

## **Fairview Minor Hockey**

### **New Parent Manual**

Welcome to Fairview Minor Hockey (FMH). This document was prepared to help you understand the various aspects of FMH and the role you play in the Association.

#### ***Important Documents***

The following documents are available on the FMH website [www.fairviewminorhockey.com](http://www.fairviewminorhockey.com)

Three important documents drafted and/or revised for the 2017/18 hockey year are:

- 1) Constitution and Bylaws
- 2) Conduct Management Manual
- 3) Policies & Procedures Manual

Each of these documents, among other things, explicitly explain the duties of the executive, the rules governing meetings, how rules are decided on and enforced, what is expected of the FMH Members including players, parents, coaches, team representatives, and executive members.

**The Policies & Procedures Manual** explains the rules and regulations on everything from registration, to evaluations, tournament hosting, team meetings, discipline actions, drug/alcohol policy, etc...

Please take the time to familiarize yourself with these documents as they are a great tool for handling questions, confusions, or disputes. They explain FMH's stance on many issues which should help answer questions or problems you may face throughout the year.

#### ***The Executive***

The executive is made up of the following positions:

President, Vice President, Past President, Secretary, Treasurer, Fundraising Coordinator, Equipment Coordinator, Referee Coordinator, Ice Coordinator, Registrar, Non-League Team Coordinator, League Team Coordinator, and Goalie Coordinator.

The role of the executive is to manage the hockey operations in accordance with Hockey Alberta recommended procedures, to ensure a level of care for our facility by our user group, and to manage the financial obligations of our hockey club.

Monthly executive meetings and the Annual General Meeting are open to the public. If you would like to know what is happening in FMH, the website posts the monthly meeting minutes. Information is also posted on the website and the FMH Facebook page.

## ***Volunteering***

FMH is a not-for-profit organization. Money earned from registration fees and fundraisers pay for facility rentals, referees, Hockey Alberta dues, All Peace Hockey League dues, police background checks, coaching clinics and courses, other clinics offered, and other miscellaneous expenses.

There are various fundraising activities throughout the year. Fundraising happens at BOTH the team level and the Fairview Minor Hockey level. It is very important you commit to supporting the fundraising activities through volunteerism and participation in the fundraisers. Money raised help keep the registration costs as low as possible at the association level and help offset tournament costs at the team level. Each team will appoint one fundraising person at the beginning of the year to sit on the executive fundraising committee.

Volunteering will be the defining factor in your commitment to your team and organization. If you plan on signing up for hockey you must be involved! Parents are as much a part of the team as the kids. It requires more than dropping kids off at the arena for practice and games. Volunteers are needed for the following:

- A) Team Staff – Manager, Coaches, trainers, safety person, equipment person, treasurer, parent referee, team fundraiser liason
- B) During Home Games – score clock operator, scoresheet official, announcer, penalty box
- C) Tournaments – prize table, score clock, scoresheet, announcing, organizer
- D) Fundraising – to cover cost of tournament fees and/or travel expenses. FMH also requires fundraising to offset the association costs mentioned above

## ***Registration***

The registration information can be found in the “Policies & Procedures Manual”. *Before your child can attend practices or games FMH requires the following:*

- 1) Respect in Sport be completed by both parents
- 2) Registration fees be paid in full
- 3) A bond cheque be provided
- 4) Any unpaid penalties/dues from the previous season be paid
- 5) Your child have proper equipment based on Hockey Alberta’s Minimum requirement
- 6) Registration documents be fully completed and submitted
- 7) Each parent review and sign the Parent Code of Conduct

### ***Bond Cheque***

A bond cheque is required to encourage you to fulfil FMH volunteer obligations. Throughout the year there will be various fundraising obligations and other FMH events such as hosting Provincials, and other community events that will require support.

### ***Team Manager***

Each team will have one manager assigned by the head coach. The manager is responsible for booking games and tournaments, organizing team volunteers, and communicating with the Fairview Minor Hockey executive. The manager has the authority of working within the FMH guidelines as they see fit. The manager is responsible as the first in line to troubleshoot problems that present in the team group as well.

### ***Coaching***

FMH works with coaches to follow Hockey Alberta coaching guidelines. As your child goes through the hockey system you may witness a variety of coaching styles. The coaching staff has the authority to coach how they see fit. In the Novice and older groups you are encouraged to keep out of the dressing rooms before, during, and after the games. Coaches utilize these times to discuss plays and to team build (ie. Allow kids to bond with each other and bond with the coaches). Parents involvement in the locker room can distract and disrupt this process. Coaching from the stands is prohibited. Most often parents coaching from the stands directly interferes with coaching from the bench. The coach has the authority to discipline players (within FMH guidelines) as they see fit. In the past a three strike rule has been utilized. Please be your coach's asset by encouraging your child to listen to them and observing any disruptive behaviour which may be affecting the coach's practice time or game time. Use your own discipline if the coach is continually having to address your child's behaviour.

### ***Referee Information***

Referees are an integral and absolute necessity in minor hockey. We try to train our referees as best we can. However, there are times throughout the year when they too have difficult games. Coaches and parents yelling at referees will only discourage them from participating in future games. It also has the added effect of discouraging those observing from wanting to participate in the future. We all make mistakes and young refs are on the ice to learn and grow their confidence to be better referees in future games. They must be comfortable in their environment for this to happen, just like any other job. There will be games where these young referees are not focused on certain aspects of the game and they will make mistake after

mistake. It happens and it is part of learning. Pressures placed on referees from coaches and parents make fewer and fewer children AND adults want to be a referee.

### ***Parent Referee***

FMH encourages one parent from each team to attend the referee course. The parent can be present as an emergency referee in the event the Referee Coordinator is unable to find a referee for games. The Referee Coordinator does their best to ensure this does not happen, but for some reason it does the game must still be played, especially in league play. Our association and thus your team will be fined by the All Peace Hockey League if a game is not played. The course is FREE and will require a parent who skates and has at least rudimentary knowledge on the rules of the game.

### ***Phones, Cameras, or Recording Devices in Dressing Rooms***

With changing times involving social media and the ability for everything to be public in today's world, any photo taking or video recording in dressing rooms is strictly prohibited! The use of cell phones in dressing rooms is banned. This rule is non-negotiable. Photos can be taken once every kid is fully dressed and with the coach's and other parent's approval.

### ***Practice Times***

FMH chooses practice times based on the age group and amount of practice required. We allot as much practice time as financially possible. The younger ages typically practice earlier to allow older kids who practice later to be finished early enough to accommodate their evening schedules. Female teams are usually regional, meaning the players are often travelling great distances to make practice. This means their needs must be kept in mind when scheduling practice. The Fairview Flyers, rec hockey, rate payers hockey, rink rat hockey, and figure skaters are also important user groups of the arena that require adequate ice access. These dynamics are kept in consideration when designing our season's schedule.

The coaches require each player to attend each practice on time as they often are working on strategic or positional play. It is very disruptive to practice when a player is constantly missing. Early arrival is also important as it allows kids time to get dressed and allows coaches time to review practice drills or game strategy. This is better done in the locker room before heading onto the ice.

### ***Communication***

Our organization chooses to utilize modern tools as a primary means of communication. The FMH website is an all encompassing resource for information. FMH has started a Facebook page that is updated regularly with information about the teams and the organization as a whole. Individual teams often use social media services such as TeamSnap as a means to communicate with their members.

Each team will be asked to provide a social media volunteer who can keep FMH updated on what is happening with their group. That person is responsible for reporting any abuse seen on the sites. The FMH social media policy applies to ALL social media being used in our association.

It is important we all take responsibility for things being said on these sites. We need to protect our organization by reporting and/or removing negative or derogatory remarks. Anyone using these sites as a place to complain, negatively remark, slander, or cuss will be removed immediately and banned from using those services in the future. They may also be considered for review for disciplinary action.

As we strive to find better ways to communicate, our group is exposed to more risk of someone abusing our policy. Please review the **Policies and Procedures Manual** available on the FMH website to become aware of the complaints procedures, bullying/abuse, and other workings of FMH. Publicly complaining on an online forum is not healthy for any organization. We encourage communicating problems or complaints in a manner that is healthy for our organization. Often complaints revolve around confusion as to why something is being done in a certain way. The available manuals try to resolve these confusions. Please review the documents first. If you continue to have questions then follow the proper processes to get resolution.

### ***Facility Care***

FMH is a user group of our town's arena and as such are responsible for keeping the facility in good shape. It is up to each parent and child to do their part to maintain the facility so it lasts for future generations. We typically receive the following complaints:

- 1) *Running and playing in the halls, dressing rooms, or common areas.*

You are responsible for your own children so please be aware of where they are and what they are doing. The arena is not a daycare facility and has many areas that can be considered hazardous. You can not just show up and leave your child unattended.

- 2) *Playing hockey, shooting pucks, or throwing balls in the halls, rooms, or common areas.*  
We are responsible for the cost of repairs and cleaning when things are damaged or puck marks are on the walls
- 3) *Scooters, skateboards, wheeled devices in the arena*

The arena can not be utilized as a play park. Wheeled devices are prohibited in the arena. Please direct kids using these items to the skate park north of the arena.

4) *Garbage left in the common areas, the stands, and dressing rooms*

It is the responsibility of each of us to keep our facility clean and tidy.

FMH always looks for ways to keep the registration fees as low as possible. Keeping our arena in good shape and doing our part to keep it clean is one way to reduce our facility expense.

Please refer to the **Conduct Management Manual** on the FMH website for more information.

HAVE A GREAT HOCKEY SEASON!