

**Drayton Valley Minor Hockey Association  
Policies & Procedures Manual**

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## **INTENT STATEMENT**

All policies of the Drayton Valley Minor Hockey Association (hereafter referred to as “the association” and/or “DVMHA”) comply with the rules, regulations and policies of the Alberta Minor Hockey Association, Canadian Minor Hockey Association and the Omniplex.

The association is a member of Hockey Alberta (hereafter referred to as “HA”) in affiliation with the Canadian Amateur Hockey Association (hereafter referred to as “HC”).

The Association will comply with all HA & HC rules and regulations except for any changes made in the association By-Laws as deemed improved and surpassing the HA and HC rules (reference By-law Article II)

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-1
<b>Policy Name:</b> Vision Statement	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

The vision of the Drayton Valley Minor Hockey Association shall be; to be recognized as a top caliber association, and be the hockey association after which other associations are modeled.

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-2
<b>Policy Name:</b> Mission Statement	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

The mission of the Drayton Valley Minor Hockey Association shall be; to provide a full-ranged hockey program to enhance the abilities of participants at all levels.

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-3
<b>Policy Name:</b> Objectives	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:** (reference By-law Article III, 3.1)

The objectives of the association are as follows:

1. To promote, govern and improve organized minor hockey in Drayton Valley (3.1.a)
2. To provide an opportunity for every youth in the community of Drayton Valley to play the game of hockey regardless of social standing, race, color or creed (3.1.b)
3. To encourage true sportsmanship and provide opportunities for development of leadership abilities (3.1.c)
4. To ensure the promotion of community spirit and good will wherever possible (3.1.d)
5. To raise funds as deemed necessary for the operation of the Association program (3.1.e)
6. To provide and maintain equipment for the program as deemed necessary by the Executive (3.1.f)
7. To provide each player with equal opportunity and fair ice time if he/she is a member of a minor hockey team within the association (3.1.g)
8. To support all volunteers in their various activities and duties (3.1.h)
9. To supply coaches with a development program for each group and level (3.1.i)
10. To provide the opportunity for individuals to attend development clinics (3.1.j)
  - a. The association will be responsible for posting the places, times and dates of clinics being held by the association.
  - b. The association will review annually the fees for these clinics to be reimbursed to qualified participants.

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-4
<b>Policy Name:</b> Strategic Plan and Planning Cycle	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

Involving the general membership in the decision making process will help to ensure that the Executive is continuously working for the majority of the association and will help promote the open, transparent management style of the Executive.

**Policy:**

Drayton Valley Minor Hockey Association board members will solicit ideas and suggestions from the general membership through the following:

1. Spring AGM with an open floor Question & Answer time slot
2. Fall Orientation and Information Meeting with an open floor Question & Answer time slot
3. Group Email to all General Members

DVMHA will then meet to make a two (2) year Strategic Plan for the association using the feedback from the above communication opportunities.



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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-5
<b>Policy Name:</b> Work Plan - One Year	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

The following items help DVMHA organize and plan for the coming year, several months prior to September.

**Policy:**

No longer than three (3) weeks following the AGM the Executive (new and past) must have a meeting to set the following things:

1. All registrations must be organized and forwarded to appropriate Executive members (i.e. Concession coordinator so the schedule can be made for the concession)
2. Ice scheduler(s) need to be made aware of User Group meetings in the summer
3. Times need to be set for the fall evaluations and evaluators need to be found prior to August 15.
4. Ways and Means will have sponsorship information sent out by August 15 and confirmation of sponsors by December 30
5. Current year's proposed budget needs to be made by August 15.
6. Equipment should all be inventoried, cleaned and organized by August 15.
7. The first two (2) months (September / October) of the concession schedule needs to be completed by August 15 and posted at least one (1) week prior to the Fall Orientation and Information meeting.
8. Coach clinics need to be set for the Fall by September 01(pending HA application dates) and advertised in the newspaper and on the website twenty one (21) days prior to the clinic.
9. Referee clinics need to be set for the Fall (pending HA application dates) and advertised in the newspaper and on the website twenty one (21) days prior to the clinic.
10. The Executive must meet on August 15 or five (5) days before or after the 15<sup>th</sup> of August to ensure that all Executive members have completed their tasks, to plan the agenda for the Fall Orientation and Information Meeting and to fill any open Executive positions.
11. Registrar must provide the Directors with contact information, including email addresses, pertaining to all players in their division.

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-6
<b>Policy Name:</b> Membership	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:** (reference By-law Membership 1.1)

Members shall be defined as:

1. **Player** – Registered hockey player (1.1.a)
2. **Parent** – Parents or guardians of such registered hockey players (1.1.b)
3. **General** – General membership shall be open to any adult over 18 years of age who resides in Alberta and who supports the objectives of the Association and pays the annual membership fee.

A person may become a member by submitting a membership application form each year and making payment of an annual membership fee of \$1.00 (for any non-players and parents or guardians of such registered players) to the association. Membership is effective upon approval of the application by way of favorable vote of at least two thirds of the Executive Board (1.1.c)

Any person under the age of eighteen (18) would require parental or guardian consent.

4. **Executive** members as defined in the By-laws (1.1.d)
5. **Lifetime or Honorary membership** will be granted by the Executive Board to persons who have made outstanding contributions to the Association and to the game of hockey. Said membership must be ratified at the next Annual General Meeting. (1.1.e)

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-7
<b>Policy Name:</b> Duties and Privileges of Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:** (reference By-law Membership 1.2)

**Duties and Privileges of Members:**

1. All members shall be privileged to attend the **Spring Annual General Meeting** and **Fall Orientation and Information Meetings**, make suggestions and recommendations to the Executive Board and assist in the operation of the hockey program in any manner approved by the Executive Board. (1.2a)
2. A person may become a member by submitting a membership application form each year and making payment of an annual membership fee to the Association. Membership is effective upon the approval of the application by way of favorable vote of at least 2/3rds of the Executive Board. (1.2b)
3. All fees for the current season must be paid in full by November 30, any registrants after December 30<sup>th</sup> must pay in full before participating. (1.2c)
4. No member shall be eligible to participate in any way until all outstanding monies are paid in full from previous year and current membership fees are paid. (1.2d)
5. All members shall be subject to the rules and regulations as may be formulated by the association in the best interest of the hockey program as a whole. (1.2e)
6. No Executive Board Member, Officers or Directors, shall receive remuneration for duties outlined in the Association By-laws unless authorized by the Executive Officers and Board of Directors with a 2/3 vote of members present. (1.2f)
7. All members under the jurisdiction of the association will conduct themselves in a manner that will not bring embarrassment or complaint to the association. (1.2g)
8. A player wishing to tryout for another association is required to obtain a permission form from DVMHA prior to attending tryouts. Upon making the new team, the player is required to obtain a release form from DVMHA.

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-8
<b>Policy Name:</b> Voting	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:** (reference By-law Voting 1.3)

1. Each non-player member present who qualifies under membership shall be entitled to only one vote at the Spring AGM, the Fall Orientation & Information Meeting or any Special meetings of the Association. There shall be no proxy votes, voting shall be done by a show of hands, except in matters which the President of the Association decrees should be by secret ballot (1.3.a)
2. The President shall refrain from voting, except to cast a deciding vote (1.3.b)

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<b>Policy Type:</b> Framework Governance	<b>Number:</b> FG-9
<b>Policy Name:</b> Suspension and Expulsion of Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:** (reference By-law Suspension and Expulsion of Members 1.4)

1. If a member is found by the board to be engaging in conduct injurious to the aims and objectives of the Association, the Executive Board may terminate any membership, or suspend any member by a **special resolution** for any violation of the by-laws of this Association by a two thirds vote of the Executive Board of Directors until the next Annual General Meeting. (1.4a)
2. Any member may be expelled or suspended by an **extraordinary resolution** of the Association, for any reason, which may be determined to be detrimental to the Associations wellbeing, by a two thirds vote of the Executive Board. (1.4b)
3. All complaints must be filed in writing to the President or Secretary and given to the appropriate committee and dealt with at a special meeting within ten (10) days of the complaint being filed. The member(s) in question must be notified with seventy two (72) hours of the complaint being filed to be given the date and time of the meeting so that they may be present at the meeting. (1.4c)
4. Any player that is brought before the Code of Conduct Committee and is suspended for any length time will not be eligible for a refund in registration or concession fees.
5. Board members removal and resigning can be found in Policy #BG – 45.
6. Any members of DVMHA that are verbally, physically or emotionally abusing the Omniplex staff will be subject to suspensions and expulsions from the Omniplex and from DVMHA.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-1
<b>Policy Name:</b> Governing Style	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (reference By-law Executive Board Members 2.0)

1. The Management and business of the association shall be conducted by the Executive Officers and Directors according to the by-laws of the Association, however in the event of a dispute; the dispute will be resolved according to Roberts's Rules of Order. (2.1)
2. The Executive Board shall appoint one of its Executive members to act as the league's representative for the Association. In exceptional circumstances, the Executive may appoint a member at large to fill the position. (2.6)
3. The Executive officers may develop additional positions or areas of formal responsibilities and appoint General Members to those areas as deemed necessary. These members shall report to the Association as requested by the board. They shall not have a vote at the board meetings. (2.7)

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-2
<b>Policy Name:</b> Structure	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (Reference By-law Executive Board Members 2.0)

1. The **Executive Officers** shall consist of: President, Vice-President, Secretary, Treasurer, Registrar, and Past President. Term of office shall be for two years (2.3), plus the time required to job-shadow at the end of the term.

*\* Although not regulated in the Bylaws, it is hereby suggested that a maximum of three Executive Officer positions be replaced in any one year*

2. The **Directors** shall consist of: Equipment Manager, Ice Scheduler (x2), and Referee Coordinator, Ways and Means, Technical Development/Goalie Technical Development Coordinator, Tournament Coordinator and Directors for the following divisions: Initiation (based on the enrollment numbers that will enable DVMHA to have at least three teams), Mites, Novice, Atom, Pee Wee, Bantam, Midget, and Girls (when required). Directorships required for each division is dependent upon player enrolment. Term of office shall be for one year (2.4) plus the time required to job-shadow at the end of the term.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-3
<b>Policy Name:</b> Policy Development	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

1. Every second year the Secretary shall organize and/or chair a policy/bylaw sub-committee and review all current policies and bylaws.
2. The Secretary shall be responsible for ensuring any changes to policy or bylaw are properly recorded for future reference.
3. Should a policy need to be written or amended before the bi-annual review the Secretary will be responsible for organizing or chairing a policy review committee to perform these tasks. From the time the Secretary is notified, to the time the policy is completed or rewritten, will not take any more than two (2) months.
4. Any changes to the policies manual must receive approval by the Executive via a 2/3 majority vote. Then the changes need to be sent into Hockey Alberta for final approval and then sent to the general membership for information sharing. If over eighty percent (80%) of the general membership falls into disagreement with the policy, the Executive is strongly urged to void the policy or reword it, to gain the favor of the general membership.



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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-4
<b>Policy Name:</b> Bylaws and Objective Review	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

Changes in By-Laws (reference By-law Article 4.1)

1. Subject to compliance with the requirements of the Laws of the Province of Alberta and the Societies Act, the by-laws of the association shall not be altered except at an Annual Spring General Meeting. Notice of any proposed alterations shall be given to the Secretary in writing at least thirty-one (31) days prior to the Spring AGM. The Secretary shall notify the Executive and post the notice of motion. Any amendment or addition to the by-laws shall be voted on at the applicable meeting and shall require a three quarters majority vote of the members present at the meeting. Voting shall be done by a show of hands. (4.1a)
2. Any changes in the by-laws which have been adopted, amended or revised in the manner herein set forth, shall not be negated by reason of error or omission which may occur in the periodic printing of the by-laws of this association. (4.1b)
3. Every second year the Secretary shall organize and/or chair a policy/bylaw sub-committee and review all current policies and bylaws.
4. The Secretary shall be responsible for ensuring any changes to policy or bylaw are properly recorded for future reference.
5. Should a by-law need to be written or amended before the bi-annual review the Secretary will be responsible for organizing or chairing a by-law review committee to perform these tasks. From the time the Secretary is notified, to the time the by-law is completed or rewrote, will not take any more than two (2) months.
6. Any changes to the by-laws must first receive approval by the Executive via a 2/3 majority vote. Then the changes need to be brought before the general membership to be voted on. If the by-law is approved by the general membership, a copy must be sent into Alberta Registries for proper filing and HA for approval.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-6
<b>Policy Name:</b> Awarding Contracts to Board Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> June 08, 2015

**Preamble:**

**Policy:**

- On any jobs the Executive needs performed that a Board Member wishes to perform for pay, or for jobs that are over \$5000.00, the job will go into open bidding.
- Bidding will be open for a minimum of thirty (30) days, and must be advertised in the local newspaper and on the website for twenty-one (21) days, which begins the thirty day period (i.e. once the notice goes into the paper, etc. it must remain advertised for 21 days, and the bidding can close 9 days after the last day required for advertising not sooner)
- The lowest bid does not necessarily win the bid.
- All decisions must be made by the Board via a 2/3 majority vote.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-7
<b>Policy Name:</b> Expense Reimbursement & Benefits for Board Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Executive members are not required to work any concession shifts. They still must write a deposit cheque for the same amount as is required by the general membership and will be subject to concession fees should they leave or be removed from the Board, as is explained in policy # BG – 45.
- Any Board member that does not have prior authority to charge or be reimbursed for any expense, will not be reimbursed without a 2/3 vote of the Executive.
- Prior permission via a 2/3 vote of the Executive must be given before any member will be reimbursed for any expenses.
- No Executive or relative of an Executive member is eligible to receive any sort of gratuity (i.e. flowers, gift certificates, cash, etc.) for performing tasks that are typical of an Executive member (i.e. working on special projects, putting in extra hours, etc.)

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-8
<b>Policy Name:</b> Board Liability Insurance	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** Information taken from the Hockey Canada Website

**Hockey Canada Directors & Officers Liability Insurance Program (D&O):**

Hockey Canada's D&O Insurance program covers the directors and officers of all Minor Hockey Associations, Junior Teams, Branches and Major Junior Hockey Teams and Leagues for their exposure to legal action arising from alleged wrongful acts, which they are believed to have committed while on the board of directors of one or more of these organizations.

When coverage applies, the policy will provide for defense against the action and if the case should go against the director or officer, will pay the amount of the indemnification.

In the event that a director or officer should receive an action against him/her the Branch Office must be advised immediately so that proper steps can be taken to investigate and defend the case.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-9
<b>Policy Name:</b> Insurance	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** Information taken from the Hockey Canada Website

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee or member of a Committee **while acting within the scope of his or her duties**. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his/her or their liability as such; and it includes any owner of any insured team.

**Note:** A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

\*Non-carded “volunteer parents” that want to help on the ice are NOT covered under the insurance plan, nor are parent-child games, student-teacher games or other exhibition games against non-members of Hockey Canada.

Members are covered during:

- 1) Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
- 2) Transportation directly to and from the arena or venue
- 3) Accommodations while billeted or at a hotel during a Hockey Canada/Branch sanctioned hockey activity

Hockey Canada insurance is a secondary coverage program; it only applies once all other forms of coverage have been exhausted (such as Alberta Health Care, Blue Cross or private insurance).

Any injury must be reported to Hockey Alberta within 30 days of the accident. Failing to submit the report may result in coverage being denied. The insurance company requires notification of claim within 90 days from the date of the accident, otherwise insurance will be denied.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-10
<b>Policy Name:</b> Annual General Meeting	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

1. The Spring Annual General Meeting will be held prior to June 30 of each year on a date to be determined by the Executive Board members. (5.1)
2. Notice advising of the date, time and place of the Spring Annual General Meeting (AGM) shall be advertised in the local newspaper and alternate means of equivalent effectiveness as approved by the Executive Board members twenty-one days prior to the meeting (5.2)
3. The Annual Report will be given at the AGM (policy # FG-6)
4. The fee schedule for the coming season shall be presented at the AGM. The fee schedule shall include (but not be limited to):
  - i. Registration
  - ii. Opening team bank account amounts
  - iii. Concession deposit
  - iv. Concession forfeit
  - v. Try-out fee
  - vi. Jersey deposit
  - vii. Evaluation reports
  - viii. Membership fee
  - ix. Year-end party budget
5. Registration of players will be taken and players that register at the AGM will be eligible to put their name into a draw for a free registration (one entry per player). The winner's family member must be in attendance for the entire Spring AGM Meeting and their name will be advertised at the Fall Orientation and Information Meeting.
6. Election of Board Members will be done.
7. The financial audit shall be done once a year by two volunteer members or a duly qualified accountant (6.9); the recruitment of two general members to complete the audit or a vote to hire a qualified accountant will be concluded at the AGM.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-11
<b>Policy Name:</b> Annual Report	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

A transparent summary (Annual Report) of the year needs to be given to the general membership at the AGM to ensure open communication and act as a “check and balance system” to monitor the Executive.

**Policy:**

The Annual Report must contain the following:

- Completed budget from the current year
  - From general account and any other separate account e.g. concession account, bingo account
- Proposed budget for the following year
  - For general account and any other separate account e.g. concession account, bingo account
- 2 year strategic plans need to be reviewed and / or monitored
- Review of development programs
- Review of highlights of each team by divisional directors
- Review of issues (general summaries; not each individual issue) that arose and brief explanations of how the board dealt with them (very general and brief)

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-12
<b>Policy Name:</b> Board Meetings	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> Sept. 23, 2008

**Preamble:**

**Policy:** (reference By-law Meetings of the Association 5.0)

1. Notice advising of the date, time and place of the Spring Annual General Meeting (AGM) shall be advertised in the local newspaper and alternate means of equivalent effectiveness as approved by the Executive Board members twenty-one days prior to the meeting (5.2)
2. The Fall Orientation and Information Meeting will be held on or before the 15<sup>th</sup> day of October and will be advertised the same as the Spring Annual General Meeting (5.3)
3. Special meetings shall be at the call of the Executive Board members (5.4)
4. A special meeting shall be called by the Executive Board members within twenty eight (28) days following receipt of a written request by members if signed by one third (1/3) or more of the membership (5.5)
5. Notice advising of the date, time, place and purpose of a special general meeting shall be given twenty one (21) days prior to the meeting, to members in the same manner as is required for the Annual Spring General Meeting (5.6)
6. All Executive Board members are required to attend the spring AGM and Fall Orientation meeting (5.7)
7. Executive Board meetings will be held once a month for the hockey season (5.8)
8. At the request of three Executive members, the President will call a special meeting (5.9)
9. Twenty one (21) days written or published notice shall be given of a Special Resolution to be placed before the membership at a meeting of the Association (5.10)
10. For the special resolution to be passed, there must be at least seventy five percent (75%) of the members present voting in favor of the motion (5.11)
11. A quorum for the transaction of business at any Executive Board meeting will be a majority of all elected executive members (5.12)
12. At any of the monthly Executive Meetings; 2/3 of the present Board Members must vote in favor of a motion in order for it to pass.



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13. A quorum for the Spring AGM and Fall Orientation and Information Meeting will be a quorum of at least twenty five members at large. (5.13)
14. Any Executive Board Member, after having missed two (2) consecutive monthly meeting or two (2) in the year (for reasons other than illness or work) may be considered terminated and will be replaced with a volunteer appointed by the Executive board members. This temporary position must be nominated and voted on at the next AGM. (5.14)
15. The Coach Selection Committee will hold a coach meeting on or before the 30<sup>th</sup> of September each season and should be attended by required Executive members, all coaches, all managers and all division directors. (5.15)
16. Team Manager and Treasurer Meeting will be held before the 30th of September of each hockey year.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-13
<b>Policy Name:</b> Agenda Development	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- 1) The secretary shall be responsible for having an agenda ready for each meeting of the Executive including the Spring AGM and Fall Orientation and Information Meeting.
- 2) Board members wishing to add items to the agenda shall be responsible for having the item into the Secretary at least two (2) days prior to the meeting.
- 3) General members wishing to add items to the agenda shall pass their suggestions to their division directors via written notice.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-14
<b>Policy Name:</b> Record Keeping	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 18, 2014

**Preamble:**

**Policy:** (reference By-law Record Keeping 6.0)

- 1 . Records of players will be kept by the Registrar (6.2)
- 2 . The minutes of the Association's AGM and Fall Orientation and Information Meeting and all Board and Special meetings will be kept by the Secretary and will be posted once signed by the President and Secretary; which should not exceed one month following the meeting. (6.3)
- 3 . The Minute Book, which is the **Certificate of Incorporation** and all pertaining documents, will be responsibility of the Secretary. (6.4)
- 4 . The financial statements of the association will be kept by the Treasurer and shall be given to the Secretary and made available to any member on request. (6.5)
- 5 . All business correspondence pertaining to the association must be sent directly to the association's P.O. Box for distribution to the appropriate record keeper.
- 6 . Home addresses or of any board or general member are NOT to be used in lieu of the association mailing address.
- 7 . All records of the association will be kept for a minimum of five (5) years and all records from Executive members must be turned over to the Secretary for filing no later than June 30 of that season (6.6)
- 8 . All ways and means gaming records must be kept for a minimum of two (2 years) (6.8)

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-15
<b>Policy Name:</b> Permanent Standing Committee & Sub-Committees of the Executive	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (reference By-law Committees 7)

1. The Code of Conduct Committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership, voted in with a 2/3 majority vote of the Executive. If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved (7.1)
2. The Evaluation Committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership, voted in with a 2/3 majority vote of the Executive. If there are any conflicts of interest that member will step down until the matter is resolved (7.2)
3. The Coach Selection committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership voted in with a 2/3 majority vote of the Executive. In accordance to policy # BG-41 the Technical Development Coordinator will always be a member of this committee. If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved.
4. These committees (with the exception of the Appeal Committee) will be made up of no more than five (5) members and no less than three (3) members and shall include at least one person from the general membership. The committees will be formed at the Spring Annual General Meeting. An invitation will be put out to the general membership asking for volunteers to fill the general membership position with the advertisements (which need to be sent out at least 21 days prior to the meeting).
5. The Appeal Committee will be comprised of three (3) Executive members that were not members of the committee decision that is being appealed and do not have any conflicts of interest related to the incident.
6. One person must be appointed to keep minutes at all committee meetings. These minutes may be viewed by the Executive upon request and must be turned into the Secretary by June 30.
7. Voting for all committees will require a 2/3 vote of all members of the committee.

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8. Executive Board will be given final consent over all permanent and sub-committee decisions

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-16
<b>Policy Name:</b> Code of Conduct Committee	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 09, 2012

**Preamble:**

**Policy:**

- The Code of Conduct Committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership, voted in with a 2/3 majority vote of the Executive.
- If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved (7.1)
- The committee will be formed at the spring Annual General Meeting. An invitation will be put out to the general membership asking for volunteers to fill the general membership position with the advertisements (which need to be sent out at least 21 days prior to the meeting).
- One person must be appointed to keep minutes at all committee meetings. These minutes may be viewed by the Executive upon request and must be turned into the secretary by June 30.
- Voting on this committee will require a 2/3 vote of all members of the committee.
- When a complaint cannot be resolved between coaches, players and parents, the complaint is put into writing and given to the division director. The director then has twenty-four (24) hours to inform the Executive Officers regarding the issue, and to get a vote (can be over the phone or email vote) on whether or not to send the issue to the Code of Conduct Committee (CCC). If the majority of the Executive agree to send the issue to the CCC, the incident will be sent to the CCC.
- Persons involved in the CCC investigation will be given seventy-two (72) hours notification of date and time of meeting to give their account of the incident. Where parties agree, the meeting time may be held earlier than seventy-two (72) hours, but the agreement needs to be put in writing.
- The CCC will investigate the incident to the best of their abilities and provide a written report that outlines their recommendations for the members involved within ten (10) days of receiving the complaint letter. The report will be given to the division director to send to the members directly involved in the incident, and a copy will be given to the Executive Board.

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- The CCC will also meet with any members that receive the report to discuss their findings in person, should any members wish to do so.
- The Executive Board holds the right to overturn any decisions the CCC makes.
- Should a member wish to appeal the CCC report, the member must submit a completed appeal form and a \$50 appeal fee, to a member of the CCC or their division director within five (5) days from the date the CCC report was completed. An appeal form will be provided with the CCC report or available through the division directors.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-17
<b>Policy Name:</b> Evaluation Committee	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The Evaluation Committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership, voted in with a 2/3 majority vote of the Executive.
- If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved (7.1)
- The committee will be formed at the spring Annual General Meeting. An invitation will be put out to the general membership asking for volunteers to fill the general membership position with the advertisements (which need to be sent out at least 21 days prior to the meeting).
- One person must be appointed to keep minutes at all committee meetings. These minutes may be viewed by the Executive upon request and must be turned into the secretary by June 30.
- Voting for this committee will require a 2/3 vote of all members of the committee.
- System for evaluations (i.e. jersey pick up, ice times, etc.) and evaluators need to be organized prior to August 15.
- Committee members are responsible for:
  - Recruiting and orientating evaluators (Board has final approval)
  - Organizing the try-outs
  - Ensuring the evaluators have adequate forms and materials
  - Recruiting volunteers to enter the numbers
  - Informing the Directors when the try-outs will be scheduled (Directors are responsible for informing the players and parents about the try-out schedule and what they can expect from the try-outs)
  - Reminding the Directors that it is the Directors responsibility to contact the Referee Coordinator to book referees for the try-out games in their divisions
  - Working with the Registrar and Directors to ensure that only the players that have paid for and signed up for evaluations are on the ice
  - Working with the Equipment Coordinator to ensure that an adequate number of jerseys, pucks and any other needed equipment will be provided



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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-18
<b>Policy Name:</b> Coach Selection Committee	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- The Coach Selection Committee will be a permanent standing committee made up of no more than five (5) members and no less than three (3) members and must include at least one person from the general membership, voted in with a 2/3 majority vote of the Executive.
- The Technical Development Coordinator shall be a member of this committee.
- If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved (7.1)
- The committee will be formed at the Spring Annual General Meeting. An invitation will be put out to the general membership asking for volunteers to fill the general membership position with the AGM advertisement (which need to be sent out at least 21 days prior to the meeting).
- One person must be appointed to keep minutes at all committee meetings. These minutes may be viewed by the Executive upon request and must be turned into the Secretary by June 30.
- Voting on this committee will require a 2/3 vote of all members of the committee.
- Coach clinics need to be set for the Fall by August 15 and advertised on the website twenty one (21) days prior to the clinic.
- Notices will be put in the newspaper and on the website asking for interested persons to apply to coach a minor hockey team, by August 15 and will run in the paper for two weeks.
- All applicants must fill out an application form and be interviewed (even if only one person is applying for the position).

Coaches will be selected on the basis of four categories along with their overall interview results:

1. Certification
2. Experience
3. Past performance (summary of prior years)
4. How they relate to (communicate with) young hockey players.

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Each category will be scored out of five; the scoring will be based on the ratings of:

Poor (1 point)	Below average (2 points)
Average (3 points)	Good (4 points)
Excellent (5 points)	

A candidate must score a minimum of 12 points to be considered as a Head Coach.

- The selection committee will select the Head Coach (Head Coach can pick Assistant Coaches, but must notify their Division Director when they've been picked). Children of that coach will not automatically be placed on that team; they must earn the position through the evaluation process.
- All coaches and team officials must provide Criminal and Intervention Record Checks before December 15, that is dated between June and December of that season every third year.
- Members of this committee will be responsible for conducting program reviews at the end of league play; each player, coach and parent will be given a brief questionnaire that asks for their input in the following things:
  - What DVMHA did that helped improve the player/ coach skill level and enjoyment of the game.
  - What DVMHA can do to improve for the following season
  - Suggestions for making DVMHA a top caliber organization
- These questionnaires will be confidential and will not require any names or identification to be put on them.
- Summarized results of these questionnaires will be given to the Executive.
- Summarized results of these questionnaires will be given to the Head-Coach.
- The President/Vice President will be responsible for using the information in these questionnaires to help provide a better program for the players and more support for coaches. They will give a final report and recommendations for how to improve the overall program to the Executive by August 15.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-19
<b>Policy Name:</b> Appeal Committee	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The Appeal Committee will be a sub-committee made up of Executive members.
- If there are any conflicts of interest regarding specific cases to be dealt with, that member will step down until the matter is solved (7.1)
- The Appeal Committee will be comprised of three (3) Executive members that were not members of the committee decision that is being appealed and do not have any conflicts of interest related to the incident.
- One person must be appointed to keep minutes at all committee meetings. These minutes may be viewed by the Executive upon request and must be turned into the secretary by June 30.
- Voting on this committee will require a 2/3 vote of all members of the committee.
- Should a member wish to appeal a decision made by a permanent standing committee, sub-committee or coach, the member must submit a completed appeal form and a \$50 appeal fee, to their division director within five (5) days from the date the decision/report was completed. An appeal form is available through the division directors or on the website.
- Appeals will be heard and dealt within a seven (7) day period.
- The Appeal Committee will provide a written report that outlines their recommendation.
- Upon completion of the Appeal Report, DVMHA will not look at the incident any further and any member wishing to continue the appeal process any further will be directed to contact Hockey Alberta (HA). The contact information for HA will be provided with the appeal report.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-20
<b>Policy Name:</b> Signing Authority	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- All cheques must have two (2) signatures of Executive members with signing authority
- The following board members will have signing authority:
  - President
  - Vice President
  - Secretary
  - Registrar
  - Treasurer
- The Concession Coordinator will have signing authority on charge accounts related to the operation of the concession (this does not include the authority to sign cheques).

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-21
<b>Policy Name:</b> Monitoring the Budget	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The treasurer shall provide an up to date copy of the finances at the monthly board meetings.
- The treasurer will provide the past month's bank statement and all of the cancelled cheques at the monthly meeting.
- The Vice President will check the statements and cheques at each meeting. To ensure:
  - There are two approved signatures on all cheques
  - The cheques on the statement match the cancelled cheques
  - The cheques are made to appropriate companies and / or individuals.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-22
<b>Policy Name:</b> Budgeting and Financial Reporting	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The financial year-end of the association will be May 31 – and must be filed with Alberta registries
- At the Spring AGM the Executive will:
  - Present a proposed budget for the following year
  - Present a final budget for the current year
- At the Fall Orientation and Information meeting the Executive will:
  - Present an audited income statement from the past season

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-23
<b>Policy Name:</b> Financial Audit	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

The financial audit shall be done once a year by two volunteer members of the association or a duly qualified accountant.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-24
<b>Policy Name:</b> Contractual Agreements	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- All contracts shall be reviewed by the President or Vice President and the appropriate Board member(s), before being brought to the Board for final approval.
- Only the President and Vice President can sign the contracts.
- Copies of the contract(s) shall be given to the appropriate Board members and the Secretary.

Contracts include but are not limited to:

**Town of Drayton Valley:**

- leasing concession
- use of running track
- use of ice – subsidies
- use of meeting room

**Drayton Valley Thunder (AJHL)**

- popcorn and cotton candy sales
- concession obligations



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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-25
<b>Policy Name:</b> Surplus Funds / Reserves	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

To plan for the future needs of the organization

**Policy:**

- Surplus / reserve funds can only be spent on skill development for players / coaches and facility improvements.
- Every two (2) years the Executive will meet and have a Strategic Planning session where among other things they will pick a large project and use any surplus funds/ reserves to fund this project (i.e. an outdoor ice surface for DVMHA)

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-26
<b>Policy Name:</b> Borrowing	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The Association may not borrow money without a special resolution and a seventy five percent (75%) majority vote of the members present at a special general meeting.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-27
<b>Policy Name:</b> Risk Management	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Each Executive member and hired staff member, must be responsible for ensuring that their individual executive and / or staff binder has a current listing of all risk management procedures pertaining to their position (i.e. the Concession coordinator will need to have a procedure for cleaning and maintaining the pop-corn machine to reduce the risk of damage or injury).
- The Secretary will be responsible to ensure that the individual Executive binders are reviewed every two (2) years and that the appropriate Risk Management procedures are included in each binder.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-28
<b>Policy Name:</b> Recruiting and Selecting Board Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

1. Any member in good standing may be nominated or volunteer at the Spring Annual General Meeting to serve on the Executive Board (2.2).
2. The elections will take place at the Spring Annual General Meeting (3.1).
3. Each member in good standing shall have the privilege of nominating a representative for each office of the Association that is up for renewal (3.2).
4. The newly elected members will take the responsibilities of their new positions after the Spring Annual General Meeting (3.3).
5. If more than one person is accepting a nomination or wishes to apply for the same position, they will each be given three minutes to state to the membership why they want the position. Then all nominees will be asked to leave the room while a vote is held. The nominees will then be brought back into the room and told who won.
6. If positions are not filled at Spring AGM they will be filled at the Fall Orientation and Information meeting.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-29
<b>Policy Name:</b> Orientating and Training Board Members	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Each exiting board member will turn over the corresponding binder to each new member.
- The secretary will always keep a master copy of all position binders in the event that one goes missing.
- Calendar of important dates, risk management and a brief description of position duties is to be in each binder.
- Exiting members must job shadow new members for first two months of new season.
- Only the new members get a vote at board meetings. Job shadowing board members do not have to attend meetings.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-30
<b>Policy Name:</b> Individual Board Member Responsibilities	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (Reference By-law Executive Board Members 2.0)

- Any Executive Officers or Directors elected must give a monthly report at the regular monthly Executive Board meetings from their elected position (2.9).
- All Board Members must provide criminal and intervention record checks before December 15 that is dated somewhere between June and November of that season for every third year.
- If directors/coordinators have to make emergency decision or take emergency action they will be given forty-eight (48) hours in which to contact the secretary and have their decision / action put on the agenda for the following meeting. If the meeting is more than three (3) weeks after the incident, the secretary shall contact all Board members and notify them of the directors / coordinators decisions / actions.
  - Board has final decision so the decision / action may need to be rectified.
- Each Board Member is responsible to read the current bylaws, policies and manuals and notify the secretary of any changes that need to be made.
- All Board Member decisions need to be correlated with an existing policy or bylaw or a new policy needs to be written by the Board in accordance to the Policy Development (policy # BG-3)
- Board members who are unable to attend a meeting for good reason (ie: emergency, work, illness) need to notify an executive officer of the planned absence. Also, either relay verbally or by written letter any issues or concerns you want addressed at the meeting in your absence.
- Each Board member is responsible to read the minutes and keep informed of the discussions from previous meetings.
- Each Board member is responsible for updating and making necessary changes to the individual board member manual that pertains to their position. Any changes need to be given to the secretary and passed through the Board.
- All exiting Board Members must job shadow first two months of new season. With the exception of members that are leaving due to illness, moving, or have been removed from the Board.

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- Exiting Board Members will not have a right to vote during their two month job shadowing. Only the new Board Members will be allowed to vote.
- Voting power shall be passed to the new Board Members immediately following the AGM.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-31
<b>Policy Name:</b> President / Board Chair	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (Reference By-law Duties of the Executive Officers 4; President 4.1).

1. Will preside at all meetings and will be an ex-officio member of all committees (4.1.a).
2. Shall have the right to act on behalf of this association where deemed necessary with the wellbeing of the Association foremost. Any action the President takes must be reported at the next Executive meeting. The Board has the final decision and therefore the President's decision may be overturned. (4.1.b).
3. Will call meetings of and upon ratification by the Executive.
4. Will not vote except to cast a deciding vote (4.1.d).
5. Shall have signing authority for the Association (4.1.e).
6. Shall be the official representative of the Association at the HA meeting (4.1.f).
7. Shall be the official supervisor of all paid positions, including, but not limited to: concession coordinator and the bingo coordinator.
8. Shall be the official liaison with the Town and Omniplex management & staff.
9. Shall have signing authority on contractual agreements (i.e. Town of Drayton Valley contracts).



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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-32
<b>Policy Name:</b> Vice President / Chair Position	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (reference By-law Duties of the Executive Officers 4; Vice-President 4.2)

- In the absence of the President or in the event of the President's inability to act, the Vice-President will have and exercise all powers and duties of the President (4.2.a).
- Shall be the second voting delegate to the HA meetings (4.2.b).
- Shall have signing authority for the Association (4.2.d).
- Shall be the Board contact person for the Directors to bring all issues / conflicts that stemmed from the communication flow-chart that may need to be sent to the Code of Conduct from the Board.
- At each monthly Board meeting shall be responsible for collecting the past months bank statements and cancelled cheques from the treasurer (and any other member / position that would hold a DVMHA bank account; not including individual team accounts) and verifying that each cheque has two authorized signatures and valid payees.
- Shall be responsible for issuing travel permits.
- Shall have signing authority on contractual agreements (i.e. Town of Drayton Valley contracts).

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-33
<b>Policy Name:</b> Past President	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (reference By-law Duties of the Executive Officers 4; Past President 4.3)

- 1 . Shall act in any capacity required of him / her by the residing board member (4.3.a).
2. Shall not have any voting power at the Board Meetings (4.3.b).
3. Shall advise the new Executive Board Members (4.3.c).

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-34
<b>Policy Name:</b> Treasurer	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (Reference By-law Duties of the Executive Officers 4; Treasurer 4.5)

- Shall keep an accurate record of all general association monies received and disbursed.
- Shall present an up-to-date financial statement of revenue and expenditures at each monthly Executive Meeting. Which needs to be accepted via a 2/3 vote of the attending board members (4.5.a).
- Shall provide to the Vice-President at each monthly Executive meeting the past months bank statements and cancelled cheques.
- Shall have authority to pay all bills that are deemed necessary for the usual running of the organization.
- Shall receive a 2/3 vote from the Executive to pay any bills that are not deemed as the usual running of the organization.
- Present an income statement for the season ending at the Spring AGM which needs to be accepted via a majority vote of the attending membership.
- Present a proposed budget for the coming season at the fall orientation and information meeting which needs to be accepted via a majority vote of the attending membership.
- Present an audited income statement from the past season at the fall orientation and information meeting which needs to be accepted via a vote of the attending membership.
- Shall have signing authority for the association (4.5.d).
- Shall be responsible for filling out and submitting the annual return to Alberta Registries, the financial year end of the Association will be May 31 (4.5.f).
- Shall, whenever required by the President or Executive Board, submit or turn over to the said President or Governing Body of the Association, all monies, account, books, papers, vouchers and records, including bank and cheque books, pertaining to his/her office and shall turn same over to his/her successor when elected or appointed (4.5.g).
- Shall get up to date information from the Registrar and Concession Coordinator.
- Shall show the financial records to any members if requested at a prearranged mutual date and time (4.5.i).
- Shall maintain a float in the concession.
- Shall be responsible for collecting and distributing mail in a timely manner.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-35
<b>Policy Name:</b> Secretary	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (reference By-law Duties of the Executive Officers 4; Secretary 4.4)

- Shall attend all meetings of the Executive Board and keep accurate records/minutes of all proceedings (4.4.a).
- Shall notify the Executive Board members with date, time and place of regular monthly Board meetings and or special meetings that may arise (4.4.b).
- Shall arrange a day for each monthly Executive meeting (ie: 3<sup>rd</sup> Monday of each month) at the Fall Orientation and Information Meeting.
- Shall publish the notice of Spring AGM and Fall Orientation and Information Meeting in the local newspaper at least 21 days prior to meeting (4.4.c).
- Shall be responsible for collecting and ensuring that all Team Officials and Board Members have handed in their Criminal Record & Intervention Record Checks and notifying the Executive of any persons that have not handed them in, or of any checks that may have to be forwarded to the Appeals Committee.
- Shall ensure that a current copy of the By-Laws be posted on the website so that all Executive Board members and DVMHA members will have access to a current copy(4.4.d).
- Shall receive proposed amendments to the By-Laws from any member and deal with them in accordance with the by-laws (4.4.e).
- Shall be responsible for recording minutes and keeping a current copy posted on the website (4.4.f).
- Shall have signing authority for the Association (4.4.g).
- Every second year shall organize and/or chair a policy/bylaw/ sub-committee and review all current policies and by-laws.
- Every second year shall ensure that all position manuals have updated risk management, important dates and brief descriptions of positions.
- Every second year shall ensure that a comparison is done with five other minor hockey associations in Alberta and post the results on the website and discuss them at the AGM. The goal being to be one of the three least expensive clubs in the comparison.
- Shall be responsible for ensuring any changes to policy or a bylaw are properly recorded for future reference.
- Shall be responsible for storing current years Minutes, Financial Statements, Policies and By-Laws.
- Previous years records will be stored in a designated spot at the arena.
- Shall be responsible for notifying membership of any changes to Hockey Alberta and Hockey Canada's by-laws and policies (which are also reviewed every two years).

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-36
<b>Policy Name:</b> Registrar	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (Reference By-law Duties of the Executive Officers 4; Registrar 4.6)

- Will be responsible for organization of the Association's registration and providing all necessary forms for registering (4.6.a).
- Will be responsible for getting all teams registered with the league and HA as per HA rules and regulations (4.6.b).
- Shall keep a register of all players, game officials, and team officials in the Association (4.6.c).
- Will be responsible for all provincial card application for teams wishing to enter these games (4.6.d).
- Shall handle all liability claims, seeing that they are processed properly and settled (4.6.e).
- Will be responsible for affiliations of any teams or players who may be asked to be so affiliated, without prejudice, as per the deadline and following the HA rules and regulations (4.6.f).
- Responsible for reporting any correspondence from HA in regards to player registration, carding, team sheeting, or applications of any kind (4.6.g).
- Work in conjunction with the treasurer (4.6.h).
- Present a report of the year's operation at the Spring AGM and Fall Orientation and Information meetings.(4.6.i).
- Shall turn over all books to the current Executive Board at the end of the term or whenever requested by the President (4.6.j).
- Shall have signing authority for the association (4.6.k).
- Shall inform the concession coordinator of all players registering at the AGM by June 30th following the AGM and within two (2) weeks of all other players that register.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-37
<b>Policy Name:</b> Ways and Means Coordinator	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (reference By-law Ways and Means 4.11)

- Shall be responsible for the Associations publicity and advertising.
- Shall edit, print and post an Association newsletter each month and put it on the website.(4.11.b)
- Will be responsible for soliciting and collecting team sponsorship funds. (4.11.c)
- Shall organize fundraising activities for the Association. (4.11.d)
- Shall be responsible to submit a report at each Spring AGM and Fall Orientation meeting of the year's operations. (4.11.e)
- Shall get the financial budget report of every team from divisional Directors at the end of each hockey season or throughout the year as requested by the Executive Board members and turn over budget reports to the Treasurer by May 15<sup>th</sup> of that season (4.11.f)
- Shall maintain the DVMHA website.
- Shall organize the annual team and individual photos.
- Shall work closely with Tournament Committee Coordinator and any other division directors that are putting on tournaments to ensure that the proper paperwork and protocol is being followed in relationship to the guidelines of Alberta Gaming and Liquor Commission.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-38
<b>Policy Name:</b> Referee Coordinator	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (reference By-law Referee Coordinator 4.13)

- Will be responsible for the coordination of all officiating requirements of the association. (4.14.a)
- Will, through the aid of clinics; train and supply sufficient referees to satisfy the demands of the association. (4.14.b)
- Shall be responsible for handling complaints (from the referee's) and recommend remedial action to the Executive Board members. (4.14.c)
- Must have Referee clinics booked for the fall by August 15 and advertised in the paper, on the website and posted at the bulletin board twenty one (21) days prior to the clinic.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-39
<b>Policy Name:</b> Concession Coordinator	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The Concession Coordinator shall possess the following qualifications:
  - Food Safe Handling course (DVMHA will pay for course if applicant doesn't already possess it)
  - Prior business or hospitality background
  - Proven people management/supervisor skill
- This position will be required to submit a resume and references.
- If the person in this position will not be returning, they shall give notice to the Executive, thirty-one (31) days prior to the AGM.
- The position will be advertised along with the AGM twenty-one (21) days prior to the AGM.
- Qualified applicant will be chosen by June 1<sup>st</sup> from submitted applicants. If no qualified applicant has submitted a resume, the job will be posted until August 15. Should no applicant be found by August 15, the Executive may break the job down into two (2) volunteer positions; 1 manager that will be in charge of day to day operations and given Executive Board status, and 1 assistant manager who will be in charge of the schedule.
- The Concession Coordinator will be a non-board member, paid position, with the amount to be reviewed annually with a two-thirds vote of the Executive Board members (4.9.g) \*If divided into two positions, this will not be a paid position and board status will only be given to the manager (as stated above).

The coordinator or manager will:

- Manage the operation of the concession as a fund raising program of the Association. (4.9.a)
- Liaise with the Town of Drayton Valley regarding the operation of the concession. The President or Vice President are the only two Executive members permitted to sign any contracts on behalf of the association. (4.9.b)
- Be responsible for getting all records to the Treasurer for record keeping and communicate forfeitures of shifts by members to the Treasurer. (4.9.c)



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- Have signing authority on all concession charge accounts.
- Have approval to charge for items that are deemed necessary for the usual running of the organization.
- Shall receive a 2/3 vote from the Executive to charge any items that are not deemed as the usual running of the organization.
- Be responsible for the maintenance and repair of all equipment in the concession, but shall have to receive prior approval from the Executive to have any maintenance or repairs done that are not deemed to be “usual” repairs/maintenance. (4.9.e)
- Shall receive a 2/3 vote from the Executive to purchase any equipment for the concession.
- Coordinate the use of volunteers and supervise hired workers as concession workers for the Association. (4.9.f)
- Make the schedule and have the first two (2) months (September / October) of the concession schedule completed by August 15 and posted at least one (1) week prior to the Fall Orientation and Information meeting \* If divided in two positions, this will be the responsibility of the assistant manager.
- Shall turn over all books/papers to the Treasurer at the end of the term or at any time requested by the President. (4.9.i)
- Shall be responsible for preparing and making the concession deposit for the Treasurer and also for ensuring the Treasurer receives deposit receipts within two (2) days of making a deposit.
- Shall be given the concession deposit cheques to hold for the season and will let the Treasurer know if a cheque needs to be cashed by handing the cheque over the Treasurer.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-40
<b>Policy Name:</b> Tournament Committee Coordinator	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

**Tournament Committee Coordinator:**

- Shall be responsible for Tournaments the association holds in a season.
- Shall obtain all sanction numbers from the Vice President.
- Will form a committee and oversee all committee meetings and volunteers.
- Shall be responsible for all financial reports and bank accounts to report to treasurer.
- Shall make sure that ice has been booked through the ice scheduler.
- Shall make sure all refs are booked and paid for through the ref coordinator.
- Work closely with Ways and Means to insure all the proper paperwork and protocol is being followed as per the guidelines of Alberta Gaming and Liquor Commission.
- Shall be responsible for informing the board as to the status of the tournament.
- Will not hold a voting seat on the board.
- Will not be responsible for attending board meetings, only when to inform the board on decisions and reporting back to the board.
- Work with Ways and Means to insure all fundraising is done in good taste according to DVMH policies.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-41
<b>Policy Name:</b> Technical & Goalie Development Coordinator	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:** (reference Bylaw Technical Development Coordinator 4.15)

- Responsible for the administration of the Association's minor hockey player, goalie and coach development programs (4.15.a).
- Shall always be a member of the Coach Selection Committee; OFG-5: Operational Financial Governance
- Responsible for sourcing and facilitating technical development and training resources to enhance player, goalie and coach development programs (i.e. coaching clinics). (4.15.b)
- Responsible for polling membership and coaches to determine what the current needs of the players/coaches are and organize appropriate resources/clinics to satisfy the current needs (i.e. annual program evaluation at the end of the season).
- Shall provide summarized results of the program evaluations to the Executive.
- Shall provide summarized results of the program evaluations to each Head-Coach.
- Annually prepare and present to the Executive for approval, a proposed budget for required training expenditures and a yearend budget at the Spring AGM to be accepted and voted on by the membership. (4.15.c)
- Responsible for organizing Free Clinics for the players; such as Goalie clinics and Power skating clinics.
- Evaluate all programs / clinics upon completion for participants' satisfaction.
- Only clinics/workshops that are available to all players will be accepted by the Executive for full or partial reimbursements.
- Clinics where there are a limited number of spaces, can be organized by the Technical Development Coordinator, but can not be considered for any reimbursements or any subsidy by DVMHA (i.e. ice time).
- Clinics offering a limited number of spaces need to be posted on the Website for a minimum of two weeks prior to accepting any registrations.
- Registration fees, forms and guidelines must be clearly posted and accessible to all members.
- Must apply for Coach Clinics by March 15 and advertise on the website twenty one (21) days prior to the clinic.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-42
<b>Policy Name:</b> Ice-Scheduler Coordinator(s)	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Position may be a one or two person position.
- Shall attend the Drayton Valley Town user groups meeting for requesting ice requirements for the Association by the posted deadline, must have a two thirds vote of approval from the Executive Board members. (4.7)
- Shall keep the ice schedule for the association on the website, updated and current, on a regular basis as long as it is available. (4.7.b)
- Will be responsible for scheduling, re-scheduling, recording of exchanges and cancellation of all ice time for all teams and leagues in the Association. (4.7.c)
- Will send notification of open ice times and keep copies of these notifications to all teams registered in the association.
- Ice times will be filled on a first come basis, however the ice scheduler(s) will be responsible for ensuring all teams receive fair amounts of ice time.
- Shall approve and record all ice time used by teams under the jurisdiction of the association regardless of purpose. (4.7.d)
- Shall notify referee assignor of all association referee requirements for all league and playoff games. (4.7.e)
- Shall approve ice time for exhibition games prior to scheduling the game. (4.7.f)
- Shall notify Division Directors of any forfeited ice that may result in a team being fined for the amount of that ice time.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-43
<b>Policy Name:</b> Equipment Manager	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> October 8, 2008

**Preamble:**

**Policy:** (reference By-law Equipment Manager 4.8)

- Arrange for the handling, storage, repair, inventory, cleaning, and disbursement of all Association equipment and Jerseys. (4.8.a)
- Receive submissions from each team manager or coach for required equipment and jerseys. (4.8.b)
- Form a ledger for present equipment where jersey shape, and value are recorded, as well as vendors and purchases. (4.8.c)
- Will be authorized to purchase new equipment and jerseys after budget approval and a two-thirds vote by the Executive Board member. (4.8.d)
- Is responsible for ensuring, equipment and jerseys are returned for the next playing season. (4.8.f)
- Is responsible for assigning lockers to teams and distributing locks. (4.8.g)
- Shall turn over all books to the current Executive and Board of Directors at the end of the term. (4.8.h)
- The Equipment Co-ordinator will be the only person authorized to spend DVMHA money on repairing or washing jerseys, within the pre-approved budget.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-44
<b>Policy Name:</b> Division Director Positions	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> April 8, 2009

**Preamble:**

**Policy:** (reference By-law Division Directors)

Initiation, Mites, Novice, Atoms, Peewee, Bantam, Midget & Girls

- Shall provide assistance to team officials when requested or as necessary (4.12.a).
- Initiation, Mites & Novice Directors will organize and oversee the annual Initiation-Mites Tournament, Novice Tournament and Atom Tournament.
- Novice and up Directors will be present and help organize the evaluations at the beginning of the season (Initiation / Mites do not have evaluations).
- Shall arrange the referees for all evaluation games; by calling the Referee Coordinator.
- Shall be responsible to see that all coaches get a team roster sheet, affiliates list, and any information required, pertaining to the Division. (4.12.b)
- Shall be responsible for handling complaints in their respective divisions and recommend remedial action to the Executive Board members and committees. (4.12.c)
- Shall be responsible to see that player cards and team sheets are signed and handed into the Registrar. (4.12.d)
- Shall be responsible to keep in contact with the league Governor as necessary to check on the status of the league teams. (4.12.e)
- Shall collect team financial statements at the end of the season from each team in their division and hand in the reports to the Ways and Means Director. (4.12.g)
- Shall give a report at each monthly meeting to the Executive Board members. (4.12.h)
- Directors cannot be the Head-coach of any team in the division they lead.
- Shall supply Registrar with Team Official information (via TO form) by October 20<sup>th</sup>.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-45
<b>Policy Name:</b> Board Members Removal and Resigning	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 18, 2009

**Preamble:**

**Policy:** (reference By-law Executive Board Members 2.0)

- Any Director or officer may be removed from office with a two-thirds vote from the members in good standing on the Board for any cause which the Board may deem reasonable (2.8).
- Any Executive Board member having missed (2) consecutive monthly meetings or (2) in the year (with the exception of work, illness or emergency), may be considered terminated and will be replaced with a volunteer appointed by the Executive Board with a two thirds vote of majority (2.10).
- Any member may withdraw from the Board by tendering a resignation in writing to the President or Secretary.
- As with any member who decides after Sept 30<sup>th</sup> to forfeit rather than work their concession shifts, a board member must use their deposit cheque of \$400 as their forfeit and any prorating will be based on a \$400 forfeiture.
- If a Board member terminates their position or is removed from their position, they will be required to either pay for or work their concession requirement on a prorated basis as follows:
  - If they withdraw or are terminated after October 14, they will be required to pay the full forfeit amount or work the entire four shifts
  - If they withdraw or are terminated after November 14, they will be required to pay  $\frac{3}{4}$  of the forfeit amount or work the three shifts in total
  - If they withdraw or are terminated after November 30, they will be required to pay  $\frac{1}{2}$  of the forfeit amount or work two shifts
- Any board member who resigns or is removed is required to immediately hand over any materials, paperwork and / or manuals associated with their position to the President or Vice President
- Should a Board Member leave or be asked to step down;
  - The open position will be advertised on the website and on the bulletin board, for fourteen (14) days.
  - Should two (2) or more volunteers wish to fill an open position, a vote will be held at the next scheduled Executive meeting, where general members will be allowed to attend and vote.

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- If no general member volunteers, the Board can recruit a member to fill the position.
- Members can fill these positions until the next AGM or Fall Orientation meeting, at which time the position will be considered open again and the selection process in policy # BG-28 will be followed.



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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-46
<b>Policy Name:</b> Confidentiality / Code of Conduct for Board Members	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

All board members must:

- Agree to and sign a confidentiality clause relating to all board decisions (e.g. personal voting).
- Submit a Criminal record and Intervention record check into the registrar before December 15 that is dated somewhere between June and November of that season.
- Agree to a strict code of conduct that adheres to the betterment of the association.
- Uphold the interests of the organization and its membership.
- Have the fiduciary responsibility (hold a position of public trust) to act in good faith and in the best interests of the organization.
- Not try to exercise individual authority over staff or parts of the organization.
- Agree to be part of a board that speaks with one voice in its dealings with the organization and the public.
- Interact with your colleagues on the board, staff members, clients, or with outside bodies in your community with respect and your behavior should reflect the principles of fair play, ethics and straightforward communication.
- Prepare for meetings; this includes reading the minutes of the previous meeting and identifying any questions or concerns.
- Attend all board meetings and meetings of any committees to which you have been assigned. Ask questions as needed and develop a working knowledge of meeting procedures.
- Encourage a friendly working relationship with board members, staff and service volunteers.
- Keep board business and matters of a delicate nature confidential.
- Present a positive view of the organization to the public.

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-47
<b>Policy Name:</b> Conflict of Interest	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:** (reference By-law Executive Board Members 2.0)

Any Executive officer or Director shall remove themselves from the vote, but not necessarily the discussions, of any meeting where they have a conflict of interest.

A conflict of interest is deemed to be when:

- 1) A Board Members child and / or team is directly involved
- 2) A Board Member who sat on another committee whose decision is being appealed

A conflict of interest is not deemed when:

- 1) Issue involves divisions rather than individual teams and / or players

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<b>Policy Type:</b> Board Governance	<b>Number:</b> BG-48
<b>Policy Name:</b> Job Shadowing	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- All Executive Board members shall be required to job shadow the incoming Board members from their inception at the Spring AGM until the end of October of that season.
- Only the new Board members will have voting rights immediately following the AGM.
- Only the new Board members will receive the concession honorarium and voting privileges.
- Job Shadowing Board members are not required to attend any Executive meetings. Their main function is to help the new Board members understand their positions, not to do the job for the new members. If a new member is confident in their position the job shadowing can end prior to the end of October.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-1
<b>Policy Name:</b> Safety Considerations for Players	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

All volunteers (i.e. board members; team officials & coaches) must provide a Criminal and Intervention Record Check prior to volunteering (see policy # OPG-2)

To validate insurance coverage for all players and volunteers, ONLY team sheeted / carded team officials are allowed on the bench or ice during all practices and games.

All players must wear proper, well fitting equipment.

**Equipment that is mandatory by DVMHA**

CSA approved helmet with cage  
Shoulder pads  
Gloves  
Hockey pants  
Skates  
Personal Water Bottle

Neck guard- BNQ certified  
Elbow Pads  
Can or Jill  
Knee/shin Guards  
Hockey Stick  
\*Mouth Guards

\* Mouth guards are highly encouraged at all levels

Figure skates and speed skates are not permitted. Goal skates can only be used by the goaltender.

You will also require a hockey bag to transport your equipment.

Please refer to the DVMHA website for more detailed information about properly fitted hockey equipment. Or do a search at [www.google.com](http://www.google.com) (enter in "Properly fitted hockey equipment").

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-2
<b>Policy Name:</b> Criminal Record & Intervention Record Checks	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- All volunteers (i.e. coaches, team officials & board members) must provide a Criminal and Intervention Record Checks by December 15<sup>th</sup>, every third year. These checks can be dated for any date between June and November of that season; therefore these checks must be done every third year, between June and November.
- Criminal Record Checks can be obtained at our local R.C.M.P station. Intervention Record Checks can be obtained at our Family & Child Services office.
- DVMHA is not responsible for any fees charged for these checks.
- Letters from DVMHA requesting you to obtain these checks can be found on our website, or ask your Division Director.
- Checks can take several weeks to come in, so please get your request in early, as they need to be completed by December 15 (**we highly suggest you obtain your checks in the spring or summer** as the R.C.M.P and Children & Family Services get very busy in the Fall with these requests and your return time will be longer)
- No one other than the person who has requested the checks is authorized to pick them up and DVMHA Board Members are not permitted to do this, even if the person has “authorized” them to do so.
- The completed checks are to be handed into the Registrar and will be kept confidential.

If someone has a past charge on their file, this DOES NOT automatically mean they’ll be rejected from volunteering for DVMHA. The Appeals Committee will look at these checks and decide whether or not to allow a person to volunteer (These checks are primarily set-up to ensure that anyone with a history of sexually, physically or mentally abusing children, will be denied access to volunteer for them).

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-3
<b>Policy Name:</b> Registration	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 11, 2015

**Policy:**

1. There will be two (2) registration evenings for DVMHA in the spring of each year, where players can register for the following season. One (1) of these evenings will be the Spring Annual General Meeting. Current or past members that choose to not register until fall, will be assessed a \$150.00 late fee. ***This \$150.00 late fee will not apply to first time DVMHA members or returning players that have not registered with the association in the past two years.***
2. All players of the Association will complete and return registration forms along with all required fees to the registrar **before** the applicant is allowed to participate in any team try-outs, practices or games. Forms must be signed by the player's parent or guardian signifying accuracy of completed registration.
3. All members shall complete RESPECT IN SPORT Program by September 01, of the current hockey season. The program is available on the HA website.
4. Registrations fees that are paid via post-dated cheques will have from the early registration date, until September 01 of that season to be paid in full. All registrations of that season for returning members must be paid in full by September 01. New members registering in the fall must be paid in full. \*Hardship exceptions will be reviewed, contact the Registrar to arrange an alternative plan.
5. The final date to register anyone in the local area in minor hockey must follow HA guidelines.
6. Out of area or new residents that wish to join DVMHA will be permitted to do so as permitted by HA guidelines. The fees for players joining after January 10<sup>th</sup> will be pro-rated at the discretion of the board for registration, concession forfeit/deposit and any fundraising activities.
7. Any outstanding fees from previous years must be paid in full prior to registration of players for the ensuing year. No releases will be given until such outstanding fees are paid.
8. Concession deposits or forfeit fees **MUST** be paid at registration.
9. DVMHA works in conjunction with the Community Foundation to help cover the cost of hockey registration for families facing hardship. Families requiring

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assistance must qualify through the Community Foundation to be deemed eligible. Please contact the Foundation for further information at the Town Office (780-514-2200)

10. Players will register each season in the league corresponding to their age, please refer to policy # OPG-12 for exceptions to this rule (relocating players to other teams)
11. Participant fees must be paid according to the league that the players age dictates they should register in; players who request and are approved to be moved up a division will be responsible for any additional costs.
12. First year Atom age players and first year players over the age of nine; must submit a copy of their birth certificate with their registration form. In the event a birth certificate cannot be submitted, a Notarized Affidavit may be accepted.
13. Players who last season were registered with a team outside of the Association will follow HA guidelines regarding release procedures.
14. A person (non-player/non-parent) may become a member of the association by submitting a membership application form each year and making payment of an annual membership fee (\$1.00 for any non-players) to the association. Membership is effective upon approval of the application by way of favourable vote of at least two thirds of the Executive Board.
15. Every two years DVMHA will do a comparison with five other minor hockey associations in Alberta and present the results at Spring AGM.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-4
<b>Policy Name:</b> Registration Refund	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> September 18, 2020

**Preamble:**

**Policy:**

- Anyone wanting a refund on their registration fees must email both DVMH Registrar ([registrar@draytonvalleyhockey.com](mailto:registrar@draytonvalleyhockey.com)) and DVMH Treasurer ([treasurer@draytonvalleyhockey.com](mailto:treasurer@draytonvalleyhockey.com)) with their player's name, division and reason for withdrawing. Refunds will be made back to the original credit card used.
- Refunds will be issued on a pro-rated schedule as follows:
  - A \$35.00 fee for cancelling registration prior to stepping on the ice.
  - A \$75.00 fee being on the ice prior to teams being completed.
  - If a player withdraws after October 14<sup>th</sup>, ½ of the registration fee is refunded.
  - If a player withdraws after November 14<sup>th</sup>, ¼ of the registration fee is refunded.
  - If a player withdraws after November 30<sup>th</sup>, no fee will be refunded.
- Only one charge will be issued (i.e. you will not be charged ½ of the registration as well as the \$75.00 administration fee if your child leaves the association after October 14)
- In the event a division needs to release players due to lack of numbers, that player shall only be penalized the \$35.00 admin fee.

**COVID OUTBREAK REFUND POLICY MID SEASON**

- Fees paid will be pro-rated for the time we are shut down to the end of the regular season.
- Any player that decides not to come back after a stoppage for any reason will not receive any more compensation.



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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-5
<b>Policy Name:</b> Membership Boundaries & Hardships	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- The boundaries of the Association shall be as posted by Hockey Alberta annually.
- Where, in the opinion of the Registrar, restrictive use of this boundary may cause hardship to a player or his family, or cause a player to drop out of hockey, the Registrar may recommend to the Executive Committee that the Official Boundary Policy be relaxed for a specific circumstance, conditional upon the player receiving a release from the Association in whose territory the player resides.
- DVMHA has partnered with the Community Foundation via their Youth Sport Program Fund and will set aside monies to help cover the cost of hockey registration for families that are facing hardship.
  - Families must qualify through the Community Foundation to be deemed eligible.
  - Families / individuals wishing to access these funds, are encouraged to contact the Community Foundation directly through the Town of Drayton Valley (phone: 514-2200)

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-6
<b>Policy Name:</b> Evaluations & Team Selection	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> May 8, 2018

**Preamble:** Teams are selected on the basis of parity or balance for the division in which they will be playing. Teams in each division will receive equal ice time.

**Policy:**

- 1) Does the division require a tiering process? If no, then the Division Director and coaches will divide the players up to create equal teams. If yes, then go to Step 2.
- 2) For the 2018-2019 season, there will be a \$50 “evaluation fee” for all A teams in divisions which require evaluators. In the event there will only be one team in a division, or the number of players registered or trying out in a division does not exceed the roster size, the fee will be waived or reimbursed. A section covering this will be added to the registration process starting with the 2018-2019 season.
- 3) All divisions will receive 4 sessions for players to be evaluated. 2 Skill Sessions and 2 Game Sessions. The number of players registered for the tryout will dictate how players will be removed from the final 2 sessions.
  - a. Less than 22 Players – If there are less than 22 players registered for the tryout, all players will complete the 4 sessions. In the event there are players that are deemed too much of an impact on the evaluation, those players may be removed at the discretion of the director.
  - b. 22-28 Players – At the conclusion of the second session, the coach will remove the number of players that are required to get to 20 skaters and at least 2 goalies remaining. Ex if there are 27 players trying out, the top 5 will be removed for the final 2 sessions.
  - c. More than 28 Players - At the conclusion of the second session, the coach will remove the top 6 players along with the required number of players to get to 20 skaters and 2 goalies remaining. The Coach and Division Director will create and post a list of the 22 players that will complete the final 2 sessions. Example, 44 players try out. The top 6, along with 16 players selected by the coach and Division Director will be removed for the completion of the final 2 sessions. First year players in the division will be targeted first to get the numbers down to 22.

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- d. For divisions that have 3 tiers, the above will be used to select the second team. All remaining players will then be split into equal teams by the Division Director and remaining coaches.
  
- 4) In the event that a team needs to carry two goalies because of numbers or skill level, the preference is to have the highest level team carry two goalies. Goalie evaluators will be brought in specifically as required
  
- 5) The head coach and their staff will select via “Coach Pick” all but the final 3 roster spots including one goalie. Taking or placing a second goalie will not affect the remaining roster spots.
  
- 6) The final 3 roster spots will be selected by a panel of 3, preferably unbiased but experienced hockey people. These people can be coaches from other divisions, paid experts or former players. This panel will watch at minimum, the final 2 sessions and rank an appropriate number of players to get to the final roster size. 4 more than required would be ideal. Below is an example form.

Evaluators will rank the eligible players to be selected and then meet with the Coach and Division Director to fill the final 3 roster spots. Positions required to complete the roster may be a consideration from Atom up.

Ranking sheets will be available upon request from parents.

- 7) In the event an appropriate panel cannot be assembled, all roster spots will be coach pick.

## Drayton Valley Minor Hockey Association Policies & Procedures Manual

### EXAMPLE

Rank	Evaluator 1	Points	Rank	Evaluator 2	Points	Rank	Evaluator 3	Points
1	Player 1	7	1	Player 2	7	1	Player 1	7
2	Player 2	6	2	Player 3	6	2	Player 7	6
3	Player 3	5	3	Player 7	5	3	Player 2	5
4	Player 4	4	4	Player 1	4	4	Player 4	4
5	Player 5	3	5	Player 5	3	5	Player 3	3
6	Player 6	2	6	Player 4	2	6	Player 5	2
7	Player 7	1	7	Player 6	1	7	Player 6	1

Final Ranking		
Rank	Player	Point Total
1	Player 1	18
2	Player 2	18
3	Player 3	14
4	Player 7	12
5	Player 4	10
6	Player 5	8
7	Player 6	4

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-8
<b>Policy Name:</b> Coach Selection	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- The Coach Selection Committee will select the Head Coach (Head-Coach can pick Assistant Coaches, but must notify their Division Director when they've been picked).
- Children of the Head Coach will not automatically be placed on that team; they must earn the position through the evaluation process.
- Notices will be put on the website asking for interested persons to apply to coach a minor hockey team, by August 1 and will be posted on the website for two weeks.
- All applicants must fill out an application form and be interviewed (even if only one person is applying for the position).
- All coaches and team officials must provide criminal and intervention record checks before December 15, that is dated somewhere between June and November of that season.

Coaches will be selected on the basis of four categories along with their overall interview results:

- 1) Certification
- 2) Experience
- 3) Past performance (summary of prior years)
- 4) How they relate to (communicate with) kids

Each category will be scored out of five; the scoring will be based on the ratings of:

Poor (1 point)	Below average (2 points)
Average (3 points)	Good (4 points)
Excellent (5 points)	

A candidate must score a minimum of 12 points to be considered as a Head Coach.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-9
<b>Policy Name:</b> Player Affiliation for Atom Division and Higher	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- Hockey player affiliation deadline is December 15<sup>th</sup>.
- There will be no affiliation allowed within or from the division of Initiation/Mites.
- Affiliation Parent Consent form must be completely filled out, ensuring all player HCR rosters are entered.
- All teams will affiliate players from the lower division or category.
- Only one team can affiliate with, and be affiliated with, each team.
- All affiliation forms must be submitted to and signed by DVMHA president a minimum of one month (November 15) prior to HA deadline.
- Team managers shall retain a copy of all affiliation sheets (HCR Roster).
- Teams cannot dress more players than they have team sheeted and / or carded. This means that affiliated players cannot be used when all of your team is eligible to play.
- An affiliated player can be used without limit up to January 10<sup>th</sup>. After this date, the affiliated player may only play a maximum of five games (excluding exhibition games).
- Tracking of affiliated player use must be done by the team manager.
- Managers should provide monthly updates to divisional directors regarding affiliated players use.

**Procedure for using affiliated players:**

- Team wanting to use an affiliated player; the head-coach or manager is required to call the affiliated players head-coach to ensure there is not a conflict.
- If no conflict, the head-coach or manager of the requesting team calls the player and invites him to attend.
- The player must agree to attend on his own.
- If there's a conflict, the team with the game will be deemed to have more importance.
- If there is a conflict, the two coaches need to discuss and decide if there are other options (i.e. are both games of equal importance; league vs. exhibition game). If an agreement cannot be reached by the two head-coaches, a call must be made to the divisional director and he will decide.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-10
<b>Policy Name:</b> Player Affiliation for Novice Division	<b>Original Effective Date: July 31, 2007</b> <b>Date of Last Amendment: March 15, 2012</b>

**Preamble:**

**Policy:**

- Hockey player affiliation deadline is December 15<sup>th</sup>.
- There will be no affiliation allowed within or from the division of Initiation / Mites.
- Affiliation Parent Consent Form must be completely filled out, ensuring all player team HCR Rosters are entered.
- An affiliated Novice player may not play more than five (5) games with the affiliated team in the current hockey season (excluding exhibition and tournament games) NOTE: After five (5) games such player will be an ineligible player and HA rules respecting playing an ineligible player will be enforced.
- All teams will affiliate players from the team directly below their tier.
- All affiliation forms must be submitted to and signed by DVMHA president a minimum of one month (November 15) prior to HA deadline.
- Team managers shall retain a copy of all affiliation sheets.
- Teams cannot dress more players than they have team sheeted and / or carded. This means that affiliated players cannot be used when all of your team is eligible to play.
- Tracking of affiliated player use must be done by the team manager.
- Managers should provide monthly updates to divisional directors regarding affiliated players use.

**Procedure for using affiliated players:**

- Team wanting to use an affiliated player, the head-coach or manager is required to call the affiliated players head-coach to ensure there is not a conflict.
- If no conflict, the head-coach or manager of the requesting team calls the player and invites him to attend.
- The player must agree to attend on his own
- If there is a conflict, the team with the game will be deemed to have more importance.
- If there is a conflict the two coaches need to discuss and decide if there are other options (i.e. are both games of equal importance; league vs. exhibition game). If an agreement cannot be reached by the two head-coaches, a call must be made to the divisional director and he will decide.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-11
<b>Policy Name:</b> Program Evaluation	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- Members of the Coach Selection Committee will be responsible for conducting program reviews at the end of league play; each player, coach and parent will be given a brief questionnaire that asks for their input in the following things:
  - What did DVMHA do to improve player/coach skill level and enjoyment of the game?
  - What can DVMHA do to improve for the following season?
  - Suggestions for making DVMHA a top caliber organization.
- These questionnaires will be confidential and will not require any names or identification to be put on them.
- Summarized results of these questionnaires will be given to the Executive.
- Summarized results of these questionnaires will be given to the Head Coach for each team.
- The Technical Development/Goalie Coordinator will be responsible for using the information in these questionnaires to develop a better program for the players and increased support for coaches. A final report and recommendations on how to improve the overall program will be presented to the Executive by August 15.



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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-12
<b>Policy Name:</b> Relocation of Players to Other Teams	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

This policy is designed to:

1. Protect the players best interest
2. Provide support for the coach
3. Ensure that the objectives of DVMHA are upheld

**Policy:**

Through recommendations made by a Head Coach, it is hereby made possible through policy # OPG-12 and its outlining procedures, to move a player from an A team to a B or C team, or from a B team to a C team (Which will further be referred to as, “Moving a player over”), on or before December 1<sup>st</sup> of that year. Although a Head Coach can initiate this process, he cannot make this decision and/or go through the procedures on his own. All steps must be followed for a decision to be deemed in compliance to this policy and therefore able to be upheld.

**A head-coach may consider moving a player off of their team as stated above, only if at least one of the following is of great concern to the coach:**

1. Player's lack of skill
2. Player's commitment level
3. Player's lack of effort

Parents wishing to hold their child back in a lower division must put in writing why they feel their child should remain in a lower division and give the letter to the Registrar by November 1. The Registrar will give the letter to the President, who will discuss the request with the Evaluation Committee and give the parents (in writing) a decision within ten (10) days of the request.

**Procedures:**

**Time frame to initiate moving a player over to another team:**

- The head coach will be given three (3) weeks after evaluations are completed and teams have been picked, to initiate this process
- An exception to this time frame will only be given in extreme circumstances; such as poor weather that prevented the team from going on the ice for an extended period of time, or the player(s) in question have missed several practices / games due to illness / injury in the first few weeks.
- The head coach must provide a written request for a time extension to Members of the Evaluation Committee. Once this request is received, the Evaluation Committee will accept or reject the request for an extension within five (5) days.

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- All final decisions for moving players based on the above reasons must be made, on or before December 1<sup>st</sup> of that year

The following procedures are written based on the three (3) week time frame described above. In cases where a time extension has been granted, all of the same procedures will apply, except for the initial three (3) week period of time. Once an extension has been granted, members of the Evaluation Committee will provide the head coach, in writing, a time frame to complete the procedures.

Within the three (3) weeks described above, a head coach must submit a written request to the Evaluation Committee asking for assistance in finding the best placement for any player(s) the head coach feels should be moved to another team. If there is more than one player, the head coach must write up separate requests for each player.

### **The written request must provide the following information:**

1. Specifically state the area(s) of concern the head coach has for the player: Player's lack of skill, player's commitment level, player's lack of effort and/or player's behavior \*\*. Details of his/her concerns must be given. Simply stating things such as "John's just dogging it", will not be acceptable.
2. Provide a detailed explanation outlining why the above stated issue is of concern (e.g. the lack of player skill is making the player excessively vulnerable to being injured).
3. Provide a detailed account or log of what the head coach has done to help the player improve in these areas. It is strongly recommended that the head coach be able to explain that he has met with the players parents to discuss his concerns **prior** to submitting the request to move the player. (The head coach **cannot** at this point discuss the possibility of moving the player to a different team; as this is not a decision the head coach can make on his own.)
4. In a situation where a player is being recommended to move over and another player is being recommended to replace that player. Not only will the head coach have to provide specific reasons for requesting a "replacement player", but the "replacement player" must demonstrate considerably better skills than the player the head coach is asking to move over.

### **Seven (7) days after a written request to move a player is received by the Evaluation Committee, the Committee will:**

- A) Have at least three (3) members from the Evaluation Committee re-evaluate the player at the next two (2) practices and/or games. With the player being evaluated in his/her "usual" playing position; all efforts must be made to ensure a fair exhibition of the player's skills.
- B) In writing, inform the head coach whether the request will be rejected or moved forward (a final decision on player placement will not be made at this point, only the decision to move forward with the request).

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**If a request is denied,**

- The reasons will be provided in writing to the head coach.
- The head coach can appeal the decision. See policy # OPERG – 12 for appeal procedures.

**If a request is accepted,**

- The head coach will be given a brief evaluation report of the player and asked to set up a meeting within five (5) days of receiving the acceptance letter with,
  - The parents of the player,
  - The head coach and
  - Members of the Evaluation Committee,
- The meeting will be held to explain to the parents, the concerns the head coach and Evaluation Committee have in regards to the player, and discuss the strategies the head coach is going to implement in the next three (3) weeks to help the player improve in the areas of concern.
- The parents will also be notified that if sufficient improvement is not completed within the next three (3) weeks, the player will be moved to another team that is better suited to help the player grow and develop in hockey.
- The head coach will provide the parents with a written report of the player; outlining the areas of concern as well as the players strong points. The report will also include the strategies the head coach is going to work on (input from the parents for suggestions on how to help the player improve should be strongly encouraged), and the specific date in the next three (3) weeks that decision will be made, should the player need to be moved.
- A designated member of the Evaluation Committee will contact the head coach of the team that the player might possibly get moved to, to explain the situation and get input from the coach in regards to what would be best for the player.

**In the last week of the three (3) week period:**

- At least three (3) members from the Evaluation Committee will re-evaluate the player at the next two (2) practices and / or games. With the player being evaluated in his “usual” playing position; all efforts must be made to ensure a fair exhibition of the player’s skills.

**On the last day of the three (3) week period or the very next day:**

- The Evaluation Committee will meet with the head coach to discuss his views on player improvement and give their evaluation report to the head coach
- The Evaluation Committee will make a decision, put it in writing, and deliver it to the head coach within twenty-four (24) hours of the meeting.

**If a player is recommended to be moved:**

- A formal letter will be written to the player care of (C/O) his / her parent(s), explaining what an asset the player is to DVMHA and how based on various observations, it has been decided that in order for the player to continue to grow, develop and enjoy the game of hockey, the player is being invited to join a different team.

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- If possible, the letter will be hand delivered to the player's parents in a meeting with the head coach and members of the Evaluation Committee within twenty-four (24) hours of the decision. If a meeting is not possible, a member from the Evaluation Committee or the head coach will contact the parents, inform them of the decision and their ability to appeal the decision and mail the letter.
- A designated member of the Evaluation Committee will contact the head coach of the team the player is moving to, to inform him of the changes.
- A designated member of the Evaluation Committee will also contact the division director and registrar to inform them of the changes.

### **A parent/player can appeal the decision to be moved:**

- See policy # OPERG – 12 for appeal procedures.

**\*\* If a coach has concerns regarding a player's behavior, the Executive Board must be notified in writing. The Executive Board will then determine if the issue should proceed to the Code of Conduct Committee (CCC). The Evaluation Committee will be placed on notice that the issue may be sent over to the CCC. A player cannot be sent to a different team to just "move the problem" to another team.** The only time a player will be allowed to move from one team to another based on behavior issues, is if members of the Evaluation Committee, Code of Conduct Committee, the parents and both Head Coaches (the head coach of the team the player is moving from and to) all agree that the player would be better off on the other team and provide an opportunity for that player, and all other players, a chance to develop, grow and have fun playing hockey. (Such a situation could be in a case where the player misbehaves because the player has conflict issues with another player and moving the two players off the same team could resolve any behavior problems).

If it is decided that a player's behavior will not improve on another team and only cause disruptions to the new team, the situation will be handed over to the Code of Conduct Committee and dealt with in accordance to their policies and procedures.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-13
<b>Policy Name:</b> Tournaments	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- DVMHA will host a Mites/Novice tournament and possibly two other tournaments per season, depending on ice availability.
- One weekend will be shared; both ice surfaces, for the Mites and Novice divisions.
- If ice is available for additional tournaments: Two weekends, one ice surface, to be drawn from a hat for Atom and up to host a tournament. Hosting a tournament will include all teams of the winning division.
- The Tournament organization is the responsibility of the Tournament Coordinator and Teams hosting.
- Fundraising for prizes, medals, trophies, etc. purchased to enhance your tournament is the responsibility of the hosting division/teams
- All funds raised over and above the cost of the tournament will be placed in DVMHA Skills and Development Fund.
- Every team may **submit a receipt for one out-of-town tournament up to a maximum of \$500.00 to be reimbursed by DVMHA per season** as long as DVMHA is in good economic standing. With the exception of Midget teams, who are allowed to use this \$500.00 for either tournaments or bussing costs. All teams are required to provide receipts, proving attendance and/or bussing fees are paid prior to being reimbursed.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-14
<b>Policy Name:</b> Bussing	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- It is mandatory for all Midget Teams to take a bus to any out of town games.
- Any other divisions wishing to take the bus may do so at their own expense.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-15
<b>Policy Name:</b> Mouth Guards	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Mouth guards are highly encouraged at the Atom and higher divisions.
- Mouth guards are highly recommended at all levels.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-16
<b>Policy Name:</b> Team Manager	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

Each team is required to have a Team Manager to perform the following tasks (the Head-Coach can give the manager permission to delegate these tasks to other parents on the team):

- Coach and manager are expected to attend the DVMHA Coach and Manager Meeting prior to the league schedule.
- Obtain contact information from all team parents.
- Fill in/turn in/keep copy of game sheet.
- Prepare a timekeeper/score-sheet volunteer list.
- Ensure all team activities are on track.
- Obtain travel permits for tournaments/exhibition games from the Vice President.
- Obtain special event permits when required for team outings etc. from the Vice President.
- Audit financials.
- Ensure all major penalties and suspensions are properly reported and served.
- Ensure proper tracking for use of affiliates & report monthly to Division Director.
- Arrange for referees for all exhibition games and hosting tournaments.
- Schedule exhibition games, assist in the organizing of tournaments and look for out of town tournaments for your team to enter (attending tournaments is a team decision).
- Turn in all team jerseys at the end of the season to the Equipment Coordinator.
- Ensure that team communication, fund raising and treasurer duties are all being carried out effectively.
- Provide Division Director with team updates and stats for the website.
- If selling raffle tickets or 50/50 draws, you **MUST** contact the Ways and Means Coordinator to obtain rules to stay in compliance with all provincial, federal and Minor Hockey laws and regulations.
- Ensure all raffle prizes be in good taste & appropriate for family entertainment/use.
- For Atom divisions and lower; Popcorn and Cotton Candy sales are mandatory; the managers will be responsible to find replacements which can be drawn from all divisions.



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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-17
<b>Policy Name:</b> Team Treasurer	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

Each team is required to have a Team Treasurer to perform the following tasks (the Head-Coach can give the manager permission to delegate these tasks to other parents on the team):

- Open bank account (DVMHA has a pre-selected bank with standing accounts.)
- Manage bank account.
- Deposit funds/collect cheques/write cheques/collect & keep all receipts.
- Reconcile bank account.
- Prepare year-end statement & forward to DVMHA Treasurer.
- Ensure the balance of the account is zero at the conclusion of the season.

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<b>Policy Type:</b> Operational Program Governance	<b>Number:</b> OPG-18
<b>Policy Name:</b> Junior Coach Mentorship Program	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:** Junior coaching is a mentorship program of older players working with coaches and younger players to promote leadership and sportsmanship. It is a way for players to give back to their sport and their community and to learn more about the game. Younger players benefit from being mentored by older players, coaches benefit by having some extra help on the ice and the junior coaches benefit from an opportunity to learn more about the game.

**Policy:**

- Head-coaches will be allowed to card a maximum of five (5) Junior Coaches per season to work with their team
- It will be the Head-Coaches decision to:
  - Participate in the mentorship program
  - Select who the Junior Coaches will be (all efforts should be made to ensure that all Junior Coach applicants will receive equal opportunities to participate in this program)
  - Outline to the Junior Coach(es) and their parents what the expectation will be (i.e minimum attendance for practices)
- Junior coaches must be carded or sheeted with the team they are mentoring.
- They must submit a completed Junior Coach application to the Head-Coach and the Director by October 30.
- Directors must forward all applications to the Executive.
- Junior coaches are only allowed to mentor teams that are least two divisions below their division.
- Junior coaches regular team obligations will take precedence over mentoring team's obligations.
- In the event of a dispute, the Executive will have final authority.

# Drayton Valley Minor Hockey Association

## Policies & Procedures Manual

<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-1
<b>Policy Name:</b> Team Bank Accounts	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

### Preamble:

### Policy:

- All teams will be required to use a team account provided by DVMHA Executive Board Treasurer.
- DVMHA has formed an agreement with the Servus Credit Union and all teams are required to make an appointment with the Servus Credit Union exclusively to finalize the procedure.
- Team account statements will be forwarded to the Executive Board Treasurer and then sent to the individual team Treasurer.
- Each team is responsible for ensuring their accounts are kept in good standing throughout the season and are closed with a zero balance at the end of the season.
- Any remaining money that was fundraised (this does not include parent contributions) at the end of the season, will be turned back into DVMHA and put directly into the Skills & Development Fund.

Example; 15 players on team:

\$1,500.00 (each parent asked to contribute \$100 at start of season 15 x \$100)

\$ 250.00 (popcorn / cotton candy sale)

\$ 150.00 (popcorn / cotton candy sale)

\$ 1, 900.00

**- \$ 550.00** Tournament fee

**- \$ 750.00** Tournament fee

\$ 600.00

\$ 500.00 DVMHA Tournament fee reimbursement (policy # OPG-13)

\$ 1, 100.00

**- \$ 300.00** Water bottles & team socks

**- \$ 100.00** Referees for exhibition games

**- \$ 300.00** Yearend party

\$ 400.00 remaining; that is from parent contributions

**- \$ 400.00** each parent gets \$60 back (\$400 ÷ 10)

\$ 0 goes back to DVMHA

- If the parents did not personally contribute the \$100 at the start of the season and chose instead to solicit local businesses, hold a raffle, etc (any other form of fundraising that does not come out of individual parents pockets ) the \$400.00 remaining would go directly into the DVMHA Skills & Development Fund

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-2
<b>Policy Name:</b> Team Fundraising	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

Minor Hockey does not limit team fundraising, but we do want to caution teams not to go overboard. "Fundraising" does not include money that is given by parents of the team; it is specifically referring to the solicitation of businesses or other non-team individual.

**Policy:**

**DO NOT APPROACH THE SPONSORS.** They have already donated.

Please remember to include your team sponsors in any thank-you ads, etc. and try to invite a company representative to your yearend party (if agreed on at parent meeting). Ways and means will provide your team sponsor with a team picture.

The Team manager is responsible for ensuring these guidelines are followed:

- If selling raffle tickets or 50 /50 draws, you **MUST** contact the Ways and Means Coordinator to obtain rules which keep DVMHA in compliance with all provincial, federal and Minor Hockey laws and regulations.
- All raffle prizes shall be in good taste and appropriate for family entertainment/use.
- Popcorn and Cotton Candy sales are **mandatory** for the Atom divisions and lower. Team commitment must be scheduled in as soon as teams are selected. Teams will be responsible to find replacements if the commitment needs to be exchanged for another date. This can be drawn from all divisions.
- **If popcorn sales are not done, your team will not receive their \$500.00 tournament allowance.**

**YOU MAY USE SPONSORSHIP / FUNDRAISING FUNDS FOR THE  
FOLLOWING PURPOSES:**

Team Skills & Development	
Water Bottles & Hockey Socks	Tournament Fees
Additional ice time/track time	Exhibition games
Bussing	Your own tournament

Fundraising for other items not listed here, **must have** prior approval from Team Management, Division Director and Ways and Means Coordinator

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**YOU MAY NOT USE SPONSORSHIP / FUNDRAISING FUNDS FOR:**

Year End Celebrations	Team appeal re: track suits, hats, etc
Damages to facilities	Fines, ice forfeits, etc.
Alcohol or Drugs	Hotel rooms
Travel expenses not including bussing	Coaches / Team Official gifts

- All plans for team fundraising must be discussed and approved at a team parent meeting.
- Business and public support can be requested provided it is done in good taste.
- Keep a list of any business or company that has been approached for donations. These lists are to be given to the Ways and Means Coordinator no later than two (2) weeks after the business has been approached. Doing this will reduce the risk of a business being approached multiple times by DVMHA instead of only once during a season.
- There is a set limit of \$400.00 for year-end parties.
- Any remaining money that was fundraised (this does not include parent contributions) at the end of the season, will be turned back into DVMHA and put directly into the Players/Coach Skill Development Fund.

We are ALL accountable for any donations made to a Minor Hockey team. Please remember you are fundraising under Drayton Valley Minor Hockey's umbrella, so please conduct the actions of your team accordingly.

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-3
<b>Policy Name:</b> Forfeiting & Exchanging Ice Times	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- If any ice time is forfeited and the ice scheduler(s) are not given 48 hours' notice (other than those times when "Acts of God", such as extreme weather, ice plant breakdowns, etc. make it impossible to do so) the team will be fined the cost of the ice time and the referee's if applicable.
- If a team exchanges ice with any other team, the ice scheduler(s) need to receive written notice of this exchange via email. The team that is listed as the new occupier of the ice time will be the team that is responsible for any fines for unoccupied ice.

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-4
<b>Policy Name:</b> Ice & Referee Payments	<b>Original Effective Date:</b> Nov 30, 2006 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- DVMHA will only pay for out of town practice ice time, if there are no available ice times in Drayton Valley.
- DVMHA will pay the cost of ice times and referees for all league and provincial games.

**Drayton Valley Minor Hockey Association  
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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-5
<b>Policy Name:</b> Concession Shifts	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:** The concession at the Omniplex is operated by the DVMHA throughout the hockey season. It is leased through the Town of Drayton Valley and staffed through the volunteer efforts of DVMHA members and a Concession Coordinator. The concession is a major fundraiser for DVMHA, so please support our efforts.

**Policy:**

- To help keep our registration fees low, you will have an option to work four (4) concession shifts per player, up to a maximum of eight (8) shifts, or to write a forfeit cheque of \$300, per player, up to a maximum of \$600 and not work any shifts.
- Each shift is five (5) hours long. The shifts for each month are posted on the bulletin board and are also in the Concession Shift Book (found in the concession starting in November).
- If you choose to work your concession shifts, a deposit cheque of \$400 (per player to a maximum of \$800) needs to be handed in at the time of registering, but it can be postmarked for November 30.
- Please make sure you always look at the beginning of the season for your concession shifts.
- **Concession shifts must be signed up for by DECEMBER 31 of the respective hockey year. Failure to have all dates set up for concession shifts by DECEMBER 31, will result in cheques automatically being cashed.**
- If you need to exchange your shift, it is your responsibility. You can swap a shift with another minor hockey parent if you are unable to cover your shift. If you swap a shift with another parent, it is your responsibility to notify the Concession Coordinator. **If you fail to show-up for your first concession shift or any subsequent shifts, DVMHA will deposit your concession cheque.** If you work all of your scheduled shifts, your cheque will be returned to you or destroyed.
- If you choose to forfeit your concession shifts, you must provide a cheque for \$300 per player (to a maximum of \$600) at the time of registering.
- The reason for the difference in the forfeit and deposit amounts; is that we will have time to fill your shifts without having to hire workers if you forfeit up-front.
- In accordance with Alberta Labour Law guidelines, DVMHA will allow an individual of fourteen years of age to work in the front of the concession with a parent on site. A minor of sixteen years, may work in the back of the concession with the cooking equipment accompanied by a parent.



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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-6
<b>Policy Name:</b> Popcorn & Cotton Candy Sales	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Teams receive 50% of the profits. You need 6 adult volunteers from the team (2 to make popcorn and 2 to supervise the sales, 2 to make cotton candy) and preferably the players to sell the popcorn, pop and coffee. This is designated to Mites-Atom teams.
- All popcorn sales will be assigned at the beginning of the season. If you wish to change your assigned night you need to switch with another team or find another replacement team from another division.
- Any popcorn sales that cannot be assigned to a mites/novice/atom team (i.e. before teams are selected) will be offered first to the midgets to help with bussing and then to other community groups i.e. ringette, soccer, grad committee, etc.

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-8
<b>Policy Name:</b> Website Advertising	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

- Permission to advertise for businesses / individuals must be granted from the board, prior to any ads being put up on the site.
- All ad spaces on the website are \$525.00 from September 1 to July 31 on the hockey year.

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-9
<b>Policy Name:</b> NSF Charges	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> December 6, 2007

**Preamble:**

**Policy:**

- A \$35 NSF fee will be charged to any member whose cheque is returned for Non-Sufficient Funds

**Drayton Valley Minor Hockey Association  
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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-10
<b>Policy Name:</b> Out of Town Coaching Clinic Reimbursement	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> March 18, 2009

**Preamble:**

**Policy:**

- All clinics must be PRE-APPROVED by the board prior to attendance to be eligible for reimbursement.
- Where DVMHA does not offer a coaching clinic deemed mandatory by Hockey Alberta and/or DVMHA and a coach must travel out of town to take the course, the association shall reimburse said coach for the registration cost of the clinic, and for mileage up to a maximum of 350 km (round trip) paid at the same rate which Hockey Alberta has set for that season's referee mileage rebate.
- Meals and hotel expenses shall NOT be reimbursed by DVMHA.

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<b>Policy Type:</b> Operational Financial Governance	<b>Number:</b> OFG-11
<b>Policy Name:</b> Mileage Rebate	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> Sept 23, 2008

**Preamble:**

**Policy:**

- Any one member of DVMHA who qualifies for a mileage rebate will be paid the same rate which Hockey Alberta has set for that season's referee mileage rebate.

**Drayton Valley Minor Hockey Association  
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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-1
<b>Policy Name:</b> Team Official & Volunteer Expectations and Requirements	<b>Original Effective Date:</b> July 31, 2007 <b>Date of Last Amendment:</b> March 15, 2012

**Preamble:**

**Policy:**

Team official volunteers need to have the following completed by December 15<sup>th</sup> of each season:

- Criminal record check: to be completed every third year
- Intervention record check: to be completed every third year
- Proper coaching level documentation/training (for coaches)

Concession Volunteers need to:

- Follow procedure manual in concession
- Work all assigned shifts
- Be responsible for finding approved replacement for shifts that cannot be worked

**Drayton Valley Minor Hockey Association  
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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-2
<b>Policy Name:</b> Suspensions for Players & Team Officials	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- A coach shall have the power to suspend any player for a team or individual discipline problem.
- The coach must notify their Division Director if the suspension consists of one or more games.
- Suspension by coaches may be applied via the appeal process.
- All players, coaches, team officials and parents are susceptible to suspensions by the Executive Board if they fail to adhere to the Code of Conduct guidelines as outlined in association policies.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-3
<b>Policy Name:</b> Player Pledge	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- I will play hockey because I want to, not because others or coaches want me to.
- I will dedicate myself to learn the rules of hockey and always play by them.
- I will control my temper. Fighting or “mouthing off” can spoil the activity for everyone.
- I will leave the game on the ice and not carry it to the dressing room with me, win, lose or tie.
- I will not use profanity or negative gestures to my team-mates, coaches, officials, opponents and spectators (on the ice or in the dressing room).
- I will respect my coaches, referees, team-mates and opponents.
- I will do my best to be a true team player and honor the spirit of the game.
- I will not start or take part in any form of initiations or hazing actions.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances of my team-mates and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will be a player who respects the game of hockey and will play to the best of my ability.



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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-4
<b>Policy Name:</b> Coach Pledge	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will explain team goals to all of the players and parents.
- I will take the appropriate time to prepare practices that are meaningful, organized and challenging for player development.
- I will teach my athletes to play fairly and respect the rules, officials, opponents and team-mates.
- I will always show a winning attitude and respect for my players, parents, officials and opponents.
- I will ensure *all* athletes receive equal instruction, support and appropriate fair playing time.
- I will not ridicule, yell or publicly embarrass my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athlete's age and ability
- I will teach that winning is just one consideration and not the most important aspect of the game. Sportsmanship, skill development, team play, player confidence and self-esteem are essential to a positive environment.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will maintain an open line of communication with my players, parents and DVMHA.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-5
<b>Policy Name:</b> Parent Pledge	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for their enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to violence or hostility.
- I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time for competing fairly and playing hard.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials.
- I will support the team rules and regulations that are set forth by the team and coaches at the beginning of the season.
- I will understand and respect the fact that our coaches are volunteers and are there for the kids.
- I will not pretend that I know more than the certified referees do. I will refrain from making calls from the stands. I will recognize officials are being developed in the same manner as players.
- I will not embarrass my child or coaches by yelling in a negative manner at other players, coaches or spectators.
- I will support all efforts to remove verbal and physical abuse from the children's game.
- I will respect and appreciate the volunteers who so freely give their time so my child can play hockey.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-6
<b>Policy Name:</b> Referee Pledge	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- I will make sure that every player has a reasonable opportunity to perform to the best of his/her ability, within the rules.
- I will avoid or remedy any situation that threatens the safety of the players.
- To the best of my ability I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either with words or action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I will accept my role as teacher and role model for fair play, especially with younger participants.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will work in co-operation with coaches for the benefit of the game.
- I will obtain proper training to upgrade my officiating skills.
- I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices.
- I understand that whether I sign the form or not, I will be subject to the consequences for unacceptable behavior.
- It is the intent of this form to promote proper behavior and respect for all participants.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-7
<b>Policy Name:</b> Player Code of Conduct	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Any player missing six practices or games, other than for illness may be suspended for the current hockey season.
- All players under the jurisdiction of the association will conduct themselves in a manner that will not bring embarrassment or complaint to the association.
- All players will, at all times, show respect and care for the equipment of the association and any arena facility.
- Unsportsmanlike conduct both on and off the ice may lead to disciplinary action by the Executive in accordance with the By-Laws and / or the Discipline committee recommendations.
- No player shall enter onto the ice surface without a coach or team officials permission nor shall they enter onto the ice while ice cleaning is being carried out and / or the Zamboni doors are open.
- All players will abide by the rules of their team, the policies of the association and HA /CHA rules.
- All players in the association will complete and return registration forms along with all required fees to the registrar before being allowed to participate in any team try-outs, practices or games. Forms must be signed by the player's parent or guardian signifying accuracy of completed registration.
- All members shall complete RESPECT IN SPORTS PROGRAM available on HA website for a current fee of \$12.00.
- Players will register each season in the level corresponding to their age.
- Any player, officer or executive member of a team found guilty of falsifying a birth certificate or having been a party to, or having any knowledge of such, shall be indefinitely suspended until dealt with by the executive.
- Players signing with more than one team without releases may be suspended.
- Players who last season were registered with a team outside the association must first obtain a release from the former team prior to signing with a team under the jurisdiction of the association.
- Players previously registered in another province must obtain release from the former team and complete an inter-branch transfer prior to signing with a team under the jurisdiction of the association.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-8
<b>Policy Name:</b> Team Official Code of Conduct	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

Team officials will be head-coaches, assistant coaches, trainers, and managers

1. All team officials will keep the aim and objectives of the association as goals.
2. In accordance to the Safety and Speak out course and DVMHA insurance policy, Team Officials should always be two (2) deep in the dressing rooms.
3. It is the responsibility of the team officials to notify the Registrar of any team or team players they wish to be affiliated and follow the affiliation rules set forth by the association.
4. Team officials will follow the Articles and By-Laws of the association, League, HA and CHA. Any breach of the above may lead to suspension from the association.
5. All team officials will be responsible for the conduct of their players during all games and minor hockey functions in which they are participating both at home and away.
6. All team officials will conduct themselves in a professional and respectable manner during all games and minor hockey functions in which they are participating both at home and away.
7. Team officials are reminded that the primary purpose of a minor hockey program is to help and assist character growth and development of all participants, and that the objective of winning hockey games is secondary to this very important function.
8. Shall be responsible to be present at all team functions.
9. Team officials will conduct themselves in accordance with the Coach Manual and other manuals governing conduct of such officials.
10. Shall ensure the fulfillment of provincial and league commitments as first priority.
11. Team officials will give all minor hockey players equal ice time during league and play-off games, unless said player is receiving disciplinary measures.
12. Team officials shall be responsible for all equipment belonging to the Association, while in use.

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13. Team officials will be responsible to ensure proper conduct of all players under their control and direction in the dressing room, in the player's box and on the ice. A team official must be in the dressing room at all times with the minor hockey players.
14. The coach shall exercise the authority to discipline any players displaying disorderly or unruly conduct. Any game suspensions must be reported to the Division Director.
15. Team officials shall not permit any persons in the dressing room other than team officials and players. The exception to this rule shall be at the discretion of the Coach.
16. Team officials shall ensure no individual including team officials have illegal substances or alcohol in the dressing rooms in home or away arenas.
17. Team officials are to ensure that no player or official of DVMHA uses obscene or profane language during any game, practice or while teams on the ice or in the dressing room.
18. The coach shall be responsible to attain adequate assistance to ensure team operation.
19. Team officials shall stress and promote sportsmanship at all times.
20. Will be responsible for ensuring that equipment and jerseys are returned for the next playing season.
21. Shall be responsible to ensure any team being played by a team under the jurisdiction of the association is registered and in good standing with HA and CHA.
22. Shall be responsible to utilize assigned ice times to the best of their abilities, failure to do so could result in the team being charged for the ice time.
23. Shall restrict the teams' tournament attendance to no more than four (4) tournaments including host tournaments but excluding provincials.
24. Any team official missing six practices or games, other than for illness, may be suspended for the current hockey season.

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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-9
<b>Policy Name:</b> General Membership Code of Conduct	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- All members must agree to a strict code of conduct that adheres to the betterment of DVMHA.
- When you interact with fellow members, arena staff members, or with outside bodies in your communities or visiting communities, your behavior should reflect the principals of fair play, ethics, and straightforward communication.
- You must present a positive view of the organization to the public.
- Any incident viewed by an outside source (i.e. the Omniplex staff) will be immediately reviewed by DVMHA Code of Conduct Committee.
- If you have an issue with the Omniplex or any of its staff members, please let your coach or manager know of your issue. Your coach/manager will then let your Division Director know of the issue and will deal with it accordingly.

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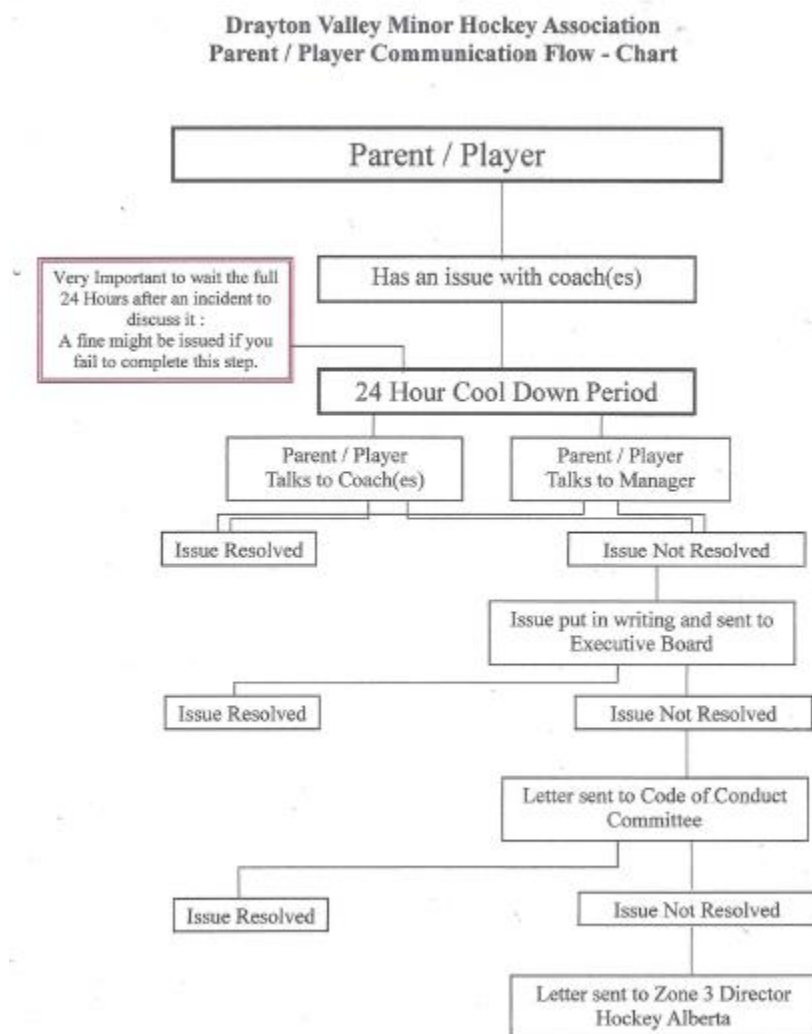
<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-10
<b>Policy Name:</b> Communication Flow-Chart for Players & Parents	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

### Preamble:

Effective communication can help resolve problems quickly and efficiently. The communication flow-chart is to be used to help members work out their own issues and serve as a guide for when issues need to go to the next level.

### Policy:

The following diagram shows how the process of communication on teams should flow.





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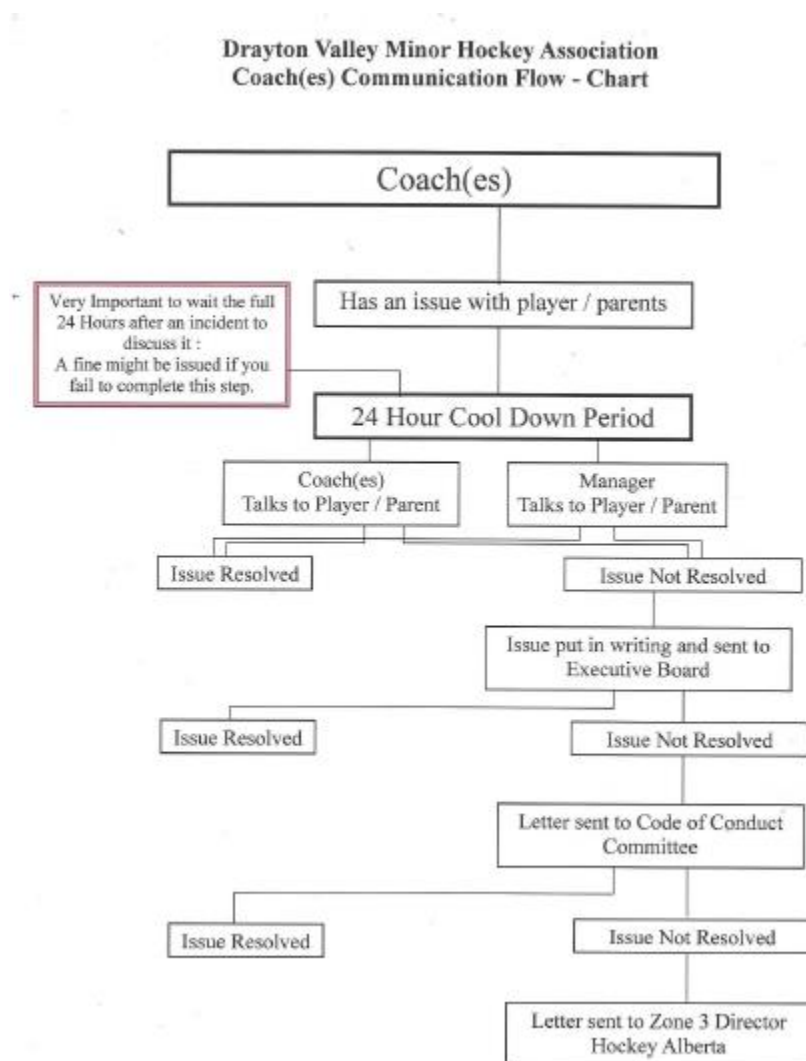
<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-11
<b>Policy Name:</b> Communication Flow-Chart for Coaches & Team Officials	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

### Preamble:

Effective communication can help resolve problems quickly and efficiently. The communication flow-chart is to be used to help members work out their own issues and serve as a guide for when issues need to go to the next level.

### Policy:

The following diagram shows how the process of communication on teams should flow.



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<b>Policy Type:</b> Operational Personnel Governance	<b>Number:</b> OPERG-12
<b>Policy Name:</b> Complaint & Appeal Procedure	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2014

**Preamble:**

A communication flow-chart is provided to assist members in the resolution of conflict. It is always best if conflicts can be resolved between the immediate parties involved. When this is not possible, complaints are to be put in writing and dealt with at the board level.

**Policy:**

When a complaint cannot be resolved between coaches, players and/or parents, the complaint is expressed in writing and given to the Division Director. The Director then has twenty-four (24) hours to inform the Executive about the issue. The Executive will take a vote (may be an email vote) to decide whether or not to involve the Code of Conduct Committee (CCC). If 2/3 of the Executive agree to proceed, the incident will be sent to the CCC.

Persons involved in the CCC investigation will be given seventy-two (72) hours notification of date and time of meeting to give their account of the incident. Where parties agree, the meeting time may be held earlier than seventy-two (72) hours, but the agreement needs to be put in writing.

The CCC will investigate the incident as thoroughly as possible and provide a report outlining recommendations for the members involved within ten (10) days of receiving the complaint letter. The report will be given to the members directly involved in the incident, the Division Director and the Executive Board. The Executive Board holds the right to overturn any decisions the CCC makes.

Should a member wish to appeal the CCC report or other decisions made by a head coach, board member or sub-committee, a completed Appeal Form and a \$50 appeal fee should be submitted to a member of the CCC or the Division Director within five (5) days from the date the CCC report was completed or a decision was made by a coach, board member or sub-committee. An appeal form will be provided with the CCC report or available through the Division Directors.

DVMHA will then establish an Appeal Committee comprised of three (3) members that were not members of the CCC and do not have any conflicts of interest in relation to the incident. Appeals will be heard within a seven (7) day period. The Appeal Committee will provide a report outlining its recommendation.

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Upon completion of the appeal report DVMHA will not review the incident any further and any member wishing to appeal once again will be directed to contact Hockey Alberta (HA). The contact information for HA will be provided with the appeal report.

<b>Policy Type:</b> Advocacy Governance	<b>Number:</b> AG-1
<b>Policy Name:</b> Linkages with other Organizations & Committees	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- Some Executive positions are listed as official liaisons with various groups, organizations, etc. refer back to individual Executive position policies.
- The President and Vice President are the only two DVMHA members that are permitted to officially represent DVMHA at HA meetings, unless a member has written consent from the board.
- The President and Concession Coordinator are the only two DVMHA members that are permitted to liaison with the Town of Drayton Valley regarding the operation of the concession, unless a member has written consent from the board.
- When you interact with arena staff members, or with outside bodies in your communities or visiting communities, your behavior should reflect the principles of fair play, ethics, and straightforward communication.
- If you have an issue with the Omniplex or any of its staff members, please let your coach or manager know of your issue. Your coach/manager will then let your Division Director know of the issue and will deal with it accordingly.
- Any members of DVMHA that are verbally, physically or emotionally abusing the Omniplex staff will be disciplined by the Omniplex and from DVMHA.

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<b>Policy Type:</b> Advocacy Governance	<b>Number:</b> AG-2
<b>Policy Name:</b> Community Representation	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

- All teams and participants have a responsibility to project a positive image of their team, DVMHA, your community and minor hockey in general. Our conduct, either positive or otherwise, is a direct reflection on sponsors that assist us each year.
- All members of DVMHA are accountable for donations made to Minor Hockey and we ask that you govern yourselves accordingly.

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Policies & Procedures Manual**

<b>Policy Type:</b> Advocacy Governance	<b>Number:</b> AG-3
<b>Policy Name:</b> DVMHA Key Messages	<b>Original Effective Date:</b> <b>Date of Last Amendment:</b> July 31, 2007

**Preamble:**

**Policy:**

DVMHA is devoted to the following priorities in the exact order they are written:

- 1) Players Safety & Skill Development
- 2) Coach Development & Support
- 3) DVMHA Objectives & Community Impact

**Drayton Valley Minor Hockey Association  
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