

ST. ALBERT RAIDERS HOCKEY CLUB POLICIES AND PROCEDURES

1. DUTIES OF DIVISION DIRECTORS

1.1 Policy Statement

Division Directors report to the President or the President's designate.

1.2 Rules and Guidelines

General Responsibilities are as follows:

- 1.2.1 Supervise and manage their respective Division and League(s) and attend League meetings.
- 1.2.2 Participate in the selection of coaches in conjunction with the Coach Selection Committee, subject to ratification by the Raiders Board.
- 1.2.3 Conduct an orientation session with their Coordinator and head coaches and supply all Team Officials with Raiders Policies, Rules and Guidelines.
- 1.2.4 Coordinate recruitment, player selection and placement on teams.
- 1.2.5 Coordinate practice ice.
- 1.2.6 Coordinate with Equipment Administrator in the assignment and collection of equipment for teams.
- 1.2.7 Assess periodic financial reports from the teams in the division for submission to the Raiders Board.
- 1.2.8 Monitor and approve requests by teams to play in tournaments.
- 1.2.9 Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Raiders Board.
- 1.2.10 Ensure Incident Reports are completed.
- 1.2.11 Prepare a season end report for the Division, including appropriate statistics and submit to the Raiders Board.
- 1.2.12 Collect and maintain all game sheets for the division.
- 1.2.13 Appoint a Coordinator, as required, including a Billeting Coordinator and Player recruitment Coordinator.
- 1.2.14 Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions.

2. **DUTIES OF COACHES**

2.1 Policy Statement

Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach.

Suspension over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his or her staff in consultation with their Division Director and the Raiders Board.

2.2 Rules and Guidelines

Coaches and team management are expected to:

- 2.2.1 Operate the team within established Raiders policies and guidelines.
- 2.2.2 Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his or her potential.
- 2.2.3 Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is expressly prohibited.
- 2.2.4 Be sensitive to parent concerns and be prepared to respond cordially when warranted.
- 2.2.5 Establish regular communication with parents for information pertaining to games, practices, schedules, fund raising, etc.
- 2.2.6 Recognize that while hockey may be the major winter activity of the player, it is not the only activity.
- 2.2.7 Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- 2.2.8 Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
- 2.2.9 Establish a written set of team rules, which must comply with Raiders policy guidelines, and enforced equally on all players. The coach must abide by the team rules that are agreed to with the team, which includes arrival times for games and practices

- 2.2.10 Establish a development plan for the season that is congruent with the Raiders Board's Development Program, while encouraging and motivating players towards enjoyment of the game, team concept and skill development.
- 2.2.11 Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or Association.
- 2.2.12 Comply with normal administrative directives by:
- (i) Submitting a budget to parents and their Division Director
 - (ii) Submitting financial statements on schedule
 - (iii) Completing a coaching application and declaration
 - (iv) Submitting a team directory to their Division Director
- 2.2.13 All coaches shall hold a meeting of parents of players prior to the first game of the season or November 15, whichever occurs first. Items to be covered include:
- (i) Proposed budget, including ice rentals and other purchases, total financial commitment.
 - (ii) Number of games and practices planned
 - (iii) Relevant items of Raiders policy
 - (iv) All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision
- 2.2.14 Coaches are encouraged to foster an environment between parent, player and him or herself that communicate continued development throughout the season
- 2.2.15 All coaches are encouraged to have a practice plan prepared for their practices
- 2.2.16 The coach is responsible to ensure that the team managers and treasurer also know their responsibilities and Raiders policies, rules and guidelines
- 2.2.17 Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players.
- 2.2.18 Team structure shall include: Head Coach, Assistant Coach, Manager, and Treasurer. The Head Coach is responsible for ensuring that these members know their responsibilities and Raiders policies, rules and guidelines.

3. **DUTIES OF MANAGERS**

3.1 **Policy Statement**

Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.

3.2 Rules and Guidelines

In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team managers are expected to:

- 3.2.1 Assist with operating the team within established policy, guidelines and regulations.
- 3.2.2 Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure
- 3.2.3 that the team's role as a community and Association ambassador is maintained.
- 3.2.4 Establish, maintain and enhance communication with the team sponsor.
- 3.2.5 Establish, maintain and enhance communication with other Raiders Club team managers at the appropriate level.
- 3.2.6 Establish, maintain and enhance communication with League commissioners, representatives and participants
- 3.2.7 Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coaches delegate:
 - (i) Gathering relevant player medical history data, and establishment of a medical treatment permission waiver
 - (ii) Obtaining travel permits
 - (iii) Organizing parent meetings
 - (iv) Participating in formulation of team objectives and rules
 - (v) Managing team budget
 - (vi) Supervising and monitoring collection of money and fundraising
 - (vii) Arranging team transportation, accommodation and subsistence
 - (viii) Arranging for additional ice and cancelled ice to be used by another team
 - (ix) Confirm team officials for home games (league or exhibition)
 - (x) Organize and manage parents or parent committees as may be required from time to time, eg. Team treasurer, fundraising committee, equipment manager, statisticians, webmaster, etc.

4. **DUTIES OF TREASURERS/MANAGING TEAM FINANCIAL ACCOUNTS**

4.1 Policy Statement

Team budgets and financial accounts shall be a team activity and responsibility. The Raiders Hockey Club assumes no liability or responsibility in the management of team accounts. Raiders recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Club, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Raiders guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

4.2 Rules and Guidelines

4.2.1 The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the Head Coach. Team budgets are to be approved by a majority (secret ballot) vote of team parents. Every family having a one or more players on the team gets one vote and must participate in this vote.

4.2.2 One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.

4.2.3 This official, typically referred to as the Team Treasurer is responsible for the following:

- (i) Preparing financial statements for team parents 3 times a year and are available at any time upon request.
- (ii) Preparing financial statements for submission to the Raiders Board via the Division Director according to the following schedule:

<u>Period Ending</u>	<u>Submission Date</u>
October 31 (Initial Budget)	November 1
December 15	December 30
Year End	April 30

- (iii) Establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained and up to date at all times.

- (iv) Providing, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.

4.2.4 Any person becoming aware of discrepancies in accounting or reporting report the facts of the case to the Head Coach, Division Director or a member of the Raiders Board immediately. Coaches, Division Directors, or Board members becoming aware of such a problem must immediately report the matter to the appropriate Division Director.

4.2.5 Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:

- (i) Meetings with team officials and affected parties
- (ii) General meeting of team parents
- (iii) Meeting of the disciplinary committee
- (iv) Involvement of other Executive committee members, President, Treasurer etc.

4.2.6 Should the above informal activity not bring the problem to resolution, the matter will be reported to the Executive Committee who may elect to take other action as deemed necessary.

5. **DUTIES OF PLAYERS**

5.1 **Policy Statement**

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 managing and directing player behavior both on and off the ice, at all hockey or team activities, while representing the Raiders Hockey Club. Players are, therefore, subject to disciplinary action at the team, league or Club level, should they exhibit behavior that transgresses these guidelines/expectations.

5.2 **Rules and Guidelines**

Players shall:

- 5.2.1 Comply and obey all reasonable direction from the coaches, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards.

- 5.2.2 Protest unreasonable direction in a respectful, courteous fashion.
- 5.2.3 Comply with all Association, League, Hockey Alberta and Hockey Canada rules.
- 5.2.4 Demonstrate a positive attitude to the game, practice and learning in general.
- 5.2.5 Arrive for games, practices and other team functions at the time specified by the team.
- 5.2.6 Have all equipment maintained in good repair and ready for use prior to games and practices; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.
- 5.2.7 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.
- 5.2.8 Demonstrate respect for the game officials, teammates, opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures, cyber bullying, derogatory use of social media, or improper use of cellphones/other audio or video recording devices) at all times.
- 5.2.9 Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.
- 5.2.10 Dress appropriately for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting).
- 5.2.11 Strictly refrain from the use of alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity.
- 5.2.12 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 St. Albert to its time of return. Road trips are, therefore, a fully functioning team activity and behavior in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

6. **PARENT & FAN RESPONSIBILITIES**

6.1 Policy Statement

Parent and fan responsibilities shall be centered on commitment and support. Playing for the Raiders Hockey Club 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. Parents and guardians must be familiar with section 5 above and ensure their children adhere to rules at all times.

6.2 Rules and Guidelines

- 6.2.1 Comply with the Respect in Sport parent program as mandated by Hockey Alberta. The Respect in Sport Parent program empowers parents to ensure their

child's safety, encourages positive and effective communication, and creates a standard of respectful behavior for all parents of active kids.

6.2.2 Parents shall ensure their child attends all practices and games for the team whenever possible.

6.2.3 The team comprises and operates as a total unit. The team relies on parent volunteers to assist the team throughout the season in roles such as managers, assistant coaches, phoning and most importantly, support at games. A total unit in this game is important; parents must do their part and be there.

6.2.4 The Raiders Hockey Club will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to discipline.

6.2.5 Conduct of Fans and Team Followers:

Parents or hockey fans who are abusive to Referees, game officials, players, team officials or other fans will be dealt with in the following manner:

- (i) Any member of the Raiders Board or Division Director, or Division Coordinator of the category of the game taking place, upon properly identifying himself, will instruct the referee to stop the hockey game.
- (ii) This person will then identify himself to the offending person or persons and inform them that the hockey game will not continue until the offending person or persons have left the arena.
- (iii) In the event that the offending person or persons do not leave the arena within 10 minutes of the game being stopped, the team to which the offender(s) belongs will be declared the loser of the hockey game, regardless of the score at the time the game was stopped.
- (iv) The incident shall be reported to the President who will call a meeting of the Raiders Board to decide if any further action is necessary.

7. **ST. ALBERT RAIDERS HOCKEY CLUB DRESS CODE & TEAM RULES**

7.1 Policy Statement

Players are representatives of their team and the Club at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to all team activities including team functions. Players may be suspended indefinitely for violation of these rules.

7.2 Rules and Guidelines

7.2.1 Teams may establish a dress code at the start of the season. This dress code must not place excessive

7.2.2 Financial burden on the player or parent.

- 7.2.3 For all games including regular season, tournaments, exhibition, etc. players are prohibited from wearing clothing which displays obscene, derogatory or offensive graphics and/or wording.
- 7.2.4 The SAMHA provided jersey and full gear must be worn in any picture taken for the SAMHA yearbook.
- 7.2.5 Road trips are a team activity for the purpose of playing hockey. The focus is the game. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parents. Players will eat their meals with the team at all times. 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. Curfews will be established by the coaching staff and must be strictly adhered to.

8. **CO-ED DRESSING ROOMS**

8.1 Policy Statement

Teams may be comprised of both male and female athletes. Teammates are expected to conduct themselves in an exemplary manner both on and off the ice. In addition to all existing Hockey Canada and Hockey Alberta rules, the following rules apply to all teams with both male and female athletes. Players may be suspended indefinitely for violation of these rules.

8.2 Rules and Guidelines

- 8.2.1 Male and female players may not change in the same room at the same time.
- 8.2.2 It is the responsibility of the Coach to ensure all players are included in both the pre-game and post- game hockey activities.
- 8.2.3 When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
- 8.2.4 If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.

9. **TRAVEL REQUIREMENTS**

9.1 Policy Statement

Travel is necessary given the leagues in which teams play. Team travel, of any significant distance, ought occur on a team bus with qualified driver. The travel radius from the outskirts of the City of St. Albert is 200 km. If travel is 201 km or more, a bus is required. Parents are encouraged to travel on the team bus where a bus is required or used. A coach may choose to require a team bus with qualified driver even if the destination is less than 200 km from the outskirts of the City of St. Albert. If team travel

does not require a bus, athletes still must travel with qualified parent driver. Specific requests for variance may be made to the Board and each request will be considered on its merits.

9.2 Rules and Guidelines

9.2.1 A bus with a qualified driver(s) is required for all Raiders teams for any travel beyond a 200 km radius from the outskirts of the City of St. Albert. Accordingly, if travel is 201 km or more, the bus with qualified driver(s) is mandatory. If travel is 200 km or less from the outskirts of the City of St. Albert, then the coach may still require a bus. If not, athletes must travel with a qualified parent driver.

9.2.2 Parents are encouraged to travel on the team bus where a bus is required or used.

9.2.3 Requests for variance may be entertained by the Board if made in writing sufficiently in advance. Conditional approval may be granted as an exception to this policy on condition that all parents sign a request to travel without a bus and each consents to travel in this fashion. If a parent does not sign such an agreement, then the usual travel policy will apply.