



CPMHA HANDBOOK

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CPMHA Handbook

Welcome to the Carleton Place Minor Hockey Association (CPMHA)! We appreciate your commitment to volunteering with CPMHA and the Carleton Place Kings.

This handbook is designed to assist team staff by providing essential information about CPMHA, the roles of team staff, and the policies, processes, and rules that will help ensure a safe and successful season. It is also a valuable resource for parents, guardians, and players who wish to learn more about our Association.

For any questions or concerns regarding the information in this handbook, please reach out to your level Convenor. The CPMHA website serves as an excellent resource for addressing specific inquiries and for accessing important templates throughout the season. Additionally, the HEO website is a comprehensive source for policies, particularly Policy 6.49 HEO Hockey Policy (Minor)

Minor Hockey in Carleton Place

The Carleton Place Minor Hockey Association (CPMHA) is a proud member of the Lanark County Minor Hockey League (LCMHL), which includes teams we regularly compete against, such as West Carleton, Almonte/Pakenham, Osgoode-Rideau, Stittsville, Richmond, and Perth/Lanark. The LCMHL operates under its own Executive, along with established rules, regulations, and bylaws.

The LCMHL is part of District 4 of Hockey Eastern Ontario (HEO), which also has its own Executive, rules, regulations, and bylaws. HEO, in turn, is governed by Hockey Canada, the national governing body for ice hockey in Canada. Hockey Canada manages programs at all levels and serves as the voice of Canada within the International Ice Hockey Federation. It establishes overarching rules and regulations for minor hockey, as well as guidelines for program development. Notably, any modifications to rules and regulations issued by Hockey Canada can only serve to strengthen existing provisions; they cannot be relaxed.

As a member of CPMHA, it is essential to read and understand the CPMHA articles, bylaws, and policies. Additionally, you should familiarize yourself with the LCMHL Handbook, the District 4 constitution and policies, and the relevant HEO policies.

Team staff

Selection and Appointment of Team Staff

Coaching Applications

Anyone interested in volunteering as a Head Coach or Assistant Coach for a CPMHA team must submit an application in accordance with CPMHA procedures. The CPMHA Executive will be responsible for reviewing applications and making the final selection and appointment of Head Coaches and Assistant Coaches.

Head Coach: Selection

Coaches dedicate a significant amount of time and energy to their players, teams, and the Association. As leaders and mentors, it is crucial that CPMHA coaches set a positive example for both players and team staff. Head Coaches are selected by the CPMHA Executive based on their qualifications, character, and experience. While coaches may be consulted during sort-out sessions, they are not responsible for the selection of teams.

Typically, individuals interested in coaching will participate in the conditioning and sort-out sessions before the season begins, but participation in these sessions does not guarantee a coaching position with CPMHA. CPMHA holds the sole responsibility for selecting coaches and assigning teams and levels.

Assistant Coaches and Trainer Selection

While Head Coaches may request specific Assistant Coaches to work with, CPMHA places a strong emphasis on risk mitigation. As such, the association reserves the right to reject an applicant based on their prior conduct, both within CPMHA activities and beyond.

When selecting or approving volunteers to fill roles such as Trainer, On-Ice Helpers, or Manager, the Head Coach must remain mindful that they are accountable to CPMHA for the behavior and actions of all team staff and members in relation to CPMHA duties. CPMHA retains the authority to deny an individual's appointment to any team position, whether as Head Coach, Assistant Coach, Trainer, or Manager.

Coaching Contract

At the start of each season, Coaches will be required to sign a Coaching Contract that outlines their responsibilities, expected conduct, and the CPMHA's coaching philosophy. The Head Coach is ultimately accountable for all team matters and will take direction from the Convenor as well as the CPMHA President and VP of Hockey.

Conflict of Interest

To avoid potential conflicts of interest, the Manager/Head Coach and the Manager/Treasurer cannot be members of the same family. Additionally, Level Convenors are not permitted to serve as Head Coaches for the level they are responsible for as Convenor.

Team Staff Qualifications

Completion of Required Qualifications

All team staff members, including Coaches, Trainers, On-Ice Helpers, and Managers, are required to complete the necessary certifications, courses, and training as outlined by Hockey Canada and Hockey Eastern Ontario (HEO).

If any required courses have not been completed by the first league game, the individual must at least be registered for the required courses. Coaching courses are due by 30 Nov and Trainers courses are due 31 Oct of the current season. Information on coach and trainer certifications, including current requirements and course registration are detailed in Policy 6.25: Bench & On-Ice Staff Certification Requirements on the HEO website.

Reimbursement for Coaching Training

CPMHA will reimburse the cost of coaching certification for individuals who are currently approved coaches with a CPMHA team. To qualify for reimbursement, a request form must be submitted and approved before registering for any courses. Receipts for completed courses must be submitted to CPMHA within two weeks to receive a refund

Vulnerable Sector Checks

All team staff must have a valid Vulnerable Sector Check (VSC) on file with CPMHA. If a staff member requires a VSC, CPMHA can provide a letter of intent to volunteer.

No individual may participate on the ice or serve as a member of the bench staff without being properly qualified and recorded as part of the team staff. If additional staff members are needed due to an absence, a qualified and recorded member from another CPMHA team may step in temporarily. Vulnerable Sector Checks are due 31 Oct of the current season.

If a Vulnerable Sector Check is set to expire during the season, the staff member must obtain an updated VSC before the season begins. These qualifications are further detailed in Policy 6.6: Police Record Check.

Team Staff Roles and Responsibilities

Coaches and Managers Meetings

The Lanark Carleton Minor Hockey League (LCMHL) organizes a mandatory Coaches and Managers meeting just before the start of the season, typically around Thanksgiving weekend. All prospective Head Coaches, Assistant Coaches, and individuals interested in the Team Manager role are required to attend. CPMHA also holds separate meetings for Coaches and Managers prior to the season. These meetings are valuable for obtaining key information and provide an opportunity to ask questions about your role and responsibilities.

Head Coach: Responsibilities

- Be organized, consistent, fair, and available to players, staff, and parents.
- Plan and conduct well-organized, appropriate practices that contribute to player development.
- Ensure a certified Trainer is present on the bench at all games.
- Adhere to all rules and regulations set by hockey bodies, including the "Two-Deep Rule," anti-bullying, harassment, and hazing policies.
- Apply discipline fairly and promptly when needed, refer to the Progressive Discipline section.
- Address potential issues early, seeking assistance from CPMHA when necessary.
- Report ongoing discipline problems to the level Convenor.
- Attend any disciplinary hearings or meetings as required.
- Ensure that all team staff obtain the required certifications and qualifications by CPMHA deadlines.
- Attend all League and Association Coaches' meetings.
- Submit a list of all team officials to the Convenor.
- Select tournaments, keeping team finances and input from parents in mind.
- Manage unused ice time, including trading or giving it away when necessary.
- Support and adhere to decisions made by the CPMHA Executive and Association policies.
- Prepare and confirm player affiliations as needed.
- Communicate regularly with other coaches, managers, and the level Convenor.

Note: This list is a guideline and not an exhaustive list of responsibilities.

Assistant Coach: Responsibilities

- Assistant Coaches are a crucial support system for the Head Coach, playing an essential role in player development and the overall success of the team.
- Assist with drills during practices as directed by the Head Coach.
- Attend all Coaches' meetings and support the expectations set by the Head Coach for players.
- All Assistant Coaches must hold the necessary certifications and qualifications as the Head Coach.

Trainer: Responsibilities

- The Team Trainer is responsible for ensuring the health and safety of the players.
- The Trainer is required to: Maintain up-to-date certifications necessary for the role. Keep completed medical information sheets for each player on the team.
- Complete required accident/injury reports and ensure that injured players only return to play with the appropriate signed medical authorization.
- Monitor players' physical conditioning to ensure it aligns with their age and the level of play, ensuring players are physically prepared for their respective level.
- Identify and report potentially hazardous situations that could lead to injury, such as unsafe ice surfaces, boards, or dressing rooms.
- Remain with injured players to ensure they receive proper and timely medical attention.
- Ensure players participate in on-ice activities only with CSA-approved equipment that is safe and in good condition, and that they wear full equipment in compliance with all HEO Minor and Hockey Canada regulations.
- Trainers should not take on the role of Head Coach or Assistant Coach; their focus must remain strictly on player safety and risk management.
- A certified Trainer must be present for every game and practice. If the team's Trainer is unavailable, the Head Coach must arrange for another team's Trainer by speaking with their Head Coach. The absence must be communicated to the game officials prior to the game and noted on the game sheet.

Manager: Responsibilities

The Team Manager is responsible for the administration and organization of the team, working closely with the Head Coach and the level Convenor. It is CPMHA policy that the Head Coach and Manager cannot be members of the same family.

- Keeping an up-to-date official team roster, including all players and coaching staff, which should be maintained in a team binder, rosters can be obtained from the level Convenor.
- Uploading team roster into CPMHA and LCMHL.
- Informing parents of any required courses or obligations related to CPMHA
- Conduct for Parents/Guardians before the first game.
- Compiling and distributing a contact list with names, email addresses, and phone numbers of all players and coaching staff to the team members and parents.
- Supporting the Team Treasurer to manage team finances transparently and responsibly.
- Arranging for scorekeepers and timekeepers for each home game, ensuring they are trained in the use of the equipment and familiar with the relevant regulations.
- Completing the game sheet with the team list for each game, obtaining the required signatures, and inputting game results into the LCMHL SportsHeadz system for all home games.
- Entering suspensions into TTM.
- Entering affiliates into TTM.
- Organizing team photos (refer to the Team Photos section).
- Coordinating with the Head Coach to make necessary arrangements for exhibition games, tournaments, and other team activities.
- Submitting Travel Permits in a timely manner.
- Cancelling Travel permits if required.
- Coordinating a welcome meeting at the start of the season for parents to encourage input and participation and organizing additional meetings as needed to address issues as they arise.
- Assisting the Head Coach and coaching staff with any other tasks necessary to keep the team well-organized.

Note: This list serves as a guideline and is not an exhaustive list of responsibilities.

Equipment Manager: Responsibilities

Each team must designate one parent or guardian as the Team Equipment Manager. The Equipment Manager is responsible for working with the CPMHA Equipment Manager to obtain and maintain the inventory and condition of all jerseys and additional equipment provided by CPMHA, including goalie gear.

The Team Equipment Manager will:

- Ensure that all game jerseys are kept in good condition and stored properly when not in use.
- Ensure the correct set of jerseys is available before each game.
- Wash jerseys as needed throughout the season.
- Collect and return all CPMHA equipment at the end of the season.
- For further details, refer to the Equipment section.

Treasurer: Responsibilities

Each team must appoint one individual as Team Treasurer. This person cannot be, nor be from the same family as, the Team Manager or Head Coach.

- The Team Treasurer is responsible for managing the team's budget, which should be developed in collaboration with the Head Coach and based on team agreements regarding fundraising, tournament fees, activities, and other expenses.
- All major expenses must be approved by team majority vote.

For more information, refer to the Team Finances section.

Timekeepers and Scorekeepers: Responsibilities

The Team Manager is responsible for assigning a timekeeper and scorekeeper for each home game. This can be one volunteer handling both roles, or two separate volunteers.

- Timekeeper: The timekeeper is responsible for setting the game clock to the appropriate times based on the team's level and running the clock according to the level regulations.
- Scorekeeper: The scorekeeper tracks the game statistics (e.g., goals, penalties) and provides the game sheet to the referee(s) at the end of each game for review and signature. The completed game sheet is then returned to the Team Manager, who is responsible for entering the game details into the LCMHL SportsHeadz system.

As per HEO policy, all scorekeepers and timekeepers must be at least 14 years old if they have completed HEO-approved training. If not fully trained, scorekeepers and timekeepers must be at least 16 years of age. The U9 program does not require qualified timekeepers.

On-Ice Helpers: Responsibilities

CPMHA allows for the participation of on-ice helpers during team practices.

An on-ice helper is not a qualified or designated role but is open to individuals under 20 who want to give back to the game, get involved in coaching, or earn high school volunteer credit hours. Their role is to assist the team officials, not to gain extra ice time.

Who can be an On-Ice Helper

To ensure insurance coverage, anyone volunteering as an on-ice helper must meet one of the following criteria:

- A Hockey Canada registered player with a minor hockey association or junior hockey league, or
- A Hockey Canada on-ice official under the age of 20.

Anyone who is not a registered team official and is 16 years of age or older must complete the Respect in Sport online e-learning program.

Role of an On-Ice Helper

An on-ice helper's role is to assist as a demonstrator/helper only; they are not permitted to provide instruction. They cannot participate in activities like scrimmages or drills with the players.

- The on-ice helper must be at least one age division higher than the team they are assisting. They cannot volunteer with a team at the same or higher age division.
- On-ice helpers must wear, at a minimum, a CSA-certified helmet and facial protection (as required by their level of hockey), a BNQ-certified neck guard (as required by their level of hockey), hockey gloves, and skates.
- HEO mandates that any on-ice helper under 16 years of age must wear full equipment.
- Players wanting to participate as on-ice helpers must notify their coach who will then add them to the on-ice helper list that all coaches and managers will have access to.
- CPMHA will sign off volunteer hours for players that volunteer as on-ice helpers.

See HEO's Policy 6.5 ON-ICE HELPER

Communications

Communicating with CPMHA

First Point of Contact

The first point of contact for any issues, questions, concerns, or suggestions should always be the Head Coach, or the Team Manager if the Head Coach is directly involved in the matter.

If the Head Coach or Team Manager is unable to resolve the issue, they should reach out to their level Convenor for support and information. Convenors can then escalate the matter to the Coach Coordinator, 1st VP (Hockey Operations), 2nd VP (Administration), or another appropriate Executive member for further assistance.

Equipment

Team Equipment Provided by CPMHA

Each team will receive the following equipment from CPMHA:

- One set of "home" jerseys, along with a jersey bag
- One set of "away" jerseys, along with a jersey bag
- A first aid kit
- Pucks will not be distributed individually to teams.

If CPMHA loans any additional equipment to the team, the same terms apply for the return of that equipment.

Equipment Deposit

A \$500 deposit, in the form of a post-dated cheque from the team account, will be required before equipment such as jerseys, first aid kits, and goalie gear (if applicable) are issued. The cheque will only be cashed if the equipment is not returned or is returned in unsatisfactory condition. Teams will be responsible for the cost of any repairs or replacement of missing equipment.

Name bars

Name bars are strongly encouraged. Each player is responsible for obtaining their own name bars in CPMHA colors to coordinate with the jerseys (one navy with yellow lettering, one yellow with navy lettering) They must be hand-sewn loosely onto the back of the jersey.

Socks

For game play, socks must be the CPMHA coloured socks (white for home, navy blue for away). Socks must also match the main colour of the jersey being worn. Players cannot wear two different coloured socks at the same time. U7 is exempt from the CPMHA color guideline as they get their jerseys provided by timbits and are all different colors. Coming with matching jerseys and socks. CPMHA socks can be purchased through Valley Edge at the Carleton Place arena.

Rosters

Draft rosters must be submitted by October 15th, with the final roster submission due to the CPMHA registrar no later than November 15th. There are no exceptions to this date, as the registrar requires time to enter the details into HCR to meet the deadline provided by D4.

In order to submit a roster to the registrar to be added in HCR the following items must be completed.

All players on the roster must:

- Have completed the Respect In sport Parent course and attached to the players HCR account, without this, HCR will not allow a player to be added to the roster.
- Be properly registered to play with CPMHA.
- Have paid some or all of the registration fee.

Convenors and Managers must build the CPMHA roster. Once Managers have been identified they will be given access to the CPMHA Roster build file. Any delays in completing this will result in delays of obtaining an official roster.

All Team Staff on the roster must:

- Completed Vulnerable Sector Check that is valid for the entire season (criminal record checks ARE NOT ACCEPTED)
- Bench staff are responsible to upload their Vulnerable Sector Checks to their Spordal account.
- Have an HCR ID #
- All Coaching Certifications completed and added to their HCR account (Respect in Sport, Hockey Canada Coaching certifications, etc.)
- Sign all waivers in their Spordal account.

Approved Rosters are typically required for a team to participate in a tournament. If required before the deadline of submission this must be communicated to the convenor who will contact the registrar.

Travel Permits

Travel permits are required for all tournaments, and exhibition games from U9-U18. This includes local tournaments and exhibition games within D4. This allows HEO to monitor and confirm that the proper development pathways are being followed.

Managers must submit travel permits through their Spordle account, where all approved permits will also be available for access. Instructions on this process can be found on CPMHA website. If a game associated with a travel permit is canceled, the Manager must notify both the Convenor and Registrar so the permit can be cancelled.

Travel Permits must be completed a minimum of two weeks in advance of the tournament and exhibition date, as signatures from the CPMHA President and D4 Chair must be returned before you can confirm your spot in the tournament. Your travel permit should be with you when you attend the tournament and exhibition game as you may be asked to present it.

Affiliating Players

House League within D4 follows the club affiliation system. This means that players may be affiliated within an association without needing to add them to the affiliating team's official roster or complete an affiliation form. This affiliation must follow the HEO/D4 affiliation guidelines.

Each team may affiliate up to 19 players on their roster. However, only players from the original roster, with a maximum of 15 players, may be dressed for a game. This limit may be increased with approval from the level Convenor.

Coaches will select the affiliated players, while Convenors will ensure fair and equitable distribution of these players across teams. Access to the list of available affiliates will be provided to all Head Coaches. Head Coaches must receive permission from the affiliates Head Coach and guardians prior to affiliating players.

Category	Can Affiliate from	Comments
U07 A or U07 B	No affiliation	
U09 A	U09 B U09 C	
U09 B	U09 C	
U09 C	No affiliation	
U11 A	U11 B U11 C U09 A	For U09 affiliation, 8 yr old players only – and after Jan 15th
U11 B	U11 C U09 A U09 B	For U09 affiliation, 8 yr old players only – and after Jan 15th
U11 C	U09 C	For U09 affiliation, 8 yr old players only – and after Jan 15th
U13 A	U13 B U13 C U11 A	
U13 B	U13 C U11 A U11 B	
U13 C	U11 C	
U15 A	U15 B U15 C U13 A	
U15 B	U15 C U13 A U13 B	
U15 C	U13 C	
U18 A	U18 B U15 A U15 B	
U18 B	U15 A U15 B U15 C	
U21	U18 A U18 B	

Affiliation Chart

Insurance

Hockey Canada's insurance program helps deal with the cost of risks associated with organized hockey. Hockey Canada insurance is included in the registration fee paid to the Association.

Who is covered and when

An employee, coach, volunteer, instructor, referee or member of a committee while acting within the scope of their duties.

A member of any team, league, member team or division team provided all are registered with or affiliated with Hockey Canada.

Coverage exists during:

- during Hockey Canada/member-sanctioned events such as league games*, tournaments*, practices, training camps and sanctioned fundraisers. *Coverage applies when playing member teams only!
- transportation directly to and from the arena or venue.
- accommodations while billeted or at a hotel during a Hockey Canada/member-sanctioned hockey activity.

See www.hockeycanada.ca/insurance for more information.

Note: a volunteer is a non-paid person donating his or her time, who is assigned specific duties and for whom a premium has been paid.

Special event insurance

For certain team or Association events, such as BBQs or fundraisers, additional insurance may be required by the venue or other third parties. CPMHA is covered under an insurance policy through HEO. To obtain coverage, a certificate of insurance must be requested online prior to the event. The request form can be found under the Team Forms section on the CPMHA website.

When completing the form, be sure to enter the name of the third party requesting the proof of insurance (e.g., City of Ottawa, Sensplex) in the "Certify To" field, not the name of the team or Association.

Ice Scheduling

Game ice times are scheduled by the LCMHL, with assistance from the CPMHA Ice Scheduler. Practice times are coordinated by the CPMHA Ice Scheduler, in collaboration with the level Convenors and the VP, Hockey.

Ice time distribution

While CPMHA strives to allocate ice time fairly across all teams and divisions, aiming to maintain a minimum 1:1 ratio of practices to games each week, no guarantees can be made regarding the exact number of ice times.

Unused ice

Ice times are prepaid by CPMHA, and as such, teams are expected to attend their scheduled ice sessions.

If a team fails to use an assigned ice time and does not follow the proper procedure to reassign the ice at least 72 hours in advance, the team will be billed for the cost of the ice rental, as outlined in the current ice contracts, plus an additional \$20 fee.

If payment is not received within seven days of the infraction, the team's practice times will be suspended until the fee is paid in full. This fee may be waived in exceptional circumstances.

The Ice Scheduler has the authority to deny a request to release the ice.

The Ice Scheduler can ask the team trying to release the ice to find another team to take the time slot depending on the circumstances around releasing the ice.

Procedures to release the ice:

- Submit the ice release form on the website.
- Wait for the Ice Scheduler to respond whether or not it has been approved.
- Ice Scheduler has asked you to find another team to take the time, you must respond within 48hrs with what teams have been approached and their answer.
- If the team does not get approval from the Ice Scheduler, they must attend their allotted time slot.

U7 and U9 Shared Ice rules:

The first team to request the ice release will get priority, the second team will then get full ice. If the second team would like to request the ice be released, they must reach out to their convenor to see if another team can take the full ice before they submit the ice release form. If there is no other team at their level the convenor should reach out to the Ice Scheduler and the other convenors to see if another team would be willing to take that time slot, if another team is not available then the Ice Scheduler will reach out to the President and VP on a path forward for that time slot.

March Ice:

We have the ice until March 31st every season. The 72hr rule will not apply for March. Every team must use the ice assigned to them for March, unless something is worked out with the convenor and Ice Scheduler.

Rescheduling and switching games

For information on rescheduling games, please refer to the LCMHL Handbook.

Teams are allowed to reschedule as many games as needed before midnight on December 15, as long as both parties agree to the new date, time, and location. After December 15, only a maximum of two game changes may be requested by any team.

If you need to arrange ice time for a rescheduled home game, please contact the CPMHA Ice Scheduler (ice@cpmha.ca) as soon as possible.

Team Finances

Team bank account

All teams must open one team bank account, for which two signatories are required. This is typically the Team Manager and the Treasurer. The signatories cannot be from the same family. The account must be in the name of the team, not an individual. A letter of request to open a team account will be provided by the CPMHA Treasurer or VP, Admin. Any payments or reimbursements owed to a team from the CPMHA will be made by cheque made out to the team only.

Team fees & budget

- Team fees collected from each family must be deposited into the team account and cannot exceed \$200 per player. As tournament costs continue to rise, smaller teams may struggle to cover these expenses. If the entire team reaches a unanimous and anonymous agreement, they may collect additional funds as needed. Additionally, teams are encouraged to participate in fundraising activities or seek sponsorships to help offset tournament costs.
- Team bank accounts are to be used to pay tournament registration fees and/or for team activities. All activities or events funded by the team must be open to all members of the team. Team fees should not be used to purchase gear or 'swag'.
- The Head Coach, Manager, and Treasurer should come prepared to the parent meeting with options for tournaments and a team fee budget in mind in order to cover these anticipated cost(s).
- Coaches and managers are required to present the planned budget to parents, and any deviations from it must be communicated and approved by majority.
- While coaches and managers have the flexibility to spend funds as necessary, any costs exceeding the approved budget must be brought to the attention of the parents.
- Team fees should not be used to cover additional travel expenses, such as hotels, meals, or other costs for away tournaments. However, it's important to inform parents in advance if there will be additional costs so that families can plan accordingly.
- Teams should be mindful of the financial circumstances of all families involved. Team management is asked to keep any special financial needs confidential and to be considerate when determining team fees and fundraising goals.
- If any team member requires financial assistance with team fees, please contact your level Convenor, who will handle the matter discreetly with the CPMHA Executive.
- At the end of the season, the Treasurer is responsible for closing the team account and returning any unspent funds to the parents. Parents have the right to review the account records at any time during the season.

Sponsorship

Teams are welcome to seek sponsorships from businesses as part of their fundraising activities. However, the Association will not accept sponsorships from businesses that could reflect poorly on the organization or conflict with its values.

All sponsorship agreements must be reviewed and approved by the CPMHA Executive before they are finalized. Additionally, sponsor bars cannot be attached to team jerseys, as CPMHA has an exclusive Association-wide jersey sponsor.

Tournaments

Attending tournaments

Teams can choose to attend tournaments hosted by other Associations and Leagues. Team Managers and Head Coaches will look for suitable tournaments to attend. There is a tournament search feature on the HEO website that lists tournaments available within the HEO boundaries. For tournaments outside the HEO area, you can go directly to other Association websites.

Any tournament you register for must be sanctioned by a Hockey Canada approved Association (e.g. HEO). If your team enters a tournament that is NOT officially sanctioned, the coaching staff and players are subject to suspensions and players and team officials are not insured under Hockey Canada's insurance policy.

Teams are limited to the number of tournaments they can attend per year.

- U7 - 3 Fundays
- U9 - 3 tournaments
- U11 - 3 tournaments
- U13 - 4 tournaments
- U15 - 4 tournaments

Travel permits are required for all tournaments.

Registering your team for a tournament

When it comes to tournaments, no team will be permitted to enter any tournaments, during the playoff schedule, unless otherwise approved by the League. All requests need to be made in writing to the appropriate LCMHL division statistician.

Once your League Statistician has given you approval, the League requests that you fill out the tournament request form as a means to track who has requested a tournament.

Official team rosters are now mandatory and must be submitted to tournament organizers once registration is accepted or prior to the first game of the tournament. Any additional information or requirements will be communicated to your team by the tournament organizers. Please ensure your team is prepared to meet these requirements.

Tournament suspensions

As outlined in LCMHL policy, it is mandatory that all teams report suspensions within 24 hours of their return from a tournament and submit copies of all tournament game sheets to the League Suspension Reporting System within five (5) days of completion of said tournament. Failure to comply will result in the suspension of the responsible coach.

Hosting tournaments

The CPMHA Executive will determine which levels will host a tournament each year. There is no guarantee that a home tournament will occur at any level. The CPMHA Tournament Coordinator will request the dates via D4 as well as submit any paperwork and payment required. The coordinator will also assist the host team(s) with tournament arrangements; however, it is the responsibility of the host team(s) to secure all required volunteers for the tournament.

During our host tournaments, it is expected that each parent of the host team(s) will provide at least one hour of their time to help run any activities taking place during the tournament. Examples of duties include timekeeping, scorekeeping, registering teams upon arrival, overseeing bake sales, etc.

Lottery licenses

All raffle lottery activities (ie 50/50 and raffle prizes) actioned by anyone within CPMHA must have a valid lottery license. To request a lottery licence the team manager must email the treasurer@cpmha.ca one month prior to the planned event. The treasurer will submit the “Application to Manage and Conduct a Raffle Lottery” and applicable fees to the Town of Carleton Place on your behalf. For detailed instructions please refer to the CPMHA website: operations → managers → raffles

Exhibition Games

Booking exhibition games

Exhibition games can be set up with teams at the same level and classification within or outside CPMHA throughout the season. The Head Coach and/or Manager of both teams must agree to a date and location.

U9-U15 Teams are limited to a maximum of 4 exhibition games.

Exhibition Games and Travel Permits

A travel permit is required for all exhibition games.

In addition, the CPMHA Ice Scheduler must be informed of any exhibition games to ensure that the ice time is given game priority. This will help to avoid any scheduling conflicts and ensure that the necessary ice time is reserved for your team. If the game is cancelled you must notify the Ice Scheduler and the Convenor and Registrar to cancel the Travel Permit.

Exhibition Games and Referee Responsibilities

Referees are required for all exhibition games and must be paid accordingly. The home team is responsible for requesting referees through the D4 website by contacting the D4 Referee Assignor at refassignor@district4.ca.

A game sheet can be completed if both teams agree, but please note that statistics will not be entered into the CPMHA SportsHeadz system. The home team is also responsible for securing a Timekeeper and Scorekeeper for the game.

In addition to booking referees, the Head Coach or Manager must submit a travel permit and inform the Ice Scheduler about the game. The Head Coach or Manager must also notify the Convenor of the number of referees assigned, and the Convenor will forward this information to the Treasurer.

The association will then invoice the team for the cost of the referees. The current referee fees can be found under the "Officials Corner" section on the CPMHA website.

SportsHeadz Overview

There are three components of SportsHeadz: the LCMHL SportsHeadz site, the CPMHA SportsHeadz site, and the mobile app.

- LCMHL SportsHeadz: This site is used for league play, where game results, stats, and team rosters are entered. Rosters only need to be entered once, while game results and statistics must be added immediately after each game.
- CPMHA SportsHeadz: This site contains your team's schedule for practices and games. Each team has its own homepage where managers and coaches can add events, photo galleries, tournaments, news articles, and more. Rosters and team staff are input by the CPMHA Website Administrator, not the teams themselves. To ensure timely updates, teams must provide all staff contact information to their Convenor.
- SportsHeadz Mobile App: The mobile app does not sync with the website for rosters and staff, but it does display the team schedule. The app also allows teams to easily communicate with parents and players, track attendance for practices and games, and add events. Roster, staff, parent, and player information can be added by the Manager or Coach (who will be granted admin rights by the Website Administrator) either through the app or on the website under the "Content" tab → "SportsHeadz Mobile App." Logins are provided by the Website Administrator, but they can only be issued after the staff contact information has been submitted to the Convenor.

Team Pictures

The Ice Scheduler will now coordinate team pictures for CPMHA.

Code of Conduct & Fair Play

Code of Conduct for Parents/Guardians

All members of the CPMHA, including parents, guardians, players, team staff, and spectators, are expected to conduct themselves in a fair and responsible manner. At the start of each season, each family must complete waivers for Code of Conduct for Parents/Guardians, Fair play for Parents/Guardians, and Fair Play for players. Similarly, each Head Coach and Assistant Coach must sign a CPMHA Coaching Contract.

As a parent or guardian of a Carleton Place Minor Hockey Association (CPMHA) player, you are a member of the Association. Membership in the CPMHA and participation in its programs is a privilege and not a right. As such, the CPMHA recognizes the need to have guidelines for the standard of behaviour expected of all participants and appropriate measures to deal with those instances in which behaviour exhibited is not in the best interest of CPMHA and all concerned.

We require all CPMHA members to abide by the Code of Conduct at all times. Any conduct considered by the Association to be in violation of this Code of Conduct will be addressed and may result in disciplinary action, up to and including expulsion from the CPMHA. The CPMHA also reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the CPMHA has been evident. Please take time to review the Code of Conduct for Parents and Guardians.

- I will not question the judgment or honesty of any team official or on- ice official in public. I recognize officials are being developed in the same manner as players.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child. This includes all CPMHA volunteers and on- ice officials.
- I will leave the coaching to the coaching staff. I will provide support for coaches and officials working with the athletes to provide a positive experience for all. I will not undermine the coach's authority at any time by trying to be a coach instead of a parent.
- I will treat all players, volunteers, parents and spectators with dignity and respect in language, attitude, behaviour and mannerisms. I understand that my behaviour

reflects on my child and on Carleton Place minor hockey as a whole and I will conduct myself in an appropriate manner at all times.

- I will never yell, taunt, threaten or inflict physical violence upon any player, volunteer, on- ice official, spectator, or member of the public at any hockey activity.
- I will refrain from the use of abusive or vulgar language, racial, ethnic or gender-related slurs at any time at the rink or at any hockey function.
- I will abide by the Hockey Canada 24- hour rule at all times.

Membership in the CPMHA and participation in its programs is a privilege and not a right guaranteed by fees paid. Failure to comply with this policy will result in disciplinary action, up to and including expulsion from the CPMHA. As a member of the CPMHA, who is a member of Hockey Eastern Ontario (HEO), all HEO policies also apply to all members of the CPMHA.

Fair Play for Players

It is the intention of this to promote fair play and respect for all participants within CPMHA. All players **MUST** pledge that they will observe the principals of the Fair Play Code before being allowed to participate in hockey.

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules of hockey and in the spirit of the game.
- I will control my temper – fighting or “mouthing off” can spoil the activity for everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances – those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Violations

If a violation of these Codes occurs, disciplinary action may follow, escalating as needed. The process is as follows:

- Documented Conversation: The first step typically involves a written or verbal conversation to address the issue. This will be documented for reference.
- Meeting with Executive Members: If the situation is not resolved, a meeting will be arranged with CPMHA Executive members to discuss the concern and determine an appropriate course of action.
- Suspension or Ban: For serious or ongoing violations, the member may face suspension from participation or attendance at CPMHA events.

Disciplinary measures may escalate depending on the severity of the violation, with the possibility of further actions, including banishment from all CPMHA activities.

Incident Reporting and Discipline

The CPMHA provides an Incident Report Form, accessible on the CPMHA website, to report incidents involving violations or inappropriate behavior. This form should be used if an incident:

- Contravenes the CPMHA Code of Conduct
- Violates CPMHA or HEO bylaws, policies, rules, or regulations
- Involves inappropriate conduct toward children, adults, volunteers, parents, or officials by CPMHA members or visitors

The form provides an easy and transparent way for team staff, parents, or any member to report incidents, particularly those indicating ongoing problematic behavior. Early reporting allows team staff or the Executive to address issues before they escalate. While submitting an incident report does not obligate CPMHA to take disciplinary action, all reports will be reviewed thoroughly.

All incidents are initially reviewed by the CPMHA President, Director of Risk & Safety, VP of Hockey Operations, and VP of Administration. Depending on the severity of the incident, the relevant convenor and other CPMHA executive members may be notified, and the matter may be escalated to District 4 (D4), HEO, or another appropriate legal or regulatory body.

Timely submission of the incident form is encouraged to ensure accurate reporting and prompt action.

Suspensions

For detailed information on suspensions, please refer to the HEO policies regarding conduct, discipline, and appeals, as well as the relevant policies and regulations in the LCMHL Handbook. Additionally, CPMHA may impose suspensions; please consult our constitution for specific guidelines. Our discipline framework is also outlined below for your reference.

CPMHA reserves the right to extend any league-imposed suspension by an additional game due to the nature of the infraction. A pattern of continuous disciplinary infractions may result in a player being deregistered from the CPMHA.

As per HEO policy, suspensions can be either “game specified”, where the offender is removed from a specified number of meaningful games OR “time specified”, where the offender is removed from all contact with organized hockey, including practices, exhibition games, etc., for a specified period of time.

When there is a combination of a time-specified suspension and game-specified suspension, meaningful games missed during the time suspension shall count as part of the game-specified suspension.

Multiple suspensions must be served consecutively.

[HEO 6.49 HEO Hockey Policy \(Minor\)](#)

- 17.4 Applying the Code of Discipline,
- 17.5 Authority,
- 17.6 Types of Suspensions,
- 17.7 Serving Suspensions,
- 17.8 Minimum Suspensions

[6.49.1 HEO Code of Discipline Chart for Minor Hockey](#)

Progressive Discipline Approach

- The guideline prioritizes positive reinforcement but includes a progressive discipline structure when necessary.
- Discipline is dealt with individually and can carry over from one season to the next.
- The document covers offenses related to both players and team officials (coaches and executive)
- The progressive discipline approach is a guideline only. CPMHA reserves the right to increase or decrease consequences based on the severity of the offence.

Player Offenses & Consequences

Type 1 Offense (Minor Transgressions)

- Examples: Messing up the dressing room, inappropriate language, disrespectful behavior, poor sportsmanship, excessive horseplay, hindering participation etc.
- Consequences:
 - First offense: Spoken to (two team officials) & documented, parent/guardian informed.
 - Second offense: One period or practice time removal, consultation with level convenor and Risk and Safety Director.
 - Third offense: Multiple periods/game missed, internal hearing with convenor, and Risk and Safety Director.
 - Forth offense: Dismissal from ice, internal hearing with convenor, president, vice president, and Risk and Safety Director.

Type 2 Offense (Major Transgressions)

- Examples: Fighting, insubordination, etc.
- Consequences:
 - First offense: Dismissal from ice, player will sit for one period during game time, consultation with convenor, risk and safety and parents.
 - Second offense: Dismissal from ice, player will sit for multiple periods/ game, internal hearing with convenor and Safety Director.
 - Third offense: Dismissal from ice, internal hearing with convenor, president, vice president, and Risk and Safety Director.
 - Fourth offense: Removal from the association.

Type 3 Offense (Serious Offenses)

- Drugs/Alcohol:
 - First offense: Dismissal from ice, 1-month suspension, meeting with convenor, president, vice president, and Risk and Safety Director.
 - Second offense: Dismissal from ice, 1-year suspension, internal hearing with Risk and Safety Director.
 - Third offense: Permanent ban from CPMHA.
- Theft:
 - First offense: Dismissal from ice, 1-month suspension, meeting with convenor, president, vice president, and Risk and Safety Director.
 - Second offense: Dismissal from ice, 1-year suspension, internal hearing with Risk and Safety Director.
 - Third offense: Permanent ban from CPMHA.
 - Reinstatement requires reimbursement of stolen items and a personal apology.
- Vandalism:
 - First offense: Dismissal from ice, 1-month suspension, meeting with convenor, president, vice president, and Risk and Safety Director.
 - Second offense: Dismissal from ice, 1-year suspension, internal hearing with Risk and Safety Director.
 - Third offense: Permanent ban from CPMHA.
- Abuse, Bullying, and Harassment:
 - Incident reports will be filed with HEO.
 - Sanctions will be determined by HEO, considering the severity of the offense and any past discipline.
 - Progressive discipline is not mandatory in cases of abuse, bullying, or harassment; a single offense can lead to significant sanctions.

Additional Notes:

- Any damage caused by players, coaches, officials, or parents (including vandalism or theft) will result in the recovery of costs from the responsible party.
- Outstanding amounts could lead to non-acceptance as a member for the following season.