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Appendix A: Grande Cache Minor Hockey Association Code of Conduct

Appendix B: Managers Manual

Appendix C: Loan Agreement

OPERATING PROCEDURES 1 - REGISTRATION & FEES

A. Registration

1. For the purposes of Hockey Alberta (HA) registration only, the G.C.M.H.A teams will be categorized according to provincial HA guidelines.
2. Every player will register and play in the Division that is appropriate for his or her age except where the Board, acting in keeping with H.A. 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 HA.
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 less Hockey Alberta insurance will be utilized to determine the amount of any Board approved refunds

B. 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 GCMHA, the 3rd and subsequent child's fees will be half of the regular fee set for that year.
4. DATES for Early Registration is considered the period between September 1st & September 30th at 11:59 pm.
5. After this date, Regular Registration fees are in effect. Registration will be closed as per Hockey Alberta registration dates.
6. The registration fees for each player registered with the GCMHA shall be paid as follows:

- a. Half of annual registration fees must be paid upon registering a player or players. 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 October 31st deadline.
- d. Payment will only be accepted in the form of cheque, money order or credit card if available. CASH is not acceptable. In the event of an NSF cheque, GCMHA will issue a surcharge of \$20.00 and fees will be considered unpaid, will impact registration and participation in GCMHA.

C. Eligibility

1. Any boy or girl whom resides in the boundaries as defined by Hockey Alberta for our association shall be eligible to play with teams within Grande Cache Minor Hockey Association.
2. Players who do not reside within the boundaries as defined by Hockey Alberta for our association may be admitted to the G.C.M.H.A. programs in the following circumstances:
 - a. The player has been selected to play on a G.C.M.H.A. 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 a GCMHA 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. Initiation 4 to 6 years old
- b. Novice 7 and 8 years old
- c. Atom 9 and 10 years old
- d. Pee Wee 11 and 12 years old
- e. Bantam 13 and 14 years old
- f. Midget 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 GCMHA Executive and Team officials to place teams in the proper league division
(I.e. A-B-C –D/ Tier 1 -IV)

C. League Representatives

- 1. The Association President and Vice President or (designate if required) will represent the G.C.M.H.A. 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.

D. Manager

- 1. The Manager of each division will be the liaison between the Board and that Division. He or she 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.

E. Team Officials

1. Coach :

Coaches are reminded that a young person's hockey coach is one of the most influential persons in his or her life. Because of that fact, the Grande Cache Minor Hockey 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 H.A. or C.H.A. 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 his or her rulings and act in accordance with the Code of Conduct.
- c. All Team Officials must hold appropriate certification by division as per HA Regulation.

2. Coaches Clinics:

- a. The Grande Cache Minor Hockey 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. GCMHA 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 HA 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 the C.H.A., H.A. and the G.C.M.H.A. 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 or drugs to players, or other unseemly conduct will be dealt with by the Board of Directors.
- e. 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.
- f. Coaches shall make all efforts to work together with appointed staff within your team. Communication and respect is expected amongst all staff.
- g. Coaches must approach practices and games with punctuality and proper equipment. Dress code will be adhered to.
- h. Management of the dressing room is the shared responsibility of Coaching staff. At no time should only one coach be in the dressing room, however Coaches are expected to be in the vicinity of their team to provide supervision. Parents are NOT permitted in the dressing room and up.
- i. In the event that there are more than four Coaches per team, the Head Coach will determine the bench staff.
- j. Coaches are expected to attend meetings as directed by the Executive.

Coach Selection Committee:

The Coach Selection Committee will consist of the GCMHA President, Coach Director and a third person who has past experience with minor hockey and no current affiliation with anyone currently in the GCMHA. This person will be selected by the executive at the last executive meeting of the current season.

Coach selection criteria:

1. 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,

vulnerable sector 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.

2. Coach applicant must be approachable and willing to work with the GCMHA coaching director as well as follow the GCMHA's principles and objectives in a positive manner.

3. Applicant must sign and abide by the Fair Play Code as set out by HC and supported by GCMHA.

4. Applicant must meet HA guidelines regarding coaching level requirements within the season they are appointed a position. See coaching requirements below.

5. Applicant must be willing to represent GCMHA in a positive manner both at home and away.

6. Any team that has female players should have a female coach, manager, or parent that has taken the Respect in Sport Coach Course.

7. Failure of a coach to abide by the rules and regulations of HC, HA, and GCMHA may result in disciplinary action or removal of the coach at the discretion of the disciplinary committee.

8. Registrar and/or Coach Director must provide HCR coaching qualifications prior to selection process.

Coach Selection Process:

1. Committee will meet prior to the current season to review all coaching applications received to date and appoint interim coaches until final selection meeting 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.

2. Coach's application as well as any other information about the coach is reviewed annually.

3. Head Coach will be chosen based on the following criteria in no specific order

- Coaching Experience
- Coaching Qualifications
- Hockey Experience
- Experience working with children
- Parent/Player Evaluation Summaries from previous years.
- Past History w/association on record (parent and player evaluations).

- any disciplinary action or written complaints about a potential coach will be taken into consideration

4. The Coach Selection committee will take the above criteria, supporting documentation and make the best selection possible.

5. Head coach is chosen. Head coach may be invited in to select assistant coaches with selection committee utilizing same criteria for head coach selection. Special considerations will need to go before selection committee (i.e. coaching more than one division).

Coaching Requirements

1. All required courses per division as outlined on the Hockey Alberta website are to be completed prior to Hockey Alberta's set deadlines of the current season.

2. 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. Note: Two certified coaches must be on the bench for all sanctioned games and tournaments.

3. Coaches must follow all HA coaching guidelines.

OPERATING PROCEDURES 3 TEAM SELECTION (Atoms and up)

A. Players - Eligibility

1. Any boy or girl whom reside in the boundaries as defined by Hockey Alberta for our association shall be eligible to play with teams within Grande Cache Minor Hockey Association.
2. No outside player will be permitted to play with Atom, Pee Wee, Bantam or Midget league teams without approval from the Board of Directors. NO outside player will be approved to play for a G.C.M.H.A. team, which would displace one of its own members from playing on a development team.
3. Any player within their division is eligible to try out for any level within their respective division.
4. 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.
5. 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.

B. Players - Selection Procedure:

1. If there are enough players for two teams (a mandatory minimum of 12 on each team) in one division and OPERATING PROCEDURE 2 B has been applied, a try out 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.
2. A selection committee consisting of 3 team officials from other divisions approved by the Board of Directors will observe the players during the designated ice sessions and tier the players.
3. 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.
4. Once the Committee have 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.
5. Coaches of both teams will finalize their rosters in accordance with APL guidelines and Hockey Alberta rules and regulations.
6. All team rosters are subject to the final approval by the Board of Directors in the event there are appeals or a decision amongst the Selection Committee and Division Coaches is in conflict or unattainable.
7. Parents of the tiered players are to be contacted by team officials in writing as soon as possible once the final roster has been approved. In the event of an appeal, this must be submitted to the Association President within 7 days of notification. NO appeals will be heard after this grace period and the roster will be final.

OPERATING PROCEDURES 4 PLAYER MOVEMENT

1. The GCMHA recommends that players play in their own age group. Any

requests for a player to play above or below their level must be submitted to the President of the Association in writing prior to the registration deadline of the current hockey season.

2. This player will be evaluated on an individual basis by a selection committee appointed by the Board of Directors. Several factors must be taken into consideration including the player's ability, physical size, operational requirements of the divisions affected and registration numbers. Consultation will also take place with the coaching staff of both divisions which are affected. The board may request a written evaluation verifying the player's ability to play a level above his division.
3. The final decision of that request will be made by the Association President in consultation with the Selection Committee once OPERATING PROCEDURE 3 A and B are applied. The affected player will be notified of the decision in writing within 7 days of the decision.
4. Any player movement requests must be implemented by the Association Registrar in accordance with Hockey Alberta Guidelines.
5. 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

1. All Overage applications must be submitted in writing to the Association President before the registration deadline of the current hockey season. The reasons for the application must be clearly stated in the written request for the application to be considered. Overage applications as defined by Hockey Alberta regulations are to be the exception and not the Rule.
2. All Overage applications must be forwarded for evaluation and final approval from Hockey Alberta Zone Operations Manager.
 - a. Only first year players by birth date in a Division will be eligible for Overage application.
 - b. The pre-requisites for obtaining Overage Status must include: Limited Skill defined as noticeable lack of basic hockey skills such skating, balance and hockey knowledge for his/her age.
3. Written confirmation from team officials and/or doctor's note due to health reasons confirming the lack of skill and ability to play in the proper age category and must be submitted to the Association President.

4. Final Approval by the HA Zone Manager of Operations is based on the following:
 - a. Approval from parent outlining the reason
 - b. Written endorsement from the Local Minor Hockey Association President
 - c. Approved by the League President
 - d. Applicant meets the Hockey Alberta pre-requisites
 - e. Application form is completely filled out and forwarded to Zone Operations Manager by the Association Registrar.
5. Hockey Alberta may revoke overage status at any time.
6. All Overage players must be clearly identified on all team rosters and game sheets as OA.
7. Overage players can participate in league games, exhibition games and tournaments however can NOT participate in Provincial games and Alberta Winter Games in accordance with HA rules.

OPERATING PROCEDURES 6 AFFILIATION

1. Players from one team may be affiliated with one other team according to HA 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., Peewee Affiliates with Bantams and so on). Initiation is excluded from the affiliation process as per HA regulations.
3. It shall be the responsibility of the Registrar after ensuring that all G.C.M.H.A. affiliation lists are correct and complete, to submit them to the Board for approval and then to H.A. by the required dates.
4. The Coach may invite an affiliated player to play with his or her 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 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 parents 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 players 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 G.C.M.H.A. will pay for H.A. registration for all teams.
2. G.C.M.H.A. Tournaments Expenditures: See OPERATING PROCECURES 9&10
3. G.C.M.H.A. Personnel Expenses;

The G.C.M.H.A. Board of Directors may approve the reimbursement of any G.C.M.H.A. personnel who represents the G.C.M.H.A. on behalf of 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. G.C.M.H.A Expenditures

All GCMHA 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 GCMHA 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 organized by the Grande Cache Minor Hockey Association have priority over individual team fundraising activities. Specific team fundraising activities must not conflict or interfere with the Association activities.
- b. All fund raising activities must be in accordance with AGLC guidelines and policy. Financial records will be kept of every fund raising activity and licenses will be obtained from the AGLC for all raffle, 50/50 and other fund raising 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 TEAM FINANCES AND FUNDRAISING

1. Team Fundraising Committee

All divisions may set up a fund raising committee to raise additional funds for *team operating expenses* defined as hotel, transportation and tournament costs for all GCMHA sanctioned hockey events. Fundraising events can include but are not limited to holding raffles, 50/50 tickets, bottle drives etc.

- a. At the beginning of the hockey season, the Division Director will hold a meeting with their respective parents to set up a fund raising committee, develop a team operating budget and fund raising proposal. This budget and fund raising proposal shall be decided upon by a majority vote rule however the Division Director must present the itemized budget and fund raising proposal to the GCMHA Board of Directors for final approval. Guidelines for income and expenditures will be established and monitored by the GCMHA Board of Directors throughout the year, and will be subject to A.L.G. C. Guidelines and audit at the discretion of the Board.
- b. In the event of two teams in one division, each Division Director will be responsible to monitor and supervise the fundraising activities of both teams. All team bank accounts must have one other team official in conjunction with the Division Director as signing authority for all team expenditures.
- c. Teams may approach the Board of Directors for assistance in funding tournament costs until funds can be raised and repaid to the Board. This must be repaid to the Board within the hockey calendar year, borrowed monies are first priority in the team expenses.

2. Participation

All parents and/or players are expected to participate in fund raising activities to offset team operating expenses as defined in OPERATING PROCECURES 8-A-1. If a parent and/or player completely refuse to participate in fund raising, the affected player and/or parent will not be entitled to the benefit from the fund raising income.

3. Expenditures

Expenditures outside of team operating expenses or team budget must be presented to the GCMHA Board of Directors for consideration and approval. An example of such a request may include purchasing team jackets or individual equipment.

4. Donations

- a. Any cash donations that a team receives **excluding tournament donations** are

to be handed into the GCMHA treasurer for deposit, audit and distribution as approved by the Executive in consultation with the donating sponsor. The donating sponsor shall receive a written letter of appreciation and will be advertised in the local newspaper on behalf of the Division and the Association within 30 days of the donation being received .

- b. Each season a defined list of GCMHA sponsors will be issued to the teams for those businesses that should not be approached. Teams may approach businesses or individual sponsors for gift (item) donations up to a maximum total value of (\$1000) per sponsor for raffle prizes upon approval of the Division Director. It will be the responsibility of the Division Director to ensure that all donating sponsors shall receive a written letter of appreciation on behalf of the Division within 30 days of the donation being received.

5. Year End Disbursements

Funds in team accounts upon the conclusion of the respective hockey season are to be dispersed accordingly

- a. Funds can be used to spend on the team. (i.e. year end party, gifts for players/coaches etc.) as agreed upon by team officials and parents.
- b. Funds can be dispersed to parents/guardians from fundraising proceeds to offset the costs of travel and hotels.
- c. A team may carry over a minimum of \$100.00 in a team account during the off season to maintain the account provided that an Executive member has signing authority of this account until the preceding team officials take this account over. The receiving Bank is to be notified of the change in signing authority by a letter from the Division Director and minutes of the parent meeting.

6. Year End Financial Statement

Division Directors of teams, which have raised money, shall submit to the Board a complete financial statement itemizing all income and expenditures, credits and levies no later than March 31, fiscal year end for auditing purposes as per ALGC guidelines.

OPERATING PROCEDURES 9- INITIATION AND NOVICE TOURNAMENTS AND GAMES

- 1. A date for home tournaments shall be given to the Division Manager at the beginning of each year for Initiation and Novice teams.
- 2. The Director of Facilities will schedule ice time for all Initiation and Novice ice 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 GCMHA TOURNAMENTS (Atoms and up)

1. Organization:

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

4. 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 G.C.M.H.A. along with ice time, referees fees, trophies, pins, food and supplies needed.
- c. Upon the completion of the tournament, the Director 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 team with money raised in accordance with Operating Procedures 8.

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 those G.C.M.H.A. modifications to game rules that appear in Operating Procedures 12 Game Rules.

OPERATING PROCEDURES 11 GAME OFFICIALS

1. Referee - In - Chief

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

2. Assignment of Officials:

- a. All on-ice officials must be properly certified by H.A.
- b. The Referee - In - Chief will be responsible for assigning referees and linesmen for all G.C.M.H.A. games. In the event there is no Referee in Chief, 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 Division Director is responsible to provide the necessary information to the – Facilities Manager.
- d. Division Directors who have serious concerns about the ability or attitude or certain referees assigned to their games should discuss those matters with the Referee - In - Chief and/or President. The Referee in Chief 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 of 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 G.C.M.H.A. will pay for all officials for all games, which have been scheduled by the Director of Facilities or the Referee - In - Chief.

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 GCMHA GAME RULES

The G.C.M.H.A. will be governed by the rules of the C.H.A and H.A. 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 Grande Cache Minor Hockey 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 GCMHA 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 HA or the All PEACE LEAGUE. Suspended Players can NOT play in exhibition games while serving a suspension in accordance with HA 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 Referee in Chief 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 Referee in Chief 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 Referee - In - Chief.

4. Discipline

The Manager of a Division shall monitor the conduct of players and team officials under his or her 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 GCMHA 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 GCMHA 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 the President. Or
 - 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 PROCEDURE 14 DRUG POLICY

A safe and drug-free environment is a fundamental right of all GCMHA members and will be strictly enforced within the GCMHA. The GCMHA 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 GCMHA sanctioned events and practices.

1. Players and Team Officials

- a. Any player and/or GCMHA team official found to be in possession of or suspected to be under the influence of intoxicants at **any** GCMHA event will be dealt with in accordance to guidelines set forth in the GCMHA 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 PROCEDURE 14(A) (1) could face up to a maximum of a one year suspension from the GCMHA. It will be the discretion of the Executive in joint council with 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 Cache Recreational 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 GCMHA within 10 days of the letter being received. The appeal will be heard by the Independent Chairman in joint council with the GCMHA 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 GCMHA Members/Non Members

- a. In event of a GCMHA 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.

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 GCMHA participant.

In the event a complaint is warranted in regarded 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 the extreme fashion.

OPERATING PROCEDURES 16 UNIFORMS AND EQUIPMENT

1. Equipment Manager Duties

- a. The G.C.M.H.A. 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 G.C.M.H.A. 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. GCMHA players will not be allowed to take their team sweaters home unless for maintenance and repair. All GCMHA 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 hanged 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 Initiation and Novice divisions.
- b. Goaltending sticks will only be provided for Initiation and Novice 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. G.C.M.H.A. 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 G.C.M.H.A.
- 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 C.H.A. 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. G.C.M.H.A. colors will be white, black and jade green.

b. All G.C.M.H.A. 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 G.C.M.H.A. colors through a team official upon approval by the Board of Directors.

OPERATING PROCEDURE 17- AWARDS

1. The Board will have discretion to issue G.C.M.H.A. pins or other suitable awards as determined by the Board to Team Officials and such others who have given outstanding service to Minor Hockey.

2. Cost of trophies for all Initiation and Novice players at the yearend wind-up are the responsibility of the division.

3. The GCMHA will provide funding and assistance in selecting these special year end awards based on the following criteria:

- a. Bev Webb Award – outstanding GCMHA volunteer selected by the Board of Directors
- b. Kyle Murphy Memorial Trophy is presented annually to a goaltender in the GCMHA who demonstrates dedication to skill, development, improvement and sportsmanship selected by the Association President
- 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.
- d. Don Shore Award – Presented annually to divisions Atoms 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
- e. Ritchie Harris Award – Presented annually to a Midget player who

- demonstrates inspiration and leadership on and off the ice.
- f. Jason McNeil Award – Presented annually to an Atom player who displays sportsmanship and love of the game of hockey selected by the Atom coaches
 - g. Andrew Cadman Award – Presented annually to a Midget or Bantam defense player who demonstrates dedication, outstanding skill, intensity and passion for the game selected by the Association.
 - h. Jonathan Stad Award - Presented annually to a GMCHA player who in the essence of hockey has his/her 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.

4. The G.C.M.H.A 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 Recreational Center trophy case.

OPERATING PROCEDURE 18- TEAM VOLUNTEERS

- A. All members of the GCMHA 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 time keeper, score keeper, music duties and fund raising events (ie 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**.
- B. All members of GCMHA are expected to participate in volunteer activities including, but not limited to; casino fundraisers and association fundraisers,
- C. At the beginning of the season, Time Keeping and Scorekeeping training will be provided for all volunteers who are interested in these positions.
- D. Division Managers can delegate other duties as required.

OPERATING PROCESURES 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 GCMHA 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 GCMHA 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 GCMHA Bylaws and Operating Procedures.

Original Signed

Shandis Leblanc
President
GCMHA

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