

Policy #102 - Team Staff/Officials Certification

APPROVED: March 6, 2018	REVIEWED: December, 2017
NEXT REVIEW:	December 2018
RESPONSIBILITY:	GPMHA Commissioners
APPENDICES:	
CROSS-REFERENCE:	GPMHA Website: Coaches Info page, FAQ

POLICY STATEMENT:

To ensure all team officials have the proper certification required for the level of program they are facilitating.

PURPOSE:

The commitment to the development of organized minor hockey and to optimize the development of players by providing certified instruction.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

GPMHA will provide a schedule of all certification requirements needed by team staff for each season. The following are required by GPMHA, Hockey Alberta and Hockey Canada and must be completed prior to Nov 15th of the current season.

Head Coach Major Midget AAA Male, Bantam AAA Male:

High Performance, Respect in Sport Coach, Checking Skills

Assistant Coaches for same teams: Development 1, Respect in Sport Coach, Checking Skills

Head Coach and Assistants: Minor Midget AAA, Bantam & Midget Female Elite and all Male AA

Development 1, Respect in Sport Coach, Checking Skills

Development 1 & High Performance require a Coach to be «Certified» in order to meet the requirements.

Head Coaches will have to be «Trained» in the course by November 15 of the current season and will have to have completed full »Certification« in the program by November 15 of the following season in order to remain eligible (meaning all post tasks & evaluations done).

All Staff Novice & below -: Coach 1, Respect in Sport Coach

If a Coach took Coach 2 in 2014 or prior, they do not need Coach 1.

All Staff Atom +: Coach 2, Respect in Sport Coach, Checking Skills (including female teams)

Trainers need 2: Canadian Hockey Safety Trainers, Respect in Sport Coach

Manager: Respect in Sport Coach Activity Leader

Treasurer: HAS to be experienced in Excel.

GPMHA will pay for any courses required by team staff in exchange for their commitment to the team for the season. Team staff will pay for the courses in advance and will be reimbursed by GPMHA upon completion of the course. Coaches will be reimbursed within 30 days of taking the course, or if receipt is required, within 30 days of GPMHA receiving the expense claim.

All Assistant Coaches, Trainers, and Managers, must be approved by GPMHA prior to being appointed, and prior to them being on the bench or on the ice.

Policy # 103 - Criminal Record Check

APPROVED: March 6, 2018	REVIEWE: December, 2017
NEXT REVIEW:	December, 2018
RESPONSIBILITY:	GPMHA
APPENDICES:	
CROSS-REFERENCE: Hockey Canada Employment and Volunteer screening policy	

POLICY STATEMENT:

To ensure GPHMA is not enlisting the help from dangerous people with criminal backgrounds

PURPOSE:

To safeguard our members from volunteers with criminal backgrounds that may include abuse, fraud, neglect and violent crimes

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

Each volunteer within GPMHA must obtain a criminal record check with the RCMP prior to November 15th of the current season in order to be involved with team staff or the board of directors. This will help mitigate the potential of criminal activities within our association. The Executive will have final decision whether the volunteer will be permitted to hold a position within the Association. If requested by either party, the volunteer may have an interview with the Executive and or Lawyer at a scheduled meeting with quorum to form a decision on the applicant's approval. The Executive reserves the right to refuse the help of a volunteer if it is deemed too risky or unhealthy to have a volunteer involved with GPMHA.

Policy #104 - Coach Expectations

APPROVED: March 6, 2018	REVIEWED: December, 2017
NEXT REVIEW:	December 2018
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy 102, Policy 151	

POLICY STATEMENT:

To confirm coaches of all levels are aware of the expectations required of their position within the organization.

PURPOSE:

To encourage skill development, fun and fair play for all participants.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All GPMHA Head Coaches will:

1. Build and maintain positive relationships with other coaches, staff members, parents, directors, referees, game officials and/or any other members of the hockey community.
2. Report all incidents within 24 hours including suspensions, major penalties, bullying, or any type of serious behaviour by players, parents and team staff to the appropriate designate as per the PPM.
3. Have a minimum of two scheduled meetings per season with the team manager to ensure all off-ice commitments are being upheld by parents and volunteers.
4. Conduct a parent meeting a minimum of twice per season, one after the final roster has been set and one mid-season:
 - a. Pre-season meeting should include GPMHA mission and vision as well as team mission, vision, team philosophy, identity, and goals. A meeting agenda must be provided in advance to the VP of the respected division
 - b. Mid-season meeting to include mid-season review, year-end expectations.
5. Attend Commissioner/Coach meetings. Coaches will be responsible to their Commissioner.
6. Be familiar with all Hockey Canada, Hockey Alberta, Grande Prairie Minor Hockey and team league rules and bylaws. The coach must attend the Coach/Manager Meeting at the beginning of the season. It is recommended that they attend at least one of the Hockey Alberta, or other, Specialty Skills Clinics.
7. Manage their team in a financially responsible manner and be accountable to the parent group by the use of GPMHA approved budgets.

All GPMHA Head Coaches will submit a seasonal outline to the GPMHA Vice President of their division. Dates will be dictated by the respected VP for each division.

Coaches are responsible to attend all team functions. If not able to attend, the coach must arrange for a designate (one properly registered to that particular team) to take charge. All team functions are under the control of the coach or his designate.

If the Coach or team rules indicate that players must be at the arena at a specific time prior to a game or practice, the Coach or his designate must also arrive at the same time and remain until the last member of the team has left the building.

Coaches are responsible for the behavior of their players, team staff, and player's parents/guardians while on the ice, at the rink, and away at games or tournaments.

The Coach is responsible for enforcing rules, discipline, and behavior of the team.

No player may play in any league game unless they are properly registered to their team in the Hockey Canada Registry. There is an indefinite suspension for “Any team official who is party to or had knowledge of playing a player not properly registered with that team or properly affiliated to that team.”

See that each of your players has proper equipment as per the player equipment policy #151

Be aware of any medical problems with players. Encourage medical treatment when injuries occur.

All coaches will be encouraged to volunteer for the evaluation of the players for their respected division. All potential Head Coaches will be notified by phone or in person on any selections or developments on the selection of a Head Coach.

All Coaches must ensure:

1. On ice safety - safe ice surface, proper fitting/use of equipment, appropriate drills
2. Off-ice safety - safe and proper travel plans, risk free dressing rooms, proper supervision at all times.
3. Fair Play and Respect – proper values and principles.
4. Emergency planning and first aid – location of first aid kits, hospitals, identify person in charge, call person.

All Assistant Coaches will:

1. The assistant coaches are accountable directly to the head coach.
2. The head coach will have the right to select the assistant coaches. Assistant coaches are chosen after tryouts are completed and must be ratified by the GPMHA Executive.
3. Assistant coaches who have applied for such positions will be the first to be considered for the position. Non applicants will only be considered if there are no applied/suitable candidates available.

Policy #105 – Unsportsmanlike Conduct

APPROVED: December 11, 2017	REVIEWED: November, 2017
NEXT REVIEW:	November 2018
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: GPMHA Policy 523, Hockey Canada rule 9.2	

POLICY STATEMENT:

To ensure all members are aware of behaviour expected.

PURPOSE:

To encourage respect for all involved in the game.

SCOPE:

All GPMHA members who attend minor hockey events.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Any team official or player will be subjected to a game and conduct review upon receipt of a game ejection relating to unsportsmanlike conduct. The outcome of this review will be regulated by GPMHA and will be separate from any Hockey Canada, Hockey Alberta or Minor Hockey League decisions. If a suspension is to occur, it will include all team activities including practices. This meeting will take place at the very earliest convenience to ensure quick return to team activities where warranted.

Examples of this are 9.2 Abuse of Officials, 4.6 Game Ejection, etc.

Policy #106 - Commissioners

APPROVED: March 6, 2018	REVIEWED: December 2017
NEXT REVIEW:	December 2018
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy # 102	

POLICY STATEMENT:

To define the role and responsibilities of commissioners of each division.

PURPOSE:

Commissioners provide guidance and support to coaches and managers in their divisions. They are required to govern their division according to the bylaws and PPM.

SCOPE:

All GPMHA teams, excluding subsidiary organizations.

DEFINITIONS:

Age groups are to be as follows as of December 31 of the current season:

- | | | | |
|---------------|------------|-----------|--------------|
| 1. Tom Thumbs | Aged 4 | 4. Atoms | Ages 9 & 10 |
| 2. Initiation | Ages 5 & 6 | 5. PeeWee | Ages 11 & 12 |
| 3. Novice | Ages 7 & 8 | 6. Bantam | Ages 13 & 14 |
| | | 7. Midget | Ages 15-17 |

PROCEDURE/GUIDELINES:

Must have a working knowledge of the rules of Hockey Canada, Hockey Alberta and GPMHA.

Must be GPMHA Executive approved.

Must have a working knowledge of the rules of the leagues their teams are attached to.

Act in an official capacity in following the lines of communication as defined in the PPM or as guided by the Division VP.

Act as the liaison between GPMHA office staff and team staff to ensure all coaches and team staff obtain certification as per Hockey Alberta and GPMHA guidelines. This must be completed by November 15 of each season

Ensure skill assessments are completed prior to team selection by attending all evaluation skates for their respective divisions. Recreation and Fundamental Commissioners ensure teams are created equally. Development Commissioners ensure that the evaluations and tryouts comply with PPM policy on Evaluations and Tryouts.

Act as a liaison between coaches and managers and GPMHA. Provide direction to coaches and managers. Have constant contact with the coaches throughout the season. Direct information received from the Vice President of the Division and pass along to the teams, as necessary.

Assist in team equipment distribution at the start of the season.

Ensure Hockey Canada Programs for each division are clearly understood and followed by attending games and monitoring practice content. Monitor game sheets for penalties, irregularities and referee's comments.

Communicate with coaches and managers, ensuring teams are operating in a standard acceptable to GPMHA.

Recreation Commissioners will authorize, **in writing**, all exhibition and tournament travel in a fair and equitable manner.

Commissioners ensure permits are obtained prior to travel or hosting exhibition games.

Ensure a tournament committee is in place and oversee year-end tournament.

Assist the team staff with Memorial Award choices.

Assist with team equipment return at the end of the season.

At the end of each hockey season, assessment summaries will be provided by each Commissioner. This information will provide direction for required changes and may be used after approval from GPMHA Executive.

At the end of each hockey season, assessment summaries will be provided by each Commissioner. This information will provide direction for required changes and may be used after approval from GPMHA Executive

Policy # 107 – Team Safety Trainer Responsibilities

APPROVED: April 23, 2018	REVIEWED: April 2018
NEXT REVIEW:	April 2019
RESPONSIBILITY:	Team Head Coach
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To define the role and responsibilities of Team Safety Trainers on all hockey teams.

PURPOSE:

A Team Safety Person is a team official that must play a leadership role in implementing effective risk management initiatives as provided by the Hockey Canada Safety Program in order to enhance the safety of players and all involved in minor hockey. The goal of the Team Safety Trainer is to ensure safety is the first priority during all hockey related activities, on and off the ice.

SCOPE:

All GPMHA teams

DEFINITIONS:

Team Safety Trainer, refers to on ice and off-ice safety trainers

PROCEDURE/GUIDELINES:

The following are some responsibilities that the Safety Person will assume:

1. Must complete and maintain a valid certificate with Hockey Canada's HU – Online Safety Course.
2. Must have strong communication skills and be organized.
3. Must conduct regular checks of player equipment.
4. Is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
5. Coordinates plans in conjunction with the team manager for road trips, tournaments, etc. and assists in the overall supervision of the team.
6. Establishes and maintains medical history files on every player and ensure these files are available at all team events, practices and games.
7. Keep an injury log for all injuries and ensure this log is available at all team events, practices and games.
8. Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
9. Manages all injuries, learn to recognize serious injuries and refers injured players to qualified professionals.
10. Have available and coordinate the completion of Hockey Canada Injury Report forms, Hockey Canada Concussion Follow-up & Communication forms and/or the GMPHA Injury Follow-up & Communication forms
11. Coordinate return to play protocols for all injuries in conjunction with medical professionals
12. Maintain a fully stocked first aid kit and ensure the first aid kit is available at all team events, practices and games.
13. Maintain a leadership role in promoting the values of safety, fair play, mental and physical wellness and integrity during the hockey season.

Policy #108 - Team Manager Responsibilities

APPROVED: March 6, 2018	REVIEWED December, 2017
NEXT REVIEW:	December 2018
RESPONSIBILITY:	Team Head Coach
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To define the role and responsibilities of managers of each hockey team.

PURPOSE:

Managers provide guidance and support to coaches, team staff, players and parents. They act as the liaison between the team and their division's Commissioner, the GPMHA executive and GPMHA Office staff for matters relating to everything after registration. They are required to govern their team according to the Bylaws and PPM. They handle all scheduling and coordination of all team activities.

SCOPE:

All GPMHA teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

1. Have working knowledge of the bylaws and PPM of GPMHA, the league their team is involved with and all Hockey Alberta and Hockey Canada rules pertaining to their level/league/division.
2. Handle all problems to the best of their ability. If further assistance is necessary, collaborate with the Head Coach or Commissioner. Report disciplinary action to the Commissioner immediately.
3. Manage their team in a financially responsible manner and is accountable to the parent group by the use of GPMHA approved budgets.
4. Act as liaison between the team and appropriate Commissioner.
5. Be responsible to help the Coach in enforcing the rules, discipline, and behavior of the team.
6. Ensure all correspondence, e.g. practice time, exhibition games, is communicated through the manager.
7. Attend any necessary scheduling meetings and/or distribute schedules obtained from GPMHA to the members of the team. Notify players of practice times and locations.
8. At the beginning of the year, ensure that your sponsor has a schedule and is encouraged to attend games or events.
9. Ensure team players and all team staff are registered by the league first game.
10. Arrange for a Team/Parent meeting as per coach and parent discretion.
11. Try to keep all parents actively involved. Ensure all parents have knowledge of the Parents' and Players' Codes, and have taken the Hockey Canada Respect in Sport course.

12. Delegate or co-ordinate transportation arrangements,
 - a. Minor hockey players cannot serve as designated drivers of vehicles providing transportation to other players on road trips, unless accompanied by a responsible adult -** This can void your personal insurance.**
13. Arrange for off-ice officials when required. i.e.: Penalty Box, Game Sheet, Time Keeper, etc.
14. Arrange for exhibition games both home and away, obtaining permits for home exhibition games.
15. Obtain travel permit from the Hockey Alberta website for out-of-zone exhibition games and tournaments several days prior to function.
16. Learn proper procedures for filling out game reports, forms, etc.
17. Ensure all game sheets are turned into the appropriate person after each game.
18. Ensure the team equipment is ready and see that it arrives at location of game.
19. Ensure Managers and trainers have a player's medical history, Alberta Health Care number, and parent waiver to allow you to have medical assistance administered. Carry this at all times.

Policy #109 - Game Sheets and Suspension Reporting

APPROVED: September 25, 2017	REVIEWED September, 2017
NEXT REVIEW:	September 2018
RESPONSIBILITY:	Team Managers/ Team Staff
APPENDICES:	
CROSS-REFERENCE: Hockey Alberta Bylaws & Regulations Section A Minor & Minimum Suspensions	

POLICY STATEMENT:

To define the role and responsibilities of managers and team staff of each hockey team in regards to suspensions and game sheets.

PURPOSE:

To facilitate the proper recording of games and allow for any necessary follow up post game.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

Game sheets must be completed legibly, include all participants' names and have each teams' verification signature. If the game sheet is from a league game, all league game sheet rules will be followed - including writing the league game number on the game sheet.

GPMHA office will supply appropriate game sheets. Game sheets are to be dispersed as follows;

- 1 copy emailed or given to the League Commissioner, within the League's time guidelines
- 1 copy to the visiting team
- 1 copy for the home team

If a suspension results from an infraction in a game, copies of the referee incident report must accompany all copies of the game sheet.

Hockey Alberta has minimum suspensions to be adhered to, as well as each league has their own further suspensions. When in doubt of a suspension sit the player out until the issue is resolved.

It is every Coaches' responsibility to educate themselves on all suspension guidelines for GPMHA, their respective league, Hockey Alberta and Hockey Canada. Playing a suspended player will result in lengthy suspensions to the Coach.

The Coach must obtain Hockey Alberta's minimum suspensions list from the hockeyalberta.ca website.

For exhibition games and tournaments involving a suspension, a copy of the game sheet must be forwarded to the Hockey Alberta Zone 1 Discipline person, as well as any League Commissioners and GPMHA office.

All suspension notices must be forwarded to the GPMHA office, as well as Suspension Served Notices.

Policy #110 - Team Communications

APPROVED: September 25, 2017	REVIEWED: September, 2017
NEXT REVIEW:	September 2018
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Communication Guidelines

POLICY STATEMENT:

All team communications are important to the organization. This policy outlines the proper lines of communication as suggested by Hockey Alberta.

PURPOSE:

To facilitate conflict resolution and provide a system of organizational procedure within the team framework.

SCOPE:

All members of the association

DEFINITIONS:

PROCEDURE/GUIDELINES:

24 HOUR RESPECT RULE

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, Coach, Manager, or Grande Prairie Minor Hockey Representative regarding any hockey concerns or issues.

Please follow this protocol for questions or complaints. If your concern is not satisfied at the lowest level, then proceed to the next. **Under no circumstances is texting team staff while a team activity is going on appropriate.**

1. Manager
 - a. If a team has a team liaison, they may be approached before the manager.
2. Coach
3. Commissioner
4. GPMHA Vice President
5. GPMHA President
6. GPMHA Executive via the GPMHA office
7. Hockey Alberta Zone Administration Coordinator
8. Hockey Alberta Staff

All concerns or complaints must be submitted in writing and must be signed. Anyone not following these lines of communication may face disciplinary action.

COMMUNICATIONS BETWEEN LEAGUES AND THE GRANDE PRAIRIE REFEREE COMMITTEE

Please follow this protocol for questions accolades or complaints of officiating for GPMHA games:

A written statement is to be signed by both the Coach and Manager from the team that has concerns. The communication path will be:

1. Manager
2. Coach

3. Statement submitted to GPMHA via the Office
4. GPMHA will pass along to the Grande Prairie Ref Committee via an appointed Executive
5. Executive member will meet with the GPRC
6. Information will be passed back to the team in the reverse order.

Liaisons will be appointed by GPMHA Executive.

This policy is not to be confused with communications of a personal/membership level with office staff/executive members. IE: late fees/refunds. This is due to privacy concerns, and reduction of third party involvement in personal matters.