# COALDALE MINOR HOCKEY ASSOCIATION

# MANAGER'S MANUAL 2026 - 2027

(Revised & Board Approved September 2025)

# ASSOCIATION CONTACTS

**EXECUTIVE BOARD MEMBERS**

President - Jamie Gyorffy
Vice President - Shawn Hass
Secretary- Tracey Skretting
Treasurer- Teighan Duffy

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U7 Director - Chad Jensen
U9 Director - Wyatt Whillans
U11/U13 Director- Chad Thompson
U15/U18 Director - Kevin Parenteau
CAHL Director- Jordan Odland
CAHL Governor - Shawn O'Rourke
Director of Coach & Player Development- Jeremey Kenyon
Director of Equipment & Apparel- Matt Burton
Director of Marketing & Fundraising- Murray Weiss
Referee In Chief- Jamie Kenyon
Referee Assignor - Jessica Hoffman*
Technology Director- Ryan Robinson*

**ADMINISTRATOR**

Administrator - Jessica Hoffman*

**DISCIPLINE COMMITTEE**

Discipline Committee Chair - Tennille Preachuk*
Discipline Committee Member - TBA*
Discipline Committee Member - Jeff Fujita*

***** *denotes individual is not a voting member of the CMHA Board of Director*

## TEAM MANAGER'S ROLE DESCRIPTION

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Coaldale Minor Hockey Association (CMHA), Division Directors, other teams, referees, etc.

Ultimately, the Manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the Manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the Manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the Manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address. Numerous appendices including samples, templates and valuable links are included to assist the Team Manager in pre-planning and organization.

It is our goal to support you in whatever way we can. Please reach out to your divisional director or the CMHA administrator if you need any assistance throughout the season, or any other board member from the contact sheet. As phone numbers aren't listed, the best way to contact is via email..

U7 Divisional Director cmhacobrasintro@gmail.com

U9 Divisional Director cmhacobrasu9@gmail.com

U11/ U13 Divisional Director cmhacobrasu13@gmail.com

U15/ U18 Divisional Director cmhacobrasu18@gmail.com

CMHA Administrator cmhacobra@gmail.com

Some general tips for the manager:

- There MUST be a good relationship with the Head Coach, as you will be working closely with them. This will make the season much easier to manage.
- The Team manager is a central figure in creating the flow of communication – not only within the team (players, parent & Coaches), but between the team and all support systems such as the Minor Hockey Association (MHA), Division Managers; other teams, referees, officials, etc.

- When you are communicating with your coaches or parents, Teamsnap is the best form of communication.

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# SECTION 1: INITIAL TEAM MEETING

### *1.1 - Initial Team meeting*

Team Meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many, this will be the first time they meet other players, parents and coaches.

Ideally, the Team Manager should be in place before the initial team meeting, which should include agenda items:

- *Seasonal plans*
- *Parent volunteer expectations*
- *Coaches/player/parent conduct*
- *Safety procedures*
- *Tournaments*
- *Preliminary budget*.

This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences.

A **Conflict Resolution** process should also be explained including the CMHA communication Flow Chart. CMHA requires a 24 hour "cooling off" period before contacting the appropriate person to discuss the parents' issues and concerns.

***(Appendix 1: Team Meeting Agenda) (Appendix 2: CMHA Communication Flow Chart)***

### *1.2 - Assigning a Treasurer*

The next most important team volunteer besides the Head Coach and Team Manager is the Team Treasurer. This volunteer is responsible for tracking all team expenditures, as well as managing the team budget and bank account. As manager, it is your responsibility to provide oversight over the team finances, help guide financial decisions, and serve as a second signing authority on all transactions. It is helpful to choose a Treasurer who has a financial or accounting background and/or is familiar with Spreadsheets.

You and your Treasurer will be responsible for opening a team bank account at the Coaldale ATB Bank, which will require two signatures on all transactions (Manager and Treasurer).

You will require a letter from the Head Coach authorizing the Manager and Treasurer to open an account on behalf of the team and designating them as the two signing authorities. Most banks also require a TEAM ROSTER. Be sure to inquire about NO FEES - for suggested Banks contact CMHA Treasurer.

Note:

- All teams are to use the Coaldale ATB Bank.

**1.3 - *Team Accounts & Budget***

When creating your team budget make sure to have:

- Cash Call Amounts
  - For U7/U9 - $125 max per family
  - For U11/U13- $175 max per family
  - For U15/U18- $200 max per family
    - CASH CALL MUST BE REPAID TO PARENTS AFTER HOME TOURNAMENTS
      - NO EXCEPTIONS
- coach input (extra ice; power skating; other)
- team apparel; tournaments; social events

You will need to keep a spreadsheet of all team finances for the season. In addition you need to report to the CMHA Treasurer throughout the season.

***(Appendix 3.1: Sample Budget/Team Roster) (Appendix 3.2: Sample Budget)***
***(Appendix 3.3- Team Financial Report Template)***

**1.4 - *Code of Conduct Forms***

Make sure to have extra copies of any handouts or forms that need to be circulated to parents and players. All coaches, parents and players are required to sign appropriate "Code of Conduct".

***(Appendix 4.1: CMHA Parent Code of Conduct) (Appendix 4.2: Player Code of Conduct)***
***(Appendix 4.3: Coach Code of Conduct)***

**1.5 - *Player Medical Information (In TeamSnap)***

Medical forms were completed in and in Teamsnap. This information is confidential and kept by the team Safety Person/Head Coach. As the Team Manager you need to be familiar with the information on these forms.

CMHA will be using HeadCheck this season to track concussions for our players.

2026 - 2027 CMHA Safety Manual

## 1.6 – The Shift Forward (Formerly Respect In Sports)

~~New for the 2026-2027 season, Hockey Canada and Hockey Alberta are launching The Shift Forward: Evolving Hockey~~ Culture, which is the new home for national education and training courses for Team Officials & Parents/Guardians.

The Shift Forward is an enhanced education program that was created following an extensive consultation process & Training Needs Analysis to review national programs and understand how education and training can better support participants and the key objective of changing unhealthy behaviors in the game. The new platform will reflect the overwhelming feedback that the courses should be age-appropriate, modernized, engaging, specific to how participants engage with hockey, and be progressive as they go through their hockey journey.

These online courses will replace the previous requirements of RIS- Parent & RIS – Activity Leader. In effort to support a successful transition to The Shift Forward, Hockey Alberta will continue to recognize existing RIS – Parent & RIS – Activity Leader certification for the duration of the individual course expiry dates.

The Shift Forward - HOCKEY ALBERTA

**1.7 - TeamSnap ONE**

Team Snap is provided to all CMHA teams for FREE and is MANDATORY to use. The CMHA Administrator will send you an invitation to your team on TeamSnap ONE, authorizing you to have Manager Permissions and access. You must accept the invite, then the CMHA Administrator will assign all parents/players to join the team on TeamSnap - this will require email addresses. Practices, and player contact information will already be loaded into TeamSnap. All games, exhibition games, team events will need to be uploaded into this application for easy team organization.

**Ensure that any games that are uploaded to TeamSnap are double checked by at least 2 individuals. Cross reference these with the game schedules and ice allocation. This will ensure no missed ice slots, which results in NO SHOW ice charges for the team.*

**PLAYER AVAILABILITY**

- It is important that coaches know how many players are available for games and practices. Emphasize to parents the importance of keeping their child's availability up to date

**1.8 - Communication**

**COMMUNICATION WITH PARENTS**

~~Keep parents up to date through email, Teamsnap or parent meetings as required:~~

- New games

- Tournament dates, locations and game times
- Schedule changes
- Off-ice events

**CMHA PARENT COMMUNICATION FLOW CHART**

If parents have complaints/issues they need to follow the "CMHA Parent Communication Flow" policy. Make sure the parents on your team are aware of this policy.

2026 - 2027 CMHA Communication Flow Chart

1.9 - ***Other Season Events (Optional for U7 & U9)***

| | | | |
|---|---|---|---|
| **U7** | Davis Cup - Hurricanes | 2024-2025 U7 Davis Cup Info | mchapman@davisgm.ca |
| **U9** | Davis On the Bench Experience - Hurricanes | https://www.davisgm.ca/the-davis-cup/ | |
| **U7/U9** | Copperheads Night | coaldalecopperheads@hotmail.com | |

# SECTION 2: VOLUNTEERS AND DELEGATIONS

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help.

A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

**2.1 - *Parent Volunteer***

Positions may include:

- Head Coach/Assistant Coaches
- Manager
- Treasurer
- Team Safety Person
- Fundraising Committee
- Jersey Parents
- Time Keeper Coordinator
- Tournament Coordinator
- Social Committee
- Team Snap Coordinator
- CAHL Data Entry Person (U11 - U18 Division)
- U7 Division - Half Ice Board Set Up & Take Down crews

Once committees and areas of responsibility have been determined, the Team Manager should circulate a volunteer position list to all parents. This could help resolve disputes later in the season, and helps direct information and ideas to the proper party.

## SECTION 3: TEAMSNAP ONE

TeamSnap ONE is the backbone of CMHA. Our website, registration and team management system all operate through our TeamSnap Organization Account. As part of this, all teams are provided a free TeamSnap Account through CMHA. Each team is required to utilize their CMHA supplied TeamSnap account, as this is how we communicate with teams and deliver schedules.

Once team selections are announced, your player will already be assigned to your TeamSnap roster. Your Division Director will send you a separate invite which provides you Manager permissions and access. Manager access provides you the ability to add events to the schedule, as well as add coaches and other team officials to the roster.

All player and parent contact information should already be there based on the information provided through registration, but let your parents know to add to their profiles any additional email addresses or family members they want to have access to the team schedules and communications. All team members should be encouraged to do the following so that they have access to the most up to date team information:

**3.1 - Download the app**

Make sure you and all your team members download the TeamSnap App if they haven't already. It is available for iOS on the App Store and Android devices through Google Play.

**3.2 - Subscribe to Your TeamSnap Schedule**

Easily add your TeamSnap schedule to your phone or desktop calendar application to ensure that no games or practices are missed.

All games, practices, and team events need to be uploaded into TeamSnap so your team has access to the information. Some managers prefer to assign a team volunteer to manage your team account, but ensure as the Team Manager that you retain manager access so you can modify any activities within Teamsnap.

*Ensure that any games/ tournaments/ team events that are uploaded to Teamsnap are double checked by at least two individuals. Cross reference these with the schedules posted on Hockey Edmonton and OneClickIce. This will ensure no double bookings or missed ice slots, which could result in NO SHOW ice charges for the team.

Once you have gained manager access to your account, you will have access to the following tabs:

**3.3. "Roster" Tab**

The *Roster* tab lists all team members and parent contact information. If you notice that any contact information is missing, reach out to that family and ask them to enter it through their own individual TeamSnap account.

By clicking on each individual player, you will see more detailed information including their medical information form. Please ensure that there is a medical form present for each player.

Add any team officials and be sure to designate their position. Also be sure to designate them as a "non-playing member of the team". If you want to assign another team volunteer to manage TeamSnap, you can add them and provide them manager access to the team here as well.

**3.4 - "Schedule" Tab**

The *Schedule* tab is where you will add any practices, games or events to the schedule. You will need to manually enter some team events.. (*See Section 4 for more details.)*

**3.5 - "Availability" Tab**

Be sure to recommend your team members update their availability before each game & practice. This is very helpful for coaches practice and game planning.

**3.6 - "Tracking" Tab**

Sometimes you just need to track who has completed tasks or provided required forms. This tab lets you keep track of things like who has turned in medical releases, who has paid cash calls, or any other yes/no type of item.

**3.7 - "Media" Tab**

TeamSnap makes it easy to share video links, photos and files with the entire team via a simple interface for uploading, organizing, and writing custom titles and captions.

**3.8 - "Messages" Tab**

You can communicate with your team through this tab. TeamSnap gives you a number of different communicating options including email, team chat, text alerts & message board posts. It is the easiest way to get messages to your team quickly and efficiently.

# SECTION 4: SCHEDULE & ICE ALLOCATION

Maintaining the team schedule is one of the primary tasks of the Team Manager. Game & practice schedules will be made available to you, but it is your responsibility to add it to your TeamSnap schedule so that your team knows when and where to be.

Game schedules are set by CAHL, and practice ice is scheduled directly to your team by the CMHA Administrator. The Administrator is responsible for allocating ice for all teams. Timelines for delivering practice ice is dependent on the delivery of game schedules by the leagues we participate in, which is outside of CMHA control. CMHA Administrator provides game slots to CAHL for Coaldale Teams only. CMHA does not control other associations' game time slots.

Teams often get impatient waiting for their ice schedule to be released. It is important that team managers have an understanding of the process in order to manage their expectations. Based on the timelines the leagues operate under, it regularly occurs where game and/or practice ice schedules are released with only a few days' notice. This is normal and should be expected. Our Administrator works hard to deliver the schedules as soon as possible. Making inquiries does not make it come any faster.

To briefly explain the ice allocation process:

- Leagues determine the number of teams in each division based on tiering and number of games required.
- Leagues request game ice offers from all member associations. This includes a 30% overage to facilitate schedule making.
- Association Allocators identify and provide appropriate ice slots to each requesting league.
- League schedulers build game schedules
- Draft schedules are provided to Association Allocators to check for errors or required changes
- Changes are made, and finalized game schedules are posted to the league websites.
- League schedulers release unused ice slots back to allocators.
- Allocators load game schedules into their allocation system, then proceed to allocate practice ice.
- Allocators must balance and consider a number of different factors when allocating ice including availability, blackouts, session count, time between sessions, balance of desirable and undesirable ice and divisional requirements.
- Draft practice schedules are sent to Facility Operators and Divisional Directors to check for conflicts and double bookings
- Practice schedules are released to team managers through TeamSnap
  At the beginning of a new round of play, during provincial playdowns, and during league playoffs, this ice distribution is not available well in advance. Teams should be aware that all efforts are made to have schedules ready promptly. Your cooperation and patience is essential in the smooth and timely delivery of the ice schedule.

**4.1 - Shared Ice**

U7/U9 will receive shared practice times, U11/U13 may receive shared practices at times,, especially in the younger age divisions and during prime-time hours. This is advised in Long Term Player Development to give players the appropriate number of practice times in a week. Efforts should be made to work cooperatively to best utilize the ice

time, and in some divisions a protocol is established for sharing ice. Teams should not use shared practice times for intrasquad scrimmages.

**Note that setting up half-ice boards is not necessary for practices.*

**4.2 - No Show and Return Ice Policy**

If an ice slot allocated to CMHA by the Town of Coaldale is not used, it is considered "No Show". CMHA pays for all allocated ice, regardless of whether it is used or not. No-Show ice results in an additional penalty fee that must be paid to the Town.

Should a team not show for a scheduled practice or game and the ice is not used, the TEAM will be charged. Ice must be returned at least 5 days in advance to avoid a no-show penalty. If permits are applied for in a timely manner then many conflicts can be avoided; however, if a mistake is made in scheduling, the team must notify the Ice Allocator as soon as possible. Every effort must be made to avoid unused ice, so please give notice of any errors or conflicts asap.

**4.3 - Inclement Weather Policy**

The Town of Coaldale will not charge fines if a team is unable to make their assigned ice time due to inclement weather. The Town utilizes AMA road reports and if they feel necessary, will send a bulletin if the no-show policy is lifted. This notice will be communicated to teams as quickly as possible. In addition, CMHA will cover any fees (Ice costs, referee fees) incurred by one of our teams that was set to travel but had to cancel due to weather. If the weather turns suddenly, the safety of the families in our community is the first priority so please do not require your players to be on the road if conditions are truly unsafe.

**4.4 - Double Booking Process**

First and foremost, the rink staff and user groups should be treated with the utmost respect. CMHA will not tolerate any abuse to Town of Coaldale staff and user group volunteers involved with any dispute arising from a double booking of ice.

The following procedures should be followed by teams in the event two different users show up to use the same ice at the same venue:

1. Double check your teams' ice allocation on TeamSnap.
2. Talk to the facility operator to determine which minor ice user group (hockey, figure skating, ringette) is renter of the ice time. If the slot is contracted by CMHA, contact the CMHA Ice Allocator to inform them of the error. If it is not CMHA ice, there may be no recourse other than to go home. Talk to the ice allocator first– it could be a change was made and you are expected at a different rink or different time, or the flood schedule changes were not received in a timely manner. The rink staff can only operate based on the information we provide and the contracts that we hold.
3. If the ice is, in fact, contracted to CMHA, have a team official contact the CMHA administrator immediately for clarification and resolution.
4. In the event the CMHA Ice Allocator is unreachable before a timely decision can be made, the facility will apply following priority list in this order:

    i. Elite level games (Jr. A, Jr. B, Jr. C, Jr. A Female, Midget AAA, Bantam AAA)

ii. Games involving out of town teams (100km away)
iii. Provincial or playoff games
iv. CAHL scheduled league games & CMHA games (priority is given to distance traveled by the opposing team and length of ice time available).
v. Tournament games
vi. Scheduled house league games vii. Exhibition house league games
viii. Practice. Practice times can almost always be shared in the event of a true double booking.

**4.5 - Ice Interruption Procedure**

Issues that do not directly and immediately affect safety can be managed in the following manner:

a. Facility staff first ensure safety for participants and themselves.
b. Facility staff contact the CMHA Ice Allocator and explain the situation as quickly, reasonably, and safely as possible.
c. CMHA Ice Allocator, in consultation with facility staff, will determine the plan of action with regards to delayed or canceled ice slots and communicated to directors and teams affected.
d. Facilities shared between multiple user groups, such as Arena CMHA Ice. The allocator will determine game movement, if necessary, for CMHA/CAHL bookings.

# SECTION 5: PARENT & COACH CERTIFICATION

Hockey Alberta requires that each team holds proper certifications to best ensure a positive experience for each athlete. Teams will not be approved by Hockey Alberta until all certification requirements are met. The deadline each year for these certifications to be completed is November 15th. As a manager, you will be asked to track and ensure that all team certifications are completed. The CMHA registrar will contact you if any qualifications are missing.

### 5.1 - Parent Certifications

One parent per registered participant is required to complete The First Shift - Parent. While most parents will have completed this in previous years or before the start of the season, each year we have a number of parents whose certification has expired or was not completed. Teams cannot be finalized until every team member has completed Respect in Sport, so if a person refuses to complete the program, their child will be removed from the team roster. There is a $11.50 fee associated with this course, and it is not covered through CMHA

- *MUST BE COMPLETED BY OCTOBER 10 of each Season or your child will not be allowed to play*

### 5.2 - Coach Certifications

The First Shift - Coach/Team Official is required for ALL coaches prior to going on the ice. Coaches in Alberta have access to a wide variety of clinics and training opportunities to help develop their skills as teachers and instructors of players of all ages across the province. Below are the minimum required certifications required for team approval. The CMHA registrar will inform you if your team is missing qualifications. Please ensure your coaches have completed the certifications before the November 15th deadline.

**Note that CMHA will cover the cost of any required coach clinic with the exception of The First Shift - Coach/Team Official*

*ALL Coaches must be on HCR, completed RIS Activity Leader and have a current Criminal Record Check.*

| IMPORTANT INFORMATION | | |
|---|---|---|
| **Respect in Sport (RIS) – Activity Leader** | **Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.** | |
| **November 15** | Deadline for coaches to have qualifications complete (except Respect in Sport – please see above).<br>The team is ineligible to compete after this date if Coach requirements are not fulfilled. | |
| **Assistant Coach** | Highly recommended to obtain training of what is required for Head Coach at the applicable level. | |
| **Checking Skills** | Highly recommended training for U9 coaches. | |
| **Development 1 & High Performance 1** | Coaches must be ***Trained*** by November 15 of the current season; and then ***Certified*** by November 15 of the following season to remain eligible.<br>Example: Coach takes HP1 in 2023 (***Trained***). They have until November 15, 2024 to become ***Certified***. | |
| | ***Trained*** = attended classroom session | ***Certified*** = passed all post-task evaluations |

## Intro to Hockey Qualifications by Age Level

| | Who requires qualification | Required Online Clinics | Required In-Person Clinics | Safety Clinic | RIS Activity Leader | Other Notes/ Recommendations |
|---|---|---|---|---|---|---|
| U7 | 1 Coach per 10 Players | Hockey Canada Coach 1 & U7 Player Pathway | Hockey Alberta – Coach 1 – Intro to Hockey | 1 Coach per 10 Players | All Team Officials | |
| U9 | 1 Coach per 10 Players | Hockey Canada Coach 1 & U9 Player Pathway | Hockey Alberta – Coach 1 – Intro to Hockey | 1 Coach per 10 Players | All Team Officials | Hockey Canada Skills – Checking<br><br>Hockey Alberta – Intro to Principles of Checking |

## Minor Leagues Qualifications by Age & Category Level (Including Female)

| | Who requires qualification | Required Online Clinics | Required In-Person Clinics | Safety Clinic | RIS Activity Leader | Other Notes/ Recommendations |
|---|---|---|---|---|---|---|
| U11 All Tiers **Including U11 AA** | Head Coach | 1) Hockey Canada Coach 2 & U11 Player Pathway<br>2) Hockey Canada Skills - Checking | 1) Hockey Alberta – Coach 2 – Minor Leagues<br>2) Hockey Alberta – Intro to Principles of Checking | One Team Official | All Team Officials | |
| U13 All Tiers | Head Coach | 1) Hockey Canada Coach 2 & U13 Player Pathway<br>2) Hockey Canada Skills - Checking | 1) Hockey Alberta – Coach 2 – Minor Leagues<br>2) Hockey Alberta – Intro to Principles of Checking | One Team Official | All Team Officials | Development 1 if the following criteria have been met<br>1) Coaching at the U13 Tier 1 level<br>2) All required clinics have been completed |
| U15 All Tiers | Head Coach | 1) Hockey Canada Coach 2 & U15/18 Player Pathway<br>2) Hockey Canada Skills - Checking | 1) Hockey Alberta – Coach 2 – Minor Leagues<br>2) Hockey Alberta – Intro to Principles of Checking | One Team Official | All Team Officials | Development 1 if the following criteria have been met<br>1) Coaching at the U15 Tier 1 level<br>2) All required clinics have been completed |
| U18 All Tiers | Head Coach | 1) Hockey Canada Coach 2 & U15/18 Player Pathway<br>2) Hockey Canada Skills - Checking | 1) Hockey Alberta – Coach 2 – Minor Leagues<br>2) Hockey Alberta – Intro to Principles of Checking | One Team Official | All Team Officials | |

## SECTION 6: CRIMINAL RECORD CHECK

All team coaches, assistant coaches, managers, and trainers are required to submit a current RCMP criminal record check (CRC) when they are selected for their position. CMHA requires updating of CRC's on a regular basis, please consult with your Manager Directors on the status of your most current CRC. All volunteers requiring CRC must have them completed and submitted via email to the CMHA Administrator at cmhacobra@gmail.com later than November 15th of the season.

- ***CRC's*** *must be done every 3 years. Letters from CMHA, requesting a CRC can be obtained by contacting your Divisional Director and confirming which volunteers on your team require an updated CRC from the RCMP.*

It is expected that all CMHA volunteers do not have a criminal record; however, CMHA realizes that there are possibly extenuating circumstances surrounding all situations. If a volunteer's CRC reports that there may be files in the RCMP system, the process will continue with a review by the CMHA CRC committee. The committee will determine the volunteer's eligibility to perform their duties, and the volunteer must wait for the committee's decision process to be completed prior to stepping into their role.

- **The First Shift - Coach/Team Official** online course The First Shift - Coach/Team Official
- **Hockey Canada Safety Program (HCSP)** online course Hockey Canada Safety Programs
    - *U7* - one team official per ten players is required to complete the HCSP *U9 and higher* - one team official per team
- **Coaching Requirements** can be found at Coaching Requirements | Hockey Alberta

It is the Manager's responsibility to ensure that all coaches fulfill these requirements. The CMHA Registrar will notify managers/coaches with regards to missing records check, coach clinics, etc. but it is recommended that you keep a record/file of completed courses and documents to give to the CMHA Registrar when requested.

***Deadline of November 15 for most requirements***

# SECTION 7: DRESSING ROOMS & ASSIGNMENTS

**7.1 - Coach Supervision**

Make sure your coaches are aware that Head coaches and/or team officials must be onsite to supervise teams from arrival to departure. Users should appear no more than 1 hour before the scheduled ice time and will vacate the dressing room within 30 minutes after the ice time is over or when directed to do so by the arena operator. If coaches request players arrive earlier, they MUST be supervised by adult team staff members. Players should be supervised at all times. This goes a long way in minimizing dressing room bullying, horseplay, substance use or other inappropriate behavior.

**A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together.*

**7.2 - Damage**

CMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage proven to be caused to dressing rooms or arena facilities caused by a CMHA member is the responsibility of the team. Should a facility contact CMHA that a dressing room/facility has been damaged, CMHA will forward an invoice for cleaning and/or repair directly to the liable team for payment.

**7.3- Social Media and Electronics Policy**

There should be **NO** photographs taken in dressing rooms. All teams must follow CMHA policy, which states that **NO** electronic items are allowed to be in dressing rooms**.** Change Rooms are available a minimum of 30 minutes prior to scheduled ice. If coaches request players be there earlier, they MUST be supervised by a team staff member.

- Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing inappropriate images or videos is NOT permitted.
- Use of electronic devices for the purpose of capturing game film for personal or team use shall comply with the policy of the venue. (County of Lethbridge, Town of Coaldale etc.)
- The CMHA Discipline Committee will not entertain receipt of, nor use of video of any nature or source in their review and decision of matters before them.

**7.4 - Co-Ed Dressing Room Policy**

Female players participating with CMHA U9, U11, U13, U15 and U18 Co-Ed teams will have the option of requesting a female change room. If the facility is unable to provide a separate large dressing room for a female player than an alternative room (ie. referees room, ladies washroom, coaches room, etc.) will be provided as determined by the building operator and in consultation with league or team officials, the player and her parents.

**At the U13 level and above,** the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms

- Both genders shall congregate in one dressing room, fully prepared to participate in the game/ practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated to be there earlier by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated to stay longer by the coaching staff.
- The gender in the majority shall not begin changing – helmets, gloves, and skates excepted – prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities have being fully vacated the lesser represented gender may use the shower facilities.

The Head Coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post game and practice talks.

** A BENCH MOM must be available to all female players*

# SECTION 8: TEAM EQUIPMENT

**8.1 - Team Jerseys**

U7 teams will be provided with Tim Hortons sponsor supplied jerseys and socks. U9 and higher divisions will be supplied with a set of home and away jerseys at the start of the season. The jersey provided represents CMHA and all teams must wear the jerseys for all games. No individual designs are allowed unless approved by the CMHA Board. It is suggested that each team provide a dedicated jersey parent(s) volunteer. Please ensure that they understand the steps for proper care and washing of the jerseys. Jerseys are NOT to go home with players.

CMHA will give you lockers with your jerseys in the lockers. *When assigning jersey numbers assist your coaches with #'s and jersey sizes

**8.2 - Name Bars**

Name bars for U7 & U11 Atomic Jerseys levels are optional at teams expense. Name bars for jerseys in all other divisions are NOT allowed. This risks damage to the jersey. *CMHA does not require parents to pay a jersey deposit.

**8.3 - Jersey Repairs**

Often at times during the season, a jersey may become cut or damaged. Any damage to a team jersey that happens during the course of gameplay will be covered by CMHA. Teams must inform the Equipment Director of the damage, and with his/her approval, take the jersey to be repaired by an approved CMHA Seamstress.

**8.4 - Team Socks**

U7 socks provided by the sponsor and coordinate with the jersey colors. For U9 levels and up it's mandated that only CMHA APPROVED GAME SOCKS MAY BE WORN. These will be distributed to each team

**8.5 - Goalie Equipment**

U9 teams will receive 1 set of equipment. U11 and higher divisions will receive goalie equipment by special request. Contact *cmhacobragear@gmail.com*. There are also spare sets of goalie equipment stored in the CMHA Equipment room that can be used for practices etc. It is the responsibility of the coaches to return the borrowed items at the end of each practice.

**8.6 - First Aid Kits**

Note each team must have a first aid kit with them at all times. These Kits are supplied by CMHA.

# SECTION 9: RECORD KEEPING

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible.

**Remember that some of the information (especially on medical forms) may be of a sensitive nature so these forms need to be kept confidential.*

Documentation will have to be completed following all games as well, and it is a good idea to have extra forms/game sheets/team labels on hand. The team manager will want to become familiar with hockey terminology and acronyms to aid in reading and filling out forms properly.

Suggested documents to include in a binder:

- Roster
- Contact lists
- Forms (game sheets, injury reports)
- Schedules (practices, games and parent volunteers)
- Notices
- Arena information and Emergency Access
- Current financial information (updated team budget)
- Roster Stickers

**9.1 - Team Hockey Canada Rosters (Team Hard Cards)**

Team hard cards represent the official record of players and team officials for the purposes of registration with Hockey Alberta. Only players and team officials that are "carded" are allowed to go on the bench during games, and be on the ice during practices

***IF YOU ARE NOT ON THE HARD CARD YOU CANNOT GO ON THE BENCH OR ICE DURING A GAME OR PRACTICE OR BE IN THE DRESSING ROOM WITHOUT A CARDED OFFICIAL***

**NOTE ONLY 3 TEAM STAFF ALLOWED ON BENCH FOR A GAME for U7 and U9.*

**NOTE ONLY 4 TEAM STAFF ALLOWED ON BENCH FOR A GAME for U11 and U13.*

**NOTE ONLY 5 TEAM STAFF ALLOWED ON BENCH FOR A GAME for U15 and U18.*

The CMHA Registrar will prepare the team hard cards for each team with information from the Divisional Director. The hard cards will be sent to the Manager and Coach for proofreading and verification.

*The manager will NEED all players and coaches' complete birthdates to verify this.*

Once information on the team hard card has been fully verified it will be sent to Hockey Alberta for approval and considered "locked." If a team hard card has been "locked" no further changes can be made, so it is important to go through all information on the sheet completely. This is a shared and serious responsibility, as any children not properly carded could possibly be deemed ineligible, and any coaches or assistants not properly carded could be suspended.

**Depending on your team situation the manager may be required to be added to the hard card, which requires the manager to complete the Respect In Sport - Leader online course.*

Managers should always have a copy of the official team hard card with barcode at all games, exhibition games, and tournaments.

**9.2 - Player Affiliation**

**U7 Teams**

U7 Players are NOT affiliated under any circumstance.

**U9 LHL Teams & CAHL Teams**

During all CAHL games a team requiring affiliates from outside of a team's division to replace injured / absent players or to increase team numbers at any time during the CAHL season must be approved in advance by the appropriate CAHL Vice President. Some examples:

- U13 Tier 2 affiliating U13 Tier 4 players – no approval required
- U11 Tier 1 affiliating U11 Tier 3 players – no approval required
- Any U13 Tier affiliating U11 players – requires approval
- Any U11 Tier affiliating U9 players – requires approval
  All affiliate requests to be submitted to CAHL Governor via affiliate form. One form per player, per game. All managers will be supplied with a link to the form at the beginning of the season. NOTE: All affiliates, whether needing approval or not, must be requested in the aforementioned form.

**As per Hockey Alberta Bylaws (pg 42): Current Rules for Affiliation U11 and HIgher**

- 7.8 Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than **ten (10)** games with the Hockey Team to which the player is affiliated, he shall be considered an "Ineligible Player". However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.
- 7.9 Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.
- **Tracking of affiliated players –** note most directors do not want to be notified if an affiliate is being used unless there is an issue. The manager MUST keep a record of all games that the player is affiliated to. If they are nearing the **(10) ten** games, they need to be cautious to not go over that number.

- A Player must obtain a "Named Player Affiliation Agreement" form when selected as a specially affiliated player to a team within the "AA" Hockey Model or Elite Hockey Stream (ADM). Affiliates to Taber AA are coordinated between the AA affiliation director and the CMHA President. The first step is the Taber AA to submit their requested affiliates list to the Administrator. The Administrator and President will in turn email a letter of interest to all available affiliates. If they choose to affiliate to the kings then further details will be emailed to them. If they do not wish to affiliate, they need to notify the Administrator.
- Players affiliated from a non-body checking team to a body checking team require an CMHA Affiliation Waiver filled out BEFORE they are permitted to participate with the affiliate team. Individuals affected by this will be contacted by the Administrator to complete paperwork.
- **Player Eligibility Requirements –** Teams cannot dress more players than have been carded. This means that affiliated players cannot be used when all of your team is eligible to play. Affiliate players can only be used due to injuries, sickness, or any other reason deemed acceptable by the Division Director or Executive. An exception to this rule is provincial playdowns and championships where a team can dress 17 skaters and 2 goalies.

**Procedure for Using an Affiliated Player** – The following procedure should be followed when a team wishes to use an affiliated player for a practice or game:

- The head coach or team manager is required to call/email the affiliated player's head coach to ensure there is not a conflict and to ask permission to contact the player. The affiliated player is not expected to miss a scheduled game with their team, however missing a practice is acceptable.
- If there is no conflict, the requesting team may contact the player and invite him or her to attend the ice time.
- All affiliate requests are to be submitted to CAHL via affiliate form. One form per player, per game. All managers will be supplied with a link to the form at the beginning of the season.

NOTE: All affiliates, whether needing approval or not, must be requested in the aforementioned form.

Affiliation Approval form for all Players from outside of the CAHL

Coaches should consider relevant factors such as whether both games are of equal importance, or whether one team is significantly short of players. If there are extenuating circumstances that would weigh on the decision, the Divisional Director may be consulted for guidance; however, the choice to decline to participate with the higher team continues to rest with the player.

**9.3 - Contact Lists**

Parents' Contact / Volunteer List - having the parent contact list and team volunteer list can aid the Team Manager during disputes by acting as an outline for where responsibilities lie. Distribution of the list at the beginning of the season allows it to be used by other team members to contact the proper party with questions or ideas, without first having to direct everything through the Team Manager.

Team Contact List - the team contact list can be distributed at the beginning of the season or teams may decide to just use TeamSnap.

Association Contact List - see CMHA Contact List page 2

**9.4 - Medical Information**

Each player/parent should have filled out a medical information sheet while registering. It is important for the designated Safety Person to be aware of player medication, conditions, injuries, and to keep coaches regularly updated. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable. This information is stored on TeamSnap

**9.5 - Accident and Insurance Reports**

Please refer to CMHA Safety Manual for detailed description of how to handle medical events including injuries, where to locate AED, Emergency Action Plan and Concussion Protocol.

**(Appendix 6: CMHA Safety Manual)**

2025-2026 CMHA Safety Manual

*In the case of an incident/injury a report must be submitted immediately following the incident/injury to the Divisional Director, Safety Director as well as Hockey Alberta (must be received within 90 days of the date of the accident).

**(Appendix 7: Hockey Canada Insurance) (Appendix 8: Injury Report - Hockey AB)**

** All costs associated with Doctor's Notes, Insurance, etc are the responsibility of the parent and not CMHA*

**9.6 - Referees**

**League Games** - booking of referees for regularly scheduled games (including playoffs) is handled by CMHA referee assignor.

**If you have swapped or rescheduled a game you must remind your director to inform the referee assignor for your division.*

**No Show Referees** - if there are no show referees coaches or a player from both teams are expected to referee

** A good rule of thumb is to check the referee room 20 minutes prior to game start at all home games. If no referees are present, then you should phone your director to alert them so that substitutes can be arranged by the assigner if possible*

**Payment of Referees** - CMHA will pay for referee costs for all tiering, league, playoff and tournament games. ~~Exhibition games booked by the team are responsible to pay the referees for that game.~~ An Invoice will be sent to you by CMHA .

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**Exhibition Games** - it is the team's responsibility to reach out to the referee assignor and CMHA administrator to book referees for their exhibition game.

**9.7 - Game Sheets**

U7- NO gamesheets required

U9- Scorebooks will be provided

U11 - U18 - CAHL Scorebooks are provided to each team (Appendix 10: Sample Game Sheet/Penalty Abbreviations CAHL)

**9.8 - Game Organization**

**U7**

For U7 the only game duties required are 50/50 and Timeclock. As there are 2 Home Teams playing at the same time each team will be responsible for one job.

Side A (Closest to Lobby) will be responsible for selling 50/50

- 50% goes to the winner, 25% goes to Side A Home Team and 25% goes to Side B Home Team

Side B (Closest to Score Clock) will be responsible for running the Timeclock

*See Rotation Schedule Below

Three Team Rotation

| | | | |
|---|---|---|---|
| **1** | | U7 Black | **50/50** |
| | | U7 Gray | **Time Clock** |
| **2** | | U7 Yellow | **50/50** |
| | | U7 Black | **Time Clock** |
| **3** | | U7 Gray | **50/50** |
| | | U7 Yellow | **Time Clock** |
| | | | |
| | | | |

Four Team Rotation

| | | | |
|---|---|---|---|
| **1** | | U7 Black | **50/50** |
| | | U7 Gray | **Time Clock** |
| **2** | | U7 White | **50/50** |
| | | U7 Yellow | **Time Clock** |
| **3** | | U7 Yellow | **50/50** |
| | | U7 Black | **Time Clock** |
| **4** | | U7 Gray | **50/50** |
| | | U7 White | **Time Clock** |

**U9 -** There will be 3 There will be 3minute warm up and then 2 X 25 minute run time periods for all U9 games.

**CAHL U11-U18 Divisions**

Pre Game

- Time keepers organized – each team must provide 1 time keeper, 1 score keeper, 1 Music/Announcer

- Game sheet provided and filled out by the home team.
  *Only carded team officials are allowed on game sheet or permitted to sign game sheet Confirming the team's roster
- Off Ice Team Officials (Scorekeeper/ Timekeeper/Penalty Keeper must sign game sheet as well in designated spot)
- Make sure that any injured; suspended; missing players or coaches are crossed off or marked appropriately (AP - affiliate player; INJ - injured; SUS - suspended)
- Make sure that any AFFILIATES are indicated
- Jersey parents must always have both sets of jerseys at each game
- Home Jerseys – DARK; Away Jerseys – LIGHT

Post Game

- If you are the Away team ensure you get a copy of the finalized game sheet • If you are the HOME team, ensure you give the scoresheet to your Data Entry Person and enter the data into the CAHL website.
- If a player is ejected from the game you must ensure that you receive the referee Incident Game Report and notify your Divisional Director immediately. You will be notified of any game suspensions.

**9.9 - Scorekeeping**

Correctly filling out the score sheet while in the time-keepers box is essential to being able to correctly fill out the necessary items on the back end of the Hockey Edmonton website. Please ensure that you are knowledgeable about scorekeeping so that they can assist the parents on their team who will be tasked with that position.

Please note parents should not engage with the referees unless it is related to game scorekeeping. Timekeepers and scorekeepers are encouraged to speak to referees to ensure their intent of a call/penalty is correct. They should not "GUESS" the penalty being called but seek clarification.

*Example: Is the penalty a 2-minute minor or a 5 minute major plus a game misconduct?*
It is the scorekeeper's responsibility to ensure accurate game information is recorded on the game sheet for entering in the CAHL site by the team manager. Referees must print and sign their names on the game sheet following the game.

***(Appendix 10: Sample Scoresheet/ Penalty Abbreviations CAHL)***

**9.10 - Suspensions**

All suspendable infractions must be reported to the CMHA Divisional Director and your CMHA CAHL Director. Copies of the game sheet and/or referee report must be forwarded via fax or email to the directors within 24 hours of the suspension.

**Regulations Regarding Suspensions** – Hockey Alberta Zone 5 Discipline

Coordinator hands out suspensions for all pre-season, exhibition, provincial, and tournament games. CMHA Division Directors enforce suspensions for CMHA league play, and CAHL Division directors enforce suspensions for teams participating in the CAHL League. Hockey Alberta has minimum mandatory suspensions for certain penalties.

**Sitting Out Suspensions** – when a player or coach has been given a suspension, they will be notified the number of games they must sit out. They will also be notified what type of game qualifies for serving the suspension. In most cases, exhibition games do not count towards serving a suspension; however, the player may not participate in ANY game, exhibition or otherwise, until the suspension is served. The player or coach must be listed on the game sheet of any game played until the suspension is served, and must have "Suspended" listed beside his or her name to prove that the game was sat out. Copies of the game sheets must be forwarded to the Divisional and CAHL Director.

Depending on the severity and nature of an infraction, a player or coach may be subject to further discipline by CMHA. Details and guidelines for additional action may be found in CMHA's Integrity, Conduct, and Ethics (I.C.E.) Any incidents will be brought forth to the CMHA board and the disciplinary committee.

**NOTE:**

- NO SUSPENDED PLAYER OR TEAM OFFICIAL IS ALLOWED IN THE TIMEKEEPERS/PENALTY BOX, DRESSING ROOM, ON OR WITHIN 50 FEET OF THE PLAYERS BENCH DURING THE GAME (Hockey Alberta Regulation).
- If you have not received notification of the suspension and you have a game, DO NOT ALLOW THE PLAYER TO PARTICIPATE UNTIL THEIR SUSPENSION HAS BEEN CONFIRMED. IF THEY PARTICIPATE IN GAMEPLAY WHILE SUSPENDED, THE COACH WILL FACE AN INDEFINITE SUSPENSION.
- Suspended players CANNOT be replaced with an affiliate player or another player from their team in an oversized team situation.

**9.11 Provincials**

If your team is eligible to participate in provincials, you will be contacted directly by the CMHA Administrator.

## SECTION 10: U7 & U9 HOUSE LEAGUE

**10.1 - *Season Games***

U7 & U9 both participate in the Lethbridge House League under the name Southern Skies Hockey Alliance. All U9 Games and most U7 games will be scheduled for managers. When scheduling your own exhibition game managers are to contact Managers of other teams in the area to arrange games. A schedule will be given to each manager so they know when they have home and away ice.

Inter squad games are permitted. It is recommended that 1 -2 games per weekend is scheduled, as they are young players.

U7 is allowed no more than 24-26 home/away games per season.

**U7 Saturday Schedule will be created by CMHA & LMHA**

** This does not include 12 tournament games in addition.*

**For U7 Games can start to be scheduled **OCTOBER 24, 2026***

**U9 schedule will be created by CMHA & LMHA**

**Exhibition games can start to be scheduled **October 10, 2026***

*Please email cmhacobra@gmail.com to book a referee for all exhibition games.*

**10.2 - *Gamesheets***

**U7 -** There are no game sheets in U7.

**U9** - Will receive game sheets and fill out scores via google form sent by Lethbridge Minor Hockey Association

**10.3 Game Organization - See 9.8**

**10.4 - Referees**

Referee's will be scheduled starting Nov 1 for U7. (Coaches may still be on the ice to help support players with game play).

*Please email cmhacobra@gmail.com to book a referee for all exhibition games.*

**10.5 - Player Affiliation**

U7 Players are NOT affiliated under any circumstance

**10.6 - Tournaments**

U7/U9 teams are allowed to compete in 3 tournaments/jamborees. This includes 1 home tournament, 1 tournament close to Coaldale and 1 overnight tournament. This is based on Hockey Alberta Guidelines.

## SECTION 11: CENTRAL ALBERTA HOCKEY LEAGUE (CAHL)

If you are playing in U11 LEVEL and HIGHER you are part of CAHL (Central Alberta Hockey League).

**MAKE SURE YOU REVIEW THE INFORMATION ON THE CAHL WEBSITE*

*Central Alberta Hockey League*

**11.1 - *League Games***

**CAHL TEAMS**

All of your league game schedules (including all the other teams in the league), will be posted on this website.

*Central Alberta Hockey League*

**11.2 - *Gamesheets***

**U11 - U18** - CAHL Scorebooks are provided to each team

**(Appendix 10: Sample Game Sheet/Penalty Abbreviations CAHL)**

**All CAHL Teams**

The HOME TEAM is responsible for entering final game sheet information for each home game within 48 hours.

CAHL will give you a login USERNAME and PASSWORD to login to this website to enter your score sheet information:

1. www.cahlhockey.net
2. Click on ADMIN LOGIN (at top corner of page), enter your USERNAME and PASSWORD
3. Add your final score and check off "Game is Finished". Hit SUBMIT.
4. Click the "Roster" tab. Check off players for BOTH TEAMS that played that game. ADD affiliate players if required. Hit SUBMIT.
5. Click the "Penalties" tab. Add "Home Penalties" and "Visitor Penalties".
   Click update # of rows and enter each penalty.
   Click "save penalties".
6. Add Goalie Stats.
   Click "Save goalie stats"
7. Gamesheet upload MUST BE IN PDF
   Click Game Over

***KEEP ALL GAMESHEETS FOR FUTURE REFERENCE AND MONITORING PLAYER PENALTY MINUTES.***

**11.3 - CAHL BLACKOUT DATES**

It is important to refer to these prior to organizing exhibition games/tournaments.

CAHL has established blackout dates. This includes the Tiering Round, The First 2 weeks and last week of the regular season. Teams are unable to book any tournaments during these times and MUST be available to play.

Teams are allowed to request for blackout dates as well. Each team is allowed 2 blackout weekends which will guarantee there will be NO CAHL games scheduled.. Please have these dates to the CMHA Administrator by the cut off date.

**11.4 - Exhibition Games**

Travel permits are NO longer required for exhibition games. Travel permits ARE required for any exhibition games outside of the province.

**For U11-U18 Games can start to be scheduled October 4, 2026*

*Please email cmhacobra@gmail.com to book a referee for all exhibition games.*

**11.5 - Request to Reschedule a League Game**

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- Referee director must be notified by the League Governor
- Swapping games within the same category is the MOST PREFERRED option and should be attempted before rescheduling of a game to a different time/location
- ONLY the team that is requesting the game swap/reschedule needs to apply for the permit
- Only one permit submission per swap/reschedule is required

**Steps to take BEFORE**

- Contact opposing team to inform them you would like to reschedule the game
- Team rescheduling the game must provide ice for makeup game and must be suitable to the opposing team
- Opposing team has three options listed below which are to be INCLUDED in the Game Reschedule Request or provide notice to the Interlock Ice Allocator:
- Opposing team must play an exhibition game on the original ice if Opposition can be found-Teams using the ice pay for referees
- If Opposition cannot be found, opposing team is to use the ice slot for a practice and referees are to be paid by that team

• If Opposing team cannot use the ice, it is to be returned to

**If the opposing team is a no show for a confirmed practice or exhibition game, they will be responsible for ice and referee costs.*

**Forfeiting a game is strictly prohibited. You must swap/reschedule games that conflict with tournaments.*

**11.6 - Floods During CAHL Games**

- U11/U13 - There is flood between the 2nd and 3rd Period
- U15/U18 - There is a flood after every period

**11.7 - Drop Clock**

CMHA is NOT a drop clock association. At **NO TIME** is the clock to be dropped at ANY point during a CAHL Tiering/League/Playoff Game.

# SECTION 12: TOURNAMENTS

**12.1 - Home Tournaments**

All CMHA teams will have a home tournament.

**See CMHA website for dates and Sanction Numbers*

Teams are to create a tournament planning committee who will be responsible for planning and organizing the tournament.

Please note we are a STAY and PLAY association. Teams will have to stay at Best Western Plus Service Inn & Suites and Holiday Inn Express Lethbridge SE. Information will be given to Managers and Tournament Coordinators.

**Intro to Hockey (U7/U9)**

Teams are to work together to create a 16 team (U7). This includes schedule, communicating with teams, raffle table, player packs, etc…..

CMHA has purchased medals that the tournament committee may purchase for $4 a medal. Cobra Medals ARE MANDATORY to use for U7 and U9 tournaments.

CMHA Board will **NO LONGER** be donating money to support the Intro to Hockey Tournaments as in years passed.

**The CMHA administrator is responsible for filling the tournament with teams.*

**CAHL (U9/U11/U13/U15/U18)**

Teams are to work together in a 12 team tournament (U9) or create 6 or 8 team tournaments (U11-U18). This includes schedule, communicating with teams, raffle table, player packs, etc…..

CMHA has purchased medals that the tournament committee may purchase for $5 a medal. Cobra Medals ARE MANDATORY to use for U11 and U13 CMHA tournaments. U15 and U18 are allowed to do cash prizes instead of CMHA medals.

If only 1 team in the age division (6 or 8 team tournament format), if 2 or more teams in the age division (8 teams tournament format).

If an age division has 3 teams from Coaldale then the A team will fill 3 visitor team spots and the B teams will fill 2 visitor spots to ensure there are equal teams in each pool depending on tiering. If able then there will be a B team tournament and the A team will join another single age division team.

**The Team's manager and coaches are responsible for filling the tournament with teams. A list of teams that have contacted the association will be provided.*

**12.2 - Away Tournaments**

All tournaments in the province must be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website

*Tournaments | Hockey Alberta*

U7 & U9 are only permitted to do 3 NO EXCEPTIONS!

U11 - U18 divisions are allowed to participate in more than 2 if they are able to make it work financially and within their CAHL schedule (you are only given two CAHL blackout weekends).

** Managers are reminded to consider the financial strain that away tournaments requiring a hotel may have on families, and to ensure teams are making decisions to best include ALL players from the team.*

**12.3 - Apply for applicable Travel PERMITS**

In order for any CMHA team to participate in an AWAY Tournament permits MUST be obtained from Hockey Alberta **(see CMHA permits pg. 24)**.

Please email cobraadmin@gmail.com for all travel permits

**12.4 - Arranging Team Accommodations**

If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to book space in advance so that hotels and restaurants will be prepared to accommodate a large group.

# SECTION 13: PERMITS

Travel Permits are for team events or functions that fall outside of those assigned directly by CMHA. Each age division has a limit to the number of events and permits that a team is allowed per season. This is to ensure that Long Term Player Development guidelines are adhered to, and that unreasonable expectations are not placed upon participants or their families. The Division Director will discuss these limits with coaches at the coach meeting, and exceptions to these limits will only be allowed at the discretion of the Division Director.

**13.1 - CMHA and Hockey Alberta Travel Permit Procedures**

Teams require only require travel permits for:

- **Away Tournaments**
- **Exhibition games outside the province**

The following ice times do NOT require teams to apply for travel permits:

- **League games (regular season and playoff)**
- **CMHA assigned practice times**
- **Games in CMHA tournaments**
- **Any other ice times assigned to a team by CMHA**

To apply for an CMHA Travel Permit, please email our Administrator at cmhacobra@gmail.com

**13.2 - Special Event**

Teams are able to participate in Special Events throughout the season.

- **A guest player (Parents and Sibling Games)**
- **Team fundraising (bottle drive, Snow Angels etc.)**
- **Team social (pizza, bowling, wind-up party)**
- **Team attending other games (Hurricanes, Copperheads)**

Hockey Alberta will NOT "sanction" or assume the risk for these activities. A list of activities that will not be sanctioned can be found on the Hockey Alberta website www.hockeyalberta.ca

Waivers must be filled out for Parent/Siblings Games

(**Appendix 11: Parent Liability Waiver)**

* Make sure to notify Ice Allocator of all "blackout" dates for your team Special Events to avoid conflict with practice ice allocation.

# SECTION 14: FUNDRAISING & SPONSORSHIP

**CMHA and Team Fundraising**

**14.1 - CMHA Fundraising Policy**

All teams will run under CMHA AGLC license this season. ALL 50/50 money that is collected must be spent on AGLC approved items including: tournaments, team meals, dryland, events, team apparel, etc.

**Reach out to cmhafundraiser@gmail.com for Ideas and other information including AGLC Licenses, when it comes to extra Fundraising for your team.*

**(Appendix 12: CMHA Team Sponsorship Letter Template)**

***14.2 - Bottle Drive*** – this is a mandatory event for all CMHA teams. Each team needs at least 60% of their team to participate to earn their portion of the money raised.

**14.3 - Team Raffles (depending on which fundraising option we go with)** – . Teams may choose to conduct a separate raffle as part of their fundraising strategy. Application form must be filled out and submitted to the cmhafundraiser@gmail.com for CMHA Board Approval .

**(Appendix 13: Team Fundraiser Application)**

Any raffles or gaming events must be conducted according to CMHA and AGLC requirements and guidelines. It is expected that team officials are aware of all AGLC guidelines and any teams operating gaming events contrary to these guidelines may be disciplined.

**14.4 - Summer Fest Hot Dog Sale**- CMHA is partnering with Mclennan's Cocktails and Cues to host this community event and are responsible for providing volunteers to grill and sell hotdogs. Proceeds will go back to the association.

**14.5 - McLennans Cabare**t- CMHA is partnering with Mclennan's Cocktails and Cues to host this community event and are responsible for selling tickets for the event. CMHA also needs to have someone at the door and to sell 50/50 and raffle tickets during the event.

**14.6 - CMHA Golf Tournament**- CMHA will be running an annual golf tournament. CMHA is responsible for finding sponsors, advertisements to find teams, providing volunteers to be hole in one watchers and volunteers to run games at holes. Proceeds will go back to the association.

**14.7 - Sponsorship Opportunities with CMHA**

CMHA is always looking to partner with local businesses who are wanting to contribute to making Coaldale Minor Hockey Successful. If you are wanting to be a Coaldale Minor Hockey Sponsor please reach out to cmhafundraiser@gmail.com.

## SECTION 15: MISCELLANEOUS

**15.1 - Team Pictures**

~~Teams in all divisions will be scheduled for photos at the studio selected by the Executive for the season. On the date~~ that team pictures are set, every effort should be made to attend the appointment. If a team is not available for their scheduled time, then it is the responsibility of the team officials to arrange for an alternative time.

**15.2 - Apparel**

Each team is responsible to purchase their own team apparel if they choose too. Teams are allowed to contact local companies and businesses to find a team sponsor. Teams are allowed to go through any local company or business to order team apparel.

~~Public Image will be running an Online Store for Cobra Gear~~.

Teams are to ensure they follow the CMHA logo Policy when ordering any apparel.

**(Appendix 13: CMHA Logo Policy)**

**15.3 - Coach Evaluations**

CMHA uses the coach evaluation process for selecting and training coaches for future seasons. Typically, CMHA will design a coach evaluation form for each division and that Division Director will forward the forms and process to team officials for parents and possibly players to complete.

Constructive and positive feedback will help to ensure that coaches are given valuable information to improve their coaching skills and continue to have successful, productive seasons. The goal is to improve coaching, and further to improve the program overall by supporting volunteers. Evaluation forms are not an appropriate venue for resolving conflict.

**15.4 - CMHA Player Driving Policy**

CMHA Players who are 16 years and older are able to drive themselves **ONLY** to practice and games that are considered home. (Coaldale) If Coaldale and Picture Butte have merged then this would include Picture Butte as well.

*Players are **NOT PERMITTED** to transport another player at any time regardless where game or practice is. This will void Hockey Canada Insurance.*

*Players are **NOT PERMITTED** to drive themselves to AWAY games ever. If a player is injured during away games they need to be able to get home safely.*

**15.5 - CMHA Player Attendance & Discipline Policy**

See CMHA Guidelines Section 3, subsection 3.5 in the CMHA Guidelines and Policies

## APPENDIX LIST

| | | |
|---|---|---|
| Appendix 1 | Team Meeting Agenda | 2025 CMHA Sample Team Agenda |
| Appendix 2 | CMHA Communication Flow Chart | CMHA Parent Communication Flow Chart |
| Appendix 3 | Team Treasurer Instructions | Team Treasurer Instructions .docx |
| Appendix 3.2 | Sample Team Budget | CMHA Sample Team Budget 2026.xlsx |
| Appendix 3.3 | CMHA Financial Report Template | Financial Report Template 2026.xlsx |
| ~~Appendix 4.1~~ | ~~CMHA Parent Code of Conduct~~ | ~~PARENT Code of Conduct 2026~~ |
| Appendix 4.2 | CMHA Player Code of Conduct | PLAYER Code of Conduct 2026 |
| Appendix 4.3 | CMHA Coach Code of Conduct | COACH Code of Conduct 2026 |
| Appendix 6 | CMHA Safety Manual | CMHA Safety Manual 2026 |
| Appendix 7 | Hockey Canada Insurance | Hockey Canada Insurance Handout |
| Appendix 8 | Injury Report - Hockey Alberta | HOCKEY CANADA INJURY REPORT |
| Appendix 10 | Sample Game Sheet / Penalty Abbreviations CAHL | 2020 scorebook and scratch sheet proof (1).pdf |
| Appendix 11 | Un Sanctioned Team Events Waiver | Liability Waiver.docx |
| Appendix 12 | Team Sponsorship Letter Template | Team Sponsorship Letter Template 2026 |
| Appendix 13 | CMHA Team Fundraising Application | Fundraising Request 2026 |
| Appendix 14 | CMHA Logo Policy | CMHA Logo Usage Policy 2026.docx |