



ELK POINT MINOR HOCKEY HANDBOOK

Updated: October 30, 2012

Elk Point Minor Hockey's Vision

"Ensuring the development of life skills and hockey skills."

Elk Point Minor Hockey's Mission Statement

"To provide a positive, fair enjoyable experience for ALL members of Elk Point Minor Hockey in a safe, progressive, honest environment."

The Values & Beliefs of Elk Point Minor Hockey

FUN	Respect
Pride	Honesty
Communication	Integrity
Enthusiasm	Discipline
Fairness	Responsibility
Commitment	Cooperation
Sportsmanship	Positive Attitude

Elk Point Minor Hockey Supports and Promotes:

Hockey Canada's Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences."

Hockey Canada believes...

- In a positive hockey experience for all participants, in a safe, sportsmanlike environment.
- In the development of life skills which will benefit participants throughout their lives.
- In the values of fair play and sportsmanship, including the development of respect for all people by all participants.
- In hockey opportunities for all people regardless of age, gender, color, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.
- In the importance for participants to develop dignity and self-esteem.
- To instill the values of honesty and integrity in participants at all times.
- In the promotion of teamwork and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.
- In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.
- In the value of hard work, determination, the pursuit of excellence and success in all activities.
- In the benefits of personal and physical well-being.

Elk Point Minor Hockey Program Expectations

General Expectations

- A fun and enjoyable experience for all.
- Skill development for all athletes is a priority over games and competitions.
- That all players will learn to play as a team.

- The coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play & Respect.
- That all players learn to work hard to do their best.
- Commitment to team and practices
- That all players develop life & social skills including respect for others and themselves
- To create positive memories and a sense of belonging.

Micro Novice Expectations – Male/Female

- Make it FUN
- Encourage participation over winning.
- Reinforce that 100% effort can be linked to fun
- Learn the basic fundamentals of the game
- Ensure that all players have the opportunity to try all positions
- Stress skating skills as a priority
- Focus on team concept – winning and losing is a team effort vs. an individual focus
- Appropriate discipline
- No power plays
- “Learn the game”

Novice Expectations – Male/Female

- Make it FUN
- Encourage participation over winning.
- Reinforce that 100% effort can be linked to fun
- Learn the basic fundamentals of the game
- Ensure that all players have the opportunity to try all positions but start to develop player positions.
- Stress skating skills as a priority
- Focus on team concept – winning and losing is a team effort vs. an individual focus
- Appropriate discipline – ice time may be used as a discipline tool.
Communication between coach and parents is essential.
- No power plays or penalty killing unit.
- “Learn the game”

Atoms Expectations – Male/Female

- All from Novice
- Player commitment to team games and practices
- Team work: team contribution equals team success
- Develop passing skills
- Introduce correct checking skills
- Teach individual tactics
- Breakout play
- Basic game and team concepts
- Power play and penalty killing units are allowed but there is an expectation that all players will have an opportunity to participate in these situations at some time.

- “Learn to compete”

Pee wee Expectations – Male/Female

- All from Atoms
- Player commitment to team games and practices
- Discipline and respect expected from players
- Power play and penalty killing units are allowed
- Individual puck skills
- Learn to check and how to receive a check
- Learn game concepts and an awareness of the game
- Defensive and offensive play
- Individual and team tactics and face offs

Bantam Expectations – Male/Female

- All from Pee wee
- Have fun and work as a team
- Improve on skills: individual and team
- Player commitment to team games and practices is expected

Midget Expectations – Male/Female

- All from Bantam
- Improve skills learned in previous years
- Player commitment is expected for games and practices

Player Registration and Fees

CATEGORY	AGE AS OF DEC 31	Regular Fee	June 1-30 \$100 Discount	50% Deposit for June Registration	Sept 1-30 \$50 Discount
Micro Novice	4-6	\$351.00 1 st yr free	\$251.00	\$125.50	\$301.00
Novice	7,8	\$376.00	\$276.00	\$138.00	\$325.00
Atom	9,10	\$401.00	\$301.00	\$150.50	\$351.00
Peewee	11,12	\$426.00	\$326.00	\$163.00	\$376.00
Bantam	13,14	\$451.00	\$351.00	\$175.50	\$401.00
Midget	15,16,17	\$476.00	\$376.00	\$188.00	\$426.00

A \$100.00 discount will be give to players registered between June 1 to June 30. A deposit of half the fee and a post dated cheque for September 1 will be required.

A \$50.00 discount will be received for players registered between September 1 to October 1.

Payment options, such as post-dated cheques, may be approved by the president or treasurer.

* Returning Bantam and Midget players, including those returning from playing in another association, must register in full by August 15th. This is to allow EPMH time to determine if we have enough players in these divisions to make a team. Permission to try out forms, or any form of release, will not be granted until October 31st, if registration is not completed by August 15th.

Player Refunds

- Refunds will only be given to people that have registered before September 15th and have moved out of Elk Point Minor Hockey's (EPMH) area before September 16th.
- Refunds will be given to players who have been released from EPMH.
- First year players will have until November 15th to decide if they wish to remain a member of EPMH. If they decide to not play hockey a full refund minus a \$30.00 insurance fee will be returned.

Fundraising

We will require two \$300.00 undated cheques per child. These will be returned to you once you have fulfilled your volunteer requirements. If you do not fulfill a volunteer requirement your cheques will be cashed the next business day.

All teams will run 50 /50 draws at home games and money generated will be allocated to EPMH. Team managers will schedule 50/50 duties equally among team parents. Failure to work a scheduled 50/50 will result in forfeiture of fundraising deposit. "Opting out" of 50/50 duty is not allowable.

Member Orientation Program

In order to ensure that all members of EPMH know and understand the expectations EPMH has of all its members, we will require an undated \$100.00 cheque from new players. We will hold an orientation session and thoroughly explain the rules set out in this handbook and our bylaws.

The sessions will include:

- Review of association values, vision and mission
- Review of Program expectations
- Review of relevant policies
- Review of job descriptions and introductions of board members
- Signing of Codes of Conduct Contracts
- Your cheque will be returned to you that night after signing your contracts. If you do not attend your cheque will be cashed the next business day.

NSF Cheques

Upon receiving a NSF cheque the treasurer is to contact the person and allow 5 days to receive cash in full plus NSF fees of thirty (\$30.00) dollars as replacement. If payment is not received in full, a letter from the secretary will be given to the parent/guardian notifying them that the player is not allowed on the ice until the matter is cleared up. The secretary will also advise the manager and coach of the situation in writing.

Player Releases

- All releases must conform to Hockey Alberta Regulations.
- Try-out releases for AA and AAA will be provided after September 1, after all conditions/prerequisites are met. Submit requests to the secretary of the EPMHA.
- All other requests for releases must be submitted by the 1st Tuesday of October to the Secretary of the EPMH.
- These requests will be considered on the 2nd Tuesday of October at an executive/director meeting. Voting will be by secret ballot.
- All releases are given for a one season term only. All EPMH players will be expected to return to Elk Point the following year and apply for another release if needed.
- Any EPMH player requesting a release or try-out release must complete a registration form accompanied by appropriate payment of fees before release application will be considered.
- **Absolutely no harassment, ridicule, begging or bribing of players, parents or board members will be tolerated. These actions may result in your release being denied.**

Definitions

Team: minimum of 8 registered players with payment processed.

Conditions: request for release must be presented in writing, dated and signed by the player and parent.

Prerequisites: In order to obtain a release, a Player must first:

- Obtain a Hockey Alberta approved Permission to Try Out form from the EPMHA. The player must be accepted as a player of the hockey team indicated on the Permission to Try Out form.
- Obtain a complete Player Verification Form from the LMHA accepting the Player, indicating that they accept the Player as a Non-

resident Player, and accept the registration numbers the Player brings with him.

- Pay any outstanding fees or other financial obligation owing to EPMH.
- Present written confirmation of the first three prerequisites to the EPMH.

Tiering Policy

- Atom to Midgets with registered numbers of 19 players and at least 2 eligible goaltenders within that group will be tiered. The teams will be divided by a third party at 2 tryout sessions.
- **Absolutely no harassment, ridicule, begging or bribing of players, parents or board members will be tolerated.**
- **Harassment or ridicule of players by other players whether on or off the ice will not be tolerated and may result in disciplinary action**

Player Acceleration

- Player acceleration outside their age group will be allowed and determined by player evaluations and the coaches of both divisions.
- At no time will a player be moved up if it leaves an insufficient number of players for their appropriate age group.
- Player acceleration may happen if a younger age group fails to have enough members to make a viable team. These players will only be allowed to move up if they would be able to play safely in the older group.
- Player acceleration outside these guidelines will be considered by the Board for the betterment of the Association.
- Players will pay fees for their AGE group.
- **Underage players may try out in an older age group where tiering is being carried out. The underage player must rank in the top 50% of that team, as determined by a third party, in order to be eligible to make said team.**

Overage Players

- New players or players still developing basic skills may apply to Hockey Alberta for Overage Status.
- If approved player's fees will correspond with the player's AGE.
- **Overage players may not join the "A" team in divisions where tiering has occurred but must join the "B" team where applicable.**

Zero Tolerance Policy

EPMH will not tolerate ANY abuse of officials, coaches, players, parents, employees, volunteers or property. The Board will deal with all behavior deemed inappropriate or abusive. The Board will support the removal of abusive fans from the facility and our association.

Grievance and Incident Statements

All parental, player, coach or team issues must be directed to the team manager in written form including as many facts as possible. The coach will be involved in player issues as well. The team manager will deal with all parties in a fair and mutually respectful manner. The manager will not accept any grievance if it is not presented in a written

statement. If there is a grievance with the manager the report should be given to the head coach or the grievance committee. Grievance and Incident Statement form is attached or may be picked up from the bins by the office door in the arena.

Grievance Committee

The Grievance committee will be made up of all members of the board of directors. They will meet at regular Minor Hockey meetings or at special meetings if needed. Upon receipt of a written grievance, a grievance committee hearing will be called within a reasonable time. All parties concerned will be able to give a ten minute presentation on their behalf. The Grievance committee decision, rendered by motion and simple majority, shall be given in writing within 48 hours of the meeting and will be final. No appeal process within EPMH will be granted.

All decisions shall be subject to appeal to Hockey Alberta as provided for in By-law XIII of Hockey Alberta. Pursuant to By-Law 13.19 of Hockey Alberta.

Discipline Within Our Association

If discipline is warranted the manager will give:

1st Offense

A verbal or written reprimand and/or up to a 2 game suspension and a clear expectation of positive behavior:

- For a first offense that is less severe in nature. The offending individual has shown real remorse and the actions are out of character. There is a little chance of this person re-offending. A report will be written up and kept in the manager's records. If a suspension is issued the report will be read at the next board meeting.
- If at any time a manager or coach feels unable to fairly handle the situation it will be passed on to the Board. Individuals may appeal manager's decisions by giving an official written report to the Grievance Committee.
- All repeat offenses and moderate or severe offenses will be passed on to the Board.

2nd Offense or a Moderate Offence:

- A written reprimand, clearly explaining why the reprimand is being issued and reminding them of positive expectations and a minimum 3 game suspension.
- To be applied to individuals who have not accepted responsibility for their actions, show no remorse and are likely to re-offend.

Severe

- Minimum 5 games to 3 years suspension
- This is for serious offences such as but not limited to, physically threatening or assaulting another individual.
- For individuals who have re-offended multiple times, have not accepted responsibility for their actions, show no remorse and are likely to re-offend.

When an individual (player, parent, coach, team follower, etc...) is suspended, they are suspended from ALL Minor Hockey activities. This includes attending or coaching other sibling's games. This also includes refereeing any games. Suspensions

include games and practices including dressing rooms, bench areas, and spectator areas at home and away, unless otherwise stated by the Grievance Committee.

Minor Hockey Equipment

- Elk Point colors will be blue, white and black.
- EPMH logo and name will be the Avalanche. Teams could choose to be the Avalanche Storm or the Avalanche Hurricanes etc... if they want to.
- EPMH will try to budget for sweater replacement every 8 years.
- All teams will have 2 sets of jerseys.
- We will try to stick with the association's colors for jerseys, the exception being if a sponsor is found and they request a specific color.
- All team apparel should be EPMH colors and have the Avalanche logo.
- If jerseys are not returned (in good condition) by season end the players will be billed for the replacement cost of the jersey(s). New registration will be accepted when all accounts are paid in full.

Tournaments

Teams will be expected to host a tournament each year. Dates and fees will be assigned to each team at the beginning of the year. EPMH will pay for each team to attend one tournament within their league. **EPMH will pay the entry fee for one away tournament each year. Each team will only receive money towards attending a tournament after they have hosted theirs.**

Tournament entry fee's, and 50/50 revenues will be allocated to EPMH. Revenue generated from Prize tables and other creative fund raising ventures during the tournament will be allocated directly to the team and may be used to fund additional away tournaments expenses including entry fees, group transportation, accommodations.

General Meetings

- Meetings are held monthly.
- One representative from each team needs to be in attendance.

Choosing Coaches and Managers

EPMH values its volunteers. Any person who is willing to volunteer their time is greatly appreciated. If for some reason a conflict arises over filling a position, a team meeting will be held, and a vote from each family will be tallied. A formal grievance can be made to the Grievance Committee as a last resort.

Codes of Conduct and Contracts

All participants of EPMH will be required to read and sign contracts indicating they understand and accept all the behaviors as set out. These contracts must be signed for

you to get your Member Orientation cheques returned. Players will not be allowed to participate without having their own and their parent's contracts signed.

Elk Point Minor Hockey Codes of Conduct

The Codes of Conduct are to be used to create awareness among all our members of the expectations of EPMH while participating in Minor Hockey events.

Players

- Have an awareness of the *Fair Play Codes*
- Respect coaches, other players, teams, and parents
- Respect equipment and facilities
- Work to have fun as a team
- Work to set goals for yourself

Coaches

- Understand, accept and apply the *Fair Play Codes*
- Meet the coaching certification requirements
- Commits to the team in terms of practice and game requirements
- Works to establish team and individual goals
- Treats the game, players, parents, officials and opponents with respect
- Works to develop the player's self-esteem
- Works to have open communication with players, parents and EPMH
- Will hold a minimum of three parent meetings to ensure a positive experience for all. Establish clear team rules.

Parents

- Understand and accept the *Fair Play Codes*, explain them to their child and any spectators that come to watch their child.
- Demonstrate respect towards coaches, officials, players, other parents and opponents.
- Respect the efforts and decisions of all EPMH volunteers.
- Demonstrate positive behaviors. Be a role model.
- Make a commitment to their child's participation at practices, games, and fundraising.

Hockey Canada Fair Play Codes

Fair Play Codes for Players

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

Fair Play Codes for Coaches

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- I will ensure *all* athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Codes for Parents

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his/her enjoyment, not mine
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of a game/event
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
- I will never ridicule or yell at my child for making a mistake or losing a competition
- I will remember that children learn best by example. I will applaud good plays/performances by both my child’s team and their opponents.
- I will never question the official’s judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from player's hockey activities

- I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.

10 Ways To Become A Good Hockey Parent

1. Get involved with your son/daughter's team in a positive way.
2. Let your son or daughter know you enjoy having them involved with the game
3. Don't lose perspective; emphasize the values associated with the game.
4. Be supportive and don't let expectations become a burden to your son or daughter.
5. Model respectful behavior for your son or daughter.
6. Be there for your child whether they win or lose.
7. Make safety, respect, fair play and fun a priority.
8. Support your child emotionally.
9. Encourage your child to participate but avoid pressuring them to play the game.
10. Communicate with your son's or daughter's coach in a professional effective manner.

Respect the Game

Hockey Canada asks you to consider your role in showing "Respect" for the game, and for the people who make this the great game it is. How much do you RESPECT the game of hockey and all its participants? **Take this simple test to see how you rate:**

- The safety of the participants in the game is more important than the final score.
- I value the contribution of the coach in developing the player's talents, even though I may not always agree with their methods.
- I understand that officials do not make the hockey rules, they only apply them.
- I understand that children learn from adults, and my behavior reflects what I want children to learn.
- I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
- I understand that the biggest reason for players and officials quitting the game is abuse.



Elk Point Minor Hockey Grievance and Incident Report

Submit completed forms to your team manager.

This form is to be used by anyone within the EPMH Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally, physically or sexually harassing and/or abusing a participant (player, coach, official, spectator, volunteer, parent, or employee).

Date & Time of INCIDENT _____

Name of Offending Individual _____

Associated with (team name) _____

Name(s) of additional witnesses _____

On a separate sheet, please provide a clear description of the unacceptable behavior witnessed. Please use ink or type the report. Reports that are not legible or not signed and dated will not be reviewed.

Please summarize your expectations of the outcome resulting from your report:

Name _____

Address _____ Town _____

Phone _____ Cell _____

Signature _____ Date _____