



# **FORT MACLEOD MINOR HOCKEY ASSOCIATION (FMMHA) POLICIES & PROCEDURES**

## **GENERAL**

This document provides the executive and members of Fort Macleod Minor Hockey Association with the basis from which decisions are made. The manual contains a summarized version of the policies that provide the operating structure for the Fort Macleod Minor Hockey Association, and outlines of the specific job responsibilities of its Board Members.

### **Maintenance of this manual**

All Executive Members are responsible for ensuring this Manual is up to date. The President and Secretary are responsible for custody of the master copy of this Manual and for distribution of updates. The President and the secretary are responsible for destroying all records/documents in the FMMHA locker room that are over seven (7) years old to date.

**Hockey Canada (HC) is the governing body of organized hockey in Canada.**

Objectives:

1. To Foster and encourage the sport of hockey throughout Canada.
2. To foster and encourage leadership programs in all areas related to the development of hockey in Canada.
3. To promote and encourage the foundation of Provincial and Inter-collegiate Amateur Hockey Association as local governing bodies.
4. To establish and maintain a uniform test of amateur standing and uniform playing rules for organized hockey.
5. To affiliate with and cooperate with other national and international hockey organizations.
6. To conduct inter-branch and international contest of organized hockey

Hockey Canada's Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences."

Hockey Canada believes...

- In a positive hockey experience for all participants, in a safe, sportsmanlike environment.
- In the development of life skills which will benefit participants throughout their lives. • In the values of fair play and sportsmanship, including the development of respect for all people by all participants.
- In hockey opportunities for all people regardless of age, gender, color, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.
- In the importance for participants to develop dignity and self-esteem.
- To instill the values of honesty and integrity in participants at all times.
- In the promotion of teamwork and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.
- In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.
- In the value of hard work, determination, the pursuit of excellence and success in all activities.
- In the benefits of personal and physical well-being.

**Hockey Alberta (Alberta Amateur Hockey Association, AAHA or HA) is the governing body for organized hockey in the Province of Alberta.**

HA is a member of Hockey Canada. Referees are members of HA and the chairperson of the Referee's Council serves on the HA Board of Directors.

Rules and Regulations governing the game of hockey are standard across Canada. Rules and Regulations are reviewed by the National body every five years.

Hockey Alberta approves the boundaries of each member Association.

HA acts as an Appeal Board to which any member, team or player may appeal any disciplinary measure or other matter rendered against him/her.

HA issues permits for tournaments and exhibition games in order to ensure that participating teams meet age and other registration requirements.

Every player and official of teams is required to register on HA Player Cards or Team Sheets. This ensures equity on the basis of age and residential requirements and provides a historical record of a player's career.

Objectives:

1. To promote and encourage the formation of amateur hockey clubs and leagues.
2. To establish and maintain a uniform test of amateur standing and uniform playing rules for amateur hockey.
3. To encourage and foster personal development and leadership qualities of individuals through their participation in amateur hockey.

**The Central Alberta Hockey League (CAHL) is the governing body of minor hockey for all teams registered in the CAHL.**

The Fort Macleod Minor Hockey Association is a member of, and plays under the Rules of the CAHL. Each team will be responsible for complying with all the rules and regulations of the CAHL.

Objectives:

- Developing character and sportsmanship;
- Maintaining and increasing interest in the game of hockey;
- Developing the skills of hockey;

- Developing a healthy self-image and enjoyment of the sport;
- Fostering a general community spirit;
- Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty;
- To maintain competitive hockey and attempt to accommodate travel concerns.

## **EXECUTIVE AND DIRECTORS OF THE FMMHA**

The Association shall be managed by a committee of members who shall be known as the Executive and shall consist of the following officers: President, Vice President, Secretary, Registrar and Treasurer.

Directors as necessary to manage the ice scheduling, equipment, hockey ops, publications, fundraising, Coach Coordinator, manager coordinator.

- One member may hold the combined office of Secretary/Treasurer.
- The executive and directors shall be elected annually at the Annual General Meeting of the Association.
- The Executive Committee may fill any casual vacancies occurring in the Executive.
- All Organization Volunteers shall train, orient and mentor their successor

### **PRESIDENT:**

- The President is responsible for supervising the organization, planning, administration and management of the club, provide leadership and oversee the smooth operation of the Association.
- The President acts as the chairperson for all club meetings.
- Establishes committees and appoints chairpersons as necessary. He/She must also liaise regularly with the chairpersons to monitor their activities.
- Liaise with the League, Provincial and National Associations
- Ensures the smooth flow of information from members to the board and vice versa.
- President (or delegate) will attend team meeting for each team at the beginning of the season.

- Shall be responsible for requesting travel permits, tournament sanctions and all Special Event Permits from Hockey Alberta.
- Recommended minimum 2 year position.

**VICE PRESIDENT:**

- The Vice President is to assist the President as required, and be capable of fully assuming his/her duties in the event of the President's absence.
- Recommended minimum 2 year position, alternating with the President.

**SECRETARY:**

- It shall be the duty of the Secretary, or Secretary/Treasurer, to attend all meetings of the association and of the Executive, and to keep accurate minutes of the same.
- In case of the absence of the Secretary, his/her duty shall be discharged by such member of the Executive as may be appointed by the Executive. The Secretary shall also keep a record of all members of the Association, their addresses and send all notices of the various meetings as required.
- Recommended minimum 2 year position.

**REGISTRAR:**

- Shall maintain an updated registration list during the fall registration period. This list must be sorted by division and made available by email to the President, Vice President, Treasurer and Coaching Coordinator as it changes.
- Shall coordinate the registration of all teams with Hockey Alberta and Hockey Canada.
- Shall be responsible for all data entry into the Central Alberta Hockey League registration web by the league deadlines.
- Recommended minimum 2 year position alternating with the secretary.

**TREASURER:**

- The Registrar shall keep a record of all members of the Association and their addresses.
- Shall collect and receive the annual membership fees levied by the Association, such moneys to be promptly turned over to the Treasurer or Secretary/Treasurer of the

Association for deposit in a recognized financial institution as hereinafter required.

- The Treasurer or Secretary Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same in such recognized financial institution as the Executive may order. He/She shall properly account for all the funds of the Association and keep such books as may be directed. He/She shall present a full detailed account of the receipts and disbursements of the Association to the Executive whenever requested, and shall prepare for submission to the annual meeting a statement duly audited as hereinafter set forth of the financial position of the society, and submit a copy of the same to the Secretary for the records of the Association.

- In the fall, prior to going on the ice, treasurer will email all Managers a list of outstanding player's debit and player fees that have not been paid.

- Recommended minimum 2 year position alternating with the registrar.

**ICE SCHEDULER:**

- It shall be the duty of the Ice Scheduler to attend all meetings of the association and of the executive and to schedule all game and practice times for FMMHA teams. He/She shall follow up on ice use by teams and ensure full utilization, as well as distribute extra available ice fairly among minor hockey teams. The Ice Scheduler shall follow up on complaints by ice users and reports to the President.

**FUNDRAISING DIRECTOR:**

- Fundraising Director shall co-ordinate all fund-raising functions for FMMHA (raffles, casinos, provincial tournaments). He/She shall also arrange for temporary volunteers to assist with FMMHA projects.

Reports to the President.

**PUBLICATIONS DIRECTOR:**

- The Publications Director shall ensure hockey constantly remains in the public eye. He/She shall create a website and/or maintain the content of the FMMHA website. In

addition, he/she shall co-ordinate all advertising for FMMHA which may include: registration, annual general meetings, special meetings and special events. He/She shall also post relevant articles on the website and arena bulletin board and encourages the teams to post current statistics and reports to the President.

**COACH COORDINATOR:**

- The Coach Coordinator shall be a member of the coach selection committee and will also be the “report to” with the manager coordinator for parent liaisons. Any issues reported by the Parent Liaison process will be forwarded to the President and detail actions that will be taken. The coach coordinator shall participate in the coach/manager meeting at the beginning of the season.

- The coach coordinator will be responsible for coaching mentorship and communication to coaches from the FMMMHA board.

- Reports to the President.

**MANAGER COORDINATOR:**

- The manager coordinator will be responsible for selecting team managers and will also be the “report to” with the coaching coordinator for parent liaisons. Any issues reported by the Parent Liaison process will be forwarded to the President and detail actions that will be taken. The manager coordinator shall participate in the coach/manager meeting at the beginning of the season.

- The manager coordinator will be responsible for manager mentorship and communication to managers from the FMMMHA board.

- Reports to the President

**EQUIPMENT MANAGER:**

- The Equipment Manager is responsible for all equipment matters of the FMMHA They:

- Shall monitor the FMMHA equipment inventory providing feedback to the board for planning and budgeting replacement inventory as needed.

- Shall coordinate all equipment related purchasing for the FMMHA.

- Shall identify equipment that needs to be repaired and manage the repair process.

- Shall work with equipment suppliers to ensure that any equipment that has been ordered is delivered as requested and on time.

- Shall manage the security processes of the storage facilities for the HMHA and will

assign lockers and locks to each Team as required.

- Shall distribute, maintain and collect all equipment; pucks, puck bags, cones, first aid kits, etc. to and from assigned Coaches or Managers only for FMMHA.
- Shall maintain a record of equipment distributed to all teams.

#### **CENTRAL ALBERTA HOCKEY LEAGUE DIRECTOR:**

- A volunteer position within FMMHA who attends all CAHL meetings on behalf of the President and association, and represents the interests of the association. This position is on an as needed basis. Travel mileage expenses would be covered by the association.
- Repots to President.

#### **CAHL GOVERNOR**

When assigned, the Tier Governor will be responsible for the overall monitoring and management of the assigned tier of teams in their age category and to provide communications point for the league activities, leadership, direction, confirmation all entered data, complete all corrections as need, communicate and dispense reprimands as needed to the Teams in their Tier.

- Each Governor will ensure that each Team Manager in their division has their telephone and email contact information at the start of the season.
- Shall enter game changes after they approve them following the appropriate procedure outlined in Regulation 9 (m). Completed game changes entered should be summarized in provided form to the League Administrator weekly.
- Shall arrange and approve cross-over games involving their tier. These crossover games played should be reported to the League Administrator on a weekly basis in the provided form
- Shall be responsible to verify the accuracy of the game stats on the website by Wednesday at midnight directly following the weekend of games played. The data entry of the game sheet information will be the responsibility of the designated Data Entry Person of the Home Team of each game. Any Association whose Data Entry Person who fails to complete the data entry of a home game by Monday Midnight after weekend games may be fined Fifty Dollars (\$50.00) for each game in violation.
- Must provide update reports as requested at all CAHL Meetings, including the AGM. Non-Lead Governors are encouraged to attend as many meetings as possible, however the Lead Governor may excuse Non-Lead Governor from attending in consultation with the Governor in Chief. Non



Lead Governors are required to send a full report of their tier to Lead Governor for presentation on their behalf at meetings.

**HOCKEY OPS DIRECTORS:**

- Shall be responsible for the general rules and regulations for the association.
- Shall be responsible to ensure all directors are fulfilling their requirements.
- Shall be responsible for any policy updates to be brought to the AGM.
- Reports to President.

**TEAM LIAISONS:**

- The Team Liaisons will be selected at the beginning of the season. The Team Liaisons will attend the executive meetings to give oral reports on their team. It is the responsibility of the team liaison to deal with team issues at the team level. He/She shall forward concerns from a parent/player/team official to the appropriate personnel.
- Team Liaison must not be related to Coaching Staff (Head Coach, Asst. Coach, or Manager).

**RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER**

Members of the Executive can resign their position by providing the President and Secretary with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation, so that the Executive will have an opportunity to elect or appoint a replacement.

**REMOVAL OF AN EXECUTIVE COMMITTEE MEMBER**

A member of the Executive Committee shall be relieved of their duties and removed as a member of the Executive Committee upon a 75% of majority vote of the Executive on the basis that the Executive member is doing an unacceptable job that cannot be corrected or bringing HMHA into disrepute. The individual will be given the opportunity to resign prior to this vote being completed as per section.

**1. REGISTRATION - Definition: COMPLETED Registration will include Online Registration, Completed Forms and FULL payment of Fees submitted to FMMHA Executive.**

**A.** FMMHA will accept payment by E-Transfer, Cash, Cheque or Bank draft until July 31 of every upcoming hockey season. Any monies accepted after July 31 of upcoming season are required to be paid in E-Transfer, Cash, Certified Cheque or Bank draft. Any NSF returned cheque will incur an additional \$25.00 fee on top of any bank fees charged to FMMHA. Any additional fees will be required to be paid to FMMHA. Cheques will not be accepted from any NSF cheque issuers from the previous hockey season.

**B.** FMMHA will host a minimum of 2 public registration events that will be advertised in local papers at least 2 weeks in advance and be posted on any available social media used by FMMHA and the [www.fortmacleodminorhockey.com](http://www.fortmacleodminorhockey.com) website. These events will be held prior to July 31 of every year unless special external extenuating circumstances apply.

**C.** FMMHA will offer an Early Bird Registration Fee rate for COMPLETED registrations up to July 31 of the upcoming season. Verified confirmation of funding from subsidy programs is required to qualify for Early Bird Registration Fee rate. COMPLETED registrations submitted after July 31 of upcoming season will be subject to Regular Registration Fee rates unless special external extenuating circumstances apply.

**D.** There will be a required 48 hour waiting period from the time a fee is paid in full until a player can step foot on the ice. This waiting period may be waived by the FMMHA Board.

**E.** No player is permitted to take part in any FMMHA activity prior to having submitted a COMPLETED registration package. This is non-negotiable and will be enforced as so. FMMHA President, Vice-President, Treasurer or Registrar will be the only Board members permitted to grant player permission to take part in FMMHA sanctioned events.

**F.** FMMHA will be the sole determining body regarding team size. When possible FMMHA will abide by Hockey Alberta and Hockey Canada guidelines in the U7 – U18 age divisions. After October 1 of upcoming season, FMMHA reserves the right to refuse any new registrations.

**G.** Any registration refunds must be requested in writing to the FMMHA Registrar. Registration refunds will be subject to a 7 day waiting / approval period. Approved refunds will be issued by cheque on the 15th or 30th of the current month. Approved refunds will be processed by the FMMHA Treasurer. Funds received via subsidy programs or additional funding programs will be returned to each program accordingly. Any refunds requested up to September 30 will be refunded in full. Any refunds requested after September 30 will be less any Hockey Canada / Hockey Alberta / CAHL fees forwarded on behalf of FMMHA. Refunds will be pro-rated at a rate of 100% (minus fees) from October 1-15, 75% (minus fees) from October 16-November 30, 50% (minus fees) from December 1-31 and 25% (minus fees) from January 1-10 of the current season. Refunds will not be issued after January 10 of the current season.

**H.** Medical or injury related refund requests will take into consideration the date of injury as noted by Team Officials as well as supporting Medical Doctor documentation.

**I.** Registration and member status may be revoked or suspended at any time by FMMHA. Failure to comply with the FMMHA Parent / Player Code of Conduct or the FMMHA Zero Tolerance policy may result in the suspension or prohibition from any FMMHA events.

**J.** All registered members are required to abide by Hockey Alberta / FMMHA / CAHL chartered policies around certification and requirements.

**K.** Registration fees shall cover all FMMHA assigned practice ice, assigned game ice or allocated extra ice costs including referee expenses, insurance, league fees, Provincial play down fees, home and away socks, and other budgeted operating expenses. Individual teams are responsible for costs incurred for ice outside of FMMHA assigned times, referee expense outside of FMMHA assigned or allocated game time, tournament fees, travel expenses, dressing room surcharges, and other individual team expenses.

**L.** Registered players cannot practice or play in any non-sanctioned league or team as outlined by Hockey Alberta or Hockey Canada.

**M. Non-Sanctioned League Play**

- Any player residing in the physical boundary of FMMHA borders or has previously registered and lives within the FMMHA borders which chooses to leave the association to join any non-sanctioned league will be granted permission to rejoin FMMHA upon first offense. If a player chooses to leave FMMHA for a second time a written application must be presented to FMMHA by Aug 31st of the active hockey year. Application must state, the reason for leaving and request to rejoin FMMHA the following year. Upon receipt of application FMMHA board will review application and at that time reserve the right to approve request or revoke membership privileges for the following year registration (if individual still chooses to leave) and any future registrations to FMMHA. If no application is filed, then the registered individual will be removed from FMMHA and will no longer be permitted to rejoin the association.

Applications will not be accepted for individuals looking to leave for a third time.

- Policy 1M will not be enforced as per FMMHA Board approval if extenuating circumstances out of our control (i.e. Covid 19 Return to Play Protocol) does not meet an individual's desired hockey expectation. The individual can request in a written application for Policy 1M to be non enforced as per circumstances.

- Policy 1M does not include Spring leagues or teams, Camps or private skates held by individual groups.

**N.** FMMHA has the right to refuse registration from a family if the Conduct of Conduct has been consistently breached in a previous season and no request to be released will be given.

Eligibility to return to playing may be requested in the next season.

## **2. PLAYER MOVEMENT & PLAYER AFFILIATION**

- A.** All FMMHA Team to Team player movement requests either “overage” or “accelerated” must be made in writing to FMMHA. Player movement requests will be subject to Hockey Alberta / CAHL / FMMHA guidelines before being approved or denied.
- B.** FMMHA will only look at movements of players where movement of 1 year occurs, e.g. 2nd year U9 to 1st year U11 or 1st year U18 to 2nd year U15.
- C.** FMMHA will not consider movement of a player if it jeopardizes the player or team status by allowing movement.
- D.** FMMHA will grant a registered player “permission to tryout” to only one “AAA” program as well as the subsequent “AA” program that is within the established Recruitment Area by Hockey Alberta.
- E.** FMMHA will grant a release to any player who has been selected to participate in a “AAA” or “AA” program within the established Recruitment Area by Hockey Alberta.
- F.** FMMHA will consider player affiliation of all second year players in the U9 to U18 divisions. First and foremost, consideration will be given to player ability and parent approval.
- G.** After affiliation has been approved by the governing hockey body (Hockey Alberta), the affiliated player will be subject to the regulations set out by Hockey Alberta as well as the League (CAHL) regulations set for each division for which the specific team is registered in.
- H.** FMMHA Board requires affiliated player requests to be documented via the Affiliated Player Request Form and submitted to the FMMHA Board for final approval. The Affiliated Player Request Form is viewed as an agreement between the “requester” Head Coach and Manager and the “requestee” Head Coach and Manager.
- I.** No player affiliation game play requests will be granted when the affiliation will leave any team at a detriment i.e.; the affiliated player has a previously scheduled game with his or her currently registered team, the loss of the affiliated player will put his or her currently registered team at a disadvantage.
- J.** All affiliated players will be affiliated for development reasons and will be rotated equally onto the team roster that the affiliated player is affiliated to for game play when requested. Player readiness/ability will be taken into consideration. Affiliated player rotation exceptions may be considered for Hockey Alberta Provincial Tournaments.

## **3. TEAM DECLARATIONS**

**A.** FMMHA will be the deciding body with regard to the following surrounding Team Declarations : ii) FMMHA will declare and select the number of team entries in the selected league that FMMHA is currently a member of. iii) All team rosters compliant within Hockey Alberta regulations and those meeting appropriate criteria will be submitted for Hockey Alberta provincial play downs by the FMMHA Registrar.

**B.** Provincial play down ice requirements supersedes any teams league play. FMMHA Ice Scheduler and Team Managers will be required to ensure that ice is returned and tracked accordingly. All ice transactions around Provincial play must be submitted to the Ice Scheduler.

**C.** FMMHA will submit all teams eligible to be entered into Provincial Zone play-downs. If a team succeeds in being the Zone winner, they will be required to attend the Hockey Alberta Provincial Tournament. The entry fee for the Provincial Tournament will be paid by FMMHA. Any additional funding to attend the Provincial Tournament will be dependent on the financial status of the FMMHA and under the discretion of the FMMHA Board.

**D.** FMMHA will use Hockey Alberta guidelines surrounding maximum players on a team.

**E.** Where there are more than the allotted amount of players registered as set out by Hockey Alberta, the FMMHA will split the team according to the following principles: Firstly in accordance with League policy / Coaches shall assist in determining the split. If Coaches decision is short of unanimous then FMMHA will determine the split.

#### **4. INITIATION TO HOCKEY PROGRAM**

**A.** This program will be run solely under the direction and leadership of FMMHA Board of Directors.

**B.** The program must meet the guidelines as set out by Hockey Alberta surrounding selection of instructors / those certified and approved for player contact on the ice / those certified and approved for contact on bench.

#### **5. EQUIPMENT / JERSEYS**

**A.** FMMHA Equipment Manager or authorized personnel are the only persons permitted to charge equipment to FMMHA. Purchases over \$250.00 require authorization from the FMMHA Executive.

**B.** FMMHA will not loan / rent or borrow any equipment or jerseys to any groups that do not fall under the FMMHA umbrella of teams.

**C.** FMMHA will provide goaltender equipment if required excluding helmets, sticks, athletic supporters (jocks, jills, cups) and skates. This equipment will be deemed suitable as per the

FMMHA Equipment Manager. If any equipment is required beyond what is required by the Equipment Manager, they will require approval from the FMMHA Board.

**D.** FMMHA and Team Officials will assign jersey numbers if deemed necessary to meet any league or Hockey Alberta deadlines to avoid fines or discipline.

**E.** FMMHA does not allow the use of sport drinks. Reasoning for this is to preserve the equipment and jerseys provided for as long as possible.

**F.** Team Officials will be responsible for the care of assigned team equipment which includes the washing of team jerseys. Team jerseys are to be hung to dry. Do not put team jerseys in the dryer. Team jerseys are to be returned in cleaned condition at the completion of each teams season to the FMMHA Equipment Manager. **G.** Any damage incurred beyond reasonable wear and tear will subject the team to the cost of replacement of damaged equipment.

**G.** All written quotes shall be provided to the secretary for entry into the monthly meeting minutes and kept as a matter of course.

**H.** FMMHA will provide all teams with appropriate First Aid Kits. Kit content may vary depending on level of play i.e. U7 to U18. First Aid Kit contents are the responsibility of the borrowing team. All kits must be returned at the end of the season. Kits will be restocked prior to reissue.

## **6. TOURNAMENTS / FUNDRAISING FROM TOURNAMENTS / 50-50 MONEY**

**A.** FMMHA teams (U7 – U18) will be provided a selected tournament weekend by Sept 15th of that hockey season. If Team Officials deem they will not be hosting a tournament that season, the team must submit in writing to FMMHA Board a MINIMUM of one month prior to tournament date that they decline the option to host a tournament. The weekend ice is returned to FMMHA Ice Scheduler to assign as they deem fit. (See Ice Availability section regarding tournament ice times.)

**B.** Pond Hockey will be provided ice upon availability for day tournaments or hockey jamborees as FMMHA sees fit. A request must be provided in writing to FMMHA Board a minimum of 90 days in advance.

**C.** FMMHA teams that are hosting a tournament will be required to pay for 100% of ice rental costs as well as 100% of referee costs for said tournament. FMMHA does not cover this cost. This cost is recovered from the tournament team entry fees charged by the hosting team.

**D.** Any money raised or generated during the process of hosting a tournament will first and foremost be used to cover the cost of ice rental, referee fees and incidental costs incurred during the tournament. If the costs cannot be covered, then the host team / group could be responsible to cover any remaining expenses.

- Each team will be required to have a team treasurer that works directly with FMMHA treasurer to ensure transparency.

- All raffle table and 50/50 funds raised during the tournament are to be handed over from the team treasurer to the FMMHA treasurer immediately to be deposited into the casino account, payment of ice and referees will come from that account first.

- Any use of remaining funds generated from hosting a tournament will require FMMHA Board approval. Any request for funds will require a detailed FMMHA Fund Request Form submitted to the FMMHA Board for review.

**E.** Any receipts submitted for reimbursement from Team funds or FMMHA funds are open to review by the FMMHA Board before approval of reimbursement.

**F.** When 2 FMMHA teams share a tournament a committee will be formed with equal representation to ensure a co-operation and mutual benefit to both teams.

**G.** All teams are required to sell 50/50's at every home exhibition, league, playoff and provincial game.

**H.** Individual teams will share 50/50 proceeds with FMMHA. At each months end, accounts will be reduced by 25% of the funds collected in that month to assist FMMHA with its financial responsibilities.

**I.** Any use of funds raised through the sales of 50/50 draws will require a detailed FMMHA Fund Request Form submitted to the FMMHA Board for review.

**J.** FMMHA Board will not consider requests for funds to pay for hotel rooms, gas cards or alcohol. Consideration will only be given when supporting a FMMHA team that has qualified for a Hockey Alberta Provincial Tournament.

**K.** If a team does not cancel scheduled ice times with adequate notice, rental of ice and referees can be taken out of the teams 50/50 account.

**L.** Teams are allowed to use their 50-50 money to reimburse expenses of coaches that do not have children playing on the team.

**M.** Any money left over as of March 31st will go back to FMMHA to assist with its financial responsibilities.

**N.** All raffle table, 50/50 and team fundraising requiring a license will need to go through FMMHA board Fundraising director. The director will be responsible for applying for the required licenses and submitting appropriate paperwork. The director will ensure the numbers on the paperwork match the bank deposit into the casino account.

## **7. ICE AVAILABILITY**

- A.** All ice provided to teams is at the discretion of FMMHA and can be amended at any time during the hockey season with appropriate notice.
- B.** The FMMHA Ice Scheduler will provide practice times deemed appropriate and suitable by the FMMHA. FMMHA will be the deciding body regarding number of practices and events per week. Practice times may require flexibility from year to year and will not always carry forward from one season to another. Consistency will be aimed for, but cannot be guaranteed.
- C.** FMMHA Pond Hockey will be provided an amount of ice time deemed suitable by FMMHA to meet the guidelines set out by the officials and leadership of the Pond Hockey program.
- D.** FMMHA Ice Scheduler will submit suitable ice slots as per league guidelines. Upon a league schedule being compiled and finalized, available ice will be returned to the Town of Fort Macleod for use. Team officials are required to contact the FMMHA Ice Scheduler when relinquishing ice time or requesting additional ice time.
- E.** FMMHA team tournaments will supersede all practice and regular scheduled ice times on those weekends.
- F.** Hockey Alberta provincial play downs will supersede regular scheduled ice times. The FMMHA Ice Scheduler and Team Officials will work together to see that all teams registered in Provincials have the required ice times to participate.
- G.** Teams will be permitted to have the ice and referee costs of 2 home exhibition games per season covered by FMMHA. Regular season, playoffs, provincials, pond hockey, practices and tournaments will supersede exhibition games.

## **8. FMMHA POND HOCKEY**

- A.** This program will be run at the discretion of FMMHA on a year to year basis.
- B.** A Pond Hockey leader / manager is required to organize registration and all administrative duties.
- C.** The FMMHA Treasurer will receive and account for all deposits from Pond Hockey.
- D.** Any on ice leaders must be deemed acceptable by the FMMHA executive and have required certification as deemed appropriate by FMMHA Pond Hockey and Hockey Alberta.
- E.** All participants must be in full equipment that meets current CSA standards and Team Officials must have a CSA approved helmet at all times.



## **9. GAME OPERATIONS**

**A.** FMMHA executive may impose a suspension deemed appropriate upon investigation of a documented incident in any Hockey Alberta sanctioned game. This may be imposed on any member / team official. Any appeal of a suspension issued by FMMHA must be provided in writing.

**B.** FMMHA will annually hire a Referee Co-ordinator that will organize all officials and events required for the game to take place. Any concerns regarding officiating need to follow the proper chain of concern as per FMMHA policy and should only be filed in writing by team manager after a 24 hour cool down period to the President of FMMHA and the Referee Coordinator.

**C.** All games and tournaments excluding regular season require HA sanction numbers. Away games require travel permits. Each manager is responsible for providing the required information a minimum of a week prior to said game to the FMMHA president. He will then obtain sanctions and travel permits. Once sanctions and permits have been approved by HA the manager will be notified.

## **10. COACH / MANAGER POSITIONS**

**A.** All Head Coach, Assistant Coach and Manager positions must be accompanied by the correlating position application form and submitted to FMMHA Board for approval.

**B.** In the event that more than one application is submitted for a Head Coach or Manager position, a three person interview committee consisting of FMMHA Board members will be formed to conduct an interview process to fill the desired position.

**C.** Any participant in a Coaching or Manager position in the FMMHA will require a current Criminal Record Check in the Vulnerable Sector category to be completed by the local RCMP Detachment and submitted to FMMHA to be kept on file for the current season.

**D.** Team Officials that require certification to become qualified are eligible to submit the cost of required courses for reimbursement to the FMMHA Board. The FMMHA Executive / FMMHA Coaching Coordinator will be responsible in ensuring that required Coaching courses are not redundant for prospective Team Officials.

**E.** All Coaches and Managers must have the appropriate coaching courses as mandated by Hockey Alberta on their website. - All Head Coaches from U7 to U18 MUST have the Hockey Alberta Safety.

- All coaching clinics must be completed by November 1, or registered to attend a coaching clinic before November 1, to be certified as a head coach.

- If a head coach or assistant coach applies that is also coaching in a non-sanctioned hockey league, as per Hockey Alberta, they must be approved by a committee consisting of the Hockey Development Director, President, and Operations Director to coach in the FMMHA.

## **11. REFEREE COORDINATOR / REFEREES**

**A.** FMMHA will offer a Referee Coordinator position on a seasonal basis which is paid an honorarium that is predetermined by the FMMHA Board. This position will be advertised in local media outlets for a minimum of three weeks prior to the upcoming hockey season. All applicants must apply in writing to the FMMHA Board.

**B.** The roles and responsibilities of the Referee Coordinator will be to schedule all referees required for all exhibition, league, playoff, provincial and tournament games conducted by FMMHA. The Referee Coordinator will also be required to communicate with the FMMHA Board periodically to update and make aware of any problems, solutions or changes that may be required by the Alberta Referee Association body.

**C.** Referees hired by the FMMHA will be paid the current Alberta Officiating rates for games as well as the current mileage rates if so applicable.

**D.** Referees will be paid at the conclusion of each game by the Referee Coordinator or Team Manager unless previous arrangements have been made and agreed upon by both parties. Acceptance of payment must be recorded and filed with the Referee Coordinator.

**E.** FMMHA will reimburse referees that are living within the FMMHA Boundary the cost of ONLY their Registration Fee for Certification requirements after completing a minimum of five games officiated within FMMHA. This does not include course administration fees, supplies, rule book, whistle, jersey or patches.

**F.** FMMHA will offer a “New Referee Package” to anyone that is a living within the FMMHA Boundary and a first time referee. FMMHA will supply a Referee jersey, patch, whistle and rule book as well as reimburse the Registration Fee cost for Certification requirements after the minimum five games have been officiated within FMMHA. NOTE: the Referee jersey and patch will remain the property of FMMHA.

**G.** A two (2) or three (3) man system of game officials will be used for all age categories and all referees should be at least one age category above the age category they are officiating. The referees for U11 and U9 category must hold a Level 1 or higher card. The referees for the U13 category and above must hold a Level 2 or higher card.

Officials may not be a Referee in any CAHL game if they have a member of their immediate family participating in the game, or carded or team sheeted to the team (immediate family includes son, brother, etc. They can be a Linesman as long as the opposing team is given notice

of this prior to the game with both agreeing and signing off on the front of the CAHL Game Sheet to that fact. If this is not done the Home team association may be fined a maximum of 100 dollars and at the discretion of the CAHL Executive the game may be replayed at the expense of the Home Association.

**H.** In the event that a referee is not available to officiate a game, follow Hockey Canada rules. Both coaches must agree on the referee to be used and sign the front of the game sheet before the game starts, or the game shall not be played and the home team shall submit a report to the President for evaluation.

## **12. DRESSING ROOM PROCEDURES**

**A.** FMMHA requires a minimum of two Team Officials (Head Coach, Assistant Coach, Manager) in the dressing room(s) at all times for supervision purposes. If these requirements can not be met, a suitable alternate designate (Vulnerable Sector Check completed) may be used temporarily to comprise the two Team Officials.

**B.** Fort Macleod and District Sports Centre dressing rooms are to remain locked until a FMMHA Team Official has obtained a key from the Facility employee for access. FMMHA advises all Team Officials to keep dressing rooms locked while teams are on the ice.

**C.** FMMHA advises all Team Officials to do a “walk through” of dressing rooms prior to and in conclusion of use of dressing rooms and document ANY damage or repairs that may be required by Facility employees.

**D.** FMMHA does not take responsibility for lost or stolen items.

**E.** As per Hockey Canada Policy, FMMHA allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

**F.** As per Hockey Canada Policy, FMMHA allows at the U13 level and above the following conditions will apply in all co-ed team environments:

Females and males will change in separate rooms

Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.

- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with the shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

**G.** Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

**H.** Only immediate family members or assigned guardians shall be permitted into the dressing room to assist players with dressing/undressing before and after games. To avoid congestion please limit this to 1 or 2 adult's maximum. Siblings of players under the age of 8 are permitted with an adult.

### **13. CONFLICT RESOLUTION / COMPLAINT PROCESS**

**A.** FMMHA ENDORSES A 24 HR COOL DOWN PERIOD PRIOR TO SUBMITTING A COMPLAINT.

**B.** FMMHA Board will provide a Team Board Liaison to allow for communication between Team Officials, parents and players and the FMMHA Board.

**C.** Complaint(s) must be submitted in writing within 7 days of incident and include a completed Complaint Form obtained from the [fortmacleodminorhockey.com](http://fortmacleodminorhockey.com) website to Team Officials and / or the Team Board Liaison. Verbal concerns are not dealt with as official complaints. After a complaint has been reviewed and sufficient information has been gathered from parties involved, a resolution will be attempted. If complaints can not be resolved by Team Officials / Team Board Liaison and parties involved, then further input and resolution may be required by the FMMHA Board. Once FMMHA has received a formal complaint, FMMHA board has 10 business days to respond to the complaint in writing.

**D.** Complaints submitted in writing directly to the FMMHA Board must include a completed Complaint Form obtained from the [fortmacleodminorhockey.com](http://fortmacleodminorhockey.com) website. If this complaint has circumvented the Team Officials and / or the Team Board Liaison then the complaint will be referred back to the Team Board Liaison for further investigation with involved parties unless special circumstances approved by FMMHA board permit.

**E.** Complaints / Conflicts that cannot be resolved through Team Officials / Team Board Liaison / FMMHA Board may be referred to a third-party Disciplinary Committee and / or Hockey Alberta for investigation.

**F.** Following the investigation, a resolution will be distributed to the parties involved stating what actions, if any, will occur and consequences if repeated. Resolutions to complaints / conflicts may include: verbal apology, written apology, letter of reprimand, removal of membership / employment privileges, suspension, termination / expulsion.

**G.** The complaint and any information gathered during the investigation of the complaint / conflict will remain the property of FMMHA and will be filed accordingly.

**H.** After a resolution has been distributed to the impacted parties, there will be a 7 day window from the date of notice to appeal the resolution. This appeal process will incur a \$200.00 fee to be paid to the Fort Macleod Minor Hockey Association. The appeal must be submitted in writing to the FMMHA Board for review. When the review of the resolution is complete, then the impacted parties will be notified in writing of the outcome.

#### **14. FUNDRAISING**

**A.** Any fundraising completed by FMMHA or teams under the FMMHA umbrella must be preapproved by the FMMHA Board. A detailed proposal for the use of funds must be submitted and reviewed / approved by the FMMHA Board prior to the commencement of the fundraising activity. Any funds generated that are not used for the detailed purpose will remain part of FMMHA. The use of these funds will be determined by the FMMHA Board.

**B.** Any form of independent fundraising will not be tolerated by the FMMHA Board.

#### **15. BOARD MEETINGS**

**A.** Regular Board meetings are held monthly, the date is to be determined by FMMHA board members. Location determined by FMMHA President.

**B.** All meetings shall follow an agenda as prepared by the President and distributed to the Board Members before the meeting. Normally the President will chair the meeting; in his/her absence the Vice President will act as Chairperson. The agenda should include a report from each director. Any FMMHA member wishing to speak at these meetings must inform the President for it to be added to the agenda.

**C.** Any Director having three (3) unexcused absences to regularly scheduled monthly meetings may be subject to removal by the Board with a 50% +1 vote. The removed member will be notified by the President within 48 hours of the vote via email and all Board members with be copied.

**D.** Meetings are open to all Association members.

## **Board Code of Ethics**

- A.** All members adhere to Board Policy and seek to change policy through proper channels of the Board.
- B.** All members maintain the integrity of the Board at all times and do not initiate or participate in any activity which will place the Board in ill repute.
- C.** All members honor committees made on behalf of the Board.
- D.** All members will treat each other in a respectful and professional manor. All verbal and written communication shall follow the FMMHA Code of Conduct.
- E.** All members shall not divulge to the general public any item which may cause personal embarrassment or humiliation.
- F.** All members resign from their position in writing immediately when they become unable to fulfill duties or obligations of their position.
- G.** Failure to comply with above may result in removal from the FMMHA board.

## **CONFLICT OF INTEREST**

Any Executive Member and all other Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Any possible conflict of interest will suspend the voting rights of the effected member for that item of business in such instances. The member or members in conflict will be excused from any and all discussions surrounding the matter of interest. The Executive shall make a ruling where the question of a conflict of interest has been declared or arises.

## **SOCIAL MEDIA**

Pictures, comments or remarks of an inappropriate nature which are detrimental to a team, Associations, and Leagues, HA or an individual will not be tolerated and will be subject to disciplinary action.

- A.** It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or team personnel, players and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

**B.** Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

**C.** Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

**D.** If requested to participate in an online network, FMMHA recommends that you request approval from your Minor Hockey Association.

### **Social Media Violations**

The following are examples of conduct through social media and networking mediums that could be considered violations and may be subject to disciplinary action by the team, Minor Hockey Association, League and/or HA Hockey.

**A.** Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member of a team, association, league, HA or individual.

**B.** Divulging confidential information that may include, but is not limited to the following:

- Player injuries;
- Trades or other player movement;
- Game strategies
- Any other matter of a sensitive nature to a member of a team, association, league, HA or an individual

**C.** Negative or derogatory comments about any team, association, league, HA, volunteers, programs, players or any Hockey member.

**D.** Any form of bullying, harassment or threats against players or officials.

**E.** Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

- Drug use;
- Alcohol abuse;
- Public intoxication;
- Hazing;
- Sexual exploitation; etc.

**F.** Online activity that contradicts the current policies of Hockey Canada, HA or any of its member associations.

**G.** Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with HA policies

and regulations on these matters.

**H.** Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

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