**Vulcan & District**

**Minor Hockey Association**



**POLICIES AND PROCEDURES**

**MEMBERS HANDBOOK**

**Updated March 2017**

VULCAN MINOR HOCKEY ASSOCIATION HANDBOOK

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**INTRODUCTION**

The writing of this document began at the end of the 2003-04 season and was introduced to the membership for the 2004-05 season.

In the fall of 2003, the Board of Directors of VMHA discussed & agreed to conduct an evaluation of our operations.

The directors felt that too many things were not “in order” especially in our Policies & Procedures.

The 2003-04 season was a trying year for our Board, and we felt that we must take steps to improve our operations.

The association has seen significant growth in minor hockey and felt that it was time to bring together all the various policies and procedures into one document.

Our association completed an evaluation of our Board operations including a membership survey, which has provided significant direction for our association to move forward.

In the 2016-17 season, the board felt the need to update the policies and procedures manual in order to keep things current and clear for its members.

**ASSOCIATION CULTURE**

The association culture consists of the Vision and Mission statements of the association along with the stated values and beliefs about how we will operate the business of minor hockey in our community. Our vision statement below is our long-term idea of the kind of hockey organization we want to be in Vulcan. We believe that being well organized and progressive in our operations, our long-term viability and sustainability will be enhanced, providing significant benefit to our members and the community of Vulcan. Our mission statement and guiding values are the vehicle by which our association will achieve success. It will be important for all our members to work together to make our program one of the best in the province.

**A VISION OF OUR ASSOCIATION**

“To be a sustainable, well organized and progressive association, that focuses on developing both life and hockey skills”

**A MISSION TO ACHIEVE OUR VISION**

VMHA will provide opportunities and ensure an environment that results in:

* Participation that is safe, fair, positive, and fun;
* Participation and learning through teamwork, and with respect, pride, and commitment;
* Educational opportunities that develop and reinforce life skills;
* Community members who are encouraged to participate in the game of hockey.

**THE VALUES & BELIEFS OF VULCAN MINOR HOCKEY**

We believe that is important to demonstrate the following value actions to ensure our success as an organization:

* Responsibility and Commitment to maintain good governance structure, planning, and accountability within the organization.
* Integrity & Honesty will be an important foundation of our association. “Walking the talk”, doing as we said, is critical for our success.
* Trust and Respect in working with each other and our members will determine our future.
* Consistency in our communications will ensure everyone has the information and knowledge to participate and make our association the best that it can be.
* Enthusiasm and Pride in Community demonstrated through positive attitudes will help all stakeholders contribute to the growth of our community.
* Fun, Fairness and Cooperation in all that we do will ensure positive experiences for all.

**PURPOSE AND OBJECTIVES OF VULCAN MINOR HOCKEY**

The objectives of Vulcan Minor Hockey association are:

* To organize and promote minor hockey in Vulcan & district for the benefit of participants in the sport.
* To teach and encourage the development of individual skill and sportsmanship within a team environment.

**VMHA ORGANIZATION AND STRUCTURE**

The Executive of the association consists of thirteen directors who are elected at the annual general meeting of the association, and several team directors elected by each team. Elected directors include:

President Vice President

Past President Secretary

Treasurer Referee In Chief

Coach Coordinator Player Development

Association Development Registrar

3 Directors:

* CAHL Director
* Governor
* Director at large

Each team, once the teams are set, then identifies one Team Director who represents that team at the Executive level. This team election must occur by November 15th of each new season.

**Roles and Responsibilities**

The roles and responsibilities along with detailed job descriptions are being developed for Directors and Committees. On-going development will occur each season.

**Discipline & Grievance Committee**

Ensure that discipline within the association is handled fairly and consistently and in accordance with the Rules and Regulations of VMHA.

The Discipline Committee handles all discipline, complaints & grievances as required.

This committee consists of a Chairperson appointed at the 1st Executive meeting of the year, 1 team director and the Vice president.

**Coach Selection Committee**

Ensure that all coaches complete the application process including a Police Record check.

Make recommendations to the executive of the association for coaching positions at the start of the year.

The Chairperson of the committee is the Coach Director and includes 2 selected board members.

**PROGRAM OPERATIONS & EXPECTATIONS FOR MINOR HOCKEY**

Starting in the 2004 – 05 season, the Executive of Vulcan Minor Hockey Association will be working hard to ensure that all parents, coaches and players are aware of the VMHA program including expectations for participation at all levels. This will help guide both coaches and executives, and parents in their efforts to make minor hockey a very positive and enjoyable experience for all.

VMHA believes that good coaching is necessary for our youth to enjoy their hockey experience and to learn and develop their skills in a fun environment.

The following statements reflect VMHA’s commitment to ensuring quality coaching and a good, safe and fun experience for all youth involved in our program.

1. Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
2. Ensure that all coaches have the required certifications and courses as identified by Hockey Alberta and Hockey Canada.
3. Encourage the use of teaching aids, such as video, to provide balanced delivery of instruction and to assist in using actual ice time to its maximum potential.
4. Coaches will provide instruction that is suited to the level of ability, age and capability of our youth.
5. VMHA will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops, and training sessions.
6. All coaches are required to complete a coach application each year. Part of this application process is a RCMP Security Check, which must be submitted with the application.

**General Outcome Expectations**

That all involved will have fun and enjoyable experiences.

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

That all participants will learn team work and will learn how to play as a team.

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

Participants develop life & social skills that lead to success in life.

Coaches will demonstrate and model behaviors of Fair Play and Respect.

Coaches will ensure that players learn and demonstrate these behaviors on and off the ice.

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

To create lasting, positive memories for all involved.

Coaches will be fair to every player; not playing favorites.

Coach responses to discipline situations will be consistent.

Written rules will be established and followed consistently.

**Specific Outcome Expectations by Category**

Initiation & Novice (Initiation = 4,5 & 6yrs; Novice = 7 & 8 yrs)

Follow the Hockey Canada Initiation Program Curriculum Guidelines

Ensure awareness & understanding of respect

Have fun & 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 including FUN skating drills

Learn basic fundamentals of the game including an introduction to basic positions

Team Concept – winning and losing as a team effort vs individual focus

Equal Play = Ice time with a common sense approach at Initiation & Novice

Coaches will not shorten the bench to try to win games

No power plays or penalty killing plays or units

Coaches at the Novice and above levels can use ice time as a tool for discipline.

* Where discipline is implemented, there must be communication between coaches and parents.
  + Examples of situations that may warrant discipline are: swearing; lack of respect towards others, temper tantrums, ignoring coaches etc.

Atom (9 & 10 yrs)

Have fun and enjoy their participation

Team Work – reinforce that team contribution equals team success

Develop good passing skills & improve skating

Use Hockey Alberta Program as a curriculum guideline

Teach Individual Tactics

Teach simple breakout and defensive zone play and basic game and team concepts

Goal Setting to excel

Power play & penalty killing should see equitable opportunities for all players to participate

Being fair to every player; not playing favorites

Treating all players consistently

Consistent coach responses to discipline situations

Written rules will be established and followed consistently.

PeeWee (11 & 12 yrs)

All expectations from Atom.

Have fun & learn Team Work - Learn to work with others.

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

Use Hockey Alberta Skills Program as a curriculum guideline.

Discipline and respect reinforced by coaches and expected of players and coaches.

Player commitment to attend dryland training (where applicable), practices and games.

Goal Setting

Power Play & Penalty Kill plays and units are allowed

* There is an expectation that all players will have the opportunity to participate in PP & PK situations.

Introduce correct checking skills including angling, stick checks and body contact skills

Improve skating, passing, and shooting skills, and Individual Puck Control Skills.

Learn basic game concepts & an awareness of the game, including defensive & offensive Play.

Individual and Team Tactics & Face-offs.

Bantam (13 & 14 yrs)

All expectations from PeeWee level = Improve on skills learned previous year.

Have fun & learn Team Work - Learn to work with others.

Discipline and respect will be reinforced by coaches and expected of players and coaches.

Use Hockey Alberta Skills Program as a curriculum guideline.

Player commitment to attend and be on time for dryland training (where applicable), practices and games is expected.

Good work ethic is expected from all participants.

Team Play skills are taught.

Life Skills are taught, modeled, and reinforced.

Goal Setting is required for teams and individual players.

Midget (15, 16 & 17 yrs)

All expectations from Bantam level = Improve on skills learned from previous year

Have fun while ensuring discipline & respect for teammates, coaches, officials and the game

Team Work - Learn to work with others

Being fair to every player; not playing favorites

Treating all players consistently

Consistent coach responses to discipline situations

Written rules and followed consistently.

Player commitment to attend dryland training (where applicable), team games and practices is expected

Goal Setting is required for teams and individual players

Female (PeeWee & Midget)

(PeeWee = 11 & 12 yrs; Bantam = 13 & 14yrs; Midget = 15, 16 & 17yrs)

Improve on skills learned the previous season

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

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

Use Hockey Alberta Skills Program as a curriculum guideline

Discipline and respect reinforced by coaches and expected of players and coaches

Player commitment to team games and practices is expected

Power Play & Penalty Kill plays and units are allowed at the Midget level.

It is expected that all players will have an opportunity to participate in PP & PK situations

Improve skating and passing skills and shooting as well as Individual Puck Control Skills

Learn basic game concepts and an awareness of the game

Defensive & Offensive Play

Individual and Team Tactics & Face-offs

**Player Registration**

Novice and Atom, Pee-Wee, Bantam and Midget deadline is before the 15th of August each year.

Timbit and Pre Novice registration deadline is on or before mass registration in September of each year. Registrations before and up to these dates will be penalty free. Any registration received between the above dates and the end of tiering will be subject to a $50 late registration fee. Any registrations (other than transfers from a move) received after tiering break will NOT be accepted and that child will not be able to play hockey until the following season.

The Executive of VMHA will identify a “mass registration” date and communicate that to the community. This is an important date as it gives the Executive as well as the town of Vulcan a clear idea of anticipated numbers of players, teams, and ice requirements.

Registration forms are made available online through the website by the end of June each year.

The Executive of VMHA reserves the right to refuse an application for registration should the applicant not fulfill the requirements as outlined or in special circumstances on a case by case basis.

**Fees & Deadlines**

All registration fees may be paid according to the following options:

* Payment in full at registration
* Minimum payment of 50% due at time of registration with postdated cheques written for remaining monies
* Other arrangements can be made with treasurer of VNHA with regular payments being made

Balance due by October 15 or make arrangements with the Treasurer of VMHA.

Players will not be allowed on the ice for practices or games until payment arrangements have been made and privileges will be revoked if payment is in arrears or default.

The Executive of VMHA determines the appropriate fees each year. The registration fee will be indicated on the registration forms.

Player registrations received after the announced deadline do not have to be accepted by VMHA if the team that they are registering for is full. If a late registration is accepted, the player is subject to an additional late fee of $50. There will also be a late payment fee of $50/player for outstanding payments after October 15 (or if arrangements made fall into arrears).

NSF Cheques

Upon receiving a NSF Notice, the Treasurer will contact the parent/guardian and determine when payment can be made. Applicable bank service charges will be charged to the member.

If payment is not received, the Treasurer will contact the coach/manager to advise them that the player is not eligible to participate in team activities, including practices and games, until payment is made.

Refund Policy

Refunds will be based on date of written notification to VMHA Treasurer. The refund rates are as follows:

Prior to November 1 80% of annual fees less $20

Prior to December 1 60% of annual fees less $20

Prior to January 1 40% of annual fees less $20

Prior to February 21 20% of annual fees less $20

Monies held back are to cover the various applicable fees from Hockey Alberta, including insurance.

Remaining fees are prorated to cover the cost of ice time and referees used by the team.

Kids Sport Youth Assistance Program

To ensure that our minor hockey program is available to all youth, the Kids Sport Program in Alberta is made available through our local Recreation Department. Those requiring financial assistance should contact Vulcan Recreation Department to access applications forms and additional information.

**Divisions & Ages**

Initiation 4 - 5 – 6 year olds

Novice 7 – 8 year olds

Atom 9 – 10 year olds

PeeWee 11 – 12 year olds

Bantam 13 – 14 year olds

Midget 15, 16, & 17 year olds

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

Mixed teams exist up to the Peewee category.

No player shall be allowed to move up more than one age division at a time.

**Player Releases**

VMHA will release players for Pee-wee, Bantam, & Midget to AA and AAA only. If you are released to AA and do not make the team, players are not guaranteed a spot on Vulcan’s team, upon your return, if it is full. All releases must conform to Hockey Alberta and Hockey Canada Rules and Regulations. Levels refer to Hockey Alberta provincial categorization as opposed to league play levels. The President of VMHA will sign all player card releases.

NOTE: For Hockey Alberta regulations and additional detailed registration information please visit the Hockey Alberta webisite at www.hockeyalberta.ca

**Fundraising**

General

Annual membership fees generally fund the association; however, other fundraising schemes play an integral part in providing operating funds to fulfill association commitments.

To raise additional operational dollars the association is involved in the following opportunities:

* Program Advertising – 50/50
* Casino Fundraising

Team Fundraising Including Tournaments

Each team may operate fund raising projects on its own, provided permission is obtained from the executive of VMHA prior to commencing the fundraising initiative.

This does not include 50-50 draws at league games. The executive of VMHA reserves the right to impose conditions, as they deem necessary, to any fundraising application.

Fundraising initiatives cannot involve the sale or raffling of alcoholic beverages.

To ensure that tournaments are conducted in a self-sufficient manner, strict budgetary practices will be encouraged.

Team entry fees should be sufficient to eliminate door entry fees. The Executive of VMHA must approve any other funding revenue.

**Tournament Policy**

Away Tournaments

No team shall participate in more than 2 away tournaments..

Home Tournaments

- Any team hosting a tournament which generates a profit, may use the money for away tournament fees or to purchase apparel/items for their team. This would not include 50/50 profits as it goes to VMHA.

Sponsorships

The management of teams is not allowed to approach team sponsors for additional funds, goods or services. Should additional funds be deemed necessary, a member of the Executive may, with approval from the Executive approach the sponsor for additional funds.

**ICE ALLOTMENTS**

This is an indication of the amount of ice time that is provided to each category and is paid for through registration fees. This is a guideline to assist our association in planning the financial needs of our association. The number of players and teams registered in Vulcan each year determines the quantity of ice time available.

Practices & Games

**TEAM PRACTICE ICE MINIMUM GAME ICE**

Initiation 1 – 2 hours / week 1 – 2 hours / week

Novice 1 – 2 hours / week 1 game slot / week

Atom 1 – 2 hours / week 1 game slot / week

Peewee 1 – 2 hours / week 1 game slot / week

Bantam 1 – 3 hours / week 1 game slot / week

Midget 1 – 3 hours / week 1 game slot / week

Female 1 – 3 hours / week 1 game slot / week

Each game slot includes referee costs.

If a team participates in Provincial Competition, MHA will provide for ice time.

When canceling ice bookings the coach or manager must contact the Ice Coordinator 5 business days in advance when possible.

Ice Usage Guidelines for VMHA

If an outside team cancels a home game less than 72 hours notice, the Team Director must advise the Treasurer and the Referee Coordinator of the date, time and the team whom cancelled so VMHA can recover the ice rental costs and /or referee costs from the team &/or association that cancelled.

If a VMHA team needs to cancel an outside game, they must give 72hours notice to the outside team, so that we do not get billed for the ice time and or referee costs. If proper notice is not given, the team at fault will pay these fees.

Number of Tournaments

The Board of Directors of the VMHA believes in the following principles when making decisions about how much hockey is adequate for minor hockey.

* That players should practice more than they play competitive games & competitions
* That minor hockey should be teaching individual skills and tactics before team skills

A limited number of tournaments dates are provided for VMHA teams to host. Team directors will decide together which teams will host a tournament on the reserved dates. They must then advise executive of VMHA of those teams and dates.

If for some reason the team to host a tournament cannot proceed, they must either find another team who will use this date or give at least 15 days notice to the Vulcan Recreation Office of the cancellation. If the 15 days is not given that team will be penalized $500.00 from the Town of Vulcan for late cancellation notice.

All away tournament fees are paid at the teams expense. In addition, Hockey Alberta and league rules state that league commitments come before tournament commitments. Other arrangements must be made with the leagues and opponents before making a commitment to participate in a tournament.

**PLAYER SELECTION PROCESS**

Tiering

Tiering in VMHA will start at the Novice category subject to the number of players registering each year.

In most cases, each team will be given up to four (4) ice slots to conduct player evaluations to determine teams.

All players must be given a fair opportunity to try out for the team, participating in a minimum of three ice sessions before he or she can be released from the evaluation process.

Team Selections

**Initiation (Pre- novice)**

* Teams are divided to ensure as close to equal teams as is possible.
* Consideration may occur for friendship, family situations, travel etc.
* Minimum of two ice sessions to evaluate

**Novice**

* As per CAHL regulations (2b and 2c), teams will be split into two teams A and B (if numbers warrant it) according to their abilities. This will be done by outside evaluators.
* Maximum of four ice sessions to evaluate

**Atom / PeeWee / Bantam / Midget**

* Maximum of four ice sessions to evaluate

**Evaluation Process**

In the event that evaluations are required to divide a team in the same age division the following process shall be followed:

1. A minimum of 2 evaluators from outside the VMHA shall be contracted to perform the evaluations of the players. Evaluators will be given a list of jersey numbers that have previously been assigned to each player by the VMHA president and one other board member, the list given to the evaluators will not have the player names listed.
2. Goalies will be evaluated as goalies during the evaluation process. If there are 3 goalies trying out 2 will be placed on the lower tiered team and 1 on the higher tiered team. If 4 goalies try out 2 will placed on each team.
3. The evaluation process shall consist of three on ice sessions as follows, skills session which will include small area games, followed by two inter-squad games. Upon the completion of the final inter-squad game the evaluators will compile their list of player evaluations and present it to the VMHA President and one other board member. This shall conclude the evaluation process.

In the event of a player not being able to participate in the evaluation process due to an injury, the player shall be placed on the lower tiered team. The VMHA board may request a second evaluation of the lower tiered team with the intent to provide an opportunity to all players on that team an equal chance for one player to be moved to the higher tiered team

**Player Acceleration & Movement**

The association reserves the right to move players, as required, to ensure teams can be formed. This may occur where players are moved downwards based on physical size and skill levels.

The criteria by which someone may be considered for acceleration to a category above where he normally would play, is as follows:

* The youth must be initially registered in the proper category.
* A written request is submitted by the player's parents to the Executive of the association and approved by the same Executive.
* The youth must be evaluated and placed, according to skill level; in the top 25% of players on the team, they have requested a move up to.
* Advancement would not result in the elimination of a position held by a youth playing in the proper category.
* The youth displays exceptional skills and will not improve if he or she continues to play in their own age category.
* The advancement of the player will have no detrimental effects to either the team the player would normally play on or the team the player is seeking to advance to.

The Executive of VMHA must approve all player movements.

Player movement/acceleration will not be permitted beyond December 15th of each year.

No player shall be allowed to move up more than one age division at a time.

Co-ed Association

Vulcan Minor Hockey Association is a co-ed association. When the numbers allow, the board will encourage female teams.

**TEAM & PLAYER AFFILIATIONS**

The Executive of the Vulcan Minor Hockey Association will determine the affiliation process each year as required, and within Hockey Alberta rules & regulations. The following statements indicate the position of VMHA regarding player and team affiliations:

1. Affiliations serve two purposes:
2. To supplement a team that is deficient in numbers due to lack of registration, injury, or sickness.
3. To recognize or reward players at a lower level. Player movement upwards is a privilege and not a right.

Affiliation to reward should only be encouraged when the player exhibits strong individual skills and play, team commitment and dedication.

1. The process of affiliation includes:
2. The coach of the team wishing to use affiliated players must first contact the coach of the team an affiliated player might come from, and request a player.
3. A player’s first commitment must be to the team he is registered on.
4. The coach of the affiliated player has the right to determine which player is used or rewarded by playing on an upper team.
5. Should the coaches disagree on which players should be used by an upper team, the matter shall be referred to the team reps for discussion and decision.
6. If the coaches & team reps fail to agree, the matter will then be referred to the President whose decision will be final.
7. Must obtain permission (through CAHL Rep) from the CAHL President
8. The player can only play the number of games allowed by Hockey Canada and Hockey Alberta rules and regulations. (see Hockey Alberta-section A Minor Hockey rule 7)
   1. Novice to novice and initiation to novice – five games in the current hockey season not including tournament or exhibition.
   2. All other- maximum of 10 games
9. It is the responsibility of both coaches to ensure the maximum number of games is not exceeded.

**COACH SELECTION PROCESS**

All coaches interested in coaching must complete an application form for each year they wish to coach. The application process includes submission of a completed RCMP Security Check. Applications will not be accepted without this check. A RCMP Security Check must be completed every year.

All coaches may then participate in an interview process, if required, facilitated and determined by the Coach Selection Committee.

A minimum of three (3) people will form the Committee. The committee makes recommendations to the Executive for a final decision.

As required, an advertisement would be placed inviting coaches to apply.

**COACHING REQUIREMENTS**

Coaching requirements are as follows:

1. Head coach must be able to attend at least 80% of practices and games.
2. Head coach must insure that all coaching staff has Criminal Record Checks handed in to the coach coordinator before stepping onto the ice or dressing rooms.
3. Head coach can be involved with assistant coach selection, with the coach committee having the final decision.
4. All coaching staff will be mentored thoughout the season by outside resources.
5. Coaches will comply to outside development criteria (ex. power skating) **during** practice times.
6. Safety and first aid is mandatory for all head and assistant coaches.
7. Head and assistant coaches must insure that the first aid kit is on the bench for all practices and games.

**CERTIFICATION REQUIREMENTS FOR COACHES AND TRAINERS**

In an attempt to clarify selection of coaches and the expectations the Association has for coaches, a chart is shown below indicating certification requirements for coaches in Alberta.

The certification requirements set out in this document are based upon the rules and regulations of Hockey Alberta and Hockey Canada.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | [Coach 1 - Intro to Coach](http://www.hockeyalberta.ca/index.php/ci_id/2536/la_id/1.htm) | [Coach 2 - Coach Level](http://www.hockeyalberta.ca/index.php/ci_id/2536/la_id/1.htm) | [Checking Skills](http://www.hockeyalberta.ca/index.php/ci_id/15840/la_id/1.htm) | [Respect In Sport](https://ha.respectgroupinc.com/) | [Safety](http://www.hockeyalberta.ca/index.php/ci_id/2540/la_id/1.htm) |
| Initiation | One Team Official Per Ten Players\*\* |  |  | All Team Officials | One Team Official Per Ten Players |
| Novice | Head Coach\*\* |  |  | All Team Officials | One Team Official |
| Atom, Atom Female |  | Head Coach | Head Coach | All Team Officials | One Team Official |
| Peewee A, B, C, D, Female |  | Head Coach | Head Coach | All Team Officials | One Team Official |
| Bantam A, B, C, D, Female |  | Head Coach | Head Coach | All Team Officials | One Team Official |
| Midget A, B, C, D, Female |  | Head Coach | Head Coach | All Team Officials | One Team Official |

 \*\*    Coaches who have previously taken Coach 2 are not required to take Coach 1.

**Notes**

1. It is highly recommended that all Local Minor Hockey Associations ensure Assistant Coaches have completed the same course(s) as noted above.

**CODES OF CONDUCT AND CONTRACTS**

All participants of VMHA will be required to read and sign a Code of Conduct Agreement indicating their understanding of and commitment to, the accepted behaviors of the association. It is expected that all agreements will be signed at the 1st coach’s team meeting with a member of the discipline committee present. Copies of the Codes of Conduct and Contracts are included in the Appendix of this document.

Zero Tolerance Statement

* The VMHA will not tolerate the abuse of officials, coaches, players, parents, and volunteers.
* The Executive of VMHA reserves the right to remove any person from the arena facility whose behavior is detrimental to the association and its members.
* The association and town will work together to ensure a Zero Tolerance attitude is reinforced in our community.
* The Discipline Committee will deal with any behavior deemed inappropriate and abusive.

The Executive of the Association also believes that all members have the responsibility to conduct themselves with high standards and to ensure that fellow members conduct themselves appropriately as well.

**DISCIPLINE & DISPUTE RESOLUTION PROCESS**

General Policy

The Vulcan Minor Hockey Association expects all team officials & members 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 behaviour 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 behaviour that 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 from a Board member.

2. A written reprimand from the Discipline Committee.

3. A suspension from the Discipline Committee.

4. An expulsion from the team or Association.

5. A combination of the above.

Vulcan Minor Hockey Association through its elected or appointed officials, has the authority to discipline any player, team official, team follower, parent or member.

The VMHA Executive must ensure that written regulations exist that ensure each disciplinary incident is dealt with consistently within the process set out below.

Two different Discipline Stages are possible, namely:

STAGE 1 - The Informal Process:

* The Informal Process means that rules are automatic and based upon the playing rules of the game, Hockey Canada and Hockey Alberta regulations.

STAGE 2 - The Formal/Appeal Process:

* The Formal Process means that a more serious action has occurred and the Discipline Committee of VMHA is involved to make decisions that are consistent and in line with the Policies and Procedures of the Association. This also includes the Appeal Process, which is the process members must follow to appeal decisions of the Discipline Committee of the Association.

Examples of incidents that may warrant disciplinary action:

* Profanity by players, team officials or club representatives.
* A player who receives a game misconduct, gross or match penalty.
* A team assessed two or more bench minors in one game.
* A coach or bench assistant who is ejected from a game.
* A team who, in the opinion of the President or Executive, is being assessed too many penalties of a serious nature.
* 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.
* Use of alcohol or other illegal substances while representing VMHA through participation in any team activities.
* A parent or guardian who exhibits conduct unbecoming to the integrity of Vulcan Minor Hockey program.
* A team that fails to utilize ice time without prior notification.
* A team that fails to show up for league and exhibition game commitments.

**The Informal Process - Stage 1**

**Standard Suspensions**

Where the current Playing Rule Book dictates a suspension to a player for a rule violation, and game officials write-up the incident, the coach in consultation with the Manager/Board, will automatically implement the suspension.

Examples of these rulebook infractions include: match penalties and game misconducts.

**Non-Standard Suspensions**

This category of suspension is applied to incidents that may involve parents, coaches and players.

An Incident Report Form should be used to bring serious behavior concerns to the attention of the Discipline Committee. This form must be given to the Secretary or Discipline Chair.

When incidents with players occur which may warrant disciplinary action, the coach(s) shall report to the Discipline Chairperson, the incident as quickly as possible, and definitely prior to the next game.

The Discipline chair shall convene the Discipline committee which consists of the Vice President and 2 board members, but not board members involved in the incident (who may be in a position of a conflict of interest), and shall have no less than 3 people.

The Discipline Chair, Discipline Committee and coach(s) shall meet and investigate the incident, If necessary, the Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Committee. In investigating the incident they may consult game officials, players, parents, or other observers to gain the relevant facts of the incident.

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 outset but shall be confirmed in writing and copies, along with the Incident report form, should be maintained in a file by the Discipline Chair/secretary.

The Discipline Chair reports the outcome of the hearing to the board.

The Coach and Discipline Committee implements the sanctions with the player(s).

**The Formal / Appeal Process - Stage 2**

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

For incidents of a very serious nature, the Discipline Chair or Committee may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

All appeals regarding disciplinary actions taken are subject to a fee of $150.00. This fee will go into the general account. If the appeal is upheld, the $150.00 fee will be refund. This fee must be submitted with the written appeal before an appeal committee will be appointed.

The appeal committee will only review written submissions from any parties that are directly involved or impacted by the disciplinary action taken. The appeal must be submitted within 72 hours of the disciplinary committee decision. The appellant will receive a written response from the appeal committee within 7 days of receiving the written appeal. The appeal committee decision shall be final and binding. If the parties are not satisfied with the final decision brought forth, they can further appeal to Hockey Alberta in accordance with Bylaw XIII- Appeals, Paragraph 13.03. Hockey Alberta bylaws can be obtained from their website ([www.hockeyalberta.ca](http://www.hockeyalberta.ca)).

The appeal committee will consist of a chairman, appointed by the president from the executive, and 2 or more members of the VMHA board as appointed by the president and chairman. No members can be appointed if there is a conflict of interest or if such members were directly involved in the disciplinary action taken. The appellant may be provided with up to 30 minute of time to present their appeal in front of the appeal committee. After the appeal is presented, the committee shall discuss the case in private and come to a decision by a majority vote. The chairman can only vote if a deciding vote is required in the event of a tie.

Any legal actions against VMHA, by any member, will result in an immediate suspension from the association and all member privileges revoked, including on ice privileges, until the action is resolve. This suspension will apply to the player, parents and/or legal guardians, and any other family members who are also players, coaches or managers.

The decision of the Board of Directors shall be final and binding on all parties, except where there is an avenue of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing, the following general guidelines apply:

1. First infractions by players will normally be satisfactorily concluded at Stage 1.
2. Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
3. Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage2.
4. Suspensions, when applied to players, shall specify: The number of games to which the suspension applies, both league and exhibition, or the time-period for which the suspension applies including its application to practices or other team functions.
5. Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
6. Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

**GRIEVANCES**

**Fair Play Concerns**

All issues should be dealt with through the Discipline & Grievance Committee.

* Example: A complaint of inequitable ice time is outlined by VMHA Codes of Conduct.

When a written or verbal complaint, substantiated by facts is brought to the attention of a team manager, it shall be referred to the Discipline Director/Committee.

If the Discipline Director determines that action should be taken, the following must occur:

1. The Discipline Chair will immediately contact the coach involved and discuss the situation/complaint & provide appropriate direction to this coach. A report by the Discipline Chair is required for the next meeting of the Board.
2. If unresolved, the coach will receive a letter from the Board asking him to attend the next available Board meeting. In the event, where a coach chooses to ignore the Board’s request, he/she may receive a suspension by the Board.

**Other Grievance Statements**

Parental, player, or team problems not resolved by the Team Staff, including the Team manager, will be addressed by the Discipline Chair or Committee.

All Grievances shall be initiated in writing to the Discipline Committee. Upon receipt of written notification, a Discipline/Grievance hearing date shall be set within 7 days.

The Vice President will act as the Chair of the Discipline Committee. Members of the Discipline Committee shall be composed of the Discipline Director, one other director and one other Team Rep / Director from another team, and identified by the Discipline Chair for that purpose. In the event of a conflict of interest, the Vice President will name another designate.

The decision of the Discipline Committee shall be given in writing within 48 hours. All decisions have the right of appeal as per the process identified within this document. All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law 13.02 of Hockey Alberta.

**COURT ACTIONS**

It is understood that membership in VMHA is voluntary.

The Executive of the Association, including elected officials and team representatives and the membership, where the case may be, have exclusive jurisdiction to deal with all matters arising by virtue of membership in the association. No decision, order, direction, declaration, or ruling of the Executive, Board of Directors, or membership, as the case may be, shall be questioned or reviewed by any court.

Any member bringing legal action against the Executive, Directors or appointed team representatives or the Association before all rights and remedies as provided by these regulations and the Association Bylaws, as well as those as provided for by Hockey Alberta and Hockey Canada, will be deemed by VMHA to be unsportsmanlike enabling the President to suspend and/or disqualify the person or persons bringing legal actions against the association or its representatives.

**Member Discipline Guidelines**

All discipline situations in VMHA will be dealt with on an individual basis by the Discipline Committee and in accordance with the Discipline, Appeal and Grievance Procedures indicated previously in this document.

General Guidelines For Players

* 1st Incident- Verbal reprimand and notification that a suspension could be given for a second incident. Create a file at VMHA office.
* 2nd Incident- Written warning and assignment to be completed:
* Hit From Behind- Watch Mike Bossy Tape or NCCP Checking Video
* Fighting or an Injury Situation- Write a note of explanation
  + Why did I fight? Why did I cause injury to an opponent?
  + What has to change in terms of my behavior?
* If not willing to watch videos or write a note of explanation then immediate suspension is implemented and remains in effect until the assignment is completed.
* 3rd Incident- Immediate suspension for three games.

Specific Situations

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Executive or Discipline Committee to explain their side of the situation.

Examples of serious situations include:

Players-

* Major Penalties
  + Hit From Behind & Fighting
  + Match Penalties
  + Intent to Injure or Abuse of Officials
  + Gross Misconducts
* Poor Sportsmanship including Respect Issues
* Bullying or Lack of respect to coaches, officials, facilities, or Volunteers of VMHA
* Drug and Alcohol Concerns or significant school problems

Coaches

* Abuse and/or lack of respect shown towards VMHA volunteers or Executive
* Abuse and/or lack of respect shown towards League Directors or officials
* Not following Rules and Regulations of VMHA
* Not following Rules and Regulations of Hockey Canada and Hockey Alberta

**Drug & Alcohol Concerns**

Adults (Coaches, Parents and Volunteers)

Zero Tolerance with coaches, managers, directors, staff, officials, and spectators / parents:

* 1st Incident Asked to leave facility. Written Notice and file created.
* 2nd Incident Suspension for a time period to be assigned by Discipline Committee.
* 3rd Incident Suspension or Expulsion from Association.

Players

Zero Tolerance for athletes with alcohol:

* 1st Incident Suspension and Written Notice Meeting with Parents Discipline Committee or Executive Committee.
* 2nd Incident Suspension for remainder of season.

**Development Programs of The Association**

Coach Mentorship

The long-term goals of VMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of each Board of Directors each year and will be dependent on financial resources available.

Skill Development – Hockey Alberta Program

Skill development sessions will be implemented each year as determined by the Board of Directors. Development sessions may include:

* Initiation Program for Initiation & Novice
* Hockey Alberta Player Development for all other levels
* Checking Clinics for players & coaches
* Goaltending Clinics

Minor Hockey Equipment

The Association will endeavor each year to provide, good quality equipment for use by each team.

**Midgets/Bantams**

2 complete sets of sweaters with 2 sweater bags

First Aid kit

2 dozen pucks

**PeeWees/Atoms**

2 complete sets of sweaters with 2 Sweater bags

First Aid kit

2 dozen pucks

**Novice/Initiation**

2 complete set of sweaters with 2 Sweater bags

First Aid kit

2 dozen pucks

One set of goaltender equipment is provided up to and including peewee teams. One stick per year is provided to goaltenders where required. This applies to both male & female teams.

The association will be responsible to purchase all equipment as required. The equipment Manager ensures the up-to-date inventory of equipment its condition, and location. He/she will make necessary purchases as approved by the Executive.

The colors of VMHA shall be black, red and white. All purchases shall reflect these colors. Teams will not be permitted to wear colors that are contrary to this policy.

All teams are required to have 1 to 2 parents in charge of taking care of the jerseys for the season.

The association is striving to ensure a consistent color and team dress while representing our community. This applies to team hats, jackets, and sweat suits or wind suits. The executive of the association reserves the right to approve all use of VMHA logo.

**Travel & Tournament Permits**

Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit must be taken out whenever a team travels outside their Zone to play an exhibition game or tournament. Travel permits are not required for league play. Travel permits must be in your possession when in an “out of province” tournament.

Contact the registrar or secretary for information and permits.

Exhibition Games

Teams wishing to host an Exhibition game must contact the executive in charge of permits and sanctions to apply for permission to host. Once approved, they will be given a sanction # from Hockey Alberta which the opposing team will need to apply for a travel permit. All game sheets must be sent in by the hosting team to Hockey Alberta’s Discipline and Sanctioning Member.

Provincial Participation

All provincial games overrule any league games, exhibition games, or other tournaments. Tiered teams must sign a Hockey Canada registration card to participate in provincial competition. Each coaching staff, along with the President and Registrar, will make provincial participation decisions.

**Program Evaluations**

Coach Evaluation

All coaches will be evaluated at the end of the season.

Details of the evaluations are as follows:

* Evaluation will be based on Participation Outcomes and Expectations of Coaches.
* The coaches rating will be set by how well he/she teaches/reinforces the outcomes and meets the coach expectations.
* The Coaches Selection Director coordinates the process and works with Category Directors to implement the program evaluation process.
* A summary of each coach evaluation will be kept on file.
* Atom & above categories will see players, parents and officials contribute to the evaluation process.
* Novice and younger will see parents and officials & executive members contribute to the evaluation.
* A summary will be provided to each coach as well as the executive or the association.

Recognition Programs

* President’s Award for “Significant Contribution” to the Association.
* Long Term Service Award for Volunteers and coaches who make a significant long-term contribution to the association. At least five years of service is required to be eligible. Executive, coaches, officials, team reps, governors, and other volunteers are eligible.
* Coach Recognition Awards for those coaches who model the values of the association, and who ensure that program objectives and expectations are met will be recognized.

**APPENDIX**

**3.0 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 registered with Hockey Alberta.

Hockey Canada – HC - Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of Hockey Canada. Hockey Canada is made up of member branches or the provinces.

Hockey Canada Mentorship Program- Following the 1999 Open Ice Summit, a major goal was to establish a program of coach mentorship across the country. 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 Initiation Program- The HC Initiation Program has a philosophy of fun participation for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun vs competition and games. The program provides four sets of twenty lesson plans, one set for each year, that coaches can used to guide them in developing skating skills of young players. The sets are designed to be used in Year One through Year Four before a child enters the Atom level.

Hockey Alberta 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 with a “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 the 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

**VULCAN MINOR HOCKEY ASSOCIATION BOARD OF DIRECTORS CODE OF CONDUCT**

As an executive member of the Vulcan Minor Hockey Association I agree to:

* Make decisions for the good of all the players, parents and the Association
* Help create an atmosphere where there is a high level of cooperation and trust
* Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
* Respect the dignity of others and ensure that I am criticizing the ideas presented rather that the person presenting them. Personal attacks are unacceptable.
* Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision
* Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced.
* Ensure that the task is clearly understood, accepted and completed.
* Ensure that all decisions I make are consistent and within the scope of the Vision, Mission and Values of our Association

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OATH OF CONFIDENTIALITY**

When I am working with the Vulcan Minor Hockey Association, I realize that I might become privy to information relating to players or coaches that should not be repeated outside our organization.

I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature.

Dated this\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Print

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VULCAN MINOR HOCKEY ASSOCIATION INCIDENT REPORT FORM**

\*\*This report must be submitted within 48 hours of the incident\*\*

All Information is confidential\*\*

Circle One: Injury Ejection/Misconduct Personal Conduct

Date Of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCIDENT DETAILS**

Individuals Involved:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Incident: (Time of game; teams involved; factors involved in the incident; others)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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