

**POLICIES & PROCEDURES**

**2017/18**



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## **FAIRVIEW & DISTRICT MINOR HOCKEY ASSOCIATION POLICIES AND PROCEDURES**

### **1. REGISTRATION**

- a) Registration dates shall be set by the board each year.
- b) The dates will be advertised in the local newspaper(s), on the Association website a minimum of (2), two weeks prior to the set registration dates each year; on Facebook, and notices will go him with kid's from school.
- c) All players must be properly registered before participating in any Association activity. Any player failing to comply with this rule shall not be permitted to participate until the registration form has been recorded and approved by the Registrar.
- d) Players shall register at the appointed time and place. Satisfactory proof of age (ie. Birth certificate), Alberta Health Care Number, and proof of residency (ie. Legal land location or physical address) must be presented at time of registration.
- e) FMHA will support online registrations for future seasons.
- f) All children are encouraged to be involved in hockey. However, in order to ensure the safety of each player, first time registrants are encouraged to have the ability to skate at a skill level equivalent to the majority of players of the same age. If this request is in question then the decision is at the discretion of the executive and the coach.
- g) Payment by cheque will not be accepted from any person having a history of NSF cheques.

### **2. GOALIE REGISTRATION**

- a) For Peewee age goalies and above.
- b) In order to assist with the rising cost of specialized goalie equipment FMH will provide registration at 50% of the cost of full registration.
- c) Goalies in the age groups Peewee and above will be responsible for the cost of their own equipment.

### **3. LATE REGISTRATION**

- a) By Executive approval, Registrations may be accepted after the set registration dates however; a \$100.00 late penalty fee per family will apply for Minor Hockey with the exception of Initiation/Novice.
- b) Registration fee plus late penalty fee must be paid in full prior to the player(s) being permitted on the ice.
- c) Exceptions may be extended when a change in municipality in which the player resides has occurred, a written medical certificate has been presented or the registrant is a first time registrant.
- d) Registrations will be accepted up until the last date of Hockey Alberta deadline.
- e) Late registrant fees will be prorated monthly.
- f) Late registration player placement will be at the discretion of FMHA executive.

**4. EXPANDED ROSTER**

- a) FMHA will review any expanded roster applications brought forth by teams based on Hockey Alberta guidelines.
- b) A team informational meeting must be held 7 days prior to any vote.
- c) A secret ballot, anonymous vote will take place at least 7 days after the team informational meeting.

**5. REGISTRATION REFUNDS**

- a) Request for refund of Minor Hockey registration fees must be submitted in writing to the **Registrar**. Reimbursement for season ending injuries or out of area residence change is not mandatory but may be considered based on the following:
  - Prior to the first evaluation skate **OR** the first regular scheduled practice of the current year – Full registration fee.
  - For Initiation and Novice, given that they do not participate in the two day conditioning skate, they will be granted a trial of two practices (being the first two scheduled practices) in lieu for the current year – therefore, Initiation and Novice Refunds requested before the third scheduled practice – full Registration fee.
  - Up to Dec 31 – Monthly prorated refund.
  - After December 31<sup>st</sup> of the current year – no refund.
  - Special circumstances will be at the discretion of FMHA executive.

**6. NSF CHEQUES**

- a) Any cheque returned NSF will be treated as non-payment. Players will not be allowed to participate in any Association activity until the fees are paid in addition to a \$30.00 NSF service charge. The Treasurer will send written notification requesting payment. If full payment is not made by cash or money order to the Treasurer within ten days of notification the player(s) registration will be withdrawn. The late registration fee will apply to re-register. FMHA has the right to refuse cheques based on a member's NSF history.

**7. ARREARS**

- a) Any member in arrears of fees, or assessments for any year, shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated.

**8. PLAYER ELIGIBILITY**

- a) The Coach and Manager shall assume the responsibility for the eligibility of players on their team.
- b) Any team, team official or player found guilty of making false representation shall be suspended for a period of time to be determined by the Disciplinary Committee.

## 9. AFFILIATION

“Affiliated Player” shall mean a Player/Goal Tender, referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division as the team in the Category/Division with whom the Player/Goal Tender is registered.

- a) Affiliation shall be as per Hockey Canada and Hockey Alberta regulations.
- b) Affiliation must be declared, filed, and approved with Hockey Alberta, prior to the affiliated Player being allowed to participate, in any game, with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by Hockey Alberta up to and including December 15<sup>th</sup> of the current hockey season.
- c) Any Player participating in any game as an affiliated Player, without the Hockey Alberta approval shall be considered an Ineligible Player, and team officials subject to discipline in accordance with Hockey Alberta Bylaws and Regulations:

*As per Hockey Alberta Bylaws and Regulations;*

### **APPENDIX “IX”                      Minimum Suspensions for Coaches**

#### **1.9                                      Ineligible Players/Team Officials**

**2.2**        *Team official who is party to or had knowledge of; playing a Player not properly registered with that team team or properly affiliated to that team and/or allowing a Team Official who is not properly registered to that team to participate on the bench.  
Team official who is party to or had knowledge of playing or allows a team official to participate on the Bench who is under suspension.*

#### **Indefinite Suspension**

- d) The Association Registrar shall notify the Head Coach of each team upon receiving affiliation approval from Hockey Alberta.
- e) Use of an affiliated Player requires the approval of that Player’s Head Coach.
- f) An affiliated Player’s commitment must always be to the Hockey Team to which they are registered and may only play for the Hockey Team to which they are affiliated when there is no conflict with the team to which they are registered.
- g) Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, they shall be considered an “Ineligible Player”. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team, the player may thereafter affiliating an unlimited number of times. A team of a higher Division or Category may not use an Affiliated Player prior to receiving consent of the Team with which the Affiliated Player is registered.
- h) Any Coach found guilty of breaching policy 9(g) will be suspended in accordance with Hockey Alberta Rules and Regulations, which may result in a suspension of up to 3 years.
- i) Appearance of a registered Player’s name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.

- j) No team shall use an affiliate for more than their allotted 10 games unless their season is over or they have executive approval.
- k) The game sheet shall indicate an Affiliated play within "AP" beside his/her name.
- l) Novice and Initiation have their own guidelines found in the Hockey Alberta Bylaws & Regulations Minor Section 7.10.

#### **10. PLAYER MOVEMENT**

FMHA encourages all kids to play at the proper age level. Player movement from a lower level to a higher level should only be considered under special circumstances and must meet the following criteria:

- a) Any movement requests must be made in writing to the FMHA Executive prior to August 30<sup>th</sup>, of the current playing season, by the parent or guardian of the said player.
- b) Player movement will not be approved until after the player evaluations.
- c) The player must have evaluated within the **top 3** of his registered age level to qualify for movement; Novice is exempt but allowed, because there are no formal evaluations at the Novice level.
- d) The team the player wishes to move to must have no more than 14 skaters on the team.
- e) Player movement will not be allowed if it will leave his/her registered team with less than 13 skaters at the Initiation or Novice levels, or less than 10 skaters at the Atom, Peewee, or Bantam Levels.
- f) The player must evaluate within the top 33% of the level to which he/she is wishing to move to.
- g) Player wanting to move up a level must qualify as a "protected" player during the evaluation process to be considered for movement.
- h) At the discretion of FMHA executive the player may play on the second team if numbers are required and the individual did not qualify as a "protected" player.
- i) Final approval will be made by the FMHA Executive.

#### **11. GAME ALLOTMENT**

- a) FMHA Executive will determine the number of paid exhibition games for each team in a league.
- b) For teams not registered in a league, the Association will pay the costs for the same number of games in the season as those registered in a league.

#### **12. TEAM FORMATION**

- a) The fundamental basis of the Team Formation Process is to provide a fair and transparent means of ensuring that the players are provided with the opportunity to play at a level and environment where they can maximize the development of their skills and enjoyment of the game.
- b) The Team Formation Process for selection of players will be with the support of the FMHA Executive, team officials, and independent evaluators.
- c) No coaches, executive, or evaluators can be involved in the process if they have a relative playing in the division being evaluated for tryouts.
- d) Initiation and Novice divisions will start after the Atom through Midget evaluations are complete on a date determined by the board prior to each season.

- e) Initiation and Novice teams will be split into equal strength teams by the coaching staff.
- f) Any player who is unable to attend evaluations must submit the reason in writing to the executive. Excusable absences will be the discretion of the FMHA Executive.
- g) Any player who is unable to attend evaluations due to an excusable reason shall be assigned to the lowest team and evaluated at that level by the Head Coach of each team in that division when he/she is able to participate. The Head Coaches will determine the appropriate team placement for the player.
- h) Any player choosing not to participate in evaluations will be placed on the lowest category team.
- i) Players wishing to be evaluated at a higher level must be approved by the FMHA executive based on the guidelines listed under 10 Player Movement above.
- j) As players arrive for each evaluation session the Equipment Coordinator or Division Coordinator will take attendance and assign a jersey.
- k) The total number of skaters predetermined for the highest category team will be selected on the following scale allowing the Head Coach of the highest category team the ability to select some players based on his coaching style and philosophy:

Total Skaters (forward/defence)	Number placed by evaluation results	Number selected by coach (Bubble Players)
17	Top 13	<i>4 from the next 8</i>
16	top 12	<i>4 from the next 8</i>
15	Top 11	<i>4 from the next 8</i>
14	Top 11	<i>3 from the next 6</i>
13	Top 10	<i>3 from the next 6</i>
12	Top 9	<i>3 from the next 6</i>
11	Top 8	<i>3 from the next 6</i>
10	Top 7	<i>3 from the next 6</i>
9	Top 7	<i>2 from the next 4</i>
8	Top 6	<i>2 from the next 4</i>

- l) The evaluation will consist of 4 days of on ice sessions, 2 days of individual skills and 2 days of games.
- m) Upon completion of the Evaluation Committee report, a Head Coach will be selected. No Head Coaching application will be selected if said applicant has a child in the bubble group.
- n) Once teams and coaching positions have been finalized the results will be posted onto the FMHA website and Facebook page. Please don't contact anyone on the executive, the arena staff, or anyone involved in the evaluation process.

**13. EVALUATION COMMITTEE**

- a) The Evaluation Committee will be made up of the President, Equipment Manager, and 3 other Executive Members who are not related to any players participating in evaluations.
- b) Any member on the Evaluation Committee that is related to a player participating in evaluations will be replaced by another Executive Member.

#### **14. EVALUATION COORDINATOR**

- a) The Evaluation Coordinator will be the President, who will facilitate the player evaluation and the Team Selection Process
- b) Responsibilities:
  - Conduct a meeting with the evaluators and on ice instructors prior to evaluation commencement.
  - Provide consistency, guidance and advice throughout the evaluation process.
  - Ensure that the Team Selection Process is being followed by all involved.
  - Do not share any comments or opinions with any players, parents, or interested observers.
- c) On Ice Instructors
  - Recruited by the Coach/Manger Coordinator.
  - Keep up the pace and flow of the drills to finish within the allotted time.
  - Check that all players have the proper protective equipment.
  - Do not share any of your personal insights with any players, parents or other interested observers.
- d) Player Evaluators
  - Recruited by the Evaluation Coordinator.
  - Will not have children registered in the division(s) they are evaluating.
  - Must adhere to Evaluator Guidelines.

#### **15. EVALUATOR GUIDELINES**

- a) Skating
  - Acceleration
  - Speed
  - Mobility
  - Agility
  - Balance
  - Stride
  - Crossovers
  - Pivots
  - Acceleration out of turns
  - Quick feet
  - Controlled skating
  - Changing pace
- b) Passing
  - Passing
  - Receiving
  - Passing choices
  - Using backhand
  - Unselfish with the puck
  - Receives and maintains good control
  - Touch passing



- Saucer passing
- c) Puck Control
  - Heads up
  - Smooth and quiet
  - Good hands
  - Puck protection
  - Small space control
- d) Shooting
  - Power
  - Accuracy
  - Quick release
  - Shooting in motion
  - Proper shot selection
- e) Positional Play
  - Ability to see the play developing in both directions (reading the play)
  - Timing judgement
  - Anticipating the play
  - Understands systems
  - Discipline
- f) Checking Concept
  - Stick checking
  - Proper angling
  - Good body position
  - Remaining in balance and control
  - Defensive side positioning
  - Aggressive checking
  - Receiving a check
  - Respect of opponents

## 16. COACH SELECTION PROCESS

- a) All persons interesting in a coaching position within FMHA must complete a Coaching Application and all new coaches must obtain a Criminal Background Check using Backcheck on our website. All returning coaches must obtain a Criminal Background Check every three (3) years.
- b) The selection of coaches will be based on the Coach Application, and any disciplinary history.
- c) If there is convictions flagged on the Criminal Background Check, it will be reviewed by the Coach Selection Committee and an applicable decision will be determined by the committee. The committee will follow the guidelines used by Hockey Alberta in their guidelines and regulations.
- d) The Coach Selection Committee will confirm all coaches after teams are selected. The confirmed Head Coach will be responsible to appoint his/her Assistant Coaches, Manager, and Trainer.

**17. HOSTING A TOURNAMENT**

- a) Any team of the Association may request to host a tournament, provided they have satisfied with the Executive there is sufficient ice time available and they have formed a Tournament Committee for the administration of their tournament. Also they must satisfy with the Executive that they can cover all costs of the tournament, including ice time and referee charges.
- b) The Executive shall be responsible to settle any and all disputes and make any rules and regulations required for the tournament.
- c) The Referee Director will be responsible for obtaining the officials for the games. The Tournament Committee will be responsible for obtaining the scorekeepers and timekeepers.
- d) Only teams registered with Hockey Alberta or affiliated associations will be permitted to play in a tournament hosted by an Association team or division.
- e) The Tournament Committee will be responsible for obtaining tournament sanctioning from Hockey Alberta and for the posting of the sanction number.
- f) The Tournament Committee shall ensure that all costs, including ice time and referee fees for the tournament are provided for through donations, sponsors, fundraising door admissions, etc.
- g) Any teams doing a 50/50 draw or a raffle during their tournament must have the proper licence from AGLC and follow the rules supplied with the licence.
- h) The Peewee tournament will be named the Ken and Teena Smith Memorial tournament. Debbie Dechant is to be made aware of this tournament well in advance as she is the sponsor for the event.

**18. PROVINCIAL SUPPORT**

- a) The Association may provide up to one thousand dollars (\$1,000.00) to any team making the final provincial tournament to offset the expense of travel (accommodations, fuel, bussing) and to be distributed equitably amongst all players in attendance of provincial playoffs, subject to location and funding availability, at the discretion of the executive.

**19. EQUIPMENT**

- a) It will be mandatory for all players of the Association to have and wear the required equipment set by AAHA standards.
- b) It shall be the responsibility of the coaches and managers to ensure all FMHA equipment is accounted for at year end. If losses do occur and it is determined by the Executive that it was due to negligence on the part of the coach or manager or on the part of their team players they will be liable to the Association to replace the equipment lost to equivalent value.
- c) Only minor hockey equipment to FMHA is to be kept in the locker provided for FMHA's usage.
- d) FMHA shall ensure that funds are allocated each year to upgrade FMHA equipment providing sufficient funds are available.

- e) No equipment belonging to FMHA shall be loaned to any player or team to use at a game or tournament not directly associated with the FMHA unless such a request is first made in writing to the Executive of the FMHA and secondly approval from the Executive is also in writing. In the event of approval, a deposit is required on loaned equipment and the amount shall be set by the Executive.

**20. TEAM FINANCES, FUNDRAISING AND SPONSORSHIP POLICY**

a) Team Finances

- (i) All team officials and members of FMHA shall follow this policy.
- (ii) All financial and fundraising activities of Fairview Minor Hockey teams shall be governed by Fairview Minor Hockey Association.
- (iii) All financial transactions, including team accounts, fundraising activities, donations made by sponsors and all expenses are made under the authority of FMHA.
- (iv) All funds held by teams are the property of FMHA and shall be managed in accordance with the guidelines and policies of the association. Gaming revenue may be subject to additional restrictions as directed by the Alberta Gaming & Liquor Commission (AGLC).
- (v) All FMHA teams shall, upon request, supply the parents/guardians of the players and/or the Board with a financial statement of team operations.
- (vi) A complete mid-season accounting of all monies received and expended to date, must be submitted to the Treasurer no later than January 15 of the current season.
- (vii) A complete accounting of all monies received and expended must be submitted to the Treasurer no later than March 31 of the current season.
- (viii) All unexpected monies shall be turned over the FMHA no later than March 31 of the current season. An application in writing may be made to the Executive for the unexpended funds. Following the Board's approval, funds may be returned to the group for approved expenditures ie. \$500 for year end party.
- (ix) Team officials will be responsible for any shortfalls incurred by the team. FMHA will not cover any losses. Any such losses will be recouped by FMHA from team officials, and other means available. FMHA will not be held responsible for any losses or liabilities incurred by any team as a result of its fundraising activities.

b) Fundraising

- (i) Fundraising shall be a team activity and responsibility. FMHA recognizes the desire for individual teams to participate in fundraising activities to defray the costs of tournaments, team travel, etc. Teams and individuals that undertake such activities are representing FMHA (intentionally or not) and are therefore subject to FMHA guidelines and accountable for their actions. FMHA reserves the right to refuse fundraising requests.
- (i) Fundraising shall be kept to a reasonable level for justifiable hockey team expenses.
- (ii) The FMHA fundraising coordinator must be made aware of all fundraising activities using the provided
  - 1. Fundraising Permission Form. The following fundraising activities are authorized by the FMHA with

2. the appropriate approved event sanction in place; however, the Fundraising Permission Form must be utilized and approved before any of the following fundraising activities commence:
    - Volunteer work in exchange for financial contributions to the team
    - 50/50 sales during games (with AGLC license)
    - Raffle ticket sales (with AGLC license)
    - Product sales (i.e. chocolate, meat, Mom's Pantry, Regal Catalogue Sales, etc.)
    - Program advertising
  - (iii) Any fundraising events not mentioned above must be submitted to the fundraising coordinator and approved by FMHA. Appropriate license/event sanction must be in place before teams will be allowed to proceed.
    1. Certain activities, such as raffles, require approval and licensing by AGLC. It is the responsibility of the team to ensure that all licensing is obtained and all AGLC requirements are met.
    2. Funds raised through AGLC Licenses can ONLY be spent on AGLC approved expenditures (ie. tournament entry fees, ice rental fees, referee fees). Gaming funds cannot be used for team apparel.
    3. All proceeds from fundraising must be properly accounted for and shall only be spent to support team expenses including tournament entry fees, team travel (bus rental), lodging for players and team officials, team meals.
  - (iv) When winding down the team finances at the end of the season, teams are not permitted to pay Parents out of team funds more than what they have contributed in cash (ie. team fees or seed money). Fundraising shall not be for individual gain.
  - (vi) Excess fundraising shall be turned over to the association at the end of the season. These funds may be designated for specific purpose upon request and approval of the Board.
  - (vii) Tournament Proceeds: Refer to Policy 15 – Hosting a Tournament. Any and all monies regardless of their origin, whether they were generated before, during or after a tournament date, if they were obtained in association with tournament activities shall be subject to policy 18(b)(ix).
  - (viii) Donation Solicitations: Soliciting funds from business includes donations of cash, products or services, as well as paying for advertising or promotions. Any team soliciting donations on behalf of FMHA must first receive permission from the Executive.
    - Business who have provided funding to FMHA in the form of jersey sponsorship should not be solicited for additional funding by teams.
- c) Team Sponsorship
- (i) Sponsorship for team jerseys must be brought to the Board for approval.
  - (ii) Team sponsors are responsible for payment of the purchase of jerseys.
  - (iii) Current sponsors will be given first opportunity to replace the jerseys.
  - (iv) Should the current sponsor not wish to continue their support, another will be approached.

**21. PLAYER RESPONSIBILITIES**

- a) All players are expected to conduct themselves according to the Players Code of Conduct.
- b) At no time shall players make decisions for the teams (i.e. who shall play or team selection) or make decisions on behalf of the Executive or Association.
- c) Each player is responsible to return all FMHA equipment loaned to him/her by the Association.
- d) At no time may a FMHA player drive himself/herself or transport another player or any other person to any out of town game, or practice if from out of town.

**22. RESPONSIBILITIES OF COACHES AND MANAGERS**

- a) Coaches are responsible for teaching basic fundamentals of hockey.
- b) Coaches are responsible to ensure that every player should receive reasonably fair ice time in a game situation.
- c) All coaches must hold a parents' meeting prior to the first league game ensuring the parents are aware of their responsibilities to the team, coach, manager and their Association.
- d) The coach and manager shall assume the responsibility for the conduct of their players and team officials.
- e) All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be referred to the Disciplinary Committee.
- f) Team managers or their delegate authority shall be responsible to see that injured players receive medical attention and in the case of a serious injury resulting in hospitalization, a written report is forwarded to the Executive.
- g) Coaches are responsible for all reasonable discipline of players (home and away).
- h) Coaches are responsible for proper use of all FMHA equipment.
- i) Coaches are responsible to utilize ice time to the maximum.
- j) All Team Officials (Assistant Coaches, Manager and Trainers) must obtain a current Criminal Record Check; all returning Team Officials are required to obtain a current copy of their Criminal Record Check every three years.
- k) Fair ice time is determined by the Coaches, weighing factors such as player commitment, work ethic, dedication and situational play throughout the season. Considering these factors fair may not always imply equal in any given game.
- l) Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, team managers should assume responsibility for most of the organizational and administrative task, thus allowing the coach to concentrate on instruction and player development.

**23. INSURANCE**

To ensure insurance coverage of all FMHA participants the following must be adhered to:

- a) All activities must be sanctioned by Hockey Alberta.
- b) Players must be registered on a team sheet for Initiation and Novice and on card for Atoms to Midgets.
- c) Coaches must be carded to each team that they are coaching.
- d) Referees must be certified and carded.

- e) Special events such as fundraising, conditioning camps, etc. must have a sanction approval prior to the start of the event.
- f) Travel permits are required when playing games or tournaments outside of Zone 1.
- g) A sanction is required in order to host a tournament.
- h) No one other than those who are signing game sheets as Time Keeper and/or Score Keeper and/or penalty door workers are to be in the time box during games; A maximum of four (4) workers should be in the time box at any given time.
- i) Parents/Guardians are responsible for any injury report form fees assessed by a Doctor; reimbursement of these fees can be done through Hockey Alberta.
- j) Player/Parent games must be at the expense of the team, FMH will not provide ice for these events.

**24. VOLUNTEER OFFICIAL RESPONSIBILITY**

- a) When working in the penalty box, running score clock, or recording game sheet you are an off ice official. Volunteers are expected to conduct themselves as such.
- b) Code of conduct is included in the referee handbook.
- c) Coaches, parents, and team officials are to stay out of the referee room before, during, and after hockey games.

**25. JACKETS AND APPAREL**

Any team jackets or apparel purchased must conform to the following:

- a) Any member in good standing can volunteer to order jackets or apparel for the teams of the Association.
- b) FMHA will not be held responsible for any individual's payment or cost of jackets or apparel.
- c) All team jackets or apparel must be coloured black, white or gold and have the FMHA name logo.
- d) A sponsor's name or logo, if approved by the sponsor, must appear on jackets or apparel.
- e) The FMHA logo must appear on the left breast, sleeve, or top centre back of team jackets unless approved by the Executive.

**26. HOCKEY JERSEYS**

- a) The use of a team logo requires board approval.
- b) A team logo will be an additional expense for the sponsor.

**27. TRANSPORTATION**

- a) The Association will not be responsible for any travel expenses for any team.
- b) Parents and Coaches from each team will decide at scheduled team parent meetings whether to rent a bus and for which games and/or tournaments.
- c) A 75% majority of parents in attendance at a scheduled team meeting will rule.
- d) If the vote is to rent a bus, parents will be responsible for paying their child/children's portion(s) of the bus fee.
- e) Players in arrears of bus fees will not be permitted to take part in any Association activities until such arrears have been paid.

- f) If a players bus fees remain unpaid at the end of the current hockey season the team Manager must submit to the Treasurer, a Financial Deficiency Form, which can be obtained by the Division Coordinator or the Treasurer.

**28. TEAM PARENT MEETINGS**

Team parent meetings are extremely important to the successful operations of a team. This is where many of the team decisions will be made and every parents input is the important. Coaches will take this time to explain their expectations and philosophy. **Parents are expected to attend all scheduled team meetings.** A 75% majority of parents in attendance at a scheduled team meeting will rule. In an effort to bridge the communication gap between the teams and the executive, it is recommended that a member of the executive be present at start of the year parent meetings.

**29. DRESSING ROOM PROTOCOL**

- a) No cell phones or other recording or photographing devices are to be allowed in the dressing rooms at any time.
- b) Female players above Atom age are required to dress in a separate area or room.
- c) Coaches **MUST** provide adult supervision in each dressing room at all times. If females are required to dress in a separate room, a female supervisor must be present at all times.
- d) Parents are encouraged to refrain from entering dressing rooms by the time the kids are in Atom division. Some coaches prefer parents to remain in the lobby or hallways at younger ages. Please respect the coaching officials stance on dressing room attendance.

**30. DISCIPLINE**

- a) As a member of FMHA every player, parent, executive member, or official represents not only FMHA, but the town of Fairview at all times. It is imperative that everyone behaves in a respectful manner.
- b) FMHA Conduct Management Manual along with the FMHA Positive Participation Program provide a resource for disciplinary actions and forms.

**31. COMPLAINTS**

(as per Conduct Management Procedures)

**\*The following steps must be followed for a complaint to be addressed.**

**After a 24 hour “cooling off” period:**

***Step 1. Speak to the Team Manager***

The Team Manager will bring forward the concerns to the parties involved and attempt to mediate. Every attempt should be made to resolve issues at the team level.

***Step 2. Utilize the Division Co-ordinator***

The Team Manager will bring forward the concerns to the appropriate Division Coordinator, who will attempt to mediate. Every attempt should be made to resolve issues at the team level.

**\*If your issues have not been addressed:**

***Step 3. Put your concerns in writing***

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, then an Incident

Report Form must be completed. This form can be obtained from the Team Manager or from the Association

website. The Incident Report Form may be submitted to the Team Manager who will forward it to the division

coordinator (who shall be a member of the Disciplinary Committee).

**32. BULLYING/ABUSE**

- a) FMHA will define bullying as any form of unwanted intimidation that is forced upon any individual or individuals against their will. Bullying is dangerous to the point that physical or emotional harm may come to any person. It may end up destroying a team, or any individual's desire to participate at whichever level they are currently participating.
- b) FMHA will neither condone, nor tolerate bullying at any level, or by any person. FMHA will be considered to have a Zero Tolerance policy when it comes to bullying. It is expected that any individual that feels that they are being bullied, will report such behaviour to their coach, manager, or division director.
- c) If the Executive receives a complaint about any degree of bullying, the complaint will be dealt with **immediately**. If the coach, coaching staff, or manager is involved in the complaint, this may result in games being cancelled until the complaint is investigated. The Executive realizes this may be disruptive to the team, however bullying at any level or degree is serious enough to warrant this type of consequence. If a player is involved in the complaint, he/she may miss games until the investigation is completed.
- d) The term "bullying" will also apply to anyone who uses any derogator dialogue towards any player, on-ice or off-ice official, parent, or fan that insults a person's race, creed, sexual orientation, or gender.
- e) Team Officials are ultimately responsible for any improper conduct on and off the ice and in the dressing rooms. As people that are considered to have care and control, or positions of authority, team staff members are not exempt from any part of the bullying/abuse policy.
- f) Upon investigation by a committee of Executive Members, if any of the allegations are proven to be true, FMHA will deal swiftly and severely with the individual or individuals involved. Discipline will range from immediate, indefinite suspension to outright expulsion and release from FMHA.

**33. ALCOHOL/DRUG POLICY**

Definitions:

- a) Deemed: shall mean; to have as an opinion; to judge; to decide.
- b) Individual in Authority: shall mean; any member of a team's coaching staff; any board member of the Association.
  - (i) Use of Alcohol and/or Illegal Drugs



- No person, regardless of age, who is a member of the Fairview Minor Hockey Association (FMHA) shall not attempt to play, coach, or otherwise participate in any sanctioned on or off ice activity if that person has consumed alcohol and/or illegal drugs immediately prior to the activity, is under the influence of alcohol and/or illegal drugs, or is deemed by any individual(s) in authority to be under the influence of alcohol and/or illegal drugs immediately prior to or during any sanctioned on or off ice activity.
- Any person who has or is deemed to have contravened this policy SHALL BE suspended immediately from any activity; with immediate notification being provided to the parents/guardians in the case of a minor, and shall be required to leave the premises forthwith, except in the case of a minor who shall be provided adult supervision until such time as they are picked up by their parent(s)/guardian(s) or another resolution is reached which is satisfactory to the individual(s) in authority.
- No person, regardless of age, who is a member of the Fairview Minor Hockey Association (FMHA) shall consume alcohol while using team sponsored transportation vehicles.

#### First Offense

- Immediate suspension plus
- Minimum 1 week suspension from all FMHA activities
- Appear before the Disciplinary Committee for re-instatement {in the case of minors the child and parent(s)/guardian(s) shall appear}

#### Second Offense

- Immediate suspension plus
- Indefinite suspension from participation and membership with FMHA
- Appear before the Disciplinary Committee to provide reasons why the suspension should not be permanent {in the case of minors the child and parent(s)/guardian(s) shall appear}

#### (ii) Possession of Illegal Drugs

- If a member is found to be in possession of illegal drugs during any FMHA event, law enforcement will be contacted immediately by the individual(s) in authority.
- The member will be indefinitely suspended from participation and membership with FMHA.
- Pending the actions of law enforcement the member will appear before the Disciplinary Committee to provided reasons why the suspension should not be permanent {in the case of minors the child and parent(s)/guardian(s) shall appear}.

#### Final Decision

- In each case all decisions of the Disciplinary Committee shall be final. Members have the right to file an appeal in accordance with the appeal process found in the "Conduct Management Manual".