



**POLICIES AND PROCEDURES OF
SHERWOOD PARK KINGS ATHLETIC CLUB**

March 2018

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PART 1 MISSION STATEMENT - ADOPTED FEBRUARY 21, 2002



Through a dedicated volunteer base, the Sherwood Park Kings Athletic Club (SPKAC) will deliver an elite hockey program that will set the standard of excellence in developing hockey players to the next level. This will be achieved through our four pillars of success:



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PART 2 STATEMENT OF POLICIES

2.1 Governance

- i. Sherwood Park Kings Athletic Club (SPKAC), registered under the Societies Act of Alberta, is the representative body of Sherwood Park Minor Hockey Association (SPMHA) and is responsible for the coordination and operation of all SPKAC teams.
- ii. SPKAC is governed by a Board of Directors duly elected, consisting of:
 - a) The Executive Committee (2-year term);
 - b) The Directors (1-year term);
 - c) SPMHA President or designate;
 - d) SMHA President or designate – Non-Voting;
 - e) Immediate Past President - Non-Voting;
 - f) Executive Assistant – Non-Voting; and
 - g) Referee in Chief – Non-Voting.
 - h) SPS Fuzion President or designate- Non-Voting
- iii. An Annual Election Meeting for all members to elect the Board of Directors of the Society shall be held on or before April 30 of each year. Notice of the place and date of the meeting shall be advertised not less than 30 days prior to the meeting. The Annual Election Meeting will be cancelled if there are no elections to be held. Nominees must meet the eligibility requirements in accordance with section 4.03 of the SPKAC's Bylaws. No nominations shall be accepted from the floor.

2.2 Membership with Hockey Alberta and Hockey Canada

- i. SPKAC shall operate as a member of Hockey Alberta ("HA") and Hockey Canada ("HC"). In accordance with the bylaw requirements of Hockey Alberta and Hockey Canada, Sherwood Park Kings Athletic Club shall:
 - a) Conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
 - b) Sponsor and encourage minor hockey in the Province of Alberta and with players registered in one or more recognized Hockey Canada divisions or categories which may operate one or more teams;
 - c) Unconditionally commit to obey and abide by Hockey Alberta and Hockey Canada's Constitution, Bylaws and Regulations;
 - d) Recognize HA as the governing body concerning hockey in the Province of Alberta subject only to right of appeal to Hockey Canada;
- ii. Rules – SPKAC shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada.
- iii. Where in the opinion of SPKAC special rules are required which are not currently required by Hockey Alberta or Hockey Canada, then SPKAC shall have the power to institute such

additional rules to apply to members of SPKAC so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta or Hockey Canada league rules.

- iv. Hockey improvement – SPKAC shall be dedicated to working and cooperating with Hockey Alberta and Hockey Canada for the betterment of hockey through the following:
 - a) Use of Hockey Alberta and Hockey Canada training programs, facilities and literature where considered practicable by the SPKAC Executive Committee and Board;
 - b) Making recommendations for improvements in rules, training programs, etc. by way of presentations to the various HA councils and by executive attendance at Hockey Alberta annual meetings; and
 - c) Making recommendations for development and improvement of programs to Sherwood Park Minor Hockey Association;

2.3 Membership in SPKAC

- i. Membership in SPKAC is open upon registration to:
 - a) All current and former parents or full-time guardians who are (18) years of age or over who has/had a player on a SPKAC team in the previous season or is registered for the upcoming season AND have permanent residency within the association boundaries.
 - b) Any person eighteen (18) years of age or over who has/had a player on a SPKAC team in the previous season or is registered for the upcoming season who resides outside of the association boundaries may request in writing, to the Executive Committee, a minimum of fourteen (14) days prior to any Annual Election Meeting, Annual General Meeting and/or Special Meeting to become a member of the Society.
 - c) Any person eighteen – (18) years of age or over who resides in the association boundaries may request in writing, to the Executive Committee, a minimum of fourteen (14) days prior to any Annual Election meeting, Annual General Meeting and/or Special Meeting to become a member of the Society. If the request is granted, payment of the annual membership fee is due. In the event a person requesting membership is transferring from another Alberta Hockey Association, they must be a member in good standing with their previous Association and must have paid in full all fees, assessments and team charges due and owing to the said Association.
- ii. The membership fee shall be determined by members at the Annual General Meeting and/or Special Meeting.
- iii. Any member in arrears for fees, assessments or outstanding team charges for any year shall be automatically expelled after the expiration of three (3) months from the end of such year but may be reinstated upon paying all outstanding annual fees, assessments and team charges.
- iv. The Board may impose a fine not exceeding two hundred fifty (\$250.00) dollars on any member who contravenes these bylaws or the regulations made hereunder.

2.3.1 Removal and Suspension from SPKAC

The Board or, if applicable, the Incident Review Committee as noted in 2.01 of SPKAC's Bylaws, may suspend any member of the Society or any Society team official who:

- a) Fails to comply with these bylaws or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the Executive Committee or, if applicable, the Incident Review Committee as noted in 2.01 of the Association's Bylaws. An expelled member or team official may appeal his expulsion before the Board by giving written notice to the Board within fifteen (15) days of the date of his expulsion.
- b) The membership fee may not be refunded for any reason.
- c) An expelled member may not hold office, vote or act as a team official in any of the Society's activities held for any of the members registered by the Society.
- d) Any member in good standing is entitled to vote at any Annual General Meeting, Annual Election Meeting and/or Special Meeting, provided they are present at the time the vote is taken, and provided that they meet the residency requirements as established from time to time by the Society.

2.4 Membership in SPMHA

All members of SPKAC will automatically hold membership in Sherwood Park Minor Hockey Association ("SPMHA") under the terms and conditions of SPMHA Bylaws, Policies and Procedures.

2.5 Membership Boundaries

- i. Boundaries – The boundary of SPKAC shall be the same as the boundaries of SPMHA as set by Hockey Alberta. Such shall be the boundaries of the Urban Service Area for the County of Strathcona as is defined and amended from time to time by the Strathcona County Council.
- ii. Description of area

North Boundary: Commencing at the Junction of Highway 16 and Highway 21 proceed west along Highway 16 to the City of Edmonton Corporate Limits.

East Boundary: Commencing at the Junction of Highway 21 and Highway 16 proceed south along Highway 21 to the Junction of Secondary Highway 630 (known as Wye Road) and Highway 21.

South Boundary: Commencing at the Junction of Secondary Highway 630 (known as Wye Road) and Highway 21 proceed west along Secondary Highway 630 to the Junction of Highway 14 and continue west along that portion of Highway 14 (known as the Sherwood Park Freeway) to the City of Edmonton Corporate Limits plus the area south of Secondary Highway 630 located at the NW 1/4 of Section 23, Township 52, Range 23 W4M that is known as the Estates of Sherwood Park. Residents of the area south of Secondary Highway 630 and east of Highway 14 located in the NW 1/4 Section 21 Township 52, Range 23 W4M that is known as Hulbert Crescent/Ordze Park shall have the option of playing for either Sherwood Park or any other Member Association of Hockey Alberta within the County of Strathcona for which they qualify.

West Boundary: Commencing at the point where Highway 14 (Sherwood Park Freeway) intersects the City of Edmonton Corporate Limits proceed north along the City of Edmonton

Corporate Limits to a point where the City of Edmonton Corporate Limits intersect Highway 16.

2.6 Participation

It is the policy of the SPKAC that all participants in its programs shall have reasonable opportunity to participate at the appropriate level through the evaluation process.

ORIGINAL

PART 3 BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

3.1 Executive Committee

The Executive committee shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act, the bylaws of the association and the policies and procedures that are enacted by the Executive Committee from time to time. In general, the Executive Committee supports a position of transparency by its Members and shall give full consideration to the affairs brought to its attention by any officer or Member. The Executive Committee is responsible to the Members and players of SPKAC and has full control and management of the Association within the limits of the bylaws of the Association and for the administration of a minor hockey program in Sherwood Park, AB.

- i. The duties of the members of the Executive Committee are as set out in the bylaws of the Association.
- ii. The Executive Committee members must be familiar with the SPKAC vision, core values, mission and policies and procedures.
- iii. Members of the Executive Committee must immediately disclose in writing any conflict of interest, no matter how small or indirect, and then abstain from voting on that issue. The disclosure and the fact that the member abstained from voting are recorded in the monthly meeting minutes.
- iv. The following is a description of the responsibilities of each member of the Executive Committee. It is not intended that this job description be all inclusive. Each member should be familiar with his or her job description and carry out the assigned duties to the best of his or her ability. In addition to the items described in the job description annexed, the member shall carry out such additional duties as are assigned or required to maintain the integrity of the SPKAC.

President

- Presides over all Executive Committee Meetings, Board of Director Meetings, Annual General Meetings and Special Meetings;
- Delegates authority to preside over and above meetings in his absence in accordance with the bylaws of SPKAC;
- Sets agendas for all above meetings;
- Receives all SPKAC correspondence and distributes to the appropriate executive/director positions;
- Responds to all SPKAC correspondence requiring same unless the job of responding has been delegated;
- Presides over all SPKAC functions;
- Shall be a designated signing authority for cheques issued by the society in conjunction with 4th Vice President, 2nd Vice President and 1st Vice President.

- Is an ex-officio member of all committees established by SPKAC;
- In the absence of a 1st Vice President shall be Chairman of the Election Committee;
- In the absence of a 2nd Vice President shall be Chairman of the Nomination Committee;
- Provides leadership and guidance to all members of the Executive Committee and Directors in the pursuit of their duties (i.e. Coach Selection Committee, Coach Mentor Selection Committee, committees to select vendors, suppliers and committees designed to organize events);
- Chairman of Selection Committee for SPKAC awards;
- Acts as an ambassador representing SPKAC to all other associations;
- Exercise the powers of the Board in case of an emergency;
- Suspend and/or expel members, team officials or players subject to consultation with two (2) Executive members;
- Shall attend all pertinent meetings that affect the operations of the Club or appoint a designate (i.e. AA Counsel, League meetings, AGMs, Hockey Alberta meetings, Roundtables, SPMHA meetings, Strathcona County meetings);
- Coordinate Approval of all Travel and Permits as per SPKAC and Hockey Alberta Policy; and
- Make decisions on behalf of SPKAC for the betterment/improvement of SPKAC and/or its reputation in the marketplace (i.e. commit SPKAC to host All Star Games, Provincials, or Showcases, sponsorship, etc.).

1st Vice President Programs

- Shall act for the President in his absence;
- Shall be a member of the Budget Committee;
- In conjunction with the 5th VP Hockey Operations, design and implement development programs and processes;
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required;
- Shall attend, as delegated, all pertinent meetings that affect the operations of the Club;
- Shall present at each Board meeting a report of the ongoing operations;

2nd Vice President Administration

- Will act as the Privacy Officer;
- Shall oversee the Communications Director;

- Shall be a member of the Budget Committee;
- Shall approve, supervise and coordinate the Managers for each of the eleven teams;
- Shall coordinate a Manager's Meeting;
- Shall present at each Board Meeting a report of the ongoing administration;
- Shall present at each Annual General Meeting a report of the year's administration;
- Shall insure that all Club records are maintained and updated on an ongoing basis;
- Shall maintain an Executive/Board Contact database and distribute accordingly;
- Shall, in collaboration with the category directors, maintain an annual Bench Staff contact list and distribute to the appropriate executive members at the beginning of each season;
- Ensure the completion of Criminal Record Checks (CRCs) for carded and non-carded officials including all coaches, managers and trainers;
- Report to Executive Committee the status of CRCs and identify any required follow up;
- Destroy CRCs that are no longer used (exceeded 3-year limit or volunteer is no longer involved with SPKAC);
- Ensure principles of Personal Information Protection and Electronic Documents Act are upheld for coach, player, parent and SPKAC actions.
- Ensure that 'Code of Conduct' forms are updated yearly and completed for all carded officials (all coaches, managers and trainers), players, and parents, and returned by team managers to the VP Administration;
- Maintains a supply of "standard" forms used in the day-to-day operation of SPKAC;
- Shall be a designated signing authority for cheques issued by the society in conjunction with the President, 1st Vice President and 4th Vice President;
- Maintain the SPKAC office;
- Shall update and maintain the Bylaws in accordance with Article 10;
- Shall ensure the Policies and Procedures Manual is updated and maintained on an annual basis;
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required;
- Shall secure SPKAC photography contract;
- Shall apply for and oversee all applications and reporting on SPKAC's behalf for Alberta Gaming Liquor Commission (AGLC) Licenses (i.e. Casino, Raffles, 50/50's etc.)
- Chairman of the Nomination and Election Committee;

- Member of the Selection Committee for SPKAC Annual Awards and Appreciations Evening; and
- Member of the Annual Awards and Appreciation Committee.

3rd Vice President Marketing and Apparel

- Is Chairperson of Apparel and Equipment Program (AEP);
- Is responsible for Request for Proposals (RFP) to support Apparel and Equipment Program;
- In consultation with the Board, shall set the apparel and equipment offerings for SPKAC;
- Shall oversee the Equipment Director;
- Shall secure SPKAC photography contract;
- In consultation with the Ice Allocator Director and 2nd VP Administration, shall have the responsibility of organizing and communicating team pictures;
- Shall work with respective board members to secure and maintain team sponsorships;
- Shall present at each Board meeting a report of the ongoing operations;
- Shall be the Chair of the Annual Awards and Appreciation Evening;
- Shall be a member of the Budget Committee;
- May present at each Annual General Meeting a report of the year's operations; and
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.

4th Vice President Finance

- May appoint and oversee a Financial Assistant;
- Shall oversee and advise the Registration Director and provide support in the registration process where necessary;
- Manages the financial resources of the SPKAC and provides information and advice with respect to financial matters;
- Shall be a designated signing authority for cheques issued by the society in conjunction with the President, 1st Vice President and 2nd Vice President, and shall be one of the four signing officers of the Society and in conjunction with the President ensure that all banking signing authorities are maintained;

- Ensures all books and records are properly maintained within generally accepted accounting principles and annually arranges for an independent audit of the accounts for the fiscal year ending April 30th;
- At each Annual General Meeting shall arrange for the Auditor to present the duly audited financial statement for the fiscal year;
- Researches the market place and recommends investments for excess funds of the association;
- Chairs the Budget Committee and prepares the Budget for the fiscal year ending April 30th for presentation to the Board of Directors;
- Shall present full detailed accounts of receipts/disbursements to the Board on a quarterly basis or as required;
- Determines the nature of the accounting records to be maintained by SPKAC, including controls and procedures for all individual teams and shall arrange for Team accounts to be opened with the financial institution chosen by SPKAC the Association;
- Shall oversee Concession Financials in coordination with Concession Manager and Concession Treasurer;
- Shall oversee the selection and approval of Team Treasurers;
- Shall obtain from all teams a proposed Budget by October 15 and approve the budgets;
- Shall conduct a mid-season review of Team accounting procedures to ensure proper records are being maintained;
- Shall conduct a review of all team financials in the event of player movement;
- Shall audit at the end of each season all individual team accounting records;
- Shall initiate transfer of excess funds in Team accounts to the Financial Assistance Program upon closing Team accounts on July 15th;
- Shall sit on the Financial Assistance committee; and
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.

5th Vice – President Hockey Operations

- In conjunction with the Board, may appoint a Hockey Operations Assistant, Coach Development Coordinator and/or Player Development Coordinator whose focus shall be the implementation of programs and processes for the development of players and coaches;
- Chair of the Coaches' Selection Committee;
- Shall be a member of the Budget Committee;
- Communicate with and mentor the Divisional Directors;

- Oversee the organization and coordination of team tryouts in conjunction with Hockey Operations support team (Divisional Directors, President and 1st VP Programs);
- Attend all team drafts;
- Attend Hockey Alberta Annual Meetings;
- Set timeline for submission of applications and program plans by current coaches and/or interested parties for head coach positions;
- Prepare format of mid-season and year-end Coach Evaluations;
- Review summary of Mid-Season Coach Evaluations with individual Coaches;
- Review and summarize Mid-Season and Year end Player and Coach Evaluations in conjunction with appropriate Divisional Directors;
- Report to Board status of Coach Evaluations for information purposes;
- Prepare SPKAC Coach Performance Results based on Player Evaluations, Coach Evaluation, and Team Performance Report, against outlined expectations and requirements;
- Review Coach Performance Results with President and applicable Division Director;
- Report to Executive Committee the status of Coach Performance Results; and
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.

3.2 **Past President**

- The position and title designated to the immediate past president of the SPKAC (a period of one (1) year);
- Should provide background information/data/material etc. on all matters currently before the executive body; and
- The position has no voting authority.

3.3 **SPMHA President**

- Acts as liaison between SPKAC and SPMHA; and
- Reports to SPKAC on activities of SPMHA as required.

3.4 **SMHA President**

- Acts as liaison between SPKAC and SMHA;
- Reports to SPKAC on activities of SMHA as required; and
- The position has no voting authority.

3.5 **Directors**

The following is a description of the responsibilities of each of the Directors. It is not intended that this job description be all-inclusive and in addition to the items described in the job description directors shall carry out such additional duties as are assigned or required from time to time:

Registration Director (Registrar)

- Reports directly to 4th VP Finance and supports 5th VP Hockey Operations;
- Responsible for bringing forth registration date recommendations to the Board of Directors;
- Confirm computer bookings, logistics and set up for registration;
- Responsible for the registration and reporting of SPKAC Prep Camps;
- Responsible for the registration and reporting of SPKAC Summer Conditioning Camps;
- Responsible for updating and supplying all applicable forms and information regarding annual registration process (divisional information sheets, fee sheets);
- Responsible for organizing support roles and requesting of Directors and Executive to volunteer for Annual Registration Process;
- Complies with all Hockey Alberta and Hockey Canada registration guidelines;
- Have copies of Parent Declaration form available for registration and confirm new addresses (post office address change, internet/cable/phone installation, driver's license, utility bill, cheques with new address);
- Ensure all non-resident/import players have Notification to Tryout forms attached with registration which is signed by their Local Minor Hockey Association (LMHA) President and player's parent/guardian;
- Update executive on registration numbers in a timely manner;
- Keep SPKAC database up to date, particularly on player releases;
- Ensure all paperwork (waivers, notification of try outs) are distributed and tracked to the necessary parties. Inform SPMHA Registrar and SPMHA Divisional Directors of all releases to SPMHA;
- Enter all coaches, managers, and trainers onto the Hockey Canada Registry;
- Once teams are selected, enter teams onto the Hockey Canada Registry and forward copies to Divisional Directors, managers, and appropriate Executive Members;
- Coordinate and compile evaluation data and process;
- Forward copies of (Hockey Canada Registry) approved teams to division directors, coaches, managers and appropriate executive members (including affiliates where possible);
- Input tryout rosters for all pre-season tournaments on HCR and provide team reports of roster to Head Coach and Division Directors. Continue to update said roster throughout tryout process;
- Once teams are selected, send team managers and Divisional Directors contact information for all members to said team (including affiliates where possible);
- Enter all affiliates into the HCR database. Communicate with SPMHA on all affiliation processes;

- Once all teams are approved on the HCR, send approved team sheets to all Divisional Directors, coaches and team managers in the form of a team report;
- Work with 4th VP Finance to produce tax receipts; and
- Work with 4th VP Finance to ensure that all fees are balanced.

Ice Allocation Director (Ice Allocator)

- In general, the function of the Ice Allocation Director (Ice Allocator) is to determine the ice requirements of the SPKAC in consultation with the President, 5th VP Hockey Operations and SPMHA Ice Allocator to acquire sufficient ice from Strathcona County/SPMHA (or other agencies or sources) to provide the following:
 - a. Preseason Conditioning Ice
 - b. Try Out Ice
 - c. Game Ice
 - d. Practice Ice
 - e. Provincial Playdown Ice
 - f. Playoff Ice
 - g. Alberta Cup Prep Camp Ice
 - h. Post Season Conditioning Camp Ice
 - i. Special Event Ice
 - j. SPKAC Team Photos
- Shall allocate game ice to the respective league Coordinators;
- Shall be responsible for scheduling practice time, exchanges of practice ice time and cancellation of practice ice time;
- Prepare ice allocation schedules for distribution to Strathcona County Facility Staff, Referee-In-Chief, Divisional Directors, Executive Committee members, SPKAC teams via managers and coaches as soon as available;
- Review and approve ice licenses from Strathcona County and ice invoices from SPMHA;
- Monitor “No-Show” Ice Reports to determine problem areas;
- Regularly consult with Strathcona County Facility Staff to determine and resolve any scheduling problems and update them in respect of any scheduling changes;
- Meet in conjunction with SPMHA Ice Allocator, with Representatives from Strathcona County regarding the monitoring, review of and changes to, the Minor Ice Users Group Agreement; and
- May appoint an assistant Ice Allocator if required.

Divisional Directors – Female / Midget / Bantam / Pee Wee

The Divisional Director’s duties during tryouts are:

- Attend a “pre-tryout” meeting with coaches to review the tryout process and procedures and timelines for team formation;

- Assign players to tryout groups ensuring that groups are balanced with respect to player positions, goalies and number of players based on lists provided by the Registration Director. Tryout groups must receive approval from the 5th VP-Hockey Operations;
- Provide try-out lists to 2nd VP Administration and Communications Director to update SPKAC website;
- Allocate tryout jerseys to players within assigned groups based on the list provided by the Equipment Director;
- Be present or appoint a designate at all tryout group sessions. Act as liaison between parents, players and coaches for all communications during tryout process;
- Administer the distribution, care and collection of all tryout jerseys in conjunction with the Equipment Director;
- Work closely with coaches on player releases and inform the Registration Director so that necessary paperwork can be completed and distributed to the appropriate parties;
- Keep track of player movement throughout the tryout process in collaboration with the Registration Director and 4th VP of Finance.
- Provide a list of all released players to the SPKAC Registration Director, 4th VP Finance and the SPMHA Divisional Director as soon as the released players are known;
- Communicate with Strathcona County Facility Staff to ensure flood times and ice conditions are maintained;
- Ensure referees are present at all tryout intersquad games or pre-season games;
- In consultation with the Registration Director, ensure all Pre-Season Tournament Rosters are prepared and amended as required and submitted to the appropriate league contacts;
- Be present at and coordinate all team draft selections to ensure fairness; and
- Attend or appoint a designate to attend all initial parent meetings in their Division.

Divisional Directors - Specific Responsibilities

- Attend registration and provide information on the Program;
- Attend meetings in person and via conference call as designated by the President and/or 5th VP Hockey Operations as follows:
 - Female Director – Hockey Alberta Meetings; Alberta Major Midget Female Hockey League Meetings
 - Midget Director – Hockey Alberta, Alberta Midget Hockey League Meetings, Rural and Edmonton Midget Hockey League Meetings and Northern Alberta Midget AA Hockey league Meetings
 - Bantam Director – Hockey Alberta, Alberta Major Bantam Hockey League Meetings, Edmonton Rural Bantam AA Hockey league Meetings
 - Peewee Director – Hockey Alberta; Edmonton Minor Hockey Association Meetings;
- Attend Board of Directors Meetings and Hockey Operations Meetings;
- Attend or arrange for an Executive Member to attend the initial team parent meeting;
- Forward the contact information of bench staff for teams within your division to the 2nd VP Administration;
- Support the 2nd VP Administration in the collection of all Code of Conducts for each division;

- In conjunction with the Affiliation Director and the Registration Director, coordinate affiliation with assistance from Coaches/Managers and affiliate teams in accordance with SPKAC Affiliation Policy;
- On a regular basis attend practices and games of all divisional teams to monitor progress as part of the Coach Evaluation Team;
- Attend mid-season and Year-end Coach Performance Review with 5th VP Hockey Operations;
- Complete Year-end Coach Recommendation Report as directed by the 5th VP Hockey Operations; and
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.

Affiliation Director

The purpose of the Affiliation Director's position is to set affiliation expectations, work with all divisions within SPKAC and SPMHA, and track and report usage of affiliated players.

- Work with SPKAC coaches to select a roster of affiliated players (as per Affiliation Policy);
- Verify with players, parents and current coaches, agreement to be affiliated and outline the affiliation process with said individuals;
- Collect and file all signed affiliation documentation;
- Work with appropriate Sherwood Park Minor Hockey Director to coordinate the selection of players from their association;
- Receive Divisional Directors and Board approval in order to verify selected affiliated players;
- Work with the Registration Director to ensure all affiliates are HCR compliant, accepted, validated and registered;
- Verify affiliate players with coaches to ascertain any discrepancies;
- Work with the identified Affiliation Liaison from each SPKAC team to track all affiliate usage including practices and games;
- Ensure all affiliate players are used appropriately as per SPKAC Affiliation Policy;
- Provide affiliate usage report, broken down by team, that outlines games and practices to the 5th VP Hockey Operations and SPKAC President on a weekly and monthly basis
- Monitor Hockey Alberta's guidelines that state that affiliated players are allowed to dress for and play 10 games with the team they are affiliated to. The Director shall also notify the team managers of individual players of the status on an ongoing basis;
- Provide year end summary report outlining team, division and club affiliation usage, penetration, compliance, including comparison to previous year's data'; and
- Provide guidance and support to club membership when questions and/or concerns arise.

Communications and Special Event Director

In consultation with the Board and under the supervision by the 2nd VP Administration, be responsible for the coordination of Alumni, Awards & Recognition, and Website and Social Media postings, and Game Day protocol training.

Media and Public Relations

- In conjunction with President and 2nd VP Administration, coordinate press releases issue to media;
- Promote SPKAC through the media; and
- Distribution of communications to membership i.e. by-monthly newsletters

Alumni, Awards and Recognition

- In conjunction with 3rd VP Marketing & Apparel, ensure sponsors are identified on Arena recognition boards before the team's regular season commences;
- In conjunction with 2nd VP Administration, ensure SPKAC annual team photo is displayed on Arena recognition board;

Website and Social Media

- Manage the day-to-day operations of the SPKAC Website, Twitter and Facebook;
- Ensure updates are posted on website as directed by President, 2nd VP Administration, 5th VP Hockey Operations and Registration Director;
- Provide login/passwords to each team's microsite as soon as final roster and manager are in place; and
- Train team member to use their Team's micro-site in addition to their league website.

Special Events Coordination

- Coordinates Association Events as directed by the Executive Committee including ensuring all permits are in place and
- Organize and control parent and board committees for club events;

Equipment Director

- In consultation with the 3rd VP Marketing & Apparel, be responsible for ordering and distribution of tryout jerseys, game jerseys, practice jerseys and practice socks, practice and game pucks;
- Administer the distribution, care, cleaning and collection of all tryout jerseys;
- Administer the distribution, care, cleaning and collection of all game jerseys;
- Coordinate the manufacture of sponsor bars and sewing on and off sponsor bars with 3rd VP Marketing and Apparel;
- Coordinate the ordering and sewing on and off of player name bars with applicable team managers and our AEP supplier;
- Coordinate and order Graduating Midget jerseys for Annual Awards and Appreciation Evening;

- Maintain and confirm inventories of tryout jerseys, game jerseys, game pucks, practice pucks, practice socks, and as directed by 3rd VP Marketing and Apparel;
- Member of Apparel and Equipment Program;
- Preparing and submitting equipment budget recommendations to the 3rd VP Marketing and Apparel; and
- Maintenance and storage of equipment on an annual basis.

3.6 **Referee in Chief (Non-Voting)**

- Will be responsible for providing information and timely updates to SPKAC on the Referees Program in Sherwood Park in accordance with the guidelines set out by SPMHA, the North Zone Referees Committee, Hockey Alberta and Hockey Canada; and
- Act as a liaison between SPKAC and the Referees Program in Sherwood Park.

3.7 **Executive Assistant (Non-Voting)**

Shall be appointed by the President and ratified by the Board and in coordination with the President, Executive Assistant duties include:

- Maintaining a record of correspondence received by the association, minutes from all types of meetings held during a hockey season – Executive, Special, Annual General Meeting, etc.;
- Receive and place items on meeting agenda;
- For meetings – books all meeting rooms, advises the Board where and when meetings are to be held, records, prepares and distributes copies of Minutes to board members;
- Replies to routine correspondence as directed;
- Provides the typing of reports/correspondence as required by the Board;
- Generally assists the President and Board Members as requested and directed; and
- Submit the minutes and agendas for the entire hockey year to the 2nd VP Administration at the end of the May.

3.8 **Concession Manager (non-board position)**

Under the supervision of the President and 4th VP Finance the Concession Manager is responsible for all matters respecting the operations of the concessions located in the Sherwood Park Arena and Sherwood Park Sports Centre. Concession Manager duties include:

- Coordinate concession operations within the guidelines of the Strathcona County lease and SPKAC Policies and Procedures;
- In consultation with the 4th VP Finance, appoint a Concession Treasurer to coordinate deposits, floats, preparation of Concession Credits and Individual Payouts, and pays all wages and expenses related to concession;
- Provides financial reports to Concession Manager;
- Provides guidance, training and support to team-based Concession Coordinator;
- Coordinates the ordering of supplies and maintains stock levels;

- Coordinates regular cleaning of both concessions through the season and performs final inspection upon completion of season with Strathcona County;
- Oversee repair and maintenance of all equipment as outlined in terms of lease and on loan by suppliers’;
- In consultation with SPMHA and Strathcona County Facility Staff, coordinate the operation of the concessions for tournaments and special events; and
- Responsible for the coordination of rental agreements/sublets during the off-season.

PART 4 COMMITTEES/AWARDS/SCHOLARSHIPS

4.1 Committees

- i. The Board may, from time to time, appoint Committees, as it deems appropriate for the efficient operation of the Association.
- ii. The President shall be an ex-officio member of all Committees.

4.2 Nominating Committee

- i. The Nominating Committee shall be chaired by the 2nd Vice President or in their absence the President of SPKAC. The Board shall annually appoint a Nominating Committee consisting of two (2) members of the Board of Directors.
- ii. The Nominating Committee shall have the responsibility of putting forward the names of eligible members of SPKAC to hold positions on the Board and shall make every effort to table at least 2 candidates for every position.

4.3 Coach Selection Committee

- i. This Committee shall be chaired by the 5th VP Hockey Operations, be overseen by the President (as a non-voting Member), and shall consist of a maximum of 5 members, namely: the 5th Vice President and up to 3 members comprised from the Board of Directors and must include one (1) members at large, as ratified by the Board from time to time.
- ii. The Coach Selection Committee shall be responsible for the selection of coaches for all teams.
- iii. The selection of ALL HEAD COACHES should be in place as soon as possible and in place prior to the annual early registration process (if a suitable candidate has been identified).
- iv. In coordination with the Coach Selection Committee, the Communications Director shall post to the website, advertising the need for coaches and specifying the deadline for applications.
- v. Application deadline – The deadline for applications for SPKAC coaches shall be determined annually.
- vi. Selection process – The Selection Committees shall hold personal interviews with all selected candidates and shall attempt to select a coach for each representative team from the candidates available. If, in the opinion of the committee, suitable candidates are not available for any one or more positions, these positions shall be left vacant until a suitable candidate can be found.
- vii. Non-parent coaches – The Coach Selection Committee shall endeavor to select Coaches having no son or daughter playing on the team that they apply to coach. The Committee will have the latitude to select a coach whose son or daughter may play on the team only in those cases where the Committee has just cause to believe that the player, based on past performance, is capable of playing at the level his or her parent is coaching.

- viii. Non-Board Member Coaches – The Coach Selection Committee shall endeavor to select coaches that do not hold a position on the board. The Committee will have the latitude to select a coach who is on the board only in the case where the Committee has just cause to believe that the coach is the best candidate for the position. If a coach holds a position on the board for the SPKAC, the coach will abstain from voting or participating in discussions and issues pertaining to his team and/or that are viewed as a conflict of interest.
- ix. Ratification by Board – All selections must be presented to the Board for ratification. In the event any selected coach is not ratified, that position shall be declared vacant and the Coach Selection Committee shall resume efforts to fill that position. The Board reserves the right to ratify coaches without interview.

4.4 Election Committee

- i. The Election Committee shall be chaired by the 2nd Vice President or in their absence the President and shall include 2 members of the Board of Directors.
- ii. The Election Committee shall be responsible for the conduct of elections at the Annual General Elections Meeting.

4.5 Incident Review Committee

- i. The Incident Review Committee shall consist of at least one (1) Executive Committee Member, and any two (2) other persons appointed by the Board.
- ii. The Incident Review Committee shall endeavor to convene a hearing within 48 hours from the receipt of any a complaint against any team official or player. (parents)

4.6 Awards Committee

- i. The Awards presented annually will be determined or reviewed by a committee. The committee shall be chaired by the President and shall include the 3rd VP Apparel and marketing and 2nd VP Administration or any such members of the Board or SPKAC as a whole as may be determined by the President from time to time.
- ii. The Awards Committee shall distribute nomination forms to the Members on a date to be determined each year and shall require the return of all completed nomination forms on a date as established by the Awards Committee. Player awards will be chosen by the applicable coach and submitted to the Awards Committee for final review.
- iii. The awards will be coordinated by the 3rd VP Marketing and Apparel and will be presented at the Annual Banquet, kept in strictest confidence until that time. The award recipient will have his or her picture taken at the time of receiving the award and will be given a take away.
- iv. The following SPKAC awards will be presented on an annual basis:
 - a) Coach of the Year – the Coach of the Year Award is presented annually to the coach judged to best exemplify the ideal qualities of a hockey coach, during the past hockey season. Consideration is also given to the candidate's history of service to the SPKAC Hockey Program as a coach. The Hockey Ops Group will recommend the Coach of the Year to the Awards Committee. This will be done without the board's approval to keep the decision as confidential as possible until the awards banquet.

Qualifications:

- 1. Possesses the ability to teach and develop players.
- 2. Whose example of coaching brings credit to the game.

3. Gives of their time unselfishly and without thought of material gain.
 4. Possesses a genuine interest in not only the development of the team members physically, but also intellectually and morally.
 5. Has had a positive effect on the character of the players coached.
 6. Whose actions and activities exemplify qualities of leadership, co-operation, honesty, and integrity with a high sense of value.
- b) The Volunteer of the Year – the Volunteer of the Year Award is presented annually to the individual judged to have given freely and unselfishly of their time and services for the continuance and betterment of Hockey within SPKAC, during the past hockey season. Consideration is also given to previous years of service to SPKAC. This person would be one who has best supported our hockey programs through their own efforts over the past hockey season and/or past several years.
 - c) The President's Award – may be awarded annually as appropriate for outstanding accomplishments by a coach or SPKAC executive member.
 - d) Long Service Award – awarded annually as appropriate in recognition for long standing volunteer service by a member of SPKAC.
- v. The following award will be selected by the Major Midget AAA Coaching Staff and communicated to the Awards Committee for verification. The award listed below will be presented annually to selected player of the Midget AAA team meeting the following criteria:
 - a) Brett Pearce Award –Awarded to a Major Midget AAA hockey player who has played the majority of minor hockey as a member of Sherwood Park and has exhibited throughout his hockey career the characteristics of perseverance, hard work and dedication.
 - vi. The following award will be selected by the Bantam AAA Coaching Staff and communicated to the Awards Committee for verification. The award listed below will be presented annually to selected player of the Bantam AAA team meeting the following criteria:
 - a) Todd Klassen Memorial Award- Awarded to an outstanding rookie on the SPKAC Bantam AAA Hockey Team. To qualify, a player must be a first year Bantam AAA player (although he can be a second-year Bantam player).
 - vii. The following awards will be selected by the applicable AA / AAA Coaching Staff and communicated to the Awards Committee for verification. Each award listed below will be presented annually to a selected player from each AA / AAA team meeting the following criteria:
 - a) King's Award- This award is intended for recognition of outstanding character, who exemplifies the highest standards of the club and is an inspiration to other players around him, both on and off the ice. This player displays class and sportsmanship in victory as well as in defeat. This player is willing to be held accountable for his own actions and displays perseverance in spite of adversity and exhibits patience and the fortitude to try again. This player positively influences those around him or her and is a role model for their team, SPKAC and within the community.
 - b) Most Valuable Player - The player that demonstrated over the course of the season to be the most valuable to the team. This individual displays a high level of skill in all aspects of the game, including team leadership, sportsmanship, dedication and coach ability.
 - c) Player's Choice – The players on each team will pick one of their teammates who they thought displayed the most team leadership (both on and off the ice), demonstrated good

values, good work ethic in both games and practices and was positive with their team mates.

- viii. League awards will be presented as received. If possible, the league governor or designee will present all league awards.

4.7 Scholarships

- i. The purpose of the SPKAC Scholarship Program is to provide one female and one male graduating Midget player with financial assistance to further their education at a recognized Post-Secondary Education Institution. Scholarships awarded are the Keith & Elaine Garner Female Scholarship AND the SPKAC Male Midget Scholarship.
- ii. The scholarship will be awarded to the candidate judged most deserving by the Scholarship Selection Committee. The members of the respective Scholarship Selection Committee should not be related to any of the applicants in any given year and will consist of one (1) member of the SPKAC Executive (Chairman) and two (2) members appointed and/or selected by the SPKAC Board of Directors. The Committee's decision will be final.
- iii. The values of the scholarships are \$1000 each and are awarded annually.
- iv. Eligibility criteria will be as follows:
 - a) Player must be currently registered with a SPKAC team;
 - b) Player must be graduating from our Midget program (as a 3rd year Midget player) in the year application is made;
 - c) Player must have participated within the SPKAC program for a minimum of three years;
 - d) Player has not been the recipient of another SPKAC Scholarship offered;
 - e) Has maintained an academic core average of not less than 70% and has received passing marks in any complementary/elective or core courses taken during their current year;
 - f) Have shown leadership qualities and exhibited a demeanor of character as promoted in SPKAC; and
 - g) Have submitted a complete official application package as required.
- v. Applications will be considered and the scholarship will be awarded according to:
 - a) Scholastic – demonstrated satisfactory effort in High School subjects;
 - b) Hockey sportsmanship– must have demonstrated overall ability, specifically in respect to sportsmanship, team play, attitude and dedication to the game; and
 - c) General character reference – citizenship and leadership qualities.
- vi. Application procedure - scholarships will be awarded on a “by application” process, meaning that players must apply for the scholarship. An application form and instructions will be distributed to all graduating Midgets via their Team Manager in January of each calendar year. The application will also be available on the SPKAC website. All completed applications will be sent directly to the SPKAC Scholarship Committee Chairman and must be received by the

deadline date as determined annually. The deadline date will be communicated at the time of distribution.

vii. Awarding of Scholarships

- a) The successful recipient of the SPKAC Scholarship must provide proof of attendance at a recognized Post-Secondary Education Institution by providing a copy of the tax receipt T2202/T2202A – Tuition and Education Amounts Certificate and completion of the “SPKAC Scholarship Payment Request” form;
- b) Scholarship recipients will have up to December 31, of the year that is five calendar years from the date of awarding (e.g. if awarded in April of 2016, the recipient has until December 31, 2021 to collect the scholarship); and
- c) All uncollected scholarship funds will be forfeited by the recipients and returned to the Scholarship Fund for distribution by the SPKAC Scholarship Committee.

4.8 Budget Committee

- i. The Budget Committee shall be chaired by the 4th VP Finance and consist of the Executive Committee.
- ii. The purpose of the Committee is to set an overall realistic budget for SPKAC, taking into account the potential income and anticipated expenses of SPKAC for the upcoming season.
- iii. The Committee shall convene in March/April each year and present its budget recommendations for approval of the Board no later than the May meeting (must be approved prior to the registration process).

4.9 Financial Assistance Committee

- i. The Financial Assistance Committee shall consist of the 4th VP Finance, the Registration Director and the President.
- ii. The Committee shall be responsible to determine eligibility for financial assistance, the amount of assistance provided and whether assistance is required on a SPKAC and/or Team level.
- iii. The Financial Assistance Committee shall have the authority to waive the registration fee of a player in exceptional circumstances.

PART 5 FINANCE

5.1 Bank Accounts and Purpose

- i. Fiscal Year is May 1 to April 30th.
- ii. SPKAC shall follow generally accepted accounting principles for non-profit associations.
- iii. The following accounts shall be established at Servus Credit Union, Wye Road, in Sherwood Park:
 - a) General Operating Account
 - b) Concession Account
 - c) Gaming Accounts, as required from time to time
 - d) All Team Accounts

- e) Financial Assistance Program
- f) Special Events
- iv. All funds in excess of the amounts required for the day-to-day operation shall be invested in Guaranteed Investment Certificates.
- v. Financial records for the fiscal year will be submitted in a timely fashion to the Auditor of Record as appointed by the membership at the Annual General Meeting.
- vi. The Auditor of Record at the Annual General Meeting will present the audited financial statement for the previous year.

5.2 SPKAC Operating Budget

- i. Revenue for SPKAC is generated from the following sources:
 - a) Registration Fees;
 - b) SPKAC mandatory fundraising initiatives as determined annually
 - c) Other fundraising initiatives awarded to SPKAC can include casinos, selling 50/50 tickets at an Oiler game, concession;
 - d) SPKAC Internal fundraising events such as Golf Tournament/Silent Auction;
 - e) Grants; and
 - f) Retained Earnings.
- ii. SPKAC shall endeavor to attain a balanced budget for each fiscal year, taking into account:
 - a) Setting reasonable registration fees, while keeping in mind that fundraising initiatives may not generate the revenue as budgeted;
 - b) Maintaining a sufficient level of retained earnings in the event of unforeseen circumstances such as:
 - Unexpected increase in expenses;
 - Decrease in expected fundraising monies; and
 - Reduction in number of Teams, and therefore, loss of registration revenue.
- iii. Retained Earnings – SPKAC shall endeavor to maintain a surplus of no less than \$50,000 in the event of unexpected circumstances.

5.3 Team Budgets & Accounting

- i. Team Budget – Each individual team shall establish a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season. The budget shall be submitted by the Coach and/or Manager and must be endorsed by 80% of the parents. The budget shall be submitted to the 4th Vice President for APPROVAL no later than Oct 15 of each year.
- ii. Player Movement –In the event of a player withdrawing or joining the team after the onset of the season, the team's financial position at the time of the Player's movement will be frozen and submitted to the 4th VP Finance for review relative to appropriate fees and/or refunds, if any.
- iii. Teams shall submit the name of a Treasurer to the 4th Vice President and/or President for approval. The Treasurer's position may not be combined with that of the Team Manager unless the 4th Vice President and/or President grant permission. The coach is not eligible to be the

- Treasurer. On a monthly basis, the Treasurer will provide a report to parents on the team's financial position, as well as a reconciliation of their individual team account.
- iv. Team Bank Account – Each team shall establish a bank account, which shall require the signature of at least two team representatives. Bank accounts shall be opened at the Servus Credit Union (Wye Road Branch) but must be in the name of SPKAC – Team Name (e.g. SPKAC – Midget AAA Kings).
 - v. Teams shall not approach any existing SPKAC Team Sponsor or Associate Sponsor for fundraising at any time.
 - vi. Donations – Corporate/Employer/Company – shall be credited in accordance with the “Corporation/Employer/Company’s policy” to either an individual player or the team as a whole. For example, if the company policy is an employee assistance program, the funds may be credited to the individual’s account, however, a letter of intent must accompany the donation stating that funds are to be directed to a player account versus the team account. A SPKAC donation receipt will only be issued for those donations that are credited equally to all team Players.
 - vii. Definition of Fundraising – any fundraising recognized as being a team effort such as bottle drives, silent auctions, raffles, etc.
 - viii. Definition of Individual Fundraising – any profits from fundraising projects that are recognized by the parent group as an individual effort (voluntary participation) such as concession, meat and/or chocolate sales.
 - ix. Revenue – recorded/maintained by the Team Treasurer and described as follows:
 - a) Team Contributions – allocated equally to each Player and itemized as follows:
 - Team Fundraising;
 - SPKAC Team Sponsorship, if applicable; and
 - Team Donations in accordance with section 5.3.6.
 - b) Individual Contributions – maintained on an individual account basis and itemized as follows:
 - Cash contribution – any out-of-pocket funds paid by the individual not relating to fundraising projects;
 - Individual Fundraising; and
 - Employee Assistance – in accordance with section 5.3.6.
 - x. Expenses – recorded/maintained by the Team Treasurer and described as follows:
 - a) Team Expenses – distributed equally to all Players; and
 - b) Individual Expenses – distributed to the individual’s account.
 - xi. For purposes of determining funds eligible for refund, the total team Expenses will be deemed to be paid from team contributions first. The remaining team expense balance will then be distributed equally per player and be deemed to be paid from individual fundraising money first and then from out-of-pocket cash contributions. Any excess funds attributed to fundraising are not eligible for refund.
 - xii. Expense Receipts – To protect team officials and coaches, all payments must be receipted. No expenses are to be paid without a receipt or, in the absence of a receipt, a written authorization from the team manager.

- xiii. Statements - On or before May 15, each team must submit a statement of income and expenses, together with all receipts, invoices, deposit books, bank statements and cancelled cheques for the season to the 4th Vice President. It shall be the responsibility of the coach, team Manager and the team treasurer to ensure that this statement is prepared and delivered, together with the supporting documents. Team bank accounts will be automatically closed on July 15th; therefore, all transactions must be finalized no later than June 30th.
- xiv. Team and Individual Account Refunds - Refunds of credit balances held in individual team accounts shall not be distributed until the statements received on or before May 15, have been approved by the 4th VP-Finance and authorized to the team manager. If there is an excess of funds after all Team expenses have been paid, **no Team is allowed to refund a parent more than what was contributed "out of pocket"**. Parents can raise funds to cover their entire team commitment, but they **CANNOT** get a refund because they over-fundraised. These funds will be transferred to the SPKAC Financial Assistance Program.

5.4 Team Contingency [Travel Assistance]

SPKAC teams advancing to League Championship, Provincial Championship, or National Championship will be eligible to apply to the 4th VP Finance for travel assistance. The amount of assistance will be \$2500.

Team Contingency [Travel Assistance]

SPKAC Teams advancing to League Championship, Provincial Championship, or National Championship will be eligible to apply to the 4th VP Finance for travel assistance. The amount of assistance will be determined annually and will take into account the number of SPKAC Teams advancing to championships, the location of the championship and the funds allocated and available towards travel assistance

5.5 *Coach Development – NCCP & Clinics*

i. NCCP High Performance I

SPKAC will cover, upon application, the NCCP High Performance I Level registration and room & board fees for a SPKAC Head Coach and/or a SPKAC Assistant Coach with three or more continuous years of coaching within SPKAC/SPMHA, providing they meet the Hockey Alberta NCCP High Performance I eligibility requirements. The NCCP High Performance I is offered every two years and is dependent upon the applicant being accepted by Hockey Alberta. Therefore, in determining budget requirements, SPKAC will annually budget to cover two applicants to attend the seminar (registration and room and board if applicable). In accordance with Hockey Alberta Bylaws, the timeline for qualification at the NCCP High Performance I level is two years; therefore, the field evaluation fee will be paid only if the applicant is a SPKAC Head Coach or a SPKAC Assistant Coach in the year evaluated. Any unused budgeted funds for the NCCP High Performance I seminar will accrue for future years towards a maximum of four applicants.

ii. NCCP Development II

SPKAC will reimburse the full amount of the NCCP Development II course providing the coach has been coaching with the club for two years or more and has completed all required course work and can produce a copy of certification to 2nd VP Programs for proof of completion along with original receipt. Coaches who are with the club in their first year will only be entitled to half the cost of the course. If the coach does return to our program for a second year the second half of the course fee will be reimbursed after the certificate is presented to 2nd VP Programs as proof of completion

iii. NCCP Development I

SPKAC will reimburse the full amount of the NCCP Development I course providing the coach has been coaching with the club for two years or more and has completed all required course work and can produce a copy of certification to VP Programs for proof of completion along with original receipt. Coaches who are with the club in their first year will only be entitled to half the cost of the course. If the coach does return to our program for a second year then we will reimburse the second half of the course fee again with certificate as proof of completion.

iv. Safety /Checking

SPKAC will reimburse the full amount of the Hockey Canada Safety course and the Checking course providing the coach has been coaching with the club for two years or more and has completed all required course work and can produce a copy of certification to VP Programs for proof of completion along with original receipt. Coaches who are with the club in their first year will only be entitled to half the cost of the course. If the coach does return to our program for a second year the second half of the course fee will be reimbursed after the certificate is presented to 2nd VP Programs as proof of completion

v. Respect in Sport – coach/team official

This course is a mandatory requirement by Hockey Alberta for all bench staff and has no expiry date. The club does not reimburse this course.

5.6 Special Events

- i. High profile events and/or development opportunities will be established by SPKAC as 'Special Events'. The events will include but not be limited to hosting Provincial Tournaments, Showcases, and All-Star games.
- ii. A committee shall be formed including at least 3 members of the SPKAC team directly involved in the special event and at least 1 member of the SPKAC Board of Directors to ensure adequate club representation and event execution.
- iii. The SPKAC Board of Directors will set costs and profit sharing.

5.7 Financial Assistance Program (need to add dates)

- i. SPKAC recognizes that the responsibility for financial planning falls to the family, however, also recognizes that certain circumstances may exist or arise throughout the season that can produce undue financial hardship.
- ii. Application for Financial Assistance to assist with Registration fees must be made upon player registration to the 4th VP-Finance and/or Registration Director.
- iii. Eligibility requirements for Registration and/or Team assistance shall be as follows:
 - a) Accepted for financial assistance from KidSport or another Community program.
 - b) If not eligible for assistance from a community program such as KidSport, a statement and detailed account indicating financial need.
 - c) Willingness to volunteer in SPKAC fundraising and/or team initiatives for the current season.
 - d) Past participation in SPKAC fundraising and/or team volunteer efforts.
- iv. In the event of limited funds being available, the amount of assistance will be provided and determined by the greatest need and the number of years of past assistance (1st year – 100%; 2nd year – 75%; 3rd and subsequent years – 50%). Unwillingness to participate in fundraising initiatives or volunteering may have a direct impact on continuation within the program.
- v. Funding of the program shall be via
 - a) Donations.
 - b) Fundraising initiatives.
 - c) SPKAC Rebates.
 - d) Team Excess Fundraising (non-refundable amounts from Team accounts).
 - e) 10% Percentage of Operating Surplus for the fiscal year to a maximum of \$2,000.

PART 6 FUNDRAISING

6.1 Sponsorship

- i. SPKAC will exercise their best efforts to secure sponsors for each SPKAC Team.
- ii. The Budget Committee on an annual basis shall determine the amount of sponsorship for each individual SPKAC team.

- iii. The Association shall pay to each team, a sum equal to 25% (or such greater or lesser amount as may be determined by the Board from time to time) of the sponsorship fee payable for that team, this money is to be used by the team to assist in expenses. SPKAC will exercise their best efforts to secure the payment committed.
- iv. SPKAC 3rd VP Marketing and Apparel will forward to each sponsor a team plaque and thank-you letter.
- v. SPKAC will formally acknowledge each sponsor at the Annual Awards Evening.
- vi. Teams are required to recognize and thank their team sponsor during all home games with dialogue that has been provided by the 2nd VP Administration. Teams are required to contact their respective sponsor and thank them for their generosity. Teams are also required to provide schedules and regular updates. An invitation to your home opener would be a great way to acknowledge your sponsor.
- vii. SPKAC Team sponsors are promoted as the only team sponsor. Teams are not allowed to sell advertising on "sponsor banners" for display at games. If teams distribute a home game program, the team sponsor is the key sponsor in the program and any other sponsor shall not exceed their sponsorship fee.
- viii. From time to time teams receive direct financial support from local businesses, usually because a parent is employed by the business. This type of direct team donation is allowed in accordance with 5.2.6.
- ix. A complete listing of all team sponsors will be available on the SPKAC web site. These sponsors will be considered as "protected" and should not be approached for any additional funds or merchandise.

6.2 Casino

Parents will have an opportunity to work any SPKAC hosted Casino and will receive a credit to their team account.

6.3 Team Fundraising

Raffles and 50/50 Tickets

- a) All Gaming License requests must be sent to the 2nd VP Administration. License requests must be **submitted via e-mail and team is responsible to secure licenses directly through AGLC minimum of 2 weeks prior to the date the license is required.**
- ii. Information required for the License Request is as follows:
 - a) Type of raffle you wish to conduct - Prize or 50/50. Tickets cannot be sold to persons under 18;
 - b) The start and end date for ticket sales & draw location;
 - c) Who from your team will be responsible for the administration and operation of the licenses terms and conditions;
 - d) The location of the draw and how it will be conducted;
 - e) The number of tickets you will be printing (tickets must be consecutively numbered on Prize draws);

- f) The price per ticket; the total ticket value calculated by multiplying the number of tickets printed by the price per ticket. The ticket value of both the regular and discounted tickets are calculated separately & added together (i.e. 10 for \$5.00 / 3 for \$2.00 / 1 for \$1.00); and
- g) What is the Prize – must be a minimum of 20% of the total ticket value. In the case of 50/50, 50% of ticket sales.
- iii. Upon approval of the License Request form from the 4th VP Finance, you may obtain your license through the Alberta Gaming and Liquor Commission (AGLC). This can be done through a registry or online if your team has an AGLC Internet Account. The 4th VP Finance is responsible for setting up each team's AGLC Internet account.
- iv. All rules and regulations for a gaming license are available on the AGLC website - <http://www.aglc.gov.ab.ca/charitiesandnonprofit/default.asp>.
- v. Each team selling 50/50 tickets at home games must have a copy of the AGLC 50/50 License and must abide by the rules and guidelines provided as set out in said license. No selling is permitted until a copy of the license is available.
- vi. Ensure license number is recorded on printed tickets for regular prize draws and visible when selling 50/50 tickets at home games.
- vii. Gaming financial reports and records must be maintained and properly recorded in accordance with the procedures set by AGLC (reporting format will be included with the license).
- viii. The Financial Summary Section of the original license must be completed and returned to the 4th VP Finance within 30 days of the last draw date for filing with AGLC.
- ix. All Gaming reports & financials will be submitted to the 4th VP Finance for audit & file retention and can be submitted in conjunction with the Team Financials.
- x. Pub Nights and Liquor Policy
 - a) The SPKAC cannot sanction, insure or be associated with any team fundraising event that involves the serving of liquor. Our logo and full SPKAC team names cannot be associated with any team fundraising event involving the sale of liquor. SPKAC will assume no liability or responsibility for any team fundraising event involving liquor.
- xii. Game Day Programs
 - a) Game day program – The team as a whole may decide a set amount of advertising that each family is responsible for selling. If a family is unable to sell the required amount they may be responsible for donating said amount to the team. Any funds brought in over the initial required amount can be credited to the individual player account so long as the company specifies in writing that it is intended to a specified player. If there is no specified player, it becomes team revenue and shared equally.

6.4 Fundraising Obligations

- i. Fundraising may be a requirement within our organization. Changes, additions and omissions may be implemented based on “need”.
- ii. It is expected that all members of SPKAC will support, promote and participate in SPKAC fundraising initiatives.

6.5 Non-compliance

Any member, who fails to meet their fundraising obligation, as determined annually, may be subject to fines and/or penalties. Each case will be dealt with on an individual basis and the decision of the Board will be final.

PART 7 CONDUCT

7.1 Conduct – General

- i. All coaches, players, managers, treasurers, trainers, board members and parents are required to read, understand and sign a conduct form annually.
- ii. Managers are required to distribute conduct forms to all team officials (head coaches, assistant coaches, managers, treasurers, and trainers) and have them signed and returned to the 2nd VP Administration within a week of the team being finalized.
- iii. Managers are required to distribute conduct forms to all parents and have them signed and returned to the 2nd VP Administration within two (2) weeks of the team being finalized.
- iv. Managers are required to ensure the player conduct forms are provided to the coach for distribution and have them signed/returned to the 2nd VP Administration within one (1) week of the team being finalized.
- v. Division Directors are responsible for follow up on any tardiness in these submissions.
- vi. All SPKAC members will adhere to these conduct conditions for the entire season.
- vii. The SPKAC Board takes these conduct conditions seriously and will take the necessary disciplinary actions against any team official, parent or player that contravenes these conditions.
- viii. SPKAC holds the right to suspend any persons involved in any of the above violations of the above Policy without legal consult up to a maximum term of 1 full calendar year. The actual length of the suspension will be at the sole discretion of the SPKAC Incident Review Committee. **SPKAC also holds the right to expel any persons involved in any of the above violations of the above Policy.**

7.2 Code of Conduct – Coaches

All coaches/team officials directly involved with an SPKAC team will sign and abide by a SPKAC Code of Conduct for Coaches including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.3 Code of Conduct – Athletes

All athletes playing on a SPKAC team will sign and abide by a SPKAC Code of Conduct for Athletes including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.4 Code of Conduct – Parents

Parents of athletes on SPKAC teams will sign and abide by a SPKAC Code of Conduct for Parents including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.5 Code of Conduct – Trainers

Trainers of SPKAC teams will sign and abide by a SPKAC Code of Conduct for Trainers including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.6 Code of Conduct – Managers/Treasurers

Managers and Treasurers of SPKAC teams will sign and abide by a SPKAC Code of Conduct for Managers or SPKAC Code of Conduct for Treasurers including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.7 Code of Conduct – Board Members

The SPKAC Board of Directors will sign and abide by a SPKAC Code of Conduct for Board Members including the SPKAC Zero Tolerance Policy. (See Part 17 List of Forms)

7.8 SPKAC Zero Tolerance Policy

All SPKAC coaches, team officials, managers, treasurers, board members, parents and players will be expected to abide by the Zero Tolerance Policy as stated in the Code of Conduct. (See Part 17 List of Forms)

7.9 Hazing Policy

- i. SPKAC supports only those activities which are constructive, educational, and inspirational and that contribute to the intellectual and personal development of players. SPKAC unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.
- ii. SPKAC interprets hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member that compels another member to participate in any activity against SPKAC policy will be defined as hazing.

PART 8 DISCIPLINE

8.1 Conflict Resolution

- i. If there are issues or perceived problems on a team the parents, players, coach and manager will deal with the problem on a one on one basis to find a fair and equitable solution. If the coach issues any player suspensions, the Divisional Director must be informed. Any suspension greater than two (2) games must have the approval of the Divisional Director and 5th VP Hockey Operations.
- ii. If required, the Divisional Director, the 5th VP Hockey Operations and/or President will become involved to mediate a solution.

8.2 Discipline by a Coach

- i. A coach shall have the power to suspend summarily any player for a team or individual discipline problem.
- ii. The coach must notify and have prior approval from the 5th VP Hockey Operations and the applicable Division Director if the suspension consists of more than 2 (two) full games.
- iii. The coach shall document any and all suspensions handed down and submit to the 5th VP Hockey Operations and Divisional Director for future reference and, if required, further disciplinary action.

- iv. Any suspension issued by a coach may be appealed to the Divisional Director.

8.3 Incident Review Committee

- i. The Incident Review Committee shall consist of at least one (1) Executive Committee Member, and any two (2) other persons appointed by the Board.
- ii. The Incident Review Committee shall endeavor to convene a hearing within 48 hours from the receipt of any a complaint against any team official or player.
- iii. The Incident Review Committee shall have the power to suspend summarily and/or expel any player, coach, manager, team official, member or individual for any breach of the Bylaws, Policies and Procedures, Code of Conduct or regulations of the Association or for any conduct determined to be improper or unbecoming by a majority of the Incident Review Committee for such period as the Incident Review Committee deems appropriate.
- iv. Disciplinary action will be commenced by the Incident Review Committee after receipt of a written report prepared by game officials or any other interested individual(s), which written report must be received within ten (10) days of the date of the incident by any Executive Member.
- v. Suspensions will be guided by the SPMHA ICE Hockey Program Disciplinary Guidelines. Any suspension imposed by the Incident Review Committee shall, upon the Incident Review Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities in which the suspension applies during the term of such suspension.
- vi. A suspended person may appeal any suspension imposed or ratified by the Incident Review Committee by giving written notice to the SPMHA within fifteen (15) days of the date of the suspension. An appeal to the suspension shall be heard by the SPKAC and/or SPMHA Board (in accordance with their Policies and Procedures.) An expulsion and/or removal are not appealable.
- vii. Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta or any suspension imposed by any league in which a team is registered shall take effect without the requirement of any ruling by the Incident Review Committee.

8.4 Discipline

The Board or, if applicable, the Incident Review Committee, may suspend or expel any team official who fails to comply with SPKAC Bylaws or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the Executive Committee and/or if applicable, the Incident Review Committee.

PART 9 SUSPENSIONS

9.1 League Suspensions

- i. All league game suspensions must be reported to the applicable league director as per league rules as well as the applicable SPKAC Director and SPKAC President.
- ii. Exhibition, tournament and provincial game suspensions must be reported to the SPKAC President for processing.
- iii. Failure to comply with 9.1.1 and 9.1.2 may result in coach suspensions.

9.2 Hockey Alberta Suspensions

For a complete listing of all suspensions refer to the Hockey Alberta Bylaw book or go on line at www.hockey-alberta.ca.

9.3 Process for Sitting out Suspensions

- i. For all league and playoff games league governors hand out all suspensions.
- ii. All pre-season, exhibition, provincial and tournament games suspensions are handed out by the Hockey Alberta Zone 7 Discipline Coordinator.
- iii. When a player or coach has been given a suspension they will be notified of the number of games they must sit out.
- iv. They will be notified what type of game qualifies. Although exhibition games do not count towards your suspension, players may not participate in exhibition games while serving a suspension.
- v. When a player or coach sits out due to suspension his name must still appear on the game sheet. Beside his name the manager must write "suspended" (SUS) 1 of 1 etc. This is proof that the player or Coach sat out this game(s).
- vi. If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be faxed to the Zone 7 Discipline Coordinator.
- vii. Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the SPKAC disciplinary committee.

PART 10 CRIMINAL RECORD CHECK

10.1 Criminal Record Checks (CRC)

- i. All successful coaches must provide a current criminal record check no later than September 30th. For returning volunteers, CRCs will be effective for 3 years.
- ii. Any cost associated with the CRC is the responsibility of SPKAC.
- iii. Criminal records checks will be coordinated by the 2nd VP Administration. It is mandatory that all team officials submit a current RCMP or EPS criminal record check to the 2nd VP Administration.
- iv. CRCs not received by the deadline (unless otherwise arranged) will result in officials not being allowed on the bench, in the dressing room or on the ice until these have been completed and received by the 2nd VP Administration.
- v. All information will be held in the strictest confidence.

10.2 Files with the RCMP or EPS

- i. If a volunteer's CRC reports that there may be "files" in the RCMP system, then the CRC process will accelerate to the next phase. Fingerprinting will need to be completed by the volunteer at the RCMP station or EPS. The costs for this service will be the responsibility of the volunteer.
- ii. The second phase of the criminal record check, will detail what charges and convictions, if any, the volunteer has against him.

- iii. A SPKAC committee will review these situations on a case-by-case basis and may seek legal advice on any perceived exposure to our players or administrative liability. The volunteer may continue in the any volunteer role until this process is complete at the discretion of the VP Administration and SPKAC President.
- iv. Criminal records relating to illegal circumstances involving drugs, alcohol or violence are of particular interest.

PART 11 TEAM APPAREL AND DRESS CODE

11.1 Club Apparel

- i. The SPKAC logo is a protected trademark and cannot be used on any apparel that has not been approved by SPKAC. The 3rd VP Marketing and Apparel must approve all team apparel.
- ii. The primary colors of SPKAC are green, black and white.
- iii. All teams/players are required to purchase the dryland training package as specified by SPKAC. Every player must wear the sanctioned dryland training apparel when participating in warm up and/or cool down.

11.2 Game Day Dress Code

- i. Male players and male coaches are required to wear a dress shirt, tie. Game day dress would be considered that of business attire.
- ii. If a winter jacket is to be worn, the male players and coaches will be required to wear the black winter jackets that are sanctioned by the club. The winter jacket is a player expense.
- iii. Female players are required to wear a black pant (yoga style), an appropriate top.
- iv. During the non-snow/cold months, both male and female players are permitted to wear their club provided track jacket.
- v. For away games, (at all levels) where a team must travel by bus, the coach and/or manager reserves the right to determine the travel attire.
- vi. Managers are expected to dress appropriately; similar to player and coach game day dress code.

PART 12 COMMUNICATIONS AND PUBLIC RELATIONS

12.1 Website and Social Media Consent and Release Form

By signing the registration form and agreeing to outlined usage, the parent or guardian agrees that SPKAC player names, pictures and season statistics can be displayed on the SPKAC website, and other social media sites.

12.2 Player Statistics

- i. Team managers or a designate will be provided website logins from their respective leagues before the commencement of league play. All game sheets must be submitted online in a timely manner as set out by their respective league. This accurate information will be used for input into the annual yearbook.

12.3 SPKAC Team Communications to the Newspaper and Media

- i. SPKAC encourages team communications to the newspapers and media that are positive, compliment the associated SPKAC Team and SPKAC in general.
- ii. Articles that are individualized, negative or confrontational are not endorsed by SPKAC.

12.4 Team Micro-Sites

- i. SPKAC provides a web page service to each team through our Internet provider (RAMP).
- ii. The team manager, or designate, will receive a password from the Communications Director in order to access their team micro-site. Schedules, including practices and games, must be posted to the site. Photographs and team information postings are optional.
- iii. Teams are not permitted to create their own home page and/or website.
- iv. Each team's micro-site must display on their home page a link to their respective league website.

PART 13 ICE ALLOCATION**13.1 Standards of Play**

- i. Ice is allocated through the minor ice users group that is overseen by Strathcona County. SPMHA sits as a representative for SPKAC on this committee. Allocation is determined on a Standards of Play Policy that is determined by the MIUG. Ice in Strathcona County is shared between 8 other minor ice users comprised of; SPMHA, Strathcona Minor Hockey Association, Josephburg Minor Hockey, Sherwood Park Ringette Assoc., Sherwood Park Figure Skating Assoc., SPKAC, Josephburg Figure Skating and Ardrossan Figure Skating.
- ii. Allocation of ice times to each association is determined by a percentage formula that is based on the number of available ice facility hours and the amount of use from the previous season per Association which then determines the number of hours per user group – for example; Midget AAA is allocated 4.0 hours of ice per week (based on the percentage formula) over a period from Sept 1 to March 30th. This would consume one game slot (2.25 hours) and would leave 1.75 hours of practice ice time. Factoring in tryouts and the season schedule from Oct 1 to March 1st and potential playoffs, the allocated ice for the season practices reduces to 1.30 hours per week from 1.75 hours.
- iii. This type of allocation formula is only possible if the total ice requirement does not exceed the amount of available ice. If this were to happen, i.e. too many users and not enough ice, then the allocated ice time would be reduced.
- iv. Another obstacle to receiving the required ice allocation are the personal contracts that have been awarded to individuals in and outside of the organization that will impact opportunity to purchase any extra ice.

13.2 Tryout/Summer Camp/Special Event Ice

All SPKAC Tryout, Summer Camp and Special Event ice will be purchased through Strathcona County by the SPKAC Ice Allocator in conjunction with the Hockey Operations committee.

13.3 Game Ice

- i. Scheduled League game ice is allocated with the assistance of the SPMHA Ice Allocator and the various leagues that the SPKAC teams play in. Ice slots are provided to each league during the summer months in preparation for the next upcoming season. The league allocators schedule the games as required. Unused ice is returned to SPMHA.
- ii. Playoff and Provincial game ice is allocated with the assistance of the SPMHA Ice Allocator when requested by the various leagues and Hockey Alberta. Unused ice is returned to SPMHA.

13.4 Practice Ice

- i. Scheduling practice ice time is a considerable challenge due to game schedules and other planned team activities. Consideration for the age of the athletes on teams, the hour of the ice slot, the distance to be travelled and the total ice entitlement is addressed whenever possible prior to assigning all practice ice. If two practices in a week are not possible, the SPKAC Ice Allocator will attempt to assign a longer practice to try to cover the commitments. The SPKAC Ice Allocator endeavors to allocate in the fairest possible way to all teams throughout the season.
- ii. SPKAC teams are able to purchase additional ice not included in the SPMHA ice allocation or ice outside of Strathcona County. This supplemental ice is a team cost and will not be covered by SPKAC. Teams must inform the SPKAC Ice Allocator of all additional ice to prevent double bookings.
- iii. Distribution of practice ice - Ice is distributed to SPKAC from SPMHA. The SPMHA/SPKAC Ice Allocators strive to deliver practice ice slot schedules to teams as early in advance as possible.
- iv. Teams must provide dry land dates and times to the SPKAC Ice Allocator well in advance of the practice ice schedule being distributed. If ice slots assigned conflict with dry-land activities, the team will reschedule dry-land, or be responsible for trading, returning and/or no-show ice implications. Practice ice takes precedence over dryland or any other team activities.
- v. The SPKAC Ice Allocator distributes a master ice schedule to all teams to detail upcoming game and practice ice schedules. All coaches, managers and Executive Members will receive the updated master ice schedules regularly.
- vi. SPKAC will receive some practice ice that is considered “non-prime ice”. The SPKAC Ice Allocator will monitor the assignment of this “non-prime ice” to ensure it is fairly distributed to teams throughout the season.

13.5 Outdoor Ice Practices

Outdoor ice may be purchased by SPKAC teams privately through Strathcona County. Outdoor ice practices are to be considered a regular practice as such all protective equipment must be worn and all Code of Conduct Policies adhered to. This supplemental ice is a team cost and will not be covered by SPKAC. Teams must inform the SPKAC Ice Allocator of all additional ice to prevent double bookings.

13.6 Ice Return

- i. SPKAC teams must use all practice ice allocated to them unless there is a conflict with a game or an extraordinary circumstance, per the discretion of the SPKAC Ice Allocator. No team will return or trade allocated ice due to its location or time of day as provided by the SPKAC Ice

Allocator. Any team returning ice should not expect that slot to be replaced. All returned ice slots may still count as part of the total ice entitlement of the returning team, per the discretion of the SPKAC Ice Allocator.

- ii. SPKAC teams must first make every attempt to trade unusable practice ice to other SPKAC teams prior to beginning the ice return process.
- iii. To facilitate the reallocation of ice that cannot be used or traded by a SPKAC team must returned the ice slot to the SPKAC Ice Allocator via email notification at least 7 days prior to the ice slot.
- iv. If not returned within the timeframe, the SPKAC team will be responsible for using the ice to avoid a \$500 “No Show” penalty.
- v. The SPMHA/SPKAC Ice Allocators will attempt to reallocate ice that is returned within the 7 or more days to another team or return the ice back to Strathcona County.
- vi. The following details the step-by-step process when returning any practice ice that cannot be used or traded by a SPKAC team.
 - a) Step 1 - SPKAC team realizes they cannot use an ice slot. The team is responsible for trying to trade the slot with another SPKAC team. Once a trade has been agreed to, the initiating team shall document the change with the other team via an email note with a CC to the SPKAC Ice Allocator and Divisional Director.
 - b) Step 2 – If no trade is possible the Team Manger will return the ice to the SPKAC Ice Allocator with 7 or more days’ notice.
 - Send to: SPKAC Ice Allocator
 - Cc: Division Director
 - Subject: Return Ice
 - Body of message: date, start time, finish time and venue
- vii. The SPMHA Ice Allocator will send the SPKAC Ice Allocator verification when another team picks up the SPKAC returned ice.

13.7 No Show penalties

- i. At the start of each season all SPKAC teams will provide a \$500 cheque (payable to SPKAC) for no show ice deposit.
- ii. The SPMHA Ice Allocator will advise the SPKAC Ice Allocator of any no show charges levied SPKAC teams. The VP Finance will be informed and the SPKAC team’s cheque will be deposited. No additional ice will be scheduled for the team until a second \$500 cheque submission is provided.
- iii. After exploiting the second \$500 deposit by any team, the Head Coach may be subject to disciplinary action.
- iv. The deposit will be returned to the teams at the end of season completion if no penalties have been executed.

13.8 Double Booking Procedure

- i. The following will be the procedure should a double booking occur at any venue and ice contracted to SPMHA/SPKAC:

- ii. First and foremost the rink staff and user groups should be treated with the utmost respect. SPKAC will not tolerate any abuse to Strathcona County staff and user group volunteers involved with any dispute arising from a double booking of ice.

The following procedures should be followed in the event two different users show up to use the same ice at the same venue:

- a) Talk to the facility operator to determine which minor ice user group (hockey, figure skating, ringette) is allocated the ice slot. If the slot is not allocated to SPMHA/SPKAC contact the SPKAC Ice Allocation Director to inform them of the error;
- b) If the slot is allocated to SPMHA/SPKAC, the facility operator will review the current master schedule to determine which team has the slot. If both teams are expecting to PRACTICE, the team who is allocated the ice gets the ice but they should be encouraged to negotiate with the other team to see if a shared practice could occur;
- c) If one team arrives expecting to practice but the other team is expecting a GAME, please double check the master schedule to see if one of the teams should be at another location. If the teams are in fact double booked, the game will take precedence over the practice. Contact the SPKAC Ice Allocation Director to inform them of the error.
- d) If both games involve METRO teams, the team that is listed on the master schedule as having the ice slot plays. The other team needs to immediately contact the SPKAC Ice Allocation Director.
- e) If one of the games involves an OUT OF TOWN team, the game with the out of town team plays. The other team needs to immediately contact the SPKAC Ice Allocation Director.
- f) If it is still unclear as to who has the ice slot, the following will apply in this order:
 - i. Elite level games (Jr. A, Jr. B, Jr. C, Jr. Female, Midget AAA, Bantam AAA)
Games involving out of town teams (100km away)
 - ii. SPKAC scheduled games
 - iii. SPMHA/Edmonton interlock games
 - iv. Tournament games
 - v. Scheduled house league games
 - vi. Exhibition house league games

13.9 Ice Interruption Procedure

- i. The following will be the procedure should an event occur at any venue and ice contracted to SPMHA/SPKAC that interrupts use of the ice surface and/or facility.
- ii. Ice interruption includes:
 - a) Ice plant issues;
 - b) Physical ice surface issues;
 - c) Arena facility issues; and
 - d) All other circumstances whereby safety will be compromised if players are allowed on the ice surface, penalty box or players' bench.

- iii. Safety of all players, team officials, parents, spectators and facility staff is of utmost importance at all times. Initial crisis management is a priority and facility staff has full authority to make decisions to ensure safety of all persons in the facility.
- iv. Issues that do not directly affect safety can be managed in the following manner:
 - 1. Facility staff to immediately contact the SPMHA Ice Allocator and explain the situation.
 - 2. SPMHA Ice Allocator, in consultation with facility staff, will determine the plan of action with regards to delayed or cancelled ice slots.
 - 3. In dual rinks, such as Arena/Shell or Millennium Place, issues occurring on one rink only do not automatically affect the other rink. ONLY the SPMHA Ice Allocator will determine game movement.

13.10 Rescheduling League Games

- i. League games are to be given priority over exhibition and tournament games and CANNOT BE CANCELLED. SPKAC does not have the flexibility to re-schedule league games.
- ii. If a team wants to attend a tournament and a league game needs to be re-scheduled, the following process will be followed by the Team Manager:
 - a) The team must follow their league protocol when re-scheduling their game;
 - b) The team must advise their SPKAC Ice Allocator and Division Director of the league approval;
 - c) The team obtains an ice slot either through trade with applicable League team, self-direct purchase or, if one is available, via SPKAC/SPMHA ice allocation in order to re-schedule the league game;
 - d) The team must advise their SPKAC Ice Allocator the details of the game reschedule as soon as possible;
 - e) The game must be re-scheduled before applying for a travel permit;
 - f) It is the team's responsibility to notify the referees on all rescheduled games and to arrange and compensate for referees for the make-up game if applicable; and
 - g) If a SPKAC home ice slot is being traded to a non-SPKAC team for a future ice slot, a SPKAC team official, or designate, must be present at the original game slot to provide logistical information to referees and ice facility staff as required for the game rescheduled (i.e. Midget AA Oilers trade home ice to Maple Leaf's for game against CAC. An Oilers team official, or designate, must be present at the game.)

PART 14 TEAM OFFICIALS

14.1 Team Coaching Staff

All coaching staff will consist of (at a minimum) 1 head coach, 2 assistant coaches, 1 trainer and 1 manager.

14.2 Head Coach Criteria

Head Coach Criteria for all levels shall be as follows:

- i. Applicable HA Coaching certifications prior to November 15th deadline;
- ii. Proven skill development of players from previous teams;
- iii. Positive effect on the character, moral and intellectual development of past players;
- iv. Actions and activities over previous season exemplifies qualities of leadership, cooperation, honesty and integrity;
- v. Review of Coach Performance Result from previous season;
- vi. If new to Association past successes, player and parent testimonials and references will be reviewed;
- vii. HA Speak Out and Safety Certification;
- viii. Criminal Record Check provided by the Royal Canadian Mounted Police or Edmonton Police Service; and
- ix. Child Intervention Check provided by Human Services Alberta (Multiple locations)
- x. Retention within the Club.

14.3 Assistant Coach Criteria

Assistant coach criteria for all levels shall be as follows:

- i. Proven skill development of players from previous teams;
- ii. Positive effect on the character, moral and intellectual development of past players;
- iii. Actions and activities over previous season exemplifies qualities of leadership, cooperation, honesty and integrity;
- iv. Review of Coach Performance Result from previous season, if applicable;
- v. If new to Association past successes, player and parent testimonials and references if available;
- vi. HA Speak Out and Safety Certification is encouraged;
- vii. Criminal Record Check provided by the Royal Canadian Mounted Police;
- viii. Retention within the Club; and
- ix. Child Intervention Check provided by Human Services Alberta (Multiple locations)
- x. The Coach Selection Committee will exercise their best efforts in acquiring coaches and assistance coaches that are not parents of eligible players at all levels.

14.4 Head Coach Responsibilities

Association head coaches, as chief team officials, are fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the head coach.

- i. Head Coach Responsibilities:
 - a) Be responsive to directives of the Board and operate the team within established policy and guidelines;
 - b) Select players for the team based on the direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;
 - c) 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;
 - d) Develop a set of rules for the team which are clearly communicated and enforced equally on all players;
 - e) Comply with normal administrative directives by:
 - Complying with established Association policy and procedures including, player selection, releases, tryout procedures;
 - Holding a parent meeting at beginning of season at which the head coach attends fully;
 - Within reasonable limits, providing fair ice time for all players;
 - Reviewing the SPKAC player code of conduct with the parents and players on his team, ensuring all players understand, sign and return these forms to the team manager; and
 - Selection of Assistant Coaches and Managers - The head coach shall be responsible to select his assistant coaches, trainer and manager. The 5th VP and Category Director, in consultation with the President, must approve all selections and/or changes.

14.5 Assistant Coach Responsibilities

- i. Be responsive to directives of the Board and assist to operate the team within established policy and procedures.
- ii. Assist in selection of players for the team based on the direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program.
- iii. 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.

14.6 Team Manager Responsibilities

The team manager is expected to be responsive, adhere to and promote the directives of the SPKAC Board and administer the team within established policies and procedures.

- i. Coordinate initial parent Meeting with coach input/direction and set draft agenda (a draft team budget is contained in Part 19 – Attachments).
- ii. Review and collect signed Code of Conduct from parents, coaches, trainers, treasurers, and SPKAC players for the team. Once completed, Code of Conduct forms must be submitted to 2nd VP Administration.
- iii. The team manager, in conjunction with the team treasurer, is responsible to prepare and present a preliminary team budget to the parents at the initial parent meeting. A draft team budget is contained in Part 19 – Attachments.
- iv. The manager will ensure parents have an opportunity to amend the budget (at any time of the year), if requested.
- v. The team budget, once approved by the majority of parents (80%), must be submitted to the SPKAC 4th VP Finance and the President for review, approval and filing.
- vi. The team manager will be one of two signing authorities for the team bank account. (A team bank account will be set up with Servus Credit Union – Wye Road). All team accounts will automatically close on July 15th with any remaining funds being transferred to the SPKAC Financial Assistance Program.
- vii. The team manager must ensure parents receive monthly financial statements from the team treasurer.
- viii. The team manager is responsible to establish a fee payment schedule sufficient to cover team expenses. Parents should be given the option to pay their team fee requirement out of pocket, use their accumulated club credits (concession, casino) or be presented with fundraising opportunities.
- ix. The team manager is to ensure that the team accounting is recorded/maintained within the established SPKAC Finance Policy - Team Budgets / Accounting.
- x. The team manager must ensure all financial statements and corresponding receipts are submitted to the 4th VP Finance for the year-end audit at the completion of the year.
- xi. Ensure all fundraising initiatives, if applicable, are organized and comply with the team budget and the policies and procedures of SPKAC.
- xii. The team manager is responsible to oversee all administrative duties for the team such as (but not limited to):
 - a) Retain a copy of HCR (Player Registration) and have available at all games;
 - b) Retain a copy of team budget and financial statements;
 - c) Retain a copy of Hockey Alberta Player Affiliation forms (as outlined in Part XVI, Team Affiliation);
 - d) Collect and submit SPKAC Coach, Manager, Trainer, Treasurer, Player and Parent Code of Conduct forms;
 - e) Ensure all team officials comply with the Criminal Record Check procedure;
 - f) Assist in any team / player conflict resolution processes;
 - g) Arrange for team buses and hotels for out of town travel;
 - h) Plan, prepare and distribute an itinerary for all team travel;
 - i) Ensure guidelines on proper team apparel, game day dress codes, and on ice dress codes are followed;

- j) Prepare, submit and retain copies of all team travel permits;
- k) Pickup, proper care and return of SPKAC jerseys;
- l) Confirm before the start of each game that the Referees have arrived;
- m) Arrange for Referees for all exhibition and provincial play down home games;
- n) Distribution of team schedules to parents and SPKAC Directors;
- o) Rescheduling of league games per applicable League and SPKAC Policies;
- p) Ensure Game Sheet Protocol is followed;
- q) Submit all game sheets and game stat reports to the applicable league contacts;
- r) Ensure all game sheets and officials' game reports which pertain to major penalties and suspensions are faxed to the appropriate League Director, Divisional Director and President;
- s) Ensure all penalties and suspensions are properly recorded on the game sheet and served as per league rules; and
- t) Any other administrative duty that may arise from time to time.

WHEN IN DOUBT ... ASK THE DIRECTOR and/or 2nd VP ADMINISTRATION!

14.7 Team Treasurer Responsibilities

The Team Treasurer is expected to be responsive, adhere to and promote the directives of the SPKAC Board and administer the team's finances within established policies and procedures (see Part 5 Finance Policy – 5.3 Team Accounting)

- i. Prepare the team budget, in cooperation with the manager. Upon approval from the majority (80%) of the team parents, the budget must be submitted to the SPKAC 4th Vice President and President for approval and filing.
- ii. The Team Treasurer is responsible to ensure players' accounts are not held in a deficit position.
- iii. The Team Treasurer will be one of two signing authorities for the team bank account set up with Servus Credit Union (Wye Road).
- iv. Ensure that the team accounting is recorded/maintained within the established SPKAC Finance Policy – Team Accounting. The 4th VP Finance will provide a SPKAC accounting template (Excel workbook) to be used for recording team finances. The template is a mandatory requirement and therefore, Treasurers must receive approval from the 4th VP Finance if they wish to use a different accounting format.
- v. Must retain all receipts of team revenues and expenditures and provide monthly financial updates to the team parents throughout the year.
- vi. Must ensure all final financial records are submitted to the 4th Vice President at the completion of the year. All financial statements and corresponding receipts must be submitted to SPKAC for the year-end audit prior to any parent refunds.

14.8 Trainers

- i. All trainers attending teams within the SPKAC shall have some or all of the certification requirements required but not limited to:
 - a) First Responder or Sport First Responder

- b) CPR Training
- c) Hockey Trainers Safety Course
- d) Certification and/or Course Work in Sports/Athletic Injury Management Certification
- e) Taping and Strapping
- f) Experience in hockey
- ii. A contract shall be drawn up outlining any and all expectations from SPKAC and the trainer. All trainers are expected to attend all team practices and games.
- iii. All trainers must undergo a Criminal Record Check.
- iv. Pay is commensurate with experiences and aligns with industry standards.
- v. All forecasted trainer fees must be included in the initial team budget.

14.9 Dryland Trainers

To ensure proper training of our athletes, SPKAC requires our dryland trainers to meet certain requirements and have proper training for our athletes.

- i. Prior to Working with SPKAC Athletes, the following requirements must be in place:
 - a) Minimum Qualifications
 - Education:
 1. A Personal Fitness Training (PFT) Diploma from a recognized post-secondary institution is required. The main focus for a diploma of this nature is based on theoretical knowledge and practical skills in anatomy, physiology, nutrition, movement mechanics, and injury prevention, principles and methods of physical training and safe exercise, as well as the overall promotion of good athletic health. The diploma should be supported by completion of a Certified Personal Trainer (CPT) course through Canadian Society for Exercise Physiology (CSEP).
 2. A University degree in Sports Science, Kinesiology, or similar would be preferred along with certification as a Certified Exercise Physiologist (CEP) and Certified Strength & Conditioning Specialist (CSCS).
 - b) Insurance:
 1. SPKAC requires that any independent trainer or training organization provide evidence a Certificate of Liability Insurance (minimum of \$2,000,000/occurrence).
 2. If the trainer works out of a private facility (leased, owned, loaned) they are required to provide a Certificate of Liability Insurance, (\$2,000,000/occurrence) as well as a Business License specific to personal or sports training.
 - c) All documentation must be provided to the SPKAC 5th VP Hockey Operations for approval before the trainer(s) start working with a team.

14.10 Minor Officials

- i. Includes Timekeepers, Scorekeepers, Penalty Box Personnel, etc.
- ii. While in this capacity minor officials are considered a game official and should be impartial and not express an opinion on how the game is being called. No minor official shall tamper with the game sheet.

- iii. Minor Officials are subject to ejection should there be a breach of this protocol. Further disciplinary action may be imposed.

PART 15 PROGRAM DELIVERY AND OPERATIONS

15.1 Organization

For the 2015-16 season, the Association supports eleven (11) teams. The team names and leagues they participate in are:

Major Midget AAA Kings (AMHL)	Alberta Midget Hockey League
Female Midget AAA Fury (AMMFHL)	Alberta Major Midget Female Hockey League
Minor Midget AAA Squires (AMMHL)	Alberta Minor Midget Hockey League
Midget AA Oilers (NAMHL)	Northern Alberta Midget Hockey League
Midget 15 AA Senators (REM)	Rural & Edmonton Midget League
Bantam AAA Flyers (AMBHL)	Alberta Major Bantam Hockey League
Female Bantam AAA Royals (AMBFHL)	Alberta Major Bantam Female Hockey League
Bantam AA Leafs (ERBHL)	Edmonton Rural Bantam Hockey League
Bantam AA Sabres (ERBHL)	Edmonton Rural Bantam Hockey League
Pee Wee AA Steel Kings EMHA	Edmonton Minor Hockey Association
Pee Wee AA Jets EMHA	Edmonton Minor Hockey Association

15.2 Categorization

Teams are categorized by rules established by HA based on community size and population. Subject to approval by HA, there shall be no "AAA" category at the Pee wee level. Team categories are subject to annual review by the Board and are traditionally as follows:

Major Midget "AAA"
 Female Midget "AAA"
 Minor Midget "AAA" (15-year-old)
 Midget "AA"
 Minor Midget "AA" (15-year-old)
 Bantam "AAA"
 Female Bantam "AAA"
 Bantam "AA" (2 parity teams)
 Pee Wee "AA" (2 parity teams)

15.3 League Participation

SPKAC teams participate in leagues in which the teams are competitive. Historical precedent has established current participation levels and shall be under annual review by the 5th VP Hockey Operations. Any change in league participation requires the endorsement of the Board.

15.4 Program Fees

- I. The Board shall set registration and tryout fees annually. Tryout fees for the upcoming season shall be collected by the 4th VP Finance by the start of tryout (for tryout fees) and when the teams are finalized (for registration, volunteer commitment, fundraising commitment). The fee schedule shall be determined by the 4th VP Finance for the upcoming season. All fees shall be collected by the 4th VP Finance in conjunction with the Registration Director no later than October 15th of each year.
- II. Refunds prior to team finalization:
 - a. Requests for a full refund of registration fees and tryout fees paid must be made prior to July 31st.
 - b. Withdrawals/cancellations requested after July 31st but prior to team finalizations will result in the forfeit of the tryout fee, except under exceptional circumstances such as injury or relocation resulting in the player not being able to attend or complete tryouts. To receive a refund under this provision, the request must be made in writing to the Registration Director. Supporting documents, i.e. doctor's report or proof of relocation may be requested.
- III. Refunds after team finalization:

Refund requests must be made in writing to the Registration Director and will be determined in accordance with the following:

- a. No portion of any tryout or late fees will be refunded;
 - b. No refund of registration fees will occur on requests after December 31st;
 - c. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees;
 - d. The 4th VP Finance and Registration Director are charged with the responsibility of using reasonable discretion with respect to portioned months of participation versus non-participation within the season commencing October and ending February (5 months); and
 - e. Documents supporting request for refund may be requested at the discretion of the 4th VP Finance and Registration Director.
- IV. Refunds for departure to Hockey Canada Sports Schools:
Requests for a full refund for attending Hockey Canada Sports School must be made prior to July 31st. After this date, no refund of fees will be provided. The Sherwood Park Kings Athletic Club will also not provide any release of a requesting player's Hockey Canada Registry File after this date.
- V. Non-payment of registration fees and/or team fees is subject to suspension of player or players if they have more than one child in the program. The President may issue the suspension after consultation with the 4th VP Finance, team treasurer, team manager, head coach, and parents if a solution cannot be reached. Player(s) would be reinstated once payment has been received and cheque has cleared.
- VI. If a family is delinquent in payments 3 or more times in one season, the case will be reviewed by a committee from the Board of Directors (minimum 3). The President will chair the committee and will select the committee members.

15.5 Resident Players

- i. For a player to be considered a resident player they must have a residence within the Sherwood Park Minor Hockey Association boundaries.
- ii. New players moving into the SPMHA boundaries, for the start of the current hockey season, MUST provide a parent declaration form and proof of new residence or intended new residence within the SPMHA boundaries. SPKAC has the discretion to further investigate player residency status and may request further documentation as well as interview(s) and/or meeting(s) with parents and other hockey community members. SPKAC has the right to decline a player's registration if they feel the player does not fulfill residency requirements. The family may then appeal the decision in writing to SPMHA/SPKAC President within 7 days which, this appeal will then be heard at the earliest opportunity by an appeal committee. Should the appeal committee uphold the original decision the family could appeal this decision to Hockey Alberta.

15.6 Non-Resident Players

For a player to be considered a non-resident player they must have residence within the Zone 7 boundaries as set out by Hockey Alberta.

15.7 Import Players

Import players are allowed at the Major Midget AAA, Minor Midget AAA and Bantam AAA. Import levels to be determined based on criteria set out in the HA Alberta Development Model (ADM). Female Midget AAA will set their imports based on criteria set out by HA Alberta Development Model (ADM).

15.8 Tryouts

- i. Players/parents will not be able to choose which team their child plays on. Conditions such as friendships, driving requirements will not be considered when teams are drafted.
- ii. General Start Dates:
 - a) All Teams will commence tryouts on or just prior to the Labor Day Weekend. Players should be supervised by at least one adult participant at all times during tryouts and shall wear full protective equipment as required by HA regulations at all times during tryouts.
- iii. Players must report to tryouts in their own age category. Under age players are not permitted.
- iv. Registration – All resident players must be registered with SPKAC before participating in any on-ice activity. Non-residents players within the elite draw zone must provide a “Notification to Tryout” form, a completed registration form and have paid the tryout fee before participating in any on-ice activity. If a non-resident player is selected to a SPKAC team, the registration fee, volunteer commitment, and fundraising commitment will be collected by the Team Manager and/or Team Treasurer.
- v. Process for unregistered players - Import players (outside of the elite draw zone) may from time to time show up at tryouts without previously registering. In these cases the Divisional Director will request the import player to pay the tryout fees or a per skate fee (depending on the timing of the tryout) and assign the import player to a tryout group. The import player **MUST** have with them a “Notification to Tryout” and “Waiver” from their home hockey association and any hockey associations that they had to pass through in order to get to Sherwood Park. A copy of the forms must be given to the Divisional Director. The Director will forward the tryout fees and forms to the SPKAC Registration Director. If an import player is selected to a SPKAC team, then a registration form will need to be filled out and registration fees collected.
- vi. Tryout process
 - a) **No phone calls are made or emails sent-** All players are required to look on the SPKAC Internet website (spkac.ab.ca) to find out what group they are in and when they are on the ice.
 - b) Generally there are 3 ice slots per round in tryouts and may consist of skill sessions and/or intersquad games. After the first round, players are re-grouped into AAA and AA camps.
 - c) Contracted evaluators may be used during tryouts for various age divisions or specific positions, such as goaltenders.
 - d) The 5th VP Hockey Operations shall prepare and deliver to coaches a schedule specifying the dates on which final releases must be made and team rosters finalized.
- vii. Absent/injured layers during tryout process
 - a) If a player is absent for whatever reason or injured and misses some or all of the initial grading skates, the player’s grading up to the absenteeism/injury will be reviewed as well as the level which they participated in the previous year. A decision will be made to place

the player in the appropriate level as determined by the applicable coach, Divisional Director, the 5th VP Hockey Operations and the President.

- b) If the player cannot participate during subsequent rounds of tryouts, the coach, in consultation with the applicable Divisional Director, 5th VP Hockey Operations and the President, will have the discretion to release or retain.
- c) If a player performs at a higher level than expected, that player may be moved to a higher grouping for further consideration. This does not guarantee the player will remain at this level.

viii. Pre-season tournaments – as part of the tryout process

- a) All teams may participate in pre-season tournaments and/or exhibition games (i.e. South Side “Ice Breaker” tournament) typically held in September each year;
- b) Applicable League and HA roster requirements must be met prior to participation.
FAILURE TO COMPLY WILL RESULT IN COACH SUSPENSIONS.

15.9 Player Selection

- i. Players are selected into the program by coaching staff under the authority of the 5th VP Hockey Operations, the Divisional Director and the President. Such selections are based on the direct observation of demonstrated skills, proven dedication to the program, demonstrated character, and potential.
- ii. Compulsory draft - In a case where two rep teams will participate at the same provincial level, teams shall be selected by coaching staff in accordance with the following draft procedure:
 - a) For Bantam AA and Peewee AA, designated Coaches will draft from the selection of camp players. The draft will be supervised by the Divisional Director, 5th VP Hockey Operations and President;
 - b) In the interest of the SPKAC mandate, throughout the tryout period, and prior to draft day, the head coaches have an option to meet and discuss players, skill levels, and combinations that would result in two equal teams; and
 - c) After a starting point is set, a coin toss will decide which team selects first. Teams will continue drafting until they have selected the applicable number of players and goalies.
- i. Although other season factors will always influence final outcome, if all were equal, it is the desire of SPKAC that all SPKAC teams at the same level cluster in their league playoff and provincial standings.
- iii. Upon consultation with the Divisional Director and the President, the 5th VP Hockey Operations shall give final approval of rosters.
- iv. Roster Size - Rosters on all teams shall not exceed the following:

a) Major Midget AAA	maximum 20 players
b) Minor Midget AAA	maximum 19 players
c) Female Midget AAA	maximum 20 players
d) Midget AA	maximum 19 players
e) Midget 15 AA	maximum 19 players
f) Bantam AAA	maximum 19 players

- g) Female Bantam AAA maximum 19 players
- h) Bantam AA maximum 19 players
- i) Peewee AA maximum 17 players

15.10 Player Releases

- i. Releases shall be made with care and the process adopted shall maintain the dignity of the players involved.
- ii. Releases shall be made within the time limits specified.
- iii. In a case where the player released returns to SPMHA, the director responsible and the registrar are to immediately notify the SPMHA director of the division in which the player participates.
- iv. Coaches are required to give all released players a clear indication of their strengths and weaknesses in a positive manner.
- v. Final releases must be made before the date on which the applicable SPMHA division has scheduled its final grading process. In all cases, the deadline specified by the 5th VP Hockey Operations shall be strictly adhered to.

15.11 Player Movement

- i. January 10th of each year is the final deadline for player movement. Releases and movement (up, down and/or lateral) can occur up until that date.
- ii. Vacant Positions - In the event a position becomes available prior to Jan. 10th, the applicable Divisional Director and the 5th VP Hockey Operations shall pursue all available avenues to fill the position. Direct coach to player contact is not permitted.

15.12 Hockey North

SPKAC supports the Hockey North Agreement and will consider players that come to the program through this agreement.

15.13 Registration of Players

- i. All teams shall be registered on the Hockey Canada Registry (HCR). Registration of players on the HCR is the joint responsibility of the Registration Director, Divisional Director and the Team Coach or designate and shall be filed prior to the applicable registration deadline.
- ii. Hockey Alberta Registration Procedure:
 - a) Upon final team selection, the Divisional Director will provide the team roster to the SPKAC Registration Director, which must include all player positions;
 - b) Once the team data has been entered into the HCR system and approved, the Registration Director will provide the team player list and a copy of the HCR Team Report to the Team Manager which they will carry to all games and tournaments; and
 - c) All HCR Team Reports must be processed prior to the first league game. Major Midget AAA is excluded - all team reports must be processed prior to the sixth league game.
- iii. Team official cards- all teams are provided with 5 team official cards. Any additional team official cards required can be purchased from the Registration Director at a cost determined by Hockey Alberta. These costs will be charged to the team and must be reflected in the team budget.

- iv. Only carded team officials are allowed to be on the bench during games and on the ice during practices (unless approved by the President and proper waiver(s)/forms have been completed).
- v. If there are any deficiencies on the team report, Hockey Alberta will notify SPKAC. The SPKAC Registration Director will follow up on all deficiencies with the team.
- vi. It is the responsibility of the team manager to shred all aforementioned documentation at the close of the season.

15.14 Team Affiliation

- i. The SPKAC Player Affiliation Program is an important mechanism for player development both within the Club and minor hockey. It is implemented by the head coaches and overseen by the Affiliation Director who is supported by the Category Directors and 5th VP Hockey Operations.
- ii. In all circumstances, affiliation shall be in compliance with the Rules and Regulations of HC and HA and also shall comply with the Rules and Regulations of the Association.
- iii. The objectives of the SPKAC Player Affiliation Program are two-fold:
 - a) To support all categories and teams with a reserve of skilled players from lower tiers/category (s) that can be brought up to both practice and game play as required; and
 - b) Provide development opportunities for Affiliated Players (AP) through participation in practices and games at a higher level.
- iv. Affiliates must be registered with HA prior to the December 15th deadline.
- v. A minimum of two of the designated players must be goaltenders; this does not apply if the Affiliation Form has less than 19 players. It is not necessary to select 19 players (HA will accept a list that has less than 19 players).
- vi. A player may not be affiliated with more than 1 team.
- vii. Teams cannot dress more players than they have carded. This means that affiliated players cannot be used when all of your team is eligible to play.
- viii. Affiliate players can only be used due to injuries, suspensions, sickness or absences.
- ix. Affiliation Procedure:
 - a) All teams will affiliate players from a lower division;
 - b) AAA teams will affiliate first; the AA teams will then follow. If there is more than one team at the AA level a draft process will be used. A coin toss will determine which team selects first;
 - c) Major Midget AAA will affiliate from the Major Midget AAA Elite Draw Zone (as per Hockey Alberta bulletin #0608 and Memorandum dated 09/12/07.), from the Minor Midget AAA as well as the Midget AA and Midget 15 AA teams;
 - d) Midget AA will affiliate from Minor Midget AAA (as per Bulletin #0608 and HA Memorandum dated 09/12/07), Midget 15 AA or from the top tiered SPMHA Midget team(s);
 - e) Minor Midget 15 AAA can affiliate from the Minor Midget 15 AA team, any 15-year-old playing on Midget AA or in SPMHA or from the Bantam AAA team (as per HA Bulletin #0608 and HA Memorandum dated 09/12/07);

- f) Minor Midget 15 AA can affiliate any player from Bantam AAA, any 15-year-old player from SPMHA, or any second year Bantam AA;
- g) Midget AAA Female will affiliate from within the Female Elite Draw Zone and from SPMHA Midget A and Female Bantam AAA;
- h) Bantam AAA will affiliate from Bantam AA teams from within the Elite Draw Zone (as per HA Bulletin #0608 and HA Memorandum dated 09/12/07):
 - May affiliate from Pee Wee AA on an exception basis and only after approval from 5th VP Hockey Operations and President.
- i) Bantam AAA Female will affiliate from within the Female Elite Draw Zone, SPMHA Bantam A and SPMHA Pee wee A
- j) Bantam AA will affiliate from SPMHA Bantam Tier 1:
 - They may affiliate from SPMHA Bantam Tier 2 only after approval from Tier 1 Coach and SPMHA Bantam Director.
 - They may affiliate from SPKAC Pee Wee AA on an exception basis and only after approval from 5th VP Hockey Operations and President.
 - Pee Wee AA players can be invited up for practices (no limit on the number of players that can attend practices).
- k) Pee Wee AA will affiliate from the SPMHA Pee wee Tier 2:
 - They may affiliate from SPMHA Atom AA on an exception basis and only after approval from 5th VP Hockey Operations, President, and President of SPMHA.
 - Atom AA players can be invited up for practices (no limit on number of players that can attend practices).
- x. Under the supervision of the 5th VP Hockey Operations, the Divisional Directors will work with their applicable coaches and/or SPMHA counterpart on completing an Affiliation list. This list should indicate player name, position and which team they are being affiliated from.
- xi. Prior to forwarding the completed Affiliation list to the Registration Director, the following steps should be followed:
 - a) Coach/Manager should contact the Head Coach of the affiliating team to advise names of affiliates and to advise they will be contacting these players directly;
 - b) Coach/Manager to complete affiliation list and forward to the Registration Director who will update the HCR;
 - c) Once approved, the HCR Roster will be forwarded to the President, 5th VP Hockey Operations, 4th VP Finance, applicable Divisional Director and Team Manager along with contact information for the affiliates; and
 - d) Team managers must retain and carry a copy of all affiliations.

15.15 Protocol for Utilizing an Affiliated Player

- i. An affiliated player's first priority shall be to his own team.
- ii. The coach or manager must contact the coach of the affiliated player to request the call-up, determine availability and request permission to contact the affiliated player. Every effort should be made to allow the affiliated player to participate in the call-up game.

- iii. No affiliated player shall play more than 10 league, exhibition, or playoff games with the higher team during the course of their season. (See HC Regulations)
- iv. The responsibility to ensure that an affiliated player has not played over the 10-game limit referred to above, shall be with the coach. Any coach who knowingly plays a player over the 10-game limit shall be subject to disciplinary action. Both the call up and receiving team managers must track the affiliated players use. Team managers must provide monthly updates to Divisional Directors regarding affiliated player use.
- v. The following special HA regulations should be noted:
 - a) Goaltenders - where a goaltender is injured, a team may use a replacement goaltender from a team of the same or lower division or category provided that permission is obtained from HA and the goaltender's team. A replacement from a team of a lower division or category shall be permitted to return to his original team regardless of the number of games played, provided that permission was originally obtained. (as per HA Regulations)

15.16 Unconditional Release of Players

Pursuant to HA Regulations, unconditional releases can only be granted by the President of SPMHA or SPKAC. Upon written request of such player's parent or guardian, a release may be given. The player shall not be eligible to play for SPKAC during the season in which the release is given.

15.17 Games

- i. All games shall end at the scheduled time.
- ii. The 5th VP Hockey Operations and the Ice Allocation Director, in accordance with SPKAC policy and league requirements, shall designate length of games.
- iii. Players, team representatives and team followers are expected to adhere to all SPKAC Code of Conduct Policies and conduct themselves in a fashion consistent with their status as ambassadors of the Association and the community.

15.18 Coach Evaluations

- i. Twice during the year, the SPKAC Board conducts coach evaluations completed by the players (mid-year and end of year).
- ii. Parents are offered an opportunity to complete a coach evaluation at year-end through an online form available on the SPKAC website.
- iii. Coaches will meet with Divisional Directors, a representative of Hockey Operations and the President as required, to review performance and objectives.
- iv. Divisional Directors are required to provide the 5th VP Hockey Operations and the Coach Selection Committee with a year-end report on coaches in their division. This report will be kept on file and used as an evaluation reference for the coaches that wish to re-apply for a coaching position with SPKAC for the following hockey seasons.

15.19 Referees

- i. The Ice Allocation Director is to forward to the Referee in Chief, all league, provincial play down and playoff schedules as soon as they are available.

- ii. League and playoff games - the Sherwood Park Minor Hockey Referees Association shall annually set its fees for services to be rendered to the SPMHA and payment of fees shall be made as agreed to between the Referees Association and SPKAC.
- iii. There may be a requirement to pay the referees directly; in this case, the fees will be reimbursed by SPKAC upon presentation of receipts (submit receipts to the 4th VP Finance for reimbursement as outlined by 4th VP Finance).
- iv. Exhibition games - teams are responsible to arrange and pay referees for all exhibition games.
- v. Provincial playdowns - SPKAC will pay for referees for all provincial play down home games. Once provincial play down home games are scheduled, the Team Manager must coordinate the scheduling of the referees.
- vi. Referee contacts - All Divisional Directors and Team Managers will be given a contact person and referee assignor for each division. The referee assignor's name and phone number will be posted on the SPKAC web site.

15.20 Travel Permits

- i. Travel Permit Procedure:
 - a) League games and SPKAC assigned practice times DO NOT require travel permits;
 - b) Teams require travel permits for all exhibition games, extra practice ice and tournament ice sessions that are not assigned by SPKAC;
 - c) Tournament sanction numbers must be on all travel permit requests when requesting to attend a tournament. The sanction number is proof that the tournament has been approved by Hockey Alberta and that there is insurance coverage for players and team officials;
 - d) If a conflict with a league game arises, no travel permit will be issued until proof of rescheduling said league game has been submitted;
 - e) Team Managers will complete a Travel Permit Request and email it to the SPKAC President and cc to the Divisional Director. Once the travel permit is approved, the President will forward the travel permit back to the team and cc the Director. All In Province requests must be submitted at least one week prior to the event. Out of Province requests must be submitted at least 2 weeks prior to the event;
 - f) Teams that are under disciplinary action from SPKAC or do not have sufficient parent volunteers to properly operate the team may be denied travel; and
 - g) Travel permits will not be issued during provincial playdowns, playoffs or any special events, etc. where SPKAC team participation is mandatory.

15.21 Special Event Permits

- i. Special Event Permits are no longer issued by Hockey Alberta. Activities that were traditionally covered by a Special Event Permit now require a SPKAC waiver and parent consent form (see Part 17 List of Forms).
- ii. There is NO insurance or permit for non-hockey sporting events. The insurance provided is for hockey, and hockey related activities, not for other sports. Hence, if a player is injured in one of these activities, the only insurance they will have is Alberta Health Care (presumably) and any other private medical coverage they may have. Although the "team" is going to this event together, it is not an event sanctioned by Hockey Alberta.

- iii. Parents need to be aware what a non-sanctioned event means. It means there is no insurance through the hockey registration, or SPKAC-only personal insurance, if applicable. In accordance with Hockey Alberta/Canada this rule applies whether there is a parent supervisor or not. It must simply be regarded, as a group of people going on some kind of an outing-the hockey connection is merely coincidental.
- iv. It is recommended that each parent complete an “Informed Consent Permission Form.”

15.22 Guest Coaches

- i. Teams are allowed to hire professional instructors to attend practices, such as power skating or goaltending instructors. A SPKAC Waiver must be provided and must ensure it is faxed, scanned or emailed to SPKAC President. Please attach schedule (if available) to the waiver.
- ii. Guest coaches are allowed and encouraged from within SPKAC. Sharing of knowledge, practice drills and ice time management is a great way for our senior coaches to pass on some of their experience to our younger coaches. A waiver from the guest coach(es) is required prior to stepping on the ice.

15.23 Guest players

- i. Guest players must be carded with Hockey Alberta.
- ii. Guest players from within SPKAC
 - a) When working with other SPKAC teams one level below full equipment is required.
 - b) Working with teams more than one level below players must wear helmet, cages, gloves, and neck guard.
 - c) Special exemptions can be requested from the president or the 5th VP of Hockey Operations.

When working with clubs other than SPKAC, the visiting club policies will take precedence.

- iii. Guest players can be a great way for some of our older players to mentor our younger players. Example: Midget and Bantam goalies attending Pee wee practices.
- iv. Guest players from the NHL, AJHL, WHL etc. will be required to sign a waiver.

15.24 Hockey Canada Injury Process

- i. Procedure: Can also be found on the Hockey Canada website
 - a) The HC insurance program is a “supplementary insurer”;
 - b) Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims;
 - c) If a parent does not have any health insurance coverage then the HC insurance will cover the expenses;
 - d) HC expects the parent to pay for all expenses first, and HC will reimburse allowable charges. Example – an ambulance is called for a player who has been injured and the player is transported to the hospital. The parent is expected to pay for the ambulance bill and submit it to HC for reimbursement;
 - e) HC Injury form must be completed for injuries that required medical attention;

- f) Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form;
- g) The form must be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury;
- h) Only original receipts and / or invoices will be accepted; and
- i) Parents can mail their claims directly to Hockey Alberta. The address is on the HC Injury claim form.

15.25 Injury Return to Play/Concussion Return to Play

- i. SPKAC recommends a player seek medical attention for any serious or unresolved injury.
- ii. In the event of an injury, SPKAC assumes no liability for a player returning to a practice or game without medical examination that assures the player is suitable to return to ice.
- iii. All players, coaches, trainers and parents must follow the SPKAC Athlete Return to Play Policy (see Part 17 List of Forms). This policy covers actions to be taken during an injury, along with the guidelines that must be followed for athlete recovery. The athletes well-being is the primary focus of this policy and as such, it is MANDATORY that every team official review and understand this policy.

15.26 Equipment

- i. Game Socks – SPKAC provides one pair of home and away socks. Club provided game socks are MANDATORY equipment. Additional socks are available through the respective team's Apparel Liaison for purchase from the Equipment Director if required.
- ii. Pant Shells – SPKAC provides one pair of pant shells. Club provided pant shells are MANDATORY equipment and cannot be altered in any way unless without PRIOR approval from the 3rd VP Marketing and Apparel. Goalies are provided the option of a club sanctioned pant shell or a SPKAC crest that is to be sewn on their black goalie pant.
- iii. Track Suits – SPKAC provides each player with a complete, club-sanctioned tracksuit. This tracksuit should be worn to all practices. When the weather is appropriate, a player may wear the track coat with his game day dress code.
- iv. Gloves and Helmets – All SPKAC players will wear a black helmet and primarily black gloves. Goalies may request an alternative colour of helmet with approval from 3rd VP Marketing and Apparel. Use of the SPKAC logo on a goalie helmet must be requested and approved.
- v. Game/Practice Apparel – SPKAC makes available a MANDATORY apparel package for each team. Each apparel item is screened or crested with the SPKAC logo. No team is to add to the apparel pieces with additional logos or quotes. This apparel is to be worn by the players during warm up, cool down, dryland training, etc. The apparel package is a player expense/team cost.
- vi. Game Jerseys - SPKAC provides home and away jerseys. Team jerseys are the property of the Association and shall be cared for accordingly. All teams are given a complete set of home and away jerseys c/w bags. An annual jersey deposit set by the Budget Committee is collected from each team at the time of jersey pick up.
- vii. Team jerseys are NOT to be left on the floor at any time. They must be treated with respect and hung up when not in use.

- viii. The Team Manager and/or jersey parent and/or parent is responsible for the care of the jersey(s), ensuring proper washing. Do not leave wet jerseys in the bag(s) as this causes irreparable damage and further escalates club expenses with the added costs needing to be passed on to the members. Please see Part 17 List of Forms Jersey Care Guidelines.
- ix. All wear and tear or damage to the jerseys must be reported to the SPKAC Equipment Director.
- x. The Team Manager is responsible for the return of the jerseys at the completion of the season. Jerseys must be returned washed and fully dry with all name bars, Cs and As remaining on the jerseys. Name bars will be retained by SPKAC for use during the following season.
- xi. Applicable jerseys and pucks will all be distributed prior to icebreaker tournaments. Once team rosters are finalized the Equipment Director will distribute official jersey sets.
- xii. Game socks, pant shells, water bottles, and hockey bags will be distributed once team rosters have been finalized at each team's scheduled sizing event.
- xiii. Teams will be scheduled an apparel sizing night and it is important that all players attend. Parents will then be asked to confirm sizes. Once this process is complete and the items have been pulled and screened by the AEP supplier, items will be distributed to the player.
- xiv. Name Bars - All teams are required to have name bars on their home jerseys unless prohibited by league regulations.
- xv. The SPKAC Equipment Director and the teams will coordinate applications of the name bars.
- xvi. At the end of the season, graduating Midget Players will receive a SPKAC jersey with a name bar attached as a thank you for their years of dedication and commitment.
- xvii. Alumni Jersey – A club sanctioned Alumni jersey is available for purchase by any former SPKAC player/family.
- xviii. Practice Jerseys – All practice jerseys are ordered through the Equipment Director and supplied by our AEP supplier, United Cycle. Practice jerseys will have the SPKAC logo on the front. There is to be no quotes screened on the back. Practice jerseys are a team cost.
- xix. Practice Socks – All players are required to wear black practice socks; these socks are supplied by the Club at a cost charged to the team.
- xx. Safety Equipment - Full safety equipment, including approved helmet, face shield and neck guard must be worn and properly secured by all players when on the ice for tryouts, practices, warm-ups and games.
- xxi. Goalie Equipment - Goaltenders at this level are expected to supply their own protective equipment. In the case of an emergency situation, equipment may be loaned from SPMHA.
- xxii. Team Pucks - All teams will be provided with SPKAC crested game pucks and non-crested practice pucks at the beginning of the year and will remain with the coach until the end of the season.

15.27 SPKAC Mailboxes

- i. Each team is given an SPKAC mailbox located in the dressing room hallway in the Sherwood Park Arena.
- ii. Combinations for the locks will be changed annually and given to the Team Manager by the 2nd VP Administration.
- iii. The Team Manager must check their mailbox on a regular basis for correspondence.

15.28 Team Pictures

- i. Team picture packages are included in registration costs.
- ii. The SPKAC Executive schedules the team pictures. These pictures will be taken at the Sherwood Park Arena.
- iii. Team picture packages are to be determined by the SPKAC Board and will be communicated to the parents via the manager.

15.29 Dressing rooms / Arenas

- i. Teams are expected to respect the arenas they play in and leave dressing rooms tidy.
- ii. The Head Coach is responsible for any damage to dressing rooms, team benches and buildings.
- iii. Arena glass is not to be written on.

15.30 Travel

This Travel Policy will be in effect from departure time until arrival time. Reminder-Athletes are representatives of SPKAC at all times including at out of town competitions. The SPKAC Code of Conduct must be followed at all times. The following is a list of items that need to be addressed prior to leaving for an out of town event.

- i. The team manager or designate is to arrange for appropriate mode of transportation, i.e. Charter Bus, Air or other. Consideration must be given to the distance traveled, the number of players making the trip and their safety and comfort.
- ii. SPKAC requires that all teams travel via chartered bus for any trip over 150km. Given that safety is the number one priority and taking into consideration the information included below in the Travel Policy, a team may make a written request to the President, asking permission for the team to not use bus travel. The written request must be done four (4) weeks prior to the intended travel and clearly outline the reasons requesting to not use a bus and how required safety elements will appropriately addressed.
- iii. With bus travel, it is recommended that 1 (one) parent per player be allowed on bus trips unless initially discussed and a majority vote (80%) by the parents determines otherwise. Priority on the buses for seat assignments for parents will be at the discretion of each team.
- iv. Parents using team transportation must abide by coaches' rules and must control siblings, if included in the trip.
- v. The coach is ultimately responsible for conduct of his players on the bus.
- vi. SPKAC recommends all out of town travel be cancelled at weather temperatures lower than -35 °C..
- vii. In the event weather conditions are not favorable and travel is required for a game, the following steps are recommended:
 - a) The manager, coach and/or designee should check the road report on the AMA web site <http://www.ama.ab.ca/road-reports;>
 - b) The manager, coach and/ or designee should consult with the bussing company re: recommend or cancel travel plans;
 - c) If conditions are severe, the SPKAC manager and/or coach should contact the opposing team manager and/or coach to determine if the reports are consistent with the weather at the travel location and if the opposing team is in agreement with postponing the game;

- d) If both teams are in agreement re: severe travel conditions, the SPKAC manager and/or coach should contact the SPKAC director to initiate steps to postpone the game;
 - e) The SPKAC manager and/or coach should contact their appropriate League for approval and guidance re: rescheduling the game; and
 - f) Under no circumstances should an SPKAC team fail to show due to inclement weather without the advance notification and/or approval of SPKAC and the League. If they do, the team will be liable to find suitable alternate ice and coordinate the provision of on-ice officials.
- viii. In the event weather conditions are not favorable and travel is required for a practice, the following steps are recommended:
- a) The manager, coach and/or designee check the road report on the AMA web site <http://www.ama.ab.ca/road-reports>;
 - b) If conditions are severe, the SPKAC manager and/or coach contact their SPKAC director and ice allocator to discuss canceling practice;
 - c) If a practice is cancelled due to weather, every effort will be made to replace the ice but there are no guarantees the ice will be replaced; and
 - d) SPKAC discourages players driving to out-of-town practices and / or games. Arrangements should be made in advance to have parents/guardians drive players to practice and/or games or take a pre-arranged yellow bus.

15.31 Room Assignments/Bus Travel

- i. Coaches are expected to outline and review with the team a set of rules and expectations for all out of town travel as outlined but not limited to policy 15.30.
- ii. No Bantam or Pee wee division players can stay in their own hotel rooms without a parent or guardian. If there are extenuating circumstances the coach will apply in writing (electronic) to the 2nd VP Administration, the 5th VP Hockey Operations, and the Divisional Director for an exemption to this policy prior to team departure.
- iii. Midget players will stay in player assigned rooms unless otherwise agreed upon by the parents and coaches.
- iv. When overnight travel is part of your regular league play, then any additional overnight travel/accommodation should be kept at a minimum to ease the financial burden on your team.
- v. In the event a team has a 'best of' series where the series may be determined in the first night and the second night over is not required, every effort should be made to return to Sherwood Park as soon as possible. Additional overnight stays by a team that are not required to play a game must be agreed upon by the team, parents and coaches and have SPKAC President's approval.
- vi. When teams travel for league, tournament or provincial play, teams are to travel the day of play. In the event that there is a scheduled early morning game, teams may travel the day/night if agreed upon by the team, parents and coaches.
- vii. As with any service provider, consideration should be given to tipping the bus driver at the conclusion of your bus travel. If you have received appropriate service you should consider the following:
 - a) Day Trip - \$50 (approximately \$2.50 per player and/or team official);

- b) Overnight Trips - \$5 per day per player. This is a guideline - if service is mediocre, consider less than \$5; exceptional service may warrant more than \$5 per day per player; and
 - c) The Manager will ensure that either a team cheque or cash is presented to the bus driver at the conclusion of the trip. This is a team expense and as such will be allocated equally to all players.
- viii. Bus Conduct:
- a) Players are expected to be seated and quiet during all bus trips;
 - b) Boom boxes are not allowed;
 - c) No one player's voice should be heard over all others;
 - d) The players will clean the bus at regular intervals throughout the trip;
 - e) The team will ensure the bathroom area is kept clean and accessible and used for bathroom purposes only; and
 - f) The consumption or display of alcohol is prohibited as per SPKAC Code of Conduct and Hockey Alberta rules.

15.32 Travel Expectations

At the initial parents meeting, guidelines and rules for traveling should be established by the coach and parents. The rules are not to supersede those of SPKAC or be in violation of the law. The following expectations are those that the SPKAC has for all coaching staff and players when traveling out of town:

- i. The coach:
 - a) Abides by the Coaches Code of Conduct/Zero Tolerance Policy distributed and acknowledged at the beginning of the season;
 - b) Assumes the role of parent/guardian when traveling with teams and must make every reasonable effort to provide adequate supervision of the players;
 - c) Clearly defines, discusses and presents the rules and player expectations to all participants including: parents and players prior to departing for a road trip;
 - d) Although the coach assumes full responsibility for the members of the team, it is reasonable to assume that he/she will require "free time" and in his/her absence, a pre-assigned member of the coaching staff or designate will be appointed to assume the leadership role for players to ensure that policies and procedures as previously agreed upon are adhered to by all participants; and
 - e) Information should be provided to the parents on the location, telephone numbers, cellular numbers, and/or e-mail addresses where the team will be staying so as to ensure that players and parents are able to make immediate contact in the event of an emergency.
- ii. The coach and coaching staff:
 - a) Should pre-assign players to rooms; coaching personnel and players are not allowed to share accommodations;

- b) Should ensure that there is a minimum of 2 players/room, 1 bed/player with the exception of an odd number of players on the team. If this is the case, 3 players may stay in a room; an appropriate cot or fold out bed should be pre-arranged;
- c) People of different genders should not share rooms; and
- d) If only one player and one supervisor are alone in the room, the outer door should be left open.

iii. The players:

- a) Abide by the Players Code of Conduct/Zero Tolerance Policy distributed, reviewed and acknowledged at the beginning of the season;
- b) Players will act in an appropriate manner at all times. This includes volume of voices, choice of words, actions and respect to the property (i.e. Hotel & guests, Arena, Restaurants etc.);
- c) Players must be on time for all team commitments;
- d) Each player must wear appropriate team attire to all games and team functions;
- e) Curfew will be set on a nightly basis depending on the team's playing schedule; and
- f) If players are sharing rooms:
 - No one other than the occupants of a given room will be permitted in the room unless the door is left open for visual access.
 - No guests outside of the team members will be permitted in the rooms at any time. Guests must only be met in common areas including hotel lobbies, restaurants, etc.
 - Each player will keep their coach or assistant coaches informed of their whereabouts at all times.

iv. Parents:

- a) Abide by the Parents Code of Conduct reviewed, acknowledged, and signed at the beginning of the season; and
- b) Abide by the Zero Tolerance Policy when traveling with the team.

v. In case of incident(s) of non-compliance to zero tolerance and/or any of the above travel expectations:

- a) The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care;
- b) The coach has the authority to remove a player from team activities;
- c) Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care to the parent or guardian;
- d) The coach informs the authorities should the incident warrant criminal investigation;
- e) The coach documents the incident;
- f) The coach forwards this documentation for filing/action with SPKAC Category Director;

- g) The coach ensures that reports and specific circumstances are kept within the parent and Club constituted process. At no time are any proceedings made public;
 - h) One or more members of the coaching staff and SPKAC Executive shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity; and
 - i) If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the SPKAC Incident Review Committee. Should this happen, the process follows the suspension procedure of SPKAC.
- vi. The consumption or display of alcohol is prohibited as per SPKAC Code of Conduct and Hockey Alberta rules.

PART 16 PRIVACY AND FILE RETENTION

16.1 Privacy Policy

SPKAC will abide by the privacy policy as established by Hockey Alberta and in congruence with the commitments of FOIP. Please see Hockey Alberta website for entire policy.

16.2 File Retention

- i. President/Vice-Presidents/Directors
 - a) Vice-Presidents/Directors must collect all data and information from their sub-committee volunteers at the end of each season. Please ask that all sub-committee volunteers condense their duties and timelines into a short informational guide and email to respective director and 2nd VP Administration. This informational guide will be given to future volunteers in SPKAC;
 - b) Shred all personal information at the end of each season; and
 - c) The President, VPs and Directors, at the end of their terms, will compile all pertinent data and transfer to memory sticks and/or email files. Information will be given to their predecessor and a copy sent to the 2nd VP Administration. If hard copies are the only available source, ensure that these are included in your compilations for future reference. All manuals (Directors, VPs etc.) should be returned to the appropriate VP for update and redistribution. Any information carried forward should be operational only and should not include personal information.
- ii. Registration
 - a) All hard copy registrations must be shredded at the end of each season with only pertinent information kept on file under the strictest of confidence by the Director Registration and the 4th VP Finance for future registration purposes only. If required, all pertinent information will be copied to memory sticks. One memory stick will be kept by the Director Registration and one will be labeled and kept in the SPKAC office; and
 - b) All Midget players in their third season must have their AHC number and birth certificate number destroyed at the end of that season. All other information will be kept for alumni purposes only.
- iii. Finance

- a) For the current fiscal year and the immediate fiscal year, the 4th VP Finance will keep payables, receivables and other general finance information. Prior fiscal year records will be stored and kept for the allotted time set by the Canada Revenue Agency. Any personal information not relating to the Canada Revenue Agency audit requirements must be shredded at the end of that fiscal year; and
- b) All software, files and paper products will be kept in the possession of the 4th VP Finance until the end of that individual's term at which time all items and information will be handed over to their predecessor.

iv. Minutes

The Executive Assistant shall be responsible for archiving the minutes from any and all meetings. These archives are to be saved to a memory stick at the end of each season (with date recorded on sleeve) and kept in the SPKAC office for future reference. A hard copy will also be compiled and kept in the SPKAC office. These minutes are to be kept for the allotted time as set by the Societies Act.

v. Sensitive Information

- a) Criminal Record Checks will be retained until the start of the next season. A CRC will hold valid for 3 years but will not be retained from year to year if a volunteer does not return the following year. For returning volunteers, the CRC will require renewal every 3rd year;
- b) All sensitive information including discipline committee meetings, discipline procedures, appeals, positive criminal record checks, written complaints, any actions or decisions rendered involving a team official, parent or player must be kept in the SPKAC office in sealed envelopes with the description of the contents on the envelope in a locked filing cabinet;
- c) The 2nd VP Administration and the President will be the only individuals with access to these files. Anyone wishing access to the locked cabinet must make a request, in writing, to the 2nd VP Administration or President stating the purpose for the entry. Only legitimate requests will be accepted. The 2nd VP Administration or President will then open the cabinet and retrieve the file, if the envelope must be opened, the date and reason must be recorded on the envelope and who it was accessed by.
- d) The 5th VP Hockey Operations should file a request prior to the selection of coaches in order to ensure there have been no serious complaints or actions taken against any possible candidates; and
- e) The confidential contact lists will be handled by the 2nd VP Administration and distributed to the executive for their eyes only. Executive members will destroy/delete the confidential contact list at the end of each season. The 2nd VP Administration will retain confidential contact lists for archival purposes only.

vi. Keys

Keys will be the responsibility of the 2nd VP Administration. A log will be kept recording executive names and key numbers assigned. All exiting members must return their keys to the 2nd VP Administration at the end of their term.

vii. Manuals

The 2nd VP Administration will be responsible to ensure that all manuals (SPKAC Bylaws, Policies and Procedures, Manager's Binder) as well as all forms (as listed in the SPKAC Policies and Procedures Manual) are transferred to memory stick(s) for his/her term. Information is to be handed over to their predecessor and a memory stick is to be labeled and kept in the SPKAC office for future reference.

- viii. Gaming Reports & Financials - to be submitted to the 4th VP Finance & held for a minimum of 2 years.

PART 17 LIST OF FORMS

All forms can be found on the SPKAC site at www.spkac.ab.ca under the "Forms" tab.

SPKAC	HOCKEY ALBERTA
Code of Conduct – Coach	Hockey Canada Injury Report
Code of Conduct – Parent	
Code of Conduct – Player	
Code of Conduct – Trainer	
Code of Conduct – Manager	
Code of Conduct – Treasurer	
Code of Conduct – Board Member	
Financial Assistance Application	
Male Midget Scholarship	
Female Midget Scholarship	
Volunteer of the Year Award	

Elite Waiver Form

Elite Player Movement Application Form

Elite Notification to Try Out Form

Parent Declaration Form

Try Out Permission Form

Player Verification Form

Special Event Permit

Travel Permit

Conditioning Camp Permission Form

Alberta Cup Prep Camp Registration Form

PART 18 ATTACHMENTS

Parent Meeting Agenda Example

Team Budget Example

Signature Sheet for Acceptance of Team Budget Example

Provincial Playdowns and Provincial Tournament Information

SPKAC Code of Conduct – Coaches

SPKAC Code of Conduct – Athletes

SPKAC Code of Conduct – Parents

SPKAC Code of Conduct – Trainers

SPKAC Code of Conduct – Parents

SPKAC Code of Conduct – Managers

SPKAC Code of Conduct – Treasurers

SPKAC Code of Conduct – Executive Members

Zero Tolerance Policy

SPKAC Scholarship Payment Request forms

PART 19 LIST OF FORMS

All forms can be found on the SPKAC site at www.spkac.ab.ca under the “Forms” icon

Elite Waiver Form

Elite Player Movement Application Form

Elite Notification to Try Out Form

Parent Declaration Form

Try Out Permission Form Player Verification Form

Hockey Canada Injury Report

Coach Evaluation - Parent

Coach Evaluation - Player

Code of Conduct - Coaches

Code of Conduct - Athletes

Code of Conduct - Parents

Evaluator Code of Conduct

Financial Assistance Application

Special Event Permit

Travel Permit

Volunteer Of The Year Award

Scholarship Program Male Midget

Scholarship Program Female Midget

Conditioning Camp Permission Form

Alberta Cup Prep Camp Registration Form

PART 19 ATTACHMENTS:

- 19.1 Parent Meeting Agenda Example
- 19.2 Team Budget Example
- 19.3 Signature Sheet for Acceptance of Team Budget Example
- 19.4 Yearbook Submission Information

- 19.5 Provincial Playdowns and Provincial Tournament Information
- 19.6 SPKAC Coaching Code of Conduct
- 19.7 SPKAC Code of Conduct – Athlete
- 19.8 SPKAC Code of Conduct – Trainer
- 19.9 SPKAC Code of Conduct – Parent
- 19.10 SPKAC Code of Conduct – Manager
- 19.11 SPKAC Code of Conduct – Treasurer
- 19.12 SPKAC Code of Conduct – Executive Member
- 19.13 Zero Tolerance Policy
- 19.14 SPKAC Scholarship Payment Request” forms

ORIGINAL

PART 20 19.1 SPKAC AGENDA – PARENT’S MEETING

**‘Team Name’ Parent Meeting Agenda
Sept @ hr., Arts and Crafts Room**

1. Director
2. Coach - discuss qualifications & experience, philosophy, expectations, goals, communication, Coach Code of Conduct, introduce coaching team
 - a. Assistants
 - i. A
 - ii. B
 - iii. C
 - b. Trainer
 - c. Manager
 - d. Treasurer
3. Expectations for the Players
 - a. Games/ Practices
 - i. Arrival time at the rink
 - ii. SPKAC Dress Code
 - iii. Dressing Room Behavior
 - iv. Missing practices or games & consequences of same
 - v. Return to ice after injury and/or illness (games & practices)
 - vi. SPKAC ZERO tolerance for alcohol, chewing tobacco, drugs
 - vii. Curfews – potential for curfews and consequences if not met
 - viii. Participating in multiple sports
 - ix. Dry-land
 - x. Review of SPKAC Player Code of Conduct
4. Tournaments
 - a. List options for tournaments
5. Road Trips
 - a. Bus to all out of town games
 - i. SPKAC suggestion for team bus travel (1 parent / player allowed and additional seats assigned as acceptable for the team)
 - ii. For this team, if a parent is not using their seat, they may give their seat away to another parent or adult sibling. Another option, if more than one parent is interested in riding the bus and there are extra seats available, the additional parent’s name will be entered into a lottery for the additional seats.
 - iii. Parents riding the bus will abide by the SPKAC policy.
 - b. Hotel Rooms
 - i. Midget players will room 2 or 3 to a room.
 - ii. Bantam and Pee wee players will room with parents or guardians (see
 - iii. Out of town rules

6. Administrative
 - a. Web Site
 - b. Schedules
 - c. Ice Policy
 - d. Rescheduling games
 - e. Policies/procedures
7. Parent Expectations
 - a. Financial Commitment
 - b. Fund Raising / Concession commitment
 - c. 24-hour Rule
 - d. Parent Code of Conduct
 - e. Parent/coach Liaison
 - f. Volunteer Parent Positions
8. Volunteer Parent Positions
 - a. Parent/Coach Liaison _____
 - b. Jersey Maintenance
 1. Home _____
 2. Away _____
 - c. Penalty Box / Time Keeper (3 / game)
 1. _____
 2. _____
 3. _____
 4. _____
 - d. Game Sheets / Stats
 1. _____
 - e. Home Game Announcer (1 / game)
 1. _____
 2. _____
 - f. Tournament Coordinator (Research available tournaments and report back to team, book hotels, buses, meals etc.)
 1. _____
 2. _____
 3. _____
 - g. Social Committee (Player Ice breaker activity, Player Christmas get together, Player Wrap-up banquet, + any other additional team builder as decided, Parent party initiators)
 1. _____
 2. _____
 3. _____
 - h. Fund Raising Committee
 1. _____
 2. _____
 3. _____
 4. _____
 - i. Concession Coordinator
 1. _____
 2. _____
 - j. Program Development and Distribution for every home game
 1. _____

Music at Home Games

1. _____
- k. Web Master
1. _____
- l. Year Book Team Quarterly/Year End Writer/ Historian
1. _____
- m. Photographer
1. _____
- n. Trainer
1. _____
- o. Emergency family fan-out person
1. _____
9. Additional Comments / Questions????

Team Positions and Contact Information

	POSITION		NAME	PHONE
1	Manager			
2	Treasurer			
3	Parent/coach Liaison			
4	Parent Social Coordinator			
	Assistants	1		
		2		
5	Program Coordinator	1		
		2		
6	Jersey Maintenance	Away		
		Home		
7	Time Keepers/Announcers	Coordinator		

		Assistants		
8	Trainer			
	Assistant			
9	Team Event Team Social Coordinator			
	Assistants			
10	Travel Coordinator (meals/hotels)			
11	Tournament Coordinator			
12	Monthly/Yearly Recap Historian/Yearbook			
13	Web Master			
14	Game Sheet Stats			
15	Emergency Fan out coordinator	1		
16	Emergency Action Coordinator			
17	Music Coordinator for Games			
18	Fundraising Coordinator	1		
5				
	Assistants	21		
19	Team Photographer	2		
20	Concession Coordinator & Assistant			
21	Other			

19.2 - SPKAC Team Budget – Example only

Team Expenses:

Player Development (Additional Ice, Power Skating, Goalie)	\$2,500.00
Assistant Coach – Gas Allowance (\$75-\$100/mth per Assist)	\$1,500.00
Dryland Training	\$350.00
Referees (Exhibition games)	\$300.00
Trainer (\$50 X 30 Games and \$25 X 30 Practices) Example	\$2,500.00
Team Apparel (expensed equally only if all players require apparel; otherwise an individual. exp)	\$1,700.00
Team Equipment (water bottles, first aid, CD player)	\$300.00
Practice Jerseys	\$450.00
Name Bars	\$200.00
Administration (paper & printing, long distance calls etc.)	\$600.00

Extra Carding	\$75.00
Jersey [\$200] & No-Show Ice Deposit [\$500]	\$700.00
Player Socials (team activities, i.e. Movie Night, Xmas Party. Etc.)	\$1,000.00
Tournaments & Travel (fees, transportation, meals, etc.)	\$8,500.00
Wind-Up (player activity, coach gifts, etc.)	<u>\$1,500.00</u>
Total Expenses: (Financial commitment of \$1,204 per player)	\$22,175.00


Team Funding/Income:

Parents – (3 postdated cheques Oct 15, Nov 15 & Dec 15 @ \$389.03 each based on 19 players)* \$12,825.00
(Refundable*)

Jersey & No Show Ice Deposit	\$700.00
Corporate Donations	\$500.00
Silent Auction (or equivalent)	\$4,300.00
Bottle Drive	\$850.00
Other fundraising (Beef Jerky, Cookie Dough, 50/50 Draws etc.)	\$3,000.00
Total Income:	\$20,475.00

20.3 Signature Sheet for Acceptance of Team Budget

The Budget requires majority approval. Parents are encouraged to contact the 4th VP-Finance with any concerns regarding the budget that are not adequately addressed by the Coach and/or Team Manager.

	<p>SPKAC Team Budget</p> <p>The proposed SPKAC Team Budget for the 200__/_ season received majority approval at the parent meeting held _____, 2____.</p> <p>My signature acknowledges that I have received and approved the Team budget as presented;</p>
_____ Name & Signature	_____ Name & Signature
_____ Name & Signature	_____ Name & Signature
_____ Name & Signature	_____ Name & Signature
_____ Name & Signature	_____ Name & Signature
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_____ Name & Signature	_____ Name & Signature
_____ Name & Signature	_____ Name & Signature

Submitted to the 4th VP-Finance on _____, 2____.

19.5 – Provincial Playdowns and Provincial Tournament Information

1. Provincial Playdowns

Not to create any bad luck to anyone but it is a good idea to visit the Hockey Alberta website early and find out the venue for your Provincial Tournament. If it is an out of town Tournament, book your bus and hotel ASAP because if you wait you may be sleeping in your cars.

For those attending and advancing in Provincials ~

For First Round and Consecutive Rounds

Your Team Manager is to contact the SPKAC Ice Allocator directly for 2 Ice Slots. (All Provincial slots are 2.5 hours in length)

Team Manager with Venue usually contacts Opposing Team with dates of 2 Ice Slots. Opposing Team is to reply with 2 Ice Slots. If you haven't heard from the Opposition you should initiate the call so you can let our Ice Allocator know your requirements sooner, rather than later.

Once Teams have agreed to date and time of Home & Away Games, then complete the Playdown Agreement and **the team with venue** ensures it is faxed to the Zone 7 Coordinator as per the instructions on the form. (You should make extra copies of the form that was provided to you by your Director) If you need another copy let them know and they will get one to you.

Team Manager to send Ice Allocator email identifying the Ice Slot for the Home Game and return the unused Ice Slot. The Manager should also advise the date of the Away Game so the Ice Allocator does not schedule a Practice when you are Away. Please cc your category Director, VP Hockey Operations and the President of ALL HOME AND AWAY GAMES, TIMES AND VENUES.

Because of the short notice that happens with the Provincial play down games the managers must contact the assignors directly to secure Referees for their Home Games (Check website under Contacts for current list of Assignors) Please cc your Director (as they are ultimately responsible) and the Referee In Chief so he can make sure officials are assigned.

Rates for these games are also higher. Please note: All Refs assigned to your Home games will invoice the Club directly. This is a Club expense.....NOT a Team expense. You do not need to have a Travel Permit but make sure you send a copy of the original game sheet to the appropriate persons as identified on the Provincial Playdown Agreement

Please notify your category Director and the President the result of each game you play and ensure that you also Fax a copy of your Game Sheet to the President for handling (remember the President is supposed to get ALL Tournament, Exhibition and Provincial Game Sheets -- Fax # 780-416-3871). We

would also like to be able to update our website with the progress of the remaining Teams so that we can get some fans out to the games.

For Provincial Playdowns you can use an Affiliate Player if you require and it does not have to be the same player for each game. The only stipulation is that your Roster cannot exceed 19 players. You must also have a copy of your HCR Team Report (including your Affiliates) at all your Playdown games. Verification of all players may be required before you play the game.

If you were the WINNING TEAM, you are responsible to fax your game sheets to the applicable Zone Rep a.s.a.p.

Once those Game Sheets are received, the results are posted to the HA website and then you know who you are playing in the next round

It is recommended you have everybody sign on a blank sheet of paper because it seems that signing the back of the game sheet sometimes wrecks the game sheet. In case you were wondering why we provide the signatures.....it is so that each team has the opportunity to compare the names and signatures against the registered Hockey Alberta HCR (Hockey Canada Registry) to ensure no one is playing an ineligible player. Can't imagine anyone trying to cheat!

2. Provincial Tournaments

Provincial host sites are listed on the Hockey Alberta web site.
The provincial tournament rules can also be found there.
Make sure you have all your cards for your team and any affiliates.

Please keep your Playoffs in mind when attempting to schedule your Provincial Playdowns as Playoff Games cannot be rescheduled. Please keep open communications with the Ice Allocator regarding all potential ice needs.

19.6 SPKAC COACHING CODE OF CONDUCT

SPKAC COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of the athletes. He or she must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that the coach is a conduit through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. SPKAC Code of Conduct has been developed to aid coaches in achieving a level of behaviors that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

COACHES HAVE A RESPONSIBILITY TO:

- Read, understand and adhere to SPKAC Policies and Procedures.
- Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, sexual orientation, religion, political belief or economic status.

- Provide a team environment on the ice, at team functions, in the dressing room, and anywhere the team is publicly or privately representing SPKAC that is positive, demonstrates respect for oneself, others and SPKAC, and does not allow for any type of bullying or abuse.
- Direct comments or criticism at the *performance* rather than the *athlete*.
- Consistently display high personal standards and project a favorable image of hockey and of coaching. A coach should:
 - a. Refrain from public criticism of fellow coaches.
 - b. Abstain from the use of tobacco products while in the immediate presence of his/her athletes and discourage their use by athletes.
 - c. Abstain from drinking alcoholic beverages when working directly with athletes and encouraging the use of alcohol in conjunction with athletic events/ celebrations.
 - d. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.**
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue playing or training. Communicate and cooperate with those involved in the management of their athletes' medical and psychological problems.
- Allow athletes' goals to take precedence over their own as long as the team does not suffer.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly.
- Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- Be aware of the importance of academic pursuits and the pressures placed on student-athletes and support athletes in a manner so as to allow academic success.

COACHES MUST:

- Ensure the safety of the athletes (mentally and physically) with whom they work.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Respect the volunteers who give their time to hockey. Never verbally or in written statements including electronic form, harass, slander or degrade the Club or the efforts of those who provide or participate in the SPKAC hockey program.
- Never advocate or condone the use of drugs, alcohol or other banned performance enhancing substances.
- Never provide under-age athletes with alcohol.

SPKAC advocates a strict “0 Tolerance” policy regarding substance use and abuse by athletes and coaches. Please be absolutely familiar with this policy! The “0 Tolerance” Policy is found below.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this SPKAC Coaching Code of Conduct.

Failure to comply with any of the above clauses may result in immediate suspension, personal liability, and possible termination from my coaching position.

_____ Coach's Printed Name	_____ Coach's Signature / Date
_____ Witness Printed Name	_____ Witness Signature / Date

19.7 SPKAC Code of Conduct - Athlete

SPKAC Code of Conduct for Athletes

Athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. All players must sign this Code of Conduct before being allowed to participate in SPKAC hockey.

I understand that in order to participate in SPKAC hockey I must abide by the following:

1. As a player, I will be loyal to my community, SPKAC and my team putting the needs of the team above personal glory. I will fulfill team commitments displaying high ethical and moral character, doing what's right and honest.
2. As a player I will respect the human rights of my team mates and opponents both on and off the ice and will not engage in disrespectful conduct which includes but is not limited to use of profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, bullying, disrespectful electronic communication (for example Facebook) or anything that demeans individuals or the sport.
3. I will not participate in written or cyber bullying. Written & Cyber bullying is defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm, or slander another person or party.
4. I will not participate in any hazing or initiation rituals while a member of SPKAC.
5. As a player and while participating in any team function, I am aware of SPKAC's Zero Tolerance for substance use and abuse. I accept that if I am caught using or in the possession of alcohol, drugs, chewing tobacco, tobacco or any athletically banned substance I will be subject to the discipline outlined in the policy.
6. As a player I will not damage or take any other players property or any item that I do not own.
7. As a player I agree that the use of any transmitting or recording devices (for example cell phones, blackberry's, iPhones, cameras) will not be permitted inside the dressing rooms or bathrooms/showers during any team event.
8. As a player I will wear a black CSA approved hockey helmet with chin straps properly fastened, neck protector and mouth guard to all games and practices. In addition, I will wear all apparel provided by SPKAC and abide by the SPKAC dress code as outlined in the Policy and Procedure manual. This includes game jersey, pant shells, game socks, practice jerseys and appropriate work out gear.

9. As a player, I will accept and adhere to team rules.

I have read all of the above statements and sign below to indicate that I understand the SPKAC Player Code of Conduct and agree to follow this Code while a member of the Sherwood Park Kings Athletic Club. I also fully understand and accept the consequences of immediate suspension and possible dismissal for the entire season for not following this Code.

Player's Name _____ Signature _____ Date _____

Coach / Witness Name _____ Signature _____ Date _____

19.8 SPKAC Code of Conduct - Trainer

SPKAC TRAINER CODE OF CONDUCT

Trainers play an integral role in the physical and mental well-being of the players and the team. SPKAC Code of Conduct has been developed to aid trainers in achieving a level of behaviors that will allow him or her to assist the athletes in staying physically and mentally well, while promoting the spirit of the game.

TRAINERS HAVE A RESPONSIBILITY TO:

- Read, understand and adhere to SPKAC Policies and Procedures
- Encourage physical fitness and promote proper nutrition.
- Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, sexual orientation, religion, political belief or economic status.
- Provide a team environment on the ice, at team functions, in the dressing room, and anywhere the team is publicly or privately representing SPKAC that is positive, demonstrates respect for oneself, others and SPKAC, and does not allow for any type of bullying or abuse.
- Consistently display high personal standards and project a favorable image of hockey and of training. A trainer should:
 - e. Refrain from public criticism of fellow trainers/teams/coaches.
 - f. Abstain from the use of tobacco products while in the immediate presence of his/her athletes and discourage their use by athletes.
 - g. Abstain from drinking alcoholic beverages when working directly with athletes and discouraging the use of alcohol in conjunction with athletic events/ celebrations.
 - h. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.**
- Consider the athletes' future health and well-being as the number one priority when making decisions regarding an injured athlete's ability to continue playing or training. Communicate and cooperate with medical professionals involved in the management of the athletes' medical and psychological problems.
- Allow athletes' health to take precedence over the needs of the team. Err on the side of caution.
- Regularly seek ways of increasing professional development and self-awareness.
- In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's physical and mental well-being.

- Be aware of the importance of academic pursuits and the pressures placed on student-athletes and support athletes in a manner so as to allow academic success.

TRAINERS MUST:

- Ensure the health of the athletes (mental and physical) with whom they work is respected.
- Maintain a record of medically relevant information respecting the confidentiality of that information, but also ensuring that information is readily available in time of need and communicated to medical professionals should an emergency present.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Respect the volunteers who give their time to hockey. Never verbally or in written statements including electronic form, harass, slander or degrade the Club or the efforts of those who provide or participate in the SPKAC hockey program.

Report any inappropriate behavior by an athlete to the coach, and any inappropriate behavior by a coach to the SPKAC executive

- Never administer medication without the consent of the athlete's parent or guardian, or the confidence/knowledge/clarity of what medication you are giving.
- Never advocate or condone the use of drugs, alcohol or other banned performance enhancing substances.
- Never provide under-age athletes with alcohol.

SPKAC advocates a strict “0 Tolerance” policy regarding substance use and abuse by athletes and coaches. Please be absolutely familiar with this policy! The “0 Tolerance” Policy is found below.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this SPKAC Trainer Code of Conduct.

Failure to comply with any of the above clauses may result in immediate suspension, personal liability, and possible termination from my training position.

Printed Name _____ Trainer's Signature / Date _____

Witness Printed Name Witness Signature / Date

19.9 SPKAC Code of Conduct - Parent
PART 21

**SHERWOOD PARK
KINGS ATHLETIC CLUB (SPKAC)
PARENT EXPECTATIONS – “CODE OF CONDUCT”**

As a member of the SPKAC you are significant and valued adult representatives of the Club. Your primary mission is dedicating your efforts to the advancement of your child and yourself in the areas of sportsmanship, life skills, self-confidence and hockey skills. This advancement is to take place in a safe

and positive environment that you are to ensure is provided and maintained. Your success in accomplishing this mission is fundamental to our Club.

As a parent of a player in SPKAC, there are expectations that your Club has of you. These expectations are your responsibility to carry out and are necessary for you to fulfill and maintain your membership in SPKAC. Being a member of the Club is a privilege, not a right. To maintain your membership and the ability of this Club to provide these opportunities to yourself, your child, and other members, you as a parent are expected to:

1. REMEMBER THAT WINNING IS NOT EVERYTHING

- Teaching your child that improving his/her life and hockey skills, making friends and doing his/her very best is more important than winning. If you can instill this in your child as a life lesson, he/she will never feel defeated by the outcome of a game, now, or in the future.
- Promote self-confidence in your child by offering praise for competing fairly and doing his/her best every shift.

2. SHOW RESPECT FOR ALL PARTICIPANTS OF THE GAME

- This includes your child, your child's teammates, his/her parent, coaches, manager, opponents, game officials and spectators.
- Showing respect means you will encourage, support, nurture, and take responsibility for your own actions and accept the consequences of inappropriate behavior (loss of membership rights and privileges and/or suspension of your child's playing privileges).

3. BE A TEAM PLAYER

- In addition to the preceding you will be committed, punctual, accountable, as well as follow and support team rules and objectives.
- You will ensure your actions support and do not hinder your child as a player in accomplishing his/her player expectations and commitments.
- You will willingly step forward and volunteer to carry out equally your share of the duties necessary to operate the team and Club.
- You will treat all participants in team and Club activities equally in your undertakings. You will promote and ensure an equal opportunity to work, to learn and receive instruction, and an equal consistent application of team and Club rules.
- You will on an ongoing basis measure your attitude by what you are doing for the team and Club rather than what the team and Club is doing for you.

4. CARE FOR PLAYER EQUIPMENT, CLUB APPAREL AND FACILITIES

- You will encourage and promote the proper care and maintenance of player equipment and apparel
- You will encourage and promote to your child the need to respect facility expectations.

5. ACT APPROPRIATELY

- Read, understand and adhere to SPKAC Policies and Procedures.
- Respect the volunteers who give their time to hockey. Never verbally or in written statements including electronic form, harass, slander or degrade the Club or the efforts of those who provide or participate in the SPKAC hockey program.
- If traveling on the bus with the team you must abide by the SPKAC Zero Tolerance Policy (attached below).
- Remember that YOUR actions represent other people's perception of our Club, our members and ultimately our community; you are entrusted to represent YOUR child, the team and YOUR Club properly.
- Failure to maintain and honor that trust will ultimately result in a loss of membership rights and privileges. Remember that you individually are one of the most important role models that your child and his/her fellow players and their parents have to measure their actions and

themselves to. The example you set is the one they will measure and remember you by – Good or Bad.

○

I have read all of the above statements and sign below to indicate that I agree with and will follow the SPKAC Parent Code of Conduct for the hockey season. I agree to abide by the rules, regulations and decisions as set forth by SPKAC.

PARENT NAME (Printed)

SIGNATURE

DATE

WITNESS NAME (Printed)

SIGNATURE

DATE

19.10 SPKAC Code of Conduct - Manager

SPKAC MANAGER CODE OF CONDUCT

A Code of Conduct is an effective tool to provide clarity around the behaviors expected of managers in their role with SPKAC. Managers play an important role in the logistical conduct of the team. Managers should demonstrate professional ethical behavior at all times in their responsibilities to the team, parents, coaches, refs, SPKAC and the league associated with the team being managed.

As a manager of an SPKAC Team, I will:

- Read, understand and adhere to SPKAC Policies and Procedures including the SPKAC “O Tolerance” Policy.
- Act honestly and in good faith in the exercise of my duties, for the best interest of SPKAC.
- Not engage in conduct likely to bring discredit upon SPKAC.
- Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, sexual orientation, religion, political belief or economic status.
- Respect the team environment and demonstrate respect for oneself, the coach, the players, parents, volunteers, SPKAC executive, and the league.
- Consistently display high personal standards and project a favorable image of managing a team and SPKAC. A manager should:
 - i. Refrain from public criticism of his/her team, SPKAC, the opponent and the league in which the team participates.
 - j. Abstain from the use of tobacco products while in the immediate presence of the team
 - k. Abstain from drinking alcoholic beverages when working directly with the team and discouraging the use of alcohol in conjunction with athletic events/ celebrations.
 - l. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- b. Perform the duties of team manager impartially, and uninfluenced by fear or favor.
- c. Communicate situations of conflict of interest with themselves and the role of manager of the team, whether monetary, professional, or personal. Generally, a conflict of interest situation

arises when a manager's duty to SPKAC and/or the team clashes with their personal duties, obligations or interests.

Managers MUST:

- Ensure the safety of the team with whom they work with is respected. Any concerns for the team and/or individual player safety or well-being must be reported immediately to SPKAC executive.
- Ensure the administrative needs for the team, parents, volunteers, SPKAC and the applicable league are completed on time and are accurate and complete.
- Clearly communicate with the team, parents, volunteers, SPKAC and the applicable league.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- Respect the volunteers who give their time to hockey. Never verbally or in written statements including electronic form, harass, slander or degrade the Club or the efforts of those who provide or participate in the SPKAC hockey program.
- Never advocate or condone the use of drugs, alcohol or other banned performance enhancing substances.
- Never provide SPKAC athletes with alcohol.

SPKAC advocates a strict “0 Tolerance” policy regarding substance use and abuse by athletes and coaches. Please be absolutely familiar with this policy! The “0 Tolerance” Policy is found below.

I have read all of the above statements and sign below to indicate that I agree with and will follow the SPKAC Manager Code of Conduct for the hockey season. I agree to abide by the rules, regulations and decisions as set forth by SPKAC.

Manager NAME (Printed)	SIGNATURE	DATE
Witness NAME (Printed)	SIGNATURE	DATE

i. 19.11 SPKAC Code of Conduct - Treasurer

SPKAC TREASURER CODE OF CONDUCT

A Code of Conduct is an effective tool to provide clarity around the behaviors expected of treasurers in their role with SPKAC. Treasurers play an important role in the financial management of the team. Treasurers should demonstrate professional, honest, ethical behavior at all times in their responsibilities to the team, parents, coaches and SPKAC.

As a treasurer of an SPKAC Team, I will:

- Read, understand and adhere to SPKAC Policies and Procedures.
- Act honestly and in good faith in the exercise of my duties, for the best interest of SPKAC.
- Not engage in conduct likely to bring discredit upon SPKAC.
- Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, sexual orientation, religion, political belief or economic status.

- d. Perform the duties of team treasurer impartially, and uninfluenced by fear or favor.
- e. Communicate situations of conflict of interest with themselves and the role of treasurer of the team, whether monetary, professional, or personal. Generally, a conflict of interest situation arises when a treasurer's duty to SPKAC and/or the team clashes with their personal duties, obligations or interests.

Treasurers MUST:

- Ensure communication with the VP Finance is clear and timely in relation to the initial budget submission, the Team Budget Signature Sheet indicating a majority vote, interim summaries and final budget submission.
- Ensure communication with the coaches and the team/parents is clear and timely in relation to the initial budget, interim summaries and final budget. Any changes to the initial agreed upon budget must be communicated as soon as possible.
- Ensure receipts and records are readily available for review by VP Finance and are maintained for all financial transactions.
- Ensure the finances for the team are organized, accurate and in line with the agreed upon team budget. Any concerns for the team budgeting and/or individual contributions must be reported immediately to the VP Finance.
- Respect the volunteers who give their time to hockey. Never verbally or in written statements including electronic form, harass, slander or degrade the Club or the efforts of those who provide or participate in the SPKAC hockey program.

I have read all of the above statements and sign below to indicate that I agree with and will follow the SPKAC Treasurer Code of Conduct for the hockey season. I agree to abide by the rules, regulations and decisions as set forth by SPKAC.

Treasurer NAME (Printed)	SIGNATURE	DATE
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Witness NAME (Printed)	SIGNATURE	DATE
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ii. 19.12 SPKAC Code of Conduct – Executive

SPKAC EXECUTIVE MEMBERS CODE OF CONDUCT

A Code of Conduct is an effective tool to provide clarity around the behaviors and professionalism expected of Board Members in their role with SPKAC. The Board has a legal, ethical, and moral responsibility to manage SPKAC in the best interests of all its members. Board members should demonstrate professional ethical behavior at all times (prior to and during their term) - in their responsibilities to the Board, in their professional relationships with each other, and in their professional service to the minor hockey community. All elected Directors and other volunteers who act on behalf of SPKAC must sign this pledge upon taking office for the season and must continue to observe and respect the principles of Fair Play.

As a member of the SPKAC Executive:

1. **I will read, understand** and adhere to SPKAC Policies and Procedures
2. I will act honestly and in good faith in the exercise of my duties, for the best interest of SPKAC.
3. I will perform the duties of my office impartially, and uninfluenced by fear or favor.

4. I will recognize that the primary responsibility is to the members as a whole but should, where appropriate, have regard for the interests of all stakeholders of SPKAC.
5. I will not engage in conduct that would bring discredit upon SPKAC.
6. I will gain a clear understanding of the roles, responsibilities and reporting relationships of the Board and staff.
7. I will attack issues, not people, and will be open-minded to others' ideas and suggestions.
8. I will attend all Board meetings, or if unable to attend I will update the President with a report for my role. If absence is likely to extend for several consecutive meetings, I will obtain leave of absence from the President.
9. At Board meetings I will recognize the authority of the President as Chair.
10. I will recognize and respect other's values, differences, roles, interests and accountabilities.
11. I will communicate in ways that promote common understanding, effective problem solving and enhanced relationships.
12. I will prepare for meetings by:
 - a. Preparing timely and complete reports as required for the member's Board position,
 - b. Reading and considering papers circulated with the agenda.
13. I will maintain confidentiality and not divulge information deemed confidential or sensitive. If I am uncertain, I will seek direction from the President
14. I will avoid discussing Board business in public places where there is a likelihood of being overheard.
15. I have an obligation to be independent in judgment and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the Board.
16. Once decisions are made, I will honour those agreements and speak with one voice.
17. I will accept responsibility for my actions and my effect on others.

CONFLICT OF INTEREST DECLARATION

In addition, those who act on behalf of SPKAC have an obligation to protect the association from suspicion of commingling by declaring themselves and/or other Board members in situations of conflict of interest, whether monetary, professional, or personal. Generally, a conflict of interest situation arises when a Board member's duty to SPKAC clashes with their duties, obligations or interests. Eligibility for Board membership must at all times be in compliance with SPKAC Bylaws and Policies. Should there evolve a question of perceived or actual conflict of interest; the following points will guide the Board in establishing clarity:

- When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of SPKAC
- When a Board member offers a professional service to the organization themselves.
- When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Board member or the ex/officio member of the Board has a role on the governing body of another organization, where the activities of that other body may be in direct conflict or competition with the activities of SPKAC.
- Where a Board member may make improper use of information acquired by the use of his or her position as a Board member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to SPKAC.
- Where a Board member may allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of the organization.

Any business or personal matter, which could lead to a conflict of interest of a material or ideological nature involving a Board Member and their role and relationship with SPKAC, must be declared to the President. Board Members, aware of a real or potential conflict of interest of another Board Member, have a responsibility to bring this to the notice of the President.

1. Any such declarations shall be presented to the Board and noted in the minutes at the first Board meeting following the declaration.
2. All conflicts of interest must be declared by the Board Member concerned at the earliest time after the conflict is identified.
3. The Board shall determine whether or not the conflict is of significance and shall advise the individual accordingly.
4. Where a conflict of interest is identified and/or declared, and the Board has declared that it is of material benefit to the individual or their family, or material or philosophical significance to SPKAC, the Board Member concerned shall not vote on any resolution relating to that conflict or issue.
5. The Board Member shall only remain in the room during any related discussion with Board approval.
6. The Board will determine what records and other documentation relating to the matter will be available to the Board Member.
7. All such occurrences will be noted in the minutes.

I agree to abide by the principles of this Code of Conduct as set and supported by SPKAC.

I also agree to abide by the rules, regulations and decisions as set forth by SPKAC.

PRINT
NAME _____ DATE _____

DIRECTOR
SIGNATURE: _____ POSITION: _____

19.13

SPKAC “0 TOLERANCE” POLICY

In keeping with our Vision of *Standard of Excellence in Amateur Hockey* and our desire to be *the Organization of Choice* for players, coaches, and volunteers, Sherwood Park Kings Athletic Club (SPKAC) adamantly supports a “0 Tolerance” policy towards substance use and abuse. This policy states:

PART A:

- 1) Any player that is caught using, or in the possession of, alcohol, drugs, tobacco, or athletically banned substances while registered with a team under the auspices of the SPKAC will immediately be subject to **Part B** of this Policy.
- 2) Any player caught in an establishment that requires patrons to be of legal age for consumption or purchase of alcohol to enter, while under said legal age and while registered with a team under the auspices of the SPKAC will immediately be subject to **Part B** of this Policy.
- 3) Any official member of the SPKAC (coach, manager, assistant, trainer, member of the SPKAC Executive, game officials) found to have consumed alcohol or is under the influence of illegal substances while in his or her **official capacity** with the SPKAC will be immediately suspended from his or her duties and will be subject to **Part B** of this Policy.

PART B:

- 1) An immediate suspension may be imposed upon the individual breaching any portion of this policy until such a time that the SPKAC Disciplinary Committee can convene.
- 2) An inquiry by the SPKAC Disciplinary Committee will occur to determine the validity of any breach, the person(s) to be disciplined and the exact manner of said discipline.
- 3) The SPKAC Disciplinary Committee will inform any investigated individual of the findings of the inquiry and detail all applicable actions in person at all parties earliest convenience followed by a written confirmation.

Note:

The SPKAC holds the right to suspend any persons involved in the any of the above violations of the “0 Tolerance” Policy without legal consult up to a maximum term of 1 full calendar year. The actual length of the suspension will be at the sole discretion of the SPKAC Disciplinary Committee.

Please refer to the SPKAC Policies and Procedures for further information regarding suspension lengths.

19.14**SPKAC Scholarship Payment Request Form**

Please complete this form and return this along with a copy of your T2202/T2202A to the VP Finance (contact info on SPKAC web site)

Scholarship Recipients Name (please print)

Current Address line 1

Current Address line 2

Phone Number

Year SPKAC Scholarship Received (note scholarship must be collected within 5 years of being awarded)

Name of School / Institution You Are Attending & Program

Recipient's Signature

Date

For Completion by SPKAC VP Finance

Date Scholarship Program Request Form Received _____

Year Scholarship Awarded (note: valid for 5 years from year awarded) _____

Date Scholarship Cheque Mailed _____

Date Scholarship Cheque Cashed _____

- **Look at what we bring to the board**
-

ORIGINAL