



OPERATIONAL

POLICIES AND PROCEDURES

Revised/Amended/Adopted September 2016

ARTICLE 1- GENERAL

PREAMBLE

1.1 The operational Policies and Procedures outline the regulations under which Onoway Minor Hockey conducts hockey operations. Notwithstanding any item contained in these Operational Policies and Procedures, all participants (individuals and teams) in Onoway Minor Hockey, all members of the association, including player, parent/guardian, coach, team official or team, follower and fan, are bound by the Bylaws and the Operational Procedures and Policies of the Onoway Minor Hockey Association, Hockey Alberta and Hockey Canada. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method the policy is to be employed or followed.

1.2 The Operational Policies and Procedures maybe revised or amended from time to time as determined by the Executive Board of Directors. However, prior to any revision or amendment to the Operational Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision is in the best interest of the membership and the association as a whole. Further, revisions or amendments made to the Operational Policies and Procedures must be indicated by date.

MISSION STATEMENT AND PHILOSOPHY

2.1 The mission and philosophy of the Onoway Minor Hockey Association is to foster and promote minor hockey, and to provide a minor hockey program designed to develop the abilities and skills of participants at all levels.

VALUES

3.1 The Onoway Minor Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, guidelines and procedures which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels. The Onoway Minor Hockey Association shall value its volunteers and staff and shall value open communication to its members. Decisions shall be made by individuals subject to Executive Board of Directors approval under the current Bylaws, Policies, guidelines and procedures of the Association. Onoway Minor Hockey shall strive to apply the Bylaws, policies, guidelines and procedures of the Association consistently.

ONOWAY MINOR HOCKEY ASSOCIATION

4.1 The Onoway Minor Hockey Association shall be referred to in this document as "OMHA" or the "Association".

(a) OMHA has an office located at the Onoway Arena in Onoway, Alberta;

(b) OMHA's mailing address is : Onoway Minor Hockey Association, P.O. Box 394 , Onoway, Alberta, T0E 1V0;

(c) The website for OMHA is www.onowayminorhockey.com

(d) Hockey Alberta is the governing body of Hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca

(e) Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is www.hockeycanada.ca

BYLAWS

5.1 The Bylaws of OMHA are governed by the Societies Act of Alberta and can only be changed or amended by vote by the membership as outlined in the Bylaws at an Annual General Meeting of the Association.

ARTICLE II – OPERATIONS AND GUIDELINES

1. REGISTRATION AND PAYMENT OF FEES/ WITHDRAWAL & REFUND POLICY/RELEASES

1.1 The Association shall provide for membership on the basis of registering one or more children in the hockey program. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.

1.2 All players must be registered with OMHA before participating in any on-ice activity.

1.3 General registration fees, will be established annually, including any late payment penalties.

1.4 In general, payment of the full registration fee is expected at the time of registration.

1.5 The Registrar may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.

1.6 A family revoking a payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of OMHA. Late fees will be in effect, if applicable.

1.7 OMHA will only consider Hardship Applications from those applicants who have completed an application with Kid Sport. If Kid Sport determines an applicant has genuine financial hardship, OMHA will contribute to 50% of the balance of registration fees not contributed to by Kid Sport. All Hardship Applications must be received by the Registrar of OMHA prior to September 1 of the current season, and approved president, registrar and the treasurer. The maximum allocation of fees to be contributed by OMHA in any season shall be \$2,000.00 which funds shall be distributed amongst all eligible applicants.

1.8 Payment plans:

(a) shall be approved by the president, the registrar, and the treasurer.

(b) shall be supported by post-dated cheques at the time of registration;

(c) shall be immediately suspended if a payment is annulled;

(d) shall have last installment payment paid by September 1st of the current hockey season.

1.9 NSF Cheques: The NSF fee for a returned cheque is \$50.00. On receipt of a NSF cheque, the Treasurer has the option to:

(a) attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan; or

(b) instruct the registrar to revoke the registration.

1.10 Refund of Fees: See Bylaw# 3.7

1.11 There will be no charge levied for the return of jerseys or OMHA equipment, if returned in good condition. The Equipment manager shall be responsible for determining the condition of returned jerseys and OMHA equipment.

1.12 That a player that does not maintain a 75% or greater attendance at practices and games on or after December 15 of the current season will be removed from the Hockey Canada Registry (HCR) and will not be allowed to participate for the remainder of the season. The Board, at their discretion, may wave the attendance requirements on an exception basis for a valid reason (s) i.e. injury, extended illness, family emergencies etc. It is recommended that the team manager and/or The Board be notified when a player is expecting not to attend for an extended period of time. No refund of fees will be provided for a player removed under this section.

1.13 After June 30th registration deadline the number of teams are set, if there is room on a set team for a player they will be accepted, if not the player will be put on a waiting list.

2. PURCHASING POLICY

2.1 The Executive Board of Directors is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Directors shall adhere to Purchasing Policies and Procedures. Any Director found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Board of Directors.

2.2 Authority to Purchase shall be through established budget or by vote of the Executive Board of Directors following outlined procedures and policies.

2.3 All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Board of Directors.

3. ASSOCIATION LOGO, COLOURS AND SUPPLEMENTARY CLOTHING

3.1 The Association recognizes that a standard set of colours and name provides for recognition of teams when

participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing (i.e. third jerseys, coats or track suits) is entirely optional.

3.2 The Association logo shall be "An Eagle clutching the words "Onoway Eagles". The logo shall be restricted to official material authorized and approved by the Executive Board of Directors only. No team may use the logo without consent of the Executive Board of Directors. The President or their delegate must approve all correspondence bearing the OMHA logo.

3.3 The Association colours shall be black, gold and white to reflect the NHL Pittsburgh colours.

3.4 Supplementary clothing:

(a) all supplementary clothing is purchased by parent/guardians as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan;

(b) coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parent/guardians. OMHA recommends the team not subsidize the purchase of supplementary clothing for coaches and other team officials;

(c) supplementary clothing, purchased as team wear, shall comply with Association colours and specifications to qualify bearing the Association logo;

(d) all supplementary clothing must be purchased through NWT as per OMHA contract with the company. NWT Contract ending April 2015.

4. EQUIPMENT

4.1 OMHA will provide equipment including game jerseys within set guidelines. All game jerseys shall bear the OMHA logo and all game jerseys shall be of Association colors namely, black, gold and white.

4.2 Parent/guardians shall have the responsibility to ensure their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games. Where league rules require the use of mouth guards, mouth guards shall be mandatory. Otherwise, the use of mouth guards shall be at the parent/guardian(s)' discretion.

4.3 The Association shall provide each team with two numbered sets of game jerseys – away and home. The Association requires that at the commencement of the season, each team shall appoint a "Jersey Parent(s)". The Jersey Parent(s) shall be responsible for the care, maintenance and distribution of all team jerseys. Players shall be in possession of jerseys during league, exhibition, tournament and provincial games only. The Jersey Parent(s) shall distribute the jerseys to the players prior to game time and shall collect all the jerseys from players at the end of the game. At no time shall players be permitted to keep game jerseys and at no time shall game jerseys be used for practice purposes.

4.4 Further, a return policy shall be in effect to efficiently account for the return of game jerseys at the end of the minor hockey season. A list will be distributed to each team manager to record the jersey numbers and player names. Once completed, the list will be returned to the Equipment Manager. At the end of the hockey season the Equipment Manager will ensure that each jersey

assigned to a player has been returned to Onoway Minor Hockey Association. If a jersey is not returned to the Association at the end of the season, the player assigned to the jersey will incur an additional charge of \$100.00 per jersey not returned. The associated charges will be added to that player's registration fees for the following season.

4.5 Team game jerseys are the property of the Association and shall be cared for accordingly.

4.6 Sewn-on name bars are permitted on jerseys, however, this will not become a restricting factor when considering lateral movement of players to ensure balanced teams. Only removable name bars are permitted on jerseys.

4.7 Jersey sets will be allocated to by the Equipment Manager. Jersey sets will not be traded across divisions or categories once this designation is made.

4.8 Team officials shall ensure all team equipment (including jersey sets) is returned to the Equipment Manager at the date and time determined by the Equipment Manager.

4.9 All teams will be responsible for their jerseys and will be issued a \$200 deposit. The jersey deposit will be returned once the jerseys have been cleared by the equipment manager to be in good shape and all accounted for.

5. SPONSORS

5.1 OMHA shall seek the support of local businesses and individuals to sponsor OMHA.

5.2 OMHA encourages members, players and parent/guardians to support local businesses and individuals who support OMHA.

5.3 Team officials are expressly prohibited, without written consent from the President in advance, from soliciting additional financial support from sponsors recruited by OMHA

5.4 The names of sponsors and level of sponsorship shall be displayed in a manner approved by the Executive Board of Directors.

5.5 Any team sponsorship must be approved by the executive.

6. FUNDRAISING

6.1 Fundraising for individual teams shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

6.2 Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.

6.3 All fundraising activity is to be documented, collected and disbursed.

6.4 Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain.

6.5 Excess fundraising may be given to the Association at the end of the playing year. These funds may be designated for specific purposes such as equipment expenses, donation, etc.

6.6 Fundraising and additional sponsorship from an individual team sponsor, other Association sponsors and Onoway and area businesses is discouraged. Interest in this type of sponsorship should be referred to the Fundraising Committee.

6.7 Sale or resale of Association scheduled ice is strictly prohibited.

6.8 Teams are encouraged to fully utilize the fundraising opportunities which benefit the Association.

6.9 Certain activities, such as raffles (i.e. 50-50 tickets), require approval and licensing by the Alberta Gaming Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized.

6.10 Use of the name, logo or other property of the Association for fundraising purposes requires the prior approval of the Executive Board of Directors.

6.11 These guidelines apply to groups of teams (i.e. tournament committees and their constituents) as well as individual teams and their members.

6.12 Volunteering credits will be credited at an hourly rate of \$12.50 an hour to be completed in the current hockey season.

ARTICLE III – HOCKEY OPERATIONS

1. HOCKEY OPERATIONS

1.1 The Executive Board of Directors shall be charged with the responsibility of managing OMHA's Hockey Operations as set out in the Bylaws, Operational Policies and Procedures and any other manual of the Association relating to hockey operations to ensure the orderly operation of all hockey programs. The Executive Board of Directors shall set the operational parameters for each program. This will include among other items, ice allocation per division, scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.

2. DIVISIONAL ORGANIZATION (CATEGORIZATION)

2.1 The Association shall support a program for all players residing within established boundaries, irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavour while pursuing excellence and personal development.

2.2 Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues based on community size and population. The Executive Board of Directors annually reviews OMHA participation in various leagues and will determine the entrance into such leagues based on what is "best for OMHA".

2.3 The year of birth shall determine the category in which a player can play.

2.4 OMHA shall have teams in the following divisions: when possible due to registration numbers

- (a) Initiation Division;
- (b) Novice Division;
- (c) Atom Division;
- (d) Pee wee Division;
- (e) Bantam Division;
- (f) Midget Division

(g) each division may be further split into subdivisions to support the objective of providing a recreational and developmental and competitive experience for players at a variety of skill and commitment levels;

(h) within any division player selection to subdivisions shall be on the basis of demonstrated skills, estimates of developmental potential and perceived commitment;

2.5 With respect to players in the Pee wee division, OMHA will make every effort to provide a checking clinic for Pee wee players prior to the commencement of the hockey season.

Participation in the checking clinic is strongly recommended. Alternatively, OMHA recommends that all first year Pee wee players participate in a checking clinic, whether it is a clinic offered by OMHA or some other organization.

3. TEAMS

3.1 Generally, the following shall apply:

- (a) players must report to player evaluations within their own category;
- (b) all players must be registered with the Association before participating in any on-ice activity;
- (c) rosters on all teams, Atom through Midget, are to a maximum of 19 players;
- (d) player movement is only permitted through affiliation. Head Coaches shall inform the

Head Coach of the player they wish to move, who will then make the appropriate contact with the parent/guardian and the player;

(e) no person, other than those invited by referees working the game, will be allowed in the Games Officials room at any time;

(f) ice schedules will be distributed by the Ice scheduler as soon as they become available. If a practice or game time ice cannot be used or traded to another team, 4(four) days notice of cancellation to the Ice Scheduler is required;

(g) coaches shall report all incidents regarding league, exhibition and tournament games that may result in disciplinary action to the President or his/her delegate, as soon as reasonably possible after they occur. Coaches or Team Managers failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:

(i) profanity by players, team officials or club representatives;

(ii) a player who receives a game misconduct, gross or match penalty;

(iii) a team assessed two or more bench minors in one game;

(iv) a coach, or bench assistant, who is ejected from a game;

(v) a team, who in the opinion of the President, is being assessed too many penalties of a serious nature;

(vi) a team member or a team follower who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice.

(h) players, team representatives and team followers are expected to conduct themselves in a fashion consistent with their status as representatives of the Association and the community. In order to enhance this image the following apply:

(i) the dress code of the team members shall be at the discretion of the Head Coach, keeping in mind the affordability of certain types of clothing;

(ii) behavior in or at hotels shall be the team's responsibility;

(iii) the use of alcohol or illegal substances by team members is not condoned and may be subject to disciplinary action;

(iv) the consumption of alcohol on team buses or in any arena is prohibited;

(v) the team will be held accountable for any charges or damages incurred;

(vi) players of legal driving age are strongly urged and recommended to not be responsible for driving themselves to and from away games. OMHA will not be held responsible for anyone not following this recommendation.

4. RELATIONSHIPS WITH OTHER ASSOCIATIONS

4.1 OMHA shall consider, when asked by a Minor Hockey Association outside Onoway, to allow a player to participate in OMHA if that particular association has an insufficient number of players to form a team. OMHA may accept registration from a player outside OMHA boundaries provided the player has no other place to play within their own Association and provided OMHA has space available within that player's age category.

5. ICE ALLOCATION

5.1 The OMHA Ice Scheduler shall assign all ice for the Association. Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournaments and related issues.

5.2 Practice Ice:

(a) at least one hour (shared or alone) per week between Monday and Friday will be scheduled to each team Initiation to Midget. The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot;

(b) shared practices, should they be required, will begin with the Initiation teams, then the Novice teams, then the Atom teams, then the Pee Wee teams, then Bantam teams; and then the Midget teams.

(c) each week could vary based on ice availability and no team is guaranteed the same

practice day and time each week;

5.3 Extra Practice Ice: teams requiring additional practice ice must secure and pay for the ice on their own.

5.4 Scheduling of League Games:

(a) all league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The venue of home games will depend solely on the best use of the ice available. The days and times will be based on availability of the ice and age of the team;

(b) once league games are scheduled, changes must be made either through trades or through slots posted as they come available.

5.5 Exhibition Games: all ice on weekends not allocated for league games will be given to teams for exhibition games, practices, or to reschedule league games. Over the season, this allocation will be on an equitable basis and teams will be chosen based on their league games scheduled.

(a) Home exhibition games require a permit and sanction number issued by the registrar.

(b) Away exhibition games require a travel permit issued by the registrar.

5.6 Outdoor Ice:

(a) the use of outdoor ice available from the Ag. Society for practice is encouraged;

(b) coaches shall use discretion when using outdoor ice with respect to varying weather conditions, ice conditions, and age and stamina of players.

5.7 Unused Ice:

(a) teams may trade ice with other teams when planning for tournaments or other events, however, if the ice remains dark, the team to which the ice was originally assigned will be invoiced for the full amount and will not be assigned extra ice until such time as the invoice is paid in full. Ice Scheduler must be made aware of the trade as soon as it is made as this directly affects other teams and the schedules of the arena;

(b) teams unable to use ice must turn it back to the Ice Scheduler with a minimum of 4 (four) days notice. Ice turned back with less than 4 (four) days notice that is not used by another team (or sold to another ice user) will be charged to the team to which it was originally assigned and no additional ice will be scheduled until such time as the invoice is paid in full;

(c) one ice contact will be designated from each team (Manager or Coach). No other person will be allowed to make changes;

(d) teams that forfeit ice allocated for a league game in favour of a tournament will not be given special consideration for additional ice and will have to forfeit their league game.

5.8 Ice scheduler reports shall be provided to the Association membership at the Annual General Meeting.

5.9 Special Events of teams requires a special events permit issued by the registrar.

6. LEAGUE GAMES

6.1 All games will end at the scheduled time regardless of the time started, unless rink attendants indicate otherwise.

6.2 Player Boxes: maximum 5 team officials allowed in player's box at any time.

6.3 Precedence: all provincial games, league games and playoff games scheduled by the Association will take precedence over all other commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff positions.

7. TOURNAMENTS

7.1 Teams shall only participate in a Hockey Alberta sanctioned tournaments.

7.2 With respect to local tournaments:

(a) OMHA teams shall host tournaments as determined by the Executive Board of Directors and the teams involved shall be responsible for the organization and recruitment of volunteers for these tournaments;

(b) all OMHA teams must participate in and support tournaments hosted by OMHA in the relevant age category;

(c) each OMHA team shall be required to pay the applicable Ice fees prior to the tournament date. At the conclusion of the tournament, the tournament Ice fees, in whole or in part, shall be refunded to each team from tournament revenues;

(d) head coaches shall be responsible to invite and solicit teams to participate in a tournament hosted by OMHA prior to the date of the tournament. .

7.3 With respect to all tournaments and exhibition games, competition is only permitted with Hockey Alberta recognized teams for divisions Atom through Bantam. Novice teams and below should only compete with teams belonging to Associations with Hockey Alberta recognition.

7.4 All teams are required to provide the OMHA treasurer with their tournament financial statement within 30 days following their tournament.

8. DUTIES OF COACHES

8.1 Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in the staff in consultation with the Vice-President.

8.2 Coaches are expected to:

(a) be responsive to directives of Executive Board of Directors and operate the team within established policy and guidelines;

(b) respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;

(c) recognize their responsibilities as leaders, educators and role models for young players. Conduct towards player's parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action;

(d) be sensitive to parent/guardian concerns, and be prepared to respond cordially;

(e) establish regular communication with parent/guardians regarding games, practices, schedules, fundraising, etc.;

(f) recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to these other factors is expected;

(g) select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;

(h) commit to the continued development of all players for the full season, once players are selected to a team;

(i) must abide by the OMHA Fairplay Code and as such deal fairly with players at all times. Rewards or considerations to players or parent/guardians should be those reasonably available to all members of the team. Coaches should not accept gifts, favors or other considerations from players or parent/guardians or place themselves in a situation where their actions may be compromised because of such considerations;

(j) ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and well being of their players. Also ensure proper supervision and take responsibility of the team during all team functions whether such functions are at home or away;

(k) develop a set of rules for the team, which are clearly communicated and enforced equally on all players;

(l) have a development plan for the season that is congruent with the Associations' player development objectives;

(m) pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association;

(n) comply with normal administrative directives by:

(i) holding a beginning of season parent meeting;

- (ii) completing a coaching application and declaration;
- (n) hold a meeting of parent/guardians of players as soon as the team is formed. Items to be covered include:
 - (i) all activities above and beyond Association planned program, i.e. exhibition games, tournaments, additional practices, etc. is a team decision;
 - (o) encouraged to foster an environment between parent/guardian, player and themselves that communicate continued development throughout the season;
 - (p) must have a practice plan prepared for their practices;
 - (q) abide by the team rules that are agreed to with the team, which includes arrival times for games and practices;
 - (r) upon accepting a coaching position, the coach is provided with the policies listed above and understands their responsibilities;
 - (s) responsible to ensure that the Team Manager also knows their responsibilities and OMHA policies and procedures;
 - (t) fulfill their duties and if a coach is unable to fulfill their duties then they must assign a team official registered with Hockey Alberta to act in their absence.
 - (u) provide a criminal record check annually;
 - (v) to be up to date and acquire all required coaching certification as per set out by Hockey Alberta regulations by November 15 of each year.

9. DUTIES OF TEAM MANAGERS

9.1 Team Managers shall be directly responsible to the Head Coach who shall be responsible for delegating specific duties.

9.2 In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Head Coach to concentrate on instruction and player development.

9.3 Team Managers are expected to:

- (a) be responsive to directives of the Executive Board of Directors and operate the teams within established policy, guidelines and regulations;
- (b) assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;
- (c) establish, maintain and enhance communication with other Association team managers at the appropriate level;
- (d) establish, maintain and enhance communication with League commissioners, representatives and participants;
- (e) while the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach delegate:
 - (i) Hockey Canada, Hockey Alberta registration;
 - (ii) gathering of relevant player medical history data, and establishment of a medical treatment permission waiver;
 - (iii) obtaining of travel permits;
 - (iv) obtaining Special Event Sanctions;
 - (v) organization of parent meetings;
 - (vi) participate in formulation of team objectives and rules;
 - (vii) preparation of team budget;
 - (viii) supervise and monitor collection of money and fund raising;
 - (ix) present financial statements to parent/guardians and Association as required;
 - (x) arrange team transportation, accommodation and subsistence;
 - (xi) arrange for additional ice;
 - (xii) confirm officials for home games (exhibition play);
 - (xiii) confirm scheduled away games;
 - (xiv) confirm any changes to team schedules with regards to officials and ice times;
 - (xv) act as co-coordinator for Provincial competition;
 - (xvi) organize and manage parent/guardians or parent committees as may be required

from time to time i.e. Team Treasurer, Fundraising Coordinator, etc.

(f) fulfill their duties and if a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence.

(g) managers are required to provide a criminal record check annually, and insure all carded members obtain a criminal record check annually.

9.4 The Team Manager, upon accepting their position as Team Manager, is provided with these policies and agrees to and understands them.

10. DUTIES OF PLAYERS

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

10.2 Players shall:

(a) comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;

(b) protest unreasonable direction in a respectful, courteous fashion;

(c) comply with all Association, League, Hockey Alberta and Hockey Canada rules;

(d) demonstrate a positive attitude to the game, practice and learning in general;

(e) arrive for games, practice and other team functions at the time specified by the team;

(f) have all equipment maintained in good repair and ready for use prior to games and practice; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;

(g) advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;

(h) demonstrate respect for the game officials, teammates opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures) at all times;

(i) maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;

(j) dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);

(k) strictly refrain from the use of; or associating with those (excluding parent/guardian or guardian) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity;

(l) recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Onoway to its time of return.

Further, any road trip is a fully functioning team activity and behavior in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

11. PARENT/GUARDIAN AND SPECTATOR RESPONSIBILITIES

11.1 Parent/guardians and spectator responsibilities shall be centered on commitment and support. Registering in OMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team. Parent/guardians must be committed to their team for the beginning of the season until the completion of the team's hockey season.

11.2 Parent/guardians shall make every effort to ensure their child attends all practices and games for the team.

11.3 OMHA will not tolerate inappropriate behavior by Coaches, Managers, Assistants, Players,

Parent/guardians, or Fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.

11.4 Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.

11.5 Parent/guardians must sign and abide by the "OMHA Parent Fair Play Pledge".

Transgressions of the Fair Play Pledge will be subject to discipline as outlined on the Pledge and determined by the executive.

12. TEAM RULES

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

- (a) all athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies, and guidelines regarding the team's operations;
- (b) alcohol, smoking, sunflower seeds and chewing tobacco, will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on busses during road trips;
- (c) players will refrain from using profanity at all times;
- (d) road trips are a team activity for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parent/guardians. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Manager or a member of the coaching staff;
- (e) curfews will be established by the coaching staff and must be strictly adhered to;
- (f) all players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules;
- (g) proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation;
- (h) dressing rooms will be left clean and tidy after every game. All players are expected to do their part in cleaning up the dressing room after the game. Should any part of a dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the team;
- (i) fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action;
- (j) it is the sole responsibility of the players and parent/guardians to ensure they know, understand and obey all Hockey Canada, Hockey Alberta, OMHA and league rules, regulations, policies and guidelines.
- (k) team officials and coaches are the only ones to be in the dressing rooms for Pee wee level and up.

13. EVALUATIONS

13.1 Evaluations shall be available for all players registered in OMHA, where more than one team is needed due to registration numbers.

Overview

13.2 Onoway Minor Hockey Association recognizes that the evaluation process is important to players, parent/guardians, evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey abilities and skills.

Objectives

13.3 The objective of the evaluation process:

- (a) to provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as determined during the on-ice evaluations.

(b) although it is impossible to eliminate subjectivity, or previous coach/player experiences, the selection process will reflect on-ice performance during the evaluation period. Again, as an Association, our goal in team formation is to have players of similar ability playing together to maintain balanced teams where the athletes can participate equitably and have fun playing hockey during the season;

(c) the selection criteria will be the same for all players at each level from Novice to Midget and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of OMHA's programs;

(d) evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Under no circumstances will evaluation results be released to parent/guardians or players. Further, OMHA does not have the resources to release this information in a form that will educationally benefit and develop the player. This education and development is the responsibility of the coach and parent/guardian. The evaluation sheets and the ranking criteria is only made available to the Evaluation Committee and the President of OMHA. The Evaluation Committee at each level will be comprised of members of the executive. A member of the Evaluation Committee will remove himself from any discussions or decisions that are required to be made regarding his or her own child. Members of the Executive Board of Directors will not release evaluation data.

(e) Any injury which prevents a player from completing the evaluations must be submitted to the executive in writing and will be dealt with on a case by case basis by the Executive Board of Directors.

(f) that all players that are evaluating must choose to either evaluate as a goalie or a player for both days of the evaluations. At no point after evaluations have begun and during evaluations would a goalie be allowed to switch to a player or a player switch to a goalie for evaluation purposes.

(g) that you must show up for both days of evaluations, if you are a no-show on one of those two days, that you will be evaluated with a zero for that day only.

14. Affiliation

14.1 OMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations. The Executive Board of Directors will establish affiliations annually within OMHA.

14.2 Affiliation rules as outlined in the Hockey Alberta regulations with respect to deadline and number of games played.

14.3 Any player's registered team's activity will take precedence over the affiliated team. Permission must be granted from the player's registered team coach for the player to attend any activity of the affiliated team.

14.4 No lateral affiliation is allowed.

14.5 In the event an Atom player is affiliated to a Peewee team, it is recommended that the Atom player have completed a checking clinic prior to playing in a Peewee game.

14.6 A call and/or agreement must be made and permission granted from the Head Coach the player is registered to. An affiliation form must be completed by the Head Coach of the team wanting to affiliate players and must be signed by the Head Coach of the player's registered team and the player's parent/guardian. Regular season games have precedence over any other hockey activity. This means that; if the player has a regular season game with their own team and is called up for a game, the player has a responsibility to play for their own team.

14.7 All players in Novice to Peewee will automatically be affiliated with the upper level team within OMHA.

14.8 All players in Bantam and Midget will automatically be affiliated with the upper level team within OMHA unless requested in writing prior to November 1st of that season.

14.9 Only players at the Bantam and Midget level who have tried out for the elite team will be able to affiliate within that elite team. Affiliation with the elite team must be requested in writing by November 1st of that season.

15. PLAYER RELEASES

15.1 NO PLAYER WILL BE RELEASED FROM OMHA EXCEPT

- (a) any player wishing to try out for Midget AAA, Midget AA, Midget M 15AAA , Midget M15AA, Bantam AAA, Bantam AA or Peewee AA may do so with written notification given to OMHA prior to attending the first skate.. Should the player be "cut" from these try outs he/she must return to OMHA before going to any further AAA or AA try outs.
- (b) any player who no longer resides inside the boundaries of OMHA. These boundaries are defined by Hockey Alberta.
- (c) all other release request must be presented in writing to the Executive of OMHA prior to approval. In addition, it should be noted that other than a and b above, Hockey Alberta has final approval.
- (d) OMHA does not take IMPORT players unless directed and approved by Hockey Alberta.

16. COACH SELECTION

16.1 OMHA shall use a formal coach selection process.

16.2 All Head Coach appointments are subject to ratification by the Executive Board of Directors.

17. COACH DEVELOPMENT

17.1 OMHA shall strive to develop coaches to Hockey Canada coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics for OMHA members.

ARTICLE IV - DISCIPLINE

1. RISK MANAGEMENT

1.1 OMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety and Abuse Issues.

1.2 Insurance Issues:

- (a) insurance is purchased by OMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team;.
- (b) only coaches, specialty coaches, managers, players registered or affiliated to that team and mentorship candidates are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team;
- (c) violation of this policy puts the coach, parent/guardians and players of the team and the association at a high level of personal financial risk;
- (d) violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation.

30.3 Regarding abuse:

- (a) Hockey Canada has adopted a zero tolerance policy on abuse. OMHA supports this policy;
- (b) Hockey Canada provides extensive definitions and examples of abuse and harassment which should be reviewed. Hockey Canada has provided the following information booklets; Safety For All and Safety Requires Teamwork and the brochures Speak Out, and Hockey Should be Fun, Right? which further discusses this issue. Copies of these booklets may be available from the OMHA office. This information is also available on Hockey Canada's website www.hockeycanada.ca and Hockey Alberta's website www.hockeyalberta.ca;
- (c) it is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. OMHA and its members will follow this policy. The reporting member shall advise the OMHA President if such reports occur.

2. INJURY REPORTS

- 2.1 The Hockey Canada Injury Report form shall be used to report injury incidents.
(a) The OMHA Return to Play form must be completed prior to returning onto the ice.
- 2.2 Instructions on completing the Hockey Canada Injury Report form are contained in the document called Accident Report Forms Reporting form. All coaches are given a supply of these forms. Additional copies are available from the OMHA office.
- 2.3 Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy filed in the OMHA office.
- 2.4 A doctor's note will be provided to the Head coach or his designate before an injured player is allowed to return to the ice.

3. CODE OF CONDUCT AND ZERO TOLERANCE POLICY

- 3.1 Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association, and behavior is expected to mirror the spirit of the Bylaws and Policies and Procedures, and this Code.
- 3.2 All members and participants of the Association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive Board of Directors members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, Executive Board of Directors members, employee or damage to the property of the Association or of another association will not be tolerated.
- 3.3 All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 3.4 The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.
- 3.5 Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Coach to assist their child in changing before or after a game.
- 3.6 In no circumstances is a parent/guardian or fan to enter the opposing team's dressing room.
- 3.7 Coaches and other team officials, players, parent/guardians and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game. Officials are not to be consulted regarding any suspendable infraction.
- 3.8 Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the By-Laws or the Operational Policies and Procedures of the Association.

4. INCIDENT REPORTS

- 4.1 The Incident Reporting form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory.
- 4.2 All coaches are given a supply of these forms. Additional copies are available from the OMHA office.

5. OFFICIATING INCIDENT REPORTING POLICY

- 5.1 A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. OMHA is not responsible for officials. Hockey Alberta's Referee In Chief of Zone 3 is responsible for all referees.
- 5.2 Complaints or incident reports concerning referees must be made in writing by the Head Coach or Team Manager to the Referee Assignor with copies forwarded to the President or Vice-President.
- 5.3 Reporting process:

- (a) team members and team representatives shall not speak to the officials about officiating concerns during or after the game, nor contact the Referee Assignor;
- (b) the complaint shall be provided in writing to the Referee Assignor, signed by the Head Coach or Team Manager, within 48 hours. The incident reporting form may be used for this purpose;
- (c) the complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available), and rule infractions, rule interpretations or conduct incidents giving rise to the complaint;

6. ISSUES, CONCERNS AND GRIEVANCES

6.1 All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

6.2 Regarding general issues, concerns and grievances:

(a) unless otherwise specified, the procedure for resolving Issues, Concerns and Grievances in OMHA is to take the Issue, Concern and Grievance through the following levels in order:

- (i) Team Manager;
- (ii) Head Coach;
- (iii) Team Representative;
- (iv) Grievance Committee.

(b) OMHA will not entertain lawyers present at Executive Board of Directors meetings, with the exception of a lawyer representing OMHA;

6.3 Regarding team issues, concerns and grievances:

(a) at the first parents meeting for the team, each Head Coach will outline their manner of dealing with parent/guardian's Issues, Concerns and Grievances. If there is a Team Issue, Concern or Grievance, begin by addressing it with the process outlined at the parents meeting;

(b) the Head Coach has the ultimate responsibility for the team and will discuss Issues, Concerns and Grievances with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue, Concern or Grievance, about or at a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue;

(c) the Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues, Concerns or Grievances. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.

6.4 Regarding evaluation issues, concerns and grievances:

(a) the President shall investigate all Evaluation Issues, Concerns and Grievances with the Vice-President or selected board member.

(b) all Evaluation Issues, Concerns and Grievances, must be in writing, signed and delivered to the President. The complaint must contain a description of the event, its location, the division involved and a contact phone number. The President may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation;

(c) once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved, the issue will be forwarded onto the President for future action. At no time shall a player be re-assessed or re-evaluated regarding any on-ice evaluation in response to an evaluation issue, concern or grievance;

(d) OMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The President will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

7. DISCIPLINE

7.1 All members, players, participants and fans are expected to abide by OMHA's Code of Conduct. Violation of the Code of Conduct will result in disciplinary action being taken.

7.2 The Association expects members to exhibit qualities of leadership in an effort to promote players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

8. STANDARDS OF BEHAVIOUR

8.1 Standards of behavior should be clearly defined and maintained throughout the season. It is recognized, however, that behavior may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive Board of Directors, Team Officials (Coaches, Assistants, Trainers, and Managers etc), Players, Parent/guardians and spectators and may take the form of, but are not limited to:

- (a) a verbal reprimand;
- (b) a written reprimand;
- (c) a demand for an apology, either written or verbal, to any affected party;
- (d) a suspension from participation in or at Association activities;
- (e) a recommendation for an expulsion from the Association; or
- (f) a combination two or more of the above.

9. COMPLAINT PROCEDURE

9.1 A Complaint may be raised by any member of the Association, by members of another association (through their association's Executive Board of Directors), by league officials or by members of the Association's Executive Board of Directors acting in response to a report from game officials or by any other party.

9.2 A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.

9.3 Complaints or other Discipline Issues forwarded in writing to the Executive Board of Directors will be separated into one of two categories:

- (a) if the issue requires the assessment of discipline for conduct matters, the item is turned over to the Discipline Committee;
- (b) if the issue is policy or program related, including discipline to be issued for on-ice conduct, it will be turned over to the Executive Board of Directors.

9.4 The Vice-President will perform the separation of issues into those to be dealt with by the Executive Board of Directors and those to be directed to the Discipline Committee.

9.5 Examples of incidents which may warrant disciplinary action are as follows:

- (a) profanity by any member of the Association;
- (b) a player or team official who receives a game misconduct, gross or match penalty;
- (c) a team assessed two or more bench minors in one game;
- (d) a coach, who in the opinion of the Vice-President, is being assessed too many penalties of a serious nature;
- (e) any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice;
- (f) use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;
- (g) any other inappropriate incident.

