

## **PART II - RULES & REGULATIONS**

### **Revised & Approved Oct 15th 2018**

#### **Article I - Definitions**

- 1) Teams are categorized as follows:
  - a) **Developmental Teams:**
    - Initiation A
    - Novice A
    - Atom A
    - Pee Wee A
    - Bantam A
    - Midget A
    - Female teams (A)
  - b) **Part Time Representative Teams:**
    - Novice Minor Carded (start date as per SHA rules)
    - Atom Minor Carded (start date as per SHA rules)
    - Pee Wee Minor A Tier II Provincial (start date as per SHA rules)
    - Bantam Minor A Tier II Provincial (start date as per SHA rules)
    - Midget Minor A Tier II Provincial (start date as per SHA rules)
    - Novice Female Carded (start date as per SHA rules)
    - Atom Female Carded (start date as per SHA rules)
    - Pee Wee A Tier II Female Provincial (start date as per SHA rules)
    - Bantam A Tier II Female Provincial (start date as per SHA rules)
    - Midget A Tier II Female Provincial (start date as per SHA rules)
  - c) **Representative Teams:**
    - Atom AA Tier1
    - Pee Wee AA Tier I
    - Bantam AA Tier I
    - Midget AA Tier I
    - Midget AAA

#### **Article II - Eligibility for Developmental Teams**

- 1) A player, in order to participate in the SCMHA program, must be a bonafide resident of the city of Swift Current. A bonafide resident, is a player who has moved in with his parents, or legal guardians, and has taken up physical residence within the city of Swift Current, and as defined by SHA guidelines, and SHA Residential Qualifications, with the following exceptions:
  - a) Players registered in SCMHA for the past 4 consecutive years.
  - b) Other players as approved by a motion of the board
- 2) Registration of players for Developmental teams, from other communities may occur in exceptional circumstances, subject to Board approval only.

#### **Article III - Eligibility for Representative Teams**

- 1) As per regulation - Article II - Clause 1.
- 2) Players registered in SCMHA for 3 seasons.
- 3) A limit of out-of-town players:
  - Atom AA Tier 1 -0; No out of town players
  - Pee Wee AA Tier I- 7 players
  - Bantam AA Tier I- 8 players
  - Midget AA Tier I- 9 players

**Article IV - Team Set-up**

**1) Developmental Teams**

- a) Evaluations will be held, and players will be placed on teams by the Division Head, and will involve coaches and asst. coaches as per the following method: 1) Players are rated and placed on teams equally based on skill level. 2) Agreement is obtained between representatives on equal teams. 3) Coaches are picked at random and then coaches trade for own child.
- b) Teams will play in a league within SCMHA, or if approved by the Board, may play within leagues that are registered with SHA.
- c) Teams may attend exhibition games, and tournaments subject to Division Head approval.
- d) Initiation teams will not be allowed to attend any over-night tournaments and a maximum of 2 one-day tournaments that are not deemed SCMHA tournaments. At least 3 weeks advance notice must be given to the SCMHA ice scheduler.
- e) ii) Novice teams will be allowed to attend 1 over-night tournament and a maximum of 3 one-day tournaments that are not deemed a SCMHA tournament. At least 3 weeks advance notice must be given to the SCMHA ice scheduler.
- f) Team certification forms shall be submitted to the SCMHA - Registration/Certification director, who will submit the certification forms, to SHA on behalf of the teams, and SCMHA.
- g) SHA Provincial Play-off application, for all eligible teams, shall be submitted to the SCMHA - Registration/Certification director, who will submit to the Board for approval, prior to submission to SHA. If approval is granted, the Provincial Playoff application, and player cards will be submitted by the SCMHA - Registration/Certification director, to SHA on behalf of the teams, and SCMHA.
- h) Duration of games - as approved by the Director of Operations.
- i) Games which are not started on time due to any delays shall be terminated at the end of the allotted time, regardless of playing time remaining.
- j) Registration fees for the team officials will be paid for by the team in the situation when there is excess of greater than three officials to be registered.
- k) A fair play coaching approach is expected at this level (see SCMHA vision statement in the constitution) Fair play means that all efforts are made to provide all players with appropriate and reasonable ice time for the whole season.
- l) Minimum player numbers per team will not be less than 14 unless prior approval is provided by the SCMHA Board.

**2) Part-Time Representative Teams**

- a) 3 ice-session try-outs may be held after selection of Representative Teams or the Coaches or Selection Committee may choose to evaluate the players, based on their play up until the deadline for registration.
- b) No part time representative team will be allowed in the Initiation Division.
- c) The only players eligible for these teams will be players as per Article II - Clause 1, or for players who have been registered within SCMHA for the past 4 consecutive years. All players must be registered with SCMHA, and participate for a Developmental team within the division, they are trying out for. Players from other divisions must receive approval from the SCMHA Board in order to tryout.
- d) Each player trying-out must complete a SCMHA "Camp Registration" form, and pay the try-out fee if the Division decides to hold a camp.
- e) Player selection of these teams will be made by the coach, or a selection committee, as appointed by the coach.
- f) These teams will not compete in any league.
- g) Part-time representative teams may attend tournaments prior to and after provincial play with prior board approval.
- h) SHA Provincial Playoff application shall be submitted to the SCMHA - Registration/Certification director, who will submit to the Board for approval, prior to submission to SHA. If approval is granted, the Provincial Playoff application will be submitted by the SCMHA - Registration/Certification director, to SHA on behalf of the teams, and SCMHA.
- i) Registration fees for team officials will be paid for by the team.
- j) Subject to SHA rules and regulations, a player's first responsibility is to play with his/her developmental team until that team is eliminated from league play, including play-offs.
- k) In the event that there are only enough players to form a single team in any Division; the team registered for league will also be the team registered for SHA Provincials.
- l) Part-time Representative teams will not be allowed to have AP's if combining teams to make one team (as per SHA rules) Novice Carded Teams will have a minimum number of players per team and will not be less than 14 plus 2 goalies unless prior approval is provided by the SCMHA Board. There will be a maximum of 1 part-time

representative team per division.

### 3) **Representative Teams**

- a) Try-outs will be held for each Representative team.
- b) Players eligible for these teams will be for players as per Article III.
- c) Each player trying-out must complete a SCMHA "Camp Registration" form, and pay the try-out fee.
- d) Each player prior to registering for try-outs must prove their eligibility (excluding Midget AAA), as per SHA "Residential Qualification" with respect to the radius. Failure to comply with this regulation will nullify this player from trying-out.
- e) Player selection of these teams will be made by the coach, or a selection committee, as appointed by the coach.
- f) These teams will compete in leagues that are registered with SHA.
- g) These teams will be allowed to play in exhibition games, and tournaments.
- h) Team certification forms, player cards, and AP lists, shall be submitted to the SCMHA - Registration/Certification director, who will submit the certification forms, to SHA on behalf of the teams, and SCMHA.
- i) SHA Provincial Playoff application shall be submitted to the SCMHA - Registration/Certification director, who will submit to the Board for approval, prior to submission to SHA. If approval is granted, the Provincial Playoff application will be submitted by the SCMHA - Registration/Certification director, to SHA on behalf of the teams, and SCMHA.
- j) Each player who attends try-outs will be granted 3 ice sessions before any cuts are announced.
- k) Teams may be requested to provide budget information at any time during the season by SCMHA.
- l) Registration for team officials will be paid for by the team in the situation when there is excess of greater than three officials to be registered.
- m) Should a "paper" team be required, the associated registration fees will be paid by SCMHA.
- n) Parent fees will be set as follows:
  - Atom: \$500.00
  - Pee Wee: \$600.00
  - Bantam: \$700.00
  - Midget: \$800.00
- o) Any team funds left over at the end of the season will be returned to the parents under the discretion of the Board after reviewing the financial reports.
- p) PW AA Broncos, Bantam AA Broncos and Midget AA Broncos have to have their roster down to 19 players within 7 days of the camp end date.

### 4) **Team Certification**

- a) All AA teams must have their certification form completed and handed in to the SCMHA Registrar 7 days prior to the evaluation camps for the league teams in their respective Divisions or their ice allocation will be suspended until they do so.

### **Article V - Try-out Camps & Fees**

- 1) The try-out fee will be shown on all SCMHA "Camp Registration" forms. Try-out fees may vary up to a maximum of \$40.00 per player per division, and team.
- 2) SCMHA will advertise the full slate of tryout dates for the camps in September, with the exception of the Legionnaires and Wildcats.

### **Article VI – SCMHA Team Sweaters, Colours and Clothing & Equipment**

- 1) If teams choose to purchase team clothing; standard jackets & the SCMHA logo are to be ordered by all members to exemplify unity within the organization.
- 2) Atom AA Tier 1, PW Broncos, Bantam AA Broncos, Midget AA Broncos and Female Midget AA Broncos will crest their jerseys with the approved Broncos logo as per the agreement between SCMHA & the Swift Current WHL Broncos. The AAA Legionnaires and the AAA Wildcats may crest their jerseys with their own logos.
- 3) Sponsor logos can be stitched to the jackets.
- 4) Player name bars may be placed on all team Jerseys.
- 5) Wind Suits are to be ordered in the SCMHA colours with the exception of the AA teams who will order with Bronco colors as per the agreement between SCMHA & the Swift Current WHL Broncos.

- 6) Each team from Atom Division through to Midget Division will be given 2 sets of Swift Current Minor Hockey jerseys (home and away). The memorial clover leaf will be applied to the left shoulder and the numbers 8, 9, 11 and 22 will not be crested on any jersey. All teams will be required to keep home and away jerseys in jersey bags at all times.
- 7) The Pee Wee Broncos, AA Bantams and AA Midgets replace one set of sweaters every year commencing 2018/2019 season. There is to be no alterations made to the Jersey's once given to the teams by the Equipment Manager without his permission. All teams in the Atom and Pee Co-ed Division and the Female Atom, Pee Wee, Bantam and Midget will pay a \$45 per-player jersey rental fee annually and replace the jerseys every 5 years. All teams in the Co-ed Bantam and Midget Division will pay a \$45 per-player jersey rental fee annually and replace the jerseys every 3 years. Each team will have the option to purchase the oldest set of sweaters at actual replacement-cost at the end of the season.
- 8) The coach/manager of each team will collect a \$100 cheque per player in Initiation and Novice Divisions before jersey is given out, post-dated for April 15th of the current season, put in an envelope along with a team roster and given to the division head by October 30<sup>th</sup> of the current season. Cheques to be cashed if the jersey is not returned. Any deviation from above requires SCMHA Board approval. Division Heads will return all Jersey's in Jersey bags tagged with team name by April 15<sup>th</sup> or the cheques will be cashed.
- 9) SCMHA will provide goalie equipment to Novice Division and any team that does not have a designated goal tender.
- 10) Teams are responsible to repair all minor cuts and rips to Team jerseys at their cost.

#### **Article VII – Penalties**

- 1) C.H.A./S.H.A. rules apply to league, playoff and exhibition games.
- 2)
  - a) When using straight running time, penalties shall be served as follows:
 

i) Minor	3 minutes straight time
ii) Major	7 minutes straight time
iii) Misconduct	15 minutes straight time
  - b) Penalties, or suspensions to be dealt with under C.H.A./ S.H.A. rules, and additional suspensions may be assessed by the Board of Directors.

#### **Article VIII - Suspensions**

- 1) As per SHA guidelines
- 2) *Representative Teams* - Suspensions are dealt with by the Leagues and SHA. If further disciplinary action is to be taken it will be dealt with by the Progressive Discipline Director and the SCMHA Board.

#### **Article IX – Players-Developmental Teams**

- 1) No player may be registered on more than one team with SHA at any one time, with the exception of Provincial and Carded teams.
- 2) In order for a player to be placed in a lower or higher division, parents must submit a formal letter to SCMHA no later than one week following the last SCMHA registration date. Players will be assessed at the evaluations in their appointed age level first. The Divisions Heads involved will bring forth a recommendation to the SCMHA Board for approval. Requests based solely on convenience will not be considered.
- 3) Female Atom age players and older will dress in a different room from the male players both before and after games. These players should be integrated with the team before, during and after games.
- 4) Out-of-Town players within the allowed radius, or SHA approval, will be accepted to register with SCMHA, based on availability.

#### **Article X – Affiliated Players (AP)**

##### **SCMHA Affiliated Player (AP) Process:**

***Common courtesy, timely communication and common sense are to be used by all involved at all times throughout the process.***

**Process:**

- 1) Each division will hold a meeting with all teams interested in utilizing affiliated players. The selection of players will be conducted utilizing a draft.
- 2) The order of selection will be AAA teams, AA teams followed by developmental teams. The number and origin of AP's will be as set out by SHA Rule 8.07.01 with the following restriction:
  - Midget AAA – Maximum 6 Bantams
  - Midget AA – Maximum 2 Bantams
  - Midget A – 7 players
  - Bantam AA – Maximum 2 Pee Wee
  - Bantam A – 7 players
  - PeeWee AA – Maximum 2 Atom
  - PeeWee A – 5 players
  - Atom AA - 3 players
  - Atom – 3 players
  - No AP's for novice or initiation teams
- 3) Rep teams may use AP's at the team's discretion. Development teams can only use AP's under the following circumstances.
  - Bantam and midget – must be below 13 skaters and can use AP's to get to that number.
  - Pee Wee- must be below 12 skaters and can use AP's to get to that number.
  - Atom – must be below 10 skaters and can use AP's to get to that number.
  - Exceptions can be made with division head approval.
- 4) The process for using an AP will be as follows:
  - a) The coach using an affiliated player must first notify the head coach of the team the player is registered with. It is the responsibility of coaches to allow AP's to play or practice at the higher level, provided there is no conflict with a game or practice of the AP's registered team. Players should be given the opportunity to play at a higher level at every chance.
  - b) The coach using the AP must receive the approval of the player's parent or guardian.
  - c) Subsections a) and b) apply to each game or practice the AP is used.
  - d) Any dispute over use of an affiliated player will be referred to the Division Head for the team that the AP is registered with for resolution. In the case of a conflict of interest the dispute will be referred to the SCMHA President.

**Appeal Process:**

- 1) An appeal will be accepted by the SCMHA Division Head providing verifiable information is provided by the appellant, confirming that in fact a Coach has not followed the process outlined above.

**Discipline:**

- 1) The SCMHA Division Head will decide on what, if any disciplinary action is required. This information will be subject to SCMHA Executive approval.
- 2) The recommended disciplinary action will be the suspension of the person found to be in breach of the regulation for a time of not less than one week, to a maximum of thirty days for a first offence.
- 3) A proven second offence will result in suspension of the coach involved indefinitely.
- 4) All disciplinary actions will be documented and placed on the coach's file for future reference.

***Article XI - Fund Raising***

- 1) No fund raising campaigns, or solicitations of donations, by Developmental teams, shall be conducted unless approved, or directed to do so, by the Board of Directors, including tournament programs. Any Coach, Assistant Coach, Manager, or Player violating this rule shall be automatically suspended until the case is dealt with by the Board of Directors.
- 2)
  - a) The team's tournament will not be deemed as fund raising projects.
  - b) The Pee Wee Broncos, Bantam AA Broncos, Midget AA Broncos and Midget Female AA Broncos will combine their tournament program fundraising.
  - c) Each Part-time Representative Team will be allowed one fund raising project, which will be deemed as a tournament, subject to ice availability and Board approval.
- 3)

- a) Team budgets for Representative Teams have to be submitted to SCMHA by October 1<sup>st</sup> of the current season.
- b) The Program Book fundraising will be kept as is except the cheques that are collected are made out to SCMHA and the Board will hold the funds until the budget is presented at the beginning of the New Year when the teams are allowed to request further funding if needed. Any left over monies will be kept in the SCMHA general coffers.
- c) Except for their tournament, all fundraising must be approved by SCMHA. Income statements must be shown to prove that additional fundraising is needed.
- d) Legitimate Expenses in team budget will be as follows:
  - Transportation expenses to team games except tournaments
  - Bus Driver
  - Non parent coach expenses
  - Ice rental
  - Jerseys
  - Socks
  - League registration
  - Tournament fees
  - Administration fees (eg. Cheques, bank fees, photocopying, etc)
  - Referee fees
- e) Non-Legitimate expenses:
  - Anything that is not listed under "Legitimate Expenses."

#### ***Article XII- Goalies***

- 1) All goaltenders from Pee Wee to Midget must be full-time goalies unless they have 2 or more goalies on a team. No exceptions unless Board approval. (Violations will be dealt with by coach suspension)
- 2) In the case where there are too many or too few goalies in any particular Division, the Division Heads, Coaches and Families involved will come to a mutual agreement. If an agreement cannot be reached, the Board will make a final decision following evaluations.

#### ***Article XIII - Booking Ice Time***

- 1) All Ice Time booked on behalf of the Association is to be made through the Ice Scheduler.
- 2) Division heads will meet with the Ice Scheduler at the beginning of each season to discuss ice allocation for tournaments and league play.
- 3) The Ice Scheduler will forward ice slots to all head coaches prior to the league scheduling meetings.
- 4) Subject to ice availability, developmental teams shall be assigned 2 ice times per week. Representative teams shall be assigned 2 practice times per week in addition to their game slots. Part-time representative teams will be assigned ice subject to availability.
- 5) Ice priority shall be assigned as follows:
  - a) AAA representative teams
  - b) AA representative teams
  - c) Provincial games
  - d) League games
  - e) Developmental SCMHA teams
  - f) Part time representative teams
  - g) Exhibition games.
  - h) Provincial/league playoff games will take precedence over all practices.
- 6) Once league schedules have been determined, teams shall forward a copy of their completed league, tournament and exhibition schedule to the ice scheduler prior to their first game.
- 7) Teams are no longer able to cancel their scheduled practice times as per agreement with the City of Swift Current block ice policy.
- 8) During the playoff season, teams shall provide weekly updates to the ice scheduler identifying the number of practices and possible game slots (home and away) required for the next round.
- 9) All teams will notify the ice scheduler immediately upon completion of season. Teams may be responsible for using all ice assigned within a 10 day time period upon completion of season.
- 10) Ice fees will be billed at the following rates for 2017-2018

- Prime rate \$108.00 per hour
- Non-prime rate \$59.00 per hour
- Iplex (games only) \$119.00 per hour
- Tournament rate \$117.00 per hour

#### **Article XIV - Volunteer Screening Policy**

- 1) Police record checks will be required for all new registered coaching staff, third-party coaches, consultants, advisors and board members. Existing coaching staff, third-party coaches, consultants, advisors, and board members will be required to submit an updated criminal record check every three years. SAFE PLACES certification is now required for all personnel including volunteers with each team.
- 2) At the Coach Orientation in the fall the Risk Management Director will obtain all police record completed forms as soon as possible.
- 3) For any outstanding police checks the division heads will be responsible for having them completed by their coaching staff and submit them to Risk Management.

#### **Article XV - Division Head**

- 1) Job descriptions are to be provided at the Board Orientation to newly elected board members which will take place in May/June of each year. These job descriptions are on file in the SCMHA office, as well as on power point.

#### **Article XVI - Referees**

- 1) SCMHA will pay the clinic fee for all Swift Current referees up to the age of 16.
- 2) Officials will be booked by the division heads for the Initiation and Novice developmental teams. All other teams will be required to book their own officials.
- 3) All officials must be booked through the referee assignor. In the event an official is required for an out-of-town game, you may be directed to find your own officials.
- 4) For league and exhibition play, the home team for Atom to Midget divisions shall be responsible for payment of officials. Payment shall be made in cash, no later than the 2nd intermission of the game. For all tournaments, the tournament committee will be responsible for making payments to the refs.
- 5) Official rates will be reviewed annual by the board.

<b>2017 - 2018 Official's Rates:</b>		
<b>Initiation/Novice:</b>		
2 referee	Referee \$20 each	
<b>Atom:</b>		
1 referee & 2 linesmen	Referee \$50	Linesmen \$35 each
2 referees	Referee \$50 each	
<b>Pee Wee:</b>		
1 referee & 2 linesmen	Referee \$50	Linesmen \$35 each
<b>Pee Wee AA:</b>		
2 referees & 1 linesman	Referees \$65 each	Linesman \$45
<b>Bantam:</b>		
2 referees & 1 linesman	Referee \$65	Linesmen \$45 each
<b>Bantam AA:</b>	Set by League	
<b>Midget:</b>		
2 referees & 1 linesman	Referees \$75 each	Linesman \$50
<b>Midget AA:</b>		

2 referees & 1 linesman	Referees \$75 each	Linesman \$50
<b>Midget AAA:</b>	Set by League	

Mileage will be paid at \$0.42 per kilometer. Any official who is not receiving expenses for driving is to receive a travel allowance of \$10. Should an official travel more than 75 km one way, an additional \$10 per official will be paid. If travel is more than 150 km one-way, an additional \$15 per official will be paid.

Referees Assignor Fees will be set as follows:

- Initiation/Novice Divisions: \$4 per game
- Atom, Pee Wee, Bantam & Midget Divisions: \$6 per game

6) Officials are expected to be at the rink no later than 30 minutes prior to game time. In the event an official does not show up, notify the ref assignor immediately. If no replacement can be found, payment for the "no show" official shall be split amongst the officials.

7) SCMHA has a zero tolerance for abuse of officials. Any persons in violation of this rule will be asked to leave the premises immediately and may be subject to further disciplinary action.

#### ***Article XVII - Coaches/Trainers***

- 1) SCMHA will pay the registration fee for all Swift Current coaches, asst. coaches and trainers and managers.
- 2) SCMHA will pay the registration fees for all clinics that are not offered through SCMHA.
- 3) The Director of Operations will post job descriptions for all coaches/assistant coaches and trainers on the website.
- 4) Teams may request a first-aid kit to be supplied by SCMHA and charged for the cost.
- 5) SCMHA Board will approve all Head Coaches and Assistant Coaches for each team from Initiation Division through to Midget Division.
- 6) AAA Midget Legionnaires and AAA Midget Female Wildcats Coaches must inform the board of directors of their intentions to continue on for the following year or resign by December 30 of the current season. Deadlines for accepting applications for these positions will be until February 1st of the current season. If a Management Agreement is in place for more than a one year term the above does not apply. AA Representative team deadline for applications is April 1st. Developmental team deadline for applications is October 1st. Provincial team deadline for applications is November 1st. Carded team deadline for applications is November 1st.

#### ***Article XVIII – Managers***

- 1) The Director of Operations will post job descriptions for all managers on the website.

#### ***Article XIX - Injury/Medical Release***

- 1) When a player is injured that requires medical attention, from a Medical Doctor or a General Practitioner, during an S.H.A. sanctioned event, the player or his/her legal guardian must supply medical documentation from a Medical Doctor or a General Practitioner, that the player has fully recovered from his/her injury and is fit to play.
- 2) This medical documentation must be presented to and turned over to the player's Coach, Assistant Coach or Manager, prior to returning to compete in a S.H.A. sanctioned event.

#### ***Article XX - Midget AAA - Management Agreement***

- 1) A new agreement has been completed & signed as of October 1<sup>st</sup>, 2015.

#### ***Article XXI – Discipline Guidelines***

- 1) Discipline guidelines will follow the most recent publication of the SHA handbook.
- 2) SCMHA reserves the right to impose additional disciplinary action as recommended by the Progressive Discipline Committee. The Progressive Discipline Committee shall be determined by Risk Management.
- 3) The appeals process is set out in the Constitution – Article XIV – Appeals



### **Duties of the Director of Discipline and Risk Management**

- a) Assists division heads with any minor or major complaint that cannot be resolved by the division head
- b) Conducts investigations of complaints made against players, coaches, officials and parents
- c) Reviews, Resolves, mediates complaints and conflicts involving members of SCMHA
- d) Provides verbal and written warnings and reprimands to players, coaches, officials and parents who violate SCMHA codes of conduct, policies, and procedures
- e) Presents verbal and written summaries (as necessary) of any minor or major discipline event involving a player, coach, official or parent at each SCMHA Board meeting.
- f) Provides verbal or written reports to the board, executive, and Discipline committee as required
- g) Maintains a record of offences for players, coaches, parents and officials
- h) Acts as the Chairperson of the SCMHA Discipline Committee when it is convened
- i) Maintains a Safe Places data base
- j) Suspend any member (e.g. parent), team, player, team official or referee for various actions until a review by the Discipline Committee

### **CODE OF CONDUCT AND DISCIPLINE**

#### **GENERAL**

1. The following code of conduct applies to all members (e.g. parents), teams, players, team officials and referees while representing SCMHA at any event or location (e.g. practice, game, tournament, etc.):

- a) The President, on the recommendation of the Director of Discipline and Risk Management, has the authority to suspend any member (e.g. parent), team, player, team official or referee for various actions until a review by the Discipline Committee.
- b) The President, at his/her discretion, may decide to not suspend the member (e.g. parent), team, player, team official or referee for any inappropriate behaviour, but instead may refer the incident directly to the Director of Discipline and Risk Management who may convene the Discipline Committee to review the details of the matter or may appoint a separate committee to investigate the matter.

2. The following are specific examples of behavior from Players, Coaches or Parents that may lead to disciplinary action from the Director of Discipline and Risk Management:

- a) Acting in an unsportsmanlike manner during any game or practice.
- b) Abusing or damaging arena property or equipment. This may result in an immediate suspension of the team or player involved until the responsibility of the cost of the incurred damage is determined and/or resolved to the satisfaction of the Executive.
- c) Any player who is impaired by or who is found using drugs or alcohol at any SCMHA game, practice or event.
- d) Any team official who is impaired by or who is found using alcohol at any SCMHA game or practice.
- e) Any team official who is impaired by or who is found using drugs at any SCMHA game, practice or event.
- f) Swearing in dressing rooms, hallways, player benches, penalty box or on the ice.

- g) Smoking, chewing tobacco or vaping in the players' box or dressing rooms before, during or after a game.
- h) Fighting anywhere in or around the arena before, during or after a game.
- i) Approaching a referee before, during or after a game by any individual other than the Director of Officials (check)

3. With respect to the disciplinary guidelines provided below, it is important to note that these are only guidelines and that the action taken by the Association (e.g. disciplinary action) may be different than suggested based on the circumstances of the event – for example, a gross misconduct penalty, if warranted under the circumstances, may result in a suspension greater than the maximum of three games.

#### DISCIPLINE COMMITTEE

The Discipline Committee will be a permanent standing committee and will consist of the Director of Discipline and Risk Management, the Vice-President and the Member at Large. If there are any conflicts of interest regarding specific cases to be dealt with, the committee will be filled by, in order, Referee-in-chief, Past-President, Secretary, and the Treasurer.

- a) A minimum of two (2) members of the Disciplinary Committee must be present at, and for the duration of any Disciplinary Meeting.
- b) All Suspensions must be approved at the discretion of the Discipline Committee.
- c) Upon receipt of a Progressive Discipline Report, the Discipline Committee shall determine if the incident is better dealt with as a major infraction, or if a hearing is required to address the incident as a major infraction.
- d) If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 7 days from date of receipt of the Progressive Discipline Report, and shall be advised of the procedures outlined in this Policy.
- e) If the Discipline Committee of the SCMHA decides that the infraction be dealt with by means of a hearing, he or she shall have a Panel consisting of not less than 3 other executive members.
- f) The Discipline Panel shall hold the hearing as soon as possible, but not more than 14 days after the Progressive Discipline report are first received by the Discipline Chair. The Panel may decide to conduct the hearing in person or by telephone.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

- 1. The person alleged to have committed an infraction should be given written notice (by courier registered mail) of the day, time and place of the hearing.
- 2. The Panel may request that witnesses to the infraction be present or submit written evidence.

If at any point in the proceedings, the Alleged becomes reluctant to continue it shall be at the sole discretion of the Discipline Committee to continue the review of the infraction in accordance with this policy.

After reviewing and deciding the infraction matter, the Panel shall present its findings in a written report to the President of the SCMHA, with a copy provided to the Alleged. This report shall contain:

1. A summary of the relevant facts
2. A determination as to whether the acts complained of constitute an infraction as defended in this policy
3. Disciplinary action to be taken, if the acts constitute an infraction.

When directing appropriate disciplinary sanction, the Disciplinary Committee shall consider factors such as:

1. The nature and security of the infraction
2. Whether the infraction involved any physical contact
3. Whether the infraction was an isolated incident or part of an ongoing pattern
4. The nature of the relationship between the parties involved
5. The age of the Complainant
6. Whether the alleged had been involved in previous infractions of similar nature
7. Whether the alleged admitted responsibility and expressed a willingness to change

Failure to comply with a sanction as determined by the panel shall result in further disciplinary action up to and including legal action if required.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Disciplinary Committee shall determine the appropriate disciplinary sanction. The Disciplinary Committee may hold a hearing for the purpose of determining an appropriate sanction.

If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

The Disciplinary Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. Written reprimand to be placed in individual's file
2. Written apology by the individual
3. Suspension from certain SCMHA events, which may include suspension from the current game or competition or from future competitions
4. Suspension from certain SCMHA activities (i.e. competing, coaching or officiating) for a designated period of time
5. Suspension from all SCMHA activities for a designated period of time
6. Expulsion from the SCMHA
7. Other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SCMHA Policy, such as those dealing with harassment, doping, personnel or event-specific matters.

Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately.

In applying sanctions, the Disciplinary Committee may have regard to the following aggravating or mitigating circumstances:

1. The nature and severity of the offence
2. Whether the incident is a first offence or has occurred repeatedly
3. The individual's acknowledgment of responsibility
4. The individual's extent of remorse
5. The age, maturity or experience of the individual
6. The individual's prospects for rehabilitation

### **Grounds for Appeal**

A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the body, which made the decision being appealed ("Respondent"):

1. Making a decision for which it did not have authority or jurisdiction as set out in the SMHA's governing documents
2. Failing to follow procedures as laid out in the operating rules or approved Policies of the SMHA
3. Making a decision, which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views
4. Exercising its discretion for an improper purpose
5. Making a decision, which was grossly unreasonable

### **Screening or Appeal**

Within 7 days of receiving the notice of appeal, the President shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as outlined.

The President shall not determine if the error has been made, only if the Respondent bases the appeal on such an allegation of error. In the absence of the President, the 1st Vice President shall be designated to perform this function.

If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

### **PENALTIES - PLAYERS AND TEAM OFFICIALS**

1. All penalties are governed by HC, and the SHA; however SCMHA has the jurisdiction to impose additional penalties and/or suspensions to those assessed by HOCKEY CANADA or SHA.
2. It is the responsibility of all team officials, but ultimately the head coach, to ensure that all suspensions are served.
3. SCMHA, in an effort to promote good sportsmanship and a safe environment to play hockey, may impose additional penalties and/or suspensions to those assessed by HC, or the SHA.

## PENALTY ADDITIONAL DISCIPLINARY AND SUSPENSION GUIDELINES

### **Gross Misconduct**

Attend a SCMHA Discipline Committee Hearing plus a maximum three game suspension.

### **Match Penalty**

Attend a SCMHA Discipline Committee Hearing and a maximum one game suspension.

### **Three Unsportsmanlike Penalties (In One Game)**

Attend a SCMHA Discipline Committee Hearing and a maximum one game suspension.

### **Five Penalties in a Game**

Attend a SCMHA Discipline Committee Hearing and a maximum one game suspension.

### **Fifth Misconduct Penalty (In the Season)**

Attend a SCMHA Discipline Committee Hearing and a minimum one game/maximum three game suspension.

### **Third Checking From Behind (In the Season)**

Attend a SCMHA Discipline Committee Hearing and a maximum one game suspension.

### **Fourth Checking From Behind (In the Season)**

Attend a SCMHA Discipline Committee Hearing and a minimum one game/maximum three game suspension.

### **Fifth Checking from Behind (In the Season)**

Attend a SCMHA Discipline Committee Hearing and a minimum three game/maximum season suspension.

SCMHA will not tolerate excessive penalties taken by any player. The head coach must notify the Division Director about situations in which, based on reasonable judgment, a player is believed to be taking excessive penalties.

The following are guidelines for disciplinary action:

### **Excessive Penalties**

Attend a Discipline Committee hearing and a maximum three game suspension.

### **Continuing Excessive Penalties**

Attend a Discipline Committee hearing and a minimum three game/maximum seven game suspension.

### **Continuing Excessive Penalties**

Attend a Discipline Committee hearing and a minimum one month suspension and a maximum suspension of the remainder of the season.

## PLAYER DISCIPLINE

The following must be followed to promote good sportsmanship, a positive team environment, and a positive image of SCMHA:

1. Minor Transgressions By Players - Team officials are responsible for dealing with situations such as disrespectful conduct to coaches, officials or other players, horseplay, refusing to participate, repeatedly being absent for games or practices without a legitimate excuse, lateness, making a mess in a dressing room, swearing or other minor transgressions. Suggested discipline:
  - First Offence - warnings or missing a shift
  - Second Offence - sitting for a period
  - Third Offence - sitting for a game
  
2. Major Transgressions by Players - Team officials must consult with the Division Head on the appropriate disciplinary action to be used for the following types of conduct: fighting before or after a game off the ice (e.g. lobby or parking lot of an arena), insubordination, harassment and other major transgressions. If the situation merits an investigation or discipline hearing, the Division Head must advise the Director of Discipline and Risk Management of the matter, who at his/her discretion, will provide direction and/or initiate the necessary action (e.g. refer the matter to the Discipline Committee). Suggested discipline:
  - First Offence - minimum one game/maximum three game suspension.
  - Second Offence - minimum three game/maximum five game suspension.
  - Third Offence - minimum five game/maximum season suspension.
  
3. Serious Transgressions By Players - A team official must notify the Director of Discipline and Risk Management, or in his/her absence the President, within 24 hours of any of the following types of conduct by a player in relation to any Association event (e.g. game, practice, tournament attended at by the team, etc.): use of drugs and/or alcohol, theft, vandalism and/or damage done to any property, and other serious and/or illegal transgressions (e.g. player arrested by police for fighting after a game). The Director of Discipline and Risk Management, or in his/her absence the President, must provide direction and/or initiate the appropriate action (e.g. suspend the player and refer the matter to the Discipline Committee). Suggested discipline:
  - First Offence – minimum two week suspension.
  - Second Offence – minimum one month suspension.
  - Third Offence – suspension for the remainder of the season.

It is important that the team officials, the Division Head, and/or the Director of Discipline and Risk Management (depending on the circumstances) involve the parent(s) of the child in the disciplinary process. In particular relating to minor and major transgressions, the parent(s) should be involved in the process (e.g. consulted) as the parent(s) may be able to assist in resolving the issue prior to it becoming a larger problem.

#### PARENT DISCIPLINE

1. Parents play an important role in promoting a positive environment for all participants in hockey; thus SCMHA will not tolerate poor conduct by the parents of the Association.
  
2. Parents are responsible for their own conduct and the conduct of their children (as spectators) at all Association related events (e.g. games, practices, tournaments attended at by the team, etc.). Parents and their children (spectators) must not exhibit any disorderly, abusive, harassing, or disrespectful conduct before, during or after any Association related event.

3. Parents and/or spectators may be ejected from a game by an on-ice official for any behaviour deemed inappropriate by an on-ice official. Parents and spectators ejected from a game by an on-ice official are expected to immediately and without further incident depart from the area as directed by the on-ice official.
4. If a parent or a child of the parent (spectator) is ejected from a game, a team official must notify the President, or in his/her absence the 1st or 2nd Vice-President, within 24 hours of such an occurrence. The President may, at his/her discretion, initiate action to investigate the matter and take the appropriate disciplinary action (e.g. refer the matter to the Discipline Committee).
5. The following is the suggested action and discipline for a parent who displays any of the above noted behaviours or is ejected from a game:
  - First Offense - a letter of warning from the Director of Discipline and Risk Management
  - Second Offense - Attend a SCMHA Discipline Committee hearing and prohibited from attending any game for a minimum of one game/maximum of one month.
  - Third Offence - Attend a SCMHA Discipline Committee hearing and prohibited from attending any game for a minimum of one month/maximum of one (1) year.
6. The Association will maintain a record of offences relating to parents. First offences will be erased from the parent record after one calendar year at the request of the individual. Second offences will be erased from the parent record after two calendar years at the request of the individual. Third offences will be erased from the parent record after three calendar years at the request of the individual.

#### TEAM OFFICIALS DISCIPLINE

1. Team officials, as representatives of SCMHA and the leaders of their teams, are required to act in a highly professional manner before, during and after all hockey related activities (e.g. games, practices, etc.).
2. Each season, all team officials must sign a SCMHA „ Team Officials Code of Conduct“ agreement as directed by the Executive – failure to do so will result in the team official being removed from their role on the team.
3. Team officials are responsible for both their own behaviour and the behaviour of their team. All team officials must behave in a professional manner at all times before, during and after Association events. Additionally, team officials are responsible for supervising and controlling the conduct of their team before, during and after each event (e.g. vandalism to a dressing room, a brawl during a game, fighting in a lobby or parking lot, etc.). Team officials who breach the terms of the SCMHA Team Officials Code of Conduct agreement or fail to behave professionally and/or to control the conduct of their players may be reprimanded as follows:
  - First Offence - Attend a SCMHA Discipline Committee hearing and suspended for a minimum one game/maximum three games.
  - Second Offence - Attend a SCMHA Discipline Committee hearing and suspended for a minimum of three games/maximum seven games.
  - Third Offence - Attend a SCMHA Discipline Committee hearing and suspended for a minimum seven games/maximum the remainder of the season.

#### COMPLAINTS

### MINOR COMPLAINTS

SCMHA recognizes and understands that, throughout the hockey season, there may be minor issues that arise on teams that may lead to complaints (e.g. a parent to a coach in relation to the amount of ice time received by their child, a coach to a parent about the parent's inappropriate behaviour, etc.). The following are guidelines to deal with minor team related complaints:

- a) Initially, all complaints must be dealt with between the parties (e.g. a coach and a parent) in an effort to resolve the complaint.
- b) Neither party may approach the other about the issue for forty-eight (48) hours; however the issue may be brought to the attention of the team manager within this timeframe for his/her information.
- c) If one party wishes to discuss the issue with the other party after forty-eight (48) hours, this must be arranged through the team manager and the team manager must participate in the discussion as a neutral facilitator and observer.
- d) If, after the above-noted discussion the issue is not resolved, the party making the complaint may take the complaint to the Division Head. The Division Head, at his/her discretion, may request that the complaint be submitted in writing. The Division Head must deal with the complaint and attempt to resolve the issue.

### SCMHA OPERATING POLICIES

If the Division Director cannot resolve the issue to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the Director of Discipline and Risk Management. The Director of Discipline and Risk Management at his/her discretion may request that the complaint be submitted in writing. The Director of Discipline and Risk Management must initiate action in an attempt to resolve the complaint. The Director of Discipline and Risk Management's decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

NOTE: If the team manager is one of the parties involved in the complaint, then the head coach should act as the neutral facilitator and observer.

### MAJOR COMPLAINTS

SCMHA recognizes and understands that, throughout the hockey season, there may be issues that arise on teams that may lead to major complaints (e.g. a coach is not promoting a positive environment by repeatedly swearing at players or game officials, a significant lack of discipline on the team, a parent repeatedly using abusive language towards referees, etc.). The following are guidelines to deal with major complaints:

- a) The party making the complaint should contact the Division Head and provide information about the matter. The Division Head, at his/her discretion, may request that the complaint be submitted in writing. The Division Head must deal with the complaint and attempt to resolve the issue.
- b) If the Division Head cannot resolve the complaint to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the Director of



Discipline and Risk Management . The Director of Discipline and Risk Management at his/her discretion, may request that the complaint be submitted in writing. The Director of Discipline and Risk Management must initiate action in an attempt to resolve the complaint. The Director of Discipline and Risk Management's decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

#### ***Article XXII Travel Expenses***

- 1) Travel expenses for league meetings shall be as follows:
  - Mileage: \$0.45/km
  - Meals: Breakfast: \$8.00
  - Lunch: \$12.00
  - Supper: \$18.00
  - Hotel/Motel: Actual and reasonable charges- receipts required.

#### ***Article XXIII- Nominations***

- 1) All nominations for board positions must be submitted in writing to SCMHA 15 days prior to the SCMHA AGM.
- 2) Any person applying for a position on the SCMHA board shall only be allowed to apply for a single position.
- 3) All positions that are vacant following the SCMHA AGM will be elected by the SCMHA Board of Directors.

#### ***Article XXIV - Copies of Rules & Regulations***

- 1) The Board of Directors may appoint a committee to annually update the Rules & Regulations.
- 2) Copies of the Rules & Regulations shall be printed and available to the coaching staff at the time of the coach orientation. Further copies can be obtained by request to the Director of Operations. The rules and regulations will also be placed on the SCMHA website.
- 3) The Regulations may be changed by the Board of Directors at any SCMHA meeting by simple majority. A simple majority will be deemed 51% of the total votes cast.

#### ***Article XXV- Midget Female AAA Release Policy***

- 1) During the hockey season, all player releases will be at the discretion of the coaching staff.
- 2) No player shall be released by SCMHA after the season is completed.
- 3) Any player asking for her release during the off-season must attend the fall try-out camp before any release will be considered.
- 4) If the player does not attend training camp, they will be automatically given a conditional release.
- 5) No Swift Current players will be released unless they have already attended Wildcat try-out camp and been released by the team.
- 6) After fall try-outs, all releases will be given at the discretion of the coaching staff.

#### ***Article XXVI- Social Media Policy***

**Definition:** *Social Media can be in the form of: Texting, Face book, Twitter, E-mail, blackberry messenger or any other social media network that allows users to communicate on-line.*

- 1) No member of the SCMH Association will use any means of social media to deface or degrade the organization, the community, officials, any league of which they are members and include any fellow members/volunteers of the SCMHA.
- 2) Any conduct deemed to be inappropriate may be subject to disciplinary action by the team, SCMHA or the League of which the team is a member.
- 3) SCMHA has adopted the SHA social media policy.

- 4) No member of the Swift Current Minor Hockey Association will contact Directly or Indirectly any member of the Saskatchewan Hockey Association or League's governing officials without the consent/knowledge of the President or Director of Hockey Operations of Swift Current Minor Hockey. Members of the Swift Current Minor Hockey Association are to contact the President or Director of Hockey Operations if they wish to contact any member of the Saskatchewan Hockey Association. If an emergency situation arises regarding player or coach suspensions interpretation, the President or Director of Hockey Operations are to be contacted first who will in turn contact the Director of Hockey Operations for Saskatchewan Minor Hockey or his designate.
- 5) Any infraction of this rule may be dealt with by the Risk Manager/Progressive Discipline Director following the guidelines set out in **Duties of the Director of Discipline and Risk Management.**