

POLICIES & PROCEDURES

2018/19



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HIGH LEVEL 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, facebook and emailed to the current members email list a minimum of (2), two weeks prior to the set registration dates each year.
- c) All players must be properly registered which includes; completed registration form either online or paper copy, season fees and any outstanding invoices paid in full, current respect in sport by one member of the household. Any player failing to comply with these guidelines shall not be permitted to participate in HLMHA activities until registration has been recorded and approved by the Registrar and payment confirmed by Treasurer.
- d) Satisfactory proof of age (ie. Birth certificate), and proof of residency (ie. Legal land location or physical address) will be requested at time of registration.
- e) HLMHA offers online registration. The online link will be posted in the newspaper, High Level North Stars Facebook page and emailed to current member email list.
- f) All children are encouraged to be involved in hockey. However, 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. Payment can be made online using the online registration with credit card, etransferred to highlevelmha@gmail.com. Cash payment can be made in person at designated times.

2. GOALIE REGISTRATION

- a) Atom age goalies and above to a maximum of 2 goalies per team.
- b) In order to assist with the rising cost of specialized goalie equipment HLMHA will provide registration at 50% of the cost of full registration.
- c) Should a goalie decide to return to a player position the remaining 50% will be due.
- d) Goalies in the age groups Atom 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 except for Initiation, Novice and Pond Hockey.
- 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 can be accepted up until the last date of Hockey Alberta deadline upon executive approval.
- e) Late registrant fees will be prorated monthly.
- f) Late registration player placement will be at the discretion of HLMHA executive.

4. EXPANDED ROSTER

- a) HLMHA will review any expanded roster applications brought forth by teams based on Hockey Alberta guidelines.

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.
 - Initiation and Novice, will be granted a trial of two practices (being the first two scheduled practices) – Initiation and Novice Refunds requested before the third scheduled practice – full Registration fee.
 - Up to Dec 31 – Monthly prorated refund.
 - After December 31st of the current year – no refund.
 - Special circumstances will be at the discretion of HLMHA executive.

6. 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 to be determined by the Disciplinary Committee.
- c)

7. 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 15th 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 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 affiliate 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 7(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) The game sheet shall indicate an Affiliated play within "AP" beside his/her name.
- k) Novice and Initiation have their own guidelines found in the Hockey Alberta Bylaws & Regulations Minor Section 7.10.

8. **PLAYER MOVEMENT**

HLMHA 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 HLMHA Executive prior to August 31st, 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 evaluate within the top 33% of the level to which he/she is applying.
- 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 10 skaters.
- f) Final approval will be made by the HLMHA Executive.

9. GAME ICE ALLOTMENT

- a) HLMHA 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.

10. 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 HLMHA 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) 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 HLMHA Executive.
- f) 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.
- g) Players wishing to be evaluated at a higher level must be approved by the HLMHA executive based on the guidelines listed under 8 Player Movement above.
- h) As players arrive for each evaluation session attendance is taken and players assigned a jersey for the evaluation period.
- i) 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 his/her remaining players.

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

- l) The evaluation will consist of on ice sessions of individual skills and inter squad games.
- m) Once teams and coaching positions have been finalized the results will be posted on the HLMHA website and Facebook page. Please don't contact anyone on the executive-or anyone involved in the evaluation process.

11. EVALUATION COMMITTEE

- a) The Evaluation Committee will be made up of the Director of Hockey Operations and their selection of 3 additional evaluators who are not related to any players participating in evaluations.

12. EVALUATION COORDINATOR

- a) The Evaluation Coordinator will be the Director of Hockey Operations, 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) Player Evaluators
 - Recruited by Director of Hockey Operations
 - Will not have children registered in the division(s) they are evaluating.

13. COACH SELECTION PROCESS

- a) All persons interested in a coaching position within HLMHA must complete a Coaching Application and submit a Criminal Background Check and Child welfare.
- b) The selection of coaches will be based on the Coach Application, and any disciplinary history.
- c) If there are 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. The confirmed Head Coach will be responsible to appoint executive approved Assistant Coaches, Manager, and Trainer.

14. 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 HLMHA equipment loaned to him/her by the Association.

15. INSURANCE

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

- a) All activities must be sanctioned by Hockey Alberta.
- b) Players must be registered with Hockey Alberta.
- c) Coaches must be registered with Hockey Alberta to each team that they are coaching.
- d) Referees must be certified.
- 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 exhibition games or tournaments.
- g) A sanction is required 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.

16. 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.

17. JACKETS AND APPAREL

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

- a) HLMHA will not be held responsible for any individual's payment or cost of jackets or apparel.
- b) Team jackets and apparel must be approved by HLMHA and will have the North Stars logo located on the left breast.

18. HOCKEY JERSEYS

Team game jerseys are supplied by HLMHA and will bare the team sponsor on the back. Name bars are not permitted on the game jerseys with the exception at the Initiation division.

19. 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 important. Coaches will take this time to explain their expectations and philosophy. **Parents are expected to attend all scheduled team meetings.** 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.

20. 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 always. If females are required to dress in a separate room, a female supervisor must be present always.
- d) Parents are restricted from the dressing room from Atom division on or at coach's discretion.

21. DISCIPLINE

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

22. 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 HLMHA Disciplinarian

The Team Manager will bring forward the concerns to the HLMHA ***Disciplinarian***, 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 HLMHA.

HLMHA and the disciplinary committee will review the concern. HLMHA will respond to the incident report within a minimum of 3 days.

23. BULLYING/ABUSE

- a) HLMHA will be considered to have a Zero Tolerance policy when it comes to bullying. HLMHA will neither condone, nor tolerate bullying at any level, or by any person. It is expected that any individual that feels that they are being bullied, will report such behaviour to their coach or manager.
- b) HLMHA 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.
- 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 derogatory 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, HLMHA will deal swiftly and severely with the individual or individuals involved. Discipline will range from immediate, indefinite suspension to outright expulsion and release from HLMHA.

24. ALCOHOL/SUBSTANCE ABUSE POLICY

- a) Individuals regardless of age, who are a member of the High Level Minor Hockey Association (HLMHA) shall not play, coach, or otherwise participate in any sanctioned on or off ice activity if that person has consumed alcohol and or substance that may impact a person's judgement, alertness, perception, motor coordination or emotional state immediately prior to the activity.
- b) 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 immediately, 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.

First Offense

- Immediate suspension plus
- Minimum 1 week suspension from all HLMHA 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 HLMHA
- 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}

Possession of Illegal Drugs

- If a member is found to be in possession of illegal drugs during any HLMHA event, law enforcement will be contacted immediately by the individual(s) in authority.
- The member will be indefinitely suspended from participation and membership with HLMHA.
- Pending the actions of law enforcement, the member will 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}.

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".