

Hinton Minor Hockey Policies and Procedures

Revised April 7, 2015

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Attachment "A" - SPONSORSHIP, FUNDRAISING AND SPENDING POLICIES

As per HMHA Articles & Bylaws (Article 3 – 3.05; Bylaw 2 – 2.19) All members are obligated to participate in Hinton Minor Hockey Association Fundraisers. Any member choosing not to, may be ineligible to partake in HMHA related activities and will not be eligible to run for a position on the executive boards of directors.

Teams within the association will have operating expenses that vary by level and category. It is the responsibility of the teams to collect from the parents, or fundraise for amounts needed to operate. The only exception is that the Association shall pay all league fees and league performance bonds required for a team to enter a league. Teams may be required to replace bonds used if they default games and the respective leagues assess ice and referee costs.

Objectives: The following objectives were determined to be of significant consequence:

1. To help reduce costs associated with playing minor hockey in Hinton by Fundraising in an efficient manner so as to ensure of all ages can play Hockey.
2. To ensure that the integrity of the Hinton Minor Hockey Association is maintained in the community of Hinton.
3. To help guide teams with fundraising and spending policies to avoid confusion.

Teams that carry out fundraising activities will adhere to Association rules regarding such activities, including audits of the team financial records.

Fundraising Policies:

1. Any team raising funds through a fundraising event must obtain approval from the Gaming Coordinator, indicating the reason for raising the funds, the expected amount and how the money is to be spent. ALL fundraising requests must to be approved by H.M.H.A Gaming Coordinator before teams may proceed.
2. All monies made through fundraising must be turned over to the HMHA treasurer it will deposited into the HMHA account as per the Alberta Gaming and Liquor Commission guidelines.
3. Fundraising for individual teams shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defer the costs of tournaments, additional ice rentals (for exhibition games, additional practices etc.), refs and bussing etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and are to be accountable for their actions.
4. Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
5. All fundraising activity is to be documented, collected and disbursed as to per Alberta Gaming and Liquor Commission guidelines.
6. There is to be absolutely no fundraising for individual gain.
7. Soliciting for additional sponsorship from an individual team sponsor, other Association sponsors and Hinton businesses is prohibited.
8. Certain activities, such as raffles (i.e. 50-50 tickets), requires approval and licensing by the Alberta Gaming and Liquor Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized. Activities such as door to door sales by players representing HMHA teams require a special events sanction.
9. Use of the name, logo or other property of the Association for fundraising purposes requires prior approval of the Executive Board of Directors.

10. If a team chooses to open a bank account to hold parent money, and parent money only, bank statements must be made available to the Hinton Minor Hockey League Treasurer upon request. The statements must be turned over within 7 days of the request.
11. Teams that carry out fundraising activities will adhere to Association rules regarding such activities, including audits of the team financial records.

Funds Policies:

1. All funds under the umbrella of the Hinton Minor Hockey Association must be turned over to the H.M.H.A treasurer in a timely manner.
2. All teams must submit a budget at the start of each season. This budget must be submitted to the H.M.H.A treasurer within 2 weeks of receiving their final game schedule for the season. A copy of the budget needs to be submitted to all parents of the team at that time as well.
3. An income or financial statement must be submitted to the treasurer by April 30th for the completed season with copies available to the parents of the team. An interim statement will be provided to the parents at some point during the current season.
4. There is no minimum balance that needs to be left in the team accounts but it is imperative that accounts are not in a negative balance at the end of the season.
5. All items charged to Hinton Minor Hockey Association (i.e. bus bills) must be mailed to Box 5050 Hinton, AB T7V 1X3. Your team treasurer is still required to provide a funds requisition form to the H.M.H.A Treasurer for direct bill items.
6. The following items are expenses that may be paid from the team accounts. **Receipts are required** for all items except ice fees and referee fees.
 - Year end parties (max \$300.00)
 - Bus fees for travel (league schedule)
 - Tournament entry fees Ice Fees (if requesting additional)
 - Referees
 - Office expenses
 - Advertising
 - Coach's rooms or meals (if coach does not have a child on the team - it is important to have this agreed upon with parents)Items not appearing on this list may be approved at the discretion of the H.M.H.A Executive and/or Treasurer.

YOU MAY NOT USE SPONSORSHIP / FUNDRAISING FUNDS FOR:

- Team apparel re: track suits, hats, practice jerseys etc
- Fines, ice forfeits, etc.
- Damages to facilities
- Alcohol/Drugs
- Hotel rooms
- Travel expenses not including bussing
- Coaches/Team Official gifts

7. All team apparel must be approved by the HMHA Equipment Manager prior to order/purchase.
8. Teams or team reps who do not comply with the policies set out, will not be eligible to receive funds from their accounts until such time as the H.M.H.A Executive is satisfied the situation is rectified.

PROCEDURES:

1. Requests for funds from the team accounts must be submitted to the H.M.H.A treasurer
2. Receipts must be provided at all times. (Original receipt)

Hinton Minor Hockey Association - Team Treasurer Guidelines:

BUDGETS:

A budget does not take long to compile and should be done with the help of the coach, parents, and team manager. By deciding on a few simple things before the season starts, the whole team benefits. Considering some of the following questions will help you determine how much money your team will need for the season, therefore how much money your team will need to fundraise. H.M.H.A requests that a budget be done for each team so that we are confident each team is aware of what their financial requirements are for the season. Planning financially for the entire season helps ensure that all team parents are aware of the financial or fundraising commitment that they will need to make. Some questions to consider are: How many tournaments is the team going to go to? Are the tournaments going to be a part of the budget or should the team collect tournament entry fees separately from parents? Will the coach be claiming for rooms or meals? Will your team be having extra practices or games not covered by Minor Hockey? Does your team prefer to travel by bus or in personal vehicles? How much time do you want to spend fundraising? If the answer is not much, reduce your expenses (fewer tournaments, exhibition games) If you bus, what will the fee charged individually be? Will you be hosting your own tournament?

Below is a sample budget format:

REVENUE:

Cash from HMHA 000.00
Bus fees collected (# players x p/trip) 000.00
Fundraised 000.00
TOTAL REVENUE 000.00

EXPENSES

Bus costs for year 000.00
Year End Party (max \$300) 000.00
Tournament entry fee 000.00
Postage costs 000.00
Coaches expenses 000.00

TOTAL EXPENSES 000.00

TOTAL REVENUE 000.00

TOTAL EXPENSES= 000.00 (should be zero as your goal is to have revenue equal NET INCOME (loss) expenses)

Signed by Team Treasurer: _____

Signed by Coach: _____

By end of the season all Team accounts must be brought to a zero balance or have a positive balance. If the team is in the red and the account is not brought up to date any players on that team will not be able to register for the following season.

SPONSORS

H.M.H.A. Ways and Means Coordinator will seek the support of local businesses and individuals to sponsor H.M.H.A. Teams. H.M.H.A. encourages members, players and parent/guardians to support local businesses and individuals who support H.M.H.A. Team officials, members and followers are strictly prohibited from soliciting additional financial support from local businesses. The names of sponsors shall be acknowledged in a manner approved by the Executive Board of Directors.

H.M.H.A. WEBSITE

The H.M.H.A. website (www.hintonminorhockey.com) shall be the primary information source for the membership and players in relation to Annual General Meetings, registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information. A current copy of the HMHA Bylaws, Policies and Procedures and all other related documents and forms can be found on the website, as well as contact information for all Executive Members. All Hinton Minor Hockey Association teams will post all coach, assistant coach and team manager names and contact information to the team's webpage at www.hintonminorhockey.com. All games and practices must be posted on the team website in a timely manner by each individual team. No player statistics are to be posted in the Initiation and Novice Level team website. The posting of player statistics is optional for teams at all other levels. Team login information will be given to the team manager at the coach/manager meeting.

ATTACHMENT "B" - TEAM SELECTION POLICIES AND PROCEDURES

1. The team selection committee will consist of Coaching coordinator, President and at least 2 impartial evaluators and 1 impartial goalie evaluators (impartial meaning not having children in that age group).
2. Executive will dictate number of teams and players on them.
3. All players trying out for a rep team must attend all tryouts unless injury, illness or the attendance of tryouts elsewhere during this time prevents them from doing so.
4. Rep Team (top team) Tryouts will consist of two skills practices and two inter squad games. Cuts can be made after the third ice time, of the top and bottom players.
5. Team selection committee will meet and decide on team after the 4th practice. Coaches may be used to decide bubble players at this time only. Coaches will have the input on the bottom 1/3rd of players designated to be on the team. (I.e: if a team is determined by the executive to have 15 players, the coaches will have input on the bottom 5 players)
6. Coaches coordinator or designate will contact all players within 24 hours from the time the team has been chosen.
7. All other players will be on the next level. The above team selection policy will be in place if there will be more than 2 tiered teams at any level.
8. When there are two or more teams in the same division the coaches coordinator will choose two teams as even as possible. (May use past coaches to help divide).
9. Once the two teams have been chosen they will play a minimum of two inter squad games. At this time two coaches must be chosen and together with the coaches coordinator they will make sure the teams are as even as possible.
10. HMHA reserves the right to refuse spectators being present during evaluation process.

Hockey Alberta Registration

All players, coaches and team volunteers must be registered with Hockey Alberta to be eligible to participate in practices, exhibition, league and provincial play. Registration is also mandatory to be eligible for insurance purposes.

It must be noted that all Players, Coaches and Team Officials must be registered before stepping on the ice, standing on the bench, or partaking in any team function.

ALL coaching staff and team officials (any volunteers) who wish to be on the ice or on the bench with the team MUST be registered with Hockey Alberta. H.M.H.A. will provide up to five official registrations per team. If a team requires more official registrations for your team, your team must put in a request with the reason for the additional registered Team Officials required. Each request will be the evaluated by the H.M.H.A Executive. Once approved the team will cover the cost of \$50.00 for the registration required. Any Coaching or team official changes on your team roster from the original five officials registered to your team will cost the team an additional \$50.00 for each change.

Players who are being registered card for the first time (usually first year Atoms) must produce a birth certificate at the time of registration

Players moving to Hinton will need a release from their previous Association and a Parent Declaration Form filled out by their Parents.

All players wishing to try out with another LMHA must get permission from the H.M.H.A. President.

The Hinton Minor Hockey Association reserves the right to refuse registration of a player(s). If a Player, Parent, Guardian or Family Member has caused problems within the Hinton Minor Hockey Association. A release will be given to you and your family to play with another association once all guidelines have been met.

ATTACHMENT "C" - PLAYER MOVEMENT POLICIES

1. Any player wishing to try-out and play at a higher level than they are registered at, must submit a written request, signed by a parent, to the Executive prior to the try-outs. They must also meet certain criteria:

- a) For a player to move from one tiered * division to another, they must be evaluated and be rated by the Team Selection Committee as one of the top seven players (excluding goalies) of the top team in the tiered division he/she wished to play in. A player may move from a non-tiered ** division if they are evaluated and rated by the team selection Committee as one of the top seven players in the team or the top seven players of the B team of that tiered division. There will be a maximum of seven players moved up to that tiered division. A player may be moved from a non-tiered division to another non-tiered division (up or down) on the recommendation of a committee comprised of the coaches and division coordinators.
- b) There will be no player movement to another age category if the receiving roster is full.
- c) There will be no player movement to another age category if it results in any players being removed from the association.
- d) The only exception to the above would be to make viable teams or at the request of the coaching & player development coordinator, as per decisions made based on the best interest of the development of the players as a whole (ie: overly skilled players may be asked to move up to a higher team/level)
- e) For a player trying out in a higher division they must be on the ice for both the higher division and their age appropriate division depending on proper ice time.

2. Players may be moved down a level within their age division at the request of a coach, or parent prior to December 15. A written request must be submitted to the coaching coordinator. The only criteria for a downward movement will be player ability. The coaching coordinator and the President, after re-evaluating the player, will make the decision regarding movement and make an application to Hockey Alberta and upon Hockey Alberta's approval, the child will be moved down.

3. There will be absolutely no lateral movements within divisions.

4. In the event of exceptional circumstances, the executive may decide to override existing policy.

* Tiered division (Atom, Pee Wee, Bantam, Midget)

**Non-tiered division (initiation and Novice)

ATTACHMENT "D" - AFFILIATION POLICIES & PROCEDURES

OBJECTIVES:

To provide equal opportunity for all players within the association who are eligible for affiliation

To assist teams with relief when absences occur

To prevent abuse of affiliation process within the association.

As per Hockey Alberta Affiliation Policy:

1. Novice players can only be affiliated to Atom teams as per Hockey Alberta regulations. They will be limited to a maximum of 5 games as an affiliate in any season.
2. Teams will affiliate in one of two ways: A.) To one (1) Hockey team from a lower division or category. Or B.) up to nineteen (19) named players from a lower division or category
3. All affiliation forms will be filled out and submitted to the President of HMHA no later than December 5th, so as to allow adequate time for approval before it is sent to Hockey Alberta. Team managers shall retain a copy of all affiliation sheets.
4. Once approved, affiliated players may play a maximum of ten (10) games with the team said player is affiliated to, excluding tournament and exhibition games. However, if the affiliated player's regular team completes their regular season and playoffs prior to that of the affiliated team, the player may thereafter affiliate an unlimited number of times.
5. There is no affiliation within the division of Initiation

Procedure:

1. Request for an affiliated player will be made as follows:
 - a) The **head coach or manager** of the team requiring the affiliate will contact the **head coach or manager** of the affiliate for permission to use the player. Another player(s) may be suggested to give equal opportunity.
 - b) Once permission is given by the head coach or manager of the affiliate, he will contact the parents of the player for permission to play
 - c) Once parental consent is obtained, the affiliate's coach will get consent of the player.
 - d) Requests must be made each time an affiliate is required. Failure to adhere to the above procedure will result in disciplinary action and potential loss of affiliates for that team.
2. If permission is declined at the coaching level, and the denial is felt to be unjust or unfair by the requesting coach, the dispute can be taken to the disciplinary committee for mediation. All requests for affiliation will be made in confidence and will remain confidential at all levels.
3. Teams should not allow affiliates to practice with them on a regular basis. Affiliates will only be allowed to practice up to one practice per week. Goaltenders shall be the only exception, upon approval of affiliate player's coaching staff.
4. Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other causes of absenteeism.
5. Affiliations will not be used with the intent of making a team stronger.
6. Affiliated players are to play a supportive role when brought up to play in games.
7. Affiliated players are not to be used excessively (i.e. receive more ice time than regular players).

ATTACHMENT "E" - ASSOCIATION BOUNDARIES

This attachment is to provide some clarity to the Hinton Minor Hockey Association's boundary for it's members.

The boundary to the west is the Jasper National Park boundary. To the North is the Berland River The East is to Hargwen Road. The South boundary goes to (including) Robb and runs down Highway 40 to the Brazeau River (connecting HWY. 40 at the Brazeau River). It runs west to the Jasper National Park boundary, south of the Cardinal Divide.

Attached is a map of the boundaries for further reference.

ATTACHMENT "F" - CONDUCT ACKNOWLEDGEMENT

As per Hinton's Minor Hockey Association Constitution- Articles & By-Laws (April 15th, 2002), all Parents and Guardians shall be aware and familiar with the bylaws, & policies & procedures. The bylaws, policies & procedures clearly identifies the duties and privileges of its members as well as any discipline to anyone who violates them.

Code of Conduct for Parents:

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her own enjoyment not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. 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 the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgement or honesty in public. I recognise officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child. 11. I will conduct myself in a manner that will not bring embarrassment or complaint to the association. 12. I am aware that while attending any Minor Hockey function whether in Hinton, or out of town, while traveling by bus or staying in motels, I will not bring embarrassment to our association.

I, as a parent/guardian have read the above Code of Conduct for parents and I am aware that any conduct that brings embarrassment to the association may result in disciplinary action including suspension or expulsion from Hinton Minor Hockey. I am further aware that if I do not agree to the code of Conduct, my child or children may not be eligible to participate in any further Minor Hockey Function. The severity of Discipline would range from Mild (reprimand) to Moderate (up to 3 game suspensions) to Severe (minimum of 5 games to 3 years). The Disciplinary Committee will review each case. I agree to abide by the principles of this code as set and agree to abide by the rules, regulations and decisions as set by Hinton Minor Hockey.

Print Guardian Names: _____ Date: _____

Signatures: _____

Witness: _____

Attachment "G - Tournament Duties and Responsibilities

Tournament Director:

The Tournament Director has been appointed by the executive to oversee the Division Tournament Coordinators and Tournament Committees to be sure ALL the Hinton Minor Hockey rules are followed. The Tournament Director has the authorization under the direction of the executive to overrule any decision made by the Division Tournament Coordinators and/or Tournament Committees that is not in compliance with the Hinton Minor Hockey Association Policies and Procedures.

Division Tournament Coordinator:

- get tournament sanction number and the sanction number must be posted where it can be seen at the tournament. This request must be made a minimum of 30 days prior to the tournament.
- put in a request for ice with the ice convenor. Teams/divisions wishing to host a tournament will request the ice through the Ice Conveyor and all costs will be the teams/ divisions responsibility
- finds out and decides tournament schedules
- Determines the number of teams accepted into tournament and associated entry fee
- ensures all areas have a coordinator and that each coordinator has done their job
- makes sure all parents have signed up for volunteer time slots
- is the contact person for the tournament
- submits the Thank you into the Parklander and the Voice if necessary
- Makes sure that all tournament game sheets have been faxed/emailed into Hockey Alberta Zone Discipline within 24 hours of the completion of the tournament.
- takes out of town registration
- receives calls from out of town teams
- ongoing contact with teams

Raffle Table Coordinator: (if Age requires one)

- Must obtain a Raffle table licence from HMHA Gaming Coordinator. (Must be done 2 weeks prior to tournament).
- Ensure each family is responsible for cash donations or prizes of equivalent value to the raffle table. All families will donate a raffle prize or cash amount (minimum amount to be determined by the raffle table coordinator/ division tournament coordinator).
- **You may NOT solicit donations from any businesses.**
- Cash donated from families for the raffle table is to be spent LOCALLY to purchase items for the raffle table.
- determine prices and make tickets
- set up raffle table (make up buckets, set out items), take down raffle table and make the draws.
- must get a float and cash box as well as supplies needed for the table
- Collect all raffle items from parents and keep a list of donations and who they came from so the list can be given to the Tournament Coordinator.
- organize airplane toss or puck toss
- make price signs for the table

Hospitality Room Coordinator (if applicable):

Hospitality rooms are MANDATORY for Atom, Novice and Initiation.

- Book the People's Centre Room via HMHA Secretary or Ice Conveyor
- Determine what will be served
- Ensure all utensils, cooking pots, soap, paper towel, plates, cups, juice Jugs etc are brought in.
- organize T.V. and movies
- set up hospitality room and take down
- decide hours you are open

Scheduler:

- verifies tournament times
- schedules games and floods
- Contact referee in Chief about getting refs for the games.
- makes up schedules for hospitality room, dressing rooms, time clock workers, raffle tables, and 50/50
- ensures all volunteers have shown up for shifts
- make sure you have game sheets available in time box
- Make sure all game sheets are faxed within 24 hrs of the end of the tournament to Hockey Alberta

Trophies and lucky player/MVP:

- Order and pick up lucky player prizes
- Order and pick up trophies (pay for trophies prior to picking up)
- Ensure the trophies have been boxed according to teams and in the penalty box for each team's last game.
- Ensure the lucky player is in the penalty box for each game
- Decide how lucky player/MVP winner will be determined.

50/50 Ticket Coordinator:

- Decide how many draws will be done
- Contact HMHA Gaming Coordinator for 50/50 licence (**Must be done 2 Weeks prior to tournament**)
- Responsible for purchasing 2 different coloured tickets. The Original receipt must be stapled inside the tournament 50/50 book. A photocopy of this receipt can be given to the Tournament Treasurer for reimbursement by the HMHA Treasurer.
- Complete the paper work -be there to count and verify money, along with the Tournament Treasurer when each draw is done
- Must be present when each 50/50 draw takes place.
- Draws must be done in the lobby, the ticket must be drawn by a NON HMHA Member, preferably by a member of an opposing team.
- You must keep ALL (SOLD AND UNSOLD) Tickets for each draw, in a Ziplock bag (labeled with the Draw number, Time the ticket was drawn and the date IE: Novice Tournament, Draw 1, 1:30PM, February 13, 2013)
- Once the tournament is complete and all draws are done, you must hand all bags of tickets and the Tournament 50/50 book over to HMHA's Gaming Coordinator.

Tournament Treasurer:

- Determine budget with the Tournament Coordinator and review with HMHA Treasurer
- Keep track of incoming and outgoing funds
- Pay all expenses (via requisition through HMHA Treasurer)
- Must collect all receipts from Committee members that are required for reimbursement, labeled with their name, and hand them over to HMHA's treasurer at the end of the tournament. HMHA Treasurer will then reimburse via cheque. There is to be NO monies taken from the float (cash box or 50/50 money) for reimbursement of any kind.
- Verify 50/50
- Turns over funds to HMHA Treasurer
- ALL funds made at the tournament **MUST** be turned over to the Hinton Minor Hockey Association treasurer.
- All receipts are required to be turned over to the Hinton Minor Hockey Treasurer, a Hinton Minor Hockey cheque will be written for the expenses incurred at the tournament.
- All costs will be the responsibility of the teams that are participating in this tournament.
- All tournament fundraising activity is to be documented, collected and disbursed as to per Alberta Gaming and Liquor Commission guidelines.
- There is to be absolutely no fundraising for individual gain.
- Certain activities, such as raffles (i.e. 50-50 tickets), requires approval and licensing by the Alberta Gaming and Liquor Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met

and the Association is not penalized. Teams that carry out Tournament Fundraising activities will adhere to Association rules regarding such activities, including audits of the tournament financial records.

Only following items are expenses that may be paid from the tournament fundraising. Receipts are required for ALL items except ice fees and referee fees.

- Ice
- Referees
- Medallions/Trophies, Goodie Bags etc (Combined amount spent shall not exceed a total of \$15 per player enrolled in tournament)
- Raffle Prizes (Raffle Table value shall not exceed \$2500.00)
- Telephone/office expenses
- Newspaper Thank You ad
- Decorations, signage etc.

All Hinton Minor Hockey Fundraising and Treasures Policies and Procedures must be followed

Team Rep/Team Managers:

- Informs your teams of all happenings
- Ensures all of your teams parents have signed up
- Submits your teams roster
- Liaison between committee and your parents

Program Coordinator:

- Designs and creates a program (MUST INCLUDE Tournament Schedule, Tournament Rules, Sponsors and any info that parents might need throughout the event).
- All Hinton Minor Hockey sponsors, Under the ice sponsors, arena board sponsors, as well as tournament sponsors must be in the program.
- A copy of the program must be submitted to the Ways and Means Coordinator & HMHA Tournament Director for approval.

Goodie Bags and Decorations (if age requires it):

- put goodie bags together (FOR INITIATION AND NOVICE ONLY)
- decorate the arena (do not put any decorations on glass in arenas)

Disciplinary Committee:

- Follow all Hockey Alberta regulations for discipline
- Knows the rules, has a rule book on hand
- Hands out necessary discipline
- Tournament rules must be made available to all participants.

Parents:

- In order for a tournament to run, Parent Volunteers are required from each family player to fill a minimum of 2-3(may be more varies with each tournament) volunteer spots
- Parent volunteers will be working the following positions: time box keeper, 50/50 Sales, Hospitality Room Worker, Raffle Table Worker, and any other position deemed necessary by the tournament committee.
 - All volunteers representing each player must be over the age of 18 -Parents will fill the positions as the Executive of the tournament committee
 - A parent can pay someone out of their own pocket or have someone volunteer in their Volunteer Spots (they must be over the age of 18) to cover any or all positions they are responsible for.
 - Tournaments are done as a team fundraiser, there for all members of the team must participate in the running of the tournament. If you are not going to be in attendance at the tournament for whatever reason, you must still provide your

donations (raffle table and hospitality), and have your volunteer slots covered as stated above.

-If you do not fulfil your volunteer obligations you will be fined for the amount which was not fulfilled, raffle table donation amount, Hospitality room (\$10 per item), and volunteer spots (\$25 per spot). This fine must be paid by the end of the season. If left unpaid you will be unable to register in the upcoming seasons as you will have outstanding fees owing.

IF PARENT VOLUNTEER SPOTS CANNOT BE FILLED 21 DAYS PRIOR TO THE TOURNAMENT TAKING PLACE YOUR TOURNAMENT WILL RISK BEING CANCELLED. ALL Hinton Minor Hockey Policies and Procedures must be followed throughout the tournament.

NUMBER OF TOURNAMENTS ATTENDED:

The following is the H.M.H.A. table of maximum amount of tournaments (including the home tournament) by age category:

Category	Max. Tournaments
Initiation	Not Applicable
Novice	Four (4)
Atom	Three (3)
Peewee	Three (3)
Bantam	Three (3)
Midget	Three (3)

You must seek approval from the H.M.H.A. President prior to entering any tournaments. Please fill out the Tournament Request form (located on the HMHA website) and submit to the HMHA Executive 14 days prior to the tournament date. No tournament can affect any league scheduled games.

As stipulated by Hockey Alberta, teams can only participate in properly sanctioned tournaments. Any H.M.H.A. team that hosts a tournament must obtain a Tournament Sanction Permit from the Registrar.

The H.M.H.A. Team(s) that are hosting a Tournament are fully responsible for all costs that incur during the tournament.

Any team traveling out of Zone 3 to play an exhibition or tournament game are required to seek an Exhibition or Tournament Request Form from the H.M.H.A. Registrar or on the website.

Attachment "H" - Insurance Policies

Only players and team coaches and managers listed in the Hockey Canada Registries (HCR) are covered by insurance.

All adults going on the ice/bench must be registered as a team official in the HCR. If not registered with Hockey Alberta, then they do not go on the ice or on the bench. No Player is to go on the team bench without all the mandatory equipment.

No Player Registered with Hinton Minor Hockey is to go in the Time Box at any time throughout the playing season.

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost. Insurance is purchased by H.M.H.A. through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team;

(b) Only coaches, managers, and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team; (c) Violation of this policy puts the coach, parent/guardians and players of the team and the association at a high level of personal financial risk;

Who is Eligible/Covered? Hockey Canada and each of the Branches of which Hockey Canada is comprised of, is specifically named as an insured, as well as all Minor Hockey Associations, leagues and teams that form a part of Hockey Canada. The local MHA, team or league on behalf of all its members will submit the premium. It includes a formula that incorporates the "Team Official" member fee into the overall fee paid on behalf of its player participants.

Each Hockey Alberta member for whom a premium has been paid is entitled to the following coverage under the Hockey Canada National insurance program: Comprehensive General Liability, Accidental Death and Dismemberment, Major Medical and Dental. For more detailed information on this member benefit and its coverage refer to the Hockey Canada "Safety Requires Teamwork" booklet. The valuable resource guide is printed annually by Hockey Canada

When Are You Covered? -During a Hockey Alberta SANCTIONED event (league games, tournaments, practices, training camps, sanctioned fund-raisers) involving and/or WHEN PLAYING OTHER MEMBER (Hockey Canada/OTHERBRANCH) TEAMS ONLY. -During transportation directly to and from the arena or venue for the above sanctioned events. -While billeted or at a hotel during the above sanctioned events.

How to Make a Claim: -SECURE a Hockey Canada Injury Report Form from your team Manager or Minor Hockey Association. -COMPLETE the form in its entirety. Have your team official complete the team section and your Doctor/Dentist complete the back of the form. SUBMIT the fully completed form to the Hockey Alberta office (fax-403-346-4277) along with any receipts or invoices within 90 days of the date of accident.

IMPORTANT NOTES: Only Accident Report Forms received by the Hockey Alberta office within 90 days of the date of accident will be accepted. Forms must be completed in their entirety or they will be returned. Only original receipts and/or invoices are acceptable.

INJURY REPORTS -The Hockey Canada injury Report form shall be used to report injury incidents -Instructions on completing the Hockey Canada Injury Report form are contained in the document called Accident Report Forms Reporting form. These forms may be found online. -Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident.

Attachment "I"- Policy for going to Provincials Entries:

Hinton Minor Hockey supports the following divisions in their efforts to participate in the provincials:

Atom, Pee wee, Bantam & Midget

Hockey Alberta charges an initial \$100.00 fee to all teams participating in provincial play downs. Hinton Minor Hockey Association may also charge all teams the cost of ice and referees of prior to each round of play downs. All teams must declare they will enter provincial play-downs by December 5. NO EXCEPTIONS Priority: Once provincial play downs start the priority is for those games. The team must accept one of the 2 ice times offered regardless of conflicts. This may mean not participating in a tournament or re-scheduling a league game.

Attachment "J" - Equipment Policies

It is the policy of the HMHA to provide the equipment to each team as per the following schedule:

- Initiation: 19 jerseys / 1 pair of socks per player / 1 goal stick / 25 pucks / 1 jersey bag / 1 first aid kit / 10 pylons
- Novice: 19 jerseys home and away / 1 pair of socks per player / 1 goal stick / 1 pair of goal pads (legs) / 1 set shoulder and arm pads (goal) / 1 chest protector (goal) / 1 blocker / 1 goal glove / 30 pucks / 2 jersey bags / 1 first aid kit / 10 pylons
- Atoms: 19 jerseys home and away / 50 pucks / 10 pylons / 2 jersey bags / 1 first aid kit / 1 pair of socks per player
- Peewee: 19 jerseys home and away / 50 pucks / 10 pylons / 2 jersey bags / 1 first aid kit / 1 pair of socks per player
- Bantam: 19 jerseys home and away / 50 pucks / 10 pylons / 2 jersey bags / 1 first aid kit / 1 pair of socks per player
- Midget: 19 jerseys home and away / 50 pucks / 10 pylons / 2 jersey bags / 1 first aid kit / 1 pair of socks per player
- All equipment will be collected by one of the following, coach, manager, or designated jersey parent after every game. They will be stored in the jersey bags provided in the proper equipment locker provided by HMHA. This policy must be followed by all teams regardless of division or level of play. A penalty of \$100.00 per unreturned jersey will be added to the player/team for the current hockey season. Jersey must be washed on a regular basis by the designated Jersey parent and a note in the locker to explain where jerseys are when not there. Jerseys are NOT to be cared for on an individual basis.
- All equipment distributed by HMHA is the property of the association and must be returned at the end of the season. Rental of the equipment: Have all equipment maintained in good repair and ready for use prior to games, practice and team functions. All equipment that is the property of the association will be returned in a similar condition to when it was issued / rented and at the end of the season or the cost of the equipment (of what the equipment is worth) may be requested and must be paid at that time or before the next registration or you will not be eligible to register for the following season; Goalie equipment can be rented for the summer providing HMHA has the equipment on hand and no outstanding fees. The equipment is to be used for ice hockey only not road hockey or ball hockey. The cost is \$100.00 per season and a deposit of \$150.00 cheque will be required. The check is to be returned when the equipment is returned and the equipment manager deems the equipment in good condition other than normal wear and tear. NAME BARS The home and away jerseys for each team are loaned out to different players annually. For the particular year that a player has the jerseys, the players may have a NAME BAR HAND SEWN onto the back of the jerseys (no gluing, no speed sew, etc.). DO NOT embroider names directly onto the jerseys. Players will be held responsible for replacing damaged jerseys.

MOUTH GUARDS: It is highly recommended that all players in the Pee Wee, Bantam and Midget levels wear a mouth guard at all times when on the ice (practice and games). All other levels Initiation, Novice and Atom are encouraged to wear mouth guards as well.

Player Equipment Requirements - All coaches shall be responsible for ensuring that every player taking part in any game or practice is dressed in proper equipment

Proper Equipment is deemed to be the following:

- a) CSA Approved Helmet and Face Mask
- b) "BNQ" Certified Throat Protector
- c) Shoulder Pads
- d) Hockey Pant/Girdle
- e) Coloured Mouth Guard (Highly recommended)
- f) Hockey Gloves
- g) Athletic Support
- h) Shin Pads
- i) Skates
- j) Elbow Pads

Attachment "K" - Ice Allocations:

-Each team will be allotted a base ice time for their practices once all teams are formed. These times may be changed on occasion to accommodate for league games, provincial games and playoff games only. Ice slots during the week may NOT be used due to tournaments.

-If a practice slot cannot be used then it is the responsibility of the team to which it is assigned to either swap or give away. If the team to who the practice ice belongs is unable to use the ice or is unable to locate another team to use it, they must give it back to the ice convenor 5 working days prior to the ice time or their team will be charged for the ice. There is to be NO BLACK ICE.

-If a team does not use their assigned ice allotment and they have not attempted to swap or return the ice within 5 working days that ice will go against their ice for the year.

-Ice allotments are to be determined annually and are included in the association budget.

-Ice allotment may change year to year based on registered numbers and ice availability.

-League, provincial and playoff games take precedence over tournaments. It may not be possible to reschedule games, teams may have to travel and lose their home ice for that game.

Practices

1. Only carded or affiliated team members may play, practice or coach during HMHA activities. This includes practice and game times for each team.
2. No player is allowed on the ice without a coach being present. No players are allowed on the ice until the large maintenance gates are closed.
3. Dressing rooms must be left neat and tidy.
4. Players must wear full hockey protective equipment including throat protectors before stepping onto any ice surface or players bench either in a practice or a game.
5. No hazing or initiation will be allowed. Suspensions will be ordered by the executive if there are any such incidents.
6. Practice and game times will be scheduled by the Executive Committee once registration is completed and the amount of players and teams are determined.
7. Practice times will be set no later than 30 October each year.
8. A date will be set annually for the completion of practices, teams can apply to keep practices and may be granted practices if ice can be booked.
9. Extra Practice Ice: teams wanting additional practice ice not scheduled through HMHA Ice Convenor must secure and pay for ice and insurance on their own at this time no Hinton Minor Hockey Apparel is to be worn by any team members.

Games

1. All games shall end at the scheduled time.
2. All games require 4 Time Box Volunteers - 2 gate Keepers, game sheet official and time clock official. All Time Box Keepers Must be 18 years of age. At no time during the playing season is any registered player aloud in the time box.
3. At no time can games be scheduled with teams from different divisions or within the same division and different level.

Attachment “L” – Team Personnel and Coaches Policies

- As coaches get selected for all levels of hockey, Coaches Coordinator/President is to work with the coaches who are not meeting their training level requirements and supervise that these get obtained by November 15TH. It is also required that all coaches obtain the Respect In Sport – Coach level certification prior to partaking in any practice/game/team event.
- The head coach shall be responsible for the selection of his assistant coaches and manager.
- All Coaches, Assistant Coaches, On Ice Help and Managers are to be ratified by the Executive Board no later than December 31 of the current Hockey Season.
- All coaches to remain in the dressing room till all Players have vacated the room to ensure no bullying or harassment takes place.
- Players, particularly Initiation, Novice and Atoms are to have fair and equal ice time during practices, games and tournaments.

Team Personnel All individuals involved in coaching HMHA teams, either on-ice or on the bench must meet the following requirements:

Must complete an HMHA coaching application form and submit it to the Association. This document will be retained by the Association in confidence and become part of the individual’s coaching file.

Must have an RCMP criminal record check completed and submit this to the Association. This process needs to be done every year. These documents will be retained by the Association in confidence and become part of the individual’s coaching file. Must have an Alberta Child Youth and Family Services Intervention Record Check (also referred to as a Child Welfare Check) completed and submitted to the Association. This process needs to be done every two years. These documents will be retained by the Association in confidence and become part of the individual’s coaching file. Must complete any required training as dictated by Hockey Alberta and Hockey Canada. (see attached minimum coaching requirements chart)

The HMHA will endeavour to host clinics required by its coaching staff in a timely fashion throughout the season. If a coaching course is not offered in Hinton and a registered member of a team’s coaching staff is required to take a clinic outside of Hinton, they will be reimbursed their registration fee and a mileage allowance. Verification of attendance (completed certification) and receipts must be forwarded to the Treasurer for reimbursement.

The HMHA will also reimburse the registered players of HMHA the registration fee for referee’s clinics for the players who referee five games.

Suspensions It is the responsibility of each team to monitor any suspensions to their players and personnel and to forward all suspension notices, referee’s reports, and pertinent game sheets to Hinton Minor Hockey President, Vice President and Secretary. The section on suspensions in the Hockey Alberta Bylaws and Regulations (every team is provided a copy) should be reviewed on a regular basis. Certain infractions carry mandatory suspensions; which may, at the discretion of Hockey Alberta or Leagues, be increased. It is the responsibility of the team to keep track of this. Not knowing about a suspension is not an acceptable excuse for playing a suspended player. Playing a player who has not served their suspension is considered a serious offence and can carry with it an indefinite suspension for the individual signing the game sheet. WHEN IN DOUBT THE OFFENDING PLAYER SHOULD NOT BE PLAYING, RECORD ON THE GAME SHEET (SUSP)!!! Suspended players must be identified on the game sheet by marking “SUSP” next to their name. A notation of “X of Y” is also also required, where X is the number of the game being served and Y is the number of games of the suspension. (i.e. #00 John Doe “SUSP” 1/3 - indicating serving 1st game of a 3 game suspension.

It is the responsibility of the team manager to forward all game sheets to the appropriate Hockey Alberta/League Director showing all suspended games served.

DUTIES OF TEAM MANAGERS

Team Managers shall be directly responsible to the Head Coach and must never be related to the head coach. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Head Coach to concentrate on instruction and player development.

Team Managers are expected to:

- (a) be responsive to directives of the Executive Board of Directors and operate the teams within established policy, guidelines and regulations;
- (b) Ensure financial record requirements to the Association are fulfilled;
- (c) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;
- (d) Establish, maintain and enhance communication with other Association team managers at the appropriate level;
- (e) Establish, maintain and enhance communication with League commissioners, representatives and participants;
- (f) Fulfill their duties and if a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence. The Team Manager, upon accepting their position as Team Manager, is provided with these policies and agrees to and understands them

While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach may delegate:

- (i) Gathering of player medical history data;
- (ii) Obtaining of travel permits;
- (iii) Obtaining Special Event Sanctions;
- (iv) Organization of parent meetings;
- (v) Participate in formulation of team objectives and rules;
- (vi) Supervise and monitor collection of money and fundraising & Assist the Team Treasurer present financial statements to parent/ guardians and Association as required;
- (vii) Arrange: time keeper, score keeper, and penalty box supervisors
- (viii) Arrange team transportation, accommodation and subsistence;
- (ix) Arrange for additional ice;
- (x) Confirm officials for home games (exhibition play, provincial games, playoff games and any game that may have been changed);
- (xi) Confirm scheduled away games;
- (xii) Confirm any changes to team schedules with regards to officials and ice times;
- (xiii) Act as co-ordinator for Provincial competition;
- (xiv) Organize and manage parent/guardians or parent committees as may be required from time to time i.e. Team Treasurer, Fundraising Coordinator, Statistician, etc.

DUTIES OF TEAM TREASURERS

The Team Treasurer, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts. All team accounts must be at a zero or positive balance by March 31st of the current hockey season. Any money remaining will be put into H.M.H.A. general revenue account. Team financial ledgers shall be a team activity and responsibility. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurer(s), etc., are placed in a position of trust with respect to the Association, parent/ guardians and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines, be accountable for their actions and will ensure all parent/guardians are aware of the following rules and guidelines.

The Team Treasurer will:

- (a) Prepare monthly financial statements to be distributed to parents and H.M.H.A. treasurer on the 30th of each month.
- (b) Follow proper financial procedures including handing over all monies to the H.M.H.A. treasurer to be deposited. All deposits and expenses must be documented in the assigned team ledger. All expenses must be supported by official original receipts. Records are to be maintained up to date at all times;

(c) Provide, under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests in writing to review the team's financial records is to be provided, without question, within 3 business days of making the request, full access to the team's financial records including original records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation; Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach or a member of Executive Board of Directors immediately. Head Coaches or Executive Board of Directors members becoming aware of such a problem will immediately report the matter to the appropriate Category Delegate. Upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and the team involved. Such action may include a range of activities: Meetings with team officials and affected parties; General meeting of team parent/guardians; Involvement of other Executive Board of Directors members, President, Treasurer, etc. Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Board of Directors who may elect to take other action as deemed necessary. The Team Treasurer, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them.

DUTIES OF TEAM FUNDRAISING COORDINATOR

The Team Fundraising Coordinator will:

- be responsible for submitting Fundraising Request forms to the HMHA Gaming Coordinator for EACH fundraiser (50/50 is one fundraiser - Atom and up only)
- be responsible for providing the HMHA Gaming Coordinator with a league schedule for all home games (atom and up). 50/50 tickets will be sold at each home game.
- If any changes are made to any home games after the initial submission of schedule you must request an amendment at least one week prior to home game.
- Responsible for purchasing 2 different coloured tickets. The Original receipt must be stapled inside the 50/50 book. A photocopy of this receipt can be given to the Team Treasurer for reimbursement through the HMHA Treasurer.
- Complete the paper work -be there to count and verify money when each draw is done
- Must be present when each 50/50 draw takes place.
- The ticket must be drawn by a member of the opposing team.
- You must keep ALL (SOLD AND UNSOLD) Tickets for each draw, in a Ziplock bag (labeled with The Team, Time the ticket was drawn and the date IE: Peewee C , 1:30PM, February 13, 2013)
- At the end of the season when all draws are done, you must hand all bags of tickets and the 50/50 book over to HMHA's Gaming Coordinator.

VOLUNTEER'S CODE

1. Expect no special rights or privileges because you are a volunteer.
2. Understand that even though you may not agree with all HMHA policies or practices, as a rep-representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them, you can work within the system to have them changed.
3. Accept that because you are a representative of the HMHA, your actions, either positive or negative, reflect back on all of the other volunteers in the organization.
4. Base all your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual.
5. Be prepared to listen and respond to any concerns brought to you.
6. Be prepared to listen to ideas from other people even though they may differ from your own.
7. Judge ideas on their own merit, and the benefit they can bring the hockey player and don't fall back on "But they've always done it this way."
8. Work patiently for improvement.... Do not expect too much too quickly.
9. Be slow to anger and hard to discourage.
10. Anticipate people's shortcomings and make allowances for them.
11. Be prepared to put in long, hard hours with little or no recognition except the self- satisfaction of knowing you have accepted a challenge may turn away from.

Attachment “M” - Player Policies

Players shall recognize that coaches, managers and other team delegates are placed in a position of “loco parentis” (acting as a responsible and reasonable parent) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the association. Players are therefore, subject to disciplinary action at the team, league or the association level, should they exhibit behaviour that transgresses these guidelines / expectations.

- A) Comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards.
- B) Protest unreasonable direction in a respectful, courteous fashion;
- C) Comply with all association, League, Hockey Alberta and Hockey Canada rules;
- D) Demonstrate a positive attitude to the game, practice and learning in general;
- E) Arrive for games, practices and other team functions at the time specified by the head coach / team officials;
- F) Have all equipment maintained in good repair and ready for use prior to games, practice and team functions. All equipment that is the property of the association will be returned in a similar condition to when it was issued / rented and at the end of the season or the cost of the equipment (of what the equipment is worth) may be requested and must be paid at that time or before the next registration or you will not be eligible to register for the following season;
- G) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitments well in advance of the activity. (24 hrs if possible minimum)
- H) Demonstrate respect for the game officials, teammates opposing players and officials by refraining from Profane, verbal, physical or other abuses (including physical gestures) at all times
- I) Maintain dressing rooms in a clean and orderly manner, Vandalism of any sort is expressly prohibited and shall be subject to disciplinary action up to being removed from the association permanently
- J) Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed upon at a team meeting which does not place excessive financial burden on the player or parent/guardian)
- K) Strictly refrain from the use of tobacco, alcohol, chewing tobacco or other banned or illegal substances while participating in a team activity;
- L) recognize that they are subject to the authority of the team and the association for the time spent in the arena(s) before, during and after any games or practice and for the full extent of any road trip from the time the bus leaves Hinton to its time of return. Further any road trip is a fully functioning team activity and behaviour in hotels restaurants and other arenas is to be consistent with these guidelines/expectations.
- M) Players will not remove anything from the team which does not belong to them; this includes pucks, game boards, and game sheets or writes forms or any other property not belonging to them.
- N) Personal Electronic Devices-The use of any form of camera, cell phone, video camera, camera phone or any other personal digital accessory capable of photographs or video is prohibited in any recreational facility change rooms during any Hinton Minor Hockey sanctioned event. Due to the increase in cyber-bullying in dressing rooms, as discussed in recent safety clinics, Hinton Minor Hockey further prohibits text messaging within change rooms. Any person found with these items may be subject to discipline which could include expulsion from the association.

Attachment "N" - Parent/Guardian Spectator Policies

- A) Parent/guardian and spectator responsibilities shall be centered on commitment and support. Registering in Hinton Minor Hockey Association means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team. Parent/guardian must be committed to their team for the beginning of the season until completion of the team's season.
- B) Parent/guardian shall make every effort to ensure their child attend all practice and games for the team.
- C) Hinton Minor Hockey Association will not tolerate inappropriate behaviour by Coaches, Managers, Assistants, Players, Parents/Guardians or fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- D) Conduct of spectators and Team Followers: parent/guardians or spectators who are abusive to referees, game officials, players, team officials, or other spectators will be subject to discipline as determined by the disciplinary committee.
- E) Parents/guardians must sign and abide by the Hinton Minor Hockey Association Code of Conduct. Transgressions of the code of conduct will be subject to disciplinary action by the discipline committee.
- F) Follow all rules and guidelines set forth by the coaching staff which include travel arrangements (bussing if a bus is booked as a team it will be paid for by all players of the team) and exhibition, tournaments entered and played. If the team decides to do fundraising all people will participate in the fundraising event or contribute a monetary equal. All parents must complete "RESPECT IN SPORT" on the Hockey Alberta Website prior to first scheduled league games of the season.

Attachment "O" - Team Policies

Players are representatives of their team and of the Hinton Minor Hockey Association at all times and are expected to conduct themselves in an exemplary manner both on and off ice. The following rules apply to team activities which shall also include team functions. Players may be suspended indefinitely for violation of these rules.

- A) All athletes bear the sole responsibility of ensuring that they comply with all the rules, regulations, laws, policies, and guidelines regarding the teams operation.
- B) Alcohol will not be tolerated under any circumstances. These rules also apply to parents/ guardians and team officials on busses during road trips.
- C) Players, parent/guardians and team officials will not use profane language at any time.
- D) Road trips are a team function for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and Coaching staff and/or delegated parents/guardians. Players on road trips wanting to leave the Hotel/Motel, arena on their own or with relatives will only be allowed to do so with the permission of the team management, coaching staff.
- E) Curfews will be established by the coaching staff and must be strictly adhered to.
- F) All players are expected to be on time for all activities. Check regularly with a member of the team staff for any schedule changes.
- G) Dressing rooms will be left in a clean orderly fashion. All players will help to clean up the dressing room after any function. Should any part of the dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the Player or parent/ guardian. If no responsibility is owned up the team as whole will incur any cost to make such repairs.
- H) Fighting will not be tolerated off the ice. Anyone involved in fighting will be subject to disciplinary action.
- I) Proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is normal expectations.
- J) It is the sole responsibility of the players and parents/guardians to ensure they know understand and obey all Hockey Canada, Hockey Alberta and Hinton Minor Hockey rules and regulations, policies and guidelines.
- K) No HMHA player will be allowed to drive to any HMHA function out of town.
- L) HMHA Association will reimburse the costs of training (once) for all Hockey Alberta or Hockey Canada required courses to Head Coaches. Any courses required by Hockey Alberta or Hockey Canada for assistant coaches will be reimbursed as well.
- M) It is highly recommended for one member of the (coaching) staff from each team to have a current First Aid Certificate.
- N) All players making the top team (Rep Team) in the division of Atom to Midget will be subject to paying a Rep Team Fee. This fee is due September 30th or within 30 days of said rep fee being determined by the HMHA treasurer.

Attachment "P" - Helmet Policy

A) HMHA completely supports Hockey Alberta in the ruling of mandatory use of helmets for coaches, assistant coaches and on ice help.

B) Effective November 6, 2008 it is mandatory that any coach, trainer, assistant coach, guest coach or volunteer who is on the ice or floor (inline hockey) at practice or a similar function must wear a CSA approved helmet with the chin strap securely fastened. Beginning January 1 2009, failure to comply with this policy will result in the following discipline for all division levels: 1st offence = written warning 2nd offence = 2 game suspension including all practices till suspension is served 3rd offence = Indefinite suspension from HMHA activities and functions.

HMHA will not waiver on this policy and every report will be filed with HMHA and Hockey Alberta. Any member and non-member who witnesses anyone participating without a helmet is encouraged to file a report.

- HMHA Members, Players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Hinton Minor Hockey Association
- All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another association will not be tolerated.
- All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- Executive Members, Coaching Staff, Managers, Parents and Players are all required to sign and adhere to a Code of Conduct. By signing the Code of Conduct it is expected and assumed everyone signing fully understands their requirements and responsibilities.
- Should one of the above not adhere to the Code of Conduct then a hearing with the Discipline Committee shall take place and consequences will be forth coming. Should those involved normally be members that are participating on the Discipline Committee or there is a conflict of interest then other members from the Executive Board will be assigned to the Discipline Committee in their place.
- Code of Conduct forms are located on the website in the constitution.

Attachment "Q" - Risk Management Policy

1. Hinton Minor Hockey Association is a member of the Canadian Hockey Association (CHA). The CHA has developed policies and procedures on harassment and abuse of players. HMHA has adopted all of the policies put forward by the CHA through the

Prevention Service Program.

RISK MANAGEMENT POLICY

Administration

1. No player shall be allowed to play or practice without being properly registered and insured.
2. All on bench personnel shall be properly registered to the team for the purpose of insurance.
3. All injured players requiring medical attention shall complete an injury report form and not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries otherwise written parental approval is required.
4. All coaches must be certified to coach the level at which they are coaching.
5. All players, team officials and spectators shall conduct themselves in a manner that respects the safety and rights of all persons in the arena.
6. No player, coach or team official shall consume or be under the influence of alcohol, illegal drugs or performance enhancing drugs at any time within the arena.
7. "Hazing" or any initiation rite is not tolerated and will be dealt with by the HMHA executive and Hockey Alberta.
8. All persons transporting players or team officials to or from any team function must carry adequate personal liability insurance, in the amount of at least \$1,000,000).
9. No team shall be in the dressing room or on the ice without the supervision of a coach or team official.
10. All teams shall submit to the Treasurer, a budget and financial statement for all team operations for audit.
11. Players and team officials shall be personally responsible for damage to any facility they play in.
12. HMHA will not be responsible for property lost or stolen in the arena.
13. No players, team officials or executive members shall make statements to the news media except game description (scores) and details of upcoming games without the direction from the President.
14. Players will be financially responsible for the loss or wilful damage of equipment or uniforms supplied by HMHA.
15. All play will be as per regulations of Hockey Canada, Hockey Alberta and Hinton Minor Hockey.
16. All executive and team members will not conduct themselves in a matter which causes HMHA legal or financial liability.

Attachment "R" HARASSMENT AND ABUSE POLICIES

RECOGNITION AND PREVENTION OF ABUSE POLICY

A. Relationship to Harassment/Bullying Policy

B. Hockey Canada Mission C. Statement of Purpose D. Hockey Canada Abuse Policy 1. Definition of Abuse 2. Emotional Abuse 3. Physical Abuse 4. Neglect 5. Sexual Abuse 6. Duty to Report

RECOGNITION AND PREVENTION OF ABUSE POLICY This policy sets out the principles and practices of Hockey Canada with regards to abusive behaviour towards participants. Each Branch and Affiliate Association is responsible for adopting a similar policy and adapting it to provincial, regional or local requirements as appropriate.

RELATIONSHIP TO HARASSMENT/ BULLYING POLICY Some behaviours' which are defined as abuse, when a child or youth's protection is at risk, can also constitute harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries. Hockey Canada's Harassment/Bullying Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

HOCKEY CANADA MISSION The mission of Hockey Canada is to lead, develop and promote positive hockey experiences.

STATEMENT OF PURPOSE Hockey Canada is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. Hockey Canada considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey Canada will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, Hockey Canada will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. Hockey Canada is committed to the highest possible standards of care for its participants.

POLICY

It is the policy of Hockey Canada that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

DEFINITIONS OF ABUSE

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial/territorial legislation. Note: The following are the basic definitions of a child for Canada's various jurisdictions. Those marked with * also use regulations which modify the definition. For complete information, consult "Speak Out! Act Now! A Guide for preventing and responding to Abuse and Harassment for Sports Clubs and Associations", pp. 52-79

British Columbia - any person under 19 years of age
Alberta - any person under 18 years of age
*Saskatchewan - any unmarried person under 16 years of age
Manitoba - any person under 18 years of age
*Ontario - any person under 18 years of age
Quebec - any person under 18 years of age
New Brunswick - any person under 19 years of age
Nova Scotia - any person under 16 years of age
P.E.I. - any person under 18 years of age
*Newfoundland - any unmarried person under 16 years of age
*Northwest Territories - any person under 18 years of age

Attachment "S" - Travel and Special Events Policies:

TRAVEL

1. Hinton Minor Hockey Association recommends to all teams that they follow these steps before deciding to travel:
 - a) Check the weather on the www.theweathernetwork.com for today's forecast and severe weather report. If the weather is colder than -40 degrees Celsius, do not travel.
 - b) Call AMA 1-800-642-3810 or go to their web site at www.ama.ca for all road reports in Alberta 2 hours prior to leaving town.
 - c) Listen to the local radio station 97.5 Eagle Radio for reports on travel. If police recommend no travel it will be updated on the radio station hourly.
2. Use common sense – if you feel travel should not occur – coach to cancel the game, contact your league director for approval and ask the opposition to reschedule due to inclement weather conditions.
3. Travel is not recommended by H.M.H.A. in poor weather conditions. Please, keep our children safe and do not travel when Police, AMA or any other source of media advises against travel.
4. Our insurance does not cover any player 18 years & under who drives themselves to their games. The association accepts no liability for any accidents which occur under these circumstances.
5. H.M.H.A. does not allow any player to drive him/herself to any out of town games, as per HA Insurance rules.

BUSSING

HMHA strongly advises the use of buses for away games. It remains a parents' prerogative as to how they get their own children to games. If they are transporting other children, however, it is strongly suggested that they contact their insurance companies to discuss liability issues. Players are not permitted to transport themselves to games out of town.

1. There are many bus services available. The cost of bussing does not compare with the cost of some larger vehicles or the cost of wear and tear on personal vehicles.
2. Buses have been proven to be the safest route of transportation. Most buses carry more than 40 passengers – this is at least 2 people per player on a team. The cost of buses is actually less depending on the number of players/parents riding a bus, than it is to drive your own vehicle.
3. The final decision to travel is up to the head coach of the team. Please use common sense, and keep H.M.H.A. members safe! • Any other divisions wishing to take the bus may do so at their own expense.
4. Buses that are booked for the team will be paid for equally by the team members. Weather you chose to take the bus or not.
5. Alcohol will not be tolerated on the bus. Parents please do not ask the bus driver to stop at a liquor store or a bar for your enjoyment while on a bus trip.
6. A bus is hired to transport the Hinton Minor Hockey Players. Parents please to not expect the bus to be a taxi cab for you.

TRAVEL PERMITS

Travel permits are required by teams travelling to tournaments or exhibition games outside of Zone 3. Travel permits shall be obtained as per Hockey Alberta regulations through H.M.H.A. Registrar. The following rules are to be adhered to by the Coaches of H.M.H.A. Failure to comply with the Travel Permit regulations will result in a complete suspension of Travel Permits for the entire Association as per Hockey Alberta.

- (a) All Hockey Alberta sanctioned teams must be in possession of a Travel Permit when traveling outside their Zone for Exhibition Games or Tournaments;
- (b) Receipt of the Travel Permit must be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game;
- (c) H.M.H.A. teams must have a copy of their Travel Permit with them at the game or tournament and must indicate the

Travel Permit number on game sheets.

(d) H.M.H.A. Travel Permits will only be available through the Registrar.

(e) H.M.H.A. will not apply for emergency Travel Permits;

(f) H.M.H.A. Registrar in cooperation with the Zone 3 Executive Board of Directors will be responsible for the administration of Travel Permits;

(g) Game sheets for exhibition games or tournament games MUST be forwarded by fax or emailed to the Zone 3 Discipline Chairperson within twenty-four (24) hours of the completion of the exhibition game or tournament. Team officials will be provided with a Travel Permit Number that must be indicated on the game sheet.

(h) H.M.H.A. teams are responsible to ensure that any exhibition or tournament game played outside of Zone 3 is accompanied with a Travel Permit;

(i) There are no exceptions to the Travel Permit Regulations. H.M.H.A. teams wishing to play Exhibition and Tournament games must have approval from the board. Exhibition or Tournament Request Forms can be found on the H.M.H.A. website. HMHA will apply for a Travel Permit on your teams behalf if the Exhibition/Tournament Request is approved. It should be noted that there are teams in our leagues that are outside Zone 3. Travel to these towns for non-league games requires a travel permit. Be sure to confirm with the registrar if you are not sure if a Travel Permit is required.

The process to request and secure a Travel Permit is as follows:

(a) Travel Permit Request you must submit the request to the Registrar at the email address provided for on the H.M.H.A. website. In your request you must include the following information: Name of team, team level, who is requesting the permit, phone number, fax number, email address, where are you travelling to, dates of games, how many games, for tournaments- tournament sanction number. Please note, Travel Permit Requests must be submitted a minimum of 7 days prior to the team departing for an event; and (b) Once Hockey Alberta has issued the Travel Permit, an email will be sent to the individual requesting the Travel Permit indicating the Travel Permit Number. Failure to obtain a travel permit could result in future travel privileges being denied not only for your team but for the whole association

SPECIAL EVENT SANCTION REQUEST

Sanctioned events take place within clearly defined parameters set out by Hockey Alberta and its constituents. These include H.M.H.A. team and league scheduled games, practices, evaluations and tryouts. These activities, which would qualify as "normal" hockey program delivery, all fall within the scope of regular day to day operation of a minor hockey association, team and league and do not require specific sanctioning authority.

In accordance with Hockey Alberta, each team must apply for a Special Events Sanction Permit for any team function that is not included under the scope of day to day hockey events such as: - A bottle drive - Selling chocolates at the stores - Going to watch an Oiler's/Heat Game - Going to the gym for dry land training - Any social events (going out for pizza, bowling, etc.) The reason for this permit is all about insurance. If you are unsure if you need a permit, please don't hesitate to ask your registrar.

Request Procedures Special Event Sanction Permit Request Forms are located on the HMHA website; you must complete ALL sections of the form and submit the request to the HMHA Registrar. Please note, Special Event Sanction Permit Requests must be submitted a minimum of 2 weeks prior to the team event; and Once Hockey Alberta has issued the Special Event Sanction Permit an email will be sent to the individual requesting the Special Event Sanction Permit indicating the Special Event Sanction Permit approval (and if necessary possible conditions that must be followed). If request is not approved confirmation will also sent to the individual requesting the permit. Please note failure of a team to abide by the above instructions and rules will result in the following: Failure to obtain a Special Event Sanction permit could result in future privileges being denied not only for your team but for the whole association.

ATTACHMENT "T" – Social Media Code of Conduct

HINTON MINOR HOCKEY ASSOCIATION SOCIAL MEDIA AND NETWORKING POLICY

1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as 'BBM', 'imessage' or 'texting'.

The policy will be applicable to all members of the HMHA Community, including Directors, Teams, HMHA members and executive, on-ice and off-ice officials, billets, players, players' family members and supporters.

The HMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The HMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the HMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, **the Minor Hockey Association, League and/or the HMHA.**

2. SOCIAL MEDIA GUIDELINES

- a) The HMHA holds the entire HMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the HMHA, the HMHA recommends that you request approval from the Team or the Association.
- g) Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a HMHA game and at least one (1) hour following the completion of a HMHA game.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the HMHA Social Media and Networking Policy and may be subject to disciplinary action by the **Team, Minor Hockey Association, League and/or HMHA.**

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to the following:
 - player injuries;
 - trades or other player movement;
 - game strategies; or
 - any other matter of a sensitive nature to a member Team, the Association or an individual.

c) Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or HMHA executive, members, programs, stakeholders, players or any member of a HMHA Team.

d) Any form of bullying, harassment, intimidation or threats against players or officials.

e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
drug use,
alcohol abuse,
public intoxication,
hazing
sexual exploitation, etc.

f) Online activity that contradicts the current by-laws and policies of the HMHA or any of its member Associations.

g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the HMHA policies and by-laws on these matters.

h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

The Team, Minor Hockey Association, League and/or the HMHA will investigate reported violation(s) of this policy in the manner set out in the HMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team, Minor Hockey Association, League and/or the HMHA Board of Executives will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a Minor Hockey Association, League and/or HMHA By-Laws for other types of suspensions.

5. SUMMARY

When using social media and networking mediums, the HMHA community should assume at all times they are representing the HMHA and/or its member Associations or Teams. All members of the HMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

Should the identity or image of any member of the HMHA community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify your HMHA Team Management or the HMHA Board immediately. Any use of a player or team member's image or likeness without the written consent of the HMHA is strictly prohibited.

ATTACHMENT "U" – Executive Code of Conduct

**HINTON MINOR HOCKEY ASSOCIATION
EXECUTIVE COMMITTEE CODE OF CONDUCT**

As an executive member of the HINTON Minor Hockey Association I agree to:

- Make decisions for the good of all the players, parents and the Association
- Not be an owner/operator of a business that is in a position to receive direct financial gain from the Association
- Help create an atmosphere where there is a high level of cooperation and trust
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.

Signature: _____ Date: _____

Undertaking of Executive Position HINTON Minor Hockey Association

I, _____, acknowledge that as a member of the Board of Directors of Hinton Minor Hockey Association I may receive personal information and other confidential information relating to members of the Hinton Minor Hockey Association and other people. I agree to hold all such information strictly confidential. I understand this requires the highest standards for honest and ethical conduct, including proper and ethical procedures for dealing with actual or apparent conflicts of interest between personal and professional relationships within HMHA and outside the HMHA. I further agree to be bound by the provisions of all federal and provincial privacy legislation. I acknowledge and agree that the Board of Directors of the Hinton Minor Hockey Association may remove me from my position as a Director of that association if I fail, refuse or neglect to comply with this undertaking.

Signed at _____, Alberta, this ____ day of _____, 2013.

Name: _____ Signature: _____

Witness Name: _____ Signature: _____