



**GRANDE CACHE MINOR HOCKEY ASSOCIATION
OPERATING PROCEDURES
(UPDATED September 2023) Supersedes October 2019**

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OPERATING PROCEDURES 1 - REGISTRATION & FEES

Registration

1. For the purposes of Hockey Alberta, the Grande Cache Minor Hockey Association, herein referred to as the Association, teams will be categorized according to provincial Hockey Alberta guidelines.
2. Every player will register and play in the Division that is appropriate for their age except where the Board, acting in keeping with Hockey Alberta regulations, grants special permission to play at a different level. Parents must submit, in writing, to the Board to have their child moved up into a higher division. The deadline for player movement requests is the registration deadline of the current hockey season.
3. Players will register with one team only, except that they may play as affiliates according to the terms set out in this policy and governed by Hockey Alberta.
4. Refund requests must be made by parents to Managers in writing. All refund requests must be brought to the Board for approval. A formula utilizing prorated ice costs and Hockey Alberta insurance will be utilized to determine the amount of any Board approved refunds.

Fees

1. The Board shall establish registration fees prior to the beginning of each season.
2. The fee for each division will reflect the cost of ice time and officials.
3. For a family that has 3 or more registered players in the Association, the 3rd and subsequent child's fees will be half of the regular fee set for that year.
4. Registration will be closed as per Hockey Alberta registration dates.
5. The registration fees for each player registered with the Association shall be paid as follows:
 - a. Half of annual registration fees must be paid by September 1 of the current season. If the first half registration fees are not paid they are not considered registered. The player will not be able to participate in practice or games until the first half of the fees are paid to the Registrar.
 - b. Second half registration fees must be paid in full by October 31st of the current hockey season.
 - c. Second half fees may be paid in installments prior to the October 31st deadline.
6. Payment will only be accepted in the form of cheque, money order, e-transfer or credit card (if available). CASH is not acceptable. In the event of an NSF check, the Association will issue a surcharge of \$20.00 and fees will be considered unpaid and the individual(s) will be considered NOT registered.

Eligibility

1. Any youth who resides in the boundaries as defined by Hockey Alberta for our association shall be eligible to play with teams within the Association.
2. Players who does not reside within the boundaries, as defined by Hockey Alberta, for our association may be admitted to the Association programs in the following circumstances:

- a. The player has been selected to play on an Association team.
- b. The player has signed a waiver form from the Association they are leaving and;
- c. The player has been specifically approved to play on an Association team by a motion of the Board and Hockey Alberta.

OPERATING PROCEDURES 2 STRUCTURE OF THE G.C.M.H.A. TEAMS

1. Divisions shall be as follows. All ages to be taken as of December 31 in the year of Registration:
 - a. U7: 5 & 6 years old
 - b. U9: 7 & 8 years old
 - c. U11: 9 & 10 years old
 - d. U13: 11 & 12 years old
 - e. U15: 13 & 14 years old
 - f. U18: 15 to 17 years old
 - g. Female: 11 to 17 years old
2. When divisions have more than 19 registered players, the Executive will meet with team officials and parents to discuss the team selection process and explain the implications of this process including the impact on affiliation, placement, registration, playoffs and provincials.
3. The final team selection process will be decided upon by the Board of Directors.
4. It is up to the Association Board and Team officials to place teams in the proper league division (I.e. A-B-C –D/ Tier 1 -IV)

A. League Representatives

1. The Association President and Vice President or designate if required, will represent the Association at all meetings of the All Peace League, Hockey Alberta and other leagues as required and report back to the Board of Directors at its next meeting.

B. Team Manager

1. The Team Manager of each division will be the liaison between the Board and that Division. The Team Manager will be responsible to ensure that the Division operates within the objectives and rules and regulations of the Association and All Peace League.
2. The Board of Directors will assist new members, if necessary, to acquaint them of their duties.
3. If there are two teams in a division, each team will have a Division Team Manager voted in by the membership.
4. Managers will receive a manual of roles and responsibilities (Appendix B) each season to assist with season's duties.
5. In the event that there are two Team Managers for one team, they will select amongst themselves, one representative of the team; it will be established that one individual is the Team Manager and one individual is the Assistant Team Manager. The Team Manager will be responsible for all communication to the Board and/or Fund Raising Committee.
6. Managers will act as the liaison between their team and the appropriate commissioner.
7. Managers will be responsible, when needed, to support the coach(es) in enforcing the rules, discipline and

behavior of the team.

8. Managers will be responsible for communicating all necessary correspondence (eg: practice time, exhibition games, etc.) to the Director of Media and to the parents.

C. Team Officials

1. Coach

Coaches are reminded that a young person's hockey coach is one of the most influential persons in their life and as such, the Association encourages coaches to learn all they can about young people, coaching and hockey. In particular, coaches are encouraged to avail themselves of every opportunity to improve their knowledge and skills through attendance at Hockey Alberta and/ or CHA Certification Clinics. For the purpose of this section, the term "Team Official" shall be taken to mean "Coach", "Assistant Coach", "Trainer" and "Manager".

- a. All team officials shall be subject to the approval by the Coach Selection Committee.
- b. Team Officials will be subject to the supervision of the Coach Director and will be expected to cooperate with their rulings and act in accordance with the Code of Conduct.
- c. All Team Officials must hold appropriate certification by division as per Hockey Alberta Regulation.
- d. For a team with female players, one of the team officials will be chosen so that there is, at minimum, one female.. This is to ensure, that should the need arise, there is a team official that can be present in dressing rooms. A parent who has successfully completed the Respect in Coach Course can stand in if needed.

2. Coaches Clinics

- a. The Association will reimburse coaches for fees associated with attendance at certification clinics, provided that approval from the Coach Director is received prior to attendance.
- b. Deadlines for necessary qualifications will be defined annually by Hockey Alberta. The Association Coaches will have until that date of the current hockey season to obtain their qualifications. Unqualified coaches will be prohibited from coaching by the Association as per Hockey Alberta regulations.

3. Coach Duties and Responsibilities

Every player has the right to well planned practices, productive game strategies, a disciplined team environment and equitable ice time, so that he or she may learn to play as effectively as possible. Coaches and Managers are reminded that the enjoyment of the game and the development of good citizens are more important than winning, and should by example and through teaching, impart that attitude to their players and all others associated with their team.

- a. Coaches will follow current rules and regulations of hockey as established by CHA, Hockey Alberta and the Association. In addition, deliver adequate skill development as learnt through Hockey Canada's instructional manuals. Use it as a guideline for practices, games and development overall.
- b. Coaches must assume responsibility for the conduct of their players on and off the ice during the time that they are under their supervision. Examples including but not limited to are swearing, illegal use of sticks, roughing, and fighting which reflect a lack of control by the team management, and may result in disciplinary action.
- c. Coaches must, at all times, conduct themselves in an exemplary manner. Profanity, using or providing alcohol, tobacco, vaping products or drugs to players, or other unseemly conduct will be dealt with by the Board of Directors.

- d. Coaches must communicate concerns or issues to parents and players in a timely manner with the goal towards resolution. In the event there is an ongoing attendance, attitude or issue; coaches will have the support of the Board when implementing player & parent signed pledges. Coaches may seek the assistance of the Board in dealing with such events.
- e. Coaches shall make all efforts to work together with appointed staff within your team. Communication and respect is expected amongst all staff.
- f. Coaches must approach practices and games with punctuality and proper equipment. Dress code will be adhered to.
- g. Management of the dressing room is the shared responsibility of Team Officials.. At no time should only one coach be in the dressing room, however Team Officials are expected to be in the vicinity of their team to provide supervision. Parents are NOT permitted in the dressing area for U11 and older.
- h. In the event that there are more than four Coaches per team, the Head Coach will determine the bench staff.
- i. Coaches are expected to attend meetings as directed by the Executive.
- j. As coach criminal record checks are valid for a period of three years, it is the responsibility of the individual to report to the Association an offense that occurs within that time period that would alter the validity of their criminal record check. Failure to disclose will result in immediate dismissal.

4. Coach Selection Criteria

The Coach Selection Committee will consist of the Association President, Coach Director and a third person who has past experience with minor hockey and no current affiliation with anyone currently in the Association. The third individual will be selected by the executive and, if needed, may be a different individual depending on the team the coach is being selected for.

5. Coach Selection Criteria

- a. All coaches and assistant coaches must fill out a coach application to be considered for any position. All applicants must obtain a criminal record check through the RCMP and an intervention check from Child and Family Services and attach them to their application. Criminal record checks are valid for three seasons.
- b. The Coach applicant must be approachable and willing to work with the Association Coaching Director, and be willing to follow the Association's principles and objectives in a positive manner.
- c. The applicant must sign and abide by the Fair Play Code as set out by Hockey Canada and supported by the Association.
- d. The applicant must meet Hockey Alberta guidelines regarding coaching level requirements within the season they are appointed a position. See coaching requirements below.
- e. The applicant must be willing to represent the Association in a positive manner both at home and away.
- f. Failure of a coach to abide by the rules and regulations of Hockey Canada, Hockey Alberta, and Association may result in disciplinary action or removal of the coach at the discretion of the disciplinary committee.
- g. Registrar and/or Coach Director must provide HCR coaching qualifications prior to the selection process.

6. Coach Selection Process

- a. The Coach Selection Committee, if required, will meet prior to the current season to review all coaching applications received to date and appoint interim coaches until the final selection is complete. Application deadline will be October 15th of the current season, no applications received after this date will be processed unless positions remain vacant.
- b. The Coach's application as well as any other information about the coach is reviewed annually.
- c. Head Coach will be chosen based on the following criteria in no specific order:
 - i. Coaching Experience
 - ii. Coaching Qualifications
 - iii. Hockey Experience
 - iv. Experience working with children
 - v. Parent/Player Evaluation Summaries from previous years
 - vi. Past History with the Association on record (parent and player evaluations).
 - vii. Any disciplinary action or written complaints about a potential coach will be taken into consideration
- d. The Coach Selection committee will take the above criteria, supporting documentation and make the best selection possible.
- e. Once selected the Head Coach may be invited in to select assistant coaches with the Coach Selection Committee. Assistant Coaches will be selected utilizing the same criteria as head coach selection. Special considerations, ie: coaching more than one division, will need to go before the Coach Selection Committee

7. Coaching Requirements

- a. Coaches must complete all courses, per division, as outlined by Hockey Alberta prior to current season deadline as established by Hockey Alberta
- b. All teams are required to have at least one Official with Safety/Trainer certification in the building for all sanctioned games and tournaments. We also recommend a Safety/Trainer be present at all practices.
- c. Two certified coaches must be on the bench for all sanctioned games and tournaments.
- d. Coaches must follow all Hockey Alberta coaching guidelines.

OPERATING PROCEDURES 3 TEAM SELECTION (U11 and up)

1. Players - Eligibility

- a. Any child who resides in the boundaries as defined by Hockey Alberta for the Association shall be eligible to play.
- b. No outside player will be permitted to play with U11, U13, U15 or U17 league teams without approval from the Board of Directors. No outside player will be approved to play for an Association team, which would displace one of its own members from playing on a development team.
- c. Any player within their division is eligible to try out for any level within their respective division.
- d. A player who chooses to leave a league team after having accepted an invitation to play for it, shall be dismissed from the team, and will not be eligible to return to that team without Board approval.
- e. Should a parent or guardian not be satisfied with the placement of their child on a team, they must submit their appeal in writing to the Board of Directors within 7 days of notification.

2. Players - Selection Procedure

- a. If there are enough players for two teams (greater than 19 players registered, including a minimum of 2 goalies, for one division) and OPERATING PROCEDURE 2 has been applied, a tryout selection process will be held to tier the players using an independent Selection Committee. This process will consist of consultation with division coaches and a minimum of 3-4 ice sessions to observe and assess player ability, hockey knowledge and coach-ability.
- b. Goalies will be evaluated by impartial evaluators that includes goalie coaches and referees who have experience and/or knowledge of the position
- c. A selection committee consisting of three (3) impartial team officials from other divisions, approved by the Board of Directors, will observe the players during the designated ice sessions and tier the players.
- d. Players who cannot attend tryouts for legitimate reasons will be tiered according to their player history. The Selection Committee will consult with the player's coaches from the previous season to tier this player on his or her ability.
- e. Once the Committee has tiered all the players, the Selection Committee will hold a meeting with the affected coaches, Division Manager(s) and an Executive member impartial to that division. The division coaches in consultation with the Selection Committee will have the discretion to make changes up to a maximum of 25 % to the final roster. This discretion should be applied to players who have borderline ability and/or players who for justified reasons cannot attend tryouts. Upon the conclusion of this meeting, the final roster will be handed in to the Association President.
- f. Coaches of both teams will finalize their rosters in accordance with All Peace Hockey guidelines and Hockey Alberta rules and regulations.
- g. In the event there are appeals or a decision amongst the Selection Committee and Division Coaches is in conflict or unattainable, the final team roster will be decided by the Board.
- h. Parents of the tiered players are to be contacted by team officials, in writing, as soon as possible following final roster approval. Parents submitting an appeal must do so, in writing, to the Association President within seven (7) days off notification of the final roster. Appeals received after the deadline will not be accepted.

OPERATING PROCEDURES 4 PLAYER MOVEMENT

Player movement within the Association divisions is at the discretion of the Association Board and or a Player Movement Committee assigned by the Association Board. Hockey Alberta and All Peace Hockey League must also approve the request.

1. Player Movement Request
 - a. Any player movement request must be
 - i. Made, in writing, to the Association President prior to September 30 of the current hockey season.
 - ii. Approved by the Association Board and Hockey Alberta prior to the start of the regular hockey season with the following exceptions:
 1. Player movement may not be permitted if that movement results in another player not having a place to play within the Association.
 2. Player movement may not be permitted if that movement results in team registrations being lower than 10 or greater than 17 players and two (2) goalies
 3. Overage players may be permitted to move in to intro hockey programs (U7 or U9) provided they are approved in accordance Operating Procedure 5: Overage Players
 - b. The final decision of that request will be made by the Association President in consultation with the Selection Committee once OPERATING PROCEDURE 3.. The affected player will be notified of the decision in writing within seven (7) days of the decision.
 - c. Any player movement requests must be implemented by the Association Registrar in accordance with Hockey Alberta Guidelines.
 - d. Any request that is denied can be appealed to the Association President within 7 days of receipt of the written notification. This appeal will be reviewed by the Board of Directors. No appeal will be heard after this grace period.

OPERATING PROCEDURES 5 OVER AGE PLAYERS

For Divisions U9 - Above: A player that is a maximum of 1 year older, by date of birth, may be permitted to register and participate within a lower age Division provided they meet the criteria outlined below:

- a. Fill out Hockey Alberta's Overage Player Application, and submit on or before September 30 of the current hockey season. Applications will only be reviewed once per season per player. Forms not completed correctly the first time will NOT be reviewed again and are automatically denied.
- b. The Application will be submitted to the President of the Association and
 - i. A skill assessment will be completed, and including, confirming the player's skill level restrict them from being able to participate with their designated age Division.
 - ii. In the case where a player has a physical/mental impairment that would restrict them from participating within their designated age Division, a physician's statement must be included within the application.
 - iii. Statistics from the player's previous season (including number of games played, goals, assists and penalty minutes) must be included.

For Divisions U9 to U7: As per Hockey Alberta Guidelines, when a player movement is requested for a U9 player to participate within U7, the Association may be permitted to proceed without Hockey Alberta approval. Such requests will be based on the developmental needs of the player and have the support of the player's guardians. The Association will notify the Regional Minor Administration Coordinator of any overage participant(s) registered within the U7 Division.

In General

1. The request for movement must meet all Hockey Alberta prerequisites
2. Hockey Alberta may revoke the overage status at any time
3. All overage players must be clearly identified on all team rosters and game sheets.
4. Overage players can participate in league games, exhibition games and tournaments. Hockey Alberta disallows the participation of overage players in Provincial Games and Alberta Winter Games.

Exceptional Circumstances: In the event of exceptional circumstances, the Association Board may decide to override the existing policy.

OPERATING PROCEDURES 6 AFFILIATION

1. Players from one team may be affiliated with one other team according to Hockey Alberta regulations. The affiliation process must be handled in such a way as to be as fair as possible to all teams.
2. Teams can only affiliate up one division (i.e., U13 Affiliates with U15 and so on). U7 is excluded from the affiliation process as per Hockey Alberta regulations.
3. It shall be the responsibility of the Registrar after ensuring that all Association affiliation lists are correct and complete, to submit them to the Board for approval and then to Hockey Alberta by the required dates.
4. The Coach may invite an affiliated player to play with their team when illness, absence or some unforeseen event causes a team to be short of players. Affiliates are **NOT to displace that team's regular players**.
5. Any Team Official who wishes to invite an Affiliated player to play for his or her team must:
 - a. First secure approval from the Manager of their Division
 - b. Then the Division Manager goes to the Manager of the Division in question.
 - c. Manager secures approval from the affiliated player's Head Coach
 - d. Manager presents to guardians of the player for their approval.
 - e. If permission is refused by the Director, the Coach may appeal to the Board of Directors.
 - f. If the Coach from the lower Division team refuses permission, the Coach wanting to affiliate the player may appeal to the Board of Directors.
 - g. If the player's parents refuse permission, the player shall NOT be invited for the game or games in question and no appeal will be allowed to the Board of Directors.
6. Affiliation process cannot be invoked when teams have conflicting games. Player's first responsibility is to their team. Any conflicts shall be brought to the Board of Directors for ruling.
7. The following requirements will apply when affiliating a player or players:
 - a. An affiliated player can play up to a maximum of ten games excluding exhibition and tournament games.
 - b. Should the affiliated player play more than 10 games with the team to which the player is affiliated he/she shall be considered an "ineligible player." However, should the registered player's team complete its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. (Reference Hockey Alberta ruling)
 - c. With the agreement of his or her regular coach, an affiliated player may practice 1-2 times before each game or tournament with the team he or she is affiliated to play for.
 - d. Appearance of a registered Players name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game such participation shall be specially noted on the official game report.
8. For affiliation specific to the Novice Division refer to Hockey Alberta regulations.

OPERATING PROCEDURES 7 ASSOCIATION FINANCES

1. The Association will pay for Hockey Alberta registration for all teams.
2. Association Tournaments Expenditures: See OPERATING PROCEDURES 9 and 10
3. Association Personnel Expenses: The Association Board of Directors may approve the reimbursement of any Association personnel who represents the Association, provided that prior approval is received from the Board of Directors. An expenditure form will be issued for this purpose. This expenditure form will contain policy and regulations in regards to:
 - a. Traveling expenses
 - b. Lodging
 - c. Telephone and postage.
 - d. Meals up to a daily maximum as agreed upon at the beginning of each season with proof of receipts.
 - e. Gasoline kilometer rate will also be agreed upon at the beginning of the season.
 - f. Development clinics.
4. Association Expenditures

All Association expenditures **outside of mandatory expenses and/or budgetary guidelines must be brought to the Board of Directors for discussion and approval prior to the expenditure being made.** This is to ensure that the Association is maintaining fiscal responsibility. Mandatory expenses are defined accordingly: ice rental fees, official fees, office rental fees, website fees, insurance, licensing, Hockey AB, league fees and operational expenses such as (telephone costs, bank charges, printing, advertising).

5. Association Fundraising
 - a. Fundraising Activities are to be organized by the Association Fundraising Committee. Individual team fundraising activities will not be permitted
 - b. All fund raising activities must be in accordance with AGLC guidelines and policy. Financial records will be kept of every fundraising activity and licenses will be obtained from the AGLC for all raffle, 50/50 and other fundraising events as required by the AGLC.
 - c. Wherever possible the Fundraising Chair or designate will apply for blanket licenses approvals to cover all divisions for 50/50 and other licenses draws in accordance with AGLC guidelines

OPERATING PROCEDURES 8 SOCIAL MEDIA POLICY

The management of GCMHA social media; GCMHA website, Facebook, etc. will be managed by the Media Relations person and/or other GCMHA Board Members as required.

The purpose of the Social Media Policy is to ensure that making posts or comments on any social media site whether it is public or private will be held to the same standard of conduct. This Policy is governed by the principles of the player, parent, and coach codes of conduct.

1. Unacceptable Conduct is not condoned by GCMHA on any social media channel or account by members and/or individuals associated with the hockey community.
2. Comments or posts on any public or private social media site, which are at the sole opinion of the Disciplinary Committee deemed to be detrimental, harmful or malicious to a team, the Association, individual member or player, or another association, team, or player, will not be tolerated and may be subject to disciplinary action.

The following are examples of conduct through social media and networking channels that are considered violations of this Policy and may be subject to disciplinary action by the Association:

- a. Bullying, harassment, intimidation or threats of any type.
- b. Making negative or derogatory comments about, or statements deemed detrimental to the welfare of any individual or group.
- c. Divulging confidential information or any other matter of a sensitive nature.
- d. Posting photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, and sexual harassment.
- e. Undertaking activity that contradicts the current policies of GCMHA
- f. Undertaking activity that is meant to alarm other individuals or to misrepresent fact or truth.

Incidents can be reported through the GCMHA Incident Reporting form on the GCMHA website. All reported incidents will follow the GCMHA Conduct Management Process.

Social Media has placed increased pressure on everyone. News, comments and opinions

are shared immediately. Your personal reputation, as well as our organization's is at stake, with every post. Think before you post.

OPERATING PROCEDURES 9 U7 and U9 TOURNAMENTS AND GAMES

1. A date for home tournaments shall be given to the Division Manager and Director of Facilities at the beginning of each year.
2. The Director of Facilities will schedule ice time for all U7 and U9 requirements.
3. Exhibition Games and Tournaments:
 - a. Division Managers are encouraged to see that each team has an opportunity to play in out-of-town tournaments and exhibition games. In the event the team is traveling outside of the zone, the Manager is responsible for applying for a travel permit from Hockey Alberta prior to the teams' departure.
 - b. Division Managers must apply for tournament sanction from Hockey Alberta when hosting a home tournament. This tournament number is to be displayed on tournament paraphernalia (i.e. program/raffle table etc)

OPERATING PROCEDURES 10 Association TOURNAMENTS U11 - Above

1. Organization

Each division is encouraged to organize a tournament for the players under their direction. Such tournaments may be organized in cooperation with other divisions.

2. Costs

- a. All costs for home tournaments (officials, ice time, and advertising, etc.) must be paid by the sponsoring teams and should be included in the tournament fees.
- b. Team Officials must prepare and present a budget for any tournaments their division wishes to hold on home ice. This budget should include: entry fees being payable to Association, ice time, referees fees, trophies, pins, food and supplies needed.
- c. Upon the completion of the tournament, the Team Manager will submit a detailed statement of income and expenditures, complete with all pertinent receipts and deposit records to the Board of Directors.

3. Out of town tournaments shall be paid for by the Association

4. The Division Director of the team involved must approve participation and costs of out-of-town tournaments.

5. Souvenir Programs

Tournament committees may each develop their own souvenir program under the following conditions

- a. A list of advertisers and patrons will be featured in all programs.
- b. Programs should contain the Association modifications to game rules that appear in Operating Procedures 12 Game Rules.

OPERATING PROCEDURES 11 GAME OFFICIALS

1. Director of Referees

The Director of Referees will act as liaison person between game officials and all referees in Grande Cache. In the event there is no Director of Referees, the Association President or delegate appointed by the Association President will take on the position in matters pertaining to the Association.

2. Assignment of Officials:

- a. All on-ice officials must be properly certified by Hockey Alberta
- b. The Director of Referees will be responsible for assigning referees and linesmen for all Association games. In the event there is no Director of Referees the Association Designate will assign game officials. Trained parent volunteers can be used as time and score keepers.
- c. For games that are re-scheduled during the hockey season, the Team Manager is responsible to provide the necessary information to the Director of Facilities.
- d. Team Officials who have serious concerns about the ability or attitude of certain referees assigned to their games should discuss those matters with the Team Manager who will communicate the concerns to the Director of Referees and/or President. The Director of Referees shall report back to the President. The Association President may consult further with the Referee Zone Chief for further action.

3. Payment of Officials:

- a. Fees will be paid every two weeks by cheque. Games will be monitored through the assigning system.
- b. Fees for all on-ice officials will be paid in accordance with Hockey Alberta Regulations.
- c. The Board of Directors may hire other off-ice officials such as timekeepers and scorekeepers. Their fees will be determined by the Board.

4. The Association will pay for all officials for all games, which have been scheduled by the Director of Facilities or the Director of Referees.

5. Officials who are scheduled to work, but arrive to find the game canceled without having been advised, shall be paid as if they had worked the game.

OPERATING PROCEDURES 12 ASSOCIATION GAME RULES

The Association will be governed by the rules of Hockey Canada and Hockey Alberta. Officials are encouraged to enforce the rules consistently and impartially.

1. In addition, the following regulations shall apply to all players and team officials registered with the Association:

- a. Fighting and Roughing during the Handshake

In addition to any penalty or penalties assessed by the referee, any player or team official involved in fighting, hitting, roughing or deliberately antagonizing an opponent during the handshake following a game, shall be subject to A Code of Conduct inquiry and further consequences according to the Association Code of Conduct.

- b. Coaches' and Managers' Responsibility

Coaches and Managers shall ensure that any suspended player or team official does not participate in further games until the Manager or President, where appropriate, informs the coach and manager that he or she may do so. **Coaches and Managers may be suspended indefinitely for using suspended players. EXHIBITION GAMES DO NOT COUNT TOWARDS GAMES SERVED for suspensions handed down by Hockey Alberta or the All PEACE LEAGUE. Suspended Players can NOT play in exhibition games while serving a suspension in accordance with Hockey Alberta rule 13. 2.4. Suspended players and coaches must be recorded on the game sheet as "susp x/xx" to ensure the suspension is recorded as served.**

- c. Ejection from the Game

Any player or team official ejected from the game must proceed directly to the dressing room. At the discretion of the officials, subsequent offenses will result in further disciplinary action by the Discipline Committee.

2. Unseemly Conduct by On-Ice Officials and Off-Ice Officials

The Director of Referees shall investigate reports of unseemly conduct on the part of referees, linesmen, and off-ice officials, and shall report to the President any matters requiring action. In the event there is no Director of Referees for Grande Cache, the President of the Association will bring the matter forth with the Zone Referee in Chief.

3. Game Sheets

Off-ice officials shall cooperate with the referee(s) to ensure that game sheets are properly filled out and signed by the on-ice officials, coaches, the timekeeper and scorekeeper. Any refusal to do so, by any team official, on-ice official or off-ice official, shall be reported to the Director of Referee or their designate.

4. Discipline

The Manager of a Division shall monitor the conduct of players and team officials under their jurisdiction, and shall serve notice to any player or team official guilty of breach of discipline. The Manager may request the President to call any offending player or team official before the Discipline Committee for further action.

5. Ice Time

All Coaches shall strive to ensure that players receive equitable ice time pending on player commitment and behavior. Failure to do so may result in disciplinary action being taken. (Travel responsibilities is part of commitment)

OPERATING PROCEDURES 13 COMPLAINTS, DISCIPLINE COMMITTEE & CODE OF CONDUCT

1. In the event of an incident that a participant of Association feels someone or something has been wronged, we ask that all involved take a "24 hour cool down" period before approaching concerned party This allows individuals time to cool down and reflect their full thoughts before presenting a complaint to a coach, manager, parent, player or Board member.
2. Membership - The Discipline Committee shall comprise of the President, Vice President and the Manager of the Division in which the action under investigation took place and one non-member as Independent Chairman approved by the Board on an annual basis. This committee is to ensure that the Association implements and enforces matters pertaining to discipline in accordance with the Association Code of Conduct (Appendix A).
3. Exclusions - In the event that one or more of the Discipline Committee Members, or the son(s) or daughters of such Members, are under investigation, the Member so involved will remove themselves from the meeting except where such person attends to provide information or according to the terms in Section E of this Bylaw. Alternate members will be selected from the Board of Directors, if necessary.
4. Chairperson - The President of the G.C.M.H.A. shall be the Chairperson of the Discipline Committee. In case of his or her absence or temporary exclusion of the President, the Vice-President shall act as Chairperson.
5. The Chairperson shall call a meeting of the Discipline Committee to deal with problems related to the conduct of players, team officials, game officials, board members, parents or other persons associated with Minor Hockey in Grande Cache when:
 - a. A written complaint is brought to any member of the Board of Directors.
 - b. In the opinion of the President, there is adequate reason to conduct an investigation.
6. The person(s), whose reported actions are under investigation, shall be provided the opportunity to meet with or make representation to the Committee before it arrives at a final ruling.
7. The Chairperson shall inform the person under review and his or her parent and coach if the person under review is a player, of the Discipline Committee's ruling. In addition, where necessary, the Chairperson shall inform the Director of the Division in question of said ruling.
8. The Chairperson shall report any action(s) taken by the Discipline Committee at the subsequent Board of Directors meeting.
9. The G.C.M.H.A. will determine any infractions needing discipline within the association in accordance with the Code of Conduct. These discipline guidelines are for the G.C.M.H.A. use only and are not to replace discipline from the H.A. or the All Peace League.
 - a. Where suspensions are sanctioned in the format of a number of games, the suspension will take effect immediately and occur at the next scheduled game whether exhibition, league, tournament or playoff in the chronological order they occur.
 - b. The ruling of the Discipline Committee may be appealed to the Board of Directors, who may confirm, remove or modify the ruling as deemed appropriate, within seven (7) days after receiving written notice of the appeal.
 - c. The Discipline Committee shall use the Code of Conduct when dealing with unruly parents, spectators, players and team officials. Parents and other spectators must, at all times, conduct themselves in an appropriate manner in accordance with the Code of Conduct.
10. The Grande Cache Minor Hockey Association reserves the right to take additional disciplinary action where behavior

of any player, team official, parent or other person associated with the G.C.M.H.A. is of serious and continuing concern.

11. Amendments to the Code of Conduct shall be done at the Spring General meeting vote whereby 2/3 majority vote will be required to carry any motions to amend any policies.

OPERATING PROCEDURES 14 TOBACCO, VAPING, DRUG AND ALCOHOL POLICY

A safe and drug-free environment is a fundamental right of all Association members and will be strictly enforced within the Association. The Association will implement a zero-tolerance policy in regards to the use of intoxicants, distribution and/or possession of intoxicants by players and/or team officials at any Association sanctioned events and practices.

1. Players and Team Officials

- a. Any player and/or Association team official found to be in possession of or suspected to be under the influence of intoxicants at **any** Association event will be dealt with in accordance with the guidelines set forth in the Association Code of Conduct.
- b. In the event of a player found to be under the influence, this player will be directed to leave the designated area under the supervision of a coach or team official until the player is turned over to the care and custody of their parent and/or legal guardian or alternate emergency contact.
- c. In the event of a coach or team official found under the influence, this member will be directed to leave the designated area.
- d. Should the player and/or team official be assessed a threat to himself or others or not comply with the verbal direction of a team official, the local RCMP are to be contacted immediately for assistance.
- e. This player and/or team official/ individual will be suspended from all minor hockey activities until a complete investigation and Code of Conduct hearing has been held.
- f. Players or team officials affected by OPERATING PROCEDURES 14(A) (1) could face up to a maximum of a one year suspension from the Association. It will be the discretion of the Executive in joint council with the Independent Chairman to issue the suspension.
- g. The suspended player or team official is to be notified in writing of the suspension within 5 days of the decision being made with a copy of the letter forwarded to the Manager of Wellness and Recreation of the Grande CacheRecreational Centre.
- h. Upon receipt of the notification letter, the affected party will have the right of appeal. This appeal must be submitted in writing to the Association within 10 days of the letter being received. The appeal will be heard by the Independent Chairman in joint council with the Association Executive. The decision of the appeal will be made the day of the hearing. The appellant will be notified within 5 days of the Board's final decision. Once an appeal decision is made, the decision is final.

2. Other Association Members/Non Members

- a. In the event of an Association member or non member attending a minor hockey event who is suspected of being under the influence and is jeopardizing the safety and security of him or herself and/or others, this person will be asked to leave the designated area immediately.

- b. Should this individual(s) be assessed a threat to himself or others or not comply with the verbal direction of a team official, the local RCMP are to be contacted immediately for assistance.

Tobacco, Vaping, E-cigarettes

The Association does not permit players to possess, on their persons or to use tobacco, E-cigarettes or vaping equipment while the player is involved while attending an Association sanctioned event. It is illegal, in Alberta, for those under the age of 18 to purchase or use tobacco, vaping devices and e-cigarettes. Vaping is treated like smoking - if smoking is not permitted then vaping is not. In Alberta, minors possessing or consuming tobacco or vaping products can be fined \$100. Smoking or vaping in a prohibited place is subject to a fine of \$250. Selling and/or giving tobacco and/or vaping products to a minor is subject to a \$250 fine.

1. Association members, including Coaches and Officials, who are attending a sanctioned event are expected to comply with the Association rules and the rules of the facility where the event is taking place.
2. Association members found in violation of the Association rules and/or facility rules will be taken before a Discipline Committee of the Board.
 - a. First Offense:
 - i. Player: Will be sent home, without participation, from the event and parent(s) or legal guardian will be notified. The Association Board will be made aware of the offense
 - ii. Coach/Official: Will be sent home, without participation, from the event and the Association Board will be made aware of the offense
 - b. Second Offense:
 - i. Player: In addition to the discipline stated for a first offense, the player will also be suspended for two games
 - ii. Coach/Official: In addition to the discipline stated for a first offense, the player will also be suspended for two games
 - c. Third Offense (or after):
 - i. Player: In addition to the discipline stated for the first offense, the player will be suspended indefinitely and subject to a discipline hearing
 - ii. Coach/Official: In addition to the discipline stated for the first offense, the player will be suspended indefinitely and subject to a discipline hearing

Note: Coaches and Team Officials will be held to a higher standard than players

3. For a member to be "caught", the event must be witnessed by an adult and/or caught on camera.

OPERATING PROCEDURES 15 BULLYING

All parents, players, relatives and friends must adhere to the 24 Hour Respect Rule by waiting a full 24 hours prior to contacting any Parent Liaison, Coaches, Managers, or Grande Cache Minor Hockey Representatives regarding any hockey concerns or issues.

Cyber Bullying involves the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging, web sites, blogs, and social network sites - to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Face to face, written and Cyber Bullying is defined as harmful actions that are communicated via said, written or electronic media and are intended to embarrass, harm, or slander another Association participant.

In the event a complaint is warranted in regards to the above, please gather information and present to the President and another member of the Grande Cache Board in confidence. A review of the information and professional assistance may be required. After a review of the situation, a referral to the Code of Conduct committee may be warranted with all individuals involved.

Discipline for the above will be dealt with on a case by case basis. Disciplinary measures can range from a written warning to indefinite suspension dependent on the severity of the complaint and investigation. Repeat offenders will be dealt with in extreme fashion.

OPERATING PROCEDURES 16 UNIFORMS AND EQUIPMENT

1. Equipment Manager Duties

- a. The Association shall appoint an Equipment Manager to purchase, maintain, distribute and control equipment (sweaters, goal equipment, pucks and sweater bags, etc.).
- b. The Equipment Manager will maintain an accurate inventory of all equipment and report this information to the Board.
- c. The Equipment Manager may attend Board meetings to deliver reports and take part in discussions related to equipment.
- d. The Equipment Manager shall submit a budget request for Board approval prior to the start of each season. The Board must approve expenditures in excess of the approved amounts. Equipment Manager may purchase up to \$150 without Board approval.
- e. All equipment, when not in use, shall be stored in designated areas in the Grande Cache Recreational Center.
- f. The Equipment Manager shall keep the Treasurer informed of all expenditures.
- g. The Equipment Manager shall submit a written report to the Annual General Meeting. From time to time, the Board may request further reports, either written or oral, at its meeting.

2. Sweaters

- a. Each team will be supplied with a minimum of one set of sweaters and a bag for each set.
- b. If a division's team ordinarily has only one set of sweaters, the Director will be supplied with a double set of sweaters for use by teams playing external tournaments. When possible, these sets will be in the Association's colors.
- c. Sweaters including sponsored sweaters will remain the sole property of the Association and are to be worn only to Association approved hockey games and special events. Sponsors will be advised of the same. Team Officials from each division are accountable for all sweaters until they are returned to the Equipment Manager at the end of the season.
- d. Association players will not be allowed to take their team sweaters home unless for maintenance and repair. All Association players will be responsible to provide their own practice jersey. Coaches are to ensure that all team sweaters are collected and returned to team lockers after each game.
- e. Sweaters will be dry cleaned or laundered during the season, and must be cleaned in conjunction with the Equipment Manager. If laundered, they are to be washed in cold water without any bleach, using a detergent that contains no bleach. Sweaters should be hung to dry.
- f. Upon recommendation of the Equipment Manager, a player may be levied a charge of up to \$150.00 to replace sweaters that are not returned or which are returned in a state of misuse.

3. Goal Equipment

- a. Leg pads, upper body protectors, trappers and blockers will be made available to all goaltenders in U7 and U9 divisions.
- b. Goaltending sticks will only be provided for U7 and U9 Divisions.

- c. Goal equipment may be issued to the team, in which case the Team Officials of that division will be responsible for its care.
 - d. The Association equipment is to be used for ice hockey only.
 - e. During the season, repairs made to goal equipment are to be made by the Equipment Manager.
4. General Regulations
- a. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with the Association
 - b. At all levels, protective equipment will include helmet, facemask, hockey pants, elbow pads, shin pads, throat protector, and pelvic protector and shoulder pads.
 - c. All equipment and sticks in use shall conform to Hockey Canada Standards (Official Hockey Rules, Section 111).
 - d. Each division will receive a supply of pucks at the start of the season.
5. Colors and Names
- a. The Association colors will be white, black and teal.
 - b. All Association teams will use the name, "Grande Cache Rockies".
6. Association or Team Jackets
- a. The Board of Directors will approve an official jacket, in one or two styles, as it may deem appropriate. Any player, member or team official wanting a jacket will be able to order one.
 - b. Any team ordering jackets for its players, team officials, parents or fans shall order the jacket in the official Association colors through a team official upon approval by the Board of Directors.

OPERATING PROCEDURES 17- AWARDS

1. The Association will provide funding and assistance in selecting these special year end awards based on the following criteria:
 - a. Bev Webb Award – outstanding Association volunteer selected by the Board of Directors
 - b. Kyle Murphy Memorial Trophy is presented annually to a goaltender in the Association who demonstrates dedication to skill, development, improvement and sportsmanship. Head Coaches will nominate, to the president, a goalie they deem worthy of accepting the award. The Association Board, with the aid of the goal coaches, will determine the recipient of the award.
 - c. Jamie McDonald Award – Presented to all divisions annually to a player in that division who shows the greatest determination, dedication, drive and intensity in their respective division selected by the Coaches of that division. There can only be one recipient per team for this award.
 - d. Don Shore Award – Presented annually to divisions U11 and up, to a player in that division who demonstrates courage, drive and passion for the sport and leadership, reliability and work ethic selected by the Coaches of that division. There can only be one recipient per division.
 - e. Ritchie Harris Award – Presented annually to a U18 player who demonstrates inspiration and leadership on and off the ice.
 - f. Jason McNeil Award – Presented annually to an U11 player who displays sportsmanship and love of the game of hockey selected by the U11 coaches
 - g. Andrew Cadman Award – Presented annually to a U18 defense player who demonstrates dedication, outstanding skill, intensity and passion for the game selected by the Association.
 - h. Jonathan Stad Award - Presented annually to an Association player who in the essence of hockey has their smile forefront in the game while displaying heart and soul and improvement. Stad family selection.
 - i. Esso Awards – Presented to All divisions- Dedication, Sportsmanship, Most Improved selected by the coaches of their respective divisions
 - j. Lifelong Achievement – has contributed positively to the facilitation of Minor Hockey in Grande Cache for 10 or more years. Has volunteered in the capacity of either; Coach, Off-Ice Official, Manager or Board Member within the 10 year span. Has conducted themselves as a positive role model in all aspects within their hockey commitments. Nominations may come from the membership and the final selection will be conducted by the Board. This award does not necessarily have to be awarded every season.
 - k. Ned Fournier Award - is given to the Coach of the Year. Nominations can be made to the Director of Coaches.
2. The Association will arrange and fund for any team that wins a playoff or divisional championship to have an engraved plaque and/or team photo made for display in the Grande Cache Recreation Center trophy case.

OPERATING PROCEDURES 18- TEAM VOLUNTEERS

1. All members of the Association are expected to volunteer for team duties to ensure that duties are distributed fairly and to encourage all members to participate. At the beginning of the hockey season, the Division Managers may hold a meeting with their parents and develop a volunteer schedule. The Team Manager may assign a volunteer schedule for duties such as timekeeper, score keeper, music duties and fundraising events (i.e. 50/50 tickets, raffle draws etc). If parents are unable to commit to their assigned shift, they are responsible to find a replacement and notify the Team Manager **prior to the scheduled game**.
2. All members of Association are expected to participate in volunteer activities including, but not limited to; casino fundraisers and association fundraisers,
3. At the beginning of the season, Time Keeping and Scorekeeping training will be provided for all volunteers who are interested in these positions.
4. Team Managers can delegate other duties as required.

OPERATING PROCEDURES 19 - DISTRIBUTION OF BYLAWS & MEMBER ORIENTATION

Copies of Bylaws will be made available to all Team Officials and Division Directors. The Board may distribute copies to parents or other members as deemed appropriate. Copy will also be available on the Grande Cache Minor Hockey website. www.grandecachehockey.com

1. The Association Executive is responsible to ensure that all team officials and Division Directors are provided an orientation session at the start of the hockey season on the Association Bylaws and Operating Procedures
2. Division Directors are responsible to ensure that team officials such as team managers, volunteers and coaches are provided an orientation at the start of the hockey season on the Association Bylaws and Operating Procedures.

Original Signed

Roddy Head
President
GCMHA

Appendix A: Grande Cache Minor Hockey Association Code of Conduct

Appendix B: Managers Manual

Appendix C: Loan Agreement