including and not limited to, the ground that a fair process was not followed prior to the Association deeming the Member exhibited Inappropriate Conduct;
 - b) issue a further letter of warning against the Member, including the requirement of the Member to reimburse HNS for all of the costs associated with the efforts of HNS, as referred to in paragraph B.6. above, including the cost of the mediator, etc. to a maximum of \$500. If this administrative fee is not paid by the Member within 14 days, the Membership is suspended and the Member is not a Member in good standing until such time as the administrative fee is paid.
 - c) declare a full revocation of the Member's Membership resulting in the membership not being in good standing. Revocation would be effective 72 hours from the time in which the decision was communicated to the Member at the address (including email address) provided by the Member at the time of registration.

SECTION R: Risk Management: Abusive Parent Dispute Resolution

- d) in the case of those having engaged in inappropriate physical and/or vocal behavior issue a Protection of Property Notice resulting in the Member being barred from all rinks used by Hockey Nova Scotia.

C. **Definitions:**

Membership: is an approved Application ("Application") with all of the individuals on the Application being in good standing with the Minor Hockey Association ("Association").

Members: are the individuals listed on the approved membership Application, being in good standing with the Association. These persons include parents, guardians and the player.

Good Standing: a Member is in good standing until such time as the membership is suspended or revoked.

Inappropriate Conduct: conduct unacceptable to the Association as determined by a Discipline Committee, including but not limited to, inappropriate physical and/or vocal abusive behavior or persistent harassment of volunteers within the Association.

Hockey Record: the written record of a Dispute Resolution meeting conducted by Hockey Nova Scotia

SECTION R: Risk Management: Abusive Parent Dispute Resolution

Schedule A to the HNS Dispute Resolution Policy DISPUTE RESOLUTION SUMMARY

This document is to be included in all Minor Hockey registration materials for the 2014-2015 season and all subsequent hockey seasons.

The Nova Scotia Human Rights Commission and Hockey Nova Scotia have worked collaboratively to find a way of addressing the valid concerns of HNS to curb abusive behaviour of any person involved with HNS while at the same time preserving the ability of children to play hockey despite the actions of parents. After discussions with the Commission and members of the public concerned about this issue, HNS has created a Dispute Resolution Policy.

The full Dispute Resolution Policy is available on both the Hockey Nova Scotia website (www.hockeynovascotia.ca) and on your Association's website. Please take the time to read and understand the Dispute Resolution Policy since it forms part of the obligations binding the registrants.