



2015-2016

# The Maple Leaf Athletic Club of Edmonton Policy and Operating Manual

***Our mission:*** *To provide a program for elite athletes that offers them the opportunity to further develop their athletic skills as well as their life skills, thereby creating better athletes and better citizens.*



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## **INTRODUCTION**

The purpose of this manual is to provide support and direction to the Executives, Directors, Coaches and Managers in order to enable them to perform their duties of running their team's operation.

This manual provides valuable information as to how the MLAC operates as well as how the Hockey Edmonton AA Council operates. It also helps to identify MLAC's expectations for Coaches and Managers.

This operating manual is not inclusive of all Club Policies, Procedures and Bylaws.

## **CLUB HISTORY**

The MLAC is the longest continuously run Athletic Club in Canada. Henry White founded the Club in 1931 with the help of a few dedicated men. They recognized the need to enrich the development of young men and boys in North East Edmonton through competitive sports. White was very active in the Scouting movement for many years. The first team to wear the Maple Leaf colours included members of Henry White's St. Faith's 2nd Scouting Pack.

The first year the Maple Leafs were founded, the boys were of bantam age playing in the midget league. The team did not do so well that first year, with very few victories, but gained a lot of experience and bruises throughout the season.

The next season they won the league; the City Championship and then defeated a Calgary team for the Provincial Title. Not bad for the second year in the league.

In 1935, the Maple Leafs expanded their sports program to include, baseball, football, lacrosse, track and field, fastball, and soccer. These teams were mostly comprised of Maple Leaf hockey players who were exceptional and were versatile athletes proficient in many sports of the day.

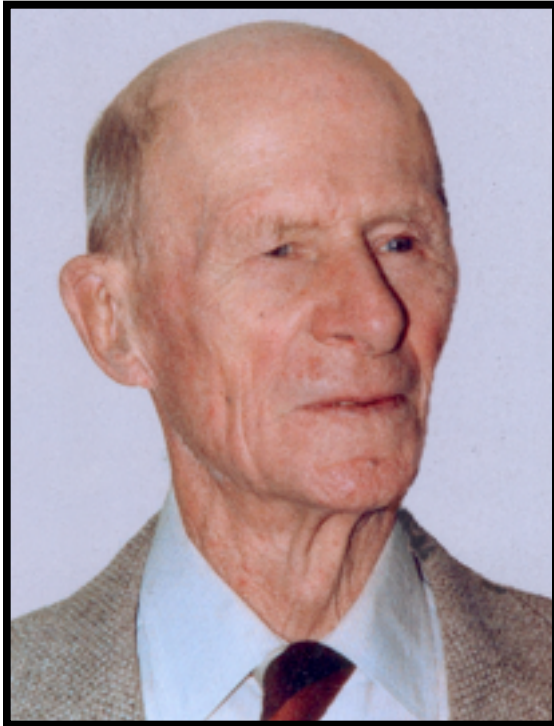
Over a number of years the club slowly focused its efforts towards the hockey program which included bantam, midget and juvenile club teams, winning many titles and trophies through the years.

The MLAC is very proud to sponsor the bantam and midget teams today with the same dedication from the club executive as Henry White had back in 1931.

## **HENRY WHITE**

Henry was born in Northern Alberta on July 23<sup>rd</sup>, 1907 at St. Andrew's Anglican Mission at Atikameg, where his father was the priest in charge. Later Reverend White moved on to found St. Peter's Anglican Mission, overlooking Buffalo Bay near the western end of Lesser Slave Lake.

His early education was at the Mission Indian Residential Schools. Later, he was sent to St. John's School in Winnipeg to finish his education. Upon graduation, he came to Edmonton and boarded at St. Faith's rectory where Canon and Mrs. Clough became his surrogate parents for a number of years. Henry came into most of our lives in the late 1920's and continued throughout the 1930's and 1940's, during which time he worked for the City of Edmonton, first as Secretary to a succession of Mayors and later as Secretary to the City Commissioners.



Henry was always an organizer and innovator, but was very hesitant to accept praise of any kind for his efforts. He taught a boy's Sunday School Class at St. Faith's and it was a natural step to start a Wolf Cub Pack at the church in 1927 (a Scout Troop was already established). The first was so successful that before long a second Pack had to be started, each meeting on a different night.

In 1929, he was the driving force behind starting the 2<sup>nd</sup> Edmonton Rover Crew, which grew to be the largest in the city. Its various divisions (by age) eventually included 44 Active and 26 Non-Active Members by 1938. Of these, 58 served in the armed forces during World War II. Henry himself served in the Royal Canadian Volunteer Reserve, first as a Writer at H.M.C.S. Then after

taking Officer Training at Royal Roads in Esquimalt he was posted to H.M.C.S. Protector in Sydney, Nova Scotia. Later he was loaned to the Royal Navy and posted to the Fleet Air Arm base at Shearwater near Halifax, Nova Scotia, retiring at the end of the war as a Lieutenant.

Using Senior Scouts and Rovers as staff, he organized and conducted several District Cub Camps in the early 1930's throughout the Edmonton Region, the largest of which was for 100 boys with a staff of 20. At that time, Cubs were not supposed to go camping under canvas. Through the years, the 2<sup>nd</sup> Cub Pack became notorious for the honours they won at Cub Rallies and in First Aid Competitions. Henry promoted Cub and Scout hockey amongst the Edmonton Groups so it was a natural step to form the MLAC in 1931.

Meanwhile, through his City Hall contacts, Henry was able to initiate several programs that benefited the youth of Edmonton through the Community Leagues. During his working years he spent part of his annual vacation travelling to various

parts of the continent with a carload of youths and young men in tow, visiting Northern Alberta, Eastern Canada, the United States, B.C. and the Yukon Territory. After his retirement from the City, he travelled extensively abroad, to the S.W. Pacific, Africa, the U.S.S.R. and China. He was an ardent student of the political way of life in these countries and never tired of discussing these subjects with his wide circle of friends. His effect on so many of our lives will not soon be forgotten.

Henry passed away March 17, 1991.

## **ANNUAL CHRISTMAS TOURNAMENT**

The Henry White legacy continues...

Henry was instrumental in building the foundation for the annual Bantam Invitational Tournament of Champions. He solicited the cooperation of the four city clubs to act as hosts. The tournament continues to grow and has developed into one of the top tournaments in the Bantam AA and AAA categories. The tournament also recognizes leadership and scholastic excellence. Five scholarships are awarded at the tournament conclusion. Further scholarships are awarded to Bantam players at year-end within the four club foundation.

The success of the tournament relies on the clubs' participation. As hosts, volunteers are drawn from the MLAC Bantam teams. Tournament team participation requires at least one MLAC entry.

## **ALUMNI**

The Maple Leaf Alumni Association supports the 'off-ice' activities of the MLAC who has been providing youth athletic programs since 1931. Scores of graduates from their hockey program have gone on to careers in the National Hockey League.

The goal of the Alumni is to support Edmonton Youth in a variety of ways including donations of time, equipment and funds with a primary focus on providing educational assistance to youth in the Maple Leaf Program. Each spring the Alumni awards five Educational Bursaries, valued at a total of \$4000, to help young people with post-secondary educational tuition.



To support these endeavours, the Alumni engages in various fundraising activities throughout the year. The largest of which is the Annual Al Greene Memorial Golf Tournament and Smoker which in the past 20 years has drawn up to 200 participants. The tournament is held in the first Friday in June each year. Everyone who attends is promised to have a good time and a chance to share in some of the stories and accomplishments of the people who have contributed to the proud history of the MLAC.

## **LADIES AUXILIARY**

The Maple Leaf Ladies Auxiliary was formed in 1971. The MLAC is the only Athletic Club in the city that operates a Ladies Auxiliary. They have their own executive and each team appoints a team mom to help with their program.

*The goal of the Ladies Auxiliary is to ensure that each hockey season all of the players enjoy their hockey year both on and off the ice. We strive to give recognition to our players for their achievements in both areas.*

To achieve this goal many Recognition Programs under the Ladies Auxiliary wing have been implemented. These programs of recognition are subsidized by two bingos and other fundraising events. The programs are:

### **Player of the Month**

Each team's coaching staff submits the name of the player they feel has demonstrated the 'Never Give Up Attitude'. This player continuously shows team spirit and leadership both at games and practices. This player may not be the top goal scorer or playmaker but is the player who gives 110% every time and encourages their team to achieve their best. In order to recognize as many players as possible throughout the season each player can only receive this recognition award once each season. Players winning this award will receive an embroidered MLAC T-shirt and a card of recognition. Their name will appear in their respective programs for the entire month.

### **Heart & Soul**

The players of each team will select, by silent ballot, an individual from the team who has put his or her 'Heart and Soul' into the team, both on and off the ice, on a

continuous basis all season. This individual will be selected by his or her peers and not the coaching staff or parents. The individual selected is not necessarily the highest goal scorer or has the most points and the least penalty minutes, but arrives at every practice, off-ice activity and game giving his or her 100%. A rationale will be provided from each team member who votes which will provide specific details of why the individual was selected. The LAX Executive will review each team's submissions prior to the year-end banquet.

### **Injured/Sick Players**

There is probably nothing worse than being injured or sick and having to sit on the sidelines watching your team play. The Ladies Auxiliary implemented the Injury/Sick T-shirt program some time ago so that even though the player may be sidelined he or she is made to feel very much part a of the team. Any player who is injured or sick for three consecutive games will receive an Injury T-shirt and card. A player may receive only one T-shirt during each current hockey season.

### **MLAC Annual Awards Banquet**

Aside from the Heart & Soul awards given at the banquet, the Ladies Auxiliary also recognizes all of the graduating midget players. Graduating midget players are those players who have played all of their bantam and midget years with the MLAC.

Recognition is also given to those players who are no longer eligible to play with MLAC due to age and have not played all of their bantam or midget years with MLAC.

At each year-end banquet the Ladies Auxiliary also provide two certificates for MLAC rings. One certificate is awarded to a Bantam player and one certificate is awarded to a Midget player.

## **CLUB BOUNDARIES**

At the November 9th, 2005 EMHA General Meeting the following motion was passed:

That beginning in the 2006-2007 season, those graduating Pee-Wee players (and all of those younger) that live in the North SEERA area, which is the area or district that is south of the North Saskatchewan river, east of the C.P.R. railroad tracks along 103 Street, and north of 51<sup>st</sup> Avenue, exclusive of the community known as Scone Centre. The communities represented include (but are not limited to) Argyll, Avonmore, Bonnie Doon, Capilano, Cloverdale, Forest Heights / Terrace Heights, Fulton Place, Gold Bar, Hazeldean, Holyrood, Idylwylde, Kenilworth, King Edward Park, Ottewell, Ritchie, Strathearn and the community of Twin Parks, became part of the MLAC AA area and that beginning in the 2006-2007 season, those graduating Pee-Wee players (for this year, those born in 1993) that live north of the river, and west of 97<sup>th</sup> Street become part of the CAC AA area. Note that everything will start at the beginning of the 2006-2007 and continue on until revised by EMHA.

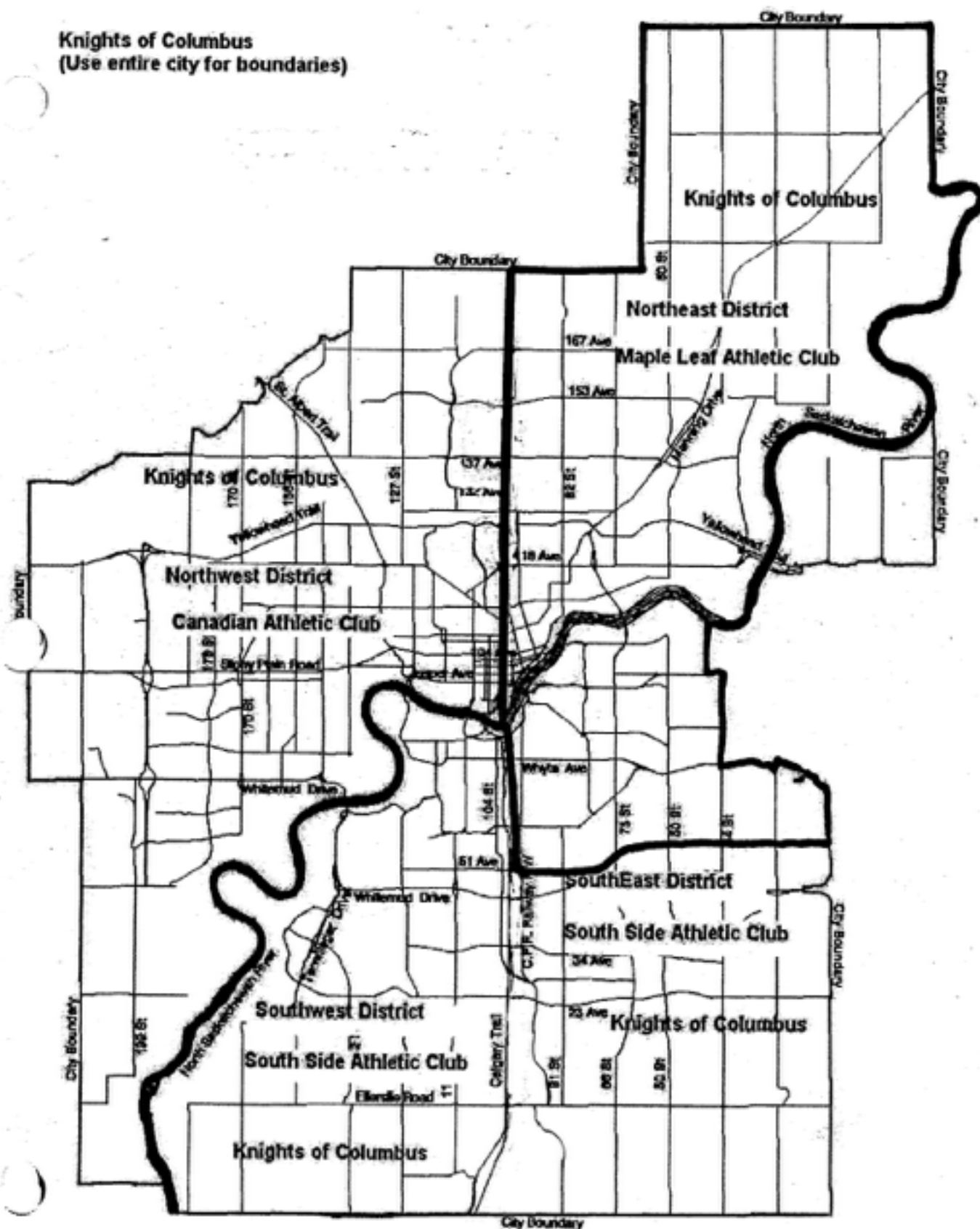
Prior to this motion, players from North SEERA would try out for Bantam AAA or AA with the South Side Athletic Club and players from the communities of Rossdale, Spruce Avenue, Westwood, Rosslyn, and Griesbach would try out with the MLAC.

Not sure what we were looking for but Feeder Clubs were listed

- Northstars
- North SEERA
- Brave Raiders
- Eagles
- Northeast Zone
- Garrison



**Knights of Columbus**  
 (Use entire city for boundaries)



## **ORGANIZATION STRUCTURE**

The MLAC is a member of the HE AA Council. Other city members include the Knights of Columbus, Canadian Athletic Club, and the Southside Athletic Club. Participation also includes members from St. Albert, Spruce Grove, Leduc, and Sherwood Park.

The AA Council structure includes an elected Chairperson, a Secretary, a Treasurer, representatives from each athletic club as well as HE Directors for each AA and AAA category. The AA Council will administer discipline to any team member or team official who does not adhere to the AA Council policies and procedures. The AA Council is responsible to HE. All teams who participate in the AA and AAA programs will be governed by the rules set forth by HE, Hockey Alberta and Hockey Canada.

## **MEMBERSHIP**

Each Maple Leaf Athletic Club member family is required to maintain a family membership. The cost of the membership is included in the registration fee. This membership entitles the family to **one** vote at the AGM or at any Special Meetings. Any member in bad standing for any reason may be suspended until the situation is rectified. This can include carryover to the following season and includes all levels of hockey.

## **EXECUTIVE MEMBERS AND RESPONSIBILITIES**

### **President**

The President shall preside at all meetings of the Executive and the Society, and generally perform the duties usual to the office of the President, and may instruct the Secretary to call a meeting of the Society, the Executive or any Committee, at his/her discretion.

In addition to Bylaw Guidelines, if the President is unable to attend outside required meetings, he/she may delegate another Executive Member to attend on behalf of the Club.

### **Past President**

Reports directly to the President, and shall become a member of the Executive with full executive privileges upon commencement of those duties and shall hold such privileges during his/her term of office.

The Past President will act as Nominating Chairperson, during elections, at the Annual General Meeting (AGM). This individual may also act as Alumni Representative.

### **1<sup>st</sup> Vice President**

The 1<sup>st</sup> Vice President shall, in the absence of the President, perform any and all duties of the President.

In addition to Bylaw Guidelines, the 1<sup>st</sup> Vice President shall:

- report directly to the President
- act as Chairman of the Hardship Registration Committee
- maintain the Club's Policy & Operating manual
- make the arrangements for all teams to hold a Player Development session
- be responsible for organizing team pictures each season

### **2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President shall, in the absence of the President and 1<sup>st</sup> Vice President, perform any and all duties of the President. He/she shall also assist the club liaison on behalf of the Society with the North East Zone Sports Council including North SEERA Hockey and will attend their monthly meetings.

In addition to Bylaw Guidelines, the 2<sup>nd</sup> Vice President or Liaison Officer shall:

- report directly to the President
- act on behalf of the Society and will attend meetings throughout the season as required or requested

### **Secretary**

It shall be the duty of the Secretary to keep the minutes and records of the Executive and Annual General Meetings; to conduct all official correspondence; to issue notices of meetings (all members shall receive notice, by mail, 21 days prior to the Annual General Meeting); to keep a complete record of all events held under the auspices of the society and to perform all other such duties as may be prescribed by the bylaws or delegated to him/her by the Executive. He/She shall have charge of the seal of the Society, the use of which shall be authenticated by the signature of any two members of the Executive. In addition to Bylaw Guidelines, the Secretary shall:

- report directly to the President
- keep a complete record of all events held under the auspices of the Society
- be responsible for Corporate Registry updates (including registering new Executive members and managing any Bylaw amendments or grant applications)

### **Finance Committee Chairperson**

The Finance Committee Chairperson shall be responsible, on behalf of the Society, to receive all monies payable to the Society and shall be responsible for the deposit of it in such bank the Executive may order. He/She shall properly account for all funds and assets of the Society and keep such books as may be directed. He/She shall prepare, for submission to the Society, a statement duly audited of the financial position of the Society. The statement, certified by the Auditor, shall be prepared as soon as possible after year-end. He/She must submit a copy of it to the Society for the records and a copy signed by the Auditor to the Attorney General's Department.



In addition to Bylaw Guidelines, the Finance Committee Chairperson shall:

- report directly to the President
- ensure that a valid audit is performed with a report available at the Annual General Meeting (AGM).

### **Projects Chairperson**

He/She shall be responsible for the organization of all special features for raising funds, subject to the approval of the Executive. He/She shall have full power to form committees from the members to ensure the successful operation of such activities. He/She must account for all monies received and paid out, directly to the Executive of the Society.

The Projects Chairperson shall report directly to the 1<sup>st</sup> Vice President.

### **Hockey Director**

The Hockey Director shall be responsible for all hockey programs. He/She shall appoint league directors, coaches, trainers and managers as may be deemed necessary. He/She may also suspend or reprimand any of the foregoing persons for unsportsmanlike conduct detrimental to the Society as per the Club's Code of Conduct.

The Hockey Director must not have an immediate family member on an MLAC Team.

In addition to Bylaw Guidelines, the Hockey Director shall:

- report directly to the President
- be responsible for overseeing the hockey portion of the program
- appoint, along with the recommendation of the Hockey Committee, the Category Directors, Coaches and Managers or may suspend any team official or team member for inappropriate conduct
- chair the Coaches selection committee and may select an assistant

Any recommendations developed and agreed upon by the Hockey Committee shall be forwarded to the Executive Committee.

### **Social Director**

The Social Director shall be responsible for the organization and operation of social activities sponsored by the Society. All activities are subject to approval from the Executive. He/She shall have full power to form committees and carry out in-

vestigations on behalf of the Society concerning socials. He/She must account for all monies received and paid out, directly to the Executive of the Society.

The Social Director will report directly to the 2<sup>nd</sup> Vice-President.

### **Registrar**

The Registrar shall be responsible for the registration of all member teams and players of the Society into the various categories and leagues as well as maintain records of all registration sheets and cards. He/She shall also act on behalf of the Society at all meetings pertaining to registration.

In addition to Bylaw Guidelines, the Registrar will report directly to the 1<sup>st</sup> Vice-President.

### **Equipment Manager**

The Equipment Manager shall be responsible for submitting a proposed budget to the Executive for approval at the Annual General Meeting. This individual is also responsible for issuing all required team equipment as well as the retrieval of it at the end of the season.

In addition to Bylaw Guidelines, the Equipment Manager shall:

- report directly to the Hockey Director and communicate/coordinate the issue of all equipment with Team Manager
- advise the Finance Chair/Bookkeeper on the full return of all equipment issued to Teams, in order for the Bookkeeper to confidently proceed with the closure of Team Accounts

### **Ice Allocator**

The Ice Allocator shall be responsible for obtaining ice contracts from private agencies. The allocator is then responsible for the fair and equitable distribution of all contract and EMHA ice.

In addition to Bylaw Guidelines, the Ice Allocator shall:

- report directly to the 1<sup>st</sup> Vice-President
- be responsible for the purchase and allocation of all practice ice from private and city facilities
- be responsible for the approval of invoices and billing of ice fees to teams
- attend all ice meetings
- provide an outline of the ice expenses to teams on a monthly basis

**Club Historian**

The Club Historian is responsible for obtaining and restoring historical items that pertain to the Maple Leaf Athletic Club of Edmonton. In addition to Bylaw Guidelines, the Club Historian will report directly to the 2<sup>nd</sup> Vice-President.

**Liaison Officer**

The Liaison Officer will act as an intermediary between the MLAC and its boundary clubs. The Liaison Officer will report directly to the 2<sup>nd</sup> Vice-President.

**Ladies Auxiliary**

The President, or designated member, of the Ladies Auxiliary shall be responsible for the fair representation of the Ladies Auxiliary members at the MLAC Executive meetings. The designated member of the Ladies Auxiliary shall report directly to the President.

## **OTHER APPOINTED POSITIONS/COMMITTEES**

**These positions are held by those who are not a part of the Executive Committee and therefore do not have a vote.**

### **Apparel Director**

The Apparel Director reports directly to the 2<sup>nd</sup> Vice-President and is responsible for the issuance of all apparel.

### **Building Chairperson**

The Building Chairperson reports directly to the 2<sup>nd</sup> Vice-President and is responsible for the maintenance of the building and the grounds.

### **Facility Bookings**

The individual in charge of Facility Booking will report directly to the Building Chairperson and is responsible for booking the clubhouse for club, team and social functions.

### **Category Director**

The Category Director shall report to the Hockey Director and oversees the operation of MLAC teams in their respective categories. These individuals will also attend Midget & Bantam category meetings as approved by the Hockey Committee.

## **COMMITTEES**

### **Executive Committee**

The Executive Committee consists of the President and **two Vice Presidents** to oversee the Hockey Committee Members and handle the appeal process.

### **Hardship Registration Committee**

The committee shall consist of the 1<sup>st</sup> Vice President, an Alumni representative, and the Team Treasurer. All hardship referrals and decisions are to be held in the strictest of confidence.

### **Hockey Committee**

The 5 members who make up the Hockey Committee are:

- Hockey Director
  - A Life Member (Alumni Representative)
  - Midget Category Director
  - Bantam Category Director
  - A Member at Large
- The Hockey Director shall chair the Hockey Committee. The Hockey Committee shall solicit and accept applications for coaches, managers and trainers. They shall conduct the coach interviews and make the coaching selections
  - Regularly attend meetings with Teams and regular bi-weekly meetings with committees
  - The Hockey Committee shall set up a schedule for all teams and ensure that all players having participated in tryouts and subsequently released from any MLAC hockey programs are made aware of the Federation level contact.
  - The Hockey Committee shall be made aware of all disciplinary infractions by notification from Hockey Edmonton. Further disciplinary action as deemed necessary.
  - The Hockey Committee members cannot have an immediate family member on a team or in the program.

## **DISCIPLINE AND CONDUCT BYLAWS FOR THE MLAC**

### ***Discipline and Conduct Policies***

The MLAC has established a discipline policy for the minor hockey program and discipline matters shall at all times be governed by the:

- A. Policies of Hockey Canada
- B. Policies of Hockey Alberta
- C. Policies of Edmonton Minor Hockey Association
- D. Policies of the Maple Leaf Athletic Club

### ***Discipline by a Coach***

- A. A coach shall have the power to suspend any player for an individual or team discipline problem.
- B. The coach must notify his Division Director if the suspension consists of one game or more.

### ***Discipline by Division Director***

- A. Where suspensions occur due to rule infractions on the ice or during game time as required by the Hockey Canada Rule Book, the Division Director must review the referee's game report and suspend in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association as a minimum.
- B. In addition to suspensions which occur or must be imposed automatically in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association, the Division Director shall have the power to suspend summarily, for a term not exceeding **three** games, any player, coach, manager, team official, or member for any breach of the bylaws or regulations of the Association or for any conduct determined to be improper or unbecoming by the Division Director.

- C. The President must be notified in writing of any suspension in excess of **one** game. Any such suspension may, at the option of the President, be reviewed by the Discipline Committee to determine if a more serious penalty is warranted.
- D. In addition to the new rule set out by Hockey Alberta for the 2015/16 season. States that any team receiving 2 match penalties in one game, the Head Coach will receive a one game suspension. In the case of a Coach being suspended the Club Hockey Committee will meet and decide if another suspension or fine to the player is warranted. This ruling will be decided by the Hockey Committee and cannot be appealed.
- E. A suspension by a Division Director may be appealed to the Discipline Committee in writing and the Discipline Committee shall hear such appeal as soon as possible and in any event within seven days.

### *Appeals*

- A. No appeal operates as a stay of any suspension.
- B. Written notice of any appeal must be given to the authority to which the appeal is made within seven days of the date on which the penalized party is notified of any penalty imposed.
- C. Any appeal by a player younger than sixteen years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.
- D. The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing.

## **HOCKEY EDMONTON GUIDE TO HOCKEY CANADA MINIMUM SUSPENSION GUIDELINES**

### **INELIGIBLE PLAYERS**

#### **Rule 2.2**

- Team official who is party to or had knowledge of playing a player not properly registered or affiliated with that team
- Team official who is party to or had knowledge of playing under suspension.
- No player under suspension may participate in the pre-game warm-up or occupy the players bench.
- Minimum suspension: indefinite

### **EQUIPMENT**

#### **Rule 3.5**

- Goaltender refusing to remove his/her face protector for purposes of identification; 2 games.

#### **Rule 3.6**

- Any player who removes their chin straps before or during fights shall receive a Game Misconduct plus 1 game.
- If a player removes his helmet and releases his chin strap to fight and the opposing player does not, the former gets an additional two-minute Minor penalty and Game Misconduct (2 games if in last 10 minutes); 1 game.
- If a player removes his opponent's helmet or released the chinstrap before or during a fight. Game misconduct plus 1 game.



## PRE/POST GAME ALTERCATIONS (Refer to Rule 10.15 for protocol)

### **Rule 4.1**

- Any player involved where majors, game misconducts, gross misconducts and match penalties are assessed, pre or post game.
- 1st offence – 2 games
- 2nd offence – 3 games
- 3rd offence – Indefinite
- Coach of a team whose players are also penalized – Indefinite.
- Any team involved in a pre or post game brawl – Indefinite.

## MINOR PENALTIES

### **Rule 4.2**

- Any player incurring a total of three or more stick infraction penalties (high sticking, cross-checking, slashing, spearing, butt-ending).
- Game Ejection – no additional suspension.

## MAJOR PENALTIES

### **Rule 4.4**

- All Major penalties assessed at Novice and Atom and No-Hit Leagues (EGHA and HERHL) will result in a minimum 1 game suspension no matter when the Major penalty was assessed.
- At all other Divisions this suspension guideline is applicable only if the Major penalty was assessed in the final 10 minutes of the game or in overtime.
- Minimum suspension: 1 game

## MISCONDUCT

## **Rule 4.5**

- Any player who is assessed a second misconduct penalty in the same game shall be assessed a game misconduct plus 1 game.

GAME MISCONDUCT – Time served for a Game Misconduct is in addition to these minimums.

## **Rule 4.6**

- In all Hockey, any Player or Team Official who is assessed a Minor Penalty and a Game Misconduct or a Major and a Game Misconduct or any other infraction resulting in a Game Misconduct/Gross Misconduct penalty, that occurs in the last ten minutes of regular time or any overtime, or at the conclusion of the game and prior to the Player or Team Official entering his/her dressing room, shall automatically be suspended for a minimum of the next regular League/Playoff/Pre-Season/Tournament or Provincials Game. This is in addition to any other suspensions directed by HOCKEY EDMONTON Minimum Suspensions.
- Minimum suspension: 1 game
- If the game misconduct is associated with a major or match penalty, and those suspensions are in excess of one (1) game, additional games may not be added.

## **GROSS MISCONDUCT**

## **Rule 4.7**

- Gross Misconducts; 2 games.

## **GOALTENDER PENALTIES**

## **Rule 4.11**

- A minor penalty shall be assessed a goaltender who, after catching the puck, drop kicks the puck- if an injury results a major penalty and game misconduct shall be assessed; 1 game.

## **MATCH PENALTIES ATTEMPT TO INJURE / DELIBERATE INJURY**

## **Rule 6.1**

- Deliberate injury to an opponent, official, team official, or spectator (match); Minimum suspension: Indefinite.
- Use of Blocker (match); Minimum suspension: 3 games.
- Head-butt (match); Minimum suspension: 2 games.
- Double Minor & Gross Misconduct to Team Official who head-butts or attempts to head-butt an opponent; Minimum suspension: Indefinite.
- Kicking (match); Minimum suspension: 3 games.
- Grab face-mask, chin strap, helmet/hair pulling (match); Minimum suspension: 2 games.
- Grab face-mask, chin strap, helmet/hair pulling (major); Minimum suspension: 1 game.
- Facial protector as weapon (match); Minimum suspension: 3 games.
- Butt-end (match); Minimum suspension: 3 games.
- Spearing (match); Minimum suspension: 3 games.
- Double Minor & Gross Misconduct to Team Official who pokes or jabs or attempts to poke or jab an opposing player with the toe of the blade of a stick; Minimum suspension: Indefinite.
- Slash, high stick, cross check (match); Minimum suspension: 3 games.

## **BOARDING, ELBOWING, TRIPPING, BODY CHECKING MAJOR**

## **Rule 6.2**

- Boarding, body-checking, elbowing, charging, tripping (major in final 10 minutes); 1 game.

## **CHARGING MAJOR**

## **Rule 6.3**

- Charging (major in final 10 minutes); 1 game.

## CHECKING FROM BEHIND

### **Rule 6.4**

- Check from behind Minor & Game Misconduct in the last 10 minutes or later; 1 game.
- Check from behind Major at any time in the game (final 10 minutes = 2 games); 1 game.
- Check from behind Match at any time in the game; 4 games.

## HEAD CONTACT

### **Rule 6.5**

- Checking to the head Minor & Game misconduct; 1 game.
- Checking to the head (Major); 1 game.
- Checking to the head (Major) in the final 10 minutes; 2 games.
- Checking to the head (Match); 4 games.

## ELBOW/KNEE MAJOR

### **Rule 6.6**

- Elbowing/kneeing (major in the final 10 minutes or later); 1 game.

## FIGHTING

### **Rule 6.7**

- Fighting (major) – seasonal.
- If occurs in final 10 minutes, then 2 games
- 1st offence – 1 game
- 2nd offence – 2 games
- 3rd offence –Indefinite

- A player who is identified by the Referee as being the instigator or aggressor shall be assessed a game misconduct in addition to any other penalties incurred.
- 1st offence – 1 game
- 2nd offence – 2 games
- 3rd offence – 3 games
- 4th offence – indefinite
- Any player wearing a ring, tape or any other material on his/her hands, who becomes involved in a fight and who uses such to gain an advantage or to inflict punishment and/or injury (match); Minimum suspension: 2 games.
- Fighting off the playing surface (major); 2 games
- 3rd man in a fight; 2 games
- Any player receiving a second fighting major penalty during the same stoppage of play; 2 games.
- Fighting with a team official; 2 games.

## ROUGHING/ROUGHING AFTER WHISTLE

### **Rule 6.7**

- Roughing (major in the final 10 minutes); 1 game.

## HOLDING MAJOR

### **Rule 7.1**

- Holding (major in the final 10 minutes); 1 game.

## HOOKING, BUTT-END HOOKING

### **Rule 7.2**

- Hooking/butt-end hooking (major in the final 10 minutes); 1 game

## INTERFERENCE MAJOR

**Rule 7.3**

- Interference (major in the final 10 minutes); 1 game.

TRIPPING/SLEW FOOTING MAJOR

**Rule 7.4**

Tripping or slew footing (major in the final 10 minutes); 1 game.

CROSS CHECK MAJOR/MATCH

**Rule 8.1**

- Cross-checking (major in the final 10 minutes); 1 game.
- Cross-checking (match); 3 games.

HIGH STICK MAJOR/MATCH

**Rule 8.2**

- High Sticking (major in the final 10 minutes); 1 game.
- High Sticking (match); 3 games.

SLASHING MAJOR/MATCH

**Rule 8.3**

- Slashing (major in the final 10 minutes); 1 game.
- Slashing (match); 3 games.

HARASSMENT OF OFFICIALS UNSPORTSMANLIKE CONDUCT/MIS-  
CONDUCT

**Rule 9.2**

- Verbal abuse or disrespect toward Official/s Game Misconduct at any time (zero tolerance); 2 games.

## LEAVING PLAYERS OR PENALTY BENCH FOR THE PURPOSE OF FIGHTING

### **Rule 9.5**

- Any player identified as the first to leave the players' bench during a fight; 2 games.
- Any player identified as the first to leave the penalty bench during a fight; 3 games.
- The coach of the team whose player is penalized under the above two points; 3 games.
- Any player who is not identified as the first to leave the players or penalty bench during a fight; 1 game.
- The coach whose player/s left the players' or penalty bench but is not identified as the first to leave the players' or penalty bench during an on-ice altercation; 1 game.
- Any team official who gets on the ice surface after the start of the game, without the permission of the referee, shall be assessed, at the discretion of the referee a bench minor or a game misconduct; 1 game.

## ABUSE OF OFFICIALS

### **Rule 9.6 match**

- Any player or team official who threatens or attempts to strike a Referee, Linesman or any Off-ice Official before, during or after a game; indefinite suspension, minimum 1 month.
- Any player or team official who intentionally touches, holds or pushes a Referee, Linesman or Off-ice Official before, during or after a game; indefinite suspension, minimum 3 months.

- Any player or team official who deliberately strikes, trips or body checks a Referee, Linesman or Off-ice Official before, during or after a game; indefinite suspension, minimum 1 year.

## SPITTING

### **Rule 9.7 match**

- Spitting on an Official; 8 games.
- Spitting on an Opponent; 3 games.

## THROWING STICK OR OBJECT

### **Rule 9.8**

- Minor or Major penalty; 2 games.
- Thrown outside the playing area; 3 games.

## REFUSING TO START PLAY

### **Rule 10.14**

- Refusing to start play; indefinite.
- If a team being ordered to return, does return, then the coach is assessed a major penalty and game misconduct; 2 games.
- Player or team official refuses to leave the bench or playing area after being assessed a game misconduct, gross misconduct or match penalty; indefinite.

## START OF GAME & PERIODS

### **Rule 10.15**

- If an altercation that results in penalties occurs; 1 game.

## **2011/2012 RULE CHANGE**

### **Rule 6.5 Head Contact**



(a) In Minor and Female, a Minor Penalty shall be assessed to any player who accidentally contacts an opponent in the head, face or neck with his stick or any part of the player's body or equipment.

(b) In Minor and Female, a Double Minor Penalty or a Major and a Game Misconduct Penalty, at the discretion of the Referee and based on the degree of violence of impact shall be assessed to any player who intentionally contacts an opponent in the head, face or neck with her stick or any part of the player's body or equipment.

(c) In Junior and Senior, a Minor and a Misconduct penalty, or a Major and a Game Misconduct penalty, at the discretion of the Referee based on the degree of violence of impact, shall be assessed to any player who checks an opponent in the head in any manner.

(d) A Major and a Game Misconduct penalty, or a Match penalty shall be assessed any player who injures an opponent under this Rule.

(e) A Match penalty shall be assessed any player who deliberately attempts to injure or deliberately injures an opponent under this Rule.

Note: All contact above the shoulders (neck, face and head) is to be called Head Contact under one of the above (In minor and female).

THIS RULE CHANGE WILL COME INTO EFFECT IMMEDIATELY

For more information and the source of this information, please view this PDF:  
<http://www.hockeyedmonton.ca/clientuploads/Documents/2011-2012%20EMHA%20Directives%20-%20as%20revised%20October%202011.pdf>



## CHART OF CERTIFICATION REQUIREMENTS

The following requirements must be completed prior to November 15<sup>th</sup> of the current playing season.

	COACH STREAM	DEV. I	DEV. II	H.P. I	CHECKING SKILLS	RESPECT IN SPORT *	SAFETY **
INITIATION	TWO TEAM OFFICIALS					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
NOVICE	HEAD COACH					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
ATOM	HEAD COACH					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
PEEWEE A, B, C, D, FEMALE	HEAD COACH				HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
PEEWEE AA		HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
BANTAM A, B, C, D, FEMALE	HEAD COACH				HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
BANTAM AA, AAA, FEMALE AAA		HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET A, B, C, D, FEMALE	HEAD COACH				HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET AA		HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MINOR MIDGET AAA		HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET FEMALE AAA		HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET AAA				HEAD COACH	HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
JUNIOR FEMALE						ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
JUNIOR MALE						ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
SENIOR FEMALE						ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
SENIOR MALE						ALL TEAM OFFICIALS	ONE TEAM OFFICIAL

- ALL REGISTERED TEAM OFFICIALS MUST HAVE COMPLETED THE RESPECT IN SPORT – ACTIVITY LEADER PROGRAM (Excluding ONLY Senior/Junior Teams unless a Minor Aged player is registered/affiliated to their team)
- ONE REGISTERED TEAM OFFICIAL THAT HAS COMPLETED THE HOCKEY CANADA SAFETY PROGRAM MUST BE IN ATTENDANCE AT ALL GAMES
- FOR ACCESS TO YOUR CURRENT QUALIFICATIONS VISIT [EHOCKEY.HOCKEYCANADA.CA](http://EHOCKEY.HOCKEYCANADA.CA)

**[WWW.HOCKEYALBERTA.CA](http://WWW.HOCKEYALBERTA.CA)**

## **Hockey Canada Safety Program (HCSP)**

- All Hockey Alberta teams must have **one person** registered to their team that has completed the Hockey Canada Safety Program (HCSP) and who can be at **all games**.
- Team must have a registered and eligible (as defined below) safety person by December 31<sup>st</sup> of the current hockey season. Teams failing to adhere to this regulation may jeopardize their eligibility for Provincial, Regional and National Playoffs.
- An eligible safety person is defined as a person who has successfully completed the requirements for certification in the HCSP. The certification for this program is valid for a period of **three** hockey seasons from the date of the clinic attended to August 1st of the third hockey season.

## **Respect in Sports (RIS)**

- By December 31<sup>st</sup> of the current hockey season, all members on the bench for each hockey team in the province of Alberta must have certification in the RIS Activity Leader/Coach program, or at least have the equivalent Speak Out Program certification already completed.

## **NCCP & Checking Skills Coaching Qualification Requirements**

The following regulation requirements are based on a team's categorization prior to December 31st of the current playing year:

### **Teams registered on Hockey Alberta Provincial Teams: Bantam AA & AAA**

- All LMHA's will ensure that by December 31st, all Head Coaches in the Bantam divisions (categories outlined above) are qualified at the NCCP Developmental I Level and have completed the Checking Skills Program.
- It is highly recommended that all LMHA's ensure that all Assistant Coaches are qualified in the NCCP Development I Level course and the Checking Skills Program.

### **Teams registered on Hockey Alberta Provincial Teams: Midget AA**

- All LMHA's will ensure that by December 31st, that all Head Coaches in the Midget AA division (categories outlined above) are qualified at the NCCP Developmental I Level and have completed the Checking Skills Program.

- It is highly recommended that all LMHA's ensure that all Assistant Coaches are qualified in the NCCP Developmental I Level course and the Checking Skills Program.

### **Teams registered on Hockey Alberta Provincial Teams, Midget AAA**

- All LMHA's will ensure that by December 31st, all Head Coaches coaching in the Midget AAA division (as outlined above) are qualified at the NCCP High Performance I Level and have completed the Checking Skills Program.
- All Head Coaches will have **two years** to become qualified at the NCCP High Performance I level. The rationale for this is that Hockey Alberta only hosts the High Performance I Seminar every two years.

### **Head Coach**

- The head coach is directly responsible to their Category Director.
- The coach will select assistants and add to the roster as approved by the Hockey Committee.
- The Head Coach must have the following:
  - Annual Security Clearance as mandated by HE
  - Respect in Sports certification
  - Development A Coaching Certificate
  - See above under NCCP & Checking Skills Coaching Qualification Requirements
- During tryouts and for the purposes of affiliation, the coach will communicate with the Staff both above and below their own category.
- During tryouts and at the time of any release, the coach will advise the Hockey Director of the players' names and release dates immediately (on the day of release).
- During the last half of tryouts, the coach will clearly communicate team size and birth years to the Hockey Committee.
- The coach will ensure that communication from the Executive and Hockey Committee gets to the team members and their parents.
- The coach will provide input to the Club budget for discussion and approval by the parents, with respect to items that would require incorporation into the budget for review by the Hockey Committee.

- The coach is ultimately responsible for all members at team functions and they must always ensure that adequate safety measures are being followed.
- The coach will be responsible for the post-season tournament paperwork, if applicable, where a percentage of team families are required to sign.
- At yearend, the coach will provide a confidential written assessment on all players (except 17-year-olds) for use in future years by other coaches during tryouts.

### **Assistant Coach**

- All Assistant Coaches must have the following:
  - Annual Security Clearance as mandated by HE
  - Respect in Sports certification
  - See above under NCCP & Checking Skills Coaching Qualification Requirements

### **One-on-One Discussions**

- During player interviews, and at all times, there must be **at least two** staff members present. This will consist of the two staff members noted in the HCR Team Roster.
- If you run into problems with a player or coach, consult your Category Director. For the purposes of full disclosure, a Category Director will inform the Hockey Committee of any incidents/situations/concerns brought to their attention.

### **Team Development**

- The coach shall utilize practice time for player development and conditioning.
- Establish a clear communication to ensure that all players are treated respectfully by their teammates.
- A relationship of mutual respect shall be built between player and coach.
- The respect must be earned, not demanded.
- Players shall receive praise in front of their peers.
- Any constructive criticism will be presented privately to the player and in the presence of no less than one staff and one other staff member or an Executive member.
- Recognize your responsibility as a leader, educator and role model for the players, staff, parents and Executive.
- Develop a season plan, which will be monitored by the Hockey Committee.

- Encourage goal setting by all team members.
- Players shall receive time depending on disciplinary or injury issues.
- Regarding Player Affiliation, the Coach shall provide direction to the Manager to contact the affiliated players' Coach to make use of the affiliation during any games or practices.
- Coaches are to make players available to the team(s) above as required. If required, they can affiliate with players from a lower level to complete their roster. Coaches are required to give a number of affiliates the opportunity to play at the higher level, rather than only utilizing one or two players

### **Discipline**

- Discipline is the responsibility of the coach. Clearly define the rules for your team and ensure that they understand them and the consequences of breaking them. Ensure that all players are treated equally in reference to discipline.
- A disciplined team (coaches and players) can overcome poor or unfair refereeing.
- Physical abuse, verbal abuse, racial slurs or profanity will not be tolerated, and the Hockey Committee will review any reports.

### **Financial**

- The Team's Club budget will be provided to the team on Registration night. Any requests for amendments (increases) must be to the Financial Chair no later than November 30, for final review and approval with a return date/decision from the Financial Chair back to the team after the next executive meeting.

### **Trainers**

- The trainer reports directly to the
- Have a valid First Aid Certificate, including CPR & AED (Automated External Defibrillator)
- Have completed all necessary courses required by Hockey Alberta
- Have completed the Respect in Sports online course.
- The trainer's primary responsibility is to ensure that safety is the first priority at all times, both on and off the ice.
- Implement an effective risk management program with your team which strives to prevent injuries before they happen.

- Take a proactive role in identifying, minimizing and eliminating risks during all activities, both on and off ice, and, if ever in doubt, choose the side of caution.
- Conduct regular checks of players' equipment to ensure proper fit and protective qualities, and report deficiencies to player, coach and parents.
- Promote proper conditioning and warm up techniques as effective methods of injury prevention.
- Maintain accurate confidential medical profiles on all players. These records are to be kept in a sealed envelope and are not to be opened unless needed. The records must be at all team events whether on or off ice.
- Keep a properly stocked first aid kit for games and practices.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- Must carry the approved Injury Report Form at all team events whether on or off ice.
- When a player is injured, an Injury Report Form must be provided to the parent and/or player in the event of an injury. The form must be completed by the parent and include the attending physician's signature. When the form is completed it is to be returned to the Hockey Director within 30 days of the injury. The **parent** is ultimately responsible for the completion of the form.

## **Manager**

- The manager of each team shall report to the Category Director and Coach.
- The manager shall communicate with the team sponsor, on a regular basis, to provide team list standings and other team related information.
- The manager shall be the primary contact with the Equipment Director, and is responsible to collect and return all equipment at the conclusion of the season.
- The manager shall be responsible for the condition of the dressing room. They will obtain the key from the Rink Attendant, and ensure that the room is clean and free of damage. If any item is damaged from a previous group, no other team member shall enter the dressing room until the damage is assessed and acknowledged by the Rink Attendant.
- The manager shall ensure that the room, including all entrances, is locked when vacant, and must be clearly available to unlock the room during games in the case of an injury or flood.

- The manager shall forward all game sheets, incident reports and the like, as required, to the appropriate league director within the time frame set forth by the league as well as supply the necessary game stats to the league statistician.
- As well as any forwarding required, the Manager shall also forward any game sheets showing suspensions and/or incidents to the Hockey Director.
- The manager is responsible for obtaining the necessary travel permits for out of town trips.
- Travel permits for teams wishing to leave Alberta must be submitted, with the appropriate sanction number, to the Hockey Director by the 1<sup>st</sup> day of the month **prior** to the date of travel. The AA Council must approve it on the first Saturday of the month and the EMHA must approve it on the third Wednesday of the month. These two dates must be adhered to.
- The manager is responsible for obtaining permission from the League Director to participate in exhibition games. The manager must also obtain approved travel permits for out of town travel for games outside of league and playoffs. Out of province travel permits require AA Council/EMHA approval and should be submitted 45 - 60 days in advance. Out of country permits require even more time for approval.
- The manager is responsible to ensure that there is **no** alcohol consumption at any time, during any team function. (Hockey Alberta bylaw)
- Any trips over 100 miles or 160 kilometers require that all players travel by a bus. This includes league, tournament and exhibition games.
- The manager is responsible to ensure that the timekeeper is paid for home games.
- The manager shall carry copies of game sheets and supply them for home games.
- The manager is responsible for arranging referees through the league for exhibition games that they are hosting and must supply ample lead-time and follow the proper channels, including contacting the league referee assignor.
- Only apparel and suppliers approved by the Executive can be purchased.



- Any ice time assigned that cannot be utilized is to become the responsibility of the manager to trade or sell.
- If the clubhouse needs to be booked for a team meeting or function, the manager is to contact the MLAC Facility Bookings and make the arrangements. No unsupervised youth are to be in the games room.
- The Manager is to ensure that all parties involved in an incident respect the 24 hour rule as explained in the appeal section.

### **Teamwork**

- The manager is to ensure that affiliation lists are sent to the Club Registrar no later than November 1<sup>st</sup>. No affiliates will be added to the roster without the required paperwork..
- The Manager shall work with their Coach, the Category Director and the Registrar to ensure that player affiliation paperwork is filled out properly by the deadline. They must also ensure that players are properly listed before participating in any pre-season games.
- The manager will ensure that all affiliated players have the proper documentation and approval of their team coach before affiliating with the team.

### **Discipline**

- The manager shall be responsible for the actions of the parents in cooperation with the coach, and is responsible for the off ice actions of the team.
- The manager is also responsible for the conduct of any player or coach that has been ejected from a game.
- The manager has the authority to recommend, not enforce, discipline for improper conduct.
- Must ensure proper supervision of all team members at all team functions.

### **Financial**

- On the night of team registration, the club shall present a team budget to the parents, detailing estimated ice costs, tournament costs, travel costs and team social function costs.
- The team will have a period of two weeks to add any additional items to the budget for review and subsequent denial or approval of the amended budget. The team cannot have a bank account outside of the one at the MLAC office. The

MLAC Financial Committee is available most Saturday mornings from 10 A.M. to Noon. All team funds are to be submitted to the MLAC Financial Committee.

- The manager is to ensure that the parents of the team members are aware of the team's financial status by providing a monthly statement.
- A team account will not be closed until all equipment has been returned or paid for and signed off by the Club Equipment Director.
- **All fundraising ideas must have** the approval of the MLAC Projects Director. A full fundraising proposal must be forwarded to the Projects Director no later than November 30<sup>th</sup> for approval. No other fundraising will be acceptable.
- Any ice time assigned that cannot be utilized is to become the responsibility of the manager (on behalf of the team) to trade or sell.
- The manager shall schedule parent volunteers to collect at the gate for home games and to sell 50/50 tickets. The 50/50 winning ticket number is to be clearly announced to the entire crowd and posted in a highly visible location.
- Hardship Registration Committee - If any players require financial assistance, the manager shall, in the strictest confidence, contact the 1st Vice President.

### **Ladies Auxiliary Information**

Each team is responsible for providing **two** workers for each LAX 50/50 to help with the Ladies Auxiliary fundraising.

### **Newsletter**

The Ladies Auxiliary publishes a yearend newsletter at the request of the Executive. It is the responsibility of the Manager to ensure an entry is forwarded for inclusion in the newsletter to the Ladies Auxiliary prior to the deadline.

### **Correspondence**

Each team has a mailbox at the MLAC Clubhouse. Various people will put information into the mailbox. The information may be for the coach, manager or treasurer. Whoever takes mail from the mailbox must ensure that all documents get to the intended person in a timely manner (especially the time sensitive items).

## **TEAM FORMAT**

### **Player Selection/Team Formation**

- In an effort to be fair to all involved, each player will be given what the coaches determine as a fair assessment at each level.
- The Hockey Committee may restrict the number of second and third year players that are selected at the 'AA' level.
- Each team will carry a minimum of 19 players on their roster with a minimum of 20 at 'MAAA'.
- Please be conscious that Coaches, who hold onto too many players for a period that is too long, affect all of the teams below.

### **15-YEAR-OLD LEAGUE**

**As a 15-year-old the Elite AA Program offers three opportunities:**

1. Midget AAA, which is an 18 team league, 32 province-wide league games.
2. Midget Minor AAA, which is a 12 team league, 33 league games North Central Alberta.
3. Midget REM 15s, which is a 12 team league, 32 local league games.

**Tryouts will be a multi-phase process:**

#### **Phase 1 (Midget AAA Camp Selection)**

The camp will begin with all 15-year-olds reporting on September 2nd to an evaluation which will continue over three day period. The process will include drills and individual assessments led by the Midget AAA Coaching Staff.

**Note: Only the top players will receive invitations to the Midget AAA Tryout Camp. This does not automatically secure a position on the MAAA roster.**

**The 15-year-old players released from the MAAA camp have two options:**

1. 15-year-olds who were not selected for the Midget AAA Tryout Camp are eligible to enter the Midget AAA Inner City Draft. This process allows a player to try out with the other three MAAA city teams for a maximum period of 10

days, at which time if they are not selected for another MAAA team they must return to MLAC to continue in the Midget Minor AAA tryout process.

4. Proceed to Phase 2 (Midget Minor AAA Camp)

If you do not secure a position with the Midget AAA team you have the opportunity to secure a spot on the Midget AAA Minor team in a league considered one of the top scouted leagues in Canada.

### **Phase 2 (Midget Minor AAA Camp Selection)**

Players will continue through the process of tryouts and will now be evaluated by the Midget Minor AAA Coaching Staff.

#### **Selection will continue and if released the following options are available:**

1. Enter the Midget Minor AAA Inner City Draft for a maximum period of 7 days, after which the player would return to the MLAC, to the REM Camp.
2. Report to the REM 15-year-old tryouts.

### **Phase 3 (Rem 15 Camp Selection)**

This is a new League, which continues to gain prominence in player development.

#### **Selection will continue and if released the following options are available:**

1. Enter the Inner City Rem 15 draft, or
2. return to their respective Federation league.

We hope all 15-year-olds will participate in the tryout process and remain with MLAC.

### **UNDERAGE PLAYERS**

- Underage players wishing to play in a higher age category must first apply to HE for approval to play.
- Upon approval, these players may try out for the AAA category in that level. To remain with the category, the player must demonstrate a skill level in the top 1/3 of the team. Failure to achieve this will result in that player returning to his age appropriate category.
- Bantam aged players who would like to participate in the MLAC Midget program must be selected to the Midget AAA team. The Midget coaches must com-

mit a new player to the MLAC program by September 15<sup>th</sup>. After committing to an underage player, the player cannot be released without written approval of the Hockey Committee.

The Hockey Committee reviews all categories annually.

## **Imports**

This refers to any new players on a team that did not play for MLAC in the previous season and do not reside within the Edmonton City limits.

**Note: Players that played for MLAC the previous year, via the draft process, who wish to return must express their commitment to the MLAC by submitting a letter of commitment to the league registrar by July 1<sup>st</sup>.**

## **Midget AAA**

Maximum of three (HA & HE maximum is listed at four) import players from outside the City Draft, and a maximum of three from the HE Transfer Draft. These numbers are subject to the approval of the Hockey Committee.

## **HE Transfer Draft**

Players who choose to go into the HE Transfer Draft do so at their own risk as the MLAC will not hold a spot for anyone. On release and exercising their option to enter the Transfer Draft the player will be provided all necessary contact information.

## **Bantam AA Drafting Procedures**

These procedures are to be administered by the Overall Bantam Director. If no Overall Bantam Director is in place, the Bantam AAA Director shall take on these duties:

- To apply when there are two or more teams playing at the Bantam AA level.
- Directors, coaches and players **must** have a clear understanding of the drafting procedures.
- Lines of communication between Hockey Director, Overall Bantam Director and Category Directors is imperative to ensure drafting process runs smoothly.

- All Bantam Directors (BAAA, BAA) should attend tryout skates. They should be visible at the rink and be available to answer any questions parents may have.
- The BAAA Directors **must be present** at every BAAA player release session. BAA Directors **must be present** at every BAA release session.
- It is the BAAA Directors' responsibility to ensure that: the player receives a release form, the player is aware of the next skate time for the BAA's and that the player is aware of the Inner City Draft.
- Overall Bantam Director is to set the time, date and location for the BAA draft and ensure that BAA Directors and both head coaches are aware of this.
- Three separate drafts will be held: one for players, one for goalies and one for Inner City Draft players.
- At the conclusion of the draft, each team will have an equal number of players.

## **THE PLAYER DRAFT**

- Prior to the Draft, the Overall Bantam Director shall provide each Coach and Team Director with a list of names and birth years of all eligible players.
- Each team will draft a minimum of 20 players, not to exceed 25 players, excluding Goalies.
- All players will be drafted in rounds. All players are to be considered equal regardless of position.
- All players must report to the team they have been drafted by. Failure to report may result in release back to the Zone.
- A coin toss will be held to determine which team has the right to select first.
- In a two team situation, the winner of the coin toss can choose to select first in the first round or to select first in the second round of the draft.
- Picking order shall be 'A B A B A B' for the duration of the draft.
- In a three team situation, a draw will be held to decide who will choose first, second and third. Picking order shall be 'A B C A B C' for the duration of the draft.
- Each team can call **one 5 minute** time out at any point during the draft.
- At the conclusion of the 10<sup>th</sup> round, a 10 minute break will occur.
- At the conclusion of the draft, all teams will sign and date the master copy. Each team will receive a photocopy and the Overall Hockey Director will keep the original. Draft lists are kept confidential.

## GOALIE DRAFT

- All eligible goalies are to be drafted separately from players.
- If a team has the first pick in the player draft, the other team gets the first pick in the goalie draft. Picking order for goalies shall be 'B A B A B A'.
- Each MLAC team shall have at least one first year goalie.
- Goalies that come to us in the Inner City Draft will go into the Goalie Draft.

## DRAFTING OF RELEASED AND INNER CITY DRAFT PLAYERS

- After the initial draft has taken place, any subsequent releases from the BAAA level and import players **must** be administered by the Overall Bantam Director.
- The team that chose last in the first round shall receive the first player released from the BAAA level. The team that chose second last in the first round shall receive the second player released from above.
- When a release occurs, the BAAA Director will provide the names of all released players to the Overall Bantam Director who will contact the team that has the next pick. That team shall select one player then the next team shall select one player. This process shall continue until all players have been dispersed. The process shall restart where it left off with the next group of releases.
- Players that come across in the Inner City Draft shall be treated as a separate pool and shall be dispersed in the order opposite to that listed above, 'B A B A B'. If a team passes their selection on an inner city draft player, then they will receive first option with the next player or group of players that come to the club.
- MLAC BAA players who choose to enter the Inner City Draft will skate with the team who drafted them until the Inner City Draft opens. If they come back to us from the Inner City Draft, they shall return to the original team that drafted them.
- If an even number of players are released as a group in a two team situation, then first choice in the next group shall go to the team that **did not** select first with the last group. With a three team situation, if a group whose number divides evenly by three (ie. 3-6-9), then the first pick shall advance by one position with the next group.
- When an MLAC BAA player is released in a two team situation, they have the opportunity to try out for the other BAA team at the coaches request. If released from the second team, they can enter the Inner City Draft or go to the Zone.
- Players entering the Inner City Draft **must** be told that they are not **guaranteed** a spot on the team that drafted them if they come back to the MLAC.

- In a three team situation, upon release, players have the opportunity to go to the next team, alphabetically by sponsor name, at the coaches request. If released again, they go to the next team, alphabetically by sponsor name, and if released again, they may choose to go in the Inner City Draft or the Zone.

### **Releases from AA**

- When a player is released in a two team situation, they shall go to the other team. If released from the second team, they can enter the City Transfer Draft or go to the Zone.
- In a three team situation, upon release they shall go to the next team, alphabetically by sponsor name. If released again, they go to the next team, alphabetically by sponsor name, and if released again then into the Inner City Draft or the Zone.
- Remember that the MLAC Hockey Committee limits the number of second year players permitted to be signed.

### **Player Affiliations**

- **Coaches are to make players available to the team(s) above as required. If required, they can affiliate with players from a lower level to complete their roster.**
- **Coaches are encouraged to give a number of affiliates the opportunity to play at the higher level, rather than only utilizing one or two players.**
- **Affiliation sheets must be submitted to the Club Registrar prior to November 1st.**

### **Player Injury or Sickness**

If a player is injured or sick and misses three consecutive league or playoff games (not a suspension or holiday), the Team Mom is to contact the Ladies Auxiliary Sunshine Committee who will forward a card and a T-shirt to the player. There is a limit of one T-shirt per each hockey season.

### **Suspensions**

The Category Director, League Director, Hockey Director, or any member of the Hockey Committee has the power to suspend any member of the MLAC (including parents) who violate the Code of Conduct as described in this manual.



## CLUB POLICIES

### General

- The MLAC is committed to providing a program for elite players with an opportunity to develop both athletic and life skills. MLAC members, including Players and Staff, shall represent the club in a professional manner at all times throughout the season. When any member is wearing any MLAC apparel, the Members' actions must represent the reputation of the MLAC.
- Members shall refrain from comments or behaviours that are disrespectful, offensive, abusive, sexist or racist. Members are to treat opponents and referees with a high level of respect.
- During the course of all MLAC functions members shall avoid all behaviour, which tarnishes the MLAC or the sport of hockey. The MLAC has a **zero tolerance policy towards the use of alcohol**, chewing tobacco, tobacco, vapor pens, and the use of non-medicinal or illicit drugs/narcotics as well as performance enhancing drugs/practices **during any team event**.
- Members who fail to adhere to the Code of Conduct policy will meet with the members of the MLAC hockey committee who may administer disciplinary action or the revoking of membership from the MLAC.
- The Hockey Committee shall conduct a registration meeting prior to the team's first league game to explain the MLAC program and set guidelines for registration fee payments. The Project Chairperson shall be present to fulfill their bingo and casino worker requirements.
- The club policy is to have a manager in place by September 15<sup>th</sup>. In the case of a Parent Manager, required selection should occur prior to registration. In cases where it is difficult for coaching staff to find a manager, the Hockey Committee may be able to assist the coaching staff in obtaining a manager. Any coaching staff without a manager in place by September 15<sup>th</sup> may be replaced.

## **MLAC Year End Award Banquet**

- The banquet is held at season end. All team members and staff are encouraged to attend. All carded personnel will receive their tickets late in the season from the Social Convenor. Additional tickets will be available from the Social Director.
- Coaches must have their selections in for award winners to the Hockey Director prior to March 15<sup>th</sup>.
- We encourage all players and team staff to wear a shirt and tie.
- No guests will be seated at the team tables.
- No alcohol consumption is permitted for players.

## **Clubhouse Hours of Operation**

- The Clubhouse is open every Saturday and is available at other times upon request for meetings and team functions.
- The Financial Committee and Equipment Director will be available most Saturday mornings, starting in early September to April 30<sup>th</sup> from 10 A.M. until noon.

## **COMMITMENTS OF THE PARENTS TO THE MLAC**

### **50/50**

- Each player's parent(s) will be responsible to provide workers for a predetermined number of 50/50's.
- Funds from 50/50's are to be allocated to hardship cases.
- If parents neglect to attend/work the assigned 50/50, a debit of \$100 will be applied to their bank account. This includes the 50/50's for the Ladies Auxiliary.

## **Annual Bantam Christmas Tournament**

- Each year during the Christmas break, the four city clubs host the Annual Bantam Invitational Tournament. All Maple Leaf bantam teams are required to provide workers for this event, fulfilling our requirement of workers, for one day.

## **Minor Hockey Week (MHW)**

- Each year during Edmonton Minor Hockey Week, the Club is required to provide parent volunteers to cover one arena. All teams must provide workers.

## Other

- The club may require Casino workers or other event workers for other club commitments.

## Casinos

- When the MLAC is allotted a Casino during a season, approximately 35 workers are required. Each team is required to provide four volunteers with the balance of the workers provided by the MLAC Executive.
- The money raised is used to lessen the cost of registration, travel for scheduled league games, ice rental, skill development programs, building maintenance, and equipment.

## Mouth Guards, Helmets and Shells

- All players playing in the MLAC program are required to wear a **white CSA approved helmet**. New players must have a white helmet prior to league play. Note that goaltenders can have any colour of mask.
- The league requires that all players must be wearing a coloured mouth guard at all games and practices.
- Shells are not to be worn in practices.

## Timekeepers

- The MLAC will arrange timekeepers for all league and playoff home games. The team is required to pay the timekeepers a predetermined fee. If any games are rescheduled it is the team manager's responsibility to contact the timekeepers. Otherwise, the team is responsible for paying the timekeeper who arrived to find that the scheduled game was cancelled.

## Tournament Fees

- If the team chooses to participate in a tournament, the team is responsible for the entry fee. The MLAC will reimburse each team for **one** tournament entry fee up to a maximum of \$1000 per season. The team must participate in the tournament to qualify for reimbursement.
- Each season, if the Midget 'AAA' team applies for the Mac's tournament, then the club will pay the entry fee that accompanies the application. If the team's application is denied and a refund is issued, the refund will go to the club. If the team's application is successful, the club has already paid the entry fee. Bus, meals and lodging expenses for this tournament are the responsibility of the team.

### **Teams Winning Tournaments**

- If any team wins a tournament in their own category they shall be reimbursed up to \$300 for a team party. There is a maximum of **one** occurrences per team, per season.

### **Provincial Championships**

- As soon as a team qualifies for their League Final Series, the manager shall contact the Hockey Director and set up a meeting with the Hockey Committee. The manager shall prepare a rough budget of the costs for the team to attend the Provincial Championships weekend and present this to the Hockey Committee. The Hockey Committee will determine if a subsidy is available to the team and if so, what the terms and conditions will be.

### **Registration Cards**

- At the conclusion of the season all cards must be returned to the registrar before the team bank account can be closed.

### **Use of MLAC Letterhead and Logo**

- The MLAC letterhead, logo, and the sponsor's name are not to be used for any reason unless approved by the executive committee.

## **Fundraising Events**

As we all know, fundraising is an integral part of any organization's existence and success. Therefore, an outline of the fundraising done by the club and procedures is as follows.

Fundraising is broken down into two specific entities and can be either mandatory or voluntary.

- Specifically for the MLAC
- Specifically for an individual team

## **Types of Fundraising**

### **Casinos**

- When the MLAC is allotted a casino during a season, approximately 35 workers are required. Each team is required to provide five volunteers with the balance of the workers provided by the MLAC Executive.
- The money raised is used to lessen the cost of registration, travel for scheduled league games, ice rental, skill development, building maintenance, equipment and other miscellaneous expenditures.

### **Team Fundraising**

The following are events were initiated by the MLAC to help teams raise money for their own team accounts.

#### **Grey Cup Pool**

- Each team is given one whole set of Grey Cup tickets (1681) to sell. Each ticket sells for \$1 which is a profit of approximately \$800 per team if all of the tickets are sold. The balance of \$861 is for prizes and printing costs. These tickets will be distributed the night of team registration and the deadline is usually in early to mid-November for the return of all tickets (whether sold or unsold).

#### **50/50 at Team Home Games**

- If a team wishes to participate in having a 50/50 draw at home games, the MLAC has obtained a raffle licence to allow a team to do so. Raffle tickets are available from the club and can be sold for \$1 with the winner receiving 50% of the total sold. The other 50% goes directly into the team account for their use. The only requirement of the club is that someone keeps track of the number of tickets sold

each game, and the name and telephone number of the winner. This report must be submitted to the Financial Committee on a monthly basis.

### **50/50 at Oiler Home Games**

When the MLAC is fortunate enough to receive the opportunity to participate in an Oiler Home Game 50/50 there are several requirements:

- Each team must provide 5 workers (a deadline date for submission of names will be provided when the date of the game is confirmed).
- Workers must report to the Coliseum, via the East Ramp 2 ½ hours prior (4:30 p.m.) to game time.
- Workers must arrive alone or with another worker. No one else will be allowed into the arena.
- Do not wear any clothing with any other team logos on them.

### **Other**

- All means of raising money for team use must be submitted to and approved by the Project Chairperson (see your directory for contact information).
- The reason for this requirement is to control illegal fundraising, which could jeopardize the Club's ability to obtain a licence for fundraising.
- Under no circumstances are sponsor's names to be used.
- Please have all of your fundraising ideas submitted to the Project Chairperson prior to November 30<sup>th</sup>.
- Along with the submission please provide a copy of the team budget that has been provided to the Financial Committee. This budget should have a breakdown of what any fundraised funds will be used for.

### **Sponsorship from Outside Sources**

- Players are permitted to use sponsorship funding from outside the club. However, if the sponsor's funds are not completely used for approved hockey related expenses, then any remaining portion of the sponsor's funds will be returned to the sponsor, not to the family who obtained the sponsor.

## **Pictures**

- The Club Historian will make the arrangements for team photos prior to November 30th. The club will pre-pay for what is considered to be **a basic package**. Parents will have the opportunity to order additional photos on the day of the shoot. Parents will be responsible to pay the photographer directly at the session. The photos will be delivered to the club, who will forward them shortly afterwards to the team manager.

## **Scholarship Program**

- All applications must be submitted to the MLAC Alumni prior by January 31<sup>st</sup>.

## **Leaf Program**

- Attendance is mandatory for each player and at least one parent. Any player who cannot attend their team's session will attend another team's session (preferably at the same age level). The Hockey Committee will suspend any players who miss a session, regardless of prior attendance in a previous season.

## **SUSPENSIONS**

The Coach, Category Director, League Director, Hockey Director or any other member of the Hockey Committee has the power to suspend any member of the MLAC (including parents) who violate the Code of Conduct as described in this manual.

### **Complaint/Appeal Process**

Any suspensions from your League Director or MLAC that you would like to appeal must be channeled by the following process:

#### **Step 1**

Speak to your team Manager at least 24 hours after the occurrence.

If you are not satisfied with the outcome, proceed to Step 2.

#### **Step 2**

The Manager will contact the Category Director.

If you are not satisfied with the outcome, proceed to Step 3.

#### **Step 3**

Contact the MLAC Hockey Director at least 24 hours after Step 2 has concluded.

The Hockey director will then set up a meeting with the Hockey Committee. If you are still not satisfied with the decision of the Hockey Committee, you can contact the Executive Committee.

#### **Step 4**

The Hockey Director will set up a meeting with the MLAC Executive to review your concerns.

**The decision of the MLAC Executive shall be considered final.**



## LEAGUE TRAVEL

- The team is permitted to leave on the night prior to a league game if the distance to the game is more than 300 km.
- MLAC is to provide 12 rooms and players are to share rooms.
- A meal allowance of \$50 per team member for each full day, plus \$20 for Friday night is provided. **Receipts are required.**
- The Manager, with the cooperation of the Trainer, will arrange team meals.
- Both the Manager and the Category Director must sign each request before being submitting them to the Financial Committee.
- Team director or club designate to travel with team and the team will be responsible for the director's meals and room.

## Non-League Games and Tournament travel

- Same requirements for buses
- Team responsible for all expenses, including team director.
- Parents will be allowed to travel on bus and players may stay with parent(s) in hotels.
- **Absolutely no alcohol consumption on bus.**
- No meal limits as it is maintenance / parent(s) expense

## MLAC Travel Expense Guidelines for League and Provincials

- The club has some history of performance and cost issues from previous years and that information should be reviewed. The manager requires approval from their Director for bus and hotel rates prior to final booking.
- Team staff consists of carded coaches, trainer and one manager.

## Bus

- Manager is required to contact at least three reputable bus companies and negotiate the best possible value to the club.
- A 47-passenger bus is considered the standard size.
- For the Bantam 'AAA' League trip to Grande Prairie, the Grande Prairie team is paying for the bus, so they or the AMBHL will provide you with the booking information. For all other trips the choice is the MLAC's.

- The cost of any damage to the bus becomes the financial responsibility of the team that used it and not the club.
- Manager is to complete the MLAC Bus Expense Form.

## **Hotel**

- Preference is two players per room, based on two beds.
- Team staff based on two per room.
- Players are not to share rooms with their parents.
- If the team has a qualified female trainer, she shall have a room either on her own or if applicable with another female team staff member (or spouse who is also a member of the staff).
- Team manager is to negotiate a room rate that provides good value to the club.
- Managers shall not make the hotel arrangements for the parents.
- Bus drivers require their own room, which must be budgeted for.
- Manager to complete the MLAC Hotel Expense Form.

## **Meals**

- Meal allocation is a maximum of \$50 per day, per team member and is paid for by the club. In some circumstances, like night games, the team may not require three meals as a team; more commonly it's two. Good planning can help keep the costs down for the club.
- Manager to work with trainer for meal planning purposes.
- Receipts are required for all claimed purchases – either for reimbursement or justification of the cheque that was pre-issued.
- Healthy items purchased from grocery stores such as fruit, muffins, juice and water are considered legitimate club expenses.
- Receipts for inappropriate or snack food items, such as pop or chips will not be covered by the club.
- For team unity and supervision purposes, the team shall eat at the same restaurant. Restaurants with buffets (if applicable) may all provide a better value.
- Post-game meals may be eaten on the bus in circumstances where arriving home early is an issue.

- Manager to complete the MLAC Food Allowance Expense Form.

### **Meals for 1 Day Trips**

(Where no overnight stay is required and only one game is played.)

- Meal is to occur after the game, the maximum amount covered by the club is \$20 per team member.
- Healthy items purchased from grocery stores such as fruit, muffins, juice and water for consumption while on the bus or upon arrival in the arena area are considered legitimate club expenses.

**Note: If a team chooses to exceed the total daily meal allowance than the overage becomes a team expense. Also, the club will cover no alcohol expenses.**

## APPAREL AND APPRECIATION PROGRAM

The following guidelines shall apply:

- A coach is someone that works directly with the players in an instructional capacity. Any coach who performs a dual role as a trainer and as a coach, shall be considered a trainer if they receive the trainer's honorarium. If they do not receive the trainer's honorarium then they shall be considered a coach.
- An assistant coach is considered in the same manner as a head coach. A coach, including specialized coaches such as goalie coach, only qualifies if they are at a minimum of 2/3 of the games as well as a minimum of 2/3 of the practices. They must be an active participant on the bench during games.
- Note that the total coaching staff cannot exceed four. All coaches must be qualified and must be carded. If a team has less than four coaches on staff, they cannot consider another member of their team staff a qualified coach.
- A trainer, who receives an honorarium, is considered a trainer. A trainer who does not receive an honorarium and is carded will be treated in the same manner as a coach. Again, note that the total coaching staff cannot exceed four.

The club policy is to have a manager in place by September 15<sup>th</sup>. In the case of a Parent Manager, required selection should occur prior to registration. In cases where it is difficult for coaching staff to find a manager, the Hockey Committee may be able to assist the coaching staff in obtaining a manager. Any coaching staff without a manager in place by September 15<sup>th</sup> may be replaced.

**Note: Any team staff that was selected in April, but for any reason is not with the team in October, will not qualify for apparel and may be requested to return any apparel that they were given. Any team staff that leaves the program before the conclusion of the year may be requested to return any apparel that they were given and will not qualify for gas vouchers intended to offset traveling expenses incurred during the season.**

## **Program Starting Point**

- All qualified individuals who joined the program for the 2004-2005 season or any point afterwards will start at Level 'A'. Anyone who is returning to the program for the 2003-2004 season can select at which point they wish to start the three level program. Please note that the only three paths are ABC, BCA or CAB.

## **Level 'A'**

- At this level, a coach will receive an MLAC tracksuit. If a coach wants any extra embroidery or detail it shall be at their own expense. If the tracksuit requires maintenance due to normal wear and tear, during hockey related activities, then they will see the MLAC Equipment Director who may arrange repair or replacement.
- At the completion of the season, each qualified coach with CHA Coach or Intermediate Level Certification will receive \$200 in gas vouchers in order to help offset expenses incurred during the season.

## **Level 'B'**

- At this level a coach, with CHA Coach or Intermediate Level Certification will receive an MLAC coach's coat, the coat shall be one selected by the MLAC Apparel Representative – not the coat of the coach's choice. If a coach wants any extra embroidery etc., it shall be at the coach's expense.
- At the completion of the season each qualified coach, with CHA Coach or Intermediate Level Certification will receive \$200 in gas vouchers in order to help offset expenses incurred during the season.

## **Level 'C'**

- At this level, a coach with CHA Coach or Intermediate Level Certification will receive a 3 in 1 Coat or \$100 in items from the list of approved apparel provided by the MLAC Apparel Representative. Note that the additional \$50 available every year on the reimbursement basis is in addition to the \$100 listed here.
- At the completion of the season, each qualified coach with CHA Coach or Intermediate Level Certification will receive \$200 in gas vouchers in order to help offset expenses incurred during the season.

## **Additional Apparel for Coaches, Managers, Category Directors and Executive**

- If coaches, managers, category directors or executive members wish to purchase additional MLAC approved apparel items, they shall be entitled to \$50 per hockey season, based on a reimbursement process. Any monies not used in one season cannot be carried forward to another season. Two people cannot pool their \$50 together to come up with \$100.

## **Trainers**

- Trainers will receive a tracksuit at the start of their first season. If trainers wish to purchase any MLAC apparel item, they are to see the Hockey Committee regarding the possibility of any monies being reimbursed. Trainers with more than one year's service to the MLAC shall be granted a second tracksuit in the fourth year, or sooner based on normal wear and tear, plus maintenance as required. The MLAC Apparel Representative is the contact for maintenance or early replacement.

## **Managers**

- The MLAC Apparel Representative will provide managers with or reimburse the purchase price of an MLAC club coat at the start of their first season, including \$200 in gas vouchers at the conclusion of the season. Managers who are with the club for their fourth consecutive season (after the start of this program) as a manager will receive a replacement coat. If two or more people share the duties we recommend that they share the gas vouchers.
- No gas vouchers will be provided to any Manager who fails to provide the required newsletter items to the Ladies Auxiliary.

## **Hockey Director**

- Because of their involvement with the teams, and the travel expenses incurred, the Hockey Director and a maximum of one assistant shall receive \$200 each in gas vouchers. If the Hockey Committee feels that the Hockey Director and one assistant have incurred less than \$200 in travel expenses, they can decide to give each person less than \$200. If the Hockey Committee feels that the Hockey Director and one assistant have incurred more than \$200 in travel expenses, they may decide to approach the MLAC executive for approval of providing them with more than \$200 each in gas vouchers.

**Note: This is intended to cover travel expenses in and around the city. Reimbursement for travel to Red Deer for Hockey Alberta, League All-Star games, or for AMBHL and AMHL meetings would be in addition to this.**

### **Elected and Appointed Executive**

- The MLAC Apparel Representative shall select **one** item each season that will be given to the elected and appointed executive in appreciation for their time given plus travel and related expenses incurred in serving the club. This will not include appointed category directors.
- If any executive members incur expenses, including gas and travel expenses, they may approach the President for approval of reimbursement.

## **MLAC TEAM TOURNAMENT POLICY**

- Once a team decides to participate in a tournament that involves travel, the manager must have **all** parents sign the following agreement.
- If 2/3 of the parents refuse to sign, the team **will not** travel.
- Once all of the parents have signed the agreement, the team is traveling to the tournament regardless of what comes up. Unless **every single parent signs the cancellation agreement** and agrees to equally split any lost funds invested in the tournament, including travel, lodging etc. Every single parent must sign the cancellation agreement.

### ***Individual or Group Cancellations:***

- Once the budget is prepared, the following expenses are to be covered equally by all team members:
  - cost of the bus
  - cost of the trainer
  - cost of the room for any affiliate player(s), preference of three per room
  - cost of meals for the affiliate player(s), maximum \$35 per player, per day
  - cost of hotel and meals for coaches, managers and directors
  - cost of the expenses for group outings
  - cost of any pre-planned group outings (sightseeing, sporting event admission, paint ball, etc.)
  - the tournament entry fee
- An affiliated player will be treated equally as a team member as far as expenses go. For example, if the team is covering admission to a lacrosse game, then the team covers the affiliates admission cost. If the team goes to a movie and each team player pays their own admission out of their own pocket, then the affiliate shall do the same.
- An affiliated player is responsible for:
  - all of their parents' associated costs
  - any non-hockey activities that were not pre-planned by the group
- The team member(s) who could not or chose not to attend will be responsible for their portion of the costs.



- If one of the team members who does not want to attend is a goaltender, the same set of rules will apply for finding a legal affiliate, however, Hockey Canada does have special provisions for goaltenders. If you are the goaltender who is looking for a legal affiliate to take your spot and those affiliated with your team are not available, you can contact the EMHA Registrar about having a different goaltender, “whose level of play is deemed by the MLAC Head Coach as adequate”, from a lower level become a legal affiliate for this tournament. If you cannot find a legal affiliate to replace you, you will have to attend the tournament as your teammates require your presence.

**Note: Under no circumstances will a team travel with less than the number of carded players that they have, including 2 goaltenders, unless approved in advance and in writing by all five members of the Hockey Committee.**

## PLAYER/PARENT CODE OF CONDUCT AGREEMENT

NAME: \_\_\_\_\_

To be read and signed by you as a member of \_\_\_\_\_ for the \_\_\_\_\_ season.

- Punctuality is important. Players must make every attempt to be on time for all activities.
- No swearing or abusive language on the bench, in the rink, or at any team function. Players will remember that at all times they are representing the MLAC.
- No lashing out at any official no matter what the call is. The coaching staff will give direction with matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box. Avoid comments or gestures that express disagreement with the official's call.
- Fighting will not be tolerated. Fighting could result in an appearance before the MLAC Hockey Discipline Committee.
- There will be no chewing tobacco, alcohol or the use of an illegal substance at any team function. This is a zero tolerance rule that is enforced by the Club and includes those individuals of legal age.
- Cell phones and cameras are not allowed in the dressing room.
- The onus is on the player for the amount of ice time he receives. The effort displayed during practices and games will indicate playing time. Players are expected to work hard and make the best effort to do what the coaches request. In fairness to other players, excessive or unexcused absences can result in partial or total loss of game playing time.
- If a player/parent feels strongly about an issue he/she should discuss the matter with the coaches/managers, allowing for and respecting the 24-hour rule. If the safety or well being of a player is an issue, then the player/parent should bring this to the coaches/managers attention immediately.
- The coaching/management staff will enforce these rules.

Responsibility: I, \_\_\_\_\_  
(PRINT NAME OF PLAYER)

will conduct myself in a manner respecting the facilities, other players, referees and the coaching and management staff of this team while participating in the program. Further, I understand that if I am found to be using or in the possession of drugs or alcohol this shall result in my immediate ejection from the program. I understand and accept the fact that if dismissed from the program or an event while traveling, I may be sent home immediately at my parents' expense by whatever

means is most convenient for the program administrator. Further, NO REIMBURSEMENT OF PROGRAM FEES WILL BE MADE TO A DISMISSED PLAYER, A PLAYER THAT QUILTS OR THE PLAYER'S FAMILY.

We, the undersigned, have read, understood and agree to abide by the above guidelines and rules. We also agree to accept actions taken for failure to abide by these guidelines and rules.

Parent/Legal Guardian: \_\_\_\_\_  
(Signature)

Player: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

## MLAC HARDSHIP ASSISTANCE REQUEST

Parent's Name: \_\_\_\_\_  
Player's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_  
Team name: \_\_\_\_\_

**Player:** Describe below a brief history of your involvement in hockey. How long have you played, your future hockey plans, where did you play in previous years, etc.

**Parents:** Briefly describe the circumstances surrounding this financial hardship application. For example: job loss, disability, marriage breakdown, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two references: Those can include food bank, parish priest or minister, social worker, etc.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

We require a photocopy of your most current Canada Revenue Agency Notice Assessment with this application. I certify that the information provide is true. I understand that if any of these statements are found to be inaccurate, this application will be rejected.

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FAIR PLAY PLEDGES

It is the intention of this pledge to promote fair play and respect for all participants within the Edmonton Minor Hockey Association. All coaches, players, and parents must sign this pledge before being allowed to participate in hockey in the Edmonton Minor Hockey system and must continue to observe the principles of Fair Play.

### COACHES FAIR PLAY CODE

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

### PLAYERS FAIR PLAY PLEDGE

1. I will play hockey because I want to not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### PARENTS FAIR PLAY PLEDGE

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her 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 judgment or honesty in public.
9. I will support 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.

I agree to abide by the principles of the FAIR PLAY CODE asset by the Canadian Hockey Association and supported by the Edmonton Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the Edmonton Minor Hockey Association.

## **Guidelines for Hardship Assistance Requests**

The Maple Leaf Athletic Club in co-operation with the Maple Leaf Alumni Association may award an annual amount up to the cost of the registration based on the application form, solely at the discretion of the selection committees. This amount may be awarded to more than one individual. The selection committee will base its decision on need and a character reference as supplied by the applicant. Each application will be treated as confidential, therefore there will only be a minimal number of Board/Alumni members involved in the process. The decisions of these individuals will be final and binding.

### **Criteria**

Hardship Assistance Requests shall be awarded based on need. Only completed application forms with all references at the time of applying will be reviewed. The applicant should try other resources such as Sports Central, for additional funding. Deadlines for applications are **Sept 15<sup>th</sup>**. These applications are to be forwarded to the first Vice President of the MLAC organization. We will communicate to you regarding the status of your application in a timely manner.

MLAC 1st Vice President,  
Ed Croken  
Edmonton, Alberta  
2012/10/05 revised

### For Road Trip League Games and Provincials

Level: 15 AA AAA

Bus Line:

Contact and Phone #: \_\_\_\_\_

Total amount requested (including taxes) \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ \*\*

Approved by Category Director

X \_\_\_\_\_ Date \_\_\_\_\_

**Note: Upon return, the team must submit a receipt or invoice to the MLAC Financial Committee, any unused funds, or receipts not considered acceptable must be returned to the MLAC. Revised March 2004.**

## FOOD ALLOWANCE FORM

For League Games and Provincials

Team: \_\_\_\_\_  
Category: Bantam Midget  
Level: 15 AA AAA  
Date(s) of travel: \_\_\_\_\_  
Travel destination(s): \_\_\_\_\_  
Reason for travel \_\_\_\_\_

Maximum \$50 per day, with receipts to back up the expenses.

# of players \_\_\_\_\_ x # of days \_\_\_\_\_ x \$\_\_\_/day = \$ \_\_\_\_\_

# of team staff \_\_\_\_\_ x # of days \_\_\_\_\_ x \$\_\_\_/day = \$ \_\_\_\_\_

Total amount requested \$ \_\_\_\_\_

Please review the guidelines that explain what is considered to be “allowable food expenses”

Note – suggested meal allocation:

Breakfast \$15 Lunch \$15 Dinner \$20 = \$50 per day

Manager's Signature \_\_\_\_\_ \*\*

Approved by Category Director

X \_\_\_\_\_ Date \_\_\_\_\_

**Note: Upon return, the team must submit a receipt or invoice to the MLAC Financial Committee, any unused funds, or receipts not considered acceptable must be returned to the MLAC. Revised March 2004.**



## For League Games and Provincials

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## INCIDENT REPORT FORM

Submit completed form to: Edmonton Minor Hockey Association 10618 – 124 Street, Edmonton AB, T5N-1S3 Fax, (780) 440-6475, Phone (780)413-3498

This form is to be utilized by anyone in the EMHA to report an incident of unacceptable behaviour. An individual is considered to be displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME) \_\_\_\_\_

NAME(S) OF ADDITIONAL WITNESSES \_\_\_\_\_

On a separate attachment, please provide a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report. Unfortunately a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

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

If additional space is required, please use reverse side or attach separately.

NAME: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **RESPONSIBILITIES OF THE HEAD COACH OF MLAC TEAMS**

I \_\_\_\_\_ have read the below policies and responsibilities in regards to coaching the MLAC \_\_\_\_\_ team.

### **General Information**

All coaches, managers and trainers shall become members of the MLAC.

The head coach is directly responsible to their Category Director.

The head coach will select assistants and all assistant coaches must be approved by the MLAC hockey committee.

The coaching staff must have the following: Development A Coaching Certificate, Speakout and Safety.

One coach, or a combination of coaches on the staff can have one, or all of the required criteria.

This level of compliance must be maintained at all times during any/all team activities including but not limited to league play, exhibition games and tournaments.

During player interviews and at all times in the dressing rooms, there must be at least two staff members present. This will consist of the Coach and the Manager.

(In the event the Manager is not available, then another staff member shall be the 2<sup>nd</sup>).

If you run into problems with a player or coach please consult your Category and Hockey Director who can offer assistance.

### **Team Development**

The coach shall utilize practice time for player development and conditioning.

Establish a clear communication to ensure that all players are treated respectfully by their teammates.

A relationship of mutual respect shall be built between player and coach. The respect must be earned, not demanded.

Players shall receive praise in front of their peers. Any constructive criticism will be presented in conjunction with another staff member.

Recognize your responsibility as a leader, educator and role model for the players. Develop a season plan, which will be monitored by the Hockey Committee.

Encourage goal setting by all team members.

Regarding Player Affiliation, the Coach shall provide direction to the Manager to contact the affiliated player(s) Coach to make use of the affiliation during any games or practices.

Coaches are to make players available to the team(s) above as required. If required, they can affiliate with players from a lower level to complete their roster. Coaches are encouraged to give a number of affiliates the opportunity to play at the higher level, rather than only utilizing one or two players

### **Discipline**

Discipline is the coaches' responsibility. Clearly define the rules for your team and ensure that they understand them, including the consequences of breaking them. Ensure that all players are treated equally in reference to discipline. A disciplined team (coaches and players) can overcome poor or unfair refereeing. Physical abuse, verbal abuse, racial slurs or profanity will not be tolerated, and the Hockey Committee will review any reports.

### **Financial**

The Coach shall work with the Manager to provide the team's proposed budget to the Financial Committee by November 15<sup>th</sup>.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## RESPONSIBILITIES OF MLAC TEAM TRAINERS

I \_\_\_\_\_ have read the below policies and responsibilities in regards to acting as the trainer for MLAC \_\_\_\_\_ team.

### General Information

The trainer reports directly to the Head Coach or Equipment Manager.

Trainer shall become a member of the MLAC.

Trainers must have a current First Aid Certificate, including CPR, and have completed all necessary courses required by Hockey Alberta (such as Safety, Speak Out, etc.)

The trainer's primary responsibility is to ensure that safety is the first priority at all times, both on and off the ice.

Implement an effective risk management program with their team which strives to prevent injuries before they happen.

Take a proactive role in identifying, minimizing or eliminating risks during all activities, both on and off ice, and, if ever in doubt, choose the side of caution.

Conduct regular checks of players' equipment to ensure proper fit and protective qualities, and report deficiencies to players, coaches and parents.

Promote proper conditioning and warm-up techniques as effective methods of injury prevention.

Maintain accurate confidential medical profiles on all players.

Keep a properly stocked first aid kit for games and practices.

Manage minor injuries according to basic injury management principles and referring players to medical professionals when necessary.

During a player's injury evaluation in the dressing rooms, there must be at least two staff members or a parent present.

When a player is injured, an Injury Report Form must be provided to the parent and/or player in the event of an injury. The form must be completed by the parent and include the attending physician's signature. When the form is completed, it is to be returned to the Hockey Director within 30 days of the injury. The **parent** is ultimately responsible for the completion of the form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## RESPONSIBILITIES OF MLAC TEAM MANAGERS

I \_\_\_\_\_ have read the below policies and responsibilities in regards to acting as the manager for MLAC \_\_\_\_\_ team.

### General Information

All managers shall become members of the MLAC.

The manager of each team shall be responsible to the Category Director & Coach. The manager shall keep in contact with the team sponsor on a regular basis to provide team list standings, schedules, etc.

The manager shall be the primary contact with the equipment director, and is responsible to collect and return all equipment at the conclusion of the season.

The manager shall be responsible for the dressing room condition. They will obtain the key from the rink attendant; ensure that the room is clean and free of damage (if any item is damaged from a previous group, prior to entry into the dressing room by a MLAC team, the manager must immediately advise the rink attendant). Until the damage is assessed, no other MLAC member/player shall gain access to the dressing room.

The manager shall ensure that the room, including all entrances, is locked when vacant, and must be available to unlock the room during games in the case of an injury or flood.

The manager shall forward all game sheets to the appropriate league director within the time frame set forth by the league, and supply the necessary game stats to the league statistician.

The manager is responsible for obtaining the necessary travel permits for out of town trips.

Travel permits for teams wishing to leave Alberta must be submitted, with the appropriate sanction number, to the Hockey Director by the **1<sup>st</sup> day of the month prior** to the date of travel. The 'AA' council must approve it on the first Saturday of the month and the EMHA must approve it on the second Wednesday of the month – these two dates must be adhered to.

The manager is responsible for obtaining permission from the League Director to participate in exhibition games. The manager must also obtain approved travel permits for out of town travel for games outside of league and playoffs. Out of province travel permits require EMHA approval, and should be submitted 45 - 60 days in advance. Out of country permits require even more time for approval

The manager is responsible to ensure that there is **no alcohol consumption** on the team bus (Hockey Alberta bylaw).

Any trips over 100 miles (160 km) require that all players travel by a bus. This includes league, tournament and exhibition games.

The manager is responsible to pay the timekeeper for home games.

The manager shall carry copies of game sheets and supply them for home games.

The manager is responsible for arranging referees for exhibition games that they are hosting, and must supply ample lead-time and follow the proper channels, including contacting the league referee assignor.

Before ordering any apparel, both the Apparel and Supplier must be approved by the Executive.

Any ice time assigned that cannot be utilized is to become the responsibility of the manager to trade or sell.

If the clubhouse needs to be booked for a team meeting or function, the manager is to contact the MLAC Facility Bookings and make the arrangements. No unsupervised youth are to be in the games room.

Set up a procedure for parents to communicate to the coaches, and ensure that the parents understand that there are certain steps that must be followed.

### **Teamwork**

The manager is to ensure that affiliation lists are sent to the EMHA Registrar prior to December 1<sup>st</sup>.

The Manager shall work with their coach, the category director and the registrar to ensure that player affiliation paperwork is filled out properly by the deadline. They must also ensure that players are properly listed before participating in any pre-season games.

The manager will ensure that all affiliated players have the proper documentation and approval of their team coach before affiliating with the team.

### **Discipline**

The manager shall be responsible for the actions of the parents and cooperation with the coach, and is responsible for the off-ice actions of the team.

The manager is also responsible for the conduct of any player or coach that has been ejected from a game, and ensures that all suspensions are properly served.

The manager has the authority to recommend discipline for improper conduct.

Ensure proper supervision of all team members at all team functions. The coach is ultimately responsible for all members at team functions, and they should always ensure that adequate safety measures are being followed.

## **Financial**

Shortly after the team is formed, the manager shall present a budget to the parents detailing estimated ice costs, tournament costs, travel costs, and team social function costs.

A proposed team budget must be forwarded to the Financial Committee no later than November 15<sup>th</sup>. This budget shall be created with the teamwork of the coach, manager and parents.

The manager may take care of the team's banking issues, or select a team treasurer, who will report to the manager.

There will be no individual fundraising accounts.

Provide a monthly accounting of all team 50/50 activities to the MLAC Financial Committee.

The team cannot have a bank account outside of the one at the MLAC office. The MLAC Financial Committee is available most Saturday mornings from 10 A.M. to Noon. All team funds are to be submitted to the MLAC Financial Committee.

The manager is to ensure that the parents of the team are aware of the team's financial status by providing a monthly statement.

At the conclusion of the season, all cards must be returned to the registrar before the team bank account can be closed.

A team account cannot be closed until all equipment has been returned or paid for and the MLAC equipment manager signs off that all items are returned in good order.

**All fundraising ideas must have** the approval of the MLAC Projects Director. A full fundraising proposal must be forwarded to the Projects Director no later than November 30<sup>th</sup>, for approval. No other fundraising will be acceptable.

The manager shall schedule parent volunteers to collect at the gate for home games and to sell 50/50 tickets. The 50/50 winning ticket number is to be clearly announced to the entire crowd and posted in a highly visible location.

If any players require financial assistance, the manager shall, in the strictest confidence, contact the Subsidized Registration Committee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_