**VERMILION & DISTRICT**

**MINOR HOCKEY ASSOCIATION**



**ASSOCIATION HANDBOOK**

Originated August 14, 2001

Amended April, 2018

ASSOCIATION HANDBOOK TABLE OF CONTENTS

1. **Introduction & History……………………………………………………………………………………………………………………………3**
2. **Association Culture………………………………………………………………………………………………………………………………..3**

**2.1-3 Vision & Mission Statements, Values**

**2.4 Purpose & Objectives**

**3.0 Definitions……………………………………………………………………………………………………………………………………………….3**

**4.0 VMHA Organization and Structure…………………………………………………………………………………………………………...4**

 **4.1 Concession Shift Allotment**

 **4.2 Concession Shift Policy**

**5.0 Program Expectations & Outcomes………………………………………………………………………………………………………..5**

 **5.1 General Expectations**

 **5.2-7 Category Expectations**

**6.0 Player Registrations…………………………………………………………………………………………………………………………………..6**

 **6.1 Fees & Deadlines**

 **6.1 a Late Fees**

 **6.1 b Refund Policy**

 **6.2 NSF Cheques**

 **6.3 Divisions/Ages**

 **6.4 Player Releases**

 **6.5 Volunteer Bond**

 **6.6 Team Accounts Guideline**

 **6.7 Additional Expenses**

**7.0 Ice Allotments…………………………………………………………………………………………………………………………………………9**

**8.0 Tournaments…………………………………………………………………………………………………………………………………………..10**

 **8.1 Busing Policy**

 **8.2 Tournament Sponsorship**

 **8.3 Tournament Guidelines: Draw Table and 50/50 Raffles**

**9.0 Travel & Tournament Permits………………………………………………………………………………………………………………….10**

**10.0 Team Selection Process………………………………………………………………………………………………………………………….10**

 **10.1 Tiering of Teams**

 **10.2 Team Selections**

 **10.3 Player Acceleration**

 **10.4 Tier 1 Tryouts**

**11.0 Team and Player Affiliations………………………………………………………………………………………………………………….11**

**12.0 Codes of Conduct & Contracts………………………………………………………………………………………………………………11**

**13.0 Cell Phone Policy………………………………………………………………………………………………………………………………….11**

**14.0 Zero Tolerance Statement……………………………………………………………………………………………………………………12**

**15.0 Discipline Procedure & Dispute Resolution Process………………………………………………………………………………12**

 **15.1 General Policy**

 **15.2 Stage 1- The Informal Process**

 **15.3 Stage 2- The Formal Process**

**16.0 Appeal of Discipline………………………………………………………………………………………………………………………………13**

 **16.1 Stage 3- The Appeal Process**

**17.0 Grievances……………………………………………………………………………………………………………………………………………14**

 **17.1 Fair Play Concerns**

 **17.2 Other Grievance Statements**

**18.0 Coach Selection Process…………………………………………………………………………………………………………………………14**

**19.0 Certification Requirements for Coaches and Trainers…………………………………………………………………………….14**

**20.0 Development Programs of The Association…………………………………………………………………………………………..15**

 **20.1 Coach Mentorship**

 **20.2 Player Skill Development**

**21 Minor Hockey Equipment…………………………………………………………………………………………………………………....15**

**22.0 Provincial Participation……………………………………………………………………………………………………………………..16**

**23.0 Program Evaluations…………………………………………………………………………………………………………………..…….16**

 **23.1 Coach Evaluations**

**24.0 Risk Management & Liability Insurance……………………………………………………………………………………….….16**

**25.0 Co-Ed Dressing Rooms………………………………………………………………………………………………………………….…16**

**26.0 Awards……………………………………………………………………………………………………………………………………………16**

 **Appendices…………………………………………………………………………………………………………………………………….18**

1. **Introduction**

**The Vermilion Minor Hockey Association follows the models and principles of Hockey Canada and Hockey Alberta. Both of these organizations utilize the Long Term Player Development Model.**

The Long Term Player Development model sets out a vision for hockey in Canada that takes advantage of the history and culture of the game to increase participation and to lay the foundations of international success long into the future. This model for hockey has been developed based on the following principles:

• doing the right thing for the player at the right stage in their development
• adopting a player-centered approach and not treating the development of all players the same way
• the broader the foundation of players the more successful the game of hockey will be in Canada
• viewing player development as a long term process
• aligning player development resources (skills manuals, DVDs) with coach development and education resources so that coaches are doing the right things at the right time
• a need to better educate parents on the hockey development of their child – it is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it

1. **Association Culture**

The association culture consists of the Vision and Mission statements for the association along with the stated values and beliefs about how we will operate the business of minor hockey in our community.

* 1. **A VISION OF OUR ASSOCIATION**

 “Ensuring the development of Hockey and Life skills”

* 1. **A MISSION TO ACHIEVE OUR VISION**

**“To provide positive, progressive leadership, open, honest and consistent communication, quality programs, resources and opportunities within a fair, positive, enjoyable and safe environment for all the stakeholders and participants of Vermilion Minor Hockey association”**

* 1. **THE VALUES & BELIEFS OF VERMILION MINOR HOCKEY**

We believe that the values stated below should be demonstrated in all that we do:

Responsibility Respect

Integrity Trust

Honesty Discipline

Communication Pride

Fun Positive Attitude

Fairness Commitment

Structure Enthusiasm

Development Cooperation

Openness

* 1. **PURPOSE AND OBJECTIVE OF VERMILION MINOR HOCKEY**

The objectives of Vermilion Minor Hockey Association are to:

 To promote, encourage and foster minor hockey in the Vermilion area of Alberta

 To protect the mutual interests of all its members and/or players

 To strive for the development of high caliber coaches, referees and facilities

 To assist in the formation of leagues within Vermilion and district

 To act as the governing body of minor hockey within Vermilion

 To work together with the Town of Vermilion to accomplish the objectives of the Association

 To encourage good sportsmanship

1. **DEFINITIONS**

**Hockey Alberta**

 Hockey Alberta is the governing body for amateur hockey in the province of Alberta. VMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations in Alberta who register with Hockey Alberta.

 **Hockey Canada**

Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of the Hockey Canada. Hockey Canada is made up of member branches from the provinces.

**Hockey Canada Coach Mentorship Program**

Hockey Canada and Hockey Alberta have worked to implement a major mentorship program where experienced coaches are trained to work with younger less experienced coaches. It is felt that new or inexperienced coaches will benefit from a supportive coach willing to mentor and assist in the coach’s development.

**Hockey Canada Program Curriculum**

Hockey Canada has designed a package of progressive drill for every level of the game-Atom, Peewee, Bantam and Midget. The lesson plans have been designed along with the “recipe” approach where coaches can see what is appropriate at each level and time of year. Many up-to-date drills are included in these programs and coaches will benefit significantly if they incorporate them into their coaching program.

**Individual Tactics**

Skills that individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be a player using skating skills with puck handling skills to maintain puck control.

**Team Tactics**

Skills that two or more players use to gain or take away an advantage. These tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2.

1. **VMHA Organization and Structure**

**President**

 **Secretary**

 **Vice President-Business**

 **Vice President-Development**

 **Treasurer**

 **Team Accounts Treasurer**

 **Bond Coordinator**

 **Fundraising Director**

 **Registrar**

 **Initiation Director**

 **Novice Director**

 **Atom Director**

 **Peewee Director**

 **Bantam Director**

 **Midget Director**

 **Atom-Peewee Female Director**

 **Bantam-Midget Female Director**

 **Discipline Director**

 **Equipment Manager**

 **Coach Mentorship Director**

 **Website Director**

 **Referee Coordinator**

* 1. **Concession Shift Allotment**

**All Board members are exempted from working concession shifts.**

**-Team coach gets all concession shifts for family are covered**

**-Assistant Team Coach gets two (2) concession shifts off (8 hours) maximum two assistant coaches per team**

**-Team manager gets two (2) for Initiation and Novice levels, Atom and above, all concession shifts are covered**

**-Vermilion Minor Hockey members who take a league position are exempt from all concession shifts**

**- Concession Shift Exemptions cannot be banked or transferred to other people if volunteer has no children in VMH**

* 1. **Concession Shift Policy**

**Concession bonds will be $200.00 with the first cheque dated December 31 and second dated March 1**

**4.3 One concession shift is required to be completed by December 31 and the second concession shift is to be completed by March 31 It is the responsibility of the parent to sign up for the shifts. Sign up sheet is located on the bulletin board in the stadium. If shifts are not worked by the deadlines bond cheques will be cashed.**

1. **Program Expectations and Outcome for Minor Hockey**
	1. **General Expectations**

-That all will have a fun and enjoyable experience

-Skill development for all athletes is a priority over games and competitions

-That all participants will learn Team Work and how to play as a team

-That all will learn and demonstrate respect towards coaches, parents and other players

-That all coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play & Respect

-That all learn to work hard to do their best at all levels

-To develop life and social skills including respect for others

-To create positive and lasting good memories

**5.2 Initiation**

-follow the Canadian Hockey Long Term Player Development Model

-Ensure awareness & understanding of respect

-have fun and enjoy their participation

-Players and parents to appreciate their responsibility in ensuring a fun environment

-Teach and reinforce that giving 100% effort can be linked to fun

-Stress skating skills as a priority

-Learn basic fundaments of the game including an introduction to basic positions

-First half of season will focus on skill development

-Initiation will utilized half ice surface for game play

-Divided into teams in December

-Team concept-winning and losing as a team effort vs individual focus

-Equal Play=Ice time with a common sense approach @ Initiation

-Appropriate discipline

-No power plays or penalty killing plays or units

**5.3 Novice**

-Follow Hockey Canada’s Long Term Player Development Model

-Team Work-reinforce that team contribution equals team success

-develop good passing and puck handling skills

-Skating is priority

-75% focus on skill development, 15% focus on individual tactics and 10% focus on team tactics

-Work of learning fundamentals of the game and positions

-No power plays of penalty killing plays

-Ice time can be used as a tool for discipline. Good communication between parents and coaches is essential

**5.4 Atom**

-All from Novice

-Have fun and enjoy their participation

-Team Work-reinforce that team contribution equals team success

-Develop good passing skills & improve skating

-Angling and stick checks

-Teach Individual Tactics

-Simple breakout and defensive zone play

-Basic game and team concepts

-Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations

**5.5 Peewee**

-All from Atom

-Have fun and learn Team Work- Learn to work with others

-Respect for the game and others including fellow players, opponents and officials

--Team Work-reinforce that team contribution equals team success

-Develop good passing skills & improve skating

-Angling and stick checks

-Teach Individual Tactics

-Simple breakout and defensive zone play

-Basic game and team concepts

-Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations

**5.6 Bantam**

-All from Peewee

-Have fun and enjoy their participation

-Team Work-reinforce that team contribution equals team success

-Develop good passing skills & improve skating

-Angling and stick checks

-Teach Individual Tactics

-Simple breakout and defensive zone play

-Basic game and team concepts

-Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations

**5.7 Midget**

-All from Bantam

-Have fun and enjoy their participation

-Team Work-reinforce that team contribution equals team success

-Develop good passing skills & improve skating

-Angling and stick checks

-Teach Individual Tactics

-Simple breakout and defensive zone play

-Basic game and team concepts

-Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations

**5.8 Female**

-Have fun and enjoy their participation

-Team Work-reinforce that team contribution equals team success

-Develop good passing skills & improve skating

-Angling and stick checks

-Teach Individual Tactics

-Simple breakout and defensive zone play

-Basic game and team concepts

-Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations

1. **Player Registration**

The deadline each year is September 15th. This is an important date as it gives the Board as well as the Town of Vermilion a clear idea of anticipated numbers of players, teams and ice requirements. VMHA will only accept late registrations if numbers within the division will accommodate them.

* 1. **Fees**

Registration fees are calculated annually as follows:

-VMHA would like to maintain a balance of $20,000 in the General Account and $8000 in the Team Account

All registrations will be paid according to the following options:

-payment in full at registration

-payment in full via post dated cheque for October 1

-payment via two post dated cheques

 -1 dated October 1st

 - 1 dated December 31st

-Four payments by post dated cheques

 -October1st/November1st/December 1st/December 31st

All fees must be paid no later than January 2nd of the current season

**6.1.a Late Fees**

There will be an additional $100.00 late fee for every child that is registered after the online registration closes. This also includes those who have registered but their fees have not been received by the stated closing date.

Any previous fees or charges due to VMHA from the previous season will need to be paid in cash or bank draft before being registered in the current season.

There will be an additional $50.00 fee for every child that is registered after the September 15th deadline

6.1 b **Refunds**

 Should a player withdraw from Vermilion Minor Hockey refunds will be granted based on the following schedule.

1. Withdrawal before registration deadline-Full refund
2. Before 1st ice time- Full refund minus $50.00
3. Before Hockey Alberta roster deadline-70% of registration minus $50.00 administration fee
4. Before December 1st-50% refund minus $50.00 administration fee
5. After December 1st-No Refund

 If a player is withdrawing for a medical issue (with a medical note) refund will be processed in accordance with the last time the player was on the ice and VMH informed unable to play. In this fashion they will remain registered with VMH in hopes of returning this season. If unable they would still qualify for a refund in accordance with the schedule above. In the event a player is suspended by VMHA for the season, no refund will be granted.

**6.2 NSF Cheque**

Upon receipt of a NSF Notice, the Treasurer is to contact the person and allow 5 days to receive cash or certified cheque as replacement. If payment is not received, the Treasurer is to send a letter to the parent/guardian notifying them that the player is not allowed on the ice until the matter is cleared up within 5 days. The treasurer must contact the coach/manager to advise them of the situation.

**6.3 Divisions and Ages**

Initiation Under 7 years old

 Novice 7-8 years old

 Atom 9-10 years old

 Peewee 11-12 years old

 Bantam 13-14 years old

 Midget 15-17 years old

Age is determined by the child’s age as of December 31st of the playing season.

**6.4 Player Release**

-Players will only be released to a team at a higher level that does not exist in VMH=AAA or AA

-All released must conform to Hockey Alberta and Hockey Canada Rules and Regulations

-Levels refer to Hockey Alberta provincial categorization as opposed to league play levels

-Any VMHA player who is attending out of town camps must fill out a VMHA registration form before the 15th of September to avoid late fee penalty

**6.5 Volunteer Bond**

Each family must contribute volunteer time toward Vermilion Minor Hockey Association level activities. By assisting with these activities you will become more involved, gain a better understanding of our Association and enjoy a better hockey experience. As part of the registration process, you are required to provide one $500.00 bond cheque per family. The cheque will not be cashed if you volunteer to assist with association level activities. Your team duties at the Fundraiser do not cover your bond. Concession shifts are not covered by the following unless included in the list of concession shift exceptions.

Volunteer Bond Positions

 1) Board of Director Member

 2) Picture Day- 4 positions

 3) Registration Assistant-1 position

 4) Tournament Coordinator- 1 per team

 5) Head Coach-1 per team

 6) Assistant Coach- 2 per team

 7) Team Manager- 1 per team

 8) Individual Team Website Reporter-1 position/team

 9) Jersey Carrier- 1 position/team (one person to carry both sets of jerseys)

 10) Minor Hockey Week- 4 positions

 11) Other Activities as determined by the Board of Directors-TBD

 12) Any member of Vermilion Minor Hockey who takes a league level position

**6.6 Team Accounts Guidelines**

1. Team accounts are put in place for the benefit of each team. The money shall not be spent carelessly or unreasonably. The funds solely come from the proceeds of each team’s home tournament, donations or fundraising taken on by the team. If a tournament is to be cancelled, the director of that age category must notify the President, VP of Development or VP of Business so that it may be discussed at the next Board meeting or discussed ASAP before cancellation, as team funding through the team account will be affected. Any deficits incurred from over expenditure from the Team Account will be the responsibility of the parents/guardians of that team. In order for teams to access funds held in the team accounts, applicable receipts/invoices must be provided for the expenditures.

2. In order to allow for ongoing development and growth of all VMHA players, funds generated from each tournament will be set aside and placed into Tiger Pride.

The Following schedule will apply based on the number of VMHA teams in the home tournament:

1 Team $45/player

2 Teams $35/player

3 Teams $25/player

All residual funds will then be for the use by the team to fund their activities throughout the year within their own discretion, and in accordance with the guidelines/suggestions noted below.

3. a) Each team is allowed one away tournament, paid by the Team Account, prior to hosting your own tournament; the Team Account must be reimbursed for the fee of that first away tournament. Should a team incur the cost of an away tournament prior to hosting their own tournament, the funds will be provided (borrowed) in advance from the team account pending receipt of the funds generated from the applicable teams home tournament. Any shortfalls will be the responsibility of the team/parent body.

 b) If that team chooses to attend an extra away tournament before hosting their own home tournament the parents/guardians of that team must pay for the tournament fee. The parents/guardians will be reimbursed by the Team Account after they host their own tournament, providing sufficient funds are available in the Team Account.

 c) Each team may attend as many away tournaments as they wish providing league games, league playoff games and provincial play downs are completed within the allowable time.

VMHA will not pay for tournaments of member teams, this is the responsibility of team parents and the success of tournament fundraising. Any deficits accumulated in the Team Account will be the responsibility of the parents/guardians of that team.

4. Busing may be paid out of team accounts. . There must be sufficient funds in the Team account at the time of the request to cover the expense: otherwise, the expense will be the responsibility of the parents/guardians making the request. There is no alcohol on buses that are transporting people to and from Vermilion Minor Hockey events.

5. A team attending an away tournament may pay for the coach’s hotel room from the Team Account if the coach is a non-parent of a player on that team. In addition, a hospitality room may be paid for from the Team Account. This room would be used as a common room for all players, coaches and parents/guardians to gather.

6. Team Accounts will maintain a float of $8000 at the beginning and end of the season. All Team Accounts will be balanced by May 1.

7. If a team attends a Provincial tournament or the Alberta Winter Games tournament, the registration will be paid by VMHA from the General Account

**6.7 Additional Expenses**

At times various minor hockey positions may require extensive phone usage. VMHA will reimburse these expenses, proper documentation is required.

1. **Ice Allotments**

This is an indication of the amount of ice time that is provided for each category and is paid through registration fees.

**TEAM PRACTICE ICE GAME ICE COMMENTS**

Initiation 2 per week 10 home games per year A home game vs another Vermilion team

 1.0 hour slots may be counted as a home game for both

Novice 2 per week 10 home games same as above

 1.0 hour slots

 Atom 2 per week 10 home games same as above

 1.0 hour slots

 Peewee 2 per week 10 home games

 1.0 hour slots

 Bantam 2 per week 10 home games

 1.0 hour slots

 Midget 2 per week 11 home games

 1.0 hour slots

 Female 2 per week 10 home games

 1.0 hour slots

 If a team participates in Provincial competition VMHA will provide ice time

 To inquire about booking any open ice you must contact the Town of Vermilion. If you are booking ice out of town for your home games, please go through the Town of Vermilion to book ice.

 If cancelling any ice booking the coach or manager must contact the Town of Vermilion 7 days in advance. The only exception is when a visiting team has cancelled a game.

1. **Tournaments**
	1. **Busing Policy**

. Busing may be paid out of team accounts. There must be sufficient funds in the Team account at the time of the request to cover the expense: otherwise, the expense will be the responsibility of the parents/guardians making the request. There is no alcohol on buses that are transporting people to and from Vermilion Minor Hockey events.

* 1. **Tournament Sponsorship**
1. Letter of donation request- to be presented to Vermilion businesses annually
2. Maximum of one business per player may be solicited for a tournament donation. If a parent/guardian does not wish to approach a business for a donation a $25.00 gift/cash donation per player may be accepted in lieu. All parents are expected to contribute to tournament fundraising either through soliciting a donation or a minimum personal cash donation of $25.00. Individual teams may choose to donate more but this is a voluntary donation by each parent. If parents who do not contribute either a donation or $25.00 or do not work their volunteer shifts for their home tournament their child will not play in the tournament.
3. Minor Hockey members and parents/guardians shall not solicit any business or person for a personal team gain such as; team clothing, team busing or hockey equipment. However, any business or person may voluntarily donate to any team at any time if they wish. Unsolicited sponsorship of any kind may be accepted and does not need to be approved by the executive. The Executive must be informed in writing of any such donation.
4. Vermilion Minor Hockey members and parents/guardians shall not solicit any business for a donation other than for regular home tournaments unless approved by the executive.
	1. **Tournament Guidelines: Draw Table and 50/50 Raffles**
5. Cash box with $150 float will be issued to the tournament coordinator 2 days before tournament. The cash box needs to come back with the appropriate allocated coins and bills.
6. A key to VMH office, the coach’s room, and the cash box will be given to the tournament doordinator and must be handed back in when cash box is handed in no later than two days after tournament ends.
7. The tournament coordinator will need to get the raffle license # prior to the tournament from the team accounts coordinator.
8. Alberta Gaming and Liquor Commission issue our raffle license for both 50/50 and the raffle table. In accordance to their requiremetns for issuance of the licenses, we need to provide them with:
9. The number of tickets sold, the cash received, and the amount to be deposited into the team account.
10. Name of the winner(s), winning ticket number(s), the amount won or for the raffle table the approximate $$ amount of the item
11. After the tournament is held a completed income and expense sheet needs to be handed in to the tournament coordinator no more than 1 week after the tournament along with the deposit slip and expense receipts.
12. **Travel and Tournament Permits**

Hockey Alberta requires a travel permit be in place for all travel situations. A travel permit must be taken out whenever a team travels outside their Zone to play an exhibition game or tournament.

 -Important to note: you do not have to obtain a travel permit when they are league games

 -team manager to apply on the VMH website for a travel permit for all non league games. Application found under Resources tab manager resources.

1. **Team Selection Process**

 **10.1 Tiering**

 **-** Tiering in VMHA will start at theAtom level**.**

**-** Depending on the player evaluations the expectation for all categories at the Atom and above levels is that there will be one top team and the balance to be divided into equal teams

**-** Sufficient ice sessions, games and scrimmages will occur to ensure player selections are conducted to ensure equality within reason.

 **10.2 Team Selections**

**Initiation-**evaluated and equal teams, consideration can be given to family, friendship, travel, etc. four ice sessions to evaluate.

 **Novice-**evaluated and equal teams, four ice sessions to evaluate

 **Atom**- Two teams-1 top and 1 lower, four to six ice sessions to evaluate

 **Peewee**-Two teams-1 top and 1 lower, four to six ice sessions to evaluate

 **Bantam**-Two teams-1 top and 1 lower, four to six ices sessions to evaluate

 **Midget**-Two teams-1 top and 1 lower, four to six ices sessions to evaluate

Team selections will be accomplished by all coaches at the initiation/novice levels who will meet in person as a group to split the teams fairly and equally using a combination of skill and age of the players. In the event a fair and equal group consensus is not reached, the selection process will then be determined by a committee of at least 3 executive members or external (to the team/division) facilitators.

Team Selections at atom and up will be accomplished through the use of external (to the team/division/coach) facilitators to assist in providing impartial selection. At these levels the final decision rests with the head coach as they will ultimately be responsible for the team.

 **10.3 Player acceleration**

No player movement outside category will be allowed. The affiliation process will be used to move players upward if applicable.

 **10.4 Tier 1 Tryouts**

Tryouts for Tier 1 teams will take place on a designated time. If a child wishes to tryout the parents and child need to understand that not all players will make the team: consequently, there will be jubilations for those that make the team and dejection for those who do not.

Parents must recognize coaches do not like to disappoint children but are required to select a specific number of players for the Tier 1 team. We do not permit the questioning of decisions made by the coaches after the tryouts; including phoning coaches at home or work. Coaches are volunteers.

1. **Team & Player Affiliations**

The executive of Vermilion Minor Hockey will determine affiliation processes each year as required.

The intent of affiliation is to provide short term temporary assistance to a team due to injury, illness or absence, it is not intended to provide additional players for a team that is consistently below the league and/or Hockey Alberta player minimum.

Player affiliation protocol will be initiated between coach to coach and/or manager to manager. The requested coaches first obligation is to their team and player. If the requested coach allows the player to be affiliated the final and most important decision rests with the parent who has the right to approve the affiliation.

1. **Codes of Conduct and Contracts**

All participants of VMHA will be required to read and sign a Code of Conduct Contract indicating their understanding and commitment to the accepted behaviors of the association. It is expected that all codes will be signed prior to the registration date.

 All families are required to complete Respect in Sport Parent.

1. **Cell Phone Policy**

There is a zero tolerance for the use of cell phones or any picture taking device in the dressing rooms. These devices are to be kept put away for the entire practice and violators will be subject to discipline up to and including suspension

1. **Zero Tolerance Statement**

The VMHA will not tolerate the abuse of officials, coaches, other players and volunteers. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The Town of Vermilion has a Bylaw that supports the removal of abusive fans from the arena facility. The Association and town work together to ensure a Zero Tolerance attitude is reinforced in our community.

1. **Discipline & Dispute Resolution Process**
	1. **General Policy-**The VMHA expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviors should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, 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

The VMHA, through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three stages of Discipline are possible, namely;

STAGE 1- The Informal Process

STAGE 2- The Formal Process

STAGE 3-The Appeal Process

Some incidents that 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 assistant who is ejected from a game
5. A team, who in the opinion of the President, 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 the Hockey Association, through violent, abusive, or gross behavior, on or off the ice
7. Use of alcohol or other illegal substances while representing VMHA through participation in any team activities
8. A parent or guardian who exhibits conduct unbecoming of the integrity of VMHA
9. Any team who fails to utilize ice time without prior notification

**15.2 Stage 1- The Informal Process**

 **Standard Suspensions**

Where the CHA current 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 coach in consultation with the Category Director, as a matter of routine will implement the suspension.

 **Non-Standard Suspensions**

When incidents occur which may warrant disciplinary action, the coach shall report the incident as quickly as possible, and at least prior to the next game, for action.

 The Category Director and the coach 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 relevant facts of the incident.

 The coach implements the sanctions with the players. A file must be created and established with the Category Director until the end of the season when the file will remain with the Secretary of VMHA. The Category Director must inform the Vice President of the sanction or discipline as soon as possible.

 **Appeal of Discipline**

Notwithstanding the above, should a player, coach or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until stage 2 is complete.

 For incidents of a very serious nature, the Category Director may elect to suspend the player indefinitely and proceed directly to Stage 2.

 Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President.

* 1. **Stage 2- The Formal Process**

 The Vice President-Operations, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

 The discipline committee shall consist of a Category Director but not the Category Director involved in the Stage 1 decision, and another executive member approved by the President, and shall be no less than 3 people.

 The discipline committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

 The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the VMHA Secretary.

 The Vice President Operations reports the outcome to the President.

**16.0 Appeal of Discipline**

Notwithstanding the above, should a player, coach, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the VMHA Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

 **16.1 Stage 3- The Appeal Process**

 **-**The VMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice-President-Operations and respective Director of its receipt.

 **-**The VMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given the executive will discuss the case in private.

 **-**The VMHA Executive shall render its decision by motion and a simple majority of those members in attendance shall suffice.

 **-**Notwithstanding the above, should a player, coach or parent feel that Stage 3 has not satisfactorily resolved the issue, it may be appealed in writing to the VMHA Secretary, requesting an Appeal of the decision. This appeal must occur within 72 hours of the decision being communicated.

 **-**The VMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Board of Directors. The Secretary must inform the President, Vice president of Operations and the Category Director of its receipt.

 **-**The VMHA Executive may provide up to thirty minutes of meeting time for the appeal to make their case.

 **-**The Board of Directors shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

 **-**The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada

 **-**Without restricting the foregoing the following general guidelines apply:

 a) First infractions by players will be satisfactorily concluded at Stage 1

 b) Second infractions by players proceed directly to Stage 2 under extreme circumstances

 c) Infractions that involve coaches, team followers or parents normally proceed directly to Stage 2

 d) 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

 e) Player suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas and possible spectator areas or arenas.

1. **Grievances**

**17.1 Fair Play Concerns**

All issues should be dealt with through the Grievance Committee as per Bylaw XIX

In the event that a player is not provided equitable play time, according to the Fair Play Code for Coaches outline by Hockey Alberta to the extent where it is brought to the board member either by a person or by letter, substantiated by facts and the Grievance Committee determines appropriate action will be taken, the following must occur:

a) The Coach Director will immediately contact the coach involved and provide direction to this coach. A report by the Coach Director is required for the next meeting.

b) If unresolved the coach will receive a letter from the Board asking him to attend the next available Board meeting

c) In the event where a coach chooses to ignore the Board’s request he/she faces suspension by the board.

**17.2 Other Grievance Statements**

 - Parental, player of team problems not resolved by the Team Manager shall be addressed to the Director

 - Resolution not received at the above level shall be directed to the Grievance Committee via the Director

 -All Grievances shall be initiated in writing to the Grievance Committee.

 -Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.

 -The Vice President- Development shall convene the Grievance Committee, members of the Grievance Committee shall be the Vice President Operations, Secretary, Respective Director, Referee in Chief and one other Director.

 -In the event of conflict of interest the Vice President will name another designate

 -The decision of the Grievance committee shall be given in writing within forty-eight (48) hours.

 -All decisions shall be subject to appeal of Hockey Alberta as provided in Bylaw XIII of Hockey Alberta. Pursuant to Bylaw 13.19 of Hockey Alberta.

All People by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as prohibited by these. Bylaws and the Bylaws of CHA have been availed of and utilized, shall be provided. Furthermore, any such recourse to the courts as foresaid shall be deemed by the VMHA to be unsportsmanlike conduct enabling the President to suspend or disqualify the said persons.

**18.0 Coach Selection Process**

All individuals interested in coaching must complete an application form each year in which they wish to coach. The application process is important for the association to develop its database. All coaches may then participate in an interview process facilitated and determined by the coach selection committee. (The committee will consist of a minimum of 3 executive/board members, with the coach mentor leading the process and recruitment of all coaching staff. Directors will be consulted for input into final coach selections. )

Each year as required an advertisement would be placed inviting coaches to apply. All coaches, where possible, will be finalized before the season starts. The intent of VMHA is to seek non-parent coaches at the tiered levels of play.

1. **Certification Requirements for Coaches**

LEVEL Coach 2-Coach level Checking Skills Respect in Sport Coach Safety

Initiation Two Team Officials All Team Officials One Team Official

Novice Head coach All Team Officials One Team Official

Atom Head coach Head Coach All Team Officials One Team Official

Peewee Head Coach Head Coach All Team Officials One Team Official

Bantam Head Coach Head Coach All Team Officials One Team Official

Midget Head coach Head Coach All Team Officials One Team Official

All people on the players bench need to be carded with the league. Five (5) carded team officials are allowed per team; any team requiring more than five carded officials require permission of the Board of Directors.

All Team Officials who will be on the bench are required to have a Criminal Record Check every two years. Letters can be obtained from the team manager to submit to the RCMP to waive cost.

The costs associated with training and development of coaching staff and team officials will be reimbursed by VMHA for required courses.

1. **Development Programs of the Association**

**20.1 Coach Mentorship**

 The Board of Directors believes that it is important to provide resources and mentorship support to coaches. Video and online resources are available to all coaches. A mentorship program where experienced coaches will work with new and inexperienced coaches will be implemented. This program will be modeled and designed after the model developed by Hockey Alberta and Hockey Canada. Mentors will be asked to reinforce and encourage coaches to implement VMHA Guidelines and Program Expectations and work under the direction of the Coach Mentorship Director..

**20.2 Player Skill Development**

The following skill development sessions will be implemented each year as determined by the board of Directors:

 \*Initiation Program

 \*Hockey Canada Player Development Program

 As a guide and resource

 \*Checking Clinics for players and coaches

 \*Goaltending clinics

 \*3 on 3 tournaments

 \*Minor Hockey Week

 a) VMHA will reimburse any goalie (Atom, Pee Wee, Bantam, Midget male/female) up to $225.00 for player development, with the condition that they commit to the next season as a goalie for VMHA

1. **Minor Hockey Equipment**

Sweater replacement will be within a four year time frame. All teams will receive two sets of sweaters. One set for home games and the second set for away games. Individual players must purchase matching socks**.**

**All VMHA players will wear the official Tiger uniform for all games. Uniform consists of Tiger jersey and nylon Tiger logo socks/nylon non logoed socks purchased through VMHA and black pants. A player who fails to wear the official uniform will be fined $25.00 per infraction. Unpaid fines will be deducted from family volunteer bond on March 31 of the same hockey season.**



**A minimum of one player per team will deliver a team picture to the team’s Jersey Sponsor each hockey year.**

The Association will budget $2500 per year for goaltending equipment, pucks and other equipment designated as required

The priority for VMHA is to provide goalie equipment to players at Novice and Atom levels. The Association expectation is that most Peewee players have their own goalie equipment. Goal equipment will be provided only when there is a shown need and when it is within the budget of the Association. Loaned equipment only includes; pads, chest protector, throat/neck protector, glove and blocker. Goal sticks will be provided for Novice and below. Vermilion Minor Hockey requires a $300 deposit to sign out goalie equipment; this will be returned when all equipment is returned in good condition.

Players must supply their own CSA Helmet and skates, pants and cup protectors. All teams will receive an adequate number of pucks at the start of the season.

1. **Provincial Participation**

All provincial games overrule any league or other games.

Coaching staff, parents and Vice President-Development, makes provincial participation decision.

1. **Program Evaluations**

**23.1 Coach Evaluation**

 All coaches will be evaluated at the end of the season. Details of the evaluations are as follows:

 -Evaluations will be based on Participation Outcomes and Expectations of Coaches. The coach’s rating will be set by how well he/she teaches/reinforces the outcomes and meet the coach expectations.

 -The Vice President-Development will coordinate the process and work with the Coach Mentor and Directors to implement

 -A summary of each coach evaluation will be kept on file

 -Atom and above will see players, parents and officials contribute to the evaluation process

 -Novice and below will see parents, officials and executive contribute to the evaluation process

1. **Risk management & Liability Insurance**

It is the policy of VMHA that every parent, coach and player should receive a handbook at the start of the season.

1. **Co-Ed Dressing Rooms**
2. From Atom and down mixed genders may change in the same dressing room at the same time in the presence of two adults
3. Mixed gender Peewee and higher are not permitted to change in the same dressing room at the same time.
4. When both female and male players are utilizing their gender specific dressing rooms, it is the responsibility of the coach to ensure both genders are involved in the pre-game and post-game activities.
5. When both male and female dressing rooms are available players shall utilize separate facilities
6. When both male and female dressing rooms are not available, players shall dress, undress and shower in shifts. It is the responsibility of the team to develop an arrangement that will ensure the safety and privacy of each player.
7. Teams must keep a written record of any relaxation or deviation from this policy.
8. No use of cell phones will be permitted in VMHA dressing rooms, this includes camera function. Phones must remain away.

26. **Awards**

 **a) Stan Hartwell Memorial Award**

 To be awarded annually to the most dedicated volunteer in Vermilion Minor Hockey

 The recipient is to be nominated by the community and or minor hockey participants. The executive committee will determine each year’s winner. Acceptable nominations will include; coaches, assistant coaches, managers, parents, fans or other volunteers. Nominations will not be accepted for current minor hockey executive and board, businesses or individuals who are paid for their services.

A member of the Hartwell family, or approved designate, will award the trophy and plaque each season. (time and place to be determined by Minor Hockey)

The Memorial Trophy will remain at the Stadium for public viewing. A Memorial Plaque will be given to each winner.

Vice President Business will place ad in paper seeking nominations in January of each year. A reminder will be sent out to all VMH members seeking nominations. BOD will decide on appropriate time/place to present the award. VP Business will arrange for a plaque to be made and recipient’s names added to trophy at Diamonds For You. Tiger Pride Account will pay for these. Website Person will add recipient’s name and photo to award section on website.

 **b)Gary Ferbey Award**

 Sportsmanship awards will be given to one player from each Atom level team. A plaque will be presented to the award recipients from each team and their name will be added to the Gary Ferbey Memorial Trophy to be displayed in the VMH’s trophy case.

Criteria established includes:

Open and visible displays of sportsmanship (see checklist below).

Attends 90% of team practices.

Attends 90% of team games.

Open and visible displays of enthusiasm for the sport.

Open and visible displays of enjoyment and fun during the sport.

1. Player abides by the rules of the game. Part of good sportsmanship is knowing the rules of the game and playing by them. If a player decides to play a given sport, it is the responsibility of that player to learn not only how to play but how to play according to the rules which have been established and standardized to allow competitive games to be played in and orderly fashion. The more a player knows the rules the more that player can enjoy the sport.
2. The player always plays fair. Honesty and integrity should be an integral part of sports. A player with good sportsmanship does not want a hollow victory, which comes as a result of cheating or poor attitude.
3. The player follows the directions of the coach. A player with good sportsmanship listens to and follows the directions of the coach, realizing that each player’s decisions affect the rest of the team.
4. The player respects the other team’s effort. Whether the other team plays better or whether they play worse, the player with good sportsmanship does not use the occasion to put the other team down. In the field of competition respect of opponents is central to good sportsmanship. If an opponent out-performs a player, that player accepts it, learns from it, offers no excuses and moves on. If a player out-performs an opponent, that player enjoys the victory, but does not gloat, does not belittle, and does not minimize the opponent’s effort.
5. The player offers encouragement to teammates. A sign of good sportsmanship is a player who praises teammates when they do well and who comforts and encourages them when they make mistakes. Criticizing teammates in the heat of battle simply distracts from the focus of working together and gives the advantage to the opponent who develops a sense of confidence when seeing signs of weakness or a lack of unity in the midst of the competition. Further, good sportsmanship implies that the player on a team is a team player and that his or her behavior reflects on the team in general. A team player does not condone unsportsmanlike conduct for teammates, but instead promotes good sportsmanship among teammates.
6. The player accepts the judgment calls of the game officials. Part of the human condition is making mistakes. Arguing with an official over a judgment call simply wastes energy. The player with good sportsmanship knows that errors may be made, but the player also knows that a game is made up of all the plays and calls from the beginning to the end of the game, not just the call in dispute. The player with good sportsmanship may be upset, but that player also has learned to focus his/her energies back on the game and on doing the best he/she can do for the rest of the game.
7. The player ends the game smoothly. When the game is over, pouting, threatening, cajoling have no place in the life of the players with good sportsmanship, who emphasize the joy of participating, regardless of outcome. They’re not devoid of emotions but they know that their efforts to end the competition smoothly, without antagonistic emotional display, will help ensure the games will continue in the future.
8. The player’s skill level should not be a factor in the award.

“Sports do not build character. They reveal it” Heywood Hale Brown

Atom Boys Director and Atom Girls Director are to have coaches select players to receive awards. Directors to have plaques made up with name of award, year and recipient’s name engraved on them at Diamonds for you. One Atom Director to take trophy to Diamonds For You and have current year’s recipients added. Cost of plaques and engraving will be paid by Tiger Pride Account. Website Person will add recipient’s name and photo to award section on website.

 **c) 1967 Vermilion Kinsmen Heart and Hustle Award**

The 1967 **Vermilion** Kinsmen Pontiacs Award is given to a third year player from the Tier I Midget team each year. The player chosen is one who is talented but who also has lots of heart and hustle, one who demonstrates hard work, dedication, and a role model on and off the ice.

The Vermilion Kinsmen Pontiacs 1967 season, the team won 28 of 29 games played while scoring 276 goals and only allowing 46 to be scored against them.

When the group got together during their school reunion in 2004 they decided they wanted to give something back to the local hockey community.

The people who were a part of the 1967 Pontiacs were coach Stan Manyluk, Ernie Semeniuk, Ernie Heinemann, Ken Woywitka, Ron Jones, Bernie Olsen, Don Brennan, Bud Baddock, Bob Miller, Ron Malin, Jim Williams, Lorne Wasylishen, Dean Manyluk, Robert Farkash, Robert MacPhee, Murray King, D'Arcy Donald, Lyle Farkash, Ervin Strome, and Gordon Hubbard

Midget Director to have Tier 1 coach select player to receive the award and decide on where/when it will be presented. Midget Director to have recipient’s name and year engraved on the trophy at Diamonds For You. Engraving cost will be paid out of the Tiger Pride account. Website Person will add recipient’s name and photo to award section on website.

**APPENDICES**

-General Program Evaluation forms

-Coach Evaluation by Player Form

-Coach evaluation by Parents Form



**VMHA PROGRAM EVALUATION**

*BY PARENTS*

This form is to help us evaluate our hockey program. Please fill it out completely. All information will remain strictly confidential.

**TEAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF PERSON BEING EVALUATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Please rate each item according to your level of satisfaction.

Number 1 means not satisfied /strong disagree, number 5 means very satisfied/strongly agree.

**COACHES PROGRAM:**

Were practice times used satisfactorily? 1 2 3 4 5

Was the coach punctual? 1 2 3 4 5

Was there team or individual discipline? 1 2 3 4 5

Overall was the team prepared for games? 1 2 3 4 5

Were the coaches respectful to players, officials, and others? 1 2 3 4 5

Did your child improve as an individual? 1 2 3 4 5

Did your child improve in the area of team play? 1 2 3 4 5

How would you rate fair play for the team? 1 2 3 4 5

As a whole, did the coach dedicate themselves to the team 1 2 3 4 5

How would you rate your coach’s success in achieving a balance between team success and player development (please indicate on scale)

Too competitive Well Balanced Not Competitive

Would you recommend this coach for future involvement with VMHA?

Please feel free to leave additional comments below.

**PROGRAM EVALUATION**

BY PLAYERS

This form is to help us evaluate our hockey program. Please fill it out completely. All information will remain strictly confidential.

**TEAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF PERSON BEING EVALUATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Please rate each item according to your level of satisfaction. Number 1 means not satisfied, number 5 means very satisfied.

**PRACTICES:**

Were practices enjoyable? 1 2 3 4 5

Did your individual skills improve? 1 2 3 4 5

Did your team skills improve? 1 2 3 4 5

Was the team disciplined? 1 2 3 4 5

**GAMES:**

Coach’s attitude towards player 1 2 3 4 5

Coach’s attitude towards officials 1 2 3 4 5

Did the team do it’s best? 1 2 3 4 5

Did your coach play to win? 1 2 3 4 5

Did you enjoy the season? 1 2 3 4 5

**OVERALL:**

Did you have fun? 1 2 3 4 5

Were you treated fairly? 1 2 3 4 5

Was your coach positive? 1 2 3 4 5

Was your team positive? 1 2 3 4 5

Would you want this coach to coach you next year? Please circle one YES NO

Why or why not?