

**STRATHCONA MINOR
HOCKEY ASSOCIATION**

**POLICY AND
PROCEDURES MANUAL**

STRATHCONA MINOR HOCKEY ASSOCIATION

THE GOAL

The goal is there for all to see, the measure of the game
We're on the rink somewhere between, the failure and the fame

The game may be an endless quest, more losses than advances
The goal may always loom right there, eluding all our chances

We may never cross the line, we may not win the praise
We may not see our struggles end, nor see triumphant days

But better to have sought the challenge, better to have tried
Better to have found the courage, dwelling deep inside

The people from the sidelines, may judge harshly each mistake
But should you snare victory, they'll share the winner's cake

So better risk a contest lost, than brook of skills forsaken
The victories will only come, when challenges are taken

The energy it takes to quell, ambitions from within
Is often more than it would take, to snatch the puck and win

So if we summon from our hearts those strengths we seldom use
We'll be a victor in the toughest contest, win or lose!

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POLICY AND PROCEDURES MANUAL
REVISED OCTOBER 2016

Abbreviations –

HA	Hockey Alberta
CHA	Canadian Hockey Association
NCCP	National Coaches Certification Program
NRCP	National Referees Certification Program
SMHA	Strathcona Minor Hockey Association

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1. ASSOCIATION PURPOSE

1.1 Vision

The Strathcona Minor Hockey Association (SMHA) dedicates itself to foster an environment so that any individual wishing to participate in minor hockey can do so in a safe, sportsmanlike, fun manner.

1.2 Mission

To encourage, promote, coordinate, improve and provide the support to enhance the experience of all who wish to play or be involved in the sport of hockey within the SMHA boundaries as registered with Hockey Alberta.

2. ASSOCIATION TERMS OF REFERENCE

2.1 Board of Directors Powers and Duties

2.1.1 Policy

SMHA shall ensure that its business and affairs are conducted in accordance with its Bylaws and Policies and Procedures.

2.1.2 Duties

Among other things, the Board of Directors shall:

1. Attend meetings of the Board of Directors. Any elected or appointed member of the SMHA Board who does not attend three scheduled meetings may be relieved of his or her duties, except by permission of the Executive Committee.
2. Determine the general policies with respect to the organization, administration and operation of SMHA.
3. Provide levels of play to meet the needs and abilities of all players.
4. Provide an environment to develop the abilities of individual players.
5. Provide a fun and safe environment for all players.
6. Make rules respecting enrollment and programs available to players.
7. Purchase all necessary furniture and equipment to carry on its objectives.
8. Assess fees to its members as deemed appropriate to efficiently carry out the objectives of SMHA.
9. Operate at the Midget AA, 15AA, Bantam AA, Pee Wee AA, Atom AA through to House League and Initiation Programs.
10. Sell, manage, lease, mortgage, dispose of, or otherwise deal with any property owned by or in the care, custody and/or control of SMHA.
11. Make rules respecting the enrollment of players and their access to programs operated by SMHA on a fee for service basis.
12. Consider questions brought before it with dispatch and with due consideration of the opinions of the petitioners.
13. Fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full slate of officers.
14. Suspend or discipline any player, team official, team follower, parent or member.
15. The Executive shall appoint all Honorary Members.

Any Board or Executive member who may be considered in conflict of interest must remove themselves from any decisions regarding the conflict of interest, including without limitation, decisions respecting coaching, player movement or any disciplinary action as stated in this manual. In the event that there is a perceived conflict of interest and Board Members do not remove themselves, the President may remove them from that decision making process. Should the Board or Executive think that the President is in a conflict of interest it may be required that the President remove himself from that decision making process by a 2/3 vote of the Executive (excluding the President).

A member of the SMHA Board of Directors may be removed in accordance with the provisions of the SMHA Bylaws.

2.2 Boundaries

The boundaries of SMHA are generally the rural boundaries of Strathcona County, excluding the Hamlet of Sherwood Park. We also adhere to Boundary Agreements in place between SMHA and Sherwood Park Minor Hockey Association, Josephburg Minor Hockey Association, Tofield Minor Hockey Association and New Sarepta Minor Hockey Association. These boundary agreements may be revised periodically. The boundary area is registered with Hockey Alberta. Any exceptions will also be noted.

2.3 Membership

2.3.1 Membership Requirements, Membership Withdrawal and Voting Right

Requirements for memberships, membership withdrawal procedures and voting rights are set out in the SMHA Bylaws.

2.3.2 Refunds

The following guidelines will be taken into consideration when issuing a refund:

1. All refund requests for try outs and conditioning camps will be 100% refundable, less a \$25 processing fee, until the date of the first ice time. Once conditioning camp or tryouts begin there will be no refunds issued.
2. All refund requests for registration fees will be based upon the date the request is received by the VP, Finance and will be treated as follows:
 - a. Prior to September 1st, registration fees will be 100% refunded, less a \$25 processing fee.
 - b. Prior to October 1st, registration fees will be refunded less 10%.
 - c. Prior to November 1st, registration fees will be refunded less 25%.
 - d. Prior to December 1st, registration fees will be refunded less 50%.
3. There are no refunds after December 1st except in a case where an injury may cause a player to miss the balance of the season. In this case, the Treasurer, the Level Director and the Registrar will agree upon a prorated amount to be approved by the Board of Directors.
4. If a player is registered using the online registration system that is ineligible to play for SMHA, a refund will be issued for the amount paid less a \$25 processing fee.

2.4 Female Pilot Program

For the 2016/2017 season, the SMHA Female program will be governed by the Pilot Program Committee for the 2016/2017 Pilot Program with Sherwood Park Minor Hockey Association. If there is a conflict between these Policies & Procedures and the Terms of Reference of the Pilot Program, the Terms of Reference shall govern.

3. ADMINISTRATION

3.1 Budget and Reporting

3.1.1 Financial Records

SMHA financial records, including reporting and inspection rights and procedures are set out in the SMHA Bylaws. SMHA is to follow generally accepted accounting principles for non-profit associations. SMHA's Fiscal Year end is March 31.

3.1.2 Board Approval for Expenditures

All expenditures exceeding \$300.00 require Board approval

3.1.3 Reporting to the Board

At each Board meeting, each member of the Executive Committee and Board of Directors shall report any significant cash receipts or expenditures since the last Board meeting. A Director who is unable to attend a Board meeting shall provide a written report in advance of the meeting to the Secretary detailing any significant cash receipts or expenditures by such person since the last Board meeting to be read into the meeting minutes.

3.1.4 Disbursements

Requests for payment or reimbursement will be processed twice monthly, with cheques issued by the Treasurer on or about the 1st and 15th of the month. All requests for reimbursement must be accompanied by both a receipt identifying the items purchased and proof of payment. Such requests must also include an address where the cheque can be mailed. All requests for payment or reimbursement, along with supporting documentation, must be submitted on or before March 31, 2017.

3.2 Meetings

Meetings of SMHA, its Board and its Executive Committee shall be held in accordance with the SMHA Bylaws. Matters requiring review and approval in between meetings may be presented to the Board or the Executive Committee, as applicable, by email and any such matter shall be left open for a minimum of 48 hours' debate period, followed by an email vote. In order to pass any such resolution, the resolution must be passed in accordance with the numbers required as set out in the SMHA Bylaws.

3.3 Ice Time

3.3.1 Allocation

Ice time is at a premium for members of SMHA. Ice will be allocated proportionately for all teams according to the County of Strathcona Ice Allocation Policy. All allocations of ice will be done through the Ice Allocator.

Teams are responsible to notify the Ice Allocator via e-mail as to any exhibition games or tournaments in which they are participating so that conflicts with ice allocation can be minimized.

Any ice allocation concerns must be raised to the team Coach/Manager. Team Coach/Manager ice allocation concerns will be raised to, and addressed by, the Vice President of Operations in consultation with the Ice Allocator.

3.3.2 Tournaments

As a result of the lack of ice, tournaments for SMHA teams will be allocated ONLY during Christmas week or at the beginning or end of the hockey season upon request depending on availability and in each case allocation of ice to a tournament must be approved by the Executive Committee. Any teams interested in hosting a tournament should make their intention known in writing to the Tournament Director as early as possible in the season.

Teams hosting tournaments on non-Association ice must get their tournament sanctioned through Hockey Alberta and must advise the Tournament Director.

Alberta Gaming raffle and fundraising rules apply to all tournaments whether on Association ice or non-Association ice.

3.3.3 No-Show Ice

All teams must submit an ice security deposit to prevent misuse of unwanted ice. The deposit, in the form of a cheque payable to SMHA, shall be in the amount of \$250 and shall be payable prior to the first scheduled league game. The minimum numbers of skaters required on the ice to avoid a team no show penalty is 7 (including the coach(es)).

Any team that misses a scheduled ice time will forfeit its security deposit, and shall be required to provide a replacement deposit within 48 hours of being requested to do so. Failure to provide a replacement deposit within the time limit shall result in the offending team forfeiting any scheduled practice ice until the deposit is replaced to the satisfaction of the Ice Allocator.

Security deposit cheques are cashed when received and if not forfeited a refund shall be issued at the end of the season.

Teams unable to use scheduled ice are responsible for finding an alternate team to use the ice. Any trading of ice must be reported to the Ice Allocator by both teams involved, or the original team will still be responsible for the ice to be used. For example, if an ice slot is assigned to team "A", then team "A" is responsible for the ice slot. Team "A" may trade the ice slot to team "B", but team "A" is still responsible to ensure the ice is used. If Team "B" does not use the ice, Team "A" will forfeit its security deposit.

Notice for cancellation of ice must be submitted via e-mail no less than 96 hours (4 days) prior to the ice slot. Weekend ice may not be cancelled any later than Tuesday of that week.

3.4 Respect

SMHA is committed to providing a safe, enjoyable and educational hockey program in which its players, coaches, managers, trainers and volunteers are treated with respect and dignity. SMHA follows guidelines set forth by Hockey Alberta and the Canadian Hockey Association, including without limitation, the principles outlined in the Respect in Sport program mandated by Hockey Alberta.

3.5 Cell Phones

Due to the potential for cellular phones to be used as a photographic or video device, their use is prohibited in all restrooms and locker room areas except for the sole purpose of listening to music. All cell phones not being used for listening to music should be turned off while in the dressing room and/or the team should make use of a bucket or bag to keep the phones safe until after the ice time.

3.6 Bench Moms

Female teams at the Pee wee level and older shall have designated Bench Moms whose roles shall be as set out in Section 5.4.

3.7 Provincial Playdowns

All teams choosing to participate in Provincial Playdowns must make their intent known to the Level Director on or before November 15. Teams participating in Provincial Playdowns must reimburse SMHA for all Hockey Alberta fees charged in connection with such participation.

3.8 Reimbursement of Third Party Expenses

Teams will be responsible for reimbursing SMHA for all amounts billed to SMHA by third parties related to the conduct of the team. This includes, but is not limited to, charges related to damage of property, repair of dressing rooms and forfeiture of games.

4. BOARD OF DIRECTORS ROLES

4.1 Elections

Elections shall be held in accordance with SMHA Bylaws.

4.2 Job Functions and Board of Directors Duties - SEE ATTACHED SCHEDULE

5. TEAM STRUCTURES/ROLES

5.1 Duties of Coaches

5.1.1 Policy

SMHA Head Coaches, as chief team officials, are responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches/Trainers, Managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for all activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach (who may make changes in his staff in consultation with the Level Director). The final list of coaching staff (including managers) must be approved by the SMHA Executive Committee. All carded team officials must have the appropriate level of Hockey Alberta certification and will be required to submit a security clearance check, unless a security clearance check was provided to SMHA within the last 2 hockey seasons in which case a new security clearance is not required. SMHA will provide a form letter to all carded officials that will allow them to obtain a security clearance check at no cost to them.

5.1.2 Playing Rules and Regulations

Coaches are **required to review** the following:

- the most current copy of the Hockey Alberta Rules and Regulations
- the Hockey Alberta Handbook which further specifies rules
- the SMHA Policy & Procedures Manual and Coach-Manager Procedure Manual
- the League rules and bylaws in which their team is playing

5.1.3 Guidelines/Expectations

Coaches and team management are expected to:

1. Follow and, where applicable respond to, directives of SMHA and operate the team within established policy and guidelines.
2. Attend the Coaches/Managers meeting at the onset of the season and all other meetings as required by SMHA.
3. Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
4. Ensure team sheets or cards are completed and turned in to the Registrar or the Vice-President of Hockey Operations 72 hours prior to the first league game.
5. Respond to the needs and skills of individual players ensuring that each player has the maximum opportunity to develop his potential.
6. Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited.
7. Be sensitive to parent concerns, and prepared to respond when warranted.
8. Establish regular communication with parents regarding games, practices, schedules, fundraising, etc.
9. Recognize that while hockey may be the major winter activity of the player, it is not the only priority of the player. In priority, it comes after family and educational responsibilities and reasonable accommodation to these factors is expected.
10. If requested or directed by the Level Director, aid in selection of players to teams, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future development potential and perceived dedication to the program.
11. Commit themselves to the continued development of all players for the full season, once players are selected to a team.
12. Deal fairly with players at all times. Rewards or considerations to players or parents do not promote team play and will not be allowed. Coaches should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
13. Ensure proper supervision of the team, before, during and after games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players. SMHA strongly suggests that two carded team officials be representatives be in the dressing rooms at all times with the players.
14. Develop a set of rules for the team which are clearly communicated and enforced equally on all players.

15. May have and submit, a development plan for the season which is congruent with the Hockey Alberta Guidelines.
16. Encourage and motivate their players towards the enjoyment of the game, team concept and skill development.
17. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or SMHA.
18. Coordinate team pictures.
19. Comply with normal administrative directives by:
 - holding a beginning of the season parent meeting
 - attending all meetings as required
 - completing a coaching application and attend an interview if requested
 - submit a team directory
 - ensure that the team has adequate support personnel
 - reviewing current Hockey Alberta rules, SMHA Policy & Procedures Manual and Coach's Manual

5.1.4 Do's and Don'ts for Coaches

1. A coach must have appropriate travel permits when playing exhibition or tournament games.
2. A coach cannot pull his team off the ice during a game for any reason. Such action will result in the coach being disciplined in the form of a suspension under Hockey Alberta rules.
3. A coach cannot play a player from the same division as his own who doesn't belong to his team. The coach can only obtain an affiliated player.
4. All protests must be made in writing within 24 hours of the game or violation in question.
5. Coaches are to contact the appropriate Level Director or Board Member to obtain special equipment, etc.
6. Coaches should contact their sponsor to express their team's appreciation for the sponsor's support. This should be done in writing, with a copy provided to the SMHA Secretary.
7. All coaches should be able to produce a copy of the SMHA Team Registration form.
8. Team officials must attend any Mandatory Workshops scheduled by SMHA.

5.1.5 Communication & Escalation Process

Head Coaches must consult the Level Director for any concerns, issues and coaching staff changes. Any changes of coaching staff by the Level Director must be made in consultation with the Executive Committee.

5.1.6 Coaching Evaluations

SMHA Coach Evaluations - Policy Statement

SMHA will focus on the growth of our coaches' knowledge, leadership and effective coaching skills in order to advance the program, players and philosophy of SMHA.

Evaluation Process

The SMHA Coach Evaluation Process is based upon the collection of evaluation data which can then be processed into constructive feedback for the coaches. The objective is to improve the quality of SMHA coaches by identifying areas of strength and areas for improvement, in conjunction with the SMHA Coach Development initiative. Data is collected using (primarily) surveys and interviews. Data is processed by SMHA Vice-President Development and constructive feedback will be available for each coach.

Coach evaluation feedback will also be reviewed as part of the SMHA Coach Selection Process.

Coaches' evaluations will be held in a secure database accessible only by the Vice-President Development and the President. Coaches will NOT see the actual evaluations but rather a summarized report prepared as a compilation of all of the evaluations. Anonymity of the individuals who have completed the evaluations will be maintained. Upon request, the Coaches Selection Committee will be provided access to the summarized reports in the database in relation to a coach applying for a coaching position.

5.2 Duties of Managers

5.2.1 Policy

SMHA Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-ice, organizational and administrative tasks, allowing the coach to concentrate on instruction and player development.

5.2.2 Guidelines/Expectations

Team Managers are expected to:

1. Respond to directives of SMHA and operate the teams within established policies, guidelines and regulations.
2. Ensure financial requirements of SMHA are fulfilled in association with the Level Director.
3. Assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community and SMHA ambassador is maintained.
4. Establish, maintain and enhance communication with league commissioners, representatives and participants.
5. Arrange for referees for exhibition games and notify the Officials Director of any changes in league games. A team must give 24 hours' notice of cancellation of referees or the team will be responsible for paying the referee fees.
6. Report forthwith, to the Level Director, any violation of Hockey Alberta or SMHA rules.

5.2.3 Specific Tasks

While the following is not a comprehensive listing of all duties for Team Managers, it may serve as a guide for tasks which the Head Coach may delegate:

1. Fill out and turn in Hockey Alberta Team Sheet/Cards to the Vice-President Operations and/or Registrar as directed by the Vice-President Operations within the timelines required by the Vice-President of Operations. Any team that has not completed its Team Sheet/Cards within the identified timelines or prior to its first league game of the current hockey season will lose its ice privileges until the Team Sheet/Cards has been turned in.
2. Submit "No-Show" ice security team cheque to Treasurer prior to the specified deadline.
3. Gather relevant player medical history data with Team Sheet registration.
4. Obtain travel permits, exhibition permits and special event permits where necessary (Home & Away games).
5. Collect criminal record checks and provide them to the Registrar.
6. Organize parent meetings.
7. Participate in the formulation of team objectives and rules.
8. Supervise and monitor the collection of money and fundraising.
9. Arrange for all Raffle Licenses in accordance to AGLC.
10. Arrange for team transportation, accommodation and meals for away tournaments.
11. Arrange for additional ice.
12. Arrange for unwanted ice to be used by another team.
13. Organize and obtain help to fulfill the following duties, among others:
 - team treasurer
 - timekeepers/scorekeepers
 - equipment manager
 - fundraising
 - apparel
 - tournaments
 - statistician
 - player/parent representative
14. Obtain and turn into the Treasurer of SMHA jersey deposits for all players on the team.

5.3 Duties of Assistant Coaches/Trainers

5.3.1 Policy

The Assistant Coach/Trainer position(s) are to be appointed by the Head Coach in consultation with the Level Director. Duties are assigned by the Head Coach. Any and all assistant coaches, trainers and managers must be approved by the Executive Committee prior to being carded or team-sheeted.

5.4 Duties of Bench Moms on Female Teams

5.4.1 Dressing Rooms

For each female team from Peewee age to Midget age, there must be an adult female present in the dressing room before and after games until the dressing room is cleared. At no time should a male coach enter the dressing room unless and until he has confirmation from the female representative that the team is ready. Acceptable timelines for the coaches to be authorized to enter into the dressing room should be established by the coach with the Bench Moms at the start of the season. As with all teams, SMHA strongly suggests that two (2) female representatives be in the dressing rooms at all times.

5.4.2 Players' Bench

The Head Coach will select a minimum of two Bench Moms to be added to the team's HCR. One Bench Mom must be present on the bench during all games. On a team where the Head Coach or an assistant coach is female, the requirement of a Bench Mom being on the bench during the game may be waived so long as the female coach is present on the bench.

In the event of a player injury, a Bench Mom must be present on the ice with the injured player. Male bench staff are free to attend to the injured player but only with a Bench Mom present. Once the player is taken to the dressing room, she may be released into the care of the player's parent.

5.4.3 Communication of Role

The Head Coach will determine and communicate to the Bench Moms, the role of the Bench Moms provided that such role must include the requirements set out in Subsection 5.4.1 and 5.4.2.

5.5 Player Evaluation Procedure

5.5.1 Structure

The player evaluation process will be reviewed annually by the Board of Directors. Each year a notice will be posted on the SMHA website inviting SMHA members who are interested in participating as part of an Evaluation Process Committee to submit an application to the Vice-President Programs. The Vice-President Programs will select between 15 and 25 members to sit on the Evaluation Process Committee and will strive to have a diverse group of members in order to best represent players at different age groups and skill levels. All Level Directors will be invited to sit as members of the Evaluation Process Committee. The Vice-President Programs will submit to the Executive Committee the list of all members who applied to sit on the committee as well as a proposed list of committee members to the Executive Committee for approval. Once the list of committee members is approved by the Executive Committee, members selected to participate will be notified and committee membership will be posted on the SMHA website.

The Evaluation Process Committee will propose an evaluation process for the upcoming hockey season and will submit the proposed process to the Executive Committee for approval.

The evaluation process will be posted on the SMHA website well in advance of tryouts.

5.5.2 Rep. Team Tryouts

SMHA will establish and charge a fee to all players trying out for rep level hockey (A, AA).

5.5.3 Movement of Under-Age Players

With the exception of Female under-age players playing on Female only teams, movement of under-age players from Tom Thumb upward will be restricted to movement of second year players in one age group (excepting Tom Thumb where under-age players may be first year players) to the highest level of hockey in the higher age group: Tom Thumb to Novice AA; Novice to Atom AA; Atom to PeeWee AA; PeeWee to Bantam AA; Bantam to Midget AA. All under-age movement will be done in accordance with Hockey Alberta rules and guidelines and applicable league rules. If a player is seeking movement to a level higher than the player's age group, the player must pay the rep tryout fees for both age groups and must participate in the higher age group tryouts as well as the tryouts for his or her age group. If the coach of the AA team is interested in having the under-age player on the team, the coach will

notify the Level Director for that level. The Level Director may seek input from third parties, including without limitation, coaches who coached that player in prior years and the Level Director for the player's age group and will also consult with the player's parents and will put together a recommendation for the Executive Committee. The player may only play at the higher age with the approval of the Executive Committee, which approval will not be given unless the player is ranked as one of the top 5 players for the higher level team, as determined by an independent evaluation, or unless the Executive Committee determines that it would be detrimental for the development of the player for the player to remain in his or her current age group. If the player is ranked as one of the top 5 players for the higher level team and the Executive Committee does not approve the player playing on the higher level team, the rep fees for the try out for the higher level will be refunded. For certainty, notwithstanding that a player is ranked in the top 5 by the independent evaluators, the coach shall have the discretion as to whether the under-aged player is chosen for the team.

On written request outlining the reasons for the request, movement may be permitted from Initiation to Tom Thumb with the approval of the Executive Committee provided that SMHA reserves the right to move the player down to Initiation if the player is not able to play at the Tom Thumb level.

Female under-age movement for female players playing on Female teams will be governed by the Pilot Program Committee for the 2016/2017 Pilot Program with Sherwood Park Minor Hockey Association.

5.5.4 Movement of Over-Age Players

Hockey Alberta may approve over-age players for a maximum of one season, and only through special application.

5.6 Team Placements

5.6.1 Assignment of Coaches to Teams

The Vice-President Programs shall compile a list of potential coaches from coaching applications. Coaches must be interviewed by a Coaching Selection Committee (which committee shall include the Level Director and at least 2 members of the Executive Committee). The Coaching Selection Committee will establish its selection criteria prior to conducting interviews. Previous coaching evaluations will be taken into consideration. The Coaching Selection Committee will submit to the Executive Committee the names of coaches who are being recommended for selection; however, the Executive Committee must ratify the recommended coaches prior to final selection and carding.

All assigned coaches must attain and provide proof of the appropriate National Coaches Certification Program Coach Level Certificate for his/her level and Criminal Record Check. Criminal Record Checks will be required to be re-done every three years.

5.6.2 Placement of Players on Teams

Level Directors are charged with the responsibility of ensuring that teams at same tier (for example, two tier 4 teams) are balanced and competitive. This may involve moving players laterally between teams after initial placements have taken place.

Where players are assigned to teams by Level Directors, some compromise may be made for parental requests prior to team selections only, i.e. two friends to play on the same team. While such accommodation is possible, ability and balanced teams will be the primary criteria for player placement.

AA & A teams will be tentatively selected by the Head Coach in consultation with the Level Director, but must be ratified by the Executive Committee before team lists are finalized. Players must be present and attend the rep tryouts unless decided upon by the Executive Committee on a case-by-case basis.

In circumstances where a player registers after tryouts are completed and/or is injured or otherwise unable to participate in tryouts, the player will be evaluated by the Level Director and placed onto an appropriate team.

No parent requests for a player to participate above his evaluated level will be honored. Parents must be prepared to allow the player to participate with the team to which he is placed.

5.6.3 Affiliation

Affiliation must meet the following criteria:

- By **November 15th** or prior to the first regular season league game, whichever occurs first, every player must be team-sheeted or carded.
- By **November 15**, the manager (or coach) of every team (Atom and up) must submit a list of the players he or she wishes to have affiliated to his/her team. This list must be approved by the Vice-President Programs and submitted to Hockey Alberta on or before **December 15th**.
- By **November 15**, the team manager (or coach) of the Novice A and Novice house league teams must have submitted the signed affiliation agreements to the Registrar. These affiliations must be approved by the Vice-President Programs and submitted to Hockey Alberta on or before **December 15th**.
- For Atom and above, an affiliated player is eligible to play in a maximum of **ten (10) games** (excluding exhibition and tournament games) with the higher team. If the player plays more than ten (10) games with the affiliating team, he or she shall be considered an "Ineligible Player" under Hockey Alberta rules. The exception to this rule is if the player's original team finishes its regular season and playoffs before the affiliating team, the player may thereafter affiliate an unlimited number of times. For the purposes of the rule, appearing as a registered player on the official game report is considered participation in a game, except in the case of an alternate goaltender in which case actual participation only is considered taking part in the game. At the Novice level, the maximum number of games the affiliated player can play at the higher team is five (5). Otherwise, the same guidelines and exceptions apply for Novice as per above with the Atom and above levels.
- For Novice, an affiliated player is eligible to play in a maximum of **five (5) games** (excluding exhibition and tournament games) with the higher team. All Novice affiliation must be done in accordance with Hockey Alberta rules and must be approved by the Executive Committee. Novice affiliates may only be used in accordance with Hockey Alberta rules such as where team players are unavailable due to sickness, injuries or inadequate number of registered team players to play a game.
- All affiliation must be done in accordance with applicable league rules and must follow Hockey Alberta Rules and Guidelines, excepting that there shall be no affiliation of first year PeeWee players to Bantam.

Affiliation Priorities

The coach of the team from which the player is called up must be consulted at all times. The coach may deny the player movement if his team has a game that conflicts with the higher team's game – on a priority basis. Priority will be considered in the following order:

1. Provincial games
2. League playoff games
3. League games
4. Tournament games
5. Exhibition games
6. Practices

In other words, the team participating in a league playoff game will have priority over a team participating in a practice, an exhibition game, a tournament game or a league game.

5.6.4 Registration

All players must be registered (submit all required registration information and fees) with SMHA before participating in any on-ice activity, including tryouts and practices.

Any misrepresentation or misinformation on the registration form may result in the removal of member privileges in addition to a one to three year Hockey Alberta suspension.

5.6.5 Releases and Player Movement Forms

SMHA will not issue releases to players residing within the boundaries of SMHA unless he/she is going to a program that is not offered by SMHA or unless otherwise approved by the Executive Committee with the consent of Hockey Alberta. SMHA will not sign or approve player movement forms to players residing within the boundaries of SMHA except: (a) to allow players to tryout for programs not offered at SMHA; (b) to accommodate second tryout where Hockey Alberta and league rules permit a second tryout at the AA level; or (c) as otherwise approved by the Executive.

6. PROGRAM

6.1 Code of Ethics

6.1.1 Policy

The following codes of ethics apply to all levels of participation in the SMHA program – parents, players, coaches and other team personnel, and members of the Board of Directors. These are minimum standards of behavior which participants are expected to observe. Violation of the standards by a participant may lead to a review by the SMHA Board of Directors for subsequent exoneration, reprimand or expulsion.

6.1.2 Executive Committee and/or Board of Directors Code of Ethics

In relation to SMHA:

1. Members adhere to SMHA policy and seek to change policy through the proper channels of SMHA.
2. Members maintain the integrity of SMHA at all times, and do not participate in any activity which places SMHA in ill repute.
3. Members honor commitments made on behalf of SMHA.
4. Members do not divulge to the general public any item which may cause personal embarrassment or humiliation.
5. Members resign from the position immediately should they become unable to fulfill the duties or obligations of the position.

In relation to colleagues (other members):

1. Members do not criticize the sphere of another member except to that member or the President, provided that criticism or reports to the President shall only be made after the member has been made aware of the nature of the criticism to be leveled.
2. Members do not offer comment, or render opinions or decisions, with respect to operations not under their control, when speaking with the general public.
3. With respect to issues arising in the community, members will refer matters to the appropriate Board member in whose sphere of operation the issue falls.
4. Members do not undermine the confidence of the general public in other members.

In relation to SMHA membership:

1. Members fulfill the duties and obligations of their position to the best of their ability, always serving the best interest of ALL players registered with SMHA.
2. Members treat the general public with dignity and respect and are considerate of their circumstances.
3. Members do not use their position for personal profit or special treatment, or for the profit or special treatment of members of their immediate family.
4. Members do not use their position to influence placement of any player.
5. Members do not use their position to influence the selection of any coach or team official.

6.1.3 Parents' Code of Ethics

1. There can be only one coach on the team, and that person is assigned by SMHA. DO NOT attempt to be the invisible coach for your son/daughter. It will only confuse him/her, and this confusion will result in frustration for you and your child.
2. Do be supportive of your child. Praise not just scoreboard success but attitudinal changes, cooperation of teammates, toleration, forgiveness of mistakes, team play and even discipline.
3. You are raising a child, not a hockey player; and all of the life skills your child learns in this or any organized activity will help them become a better person.
4. If a dispute between you and team officials or administration occurs handle it with dignity and through the proper channels. Gossip, infighting, grudges, etc. are not credible examples of mature behavior to children.
5. Handle disappointment, whether it occurs through disputes, your child's skill, officials and their decisions, placement on a team, etc. with dignity, maturity and common sense. No one wins all their arguments, plays their best all the time, or agrees with every decision, but everyone can rise above the pettiness and selfishness which often exists in minor hockey.
6. **Playing hockey is a privilege, not a right.** Undesirable conduct or deliberate infractions of rules can result in disciplinary action, which may lead to the revoking of your membership in this organization.

7. Help your child's team, the officials, and the Board of Directors whenever and wherever you are able. Your support and much needed assistance very often means the difference between a rewarding, productive season and a mediocre, frustrating one.
8. No abuse or degradation of any form by our parents will be tolerated. Yelling, screaming or physical abuse is not a solution.
9. If not already completed in a prior year, one parent from each family is required to complete the Hockey Alberta Respect in Sport online course prior to December 15th.

6.1.4 Players' Code of Ethics

1. Always strive to give your best. Pride, esteem and respect are just a few of the rewards you can expect from your teammates, fans and coaches if you attempt to be the best you can be.
2. Never belittle or condemn another player, coach or referee. Bad calls, missed passes, short shifts or any of the other frustrations which occur in organized sports are not valid reasons to hurt or abuse someone else.
3. Do not use foul language. If you can't make your point without swear words, then you should reconsider whether or not you have a point to make.
4. Fighting will result in disciplinary action.
5. Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.
6. No abuse or degradation of any form by our players will be tolerated. Yelling, screaming or physical abuse is not a solution.

6.1.5 Coaches' Code of Ethics

1. The good coach believes his job is to teach hockey, develop his players, and put a team of sportsmen on the ice for every game. The keys to successful coaching are **LEADERSHIP, COMMUNICATION** and **EXAMPLE**. The coach points out what is right or wrong, fair or unfair. He stresses cooperation with authority and respect for it. How he acts is more important than what he says. A coach who is fair, who respects authority and the efforts of his players, will have a team that works hard for him.
2. A coach tries to give his team the will to win. He wants them to know the pride of winning as individuals and team members. They must also know how to lose like sportsmen – **AND SO MUST HE!!** A team that plays like this earns friends and respect everywhere it goes and so does the coach.
3. Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
4. Our coaches must be responsible for their own behavior. They are leaders and teachers and their actions reflect upon our total program.
5. Our coaches must be well organized and prepared, both on and off the ice. Our Association works very hard to provide funding for practice and game ice. Coaches do not have the right to misuse or abuse it.
6. No abuse or degradation of any form by our coaches will be tolerated. Yelling, screaming or physical abuse is not a solution.
7. A coach or team official that is reported to be impaired by alcohol or drugs while in his official capacity with the team may be suspended for a minimum of the remainder of the hockey season.
8. REMEMBER, coaching is a privilege, not a right and careful selection is made by the Coaches Selection Committee. Treat the position and responsibilities with respect.

6.2 Reporting Incidents

6.2.1 Discipline

Coaches shall report all incidents that may result in disciplinary action to the Level Director as soon as possible after they occur, but before the next game or immediately after a tournament. Coaches failing to report promptly may be subject to suspension.

Incidents which **must** be reported and warrant disciplinary action are:

1. Profanity by players, team officials, club representatives or parents.
2. A player who receives a game misconduct, gross or match penalty.
3. A team assessed two or more bench minors in one game.
4. A coach or bench assistant who is ejected from a game.
5. A team, who in the opinion of the Level Director, is being assessed too many penalties.
6. A team member or team follower who brings discredit to the team and SMHA through violent, abusive or gross behavior.

6.2.2 Injuries

Coaches and bench officials shall get injured players off the ice surface as quickly as possible within the normal realms of responsible safety. If an injury occurs the coach must fill out an Injury Report, obtained from the Coaches Manual, and file it with the Level Director. The Level Director will send the Injury Report to Hockey Alberta as per the Hockey Alberta website.

6.2.3 Reporting

The SMHA Incident Report (available on the SMHA website) should be used to report disciplinary incidents, other forms of protest, or for cases where officiating is deemed to be less than satisfactory. All incidents must be reported forthwith following the occurrence of the incident, but in any event within 30 days of the incident.

If making a report on officials:

1. Do not speak to the officials about your concerns during or after the game.
2. Provide the complaint in writing to the Level Director, signed by the coach, within 48 hours.

6.3 Registration Procedure and Guidelines

6.3.1 Resident Player

Resident player means a player whose family or legal guardian has a dwelling designated as a principal residence within Strathcona County, excluding Sherwood Park, as defined in the Boundary Schedule.

6.3.2 Strathcona Minor Hockey Association Governing Bodies

SMHA recognizes the Canadian Hockey Association and Hockey Alberta as governing bodies of the sport of hockey, and abides by all rules and regulations instituted by these bodies.

6.3.3 Registration of Players

The following rules apply to Tom Thumb through Midget levels.

Tom Thumb/Initiation – Open to players aged 6 and under on or before December 31 of the current season.

Novice - Open to players 7 or 8 years of age on or before December 31 of the current season.

Atom – Open to players 9 or 10 years of age on or before December 31 of the current season.

Pee Wee – Open to players 11 or 12 years of age on or before December 31 of the current season.

Bantam – Open to players 13 or 14 years of age on or before December 31 of the current season.

Midget – Open to players 15, 16 or 17 years of age on or before December 31 of the current season.

Each team, Midget and down, must sign and register at least 12, but not more than 19, players on team cards or team sheets; and such cards or sheets must be submitted to the SMHA Registrar or Vice-President Operations.

Each player must be signed on a Hockey Alberta player card or team sheet before playing in a league game.

Any player not previously registered must furnish proof of age by birth certificate, baptismal certificate or Alberta Health Care card to the Registrar or Vice-President Operations.

The coach and manager shall be responsible to see that their players are properly signed and are eligible to play for their team.

6.3.4 Eligible Players

An eligible player shall be the one who:

1. Resides in the correct Zone (unless an approved import).

2. In the case of the Tom Thumb, Novice, Atom, Pee Wee, Bantam and Midget divisions, resides in the designated area boundaries (unless an approved import).
3. Is of correct age for the division.
4. Has not been suspended.
5. Has been correctly registered on team cards.
6. Must be a member in good standing.

6.3.5 Ineligible Player

Those players who do not meet the qualifications as set out in 6.3.4 and/or as defined by Hockey Alberta.

6.3.6 Imported Players

SMHA accepts imported players, which is defined as a player who is registered with and plays for a SMHA team but resides outside the boundaries as defined by SMHA. All imports will be approved by the Executive Committee.

6.4 Discipline Procedures

SMHA is governed by the authority of Hockey Alberta. Hockey Alberta has recommended a specific communications procedure to be followed for contact dealing with it. SMHA has authorized the following procedure: Parent/Team > Coach/Manager > Level Director > Vice-President of Programs > President > Vice President of Hockey Operations > Hockey Alberta



6.4.1 Policy

SMHA expects that all team officials, players, team followers, parents or members to exhibit qualities of leadership which promote sportsmanship and decorum, considered with acceptable levels of propriety – towards opponents, game officials and spectators.

Behavior standards should be clearly defined and maintained throughout the season, within a climate of mutual respect. Occasionally, however, sanctions may be necessary, from an external source, for behavior which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

SMHA has the authority to discipline any player, team official, team follower, parent or member. Matters requiring discipline must be brought to SMHA's attention within 30 days of occurrence, failing which the matter must be brought to the Executive for approval prior to any further action being taken.

Three different disciplinary stages are possible, namely:

Stage 1 – The Informal Process

Stage 2 – The Formal Process

Stage 3 – The Appeal Process

SMHA members are expected to follow the Code of Ethics outlined in 6.1. Some incidents which may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives.
2. A player who receives a game misconduct, gross or match penalty.
3. A team assessed two or more bench minors in one game.
4. A coach or bench assistant who is ejected from a game.
5. A team, who in the opinion of the Level Director, is being assessed too many penalties of a serious nature.
6. A team member or team follower who repeatedly brings discredit to the team and SMHA through violent, abusive, or gross behavior, on or off the ice.
7. Use of alcohol or other illegal substances while representing SMHA through participation in a team activity.
8. A parent or guardian who exhibits conduct unbecoming to the integrity of the SMHA program.
9. Any team that fails to utilize ice time without prior notification.
10. Any team official which is no longer fulfilling their duties be removed from the team sheets and/or Hockey Alberta cards and that Hockey Alberta be notified.

6.4.2 Stage 1 – The Informal Process

a) Standard Suspensions

Where the current Hockey Alberta or CHA rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with Category officials as a matter of routine.

b) Non-Standard Suspensions

When incidents occur involving players which may warrant action coach(es) shall report the incident as soon as possible, at least prior to the next game, for action.

The Level Director and coach(es) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

Any suspension to a player, coach, etc. exceeding one game may be matched by SMHA. The coach(es) implement the sanctions with the player(s) and the Level Director implements the sanctions with the coach(es). The Level Director reports the situation and sanctions to the Vice-President Administration and the President.

c) Verbal Reprimand

When incidents occur involving members of SMHA in situations other than as set out in a) and b) preceding, the incident shall first be reported to the Level Director and, if the incident involves officials, to the Vice-President Officials. Provided the complaint does not involve physical force or violence, the Level Director, and the Vice-President Officials, if applicable, may work with the parties involved to resolve the matter without further escalation. Except as set out in a) and b) preceding, no member of SMHA may be issued any discipline other than a verbal reprimand without a Disciplinary Committee being convened to review the matter. The Level Director shall report all incidents, whether warranting further escalation or not, to the Executive Committee.

d) Appeal

Notwithstanding the above, if a coach, player or parent feels that an issue has not been satisfactorily resolved through the Informal Process, such person may appeal the decision made in the process, by submitting an appeal in writing to the Vice-President Administration setting out the incident and the decision made in the Informal Process as

well as the basis on which the decision is being appealed. Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, SMHA may elect to proceed directly to Stage 2 – the Formal Process and may impose an indefinite suspension on involvement with Association activities, including practices and games, pending resolution of the incident under Stage 2.

6.4.3 Stage 2 – The Formal Process

The Vice-President Administration, on receiving a written appeal from a Stage 1 decision or on request from a Level Director, shall convene a Disciplinary Committee.

The Disciplinary Committee shall consist of the appropriate Level Director, Vice-President Administration and a member of the SMHA Board of Directors approved by the Vice-President Administration, and shall be no less than three people and shall follow the applicable provisions respecting committee membership set out in the SMHA Bylaws.

The Disciplinary Committee shall request that the complainant and any known witnesses complete Hockey Alberta Incident Reports and submit them to the Committee for review. The Committee may seek the input of such persons as the Committee believes have relevant information to assist the Committee in reaching its decision. The respondent shall be advised of the information reviewed by the Committee and shall be given an opportunity to respond to the complaint and to attend before the Committee to present evidence in relation to the complaint.

The Disciplinary Committee shall render a decision within a reasonable time and that decision shall be communicated to the respondent and a written record shall be kept on Association files.

a) Appeal

Notwithstanding the above, should a SMHA member feel that Stage 2 has not satisfactorily resolved the issue, the member may appeal to Stage 3 by writing to the SMHA Secretary, and submitting a \$50.00 Appeal Fee.

6.4.4 Stage 3 –Appeal of the Formal Process

The SMHA Secretary, on receiving a written request for an appeal accompanied by the appeal fee, shall inform the President of the appeal and the President shall form an Appeal Committee of at least 5 people, but in any event being an odd number of people, and which Committee shall include 2 Executive Committee Members, at least one additional member of the Board of Directors and at least one person from the general membership. Members of the Disciplinary Committee may not sit on the Appeal Committee.

The meeting must be held not less than 14 days and not more than 30 days from the receipt of the written request for an appeal.

The Executive Committee shall provide up to 30 minutes of meeting time for the persons making the appeal to state their case.

The Executive Committee shall render its decision by majority motion.

The decision shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta or the Canadian Hockey Association.

6.4.5 Refunds

If the appeal to the SMHA Executive Committee results in an endorsement of the decision of the Disciplinary Committee or an increase in penalty, the Appeal Fee shall be forfeited.

If the appeal to the SMHA Executive Committee results in a lesser penalty than that imposed by the Disciplinary Committee, the fees shall be refunded.

6.4.6 General Guidelines

Without restricting the foregoing, the following general, but non-binding, guidelines apply:

1. First infractions by players will normally be satisfactorily concluded at Stage 1.
2. Second infractions by players will normally proceed directly to Stage 2.
3. Infractions which involve coaches, team followers, or parents will normally proceed directly to Stage 2.
4. Suspensions, when applied to players, shall specify the number of games to which the suspension applies, both league and exhibition or the time period for which the suspension applies.
5. Suspensions include no activity in the dressing room or bench area, prior to or after the specified games, or during the specified time period.
6. Suspensions when applied to parents, coaches or team followers shall normally restrict the access of those persons to the dressing rooms, bench areas, and possibly spectator areas of arenas.

6.5 Hockey Equipment

6.5.1 Purchasing

The Equipment Director or his/her designate are the only authorized persons entitled to purchase hockey equipment on behalf of SMHA. Board approval is required for non-budgeted expenditures exceeding \$300.00.

6.5.2 Considerations

All registered SMHA teams must wear colors and cresting defined by SMHA.

SMHA will only be responsible for debts incurred by the Equipment Director on behalf of SMHA.

Ownership of all team equipment whether purchased, donated, or obtained through sponsorship shall become the sole property of SMHA and is subject to all rules and regulations.

The equipment is to be used only for SMHA games and practices.

Equipment requests are submitted to the Equipment Director, and considerations are determined by budget limitations and proper protection.

Equipment should be ordered so as to be available at the start of the season.

6.5.3 Issuing and Returns

Equipment is issued to the Head Coach or Team Manager of each team at the start of each season. The Coach is responsible for all team equipment issued to his team by SMHA.

All jerseys must be stored in garment bags and kept separate from other equipment.

Goalie equipment will be issued to coaches by November 1st of each season.

All equipment must be returned clean, with name bars removed on a date specified by the Equipment Director, but no later than March 31st.

Goalie equipment will be issued upon receipt of a cheque from each goalie parent dated March 31st of the following year in the amount of \$250.00. The cheque will be destroyed once the equipment is returned and inspected.

All players (excluding Female, Rec League players and Initiation) are required to submit a \$250.00 jersey deposit cheque at the time of their evaluation skills session. **NOTE: Level directors will not assign a player to a team until a properly dated jersey deposit cheque is received for that player.** Rec League players must submit a \$250.00 jersey deposit cheque to the Team Manager at or before the team's first scheduled team ice time. Initiation players must provide to their Team Manager a \$250.00 jersey deposit cheque no later than November 1. Jersey deposit cheques should be made payable to SMHA and dated March 31, 2016. The front of the jersey deposit cheque should clearly indicate the player's name and division. Jersey deposit cheques will not be cashed unless the jersey is not returned on or before March 31, 2016. The jersey cheque will be destroyed once player jerseys are returned to SMHA provided the jerseys are returned on time. If a jersey is returned after a jersey cheque has been cashed, SMHA will refund the amount of the jersey deposit. Female jersey deposit cheques will be handled as determined by the Pilot Program Committee for the 2016/2017 Pilot Program with Sherwood Park Minor Hockey Association.

6.5.4 Storage

A storage depot is located at the SOC Arena. It is used for taking inventory and for cleaning and repairing equipment. The storage area, under the supervision of the Equipment Director, is used as the major distribution centre for SMHA for equipment used on a seasonal basis.

6.5.5 Usage

All equipment issued by SMHA remains the property of SMHA and shall be properly cared for by those using it.

SMHA provides each team with a set of numbered jerseys. Only removable name bars are permitted on jerseys. In no case shall SMHA jerseys be used for practices, except at the Initiation and Tom Thumb levels. Jerseys will be allocated to teams by the Equipment Director. Jerseys will not be traded across divisions or categories once this designation is made. Every attempt will be made to match sponsors with related players; however, the Board of Directors makes no guarantees in this regard.

Full safety equipment including helmet, face guard, and throat protector must be certified and properly secured by all players when on the ice. All non-team or other personnel who do not comply with these same standards are assuming the risk of being solely liable for their own safety.

Goaltenders are supplied with protective equipment. No special orders are permitted.

All supplementary clothing is purchased by parents, as a matter of personal choice. No stipulation shall be made to team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

6.6 Forms

All necessary forms are available from the Level Directors.

7. DISPUTE RESOLUTION PROCEDURE – SEE ATTACHED SCHEDULE

The policy, categories and process are set out in the **schedule attached**. The SMHA Board of Directors manages and controls the affairs of its Association. SMHA has implemented a procedure to permit investigation, review and decision. Following any decision, if a complaint is upheld, sanctions may arise which are outlined under discipline procedures.

All members should be aware that the complaints procedure is an avenue for their use, and differs from the discipline procedure which is for use by SMHA without the necessity of a complaint.

8. CONFLICT

If these Policies and Procedures conflict with the Bylaws of SMHA, the Bylaws shall govern.

SCHEDULE SMHA BOARD OF DIRECTORS – JOB FUNCTIONS AND DUTIES

The positions on the Board of Directors are all for a one year term.

Each outgoing Director shall prepare a detailed summary of the matters and organizational things that had to be dealt with during his term so that a new incoming Director would have access to written material. Such material should be retained in a binder, booklet or format for review by any new Director as an aid to conducting his duties.

EXECUTIVE COMMITTEE:

President:

1. Attends all Board of Directors and Executive Committee meetings.
2. Is responsible for the general supervision over, and direction of, the operation of the Executive.
3. Is responsible for the supervision and direction of all Board members, including standards of performance, sphere of control, and disciplinary action.
4. Is responsible for preparation of the agenda for Board of Directors and Executive Committee meetings.
5. Is responsible for the conduct of meetings.
6. Schedules and presides at all meetings.
7. Maintains contact with other orientated resource groups.
8. Serves as a voting member on all committees, ex officio.
9. Becomes Past President in an advisory capacity.
10. Is a signing authority.
11. Exercises the powers of SMHA in case of emergency.

Past President:

1. Attends Board of Directors and Executive Committee meetings at the request of the President.
2. Shall be a source of guidance to the Executive Committee and Board of Directors.
3. Propose changes to the Bylaws and Policy and Procedures Manual.

Vice-President Operations

1. Attends all Board of Directors and Executive Committee meetings.
2. Attends all necessary Hockey Alberta Zone Meetings and League meetings
3. If appointed by the President, shall perform the duties of the President in his/her absence.
4. Is responsible for the following areas: Rep. League, Recreation League, Hockey Alberta/League Representation, Registration, Equipment, Ice Allocation and Risk Management.
5. Reports to the President.
6. Administers all Player Cards and Team Sheets.
7. Acts as liaison between Hockey Alberta and SMHA members including without limitation, special event permits and travel permits.
8. Ensures criminal record checks are completed in respect of all new coaches and are re-done for all coaches every three years.

Vice-President Development

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: Player and Coach Development.
4. Reports to the President.
5. In conjunction with Vice President Programs, is responsible for coordination of the coach selection process.
6. In conjunction with Vice President Programs, is responsible for coordination of the affiliation process.
7. Coordinates appropriate coaching development clinics in conjunction with Hockey Alberta.
8. Ensures coaches have appropriate coaching certification and supervision.
9. Establishes appropriate programs for development of players.
10. Coordinates development clinics.
11. Coordinates the coach evaluation process at the end of the season.

Vice-President Programs

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: All Level Categories, Conditioning Camps, Player Evaluation
4. Is responsible for coordination of the evaluation committee process.
5. In conjunction with Vice President Development, is responsible for coordination of the coach selection process.
6. In conjunction with Vice President Development, is responsible for coordination of the affiliation process.
7. Reports to the President.

Vice-President Finance

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for all treasury functions.
4. Is a signing authority for all cheques along with either the President/Secretary or Director, Concession.
5. Coordinates the preparation of SMHA's operating budget for approval by the Board of Directors.
6. Coordinates the preparation of interim financial statements and comparisons to budget for presentation at Board of Directors meetings.
7. Coordinates the preparation of annual financial statements for presentation at the Annual General Meeting.
8. Responsible for the development of, and compliance with, SMHA's accounting policies and procedures.
9. Coordinates the annual audit of SMHA's financial statements by a committee of the Executive.
10. Reports to the President.

Vice-President Administration

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: Tournament Coordination, Concession, Fundraising/Sponsorship, Communications, Social and Discipline.
4. Responsible for updating Bylaws and Policies and Procedures as necessary.
5. Reports to the President.

Secretary

1. Attends all Board of Directors and Executive Committee meetings.
2. Is responsible for preparation of the agenda for Board of Directors and Executive Committee meetings in consultation with the President.
3. Records the minutes of all meetings and circulates them and distributes them appropriately.
4. Maintains, in conjunction with the Registrar, a file cabinet with all previous pertinent data (licenses, permits, registrations, etc., with photocopies of same).
5. Is in charge of all Executive records.
6. Maintains and updates the Strathcona Minor Hockey Association Policy and Procedures Manual as required.
7. Is responsible for all Executive correspondence.
8. Publishes the appropriate notice of the Annual General Meeting.
9. Is a signing authority.
10. Maintain a post office box.
11. Responsible for the assignment and collection of all keys held by Executive and Board of Directors.
12. Performs such other duties as designated by the President.
13. Reports to the President.

BOARD OF DIRECTORS:

Treasurer

1. On request, attends Board of Directors meetings.
2. Maintains accounting records and back-up data for all transactions.
3. Provides purchase orders on request from authorized Executive members.
4. Handles all banking functions and account reconciliations.

5. In conjunction with the Vice-President, Finance, is responsible for developing SMHA's operating budget for approval by the Board of Directors
6. Prepares interim financial statements and comparisons to budget for presentation at the Board of Directors meetings.
7. Prepares annual financial statements for presentation at the Annual General Meeting.
8. Prepares and coordinates all payments for goods or services received.
9. Coordinates the annual, external audit of the SMHA financial statements.
10. In conjunction with the Vice President, Finance, is responsible for developing, and ensuring compliance with, SMHA's accounting policies and procedures.
11. Reports to the Vice-President, Finance.

Referee in Chief

1. Attends all Board of Directors and Executive Committee meetings.
2. Coordinates appropriate officials development clinics.
3. Oversees assigning of referees.
4. Reports to the President.

Equipment Director

1. Attends all Board of Director meetings.
2. Is responsible for the purchase and maintenance of all equipment.
3. Is responsible for documentation relating to team allocation.
4. Submits a list of equipment required and prepares budget requirements for equipment to be submitted prior to budget meeting. Reports to Board of Directors on needs or changes to budget. Outside purchases that were not budgeted for must receive approval from the Executive.
5. Maintains reasonable hours for equipment room access.
6. Obtains best prices possible for equipment.
7. Ensures that, if equipment is released during the off-season, a substantial deposit is paid.
8. Arranges for handling, storage, repairing, cleaning and inventory of equipment.
9. Ensures that all equipment is returned to stock by April 30 of each season.
10. Reports to the Vice-President Operations.

Level Directors (Female, AA, Midget, Bantam, Pee Wee, Atom, Novice, Tom Thumb/Initiation)

1. Attends all Board of Directors meetings.
2. Is responsible for ensuring that all coaches in the category fulfill the obligations of SMHA.
3. Coordinates and sets up coach selection for the category.
4. Coordinates and sets up player evaluation and team selection.
5. Prepares and submits proposed changes or amendments to the hockey program applicable to the category.
6. Is responsible for regular reports to the SMHA Board of Directors.
7. Is responsible for enforcing all discipline and/or suspensions as directed by the Disciplinary Committee.
8. Ensures that each coach is advised to thoroughly review an up-to-date Hockey Alberta Rule Book, the Strathcona Minor Hockey Association Policy and Procedures Manual and the Coaches and Managers Manual.
9. Responsible for the affiliation sheets of each team at their level by December 1st of the current hockey season.
10. Is responsible for collecting all outstanding registration monies owed to SMHA in conjunction with the Registrar.
11. Reports to the Vice-President Programs.

Communications Director

1. Attends all Board of Directors meetings.
2. Ensures that news items submitted by Members of the Board of Directors are posted on the website or emailed to members, as required.
3. Ensures the website has reports on upcoming functions.
4. Create and post notices for various events (AGM, Registration, Coach Applications) on the website.
5. Coordinate, create, maintain and manage SMHA Website content.
6. Provide technical support to team webmasters.
7. Create and maintain website use policy and website advertising policy.
8. Act as liaison with website provider.

9. Maintain association email information.
10. Reports to the Vice-President Administration.

Fundraising, Retention and Recruitment Director

1. Attends all Board of Directors meetings.
2. Actively recruit new members and propose initiatives to retain existing members.
3. Sets up all prospective dates for fundraising.
4. Coordinates all fundraising functions (sponsorships, Oiler 50/50, casino, raffles, skate-a-thon, etc.) approved by the Board of Directors.
5. Files all necessary government licensing.
6. Reports on every function held to the Board of Directors.
7. Arranges for volunteers from all categories.
8. Reports to the Vice-President Administration.

Tournament/Social Director

1. Attends all Board of Directors Meetings.
2. Responsible for overseeing tournaments within SMHA and obtaining necessary approvals and sanctions.
3. Work with Ice Allocation Coordinator to book tournaments.
4. Oversee and assist tournament committee and attend tournament meetings.
5. Responsible for social events within SMHA or hosted by SMHA (Coaches Dinner, Dance and Coaches Game).
6. Responsible for Team of the Week: Display, schedule, coupons, emails for Initiation to Pee Wee teams.
7. Reports to the Vice-President Administration.

Concession Director (SOC Arenas)

1. Attends all Board of Directors meetings.
2. Responsible for all aspects of operations of SOC concession including without limitation ordering food, staffing, cleaning and financial reporting.
3. Maintains appropriate budgeting and financial records of operations in cooperation with the Treasurer, including tracking, recording and retention of daily cash logs to support concession receipts.
4. Ensures concession is staffed at all appropriate times.
5. Ensures all concession staff are aware of policies for tracking, recording and retention of daily cash logs.
6. Reports to the Vice-President Administration.

Ice Allocator

1. On request, attends Board of Directors meetings.
2. Attends Strathcona County Ice Allocation meetings.
3. Is responsible for obtaining all ice for SMHA.
4. Schedules game and practice ice as received from Strathcona County Parks and Recreation.
5. Ensures ice is allocated to categories in accordance with team numbers.
6. Schedules special events such as development clinics, tournaments, provincials, etc.
7. Coordinates ice times to provide times relative to age and category.
8. Follows up on use of ice by teams and ensures full utilization.
9. Reports to the Vice-President Operations.

Registrar

1. On request, attends Board of Directors meetings.
2. Coordinates annual registration.
3. Keeps all documentation relating to registration of players.
4. Prepares annually (after registration) an analysis of registered players.
5. Is responsible for collecting all outstanding registration monies owed to SMHA. Works with Level Directors and Treasurer to collect outstanding monies.
6. Maintains a complete computerized record of all players, including names, addresses, parents' names, phone numbers, e-mail addresses, health care numbers, birthdates, and divisions played.
7. Provides copies of registration information to appropriate Level Directors.
8. Be notified and involved with player movement, i.e. must be in possession of player releases to forward to Hockey Alberta and shall attend to execution of releases by the President as required.

9. Assist Vice-President Operations with coordination of criminal record checks.
10. Reports to the Vice-President Operations.

SCHEDULE DISPUTE RESOLUTION PROCEDURES POLICY

It is mandatory that the Dispute Procedure must at all times remain focused solely on the Mission and Vision Statement of SMHA and the best interest of all players involved. Any complaints and handling of such complaints must at all times address whether there is a direct effect on the player(s) which results in a loss of enjoyment or benefits from the SMHA program or its goals. Specific breaches of the Policy and Procedures Manual should be noted by complaining party where possible. Complaints involving personality issues or philosophies that do not have a direct effect on individual player(s) or SMHA goals will not be tolerated unless a specific breach of the Policy and Procedures Manual is evident. The Policy and Procedures shall apply to all Directors, Executive Members, members at large, players, coaches and team support staff or officials therein. Once teams are established, it is recommended that every team choose or elect a parent representative, whose function will be to relay concerns of parents or players to coaches and managers and thereafter to be the spokesperson for parents or players of any appeals process that is conducted.

Parents must understand that effective complaints handling may require interviews with the children where they are the source of any complaint or are directly affected by a complaint. Parents should be notified if a formal interview is required, and will be cautioned not to interfere in any interview process. As recommended by Hockey Alberta, a parent is entitled to be present. All parties shall conduct themselves in a civil and professional manner. All parties shall abide by all decisions unless overturned at any appeal stage. All members shall abide by the process of appeal before any other action is considered or taken. Complaints that involve the health, welfare or safety of the players shall be given priority. Adherence to time limits referred to in the process are recommendations and not legally mandatory. Members are reminded that SMHA operates solely on volunteer contributions of its members.

Complaints that are the subject of disciplinary action shall be deferred to the disciplinary process.

COMPLAINT CATEGORIES AND INFORMAL PROCESS

I. NON PLAYER OR PRE TEAM ORGANIZATION COMPLAINTS

Complaints arising prior to team organization or non player matters shall be reported in writing to the Level Director or any executive of SMHA if a conflict of interest is perceived with a Level Director. All relevant facts and information should be disclosed. If any complaints relating to a Level Director arise these shall be reported to the Vice-President of such Director.

The Director or Vice-President, as the case may be, may make further inquiries to obtain confirmation of facts or other information, and shall render a decision as quickly as possible and inform the complaining party in writing. A decision intended to be made by a Director shall first be communicated to his Vice-President. A decision to be made by a Vice-President shall first be communicated to the President. Any further appeal shall be handled as noted under the heading Formal Appeal.

II. POST TEAM ORGANIZATION AND INDIVIDUALS

Complaints involving players or related issues after teams are organized including coaches, parents and others shall first be reported to both the Parent Representative, if any, and the Team Manager. Verbal communication is initially recommended in order to reach a possible resolution. If no resolution is achieved a meeting shall be called by the Manager on reasonable notice to the interested parties or team as a whole. Unless a conflict exists, the Manager shall chair the meeting and may request a summary of facts in writing or shall otherwise cause a summary of the facts alleged to be reduced to writing.

If the issue is not resolved or any person is unsatisfied, the Level Director shall be notified and supplied with all written information from the Manager and the complaining party. The Director may make further inquiries to attempt to determine the facts. The Director shall render a decision as quickly as possible and inform the parties of such decision in writing. The Director shall first consult his Vice-President of any intended decision and shall supply all documents to the Vice-President. Any further appeal shall be handled as noted under the heading Formal Appeal.

III. FORMAL APPEAL

Any dissatisfied parties shall submit notice in writing of his intention to appeal to the Secretary of SMHA or President within seven days of receipt of written decision along with a non-refundable fee of \$50.00 payable to SMHA. The written notice shall include:

- a) Grounds of appeal;
- b) Outline of any breaches of policies, rules, by-laws of SMHA, Hockey Alberta or CHA;
- c) Brief summary of facts in issue;
- d) New facts or information, if any;
- e) Result desired.

The President shall inform the Vice-President Administration of the matter and the Vice-President Administration appoint a Committee of a minimum of three people, one of whom shall be a member of the Executive Committee of SMHA. The Vice-President Administration shall appoint a Chairman who shall receive all documentation. Following appointment of the Chairman and Committee, the Chairman shall notify the interested parties to meet with the Committee within 14 to 30 days thereafter.

The Committee shall, at the time of the appointed meeting:

- 1. Determine and advise the interested parties of the Rules of Procedure;
- 2. Provide a reasonable opportunity to hear and review submissions from interested parties;
- 3. Determine if any issues of bias, conflict of interest or SMHA policy breach has occurred at any earlier stage;
- 4. Determine if the complaint is established; and if so, may impose such sanctions if discipline is warranted pursuant to its decision;
- 5. Inform the interested parties within seven days of the meeting of its decision in writing.

The formal appeal is final and binding on all SMHA members.