



Devon Minor Hockey Association

Rules and Regulations

Updated September 6, 2017

INDEX

1. PHILOSOPHY STATEMENT
2. ATHLETES RIGHTS
3. CODE OF CONDUCT – COACHES
4. CODE OF CONDUCT – PARENTS
5. CODE OF CONDUCT – PLAYERS
6. CODE OF CONDUCT – VOLUNTEERS
7. REGISTRATION & FEES
8. PLAYER ELIGIBILITY
9. TEAM SELECTION
10. COACH SELECTION
11. DISCIPLINE, SUSPENSIONS & APPEALS
12. EQUIPMENT
13. REFREES
14. GUIDELINES – COACHES
15. GUIDELINES – MANAGERS
16. GUIDELINES – PARENT LIAISON
17. GUIDELINES – OTHER VOLUNTEERS
18. FUNDRAISING
19. SECURITY

1. PHILOSOPHY STATEMENT

The Devon Minor Hockey Association (DMHA) is established to foster and develop organized amateur minor hockey. The intent of the DMHA is to provide for every minor hockey player in the Devon service area an opportunity to participate in a well-organized and structured hockey program.

The DMHA is based on the following principles:

- 1.1. Equality of opportunity for all participants regardless of ability, race or religion.
- 1.2. Emphasize the development of player's hockey skills, sense of fair play and teamwork.
- 1.3. Promotion of the enjoyment of the game for all players
- 1.4. Providing a positive learning and maturing experience for young athletes in a minor hockey setting.
- 1.5. Work in conjunction with Hockey Alberta in the promotion of fair play and promotion of minor hockey programs and leadership development opportunities.

2. ATHLETE RIGHTS

DMHA promotes the following athlete's rights:

- 2.1. The right to fair and impartial treatment.
- 2.2. The right to enjoy the sport and have fun.
- 2.3. The right to be treated with dignity.
- 2.4. The right to have their needs and not those of the adults fulfilled.
- 2.5. The right to have a positive example set by adults in minor hockey.

3. CODE OF CONDUCT – COACHES

- 3.1. Understand that you have an obligation to abide by the policies of DMHA and that failure to do so could result in the loss of coaching privileges.
- 3.2. Make sure that your players understand and abide by the CODE OF CONDUCT - PLAYERS.
- 3.3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue those interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players. Keep team fundraising and events (i.e. tournaments) to a reasonable amount. Teams can participate in three away tournaments, plus the home tournament. Additional tournaments would require executive approval.
- 3.4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
- 3.5. Remember that participants play for fun and enjoyment and that winning is only part of the big picture. Never ridicule or verbally put down a player for making a mistake or losing a competition.
- 3.6. At all times show respect to all players, parents, coaches and officials.
- 3.7. Follow the advice of a physician when determining when an injured player is ready to resume play. The player must obtain a letter addressed to Devon Minor Hockey from a physician authorizing play upon recovery from any serious injury (i.e. bone fractures, concussions) It is the head coach's responsibility to advise the DMHA President if a player is out for medical reasons, and to supply the DMHA President with a copy of the medical letter when the player returns. Any significant on ice injury will require the head coach to complete the Hockey Canada Injury report form immediately.
- 3.8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and always set a good example.
- 3.9. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions that DMHA may hold.
- 3.10. Treat the players better than you would like to be treated.
- 3.11. A key goal is to help each player grow and develop as an athlete and as a person.
- 3.12. Never come to any practice or game under the influence-of any illegal substance, drugs or alcohol. Use of tobacco and tobacco products are prohibited in all games and practices. Such action may result in dismissal or suspension.

- 3.13. Communicate team goals with players and parents at the beginning of the season, and throughout.
- 3.14. Create a learning environment so players will experience success in improving individual and team skills.
- 3.15. **DO NOT** use any wide spread social media communication channels (email, texting, social media, etc.) to communicate any offensive, abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteers and/or executive members
- 3.16. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behavior and **WILL NOT BE TOLERATED**. This may be defined as, but is not limited to negative verbal remarks, physical actions or behavior.
 - 3.16.1. Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
 - 3.16.2. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality or ability.
- 3.17. Coaches will be required to sign the DMHA Coaches' Conduct Pledge at the beginning of each season and submit signed pledge to DMHA by October 30th. Team Managers will be responsible to collect pledges and submit them to the DMHA Level Director.
- 3.18. All coaches must adhere to the Parent Code of Conduct Pledge (in addition to 3.17) regardless of if they have children in DMHA.

4. CODE OF CONDUCT – PARENTS

- 4.1. Players should be willing to participate do not force an unwilling player to participate in sports.
- 4.2. Remember that participants should be involved in organized sports for their enjoyment, not yours.
- 4.3. Encourage your son/daughter to always play by the rules.
- 4.4. Teach your son/daughter that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.
- 4.5. Turn defeat to victory by helping your son/daughter work toward skill improvement and good sportsmanship.
- 4.6. Never ridicule or yell at any child for making a mistake or losing a competition.
- 4.7. Congratulate your son/daughter on his/her efforts and skill improvements, not just goals and assists.
- 4.8. Remember that players learn best by example. Applaud good plays by either team.
- 4.9. Respect the referees. Do not publicly question the officials' judgment and never their honesty.
- 4.10. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behaviour and **WILL NOT BE TOLERATED**. This may be defined as, but is not limited to negative verbal remarks, physical actions or behaviour.
 - 4.10.1. Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
 - 4.10.2. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.
- 4.11. Actively support all efforts to remove verbal and physical violence from hockey.
- 4.12. Recognize the value and importance of volunteers (coaches, managers, executive members, etc.). They give their time and resources to provide recreational activities for your son/daughter. Adhere to published dates and deadlines for fundraising, registration, etc.
- 4.13. Be supportive and work with the coach(es). Do not provide advice to your son/daughter that is contrary to what the coach is asking. If you have a concern, talk to the coach or

parent liaison. Make every effort to resolve concerns at the team level prior to bringing issues to the executive level.

- 4.14. Be supportive of team functions and actively share in the duties required throughout the year.
- 4.15. Never attend any practice or game under the influence of any illegal substances, drugs or alcohol. Such action may result in suspension of the parent.
- 4.16. Make every effort to attend most practices and games for your child.
- 4.17. Have players at the rink at coaches' specified times before games and practices. Late arrivals disrupt practice and game preparations.
- 4.18. **DO NOT** use any wide-spread social media communication channels (email, texting, social media, etc.) to communicate any offensive abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteer and/or executive members.
- 4.19. Parents will be required to sign the DMHA Parents' Conduct Pledge at the beginning of each season and submit signed pledge to DMHA by October 30th. Team Managers will be responsible to collect pledges and submit them to the DMHA Level Director.
- 4.20. Understand that the association runs on volunteer time and that from time to time the executive may call on all parents to volunteer during the season for association events (i.e. Provincial tournaments, casinos, fundraising events, etc.). Failure to comply with association volunteer commitments may result in discipline.

5. CODE OF CONDUCT – PLAYERS

- 5.1. Play by DMHA, Hockey Alberta, Hockey Canada and League rules.
- 5.2. Respect the officials' decisions. Let your captain or coach ask any necessary questions.
- 5.3. Control your temper and attitude. Mouthing off, disrespecting those in a position of authority, throwing tantrums, breaking or throwing sticks, breaking or throwing other equipment shows a lack of discipline and has no place in sports. Such actions may result in discipline.
- 5.4. Be a team player; work equally hard for your team and yourself.
- 5.5. Be a good sport. Appreciate all good plays whether they are your teams or your opponents. Show "class".
- 5.6. Treat all players as you would like to be treated. Interfering with, bullying or taking advantage of any player shows poor sportsmanship and has no place in sports.
- 5.7. Remember that the objectives of the game are:
 - 5.7.1. To have fun and enjoy the sport.
 - 5.7.2. Improve your skills.
 - 5.7.3. Enjoy your team camaraderie.
- 5.8. Cooperate with your coach, teammates, officials and opponents.
- 5.9. Never come to a practice or game under the influence of any illegal substance, drugs or alcohol. Use of tobacco and tobacco products are prohibited in all games and practices. Such action may result in discipline of the player.
- 5.10. Attend practices regularly and be sure to listen and to do your best. Coaches and volunteers are giving their time for YOUR enjoyment.
- 5.11. **DO NOT** use any wide spread social media communication channels (email, texting, social media, etc.) to communicate any offensive, abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteers and/or executive members.
- 5.12. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behaviour and **WILL NOT BE TOLERATED**. This may be defined as, but is not limited to negative verbal remarks, physical actions or behaviour.
- 5.13. Harassment is commonly understood as behaviour intended to disturb or upset, and it is characteristically repetitive.

- 5.14. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.
- 5.15. Players will be required to sign the DMHA Players' Conduct Pledge at the beginning of each season and submit signed pledge to DMHA by October 30th. Team Managers will be responsible to collect pledges and submit them to the DMHA Level Director.

6. CODE OF CONDUCT – VOLUNTEERS

The obligation of any volunteer within the organization is to set an example of honesty, integrity, fairness and trustworthiness for the young athlete.

- 6.1. Expect no special rights or privileges because you are a volunteer.
- 6.2. Understand that even though you may not agree with all DMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and always abide by them. If you do not agree with them you can work within the system to have them changed.
- 6.3. Accept that because you are a representative of DMHA, your actions, either positive or negative, reflect on all the other volunteers in the organization.
- 6.4. Base your decisions and actions on what is best for most hockey players while respecting the rights of the individual.
- 6.5. Be prepared to listen and respond to any concerns brought to you.
- 6.6. Be prepared to listen to ideas from other people even though they may differ from your own.
- 6.7. Be open to new ideas. Judge ideas on their own merit and the benefit they can bring to hockey.
- 6.8. Work patiently for improvement and do not expect too much too quickly.
- 6.9. Be slow to anger and hard to discourage.
- 6.10. Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge many turn away from.
- 6.11. **DO NOT** use any wide-spread social media communication channels (email, texting, social media, etc.) to communicate any offensive abusive or insulting remarks towards any other player, official, parent, coaches, team support staff volunteer and/or executive members.
- 6.12. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behaviour and **WILL NOT BE TOLERATED**. This may be defined as, but is not limited to negative verbal remarks, physical actions or behaviour.
- 6.13. Harassment is commonly understood as behaviour intended to disturb or upset, and it is characteristically repetitive.
- 6.14. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed

repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.

7. REGISTRATION AND FEES

- 7.1. All players must be registered with DMHA and Hockey Alberta Registrars before being permitted to tryout, practice or play in a game.
- 7.2. The DMHA Executive will set the closing date for registration as Sept 1st of the current season should space on a team be available after the registration closing date, DMHA can use a discretionary vote to decide whether to accept any further registrants. Any refund of fees must be prorated and assessed or refunded as designated by the Registrar and approved by the DMHA executive. DMHA reserves the right not to refund fees under situations that do not meet refund criteria.
- 7.3. Any delinquent fees from a previous year owed to DMHA must be paid in full before registration for the current season can take place. Players from any families owing delinquent fees will not be permitted on the ice. NSF cheques will be charged a \$35.00 fee.
- 7.4. Early registration discount is given to a player who registers by a date to be determined and will receive a \$200 discount on that season's fees. The fees and dates for early registration deadline will be set annually by the DMHA Executive. The Early Registration Discount may be extended for new players to DMHA.
- 7.5. Online registration will open at a date to be determined by the executive of the current season. Full registration payment will be required by Sept 30th. Payment options will be as listed in the online registration system. Registrants can select to pay by credit card or approved financial institution.
- 7.6. No child will be registered after January 10 by DMHA and Hockey Alberta regulations.
- 7.7. After December 31 of the current hockey season no players will be issued refunds. Up to December 31, refunds will be considered by DMHA on a prorated fee assessment. To qualify for the refund, the player or the player's guardian must apply in writing to the DMHA registrar stating the reason for quitting. Furthermore, the player's last ice time must be stated and verified by that player's coach. DMHA reserves the right to decline refunds dependent on the circumstances for the player's withdrawal from hockey.
- 7.8. All fees collected by DMHA as it relates to member costs for each season will be considered for refund from DMHA for the following reasons:
 - 7.8.1. If written request is received by the DMHA President prior to the beginning of the player evaluations of the current season, 100% of the fees collected will be considered for reimbursement.
 - 7.8.2. Between the first day of player evaluations and October 31 (inclusive) of current season, 75% of the total fees will be considered for reimbursement.

- 7.8.3. Between November 1 and November 30 (inclusive) of the current season, 50% of the total fees collected will be considered for reimbursement.
 - 7.8.4. Between December 1 and December 31 (inclusive) of the current season, 25% of the total fees collected will be considered for reimbursement.
 - 7.8.5. After December 31, of any given season, 0% of the total fees will be considered for reimbursement.
- 7.9. Notwithstanding the above, the alternative reimbursements may be considered at the discretion of DMHA, including, but not limited to: player misconducts, and applicable tryouts with other associations and/or leagues.

8. PLAYER ELIGIBILITY

8.1. Player Categories Hockey Alberta designates age categories as of December 31:

Level	Age
Midget	15 – 17
Bantam	13 – 14
Peewee	11 – 12
Atom	9 – 10
Novice	7 – 8
Initiation	6 & under

8.2. Player Movement

8.2.1. Players wishing to move to a higher tier (including Tom Thumb) are GENERALLY NOT ALLOWED. A player/parent can request a move in writing to the DMHA and include the following:

- a) the player's name, his qualifications and grounds for the application;
- b) a statement of the facts in support of the application;
- c) upon review of the request and if within league and Hockey Alberta regulations, DMHA, at their discretion, may grant the request;
- d) DMHA may allow player movement due to registration and division numbers for the current hockey season.

8.2.2. Players of a lower category may try out with the next highest category's representative team by submitting a written request to the DMHA President prior to the start of evaluations. If the request is approved by DMHA the player may participate in evaluations at the requested higher category. If the Devon player succeeds in making the team they will be allowed to play provided they do not bump another Devon player in that category who would thus be unable to play on a Devon team.

8.2.3. Falsification of age and/or address may result in a one (1) year suspension of the player from DMHA.

8.3. Player Movement To/From DMHA

- 8.3.1. DMHA has a boundary or service area recognized by Hockey Alberta including:
- a) Town of Devon;
 - b) County of Parkland, south of Garden Valley Road to the North Saskatchewan River;
 - c) County of Leduc, small area between Range Road 260 to 270 and south of Devon to Township Road 502.
- 8.3.2. Any player residing within our DMHA boundary is eligible to register with DMHA. The purpose of the boundary is to define the service area for all neighbouring associations.
- 8.3.3. A DMHA player residing within the DMHA boundary requesting to transfer out of DMHA to another association:
- a) Players will need to provide DMHA president with a "Notification of Try-out Form", for signature to try out for a different association's team if the DMHA player is participating at the Bantam or Midget AAA level.
 - b) Will need to provide DMHA president with a "Hockey Alberta Minor Hockey Player Movement Form", for signature to try out for a different association's team if the DMHA player is participating at the Peewee, Bantam or Midget AA level. Releases will be considered for Atom AA if DMHA numbers warrant.
 - c) All types of tryout forms need a minimum of 48 hours' notice for the DMHA President's approval
- 8.3.4. A player who is not a DMHA member and does not reside within the DMHA boundary and requests a transfer to DMHA from another association must:
- a) Present to the DMHA Registrar a "Player Movement Form" stating the player can try out for the DMHA team.
 - b) DMHA will then contact the player's association to ensure the player has no financial or other obligations and determine why the player wishes to transfer.
 - c) If the player is requesting to try out for the Devon top tiered Novice, Atom, Peewee, Bantam or Midget team, the player may be allowed to try out if the player's association does not have the same or higher calibre of hockey as available in DMHA. The DMHA executive will annually review and determine if DMHA has the space to accommodate the player. Before any player is accepted the player's, present association would be contacted.

- d) If the player can try out for the top tiered team and is unsuccessful, the player will return to his present association.
- e) If the player's present association has no team in an age category, DMHA would consider accepting the player if numbers permit.
- f) DMHA, due to the number of players at any level or for any other reasons, may choose to form a team with another association. This would require approval of Hockey Alberta.

8.3.5. If a DMHA member feels the above policy to determine transfer to or from DMHA is unfair to them, the member may appeal to the DMHA Executive. The member must demonstrate extraordinary circumstances and explain as to why a player should be exempt from the policy. It is highly recommended before any exception is made that Hockey Alberta be consulted.

8.3.6. If a DMHA member appeals to the DMHA Executive and is not satisfied with the decision, the member may appeal to Hockey Alberta. If a member appeals to Hockey Alberta, DMHA surrenders all authority regarding the appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

8.4. Player Affiliation

DMHA is to follow Hockey Alberta rules and regulations as they pertain to player affiliation with the following overriding guidelines:

8.4.1. The Coach wishing to use an "affiliated player" must follow the following steps:

- a) First speak to the player's regular coach to receive permission to pursue the next two steps.
- b) The regular Coach must grant permission unless the player's regular team has a league or provincial game scheduled the same day. If there is a game, it is then up to the regular coach to decide if permission will be granted. If permission is granted, the player's regular Coach can then speak to the player's parents and obtain their consent.
- c) If the parents give their consent, the Coach (requesting the affiliated player) may then finally approach the player and inquire whether the player wishes to play for the proposed team.

8.4.2. Hockey Alberta rules and regulations concerning Affiliated Players and cut-off dates must be strictly adhered to (including for Novice aged players). The player may only participate in the maximum number of games allowed by Hockey

Alberta. Any coach who plays an ineligible player will face an indefinite suspension as per Hockey Alberta rules and regulations.

- 8.4.3. The Coach using any Affiliated Player is fully responsible to track the number of games played and report it to the regular Coach when requesting permission to use that player for any subsequent games.
- 8.4.4. The Coach using any Affiliated Player must ensure the regular team players and affiliate players are being given equal opportunities.
- 8.4.5. Providing affiliation has been properly filed, prior to December 15 in any Hockey Season, an Affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of 10 games. A Novice player can play up to a maximum of 5 games as an affiliate.
- 8.4.6. Novice and Initiation affiliation requirements refer to the Hockey Alberta rules and regulations.

If the proper permission from DMHA was not obtained that player will become an ineligible player for the remainder of the Hockey Season and WILL NOT BE ELIGIBLE to play for any DMHA team for the remainder of that Hockey Season.

Any coach who plays an ineligible player will be suspended indefinitely (as per Hockey Alberta rules and regulations)

9. TEAM SELECTION

DMHA believes top tiered teams (Tier 1 or 2) should be selected in the Novice, Atom, Pee Wee, Bantam and Midget levels. The philosophy is these levels will enable players of a higher ability an opportunity to excel. The house teams (Tiers 3, 4, 5) will enable players to play at a competitive level and further develop their skills. However, there will be no DMHA players within a division allowed on the ice if their respective division does not have a Level Coordinator in place.

9.1. Top Tiered Team (Tier 1 & 2)

- 9.1.1. To select a Tier, 1 or 2 Team, DMHA will strive to ensure the players with the highest ability, dedication, attitude and personal discipline will be selected to the team.
- 9.1.2. The selection process will be monitored by the Evaluation and Selection Committee. The Evaluation and Selection Committee will consist of the Evaluation Coordinator plus a minimum of two or three individuals as selected by DMHA Executive.
- 9.1.3. Coaches will select their teams based on the player list provided through the evaluation process. The player list will be determined based on the evaluation criteria set by the Evaluation committee. Coaches will need to provide their listing for the player releases to the Evaluation committee prior to any communication to the player. If the Coach and Evaluation committee cannot come to an agreement, the DMHA executive may intervene.

9.2. The evaluation process is to be set each year by the Executive and Evaluation/Selection Committee. The following overriding guidelines must be included in the process.

- 9.2.1. All players (must participate in a minimum of one evaluation session at their designated age level). The DMHA Executive will determine on an annual basis if a Try Out fee will be charged, and if so, at what rate. In the event that a player chooses not to participate in all of the evaluation ice slots an averaging of his/her evaluation will be used. Players registered shall be notified by the specific level coordinator of their evaluation session times.
- 9.2.2. The Evaluation Committee will have a private space to work in and all evaluations are to be held in complete confidentiality.
- 9.2.3. A Pee wee and Bantam checking clinic will occur with the first 30 days of the season.
- 9.2.4. All DMHA members (in good standing) can apply to coach a Tier 1 or 2 Team. If a potential coach(es) has a child trying out, the Coach will be selected after the Team Evaluation and Selection Committee has narrowed the number of potential

players to the number of designated players for that team plus additional players selected by the Evaluation committee. The child of the selected Coach must be within the designated players evaluated through the evaluation process. This would enable a parent to be selected as a coach based on their knowledge and that his/her child has the required skills to make the Tier 1 or 2 (Rep) Team.

- 9.2.5. The Evaluation committee will advise coaches with the timelines for team selections.
- 9.2.6. If a player is unable to participate in evaluations due to extreme circumstances, the Evaluation Coordinator must give the player the benefit of the doubt and add that name onto the list of players given to the highest tiered coach.
- 9.2.7. Any player who chooses to drop from the Tier 1/2 team tryouts will be placed on a house team if team roster is not full.
- 9.2.8. All appeals must be presented in writing to the Vice President or President of DMHA.
- 9.2.9. Players wishing to be considered as both a skater and goalie (hybrid player) must participate in both the goalie sessions and player sessions for their respective category. Placement of the hybrid player will be determined based on:
 - a) Player evaluation scoring in both skater and goalie positions (highest/lowest)
 - b) Head Coach and Evaluation Committee determination
 - c) Team requirements (i.e. numbers, positions etc.)
- 9.2.10. After the Tier 1/2 team has been chosen, the remaining players will comprise the Tier 3, 4 or 5 Team(s). The Evaluation committee will provide a process to select the teams.
- 9.2.11. The DMHA Executive will determine the number of players on each team prior to evaluations.
- 9.2.12. The player selection cut-off date will be set annually by DMHA.
- 9.2.13. The Executive will can tier the House teams. If the House teams are being tiered, the Evaluation/ and Selection Committee will select evaluate all the players who will comprise the "stronger team". To determine placement.
- 9.2.14. The executive will determine the number of players per team, and will try to keep numbers as equal as possible. Coaches will be advised prior to any coach pick selections. Coaches must adhere to the numbers given to them by the executive.

9.3. Number of Players

9.3.1. If the number of registrants received by October 15 of the current season, at a particular level is not viable for the operation of a team or teams because of:

- a) Fewer than eleven (11) players, or
- b) No player prepared to be a goaltender, or
- c) Between twenty (20) and twenty-three (23) players, being too many for one (1) team but too few for two (2) teams, or
- d) More than two (2) players per potential team, are only prepared to be goaltenders, or
- e) Less than one (1) goaltender per team

9.3.2. And that enough players and their parents/guardians from the immediately lower level are not prepared to move up, then the following will occur:

- a) Too many players - no further registrations will be accepted and then releases will be made based upon the desire, talent and attitude of the players as determined by a committee to be appointed by the Executive, which will include the team's head coach, if available, to the maximum number permitted by Hockey Alberta. This is to be achieved by October 23 of the current year.
- b) Too few players - all players are to be released except those that wish and can be accommodated at the immediately younger level subject to the approval of the DMHA executive, the pertinent leagues and Hockey Alberta.

The executive is to make all reasonable efforts to find other minor hockey associations to accommodate released players. A full refund of the registration fee for the released player will be made.

9.4. Number of Goalies

9.4.1. The maximum number of players, who can expect to be in the goalie position, is two (2) goalies per team. If the total number of goalies is more than two (2) per team, a selection will occur based on ability.

10. COACH SELECTION

- 10.1. Prior to commencement of the hockey season, DMHA will invite applications for all coaching positions.
- 10.2. All applications for coaching positions will be reviewed by DMHA voting Executive. DMHA will be assisted in this coach selection process by the Coaches Director.
- 10.3. In accordance with DMHA philosophy, the DMHA Executive will make every effort to ensure selected coaches have proper qualifications.
- 10.4. Coaching qualifications required will vary from one level to another. When DMHA selects a coach, the Executive will review all potential coach's experience, coaching certification, references and teaching philosophy.
- 10.5. The Coaches Director will provide opportunities for coaches to attend clinics, provide educational materials and provide up-to-date information on coaching qualifications required for each level.

11. DISCIPLINE, SUSPENSIONS & APPEALS

- 11.1. Any player, coach, manager, trainer, stick individual, referee, linesman, volunteer, member, parent or spectator that is guilty of unacceptable conduct on or off the ice or violates or breaks a bylaw, rule, regulation or ruling of the Board is subject to discipline or suspension.
- 11.2. The DMHA executive has the power to impose suspensions and discipline as set out in the bylaws.
- 11.3. Any player, team or team official who knowingly supplies false information to a representative of the DMHA will be subject to being suspended or disciplined and the matter referred to the DMHA executive.
- 11.4. The DMHA President can suspend any DMHA member if the member is in serious violation of the DMHA Rules and Regulations.
- 11.5. DMHA will establish a "Discipline Committee" when required to review a serious violation. This committee will consist of three (3) DMHA Executive Members.. Any suspension imposed by the Discipline Committee shall take effect immediately.
- 11.6. A suspended person may appeal to the DMHA Executive any suspension imposed by the President or the Discipline Committee by giving signed written notice within ten (10) days of the date of suspension. Such appeal shall be heard by the DMHA Executive within ten (10) days of receiving the appeal accompanied by payment of \$100.
- 11.7. DMHA Executive decision on appeals is final.
- 11.8. If a DMHA member is not satisfied with the DMHA executive decision, the member may appeal to Hockey Alberta. If a DMHA member appeals to Hockey Alberta, DMHA surrenders all authority regarding this appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

12. EQUIPMENT

All coaches shall make attempts to ensure that every player taking part in any game or practice is dressed in the proper equipment as stated by Hockey Alberta and Hockey Canada. The following applies with regards to DMHA equipment and uniforms:

- 12.1. Uniforms and DMHA equipment shall not be used for non-team functions or practices.
- 12.2. No name bars can be added to jerseys without permission of DMHA.
- 12.3. Equipment belonging to DMHA will be placed in the care and custody of the coach at the beginning of the hockey season. DMHA requires a team bond in the amount of \$500 (The team bond may be deducted from the proceeds of the team's tournament. If a level decides to not host a home tournament during the year each team at that level will be required to provide the \$500 team bond). The person signing for the equipment shall be held responsible for this equipment and will be asked to account for it at the end of the season. DMHA will refund the team bond based upon the return of all DMHA equipment in reasonable condition. All jerseys must be washed and returned on hangers in the team jersey bag.)
- 12.4. When equipment supplied by DMHA is lost or damaged, the person who signed for it MUST report the incident to the Equipment Coordinator immediately.
- 12.5. DMHA colors will be black, gold and white (Pittsburgh Penguins). Reasons for the definite colour decision are:
 - 12.5.1. Devon teams are easily identifiable.
 - 12.5.2. It is easy to mix and match jerseys when they are all the same colour (a small or large player can still have a jersey to match the rest of the team).
 - 12.5.3. Devon players have been purchasing equipment to match our colours (gloves, helmets, pants, goalie pads, etc.) for years.
 - 12.5.4. All teams represent Devon and should be treated equally (both ideally having a set of home and away jerseys).
 - 12.5.5. It is the responsibility of each family to purchase a set of home and away socks for players.
 - 12.5.6. No alternate jerseys/uniforms may be worn without DMHA executive approval.
- 12.6. All Devon Minor Hockey Association teams (commonly recognized as the Devon Drillers) must wear the uniforms that are provided to them for all Devon Minor Hockey Association sanctioned games played (both home and away) by the Devon Minor Hockey Association (DMHA). The Devon Drillers uniform consists of a jersey (home, predominantly white and

away, predominantly black) supplied by the DMHA. A Devon Drillers (i.e. a DMHA) team cannot, at any time during the course of a fall, winter and spring season and its own accord, create a third jersey with the intention of wearing that jersey during any exhibition, outdoor, preseason, regular season, tournament, provincial or playoff game unless they have the written consent (majority of voting members) from the DMHA. Note: any jerseys not currently supplied/provided by the DMHA, including any previously supplied DMHA uniforms (i.e. old jerseys no longer in circulation by the association) or previously approved third jerseys, worn during typical team practices or other non-DMHA sanctioned events are exempt from this policy.

- 12.7. All reasonable requests for a third jersey will be considered by the DMHA Executive upon meeting the following minimum requirements:
 - 12.7.1. Written intention of specific game use (e.g. 2014 Provincials: including dates of play);
 - 12.7.2. A (to scale) rendered or non-rendered full color professional drawing of all jersey artwork (including sponsors) and its placement on the jersey. Drawing to include the following:
 - a) Approved DMHA logo (reasonable size) on each sleeve of the Jersey;
 - b) DMHA representation incorporated into the new logo on the front of the Jersey;
 - c) Player numbers (as identified by the season's approved team roster verified against any online player information posted for the current season of play);
 - d) A tasteful design (agreed to by the DMHA Executive) as it relates to children playing the sport of hockey; and
 - e) Any other reasonable requests of the DMHA Executive.
- 12.8. Although no unreasonable requests will be denied, all final decisions will be at the discretion of the DMHA voting members by a majority vote. Any DMHA team that does not follow the intent of this policy will be fined \$500.00 and receive a one (1) game suspension of the Head Coach. Payment must be mailed to the DMHA treasurer within 30 days or risk an additional one (1) game suspension of the Head Coach. If applicable, all Head Coach suspensions will be carried over into the following season. An indefinite suspension of the Head coach will be considered by the DMHA Executive if non-compliance persists. This applies to all DMHA sanctioned games only.

13. REFEREES

- 13.1. To be a qualified referee, the individual must:
 - 13.1.1. Be thirteen (13) years of age or older by January of the current season.
 - 13.1.2. Have successfully completed a Level I Hockey Alberta Referee Clinic.
 - 13.1.3. Must be capable of handling the specific level of hockey.
 - 13.1.4. Games will be refereed strictly in accordance with the rules.
 - 13.1.5. To referee certain levels, the referee must successfully complete Level II or III.
 - 13.1.6. For younger referees, the individual must be two (2) years older than the players (check with league rules).
- 13.2. Complaints about the level of refereeing
 - 13.2.1. All complaints must be written and forwarded to the Referee in Chief.
 - 13.2.2. Written replies will follow all legitimate complaints at the Referee in Chiefs discretion.

14. GUIDELINES – COACHES

- 14.1. Coaches are required to complete appropriate training for their designated level per Hockey Alberta rules and regulations.
- 14.2. Coaches are not allowed to smoke/use tobacco products or swear on the ice, on the bench, in the box or in the dressing rooms.
- 14.3. Alcohol consumption by minors will not be tolerated at any league or team function.
- 14.4. The use of illegal drugs could result in a suspension for a minimum of one (1) year.
- 14.5. The coach is responsible for enforcing rules and discipline of his/her team.
- 14.6. The coach is to become thoroughly acquainted with and uphold league and association rules and regulations.
- 14.7. The coach will arrange:
 - 14.7.1. Team meeting at the beginning of the season to agree on objectives, goals and expectations for the season, i.e. number of games, tournaments, etc.
 - 14.7.2. Parent meeting at the beginning of the season and hold others throughout the season to update parents and clearly communicate the team direction. A parent coordinator may be selected by the parents.
- 14.8. The coach will attend all practices and games. If unable to attend, the coach is to arrange for his assistant or someone else qualifies to take responsibility. There must be a minimum of 2 qualified coaching staff present.
- 14.9. The coach shall supervise the conduct of players and team officials during practices, games and team functions.
- 14.10. Any game or practice is under the control of the coach or his/her designate.
- 14.11. The coach will set a good example for his team in actions and dress.
- 14.12. The coach will make attempts to ensure players are wearing approved equipment.
- 14.13. The coach is responsible to communicate with the appropriate level coordinator.
- 14.14. The coach will name affiliate team or players by deadline when necessary.
- 14.15. The coach will ensure the league schedule is obtained from relevant coordinator and become familiar with same.
- 14.16. The coach will discuss problems with parent liaison and/or level coordinator.

- 14.17. The coach will advise the manager of what assistance he/she can be.
- 14.18. The coach will ensure players are advised of game time and of what time they are expected at the rink.
- 14.19. The coach must and will develop a close working relationship with the Team which will identify a Team Manager, Team Treasurer, Parent Liaison and a minimum of two qualified Coaching Assistants.
- 14.20. The coach should become aware of any medical problems with players and will encourage medical treatment when required. It is mandatory that each team have a minimum of one team official with the required safety certification outlined by Hockey Alberta.
- 14.21. The coach will abide by DMHA rules and regulations.
- 14.22. The coach shall retrieve all DMHA equipment and report the condition of same to the equipment coordinator before April 30.
 - 14.22.1. Before pucks are allowed on the ice, the coach or his designate will be present on the ice to supervise players and ensure all gates are shut.

15. GUIDELINES – MANAGERS

- 15.1. The manager will not smoke or swear on the ice, in the box or in the dressing room.
- 15.2. The manager is responsible to help coach by enforcing the rules, discipline and behaviour of the team.
- 15.3. On commencement of hockey season, the manager will obtain game schedule and practice times from the relevant coordinator.
- 15.4. The manager is responsible for ensuring that adequate notification (seventy-two (72) business hour minimum) of a game time is given to the referee assignor and ice coordinator. The preferred method is to provide a schedule and notify referee assignor and ice coordinator of changes as necessary
- 15.5. It is the manger's responsibility to become thoroughly acquainted with league and association rules and regulations.
- 15.6. The manager will ensure game reports, etc. is filled out correctly.
- 15.7. The manager will compile a directory of:
 - 15.7.1. players' names
 - 15.7.2. addresses
 - 15.7.3. telephone numbers
 - 15.7.4. medical insurance numbers
 - 15.7.5. note any special medical problems
 - 15.7.6. parents' names
 - 15.7.7. team position volunteers (i.e. jersey parent)
- 15.8. A copy of this directory will be given to the appropriate coordinator.
- 15.9. The manager will notify players of practice times and location, giving as much notice as possible.
- 15.10. The manager will ensure team equipment is ready and that it arrives on time to the game location. (via jersey delegate)
- 15.11. Once the team is established, the manager will ensure the sponsor is contacted and advised of game schedule where applicable.

- 15.12. The manager will arrange for exhibition games, both home and away. He/she will obtain a travel permit from DMHA for any unscheduled games out of Zone 4. League commitments take precedence over exhibition games.
- 15.13. When playing any out of town team, the manager will ensure that they are properly carded or team sheeted, because of insurance purposes. Before entering a tournament, the Hockey Alberta sanction number must be obtained. To play out of province teams, special permission must be obtained from DMHA and Hockey Alberta.
- 15.14. The manager will arrange for:
 - 15.14.1. time keeper
 - 15.14.2. score keeper
 - 15.14.3. penalty box supervisors
- 15.15. These persons are minor game officials and must conduct themselves in an unbiased manner.
- 15.16. The manager will ensure all new players are registered with the DMHA Registrar before any ice activity. All players must be carded to team sheeted by the deadline.
- 15.17. While attending tournaments, the manager will:
 - 15.17.1. make sure to have all HCR rosters with him/her always, once approved by Hockey Alberta
 - 15.17.2. Assist the coach with team while off the ice
 - 15.17.3. Check dressing rooms to ensure they are left clean
- 15.18. The manager will act as a liaison between team and sponsor. Once the team is established, the manager is responsible for financial status of the team.
- 15.19. The manager will handle all problems to the best of his/her ability and, if necessary, approach the level coordinator for assistance when he/she deems necessary.
- 15.20. The manager will utilize all ice time and report to the ice coordinator immediately if the team is unable to use the scheduled ice (this ensures time for another team to use the ice time). If ice time (practice or. game) is not cancelled two (2) weeks prior, the team may be charged for the ice time not used.
- 15.21. The manager will advise all parents and players that under no circumstances is DMHA equipment to be used outside of approved DMHA functions.

16. GUIDELINES – PARENT LIAISON

The Parent Liaison must be selected by a vote of the parents (may not be a coach or manager) at the beginning of the season. The vote will probably be held at an early parent meeting. This person should be an open-minded individual willing to act as a spokesperson for the team.

16.1. Parent liaison roles:

- 16.1.1. Spokesperson for parent concerns
- 16.1.2. Spokesperson for coach(es) concerns
- 16.1.3. Conflict resolver

17. GUIDELINES – OTHER TEAM VOLUNTEERS

17.1. Each team will appoint:

17.1.1. tournament coordinator

17.2. Each team may decide to appoint individuals to other positions to assist in carrying out the workload

18. FUNDRAISING

- 18.1. DMHA has a Fundraising Director on the Executive. This member needs to provide some direction/ideas on how individual teams fundraise and how DMHA fundraises. DMHA members are expected to participate in the Fundraising activities as determined by the current Executive.
- 18.2. DMHA will retain 50% net profit of proceeds from home tournaments, remaining divided equally amongst hosting teams.
- 18.3. Level Coordinators are to follow the processes for tournament planning/hosting as set out by DMHA. DMHA will decide prior to the beginning of each season tournament dates.

19. SECURITY

19.1. DMHA will comply with the following the Criminal Record Check and Vulnerable Sector Check process.

19.1.1. Unless a security clearance check was provided to DMHA within the last (1) hockey season, all team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current RCMP **Criminal Record Check** and **Vulnerable Sector Check** as soon as they are selected for their position by November 15th of the current hockey season. Forms are available on the Coaches Hub and will be provided to the Vice President for confirmation.

19.1.2. Any changes to the status of either record check must be disclosed to the President and Vice President of DMHA immediately.

19.1.3. If a volunteer's criminal records check reports that there may be "files" in the RCMP system, then the criminal record check process will accelerate to the next phase. A meeting with the Executive will be held and the committee will determine the next steps.