

CAHA Policy and Procedure Guidelines

SCOPE

CAHA policies and procedures are documented guidelines for CAHA to organize the season. These guidelines are documented to help aid the communication to the members of CAHA.

Responsibilities

1. It is the responsibility of CAHA's board of directors to plan and organize the hockey season based off the listed procedures. It is the responsibility of CAHA parents, Coaches and players to adhere to the following policies and procedures.
2. It is the responsibility of the CAHA Secretary to keep the master file of CAHA's Bylaws, and policies and procedures.

Guidelines

1. The policies and procedures are guidelines generated for CAHA board of directors to use to organize the hockey season, and CAHA members to follow for a streamlined hockey season. All policies and procedures are subject to the board of director's discretion at any time during the season. Any deviation of the outlined policies and procedures shall require the majority approval of the board of directors.
2. The policies and procedures will be listed on CAHA's website: www.cadillachockey.com. A hard copy will be located in the CAHA binder for the current season. The master copy of the bylaws, policies and procedures will be keep by CAHA's Secretary.
3. The CAHA Secretary has the responsibility of maintaining these documents via thumb drive, personal computer etc.
4. The majority vote by the board of directors is required to update the policy or procedure. In the event of a change, a revision will be added to the policy or procedure. The old document will have the date it was obsoleted and placed into an obsolete folder in the master location held by the CAHA secretary.
5. There will be a footer attached to each document with the file name, CAHA board member whom is owner of the procedure, and the date of the revision or creation.

Revision

1. CAHA Policy and Procedure Guideline was added on September 11th 2018.