

EAST SMOKY MINOR HOCKEY ASSOCIATION
POLICIES AND PROCEDURES MANUAL
AMENDED 2024

East Smoky Minor Hockey Association Policies and Procedures Manual

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GENERAL

1. East Smoky Minor Hockey Association

This document provides the executive and members of the East Smoky Minor Hockey Association with the basis from which decisions are made. The manual contains a summarized version of the Bylaws that provide the operating structure for the East Smoky Minor Hockey Association, and outlines of the specific job responsibilities of its Directors and Individual Teams.

2. Policies & Procedures Manual:

All Executive members are responsible for ensuring this Manual is up to date. The President is responsible for custody of the master copy of this manual and distributions of updates. The President and the secretary are responsible for destroying all records/documents in the ESMHA office that are over seven years old to date.

3. Sanctioned Hockey Events:

ESMHA will follow Hockey Alberta's guidelines for all sanctioned events.

4. Positions of the Executive Board of Directors

All positions named must complete their term starting and ending at the Annual General Meeting as per the Bylaw Manual. The positions of the Executive Board are as follows: President, Vice-President, Secretary, Treasurer, Registrar, League Director, Referee Assigner, Fundraising Director, and Ice Director as stated in ESMHA Constitution.

5. Boundaries and Player Eligibility

The boundaries for the ESMHA are established by the MHA's. Players registering with ESMHA must reside in the boundaries of the East Smoky Minor Hockey district. See attached East Smoky Boundary Map.

6. AGM

The Annual General Meeting is held in the spring at the end of the hockey season, usually in March of each year. The order of business is as per the ESMHA Bylaws, Positions are held for at least one full year with the exception of the President's position until the following AGM.

7. Year End

ESMHA will have an annual windup in March/April. It will be decided on by the board on a yearly basis.

7.1 Gift Cards to Coaches and Board Members

Teams will be allotted \$150.00 in gift cards (decided at board meeting), usually allotted to Head Coach, Assistant Coach and Team Manager, but additional may be purchased upon executive approval.

8. General Operations of ESMHA

8.1 Board Meetings

Board Meetings are held once a month and the date is decided at the end of the prior meeting. Members will be notified by Facebook, community calendar and through managers. All teams must have representation at each meeting. A Coach and Team Manager Director attend. Any team concerns are dealt with at this meeting. As per Bylaw 3.01. Items are to be submitted to the Secretary at least one week prior to the meeting.

8.2 Team Rules

8.2.1 General

Teams are allotted ice times and it is decided per team if they want to hold practice or games on their designated times.

8.2.2 Selection of Manager

Team Managers are selected at the team meetings. This position may be split- Team Manager (books all games, organizes team) and Tournament Manager (organizes home tournament). Managers must be organized and have very good communication skills. This person must also communicate with coach constantly.

8.2.3 Team Meetings

The Coach & Manager will have a team meeting to kick off the season and choose a jersey person. All team rules will be set out. Team meetings are held as often as decide by each team. (Recommended monthly after the general meetings to update your team).

8.2.4 Away Tournaments

If teams decide to go away to tournaments, they will have to find funding or a sponsorship for the entry fee. If a team chooses to host a tournament the board will sponsor their away tournament entry fees up to \$1500.00. If teams pull out of away tournaments after commitments/payments have been made the team will refund the board.

8.3 Team Photos

The Board Secretary will book the team photos in the fall. Teams will be designated a time to be dressed and ready to go on the ice. Order pamphlets will be given to team managers in advance.

8.4 Power Skating & Goaltending Clinic

Each year it will be decided if the Board can fund Power Skating. If the funds are available the board Secretary will book Power Skating for the fall of each season. Each team will be allotted ice time and sessions.

9. Registration

9.1 General

ESMHA players must reside within the boundaries as set in the policies & Procedures Manual. All transfers between Associations must be approved by the releasing and receiving Associations.

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The teams are determined by the player's age as of the 31st day of December of the current year as per Hockey Canada rules.

Level	Age
U7	4-6 years
U9	7-8 years
U11	9-10 years
U13	11-12 years
U15	13-14 years
U18	15-17 years

Registration fees are set by the ESMHA Executive committee on an annual basis. One pair of hockey socks is included with each paid hockey fee. The 2024/2025 fees are set as follows.

Level	Age	Fee	Late Fees
U7	4-6 years	\$375.00	\$525.00
U9	7-8 years	\$425.00	\$575.00
U11	9-10 years	\$450.00	\$600.00
U13	11-12 years	\$450.00	\$600.00
U15	13-14 years	\$475.00	\$625.00
U18	15-17 years	\$475.00	\$625.00

No player may participate in practices or games until the registration form has been completed, fees have been paid and RIS Parent online course completed. Registration must be paid on or before August 31st and players CAN'T touch ice until fees are paid in full. Late fees come into effect on September 1st.

Registration fees shall cover all ESMHA assigned practice ice, assigned game ice or allocated extra ice costs including referee expenses, insurance, league fees, Provincial play downs fees and other budgeted operating expenses.

Managers and Coaches MUST ensure players respect and abide to the above rule. Manager must correspond with the Treasurer and registrar closely at the start of the season.

Fundraising- Policies and Procedures - ESMHA

Fundraising expectations when applicable

- MD Garbage Cleanup
- Casino
- Selling tickets or other fundraising projects
- Home tournaments
- Home Games (selling 50/50 tickets)

Tournaments:

Each team will receive a loan of \$1000.00 from the association to fund their tournament raffle table.

- Managers/Team will still find sponsorship for team placement: trophies, cash or gifts for 1st, 2nd, 3rd
- Managers will complete a budget form, including ice & ref expenses which will determine entry fees for the attending teams
- The money from the association PLUS extra sponsorship if desired will fill their table, heart & Hustle gifts etc.
- All tournament income will be given back to the Association. At year end after review of financials, the board will decide on a year-end item or money to be given to each team per player for hockey related event/apparel.

Season Windup:

- Windup will be determined by board.

9.2 Refund of Fees

All requests for refunds must be provided in writing to both the Registrar and Treasurer.

- Refund request shall be reviewed by the Board of Directors.
- Should the Board of Directors agree to refund money based on the circumstances, the administration fee of \$25.00, the \$75.00 Operations Fee and a pro-rated amount for ice time used will be deducted from the amount refunded.
- No refunds shall be issued after January 1st with the exception of medical reasons.
- Any player that makes “AA” or “AAA” will receive a full refund
- A full refund will be given to a player who has registered and there is not a team iced
- Any request for refund means the player is no longer registered as a player in ESMHA and is no longer eligible to play.

Any NSF cheques must be cleared prior to player taking part in the first game. A minimum fee of \$25.00 plus bank charges will be applied.

9.3 Contents of Registration Package

The registration package contents may vary slightly year by year but shall contain the following at a minimum:

- Registration Form
- Code of Conduct
- HCR Waiver
- Respect In Sport

9.4 Player Release

Notwithstanding anything to the contrary as contained in the Regulations of the Governing Bodies, ESMHA will only release players when any of the following conditions apply

1. The request for release is to play a higher classification of hockey (e.g. Due to size of MHA or Level of Hockey)
2. ESMHA programs are full

3. ESMHA does not ice a team
4. There is a change in residency that impacts the player
5. Under exceptional circumstances, in which case the President and the Registrar must review and written request to do so and present it to the board.
6. Valid documentation to be provided if player moved without parent (ex/ living with an aunt)

9.5 Player Movement

All players must register in their appropriate age level. If a player wants to play up a level it must be agreed upon with coaches of both teams and also needs to be reviewed by the board before tiering begins. If there is not a team iced (lack of player) a player may apply for overage status and be brought to the board level.

9.6 Tryouts with AA or AAA teams

Players wishing to try out for AA or AAA must register with ESMHA first with payment. Players that are selected for teams will be reimbursed full fees. Refund request must be submitted in writing to the Registrar and Treasurer.

9.7 Affiliation

Team to team affiliation will take place if agreed upon with the coaches and board. Affiliations completed to allow extra players on a team to prevent League fines and in case a flu bug hits a team. A parent meeting with coaches should be held to explain this procedure and find out which players/parents are interested. Affiliation also gives a player the opportunity and experience of playing at another level of play. **Coaches must discuss** this before a player is affiliated. It is understood that the player's first commitment is to the team they are registered with. The number of games played as an affiliated will not exceed the regulations of the Governing Bodies. Any affiliations will only be approved that have been defined within the Hockey Alberta/Hockey Canada Regulations. Team using affiliated players must first contact that player's coach for permission as playing more than allotted games will result in an ineligible player and coach suspension. Extra fees may apply to affiliated players to offset the extra ice use. The registrar will then inform the president and board of the affiliation. Disputes arising from requests for affiliated players must be brought to the attention of the Board and a special meeting will be called to discuss and resolve the issue. Decision of executive members will stand. Upon Board discussion abuse of affiliation policy will not be tolerated.

10. Purchasing Policy

From time to time the ESMHA needs to make purchases on behalf of the board and its members. All purchases made on behalf of the Board must be made with the best interests of the Association in mind and therefore the following policy and procedure has been created and approved by the ESMHA board.

All purchases to be made on behalf of ESMHA are to be brought to the Board attention either via a monthly report or as new business or round table discussion in ADVANCE of the purchases being made whenever possible.

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All Purchases more than \$250.00 shall be placed on the next meeting agenda and voted on. Purchases less than \$250.00 shall be noted into the minutes. The purchases do not need a vote simply the notation into the meeting minutes. In the event that ESMHA needs to expend an amount greater than \$250.00 the party responsible for the purchases shall obtain 3 written quotes for the purchase and follow the procedure set forth below. All written quotes shall be provided to the secretary for entrance into the monthly meeting minutes and kept as a matter of course. The board shall then vote upon the need and validity of the purchase and determine if funds are available to make the purchase.

11. Association Logo, Colors and Clothing

Mike Shell created an updated version of our Rustler which is on all Jerseys. All Logos, Crests or Artwork designs are the property of ESMHA and any use must be approved by the executive board.

ESMHA has an ice stencil which is put in the ice each year by Crooked Creek Recreation Board Caretaker.

ESMHA colors are black, red, and white.

Team Mangers can organize clothing purchases for the team but must include ESMHA colours and or logo. It is up to individual teams if they want to find a corporate sponsor to cover these items or a parent/guardian cost.

12. Equipment

The chart below is the listed inventory with approx. value as per our insurance Policy:

East Smoky Minor Hockey Inventory List 2023

Team	Goalie Pads	Goalie Helmet/Stick	1 st Aid Kits	Jerseys (Home & Away)	Total Value for Team
U7	None	None	\$75.00	\$3000.00	\$3075.00
U9	\$500.00	\$350.00	\$75.00	\$4500.00	\$5425.00
U11	\$600.00	\$350.00	\$75.00	\$4500.00	\$5525.00
U13	None	None	\$75.00	\$4500.00	\$4575.00
U15	None	None	\$75.00	\$4500.00	\$4575.00
U18	None	None	\$75.00	\$4500.00	\$4575.00
Security Vest/Pucks/Tourney Supplies/Old Jersey Inventory/Hockey Socks/Nets/ Dividers/Ref Jersey's					\$6000.00
Total Value:	\$1100.00	\$700.00	\$450.00	\$25 500.00	\$27 750.00

12.1 General

All equipment issued by ESMHA shall be clearly marked and it becomes the responsibility of the "borrower" to maintain and care for this equipment.

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Damage/loss of equipment over and above normal wear and tear is the responsibility of the borrower.

All keys distributed for the equipment room will be assigned to a board member and a master key will be kept by the board President. Keys may be assigned to designated persons as per board approval.

The Board will purchase games socks in Rustler colors which will be given to each player as part of their registration fees. Additional socks may be purchased through the team manager. Monies collected must be submitted to the treasurer through the Team Manager.

12.2 Goal Tending

It is the policy of the ESMHA to provide necessary goal tending equipment for all teams up to U11 level. Goal tending equipment will NOT be loaned unless written request is given to the secretary, brought to a board meeting, and decided on. If approved the borrower will be assessed replacement/repair cost for any equipment lost, stolen or damaged. A \$500.00 damage deposit is required on all loaned equipment.

12.3 First Aid Kits

ESMHA will provide all teams with appropriate First Aid Kits. Kit content may vary depending on level of play. Ex. U7-U18

12.4 Pucks

ESMHA will provide pucks and puck bags/pails for the use of each team at the start of the season. Additional pucks are the responsibility of the individual teams. All pucks MUST be approved by the CCCRC- some makes of pucks are prohibited in the arena.

12.5 Water Bottles

Water Bottles are the responsibility of the individual.

13. Sweaters

13.1 General

ESMHA will ensure all teams have a minimum of two sets of sweater and sweater bags at commencement of the season.

All sweater purchases must be coordinated through the sweater committee and approved by the Board of Directors. All new sweaters shall be ordered in Red and White/Red & Black with the approved Rustler Logo on the front. All sweaters purchases will be numbered 2-18, goalies 1, 31 & 35. A parent volunteer should be assigned the job of jersey parent and these jerseys are to be their responsibility during the season. Jersey's lost or damaged must be reported to the board, after review the player must be responsible to pay for a replacement.

13.2 Sponsorship

Sponsors wishing to purchase a complete set of sweaters may have their name placed on the back of each sweater for the life of the sweater.

14. Fundraising

14.1 Sponsorship

Sponsorship of individual teams is required for the home tournament to run (see fundraising policy and procedures for more detail).

14.2 Individual Teams

Individual teams will get \$1000.00 from board to use toward their home tournament.

14.3 Support

All parents, players and teams are expected to support the fundraising activities initiated by the ESMHA. ESMHA has the right to withhold certain privileges, including ice time from teams failing to support fundraising activities and restricting away tournament entry fees.

15. Ice Allocation

15.1 Practice Times and Game Times

U7:	2 weekday-45 minute practice	Sat- 1hr game time
U9:	2 weekday-1hr practice	Sat-1hr game time
U11:	2 weekday-1hr practice	Sat-2hr game time
U13:	2 weekday-1hr practice	Sat-2hr game time
U15:	2 weekday-1hr practice	Sat-2hr game time
U18:	2 weekday-1:15hr practice	Sat-2 ½hr game time

- **League teams Saturday Ice time is for games only.**

15.2 Trades

Practice trades can be made directly with team managers/coaches but the CCCRC care taker must be notified.

16. League Game/Provincials Play

League games are determined at the League meeting in October for the season. All league games must be allotted 2hr ice times with the exception of U18 which needs 2.5 hrs. All game sheets must be handled in the correct procedure, as per Hockey Alberta Guidelines and All Peace Hockey League. Also, if numbers are too low it is the discretion of the board to remove the team from league play to avoid Association fines. If coaches/manager DO NOT follow league protocol and fines are issued, individual team fines may be the responsibility of the team in question.

If a team makes it to Provincials the board will cover up to \$1000.00 towards Tournament cost.

17. Hosting Home Tournaments

17.1 General

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ESMHA is known for their home tournaments. Each team is responsible for fundraising for their home tournament. The Team Manager is responsible for making sure the home tournament runs smoothly and coordinates with CCCRC so they know what time the tournament will start, the date, how many days etc. The CCCRC requires the dressing rooms and upstairs to be left as it was found. Tournament dates will be picked by the board before APL scheduling meeting and completed before APL playoffs.

The kitchen must be notified for donated lunch during the home tournament. Managers are to discuss with the kitchen. Coaches must be given dressing room keys and they are asked to make sure the rooms are kept locked when they are not in them.

18. Duties of Directors

18.1 Coach

BENCH STAFF CAN NOT STEP ON THE ICE UNLESS ALL COPIES OF CERTICATES ARE PROVIDED OR NEW TRAINING IS SCHEDULED. The selection of coaches is completed before hockey season starts (September). The following criteria will be used in the “Coach Selection Process”

- Philosophy
- Attitude
- Coaching experience
- Hockey Experience
- Previous year’s player/parent evaluation
- Training

All head Coaches must have “Coach Level” certification. ESMHA will absorb the cost for obtaining this training.

All teams must have at least two people with Respect and Sport Coach Online course and be on the bench at all times.

All teams should have 2 people with Hockey Canada Safety Program (team trainer) and at least 1 is at the games.

Any person wanting to be part of the bench staff will be required to fill out an application. The Executive Board will review and select candidates for Head Coach, Assistant Coaches, Team Manager and Trainer.

If a concern is brought forward via an Incident Report it will be reviewed by the ESMHA Board Members. (See Discipline Procedures)

COACH EDUCATION REQUIREMENTS AS PER HOCKEY ALBERTA

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All coaches and trainers must have their training by November 15th of the current playing year. Coaches must produce copies to the Registrar immediately after training.

ESMHA refer to Hockey Alberta to determine what level of coaching each team needs.

ESMHA states Assistant Coaches do not have to be certified to assist at practices but bench staff must have coaching certification and RIS coach course. You must have a criminal record check done if you are new to coaching in the association.

Course registration fees will be reimbursed by the board, please submit to the Treasure. Each team may have a head coach and up to two assistant coaches, 2 trainers. If further team's officials are required it must be presented to the board for approval. The registrar will affiliate coaches with appropriate certification on team rosters.

All coaches MUST wear certified helmets on the ice during practice. No one is allowed on the ice unless they are a member of the bench staff and registered on the ESMHA team roster.

Coaches are responsible for enforcing rules and discipline of their team. A coach will attend all practices and games. If unable to attend, the Coach is to arrange for their Assistant or someone else to take charge that is registered on the ESMHA team roster.

The coach shall supervise the conduct of players and team officials during practiced. Games and team functions.

The coach will ensure players are wearing CSA approved equipment. Coaches in league play must educate themselves of the All Peace League rules and regulation. The Coach should become aware of any medical problems with players and will encourage medical treatment when required. It is encouraged but not expected for each team to have a coach or trainer with first aid certification.

18.2 Manager

The Team Manager position may be split into two positions: (these two persons must have an open line of communication and be able to work together)

Head Team Manager

- Assist the Coach in all administration aspect of managing a team
- Communicate ice time changes to the parents through apps decided by team
- Correspond with the Coach and schedule games for the season
- Notify Ice Director of cancellations for practice and home games
- Distribute Medical Information Sheet to parents/guardians of each player and then collect and keep confidential for the season.

Tournament Manager

- Coordinates fundraising activities for the team
- Requests a Sanction number online at Hockey Alberta for all home games
- Requests a Travel Permit online at Hockey Alberta for all away games
- Obtain a raffle license at AGLC and file a raffle financial report online within 60 days after the raffle.

Manager Duties for League Teams: U11, U13, U15 and U18

- Attend the scheduling meeting with the Ice Director at the beginning of the season to negotiate league games. (have home tournament fliers, check out possible away tournaments)

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- Will be the contact person for any league game changes and any exhibition games
- Ensure each team has the following volunteers:
 - Security Coordinator
 - Time Keeper
 - Score Keeper
 - Penalty Box Keeper
 - Jersey Parent

Managers are a volunteer position and must follow Hockey Alberta Rules & Regulation Team Manager section

18.3 League Director

The League director should try to attend all League meetings for the season. Approximately 5 meetings. If ESMHA does not have any teams registered in the League the League Director MUST attend the meetings or we can be suspended from the League and it would take two years before ESMHA could register another team. The first meeting is in the fall – September. Two weeks later the Ice Director and Team Managers attend the league scheduling meeting (ESMHA has two votes, two people should attend). The league Playoff meeting is in January, Provincial playoff meeting in March and the last meeting for the season is in April.

18.4 Fundraising Director

The Fundraising Director is selected at the AGM. This position is in charge of all major fundraising projects. All ideas and plans must go through the board.

18.5 Parent Liaison

The Parent Liaison shall be responsible for hearing complaints, resolving concerns, and bringing forth any official complaints to the Executive board within 24 hours if required.

18.6 Team Trainer

- Responsible to retain proper safety certification as per HA
- Follow proper safety protocols in the event of injury
- Only to enter ice surface if called by Coach(es) after initial assessment of injured player
- Ensure First Aid Kits are brought to each game and that they are properly stocked

19. Referees

19.1 General

All Referees must be carded in current year with Hockey Alberta. A referee needs to be a playing level above the players they are assigned to ref. All Referees shall provide their own equipment.

19.2 Payment

ESMHA will provide payment for all Referees and Linesmen for all games.

League and Provincial games rescheduled by the Governor in accordance with Hockey Alberta rules and beyond the control of the team will have officials provided by ESMHA. Managers are to ensure referee forms are to be completed, signed by referee and manager and submitted to the Treasurer for payment. For league games when outside referees attend signed cheques may be issued, but forms MUST be submitted with cheque information completed on the forms.

Referee payments are based on Hockey Alberta Rates

19.3 Gear

ESMHA will provide referee jerseys for younger officials. To be stocked in the ref room.

DISCIPLINE PROCEDURES

20. CODE OF CONDUCT AND ZERO TOLERANCE POLICY

1. The ESMHA had adopted a Conduct Management Plan and Code of Conduct. Membership and participation in the ESMHA is a privilege, not a right. Members, player, team officials, volunteers, executive committee, members, coaches, volunteers, officials, parents and spectators are required to abide by the Bylaws and Policies and Procedures of the ESMHA as well as the Rules and Regulations set forth by Hockey Alberta and the ESMHA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game of team officials, members, players, volunteers, Executive Committee members, coaches, volunteers, parents, and spectators or damage to the property of the Association will not be tolerated.
2. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make travesty of the game.
3. Violation of any provisions set forth in the ESMHA'S Code of Conduct will result in disciplinary action
4. The Association will not tolerate loud, obscene, obnoxious Coaches, Manager, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as per ESMHA Policies & Procedures.
5. Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Head, Assistant Coach or Manager to assist their child in changing before or after a game. U7/U9 Exempt.
6. In no circumstances is a parent or fan to enter the opposing team's dressing room.
7. Coaches and other team officials, players, parents and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.
8. Upon receiving a written complaint on the ESMHA Incident Report Form, the executive shall take the necessary action, which may include suspending the right to attend games at the Ridgevalley Arena.
9. I understand that the game of hockey is a team sport and I will encourage teamwork and being a team player.
10. I understand that playing a sport involves a commitment to the team. I will make every attempt to always get my child to every game and practice on time. Where this is not possible, I will contact my coach/manager in advance.
11. HOCKEY ALBERTA USE OF CAMERAS AND PHONES: The use of any form of camera, video camera, camera phone, etc. is prohibited in any hockey dressing room during any sanctioned event (this includes players' phones). Parents and/ or coaches wishing to take pictures of individuals or teams in the dressing room (ie: post game photo with a trophy) must request permission of the team staff. For Minor Hockey, the team staff should consult the parent group prior to making a decision. If permitted, pictures must only be taken if everyone in the room is completely clothed/ dressed.

20.1 Discipline

Any player, coach, manager, trainer, official, volunteer, member, parent, spectator that is guilty of unacceptable conduct or violating the Code of Conduct or any other rule, regulation, or ruling of the ESMHA Board on or off the ice is subject to discipline, suspension or expulsion;

- ** A verbal reprimand
- ** A written reprimand
- ** A demand for an apology, either written or verbal, to any affected party
- ** A suspension from participation in or at Association activities, which may include barring of the attendance to the Ridgevalley Arena
- **A recommendation for an expulsion from ESMHA
- **Immediate expulsion from the ESMHA if behaviour is deemed severe enough

21. Trophies/Banners

All banners created by ESMHA for such things as League Championships etc. will be created in ESMHA colors and be uniform size and shape of current banners in the arena. Trophies and memorabilia will be displayed in the trophy cabinet.

ESMHA colors and be uniform size and shape of current banners in the arena. Trophies and memorabilia will be displayed in the trophy cabinet.

We, the undersigned, declare that these are the current Policies and Procedures of the East Smoky Minor Hockey Association.

Dated February 20, 2024

Please Print Name	Signature	Title
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Please Print Name	Signature	Title
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