

CPMHA



**TEAM  
HANDBOOK**  
2025-2026



# **CPMHA Hand Book - 2025/26**

## **Table of Contents**

### **About This Handbook**

- **Introduction to the CPMHA**
- **Purpose of the Handbook**
- **Contact Information & Resources**

### **Development**

- **Commitment to Player Development**
- **Specialized Goalie and Player Development Programs**

### **Discipline Framework**

- **Conduct Guidelines**
- **Suspension Procedures**
- **Relevant Policies**

### **About Minor Hockey in Carleton Place**

- **Overview of CPMHA and LCMHL**
- **Competing Teams in the LCMHL**
- **Governance Structure: LCMHL, HEO, and Hockey Canada**
- **Important Policies and Bylaws to Understand**

### **Team Staff**

- **A. Selection and Appointment of Team Staff**
  - **Coaching Applications**

- **Selection of Assistant Coaches and Trainers**
  - **Conflict of Interest Policies**
- **B. Team Staff Qualifications**
  - **Completion of Required Qualifications**
  - **Reimbursement for Coaching Training**
- **C. Vulnerable Sector Checks**
  - **Vulnerable Sector Check Requirements**
  - **Participation and Bench Staff Qualifications**
  - **Expiration and Renewal of Vulnerable Sector Checks**
- **D. Team Staff Roles and Responsibilities**
  - **Coaches and Managers Meetings**
  - **Head Coach:**
    - **Selection and Contract**
    - **Responsibilities**
  - **Assistant Coach:**
    - **Responsibilities**
  - **Team Trainer:**
    - **Responsibilities**
- **E. Team Manager: Responsibilities**
  - **Administration and Organization**
  - **Key Managerial Responsibilities**
- **F. Team Equipment and Support Staff**
  - **A. Team Equipment Manager: Responsibilities**

- **Equipment Management and Maintenance**
  - **B. Team Treasurer: Responsibilities**
    - **Budget Management and Expenses**
  - **C. Timekeepers and Scorekeepers: Responsibilities**
    - **Roles and Regulations for Game Day Volunteers**
- **G. On-Ice Helpers: Responsibilities**
  - **Participation and Eligibility Criteria**
  - **Role and Equipment Requirements**

## **Team Operations**

- **A. Communicating with CPMHA**
  - **First Point of Contact and Escalation Process**
- **B. Incident Reporting**
  - **Reporting Violations and Inappropriate Behavior**
  - **Incident Report Form and Submission Guidelines**
- **C. Equipment**
  - **Team Equipment Provided by CPMHA**
  - **Additional Equipment Loans and Returns**

## **Equipment Deposit**

- **\$500 Deposit for Equipment Issuance**
- **Conditions for Deposit Cashing and Return of Equipment**

## **Name Bars**

- **Requirements for Name Bars**

- **Instructions for Attachment**

## **Socks**

- **Guidelines for Game Socks**
- **U7 Exemption**

## **Rosters**

- **Submission Deadline for Rosters**
- **Required Documentation and Information for Rosters**
- **Process for Roster Completion and Submission**
- **Requirements for Team Staff**

## **Travel Permits**

- **Requirement for Travel Permits for Tournaments and Exhibition Games**
- **Process for Completing and Submitting Travel Permits**
- **Submission Deadlines and Permit Access**

## **Affiliated Players**

- **Affiliation System and Guidelines**
- **Maximum Number of Affiliated Players**
- **Process for Selecting and Affiliation Approval**
- **Role of Convenors and Coaches in Affiliation**

## **Insurance**

- **Overview of Hockey Canada's Insurance Program**
- **Coverage for Employees, Coaches, Volunteers, and Members**

- **Coverage During Hockey Canada Sanctioned Events**
- **Special Event Insurance**
- **Obtaining Insurance Certificates for Special Events**
- **Special Event Insurance Requirements for Fundraisers and Other Activities**

#### **Ice Scheduling**

- **Game Ice Times**
- **Ice Time Distribution**
- **Unused Ice Policy and Procedures**
- **Rescheduling and Switching Games**

#### **Team Finances**

- **Team Bank Account Setup and Requirements**
- **Team Fees and Budget Management**
- **Fundraising and Sponsorship Guidelines**
- **Closing Team Accounts at Season End**

#### **Tournaments**

- **Attending and Registering for Tournaments**
- **Tournament Suspensions**
- **Hosting Tournaments and Volunteer Responsibilities**
- **Lottery Licenses for Fundraising Events**

#### **Exhibition Games**

- **Booking and Scheduling Exhibition Games**
- **Travel Permits for Exhibition Games**

- **Referee and Game Sheet Responsibilities**

## **SportsHeadz Overview**

- **LCMHL and CPMHA SportsHeadz Overview**
- **SportsHeadz Mobile App**
- **Team Schedule and Communication**

## **Team Pictures**

- **Coordination and Scheduling of Team Photos**

## **Conduct**

- **Codes of Conduct for Parents, Players, and Team Staff**
- **Discipline Procedures and Consequences**
- **Player Offenses & Consequences**
- **Progressive Discipline Approach**
- **Reporting and Handling Serious Offenses**

## **About This 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).

---

## **Development**

CPMHA is committed to the development of players at all levels. We encourage ongoing skills development and support programs that promote player growth both on and off the ice. CPMHA offers specialized goalie and player development through experienced providers who focus on skill enhancement.

---

## **Discipline Framework**

Our discipline framework is in place to maintain a positive environment for all participants. Specific guidelines and procedures regarding conduct, discipline, and any potential suspensions are outlined in the CPMHA constitution and the relevant HEO policies.



## **About 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**

### **A. 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.

#### **Selection of Assistant Coach(es) and Trainer**

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.

#### **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.

### **B. 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 Trainer's 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.

## **C. 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: 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. Please note that CPMHA holds the sole responsibility for selecting coaches and assigning teams and levels.

### **Head Coach: 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.

### **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.

- 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.

### **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.

### **Team 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.

### **Team 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.

The Team Manager's key responsibilities include:

- 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 and ensuring that all parents (including team staff) sign the Code of 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.
- 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.

## **Team Equipment and Support Staff**

### **A. Team 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.

### **B. Team 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.

### **C. 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.

## **D. 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 on volunteer hours for players that volunteer as on-ice helpers.

See **HEO's Policy 6.5 ON-ICE HELPER**.

## **Team Operations**

### **A. 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.

### **B. Incident Reporting**

In the event of an incident off the ice, CPMHA provides an Incident Report Form that can be located on the CPMHA website. This form is used to report any incidents that:

- Violate the CPMHA Code of Conduct
- Contravene CPMHA or HEO bylaws, policies, rules, or regulations
- Involve inappropriate behavior toward children, adults, volunteers, parents, or officials by CPMHA members or visitors

The form offers an easy and transparent way for team staff and parents to report conduct or disciplinary incidents, particularly those indicating ongoing problematic behavior. This allows team staff or the Executive to address issues early to prevent escalation.

It is encouraged to report incidents as soon as possible. Timely submission ensures accurate reporting. Please note, submitting an incident form does not obligate CPMHA to take disciplinary action, though all incidents will be reviewed.

### **C. 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
- Pucks will not be distributed individually to teams. Instead, a deck box containing pucks and cones will be available next to the equipment room in CP 2. The combination code for this lock will be provided by the Convenors to coaches. Please note the lock will be re-coded at the end of each season.
- A first aid kit

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. Jerseys are not permitted for personal use outside of games (e.g., jersey day at school).

## **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 colored socks (white for home, navy blue for away). Socks must also match the main color of the jersey being worn. Players cannot wear two different colored 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.

## **D. Rosters**

The deadline for submission to the CPMHA registrar is 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 player's 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 with the following information. 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 in obtaining an official roster.

**All Team Staff on the roster must:**

- Have a completed Vulnerable Sector Check (criminal record checks are NOT accepted)
- Upload their Vulnerable Sector checks to their Spordal account
- Identify their Role (Head Coach, Assistant Coach, Trainer, Manager, etc.)
- Have an HCR ID #
- Have all Coaching Certifications completed and added to their HCR account (Respect in Sport, Hockey Canada Coaching certifications, etc.)
- Have a signed Team Staff Code of Conduct

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

### **E. 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.

A Travel Permit must be completed and submitted to your level Convenor well 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.

Managers can find approved Travel Permits in their Spordal account.

### **F. Affiliated 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 head coach and guardians prior to affiliating players. Please see the affiliation chart.

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	

## **G. 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.
- Note that 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.

### **Coverage exists during:**

- Hockey Canada/member-sanctioned events such as league games, tournaments, practices, training camps, and sanctioned fundraisers.
- 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 Hockey Canada Insurance for more information.

### **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.

## **6. Ice Scheduling**

### **Game Ice Times**

- 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.

### **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](mailto:ice@cpmha.ca)) as soon as possible.

## **7. 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**

Teams are encouraged to participate in fundraising activities or seek sponsorships to help offset tournament costs. 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. Note: 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 costs. Coaches and managers are required to present the planned budget to parents, and any deviations from it must be communicated and approved by the 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.

## **8. 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.

#### **Important Note:**

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.

**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**

Note that according to 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.

#### **Parent Responsibilities:**

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 (e.g., 50/50 and raffle prizes) organized by anyone within CPMHA must have a valid lottery license. To request a lottery license, the team manager must email [treasurer@cpmha.ca](mailto: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.

## **9. 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.

### **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.

### **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](mailto: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.



## **10. SportsHeadz Overview**

### **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.

## **11. Team Pictures**

The Ice Scheduler will coordinate team pictures with CPMHA, and a photographer will be arranged by the association.

## **12. Conduct**

### **Codes of Conduct**

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 sign the CPMHA Code of Conduct for Parents/Guardians. Similarly, each Head Coach and Assistant Coach must sign a CPMHA Coaching Contract.

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.

## **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 offense.

## **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/games missed, internal hearing with convenor, 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/games, internal hearing with convenor and Safety Director.
- **Third offense:** Dismissal from ice, minimum 1-month suspension, internal hearing with convenor, president, vice president, and Risk and Safety Director.

- **Fourth offense:** Removal from the association.
- **Type 3 Offense (Serious Offenses):**  
*Examples:* Drugs/Alcohol, Theft, Vandalism, Abuse, Bullying, Harassment.  
*Consequences:*
  - **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.

**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.