

GRANDE PRAIRIE MINOR HOCKEY ASSOCIATION



Policy and Procedure Manual

As approved by the Board of Directors of the
Grande Prairie Minor Hockey Association, January 08, 2025

MISSION STATEMENT

**To provide our community a safe and fun environment
Using progressive tools, innovative programs and skill development
To promote long term growth for players, coaches and volunteers,
Giving respectful leaders and contributors.**

VISION

To be a leader and ambassador for young athletes and families throughout the Peace Country.

CORE VALUES



**Team Work and Collaboration
Ethical Behaviours, Professional Reputation and Respect
Trust and Communication
Service, Contribution and Acknowledgement
Creativity
Personal Goals
Relationships, Family and Friends
Health and Fitness**



INTRODUCTION

The purpose of the GPMHA Policy and Procedure Manual (PPM) is to provide operating principles and guidelines to the volunteers and participants of the Association.

The PPM is designed to assist in understanding the philosophies, operations, expectations, and opportunities for involvement.

The GPMHA recognizes it will be necessary from time to time to change or add to the policy and procedure manual as defined in the bylaws of the association.

A copy of this Policy and Procedure Manual will be available online for all members. It is the responsibility of the member to be aware of Association Bylaws and the PPM.



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Policy #101 - Head Coach Selection Committee

APPROVED: April 9, 2019	REVIEWED: March 2019
NEXT REVIEW:	December 2020
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Development Guide (hockeycanada.ca)	Hockey Canada - Minor Hockey

POLICY STATEMENT:

This committee is responsible for interviewing all coach applicants and recommends candidates to the Executive for approval.

PURPOSE:

To ensure a fair and transparent coach hiring process.

SCOPE:

The selection of all head Coaches within GPMHA

DEFINITIONS:

The Head Coach Selection Committee will be designated by the GPMHA Executive and will consist of three to five members. The vice-president of the division will be one of the members of the selection committee, except in the case of conflict of interest. In this case, the President will step in.

PROCEDURE/GUIDELINES:

To avoid any possible conflict of interest situations, members of this committee are not to be involved in the Coach Selection of any division to which they and/or his or her spouse have applied. The prospective coach has the right to decline and reschedule an interview if they believe there is a conflict of interest.

The committee will follow Hockey Canada or Hockey Alberta coach selection interview guidelines and utilize a S.W.O.T. Analysis to document applicant responses.

Every effort will be made to have the coach interview process completed prior to the tryout of the level being applied for. Coaching positions can be filled depending on the placement of players and or qualifications of candidates. Applicants must include a coaching resume indicating coaching philosophy, team goals, objectives and a draft seasonal plan.

The committee will review previous documentation on any potential coaches including but not limited to parent evaluation forms, awards given, previous discipline situations and Executive recommendations. This data will be compiled and available to the committee by the Executive Director prior to the interviews.

The Head Coach (if a parent) can be selected (after the interview process is completed) out of the top twenty four evaluated forwards or top sixteen evaluated defensemen or top six goalies or Executive discretion is warranted based on history.

GPMHA Executive will be made aware by the Selection Committee prior to voting that a coach nominee is applying for two or more teams.

Policy #102 - Team Staff/Officials Certification

APPROVED: December 7, 2020	REVIEWED: December, 2020
NEXT REVIEW:	December 2023
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. GPMHA's coach requirements in some cases are higher than what is required of Hockey Alberta and Hockey Canada. It is our intensions to train and develop our volunteers to the best of our abilities.

Head Coach Major U-18 AAA Male, U-15 AAA Male:

High Performance, Respect in Sport Activity Leader, Checking Skills

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

Head Coach and Assistants: Minor U-18 AAA, U-15 & U-18 Female Elite and all Male AA

Development 1, Respect in Sport Activity Leader, 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 Coaching Staff U-9 & below -: Coach 1, Respect in Sport Activity Leader

All Coaching Staff U-11, U-13, U15: Coach 2, Respect in Sport Activity Leader, Checking Skills (including female teams)

Head Coach U-13 AA: Development 1, Respect in Sport Activity Leader, Checking Skills

All non-coaching team staff, all levels:

Trainers, 2 per team: Canadian Hockey Safety Trainers, Respect in Sport Activity Leader

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. GPMHA members who complete their training will be reimbursed prior to Jan 31 of the current hockey season that the course is completed in Parents taking the respect in sport course will not be reimbursed.

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 # 102 B Jr. Coach Program

APPROVED: November 9, 2021	REVIEWED: October, 2021
NEXT REVIEW:	
RESPONSIBILITY:	GPMHA VP's, Commissioners, Coaching Staff
APPENDICES:	
CROSS-REFERENCE:	PPM# 151

POLICY STATEMENT:

To foster the growth of young coaches and leaders and provide a safe and beneficial practice environment for all.

PURPOSE:

To ensure we have the proper aged and skilled players on the ice helping Coaches run practice and evaluations.

SCOPE:

All GPMHA members

DEFINITIONS:

PROCEDURE/GUIDELINES:

If a coach would like to have other GPMHA players on the ice for practice other than the ones carded to his/her team in an instructor capacity the following steps must be taken:

1. The host coach must talk to the players' coach and ask permission to use the player at practice.
2. The host coach must obtain the permission of the players legal guardian in writing
3. Once permission is obtained, the host coach must ask the Commissioner and VP for approval via written request.
4. Once all approvals have been granted the player can now go on the ice with the host team. This player will be able to help with practices for the current hockey season for that specific host team.
5. Everyone under the age of 18 that is not carded as a coach will wear all of their equipment while on the ice. Players that are carded as an Assistant Coach and have completed all Hockey Canada/Alberta training may be on the ice wearing only Gloves and a helmet. Players in the U-11 group and lower are not allowed to participate with younger aged teams. There are possibilities for school credits with this program. Please contact your school for details.

A player who is 16 years of age may also be carded as an Assistant Coach and go on the ice without full equipment providing, they complete the Team Staff Application and complete the online Respect in Sport Activity Leader course and any other required training. i.e. Coach 1 certification.

For Tryout, Development and Evaluation purposes at any time during the season, players may be requested to help by Commissioners or VP's. Guardian, Coach and VP approval is required for these ice sessions and players need to wear gloves, helmet and full-face protection.

Jr. A and Jr B players are an exception to this policy. Permission from the Storm organization and GPMHA VP approval is still required. Storm players need to wear helmet and gloves only.

Policy # 103 - Criminal Record Check (vulnerable sector check)

APPROVED: January 7, 2025	REVIEWED: December, 2024
NEXT REVIEW:	December, 2027
RESPONSIBILITY:	GPMHA
APPENDICES:	
CROSS-REFERENCE: Hockey Canada Employment and Volunteer screening policy	

POLICY STATEMENT:

To uphold a safe and positive environment, all members are required to proactively complete a criminal record check and to inform the Executive Director of any changes to their criminal record status, including but not limited to any recent charges, arrests, or convictions. This information will be handled confidentially and in accordance with Policies 104 & 525.

PURPOSE:

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

SCOPE:

All members

DEFINITIONS:

Team staff consists of all on ice and off ice coaches listed on the Hockey Canada registry, trainers, managers and treasurer

PROCEDURE/GUIDELINES:

Each new volunteer within GPMHA must obtain a criminal record check with the RCMP when applying for a team staff position and or prior to November 15th of the current season in order to be involved with team staff or the board of directors

All team staff will need to renew their criminal record check every three years and the Executive every year. This will help mitigate the potential of criminal activities within our association. The Executive will have final decision whether team staff will be permitted to hold a position within the Association. If requested by either party, the volunteer may have an interview with the Executive Director and or Lawyer at a scheduled meeting to decide on the applicant's approval. The Executive reserves the right to refuse the help of a staff member if it is deemed too risky or potentially unsafe to have a volunteer involved with GPMHA.

Policy #104 - Coach Expectations

APPROVED: September 21, 2023	REVIEWED: September, 2023
NEXT REVIEW:	December 2025
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy 102, Policy 151, Policy 149	

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.
8. All team staff will wear CSA approved helmets while on the ice for practice.
9. Head Coaches are not permitted to be dating, common law, married or life partners with the team Manager to promote transparency and, to prevent conflict of interest.
10. Pickup and sign for all GPMHA provided team equipment at the beginning of the season and return all equipment as per PPM # 149 and the Equipment Director.

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.

Third Party Coaches – Development on and off ice. (Fitness studio, personal trainer, skill development)

Any third party coach or company contracted to conduct development sessions for GPMHA teams will follow GPMHA PPM. Third party coaches will be expected to conduct themselves at the same standard as GPMHA coaches and will ensure a safe facility and environment. At least one Team staff member must be present at all functions on and off the ice.

Policy #105 – Unsportsmanlike Conduct

APPROVED: December 03, 2021	REVIEWED: December, 2021
NEXT REVIEW:	November 2023
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: GPMHA Policy 523, Hockey Canada rule 11	

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.

Hockey Canada Rule 4.7 11.1 and 11.2 will be reviewed by the GPMHA President and the Director of Code and Conduct and may not require an indefinite suspension.

Hockey Canada Rule 11.4 and 11.5 triggers a GPMHA indefinite suspension.

Upon League/Team notification to GPMHA of any of these penalties a written response will be sent to the coach and guardian of the player within 7 days notifying them of the infraction and the indefinite suspension.

Policy #106 - Commissioners

APPROVED: May 14, 2020	REVIEWED: May 2020
NEXT REVIEW:	December 2022
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. U-11 | Ages 9 & 10 |
| 2. U-7 | Ages 5 & 6 | 5. U-13 | Ages 11 & 12 |
| 3. U-9 | Ages 7 & 8 | 6. U-15 | Ages 13 & 14 |
| | | 7. U-18 | 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.

Intro to Hockey and Recreation Commissioners request Hockey Alberta permits and obtain prior to travel or hosting exhibition games for the teams they are responsible for.

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 9, 2020	REVIEWED February, 2020
NEXT REVIEW:	December 2022
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. Managers are not permitted to be dating, common law, married or life partners with the head coach to promote transparency and, to prevent conflict of interest.
5. Act as liaison between the team and appropriate Commissioner.
6. Be responsible to help the Coach in enforcing the rules, discipline, and behavior of the team.
7. Ensure all correspondence, e.g. practice time, exhibition games, is communicated through the manager.
8. 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.
9. At the beginning of the year, ensure that your sponsor has a schedule and is encouraged to attend games or events.
10. Ensure team players and all team staff are registered by the league first game.
11. Arrange for a Team/Parent meeting as per coach and parent discretion.
12. 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.

13. 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.**
14. Arrange for off-ice officials when required. i.e.: Penalty Box, Game Sheet, Time Keeper, etc.
15. Arrange for exhibition games both home and away, obtaining permits for home exhibition games.
16. Obtain travel permit from the Hockey Alberta website for out-of-zone exhibition games and tournaments several days prior to function.
17. Learn proper procedures for filling out game reports, forms, etc.
18. Ensure all game sheets are turned into the appropriate person after each game and are entered online for the appropriate league/organization.
19. Ensure the team equipment is ready and see that it arrives at location of game.
20. 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.
21. Help facilitate the ordering and purchase of team/tournament items following the “buy local” mentality
22. Locally sourced whenever possible to support our sponsors
23. If including potential sources from outside of our community 3 quotes must be obtained,
24. At least 1 Local company has the opportunity to quote on the item(s)
25. Said local company must be given the opportunity to compete against online/out of town suppliers once all quotes have been received.
26. If applicable, any current agreements between GPMHA and a vendor must be honored first before sourcing outside. I.e. hotels / apparel supplier.

Policy #109 - Game Sheets and Suspension Reporting

APPROVED: January 7, 2025	REVIEWED December, 2024
NEXT REVIEW:	September 2025
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 playing in the All Peace League

PROCEDURE/GUIDELINES:

All league game sheets must be completed electronically using the RAMP Game sheet App. Details and tutorials are available on the All Peace Hockey League website. It is important to familiarize yourself with the app and ensure that all necessary information is input correctly or the team could face a fine for each infraction.

Before the game begins, the Coach must ensure the roster includes all participants. Coaches and all game officials – refs, linesmen, time keeper and score keeper must also sign off. Once you’ve ensured the rosters, goals, penalties, goalie stats and team officiant information are all correct, you can mark your game complete.

If a suspension results from an infraction in a game, the referees will upload the incident report in the app. If there is a suspension, you must ensure the GPMHA office and your APHL Commissioner are aware immediately after the game.

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.

If you are hosting an exhibition game, you will need to use paper game sheets that you can get from the office. A copy of the game sheet must go to each team manager and a copy must be sent to Hockey Alberta Zone 1 commissioner by the home team and entered into the Hockey Alberta Electronic game sheet.

For exhibition games and tournaments involving a suspension, a paper 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 immediately after the game.

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

Policy #110 - Team Communications

APPROVED: September 25, 2018	REVIEWED: September, 2018
NEXT REVIEW:	September 2020
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 the Parent Liaison, or Manager, 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 PEACE ZONE 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 Peace Zone Ref Committee via an appointed Executive
5. Executive member will meet with the PZRC
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.

Policy #111 - Team Rules

APPROVED: October 21, 2019	REVIEWED: October, 2019
NEXT REVIEW:	August 2021
RESPONSIBILITY:	GPMHA Vice Presidents, Technical Director
APPENDICES:	GPMHA Team Rules Template
CROSS-REFERENCE:	Policy 160 A/B, 112, 152

POLICY STATEMENT:

To promote appropriate team governance.

PURPOSE:

To ensure that all teams operate within a defined approved set of guidelines.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams must have a parent meeting at the beginning of the season to cover: introduction of coaching staff, their responsibilities, their philosophy, basic team rules, and overview of the seasonal plan. The Division Vice President Commissioner, or designate must attend these meetings.

Each parent will be expected to volunteer for team duties, which will be assigned at the beginning of the season parent meeting. Expectation of parents, players and coaches for the year will be confirmed. All certifications for parents and coaches must be up to date. ie. Respect in Sport

GPMHA will provide a template for general team rules to coaches via commissioners within the first two weeks of a team being formed. This standard list will also be available on our website in the Coaches Tab.

Teams will submit their team rules to the appropriate Vice President for approval prior to the first parent meeting.

The head Coach will have the final decision, at the team level, regarding all team operations.

Managers are not permitted to be dating, common law, married or life partners with the head coach to promote transparency and, to prevent conflict of interest

Team rules will not supersede any other bylaw or policy of GPMHA.

Teams may have dress codes, which will be at parent's expense. This may include dress pants, shirt & tie, jacket and dress shoes, etc.

Policy #112 – Cameras, Cell / Smart Phones and other Mobile Recoding Devices

APPROVED: April 9, 2019	REVIEWED: March, 2019
NEXT REVIEW:	November 2020
RESPONSIBILITY:	All Team Staff and Managers
APPENDICES:	GPMHA Team Rules Template
CROSS REFERENCE:	Team Rules

POLICY STATEMENT:

To provide a safe environment for all Players and Coaching Staff.

PURPOSE:

To ensure all Players and Coaching Staff are not taking pictures, video /audio recorded in any Dressing Rooms during GPMHA Sanctioned events.

SCOPE:

All Members in GPMHA.

DEFINITIONS:

PROCEDURE / GUIDELINES:

Mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are **NOT PERMITTED TO BE USED IN ANY DRESSING ROOMS**, by players, during any GPMHA Sanctioned Events. Parents and or coaches wishing to take pictures of individuals or teams in dressing rooms must ask permission of the coach/manager, and can only do so if everyone in the rooms is completely clothed/dressed. An example of this would be post game with a trophy.
during any GPMHA Sanctioned Events.

If music devices are to be used, then they must be connected to head phones or wirelessly to a portable speaker and kept in a bag or pocket. If cell phones or other mobile devices must be used, they should be taken outside of the Dressing Room.

Cell phones should be turned off and put away at all times in Dressing Rooms or left with a Parent. GPMHA is not responsible for lost or damaged Cell / Smart Phones, Mobile devices or music equipment. Any violation formally reported of this policy shall be investigated by GPMHA Game and Conduct committee.

Policy # 113 Chris McMillan Development Center Rules & Expectations

APPROVED: January 7 2025	REVIEWED: December 2024
NEXT REVIEW:	January 2027
RESPONSIBILITY:	GPMHA Staff and Board of Directors
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The Chris McMillan Center is a space that GPMHA members can reserve and utilize for team and association functions. This room was built thanks to the Chris McMillan legacy fund

PURPOSE:

To provide guidance on the use and how to reserve the Chris McMillan Development Center

SCOPE:

All members within GPMHA and its subsidiaries

DEFINITIONS:

The Chris McMillan Development Center capacity is set at 52 persons with tables.

PROCEDURE/GUIDELINES:

- To reserve / book the room, email the office at info@gphockey.
- The room will be booked as a first come first serve basis and is open to all teams in GPMHA and its subsidiaries.
- This room can be used for, but is not limited to: Team meetings, Team/player development, Tournament prize room, Coach development, Board Meetings, First Shift program, GPMHA functions (IE; Referee sessions, Affiliation meetings, etc.) or as approved by GPMHA Staff.
- Arrangements for entry will be made at least 24 hours before your booking and during **REGULAR** office hours. The individual responsible for booking the room shall be responsible for keys and locking room during hours that room is not attended. A lost key may require a replacement to be made at the cost of team/tournament?
- **No food or drink in the room without prior approval from GPMHA Staff**
- If a team/group utilizes this space for a prize room they must have an adult monitoring the entry way to ensure no food or drink comes in and capacity does not exceed the allowable limit (52). A cleaning fee may apply after the room has been cleared based on GPMHA staff evaluation. The cost to clean and repair any damages will be paid by the team or tournament who used the room last.
- Prizes/displays may be kept in the room for the duration of the weekend (Friday – Sunday at noon) and will be the responsibility of the team or tournament to ensure the room is locked and secured. GPMHA does not take any responsibility for theft or damage when the room is left unattended.
- Hanging items on walls is only allowable by tape. No nails or staples to be used for hanging items on walls.
- No Skates allowed while in the room.

- Turn off projector after use and return connectors if they were used.
- Make sure the connection cables and extension cords are wrapped up neatly
- Clean up after yourself when you are done.
 - Sanitize all surfaces (light switches, remote, door surfaces, etc.)
 - White boards cleaned (use whiteboard cleaner)
 - Vacuum if necessary (Vacuum is in the closet)
 - Wipe tables (if used) with all-purpose cleaner (provided)
 - Clean windows with Windex (provided)
 - Push chairs in to tables or place them against the back wall
 - Empty the garbage (in the bin under the stairs Design Works)

Policy #120 - Finance Policy

APPROVED: September 20, 2023	REVIEWED: September, 2023
NEXT REVIEW:	December 2025
RESPONSIBILITY:	Treasurer
APPENDICES:	GPMHA Finance Policy
CROSS-REFERENCE:	GPMHA Bylaw 10.4.6.7 & 10.4.6.8 Policy 149, 150

POLICY STATEMENT:

Grande Prairie Minor Hockey governs all financial activities of the teams registered under the association. All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are done so under the authority of Grande Prairie Minor Hockey. All team officials and members of the association must follow the associations financial policies. All funds raised and held by teams are always the property of the association and shall be managed in accordance of the policies of the association. Because of the strict nature of AGLC rules, gaming proceeds are subject to greater restrictions.

PURPOSE:

Grande Prairie Minor Hockey is committed to the development of our players and coaches. We encourage teams to use fundraising as a vehicle which will enable teams to provide extra skill development opportunities and hockey related activities. We discourage teams from raising funds to provide opportunities that don't place hockey development as the motivating factor for collecting funds.

We have an obligation as not-for-profit to ensure that our teams are using community raised funds in a responsible manner and not using them to forward personal interests, other than that of improving the skills of our players. We also have an obligation to enforce AGLC rules and monitor team finances to make sure we are complying with AGLC guidelines.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

Team Bank Accounts

Grande Prairie Minor Hockey will assign bank accounts upon request and approval. All team bank accounts will be held at the same financial institution as the association. All funds held by teams are the property of Grande Prairie Minor Hockey, therefore holding team funds in personal bank accounts will not be tolerated.

1.1. - Development Teams

- 1.1.1 Teams must track all receipts and disbursements in the GPMHA budget template so we can track source of funds and ensure teams are compliant with AGLC and GPMHA policy.
- 1.1.2 All cash received by the team must be deposited in full to the bank account as soon as possible.
- 1.1.3 All receipts and disbursements must transact through the team bank account. This means NO CASH disbursements are allowed.

1.1.4 Signing authority will include the Executive Director or a replacement named by GPMHA Treasurer. The team manager and treasurer will be signors on the account and will be accountable to manage GPMH funds.

1.1.5 Team officials will sign a code of conduct prior to receiving their bank account. It will outline specific behaviour that GPMHA wishes to prohibit. Namely the misuse of funds on ineligible expenses and unapproved expenses being covered nearing the end of the season.

1.2 GPAC/PCFAC:

1.2.1 Team debit cards may be held by the head coach and team manager and used for approved team expenses only. Receipts must be submitted weekly for accounting a accountability purposes.

1.2.2 All receipts and disbursements must transact through the team bank account. This means NO CASH disbursements are allowed. This reduces our financial risk and supports our accounting process.

1.2.3 All cash received by the team must be deposited in full to the bank account as soon as possible.

1.2.4 All deposits shall be supported by appropriate documentation and recorded in the budget template including:

- Payment type (Cash, check, e-transfer)
- Purpose of receipt, i.e., monthly fees, track suits, bottle drives, sponsorships
- In the case of sponsors who wish anonymity, such information must be available to the Treasurer upon request but may be otherwise kept confidential.

1.2.5 All team disbursements shall be supported by appropriate documentation and recorded in the budget template including:

- The payee
- The ultimate recipient
- The true purpose
- Approval by Team Manager

1.2.6 At the end of each season, each team must leave \$100 in its Team Bank Account. Teams cannot operate at a deficit and parents are responsible to ensure that there is \$100 in the account at the end of the season. This \$100 is a float for the next season — see item 2.

1.2.7 Surpluses remaining in Team Bank Accounts shall be transferred to the:

- a. Equipment Replacement Fund
- b. Hockey Helps Fund
- c. Other as approved in advance by the GPMHA Executive

The Board will decide the allocation.

1.2.8 At the end of the season, all team Financial Spreadsheets, *source* documents, cheques, deposit books, *bank cards* etc. will be emailed/delivered to the GPMHA office *by April 15*. Teams failing to comply may be subject to sanctions.

1.2.9 All team activities must be completed and paid for prior to April 15, including wind up events.

Team Fundraising

Each team must prepare a budget and submit to the Treasurer for approval by October 31. The purpose of the budget is to outline the team's activities for the year, so GPMHA can confirm that sources of funding are going only to approved expenses. We encourage our teams to raise funds to lower the cost to parents for development, but we discourage the raising of funds for non-essential expenses.

Team Revenues can be raised in several different ways. The following are classifications used by GPMHA:

- a. Fundraising – activities that involve requesting involvement from the community and are not limited to: bottle drives, battery drives, catalog sales to members of the team’s social circle and the community at large, request for donations.
- b. Raffles- include activities that require an AGLC license.
- c. Corporate Sponsorship- donation of money from a business or organization
- d. Parent contributions

*Raffles that include the sale of alcohol must not have any participation from minors. We support our youth and it’s the goal of GPMHA to model appropriate behavior with age appropriate activities.

- Teams cannot request further support from any GPMHA sponsors. If it is decided that additional funds may be required by the association, it will be left to the board and the sponsorship committee to approach these sponsors for additional support. No fundraising activities will be approved that are in direct competition with our own sponsors.
- AGLC regulates how the proceeds of gaming funds may be spent. Using raffles is a great way to raise funds but be aware, there are restrictions. *Follow the link to the AGLC handbook, under sections 4 and 5 you will find the restrictions of gaming proceeds.* (<https://aglc.ca/documents/charitable-gaming-policies-handbook>)
- AGLC Handbook Sec 5.13.7 Explains that Personal clothing like track suits, dryland gear, and other personal apparel is not to be purchased using gaming funds.
- Awards like plaques and trophies are approved gifts when they are earned for specific achievement. No gifts for volunteers may be purchased with gaming funds.
- AGLC Handbook Sec5.21.1 Explains that gaming funds cannot be spent on social functions or recreational activities.
- A budget template will be provided for each level, indicating the appropriate revenue and expense that a team should expect in a given year. Guidance will be given so that budgets are appropriate for the level of hockey that teams are participating in.
- No Gift Cards will be used as a fund-raising activity, due to its inefficiency and high financial risk level to the team.

Team Financial Reporting

- Each Team Treasurer shall prepare the Monthly Financial Report and reconcile such Report to the Team Bank Account.
 - a) Monthly bank statements will be available for managers to reconcile their accounts.
- Each Team Manager shall provide an electronic copy of the Monthly Financial Report to the parents of each player on the team by the 15th of the following month. *This may be a pdf of the statement page in the spreadsheet. If parents request further detail the entire file may be sent.*
- Each Team Manager shall submit the *entire* Monthly Financial Report including the bank reconciliation to the Treasurer of GPMHA by the 15th of the following month.
- The Treasurer shall review the Monthly Financial Reports to ensure compliance with the GPMHA Policies and Procedures Manual – i.e. this document.

Team Funds

- Parents in arrears for team fees or other fundraising commitments shall be reported to the Treasurer by the Team Manager and may be subject to sanctions including suspension of the player(s) until arrears are paid. Releases or Permissions will not be granted until all financial commitments *to the teams and GPMHA* have been fulfilled.
- No team funds can be expended directly or indirectly for alcohol. There can not be alcohol, marijuana or tobacco

baskets or related products on a tournament prize table.

- In the case of gifts-in-kind, recognition shall be given only in cases where such gifts-in-kind would replace an item or activity for which the Team would have paid ordinarily. For example: if a parent purchases sport drinks for the team during a tournament and the team would normally not have purchased such drinks, then no recognition is necessary. However, if a parent directly pays the entry fee to the tournament, then the amount of the gift and expense must be recognized.
- Grande Prairie Minor Hockey Association shall not cover any team deficits. Team parents are responsible to fund any team deficits.
- Eligible expenses based **upon approved budget as below. NOTHING else is eligible.**
 - a. Bus transportation including driver expenses
 - b. Coach gifts less than \$100.00/coach *No AGLC funds to be used
 - c. Dryland training facility rent and instruction
 - d. Referees
 - e. Hotel rooms for GPAC/PFAC players and U-18 players, based upon the approved Team Budget
 - f. Meeting rooms
 - g. Player development
 - h. Sponsorship servicing
 - i. Team travel meals for players based on approved Team Budget *travel must be outside of 100km radius for GPMH teams to warrant meal expenses.
 - j. Team supplies including any replenishment or repairs to GPMHA supplied team equipment
 - k. Tournament entry fees
 - l. Track suits, *dryland* team wear as approved by GPMHA Clothing Policy *No AGLC funds
- What can the team funds be used for?
 - a. Parents MUST pay for the following re:
 - i. Rep fees to GPMHA, PCFAC and GPAC. (Once teams are formed the team managers will be given the dollar amount owed for each player)
 - b. Parents may only raise enough money to cover expenses and NO funds will be returned to parents – therefore, constant review of cash balances, outstanding expenses and future expenses should be reviewed weekly and discussed constantly.
 - c. A suggestion is that fundraising starts as soon as budgets are approved so that parents will know where they stand for the upcoming season. Parents will be relied upon to finance the team to cover shortfalls in the team budget.

Recreational Teams

- Recreational teams shall not have team bank accounts—all monies must go through GPMHA Office.
- Recreational teams cannot charge team fees.
- Budgets (to a maximum of \$5000 total) must be submitted to the Treasurer for:
 - a) Track suits
 - b) Tournament Registration
 - c) Training
 - d) Replenishment or repairs to GPMHA supplied team equipment
- Cash must be processed through GPMHA office and expenses paid via GPMHA cheques
- Team/Tournament items purchasing
 1. Locally sourced whenever possible to support our sponsors
 2. If including potential sources from outside of our community 3 quotes must be obtained,
 3. At least 1 Local company has the opportunity to quote on the item(s)
 4. Said local company must be given the opportunity to compete against online/out of town suppliers once all quotes have been received
 5. If applicable, any current agreements between GPMHA and a vendor must be honored first before sourcing outside. I.e. hotels / apparel supplier.

Policy #121 - Financial Reporting of Proceeds of Gaming/Fundraising Funds

APPROVED: April 9, 2019	REVIEWED: March, 2018
NEXT REVIEW:	December 2020
RESPONSIBILITY:	Treasurer/Finance Committee
APPENDICES:	
CROSS-REFERENCE:	Finance Policy 120

POLICY STATEMENT:

To govern the financial reporting practices of gaming or fundraising funds for GPMHA. This does not include any fundraising for individual teams or committees. Refer to policy 120 for individual teams or committees.

PURPOSE:

To ensure accountability and transparency to GPMHA members and subsidiaries, to promote understanding of the use of gaming funds and promote volunteerism within the organization.

PROCEDURE/GUIDELINES:

The dollar amounts received from the proceeds of gaming and organizational fundraising will be clearly defined to the membership of GPMHA, including intended allocation of funds. All fundraising will be done with an express purpose clearly outlined to the membership.

Separated financial statements showing the income and expenditures of all monies earned from any organization level fundraising and/or gaming will be provided to the membership in conjunction with all financial reporting at the AGM.

The proceeds of gaming/fundraising will be used towards the betterment of the whole organization and all the members and in accordance with gaming rules.

Policy #122 - Gaming Licenses

APPROVED: May 14, 2020	REVIEWED: May, 2020
NEXT REVIEW:	May 2022
RESPONSIBILITY:	Treasurer
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To promote appropriate use of gaming licences.

PURPOSE:

To provide guidelines for individual team gaming licenses – 50/50, raffles etc.

SCOPE:

All teams and committees requiring a gaming license

DEFINITIONS:

PROCEDURE/GUIDELINES:

Once a gaming type of fundraiser (raffle, 50-50) is approved by the GPMHA Treasurer, each team will have to apply for their own Gaming License at www.aglc.ca, (Left side: For Charities and Non-Profits tab.)

Complete the “Eligibility for Raffle License” application form in your team name, for example; Dr. Higson U-11 B Knights. You cannot apply for your license under GPMHA or use the GPMHA office address. This is not the application for your raffle license. It is to determine your eligibility to conduct a raffle event. Once approved, you will be assigned an AGLC ID number. The process usually takes 3 – 5 business days. This number will give you access at the registry to apply for your actual raffle licenses.

Please be aware that whoever applies for a raffle license is responsible for submitting the proper financials to Alberta Gaming within 90 days of your license's expiration.

When the current hockey season ends, we strongly recommend you let your License lapse. DO NOT pass on your AGLC ID number to another team; as your name and address will be attached to it and you will still be responsible for it.

All prospective income and expense relating to your Gaming License, must be recorded in your budget, be approved by the GPMHA Treasurer and recorded in your financial statements. Once you have completed your final financial report to Alberta Gaming for the individual raffles, etc. you must forward a copy to the GPMHA Office.

Recreation Tournament Committees may use the GPMHA Gaming Licence, strictly under the direction and supervision of the GPMHA office.

Policy #124 - Hockey Helps Fund

APPROVED: May 22, 2018	REVIEWED: May, 2018
NEXT REVIEW:	May 2019
RESPONSIBILITY:	Executive Director
APPENDICES:	
CROSS-REFERENCE:	Privacy Policy 530. FAQ section of GPHockey.com

POLICY STATEMENT:

Hockey Helps Fund is donated money to GPMHA which is used to help those in need.

PURPOSE:

To ensure that all funds donated to the Hockey Helps Fund are used appropriately.

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

For any applicant who is approved for funding from Kidsport, the Executive Director may direct funds from the Hockey Helps Fund to help or completely offset the balance of the cost of registration to the applicant.

For extraordinary uses of the Hockey Helps Fund, all requests must be approved by the GPMHA Executive by motion.

Policy #125 - Development Team Fees

APPROVED: May 14, 2020	REVIEWED: May, 2020
NEXT REVIEW:	May 2022
RESPONSIBILITY:	GPMHA Team Managers/Treasurer and Executive Director
APPENDICES:	
CROSS-REFERENCE:	GPMHA Player Application Form

POLICY STATEMENT:

To promote appropriate financial governance.

PURPOSE:

To ensure that all teams and players pay their appropriate additional fees at the commencement of the season.

SCOPE:

All Development GPMHA and subsidiary teams, from U-11 to U-18.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Upon placement on certain teams, a Development registration fee is due and payable to the team, as set out in the GPMHA yearly budget and listed on the GPMHA player application document each season.

The parent must pay the extra fee to the team by October 30.

The team must pay GPMHA by November 15 by team cheque.

Policy #126 - Volunteer Expenses

APPROVED: September 25, 2018	REVIEWED: September, 2018
NEXT REVIEW:	September, 2020
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Finance Policy 120	

POLICY STATEMENT:

To ensure refunds are paid in a timely matter to volunteers in our organization.

PURPOSE:

Certain volunteers must take courses or attend training sessions. This policy ensures these volunteers are refunded in a timely manner.

SCOPE:

All volunteers who must pay for approved out of pocket expenses.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All team staff volunteers who have prepaid for courses reimbursable by GPMHA will be paid after November 15th of the office receiving receipts for the course or training session completion, PROVIDING that the Team Staff Application has been received prior by the GPMHA office.

Reimbursements will be made directly to the volunteer who has completed the applicable course or training session for their applied position.

Any other items reimbursable by GPMHA will be paid within 30 days of the office receiving invoices for the expense incurred providing such expenses have been pre-approved by the GPMHA Executive.

Policy # 127 – Non-Parent Coach Expenses

APPROVED: September 25, 2018	REVIEWED: September, 2018
NEXT REVIEW:	September, 2020
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy #120 Financial, #126 Volunteer Expenses, # 161 Prohibited Substances.	

POLICY STATEMENT:

To cover costs occurred by non-parent coaches for out of town travel

PURPOSE:

Some teams will have non parent coaches and or assistant coaches. As a team staff volunteer GPMHA wants to ensure that there no out of pocket expenses occurred while traveling with the team.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All expenses will require a detailed receipt and follow GPMHA Finical Policy #120. Travel expenses must be detailed in the team budget for GPMHA approval prior to being paid out to team staff. Hotels and meals for each day of travel will be covered by the team. Travel via bus will be covered by the team. If the coaches decide to provide their own mode of transportation that differs from the team then no reimbursement will be made for fuel or mileage. i.e. drive by themselves. If a member of the team wishes to pay for the coaches' expenses as a gift in kind then no reimbursement will be made to that member. The team manager may pay for the Coaches hotel and meals and claim as a team expense provided all receipts are submitted. Absolutely no alcohol, tobacco products or illegal substances are eligible for reimbursement. These items are covered in policy #161 as prohibited substances. Receipts will be submitted by the Coach to the Team manager/Treasurer and remuneration will be paid within the same month as the expense.

Policy # 149 Team Equipment and Goalie Gear

APPROVED: August 26, 2024	REVIEWED August, 2024
NEXT REVIEW:	September 2026
RESPONSIBILITY:	Equipment Director, GPMHA Office Staff
APPENDICES:	
CROSS-REFERENCE:	PPM150 PPM104 PPM120

POLICY STATEMENT: To provide accountability of GPMHA supplied equipment to our membership

PURPOSE: To track and control the use of GPMHA-owned equipment and provide accountability to the members using it.

SCOPE:

All Teams and or Members who are assigned equipment for use.

DEFINITIONS:

1. Contract Holder – a person 18 years of age who will be responsible/liable for the equipment

PROCEDURE/GUIDELINES:

Section A – Team equipment

GPMHA provides equipment for team use each season. It is the responsibility of the head coach to sign out at the beginning of the season and ensure that all of this equipment is returned no later than March 31 of the current hockey season. It is the responsibility of the Head Coach that any missing items be replaced prior to returning the equipment. Items must be approved by the Equipment Director prior to purchase and the use of team funds as per policy 120 is acceptable. Each team will be assigned the following: Initials:

	U5	U7	U9	U11	U13	U15	U17	U18
Bucket	1	1	1	1	1	1	1	1
Pucks	30	30	30	50	50	50	50	50
First Aid Kit	1	1	1	1	1	1	1	1
Pylons	12	12	12	15	15	12	12	12
Goalie gear	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a
Goalie stick	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a
Home Jersey	1	1	1	1	1	1	1	1
Away Jersey	n/a	n/a	n/a	1	1	1	1	1

The Head Coach will be responsible to pick up and return all equipment and agree to this policy as written. Additional equipment ie goalie gear may be requested by teams and will be provided at the discretion of the Equipment Director. Any damage during the season must be reported as per policy 150

Renter initials:

GPMHA initials:

I _____ agree to use and return the GPMHA-owned equipment that has been assigned to me, and the team I am coaching, as per the inventory listed above. Failure to return the equipment by March 31 as listed may result in a monetary cost to the team and or myself.

GPMHA Coach signature and date: _____

GPMHA Equipment Director signature and date: _____

Section B – Goalie Equipment

GPMHA owns and can supply goalie equipment and sticks to our Members during the regular hockey season (August 15 – March 31) for individual use. This equipment is supplied at no cost to the individual who will be using it and will be managed by the Equipment Director. All equipment must be returned to GPMHA by March 31. Members may request to use the equipment outside of the regular season but will agree to the terms listed in this policy. Any items damaged or in need of repair must be reported to the Equipment Director as per policy 150. GPMHA Members requesting equipment usage between March 31 – Aug 15 may do so and may be approved by the Equipment director. This request must be made and agreed to by an individual over the age of 18 and hold a valid credit card. Rental contract rates will apply as follows: (circle and sign beside the desired time frame)

0-7 days = \$50

0-14 days = \$100

0-31 days = \$200

Payment for rent must be completed prior to the member obtaining the equipment. A pre-authorized credit card transaction for a deposit of \$500 (plus credit card fees) will be processed by the GPMHA office prior to the equipment being picked up by the contract holder. Upon return and inspection of the equipment, if there is no damage, the deposit will be canceled/returned to the credit card. Any repairs needed to the equipment will be charged to the rental contract holder. If the equipment is deemed unfixable or the damage is extensive then the item(s) will be replaced and the cost be charged back to the renter at the replacement value. **If the equipment is not returned in the agreed upon time the full replacement value will be charged to the renter.** Renter initials:_____.

I _____ agree to use and return the GPMHA-owned equipment that has been assigned to me as per the inventory listed on the attached equipment checklist. Failure to return the equipment within the rental time frame will result in additional rental costs as outlined above. I agree that the equipment is only to be used on ice surfaces and any damages from use will be at the expense of the contract holder.

Contract holder signature and date _____

GPMHA Staff signature and date _____

Equipment Director signature and date _____

Renter initials:

GPMHA initials

Renter: _____
Address: _____
Phone # _____

Date Out: _____
Date Returned: _____

Division: _____
Bag #: _____

Stick
Pads
Glove
Blocker
Chest Protector

Serial #

Contract Holder Date:

Equipment Director Date:

GPMHA Staff Date:

Policy #150 - Team Equipment

APPROVED: September 20, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August, 2026
RESPONSIBILITY:	GPMHA Equipment Director and Team Staff
APPENDICES:	
CROSS-REFERENCE:	Equipment Usage Contract Policy 149

POLICY STATEMENT:

To provide guidelines for team equipment belonging to GPMHA.

PURPOSE:

To ensure that all equipment belonging to GPMHA is maintained and accounted for.

SCOPE:

All GPMHA teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

The Equipment Director will disperse equipment belonging to GPMHA to the head coach. A listing of this equipment shall be kept by the GPMHA Equipment Director and will be inventoried when signed out to the head coach and when it is returned at the end of the season. At the end of the year, the head coach will be responsible to return all equipment to the Equipment Director, except socks. Team are responsible to replenish all items that may have been lost or consumed during the regular season. Team funds may be used as per policy 120.

Breakdown of equipment for each level:

Recreation	Pucks	Pylons	1st Aid Kit	Home Jersey	Away Jersey	Home socks	Away Socks	Team Goalie Equipment
Tom Thumb	X	X	X	X		X		
U-7	X	X	X	X		X		
U-9	X	X	X	X		X		X
U-11	X	X	X	X	X	X		
U-13	X	X	X	X	X	X		

Competitive								
U-11	X		X	X	X	X		
U-13	X		X	X	X	X		
U-15	X		X	X	X	X		
U-18	X		X	X	X	X	Until stock is depleted	

1. Goalie equipment is available for all players U-11 age or older upon request from a parent/guardian and is subject to availability. A usage contract must be completed at the time of pickup. See policy 149.

GPMHA equipment shall be used only for GPMHA functions or on approval of the Equipment Director.

When equipment supplied by GPMHA is lost or damaged, team staff MUST report the incident to the Equipment Manager immediately. Team management shall keep the equipment clean and small repairs done at their cost. Major repairs to goaltending equipment should be made through the Equipment Manager.

Jerseys

1. Captain and Assistant Captain Letters may be sewn on to jerseys and removed at the end of the season.
2. Name bars are not permitted on jerseys outside of GPAC/PFAC.
3. Under no circumstances are the team jerseys to go home with the player. Players are to provide their own practice jerseys.
4. Each team must have one or two jersey volunteer(s), who will gather each team jersey after each game and be responsible for the care and cleaning of them.
5. Any player wanting to purchase their game worn jerseys may do so for any age. The member is responsible for ordering and paying for an exact replacement including any advertising/league logos through Pro Sport. The game worn jersey will not be released to the player until the new jersey is delivered to GPMHA.

Team/Tournament items purchasing

1. Locally sourced whenever possible to support our sponsors
2. If including potential sources from outside of our community 3 quotes must be obtained,
3. At least 1 Local company has the opportunity to quote on the item(s)
4. Said local company must be given the opportunity to compete against online/out of town suppliers once all quotes have been received.
5. If applicable, any current agreements between GPMHA and a vendor must be honored first before sourcing outside. I.e. hotels / apparel supplier.

Policy #151 - Player Protective Equipment

APPROVED: April 9, 2019	REVIEWED: March, 2019
NEXT REVIEW:	November 2020
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada-Safety Requires Teamwork & Safety for All Handbook.

POLICY STATEMENT:

To follow player protective equipment guidelines as set by Hockey Canada.

PURPOSE:

To ensure safety for all participants.

SCOPE:

All GPMHA on ice participants.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All coaches shall be responsible for ensuring that every player and/or goaltender taking part in any game or practice is fully dressed in proper equipment. Proper equipment required for both players and goaltenders can be found in the Hockey Canada Safety Requires Teamwork & Safety for All posted at www.gphockey.com on the Registration page. Equipment Tips section, pages 66 – 92.

Policy #152 - Team Clothing Policy

APPROVED: April 9, 2019	REVIEWED: March, 2019
NEXT REVIEW:	January 2020
RESPONSIBILITY:	Team Staff, Commissioners
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidelines for Equipment belonging to GPMHA.

PURPOSE:

To ensure that all additional clothing meets the guidelines of GPMHA and those teams are uniform in appearance.

SCOPE:

All GPMHA teams, with the exception of GPAC and PCFAC teams.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams with the exception of the current «Storm» teams will be known as «Knights».

There will be no exceptions made to this policy. Under no circumstance can a player's name be added to any apparel.

Tracksuits (jackets and/or pants) must be purchased through the GPMHA approved supplier only.

- Tracksuit jackets** will come with the GPMHA logo on the back as well as the Knight's logo on the front left chest. Player's numbers can be placed on the right cuff or bottom right front of the jacket in white lettering. Team staff may add the words "Coach, Assistant Coach, Trainer or Manager" to the right cuff or bottom right front of the jacket in white lettering. **ONLY** the GPMHA logo is allowed on the back of the jacket.

- If the team has **ONE sponsor** who is paying for the ENTIRE team's tracksuits, (*including all the embroidery*) then the sponsor's logo – may appear on the right arm. If the team has **TWO sponsors** who are paying for the teams track suit (*including all the embroidery*) then **ONLY the two sponsors NAMES** can appear on the right arm in white lettering.

- If a team is putting the track suit sponsor's logo or name on the tracksuit, the team must also put the team sponsor's name on the left arm – white lettering. The size of all sponsor names to be no larger than 2" high and 2.5" wide. **Tracksuit pants** – Knights logo can be put on the left thigh. The player number is allowed on the back calf in white lettering. Nothing else is allowed.

- Hoodies** must have one of the approved Knight's logos on the front and nothing on the back. The same rules for the tracksuit jackets apply.

T-shirts or Polo Shirts must have one of the approved Knight's logos on the left chest. This item may include the player's name and/or number as well as a sponsor's name and/or Logo on the sleeves or back. **Off Ice Training Apparel** (long sleeve training tee, short sleeve training tee) must have one of approved Knight's logos. This item may include the player's last name and / or number as well as the sponsor's name and/or logo on the sleeves or back. For the pants, same rules as tracksuit pants apply. **Headwear** must have the Knight's head on the front of the toque. The player number may be added. **Custom Team Bags** come with the Knight's logo. There is an ID pocket on the bag – player personalization is not available. **Custom Pant Shells** come with the Knight's logo. Only the player number may be added. **Practice Jerseys** come with the Knight's logo. The same rules for the tracksuit jackets apply.

Policy #160 - Harassment and Abuse Policy

APPROVED: December 11, 2017	REVIEWED: November, 2017
NEXT REVIEW:	November 2018
RESPONSIBILITY:	Discipline Committee
APPENDICES:	
CROSS-REFERENCE:	City of Grande Prairie Municipal Bylaws Hockey Canada Bylaws

POLICY STATEMENT:

GPMHA strives to provide a positive experience for all its members and team officials on and off the ice. Bullying, cyber bullying, harassment and abuse in GPMHA will not be tolerated.

PURPOSE:

To provide a fun, harassment free environment for all participants. Addressing issues related to Harassment and Abuse in a timely and effective manner is the key to achieving the objectives of the GPMHA Mission Statement.

SCOPE:

While it is beyond the scope of this document to describe all instances and subtleties of Harassment and Abuse, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches and team staff are responsible.

DEFINITIONS:

Harassment:

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. Harassment is offensive behavior by one person/group to towards another, which is insulting, humiliating, malicious, degrading or offensive and can be emotional, physical, and/or sexual - that involves discrimination against a person because of his/her race, nationality, ethnic origin, color, age, religion, disability, family status, sexual orientation, sex/gender, marital status, pardoned conviction.

Harassment may be a single event or a pattern of mistreatment directed at an individual or a group. may occur among anyone, between peers (player to player, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position) coach to parent, sports administrator to employee).

Abuse:

Occurs when a young person, as defined by the Provincial Child Protection Act, needs protection from a person he/she trusts or depends upon. The perpetrator may inflict one of the following:

Emotional abuse

Physical abuse

Neglect

Sexual Abuse

Hazing:

Is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s). Hazing is prohibited by Hockey Canada regulations.

PROCEDURE/GUIDELINES:

- Where appropriate, report all incidents following the GPMHA incident reporting procedures.
- All information will be treated in strict confidence.
- All incidents will be addressed in a timely manner.
- Recommendations for discipline, where appropriate, will be provided on a case-by-case basis.

Harassment and abuse within GPMHA will be dealt with as per the following:

Information will be gathered from sources pertaining to the incident and reviewed by GPMHA.

All formal complaints will be reviewed by GPMHA Game and Conduct Committee and ruled on by the Board of Directors.

In the case of abuse, legal responsibility to report it to the proper authorities (Alberta Child and Family Services).

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

Policy #160 B - Bullying

APPROVED: December 11, 2017	REVIEWED: November, 2017
NEXT REVIEW:	November, 2018
RESPONSIBILITY:	Discipline Committee
APPENDICES:	
CROSS-REFERENCE:	City of Grande Prairie Municipal Bylaws Hockey Canada Bylaws

POLICY STATEMENT:

GPMHA strives to provide a positive experience for all its members and team officials on and off the ice. Bullying, cyber bullying, harrasment and abuse in GPMHA will not be tolerated.

PURPOSE:

To provide a fun, harassment free environment for all participants. Addressing issues related to Bullying in a timely and effective manner is the key to achieving the objectives of the GPMHA Mission Statement.

SCOPE:

While it is beyond the scope of this document to describe all instances and subtleties of Bullying, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches and team staff are responsible.

DEFINITIONS:

Bullying is defined by the combined use of aggression and power. It occurs when one or more individuals abuse power and direct verbal, physical or social aggression at another individual as a repeated event over a period of time.

Cyber-Bullying:

The use of email, cell phones text messages internet sites and social media to threaten, harass, embarrass, humiliate, socially exclude or damage another person's reputations and friendships.

Physical:

Hitting, shoving, kicking, spitting, grabbing or beating others, damaging, stealing, hiding or defacing another person's property.

Verbal:

Name calling, mocking, hurtful teasing, humiliating or threatening someone, racist comments or sexual harassment.

Social:

Rolling your eyes or turning away from someone, excluding others from the group, gossiping or spreading rumours, setting others up to look foolish, or damaging friendships.

Racial:

Treating someone badly because of their racial or ethnic background, saying bad things about a cultural background, calling someone racist names and telling racist jokes.

Religious:

Treating someone badly because of their religious background or belief, calling someone names or telling jokes based on his or her religious beliefs.

SEXUAL:

Leaving someone out or treating them badly because they are a boy or a girl, making someone feel uncomfortable because of their gender or sexual orientation, making sexist comments or jokes, touching, pinching or grabbing someone in a sexual way, making crude comments about someone's sexual behaviour, spreading sexual rumour about someone or calling someone gay, fag, lesbian or similar names.

PROCEDURE/GUIDELINES:

- Where appropriate, report all incidents following the GPMHA incident reporting procedures.
- All information will be treated in strict confidence.
- All incidents will be addressed in a timely manner.

Information will be gathered from sources pertaining to the incident and reviewed by GPMHA.

All formal complaints will be reviewed by GPMHA Game and Conduct Committee and ruled on by the Board of Directors.

In the case of abuse, legal responsibility to report it to the proper authorities (Alberta Child and Family Services)

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

Policy #161 - Prohibited Substances

APPROVED: December 16, 2019	REVIEWED: December, 2019
NEXT REVIEW:	May 2021
RESPONSIBILITY:	Team Staff / Disciplinary Committee
APPENDICES:	
CROSS-REFERENCE:	GPMHA Bylaws, Article 4.9 and Article 5.

POLICY STATEMENT:

The use or possession of alcoholic beverages, illegal drugs, recreational marijuana, prohibited substances, tobacco products, vaping products and smoking or vaping by players prior to or during any GPMHA sanctioned event including games, tournaments or team functions is prohibited.

The use or possession of alcoholic beverages, illegal drugs, recreational marijuana, and prohibited substances by team staff prior to or during any GPMHA sanctioned event including games, tournaments or team functions is prohibited.

PURPOSE:

To provide direction regarding controlled substances by members and players of GPMHA and subsidiaries

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

A Team official is obligated to report any offence by players and or staff. The event must be reported to the appropriate Vice President within 12 hours of its occurrence. All incidents will result in an immediate and indefinite suspension pending a review by GPMHA Game and Conduct group

Team officials are reminded that tobacco products are prohibited in arenas and dressing rooms.

Policy #201 - Inclement Weather-Travel Policy

APPROVED: September 21, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August, 2025
RESPONSIBILITY:	Vice-Presidents
APPENDICES:	
CROSS-REFERENCE:	League Handbooks/Policy Manuals

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in severe weather.

PURPOSE:

To provide recommendations to the coaches/managers and other participants of GPMHA to determine when it is safe to travel.

DEFINITIONS:

When there is a RCMP travel advisory in effect at the time of travel for the starting location and anywhere along the route and/or if the temperature is below minus 40 Celsius without a wind chill then GPMHA will recommend a team to not travel. Final decision for travel will be with the legal guardian of each player and no liabilities will be with GPMHA.

PROCEDURE/GUIDELINES:

In instances when the jurisdiction of the GPMHA is subjected to severe weather that requires consideration of the cancellation of games the following notification procedure will be followed:

Notification Procedure for Teams that play within GPMHA Competitive Leagues:

Any decision relating to the cancellation of games will be made as per the league rules that the team plays in.

Notification Procedure for Teams that play within GPMHA Recreation divisions:

Any decision relating to the cancellation of ice times will be made by the Commissioner and Vice President as early as possible in order to prevent unnecessary travel. If a decision is made to cancel ice times, the Commissioner will contact both managers and/or head coaches.

Notify GPMHA Ice Coordinator by email or text immediately if it is home ice.

Team Managers or Coach designate will contact by telephone the members of their team to advise the players of the cancellation. ****Text or email is not an acceptable form of communication for game cancellations.****

The GPMHA and/or the team management will make all best efforts to notify the local radio stations in the event of any cancellations, but this will not be the main source of communication.

In the absence of a cancellation notice being made by the appropriate source, parents, players and teams should assume that the games will be played as scheduled. The GPMHA encourages parents to leave enough travel time to arrive safely and drive according to the weather conditions.

Policy #202 - Out of Town Travel - Charter Bus Policy

APPROVED: September 21, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August, 2025
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in the rental and usage of charter bus lines.

PURPOSE:

To provide guidance to the Coaches, Managers and other participants of GPMHA to determine policy regarding team bus usage.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

All traveling teams are highly recommended to charter buses for ALL out-of-town functions, regardless of distance.

GPMHA has received a significant discount from local companies in the past, and these companies shall be the teams' first choice in transportation, as will be reviewed with the teams at the beginning of each year.

Any licensed carrier of GPMHA teams must first meet the National Safety Code for Motor Coaches and Commercial Buses as obtained from Alberta Infrastructure and Transportation.

Bus drivers must follow all laws and regulations of the province which they are driving in. This includes a limitation to how many hours a bus driver can be “on duty” and driving per day. Teams may have to cut out some activities or re-work their itinerary to account for this.

There is to be no alcohol on any team buses. Buses CANNOT drive to any liquor store or drinking establishment.

Due to the shortage of available busses in the region, it is recommended that as soon as teams make their schedules that they book buses immediately.

PARKING

Teams going out of town by bus must leave their vehicles at a location other than any arena, due to limited parking for their customers. Any left overnight may be towed.

Policy #203 - Out of Town Travel - Charter Bus Protocol

APPROVED: September 21, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August, 2025
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the proper procedures are followed in preparing to travel on buses.

PURPOSE:

To provide guidance to the Coaches, Managers and other participants of GPMHA to determine policy regarding team bus protocol.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

To book a bus – email or call the carrier the second that a bus is required.

Keep in mind that inventory of buses in Alberta is down drastically so you need to book as far ahead as possible, or you may not get a bus. You do not need to give them all of the details in the first email, just what team you are from, who you are, where you are going and the dates. The details can come later.

Clearly indicate in your email:

1. Your team name
2. Your contact information, including name, at least two phone numbers
3. The dates of your trip – leaving on and returning on
4. Pickup location including the address
5. Pickup time
6. Leave time – the team must be ready to go at the appointed time, no waiting
7. If overnight stay, what is the hotel name and address.
8. Will there be a secondary stop to play a game in a town other than the final destination?

They will send back a confirming email. If you do not get a confirming email within a couple of days, call them. It would be a good idea to re-check on your bus trip on the Monday of the week you are going.

YOU CANNOT EXPECT THE BUS DRIVER TO DRIVE LONGER THAN HE LEGALLY CAN. You may have to cut out some activities or re-work your itinerary to account for this.

Teams are responsible for the bus driver's accommodations and meals on overnight trips.

All members are ambassadors of Grande Prairie Minor Hockey and the Peace Country. All are expected to treat our bus companies, restaurants and hotels with respect.

1. All travelling teams are highly recommended to charter buses for ALL out-of-town functions, however due to the shortage of buses for day trips, teams may have to drive to closer places like Dawson Creek.
GPMHA receives significant sponsorships from bus companies in the past, and these companies shall be the team's first choice in transportation, as will be reviewed with the teams at the beginning of each year.
2. Each team is responsible for damages to the bus interior.
3. Minor hockey players are forbidden to serve as designated drivers of vehicles providing transportation for other players on road trips, unless accompanied by a responsible adult.

As soon as you get the league schedule ensure that buses are booked immediately. Then as soon as you have the detailed information on the trip, email them the details. They will confirm by return email.

YOU MUST ENSURE THAT THE PARENTS AND PLAYERS CLEAN UP THE BUS BEFORE YOU GET OFF OF IT! ALL OF OUR TRAVELLING TEAMS MUST BE GOOD AMBASSADORS OF GRANDE PRAIRIE MINOR HOCKEY.

BUSING EXPECTATIONS OF PLAYERS, MANAGEMENT AND PARENTS

1. No use of alcoholic beverages, illegal drugs or tobacco products by team officials, players, or parents while on the bus. Buses do not carry liquor permits for GPMHA trips.
2. No sunflower seeds, pumpkin seeds or pistachios.
3. No paper other than toilet paper to be deposited in the toilets.
4. No shoes or boots on the seats.
5. No gum on the floor or the seats.
6. Only beverages with screw top lids.
7. Please use garbage receptacles provided and clean up after yourselves.
8. Players to load their own hockey equipment.
9. Any damage to the bus by any of the players, parents or team officials will be charged to the offending team.

SAMPLE ITINERARY

You can make one itinerary for the bus and one more detailed one for the players, or just send the bus company the more detailed one. Details to be included are:

Eat breakfast at home before you come to the bus or are you providing breakfast on the bus?

Date Leaving:	Time Leaving:	Where Leaving From:
Time to Load Bus:	Time Bus Leaves:	Stop at Restaurant or eat on the bus:
Arrive at Hotel:	Pregame Meal:	Rest:
Load Bus to go to game:	Bus Leaves for game:	Time arriving at the arena:
Time leaving the arena:	Supper – where and when:	Arrive at Hotel:

Lights out:

You would prepare a detailed list for each day of your trip.

If you need the players to bring their own money for a meal, etc., they must be told beforehand.

Policy #204 - Out of Town Travel - Hotels

APPROVED: September 21, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August, 2025
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	PPM 161

POLICY STATEMENT:

To ensure the proper procedures are followed in preparing to stay in hotels.

PURPOSE:

To provide guidance to all participants of GPMHA to determine policy regarding hotels.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES

You must give the hotel a detailed room list and the information on who is ultimately responsible.

It must be made clear who will be responsible for the players on any road trips and that responsibility must be followed through.

The Team Manager and Coach are to obtain a room list of all players from the Hotel for tracking and accountability of all members. This list will remain confidential.

All teams must strictly adhere to any hotel policies.

Noise must be kept to a minimum.

Keep anyone associated with your group and rooms from talking, running or making noise in the hallways or stairways.

Ensure the players are supervised at all times.

Do complete room checks prior to handing in all keys on check-out.

Ensure that all team staff, parents, guests and players follow PPM 161.

Complaints regarding misbehaviour in hotels will be taken very seriously.

Policy #205 - Out of Town Travel - Travel Permits

APPROVED: September 21, 2023	REVIEWED: September, 2023
NEXT REVIEW:	August 2025
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Bylaw 11.3

POLICY STATEMENT:

To ensure the insurance of the membership of GPMHA while travelling.

PURPOSE:

To provide guidance to the Coaches and Managers of GPMHA to determine policy regarding travel permits.

DEFINITIONS:

Out of town travel includes all exhibition games and tournaments outside of the association boundaries; excluding GPMHA home ice at the County Sportsplex, Clairmont Arena or Grovedale Arenas.

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

Travel permits are only required for all exhibition games or tournaments outside of GPMHA home ice operating boundaries. All permits required for U-7 and U-9 will be completed by the respective commissioners and given to the team manager.

To obtain a Travel Permit, go to the Hockey Alberta website at www.hockeyalberta.ca.

Click on the Center Ice Portal Login

The user name and password must be obtained from the GPMHA office. To login, scroll over the Permits and Sanctions tab and click on either Travel Permits or Exhibition games. Scroll to the bottom of the page and complete the required fields and click on Submit Request.

The Sanction will be emailed back to you, or you can check on progress under My Requests.

Application must be made at least 3 days prior to travel departure. The team Manager or delegate will retain a copy of each permit.

If when you log in to the Hockey Alberta website it says you are unauthorized, and you have typed in everything correctly, it will be a cookie issue.

Go to Tools, Internet Options, General, Delete Cookies

Then go to Privacy, move the bar down to Accept all Cookies, press ok, then try again.

Policy #206 - Out of Town Travel – Intro to Hockey and Recreation Divisions

APPROVED: September 21, 2023	REVIEWED: August, 2023
NEXT REVIEW:	August 2025
RESPONSIBILITY:	Commissioners and Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in out of town travel.

PURPOSE:

To clarify the standards and expectations regarding out-of-town travel for the Fundamental and Recreation Divisions.

DEFINITIONS:

Out-of-town travel includes all exhibition games and tournaments outside of the city limits; excluding GPMHA home ice at the County Sportsplex, Clairmont Arena or Grovedale arenas.

PROCEDURE/GUIDELINES:

All out-of-town games must be submitted to and approved by the Intro to Hockey and or Recreation Commissioners.

Team travel will need to conform to the following additional expectations:

All costs and arrangements for Fundamental and Recreation exhibition games and tournaments out of town or in addition to the regular recreation schedules will be the responsibility of the teams and parents participating.

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

At the parent meeting at the beginning of the recreation evaluations, all divisions will be advised by their Commissioners the expected maximum of out of town travel each division will be permitted. This will include maximum number of exhibition games per month as well as maximum number of tournaments attended per season.

Policy #309 - Facility Usage

APPROVED: October 23, 2018	REVIEWED: October, 2018
NEXT REVIEW:	October, 2020
RESPONSIBILITY:	Team Management
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

All members of GPMHA will respect facilities used by the team.

PURPOSE:

To ensure that all members of GPMHA represent the club in a respectable manner while participating in team functions.

SCOPE:

All association members of GPMHA and those associated or accompanying teams of GPMHA.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Team management and chaperones shall assume the responsibility for the conduct of themselves and their players while representing GPMHA, from the time the first person from the team enters the facility until the time the last person leaves the facility.

Teams will be held responsible for any damages incurred at any facility utilized during team activities. All costs incurred by repairs to facilities or extra cleaning required will be payable by the team at fault.

Damage incurred by teams to any facilities will be reported to GPMHA within 72 hours of occurrence and the appropriate members of the Executive and the team staff will be notified within 72 hours of GPMHA receiving such notice.

Ensure that your players understand that unsportsmanlike, disrespectful conduct, whether on the ice, in the halls or dressing rooms, or outside the rink, will be dealt with seriously.

Coaches are to report incidents to their Commissioner immediately.

All teams must strictly adhere to any hotel, restaurant, arenas or other facilities' policies.

Policy #310 - Ice Usage

APPROVED: October 23, 2018	REVIEWED: October, 2018
NEXT REVIEW:	October, 2020
RESPONSIBILITY:	Team Management
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

All members of GPMHA will respect facilities used by the team.

PURPOSE:

To ensure that all members of GPMHA represent the club in a respectable manner while participating in team functions.

SCOPE:

All association members of GPMHA and those associated or accompanying teams of GPMHA at a team function.

DEFINITIONS:

All City arenas, County Sportsplex, Old Clairmont and Grovedale are considered «home» or «local» ice.

PROCEDURE/GUIDELINES:

All ice allocated to teams needs to be utilized as committed.

All arenas require 10 working days' notice of ice cancellation in writing. Scheduled ice time not used and not cancelled with the GPMHA Ice Coordinator 10 working days prior, will be charged to the team at the prime rate for the facility booked. Any ice booked by a team and not used, must be paid for by the team. All ice privileges will be suspended until payment is received.

At the beginning of an ice slot or period players must remain off of the ice until a member of the team staff can supervise them and the zamboni doors are closed fully or in BC before the referees are on the ice. The last 15 minutes of each ice time allotment is required for ice maintenance. Players must vacate the ice once advised by the Rink Attendant via buzzer.

Rental of out of town ice must be booked by the individual teams. City arenas and some County arenas are closed on Statutory Holidays.

All ice will be given to each Team Manager or Commissioner via the Ice Coordinator. Ice not booked directly through the Ice Coordinator will not be paid for by GPMHA.

No teams or league officials shall change ice times with another team without first advising the Ice Coordinator. Schedules in detail are supplied to each arena and must be current.

All teams budgeted ice allocation is based on the registration fees paid at each level. Any charges for extra billing must be paid by the team. All ice privileges will be suspended until payment is received.

Because of ice constraints, teams may have one weekly practice at 6:30 am - 7:30 am.

All GPMHA members will not engage in discussions with any rink attendant for being buzzed off the ice. If a team feels they have been shorted of time, contact your Commissioner or have the Team Manager contact the Ice Coordinator with details.

Policy #311 - Dressing Rooms – Supervision and Gender

APPROVED: December 11, 2023	REVIEWED: October 2023
NEXT REVIEW:	February 2025
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada Dressing Room Policy

POLICY STATEMENT:

To promote appropriate dressing room guidelines and responsibilities.

PURPOSE:

Is to define the standards of supervision and usage for Dressing Rooms.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

The following Dressing Room policies are to be enacted at all times where players and team officials are present in Home and Away change-rooms:

- Team Officials are responsible for the safety and welfare of their players at ALL times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities. No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian before, during and after games or practices. There should always be at least two adults in the dressing room as this provides protection for not only the players but Team Officials.
- Parents/guardians of the players on each team may appoint or elect amongst themselves one adult representative who is a parent/guardian of a player on the team but who is neither a team official nor a GPMHA Executive Officer. This representative shall have the right to be present during all discussions and meetings between players and their coaches. In the event that a team has both male and female players on the roster, the GPMHA supports the selection/appointment of two representatives, one male and one female.
- At the U-11 level and above, when separate facilities exist for both male and female participants, males and females shall make use of these separate facilities. Females shall not be permitted access to a dressing room occupied by male players and/or coaches unless all players and coaches are fully clothed. Both the male and female facility shall be supervised by two adults.
- If the facility does not have separate changing areas available for male and female players, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the

team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.

- Team officials and parent/guardian representative(s) of every team shall ensure that the dressing room door remains closed while players are changing. If a player is ejected from a game they are required to be supervised by two adults and the ejected player must remain in the dressing room until the end of the game or with the manager in the stands.
- As the players get older and shower after games and practices, team officials and parents are permitted to leave the dressing room but must remain directly outside of the entrance and with the door open so they can still hear conversations from the dressing room. It is recommended that team staff occasionally announce and enter the room so their presence is known.
- Any deviation from the above standards must be documented and agreed to by all members of the team including team staff, players, and parents. Final approval must be given by the GPMHA Executive before being implemented.
- The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms, during any GPMHA sanctioned event (this includes players' phones). Parents and or coaches wishing to take pictures of individuals or teams in dressing rooms must ask permission of the team staff, and can only do so if everyone in the rooms is completely clothed/dressed. An example of this would be post game with a trophy.
-

Policy #313 - Dressing Rooms - Etiquette

APPROVED: December 11, 2023	REVIEWED: October, 2023
NEXT REVIEW:	On going
RESPONSIBILITY:	Team Staff, GPMHA, arena facilities,
APPENDICES:	
CROSS-REFERENCE:	Hockey Newfoundland and Labrador Dressing room Policy, Hockey Canada Dressing Room Policy

POLICY STATEMENT:

To promote appropriate dressing room use, guidelines and responsibilities by our teams and athletes. New concepts and practices require an open mind, time, a willingness to ask questions, and patience. It is not about being perfect but being respectful.

PURPOSE:

Is to define the standards of supervision and usage for Dressing Rooms and is intended to provide the standards and guidelines necessary to ensure the safe, inclusive, and equitable participation of all athletes

SCOPE:

All teams

DEFINITIONS:

- **Sex/Assigned Sex:** is the classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs. Most often, sex is assigned by a medical professional at birth and is based on a visual assessment of external genitalia.
- **Cisgender (adj):** A person whose gender identity corresponds with the sex assigned to them at birth (e.g., a cisgender man is someone who identifies as a man and who was assigned male sex at birth).
- **Gender Diverse (adj):** An umbrella term for gender identities and/or gender expressions that differ from assigned sex.
- **Gender Identity:** is a person's internal and individual experience of gender. This could include an internal sense of being a man, woman, both, neither, or another gender entirely. A person's gender identity may not correspond with the sex they were assigned at birth. Since gender identity is internal, it is not necessarily visible to others. It is important to remember that gender identity is not the same as sex/ assigned sex.
- **Gender Expression:** The way a person presents and communicates gender within a certain social context (environment). Gender can be expressed through clothing, speech, body language, hairstyle, voice, and/or the emphasis or de-emphasis of bodily characteristics or behaviours which are often associated with masculinity or femininity. The ways in which gender is expressed are specific to a particular culture and may change over time. May also be referred to as gender presentation or gender performance.
- **Transgender (adj):** A person who does not identify either fully or in part with the gender associated with the sex assigned to them at birth—often used as an umbrella term to represent a wide range of gender identities and expressions.

- Transition: Refers to a variety of social, medical, and/or legal changes that some trans people may pursue to affirm their gender identity. There is no checklist or average time for a transition process and no universal goal or end point. Each person decides what meets their needs.
- Minor Hockey Association: self-defined by each Minor Hockey Association (“MHA”) to include all staff, volunteers, and parents/guardians.
- Athlete(s): refers to any individual who is registered as a participant/player with a hockey team.
- Committee: refers to the Trans Inclusion Subcommittee of Hockey NL’s Risk, Safety and Medical Committee.
- Gender-Segregated Space: any space that is grouped according to a gender binary (female/male) such that one gender has access to the space to the exclusion of the other. Examples of gender segregated spaces may include but are not limited to washrooms, showers, and dressing rooms.
- Gender Segregated Team: a term that refers to a team grouped according to the gender binary. An example of a gender segregated team is a girls/womens team or a boys/mens team. Sports teams are often grouped according to the gender binary which means there are girls/womens teams and boys/mens teams. The criteria that should be used to group teams in this way is what gender a player self-identifies with, not the sex they were assigned at birth.
- “Gender-segregated teams” rather than “sex segregated teams” is therefore a more accurate way of referring to this type of team grouping system.
- Multi-Gender Team: a term used to refer to a team that is not gender segregated and that welcomes members from multiple gender identities, including but not limited to men/boys and women/girls (both cisgender and trans) as well as individuals who identify outside of the gender binary, such as individuals who are, agender, gender neutral, gender queer, etc. Multi-gender team replaces the term “co-ed”, as an intentional move away from non-inclusive language of the gender binary and more accurately reflects the reality of a gender spectrum.
- Base Layer: Shorts and t-shirt, compression shorts and shirt or a body suit.

PROCEDURE/GUIDELINES:

The following Dressing Room policies are to be enacted at all times where players and team officials are present in Home and Away change-rooms:

Team Officials are responsible for the safety and welfare of their players at ALL times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities. No minor aged player shall be left alone in a room with an adult who is not the player’s parent or guardian before, during and after games or practices. There should always be at least two adults in the dressing room as this provides protection for not only the players but Team Officials., Team officials and parents are permitted to leave the dressing room but must remain directly outside of the entrance and with the door open so they can still hear conversations from the dressing room. It is recommended that team staff occasionally announce and enter the room so their presence is known.

Parents/guardians of the players on each team may appoint or elect amongst themselves one adult representative who is a parent/guardian of a player on the team but who is neither a team official nor a GPMHA Executive Officer. This representative shall have the right to be present during all discussions and meetings between players and their coaches. In the event of a multi-gender team, GPMHA supports the selection/appointment of two representatives, one male and one female.

The Coach or their delegate must enter the dressing room before any others to ensure the rooms are clean. The Coach or their delegate must immediately advise the arena staff if an assigned dressing room has been left in a mess by the previous user group and ensure no one enters the room. If you cannot find an arena staff/member, take pictures before anyone uses the room.

- The Coach or their delegate must ensure that the dressing room is left in a clean, non-damaged state.
- The floors, walls and bathrooms are to be left in a clean condition.
- Showers are to be free of debris.
- All garbage is to be disposed of in the appropriate receptacles.

Teams will be billed for any excessive cleaning required. Any willful damage will be reported and appropriate measures will be undertaken by GPMHA. Those at fault or the team are expected to pay for the repairs.

The Coach or their delegate also supervises the team until the last member of the team has left the building after the practice or game. The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms, during any GPMHA sanctioned event (this includes players' phones). Parents and or coaches wishing to take pictures of individuals or teams in dressing rooms must ask permission of the team staff, and can only do so if everyone in the rooms is completely clothed/dressed. An example of this would be post game with a trophy.

All athletes have a right to access safe, inclusive and equitable dressing room spaces. In this regard, all athletes have the right to utilize a dressing room or appropriate and equivalent dressing areas based on their gender identity and/or gender expression and that meets their individual needs.

Athletes are responsible for asking for assistance and support to the best of their ability from their team and GPMHA. If they believe they are experiencing or have experienced discrimination based on their gender identity and/or gender expression or when requiring related accommodation. In the event that an athlete requests such an accommodation, they agree to work cooperatively with their team, the facility and GPMHA to locate appropriate and equivalent dressing areas when faced with facility limitations.

If due to facility limitations, and despite proactive efforts, a dressing room that meets an athlete's individual needs is unavailable, the team, with the support of GPMHA, will work in cooperation with the athlete to find an appropriate and equivalent dressing room.

To best promote inclusion on a hockey team and to respect the privacy of all athletes on a Multi Gender Team, GPMHA requires that all teams require all athletes to wear certain "minimum attire" at all times in the dressing room. This means that athletes should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or body suit). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom / bathroom stall or empty/unused dressing room) to change into the base layer and then enter the team dressing room with the other athletes. Use of showers (especially when showers are not separate from the dressing room or individualized) shall be permitted in a manner respecting all athletes' privacy and will not take place in a group setting or common area among other athletes or team staff. In some cases, Federal and Provincial law could apply to restroom or locker room usage, and teams should consult and apply applicable law(s).

Additionally, to ensure that all athletes are treated as valued members of a team, team officials should only engage in pre and post-game talks when all athletes are present in the dressing room.

Policy #410 - Evaluations

APPROVED: May 14, 2018	REVIEWED: May 2018
NEXT REVIEW:	May 2019
RESPONSIBILITY:	GPMHA Vice Presidents, GPMHA Office, Commissioners
APPENDICES:	GPMHA Evaluation Criteria
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidance for fair evaluation procedures.

PURPOSE:

To ensure all proper procedures are followed.

SCOPE:

All players in divisions where evaluations are deemed necessary, not including GPAC and PCFAC.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams with the exception of GPAC and PCFAC shall follow the current GPMHA Team Selection Criteria.

Policy #420 - Permission to Attend Conditioning Camps and Tryouts

APPROVED: May 14, 2020	REVIEWED: May 2020
NEXT REVIEW:	April 2022
RESPONSIBILITY:	GPMHA Executive Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidance for processes for conditioning camps and tryouts.

PURPOSE:

To ensure all proper procedures are followed.

SCOPE:

U-15 and U-18 players

DEFINITIONS:

PROCEDURE/GUIDELINES:

Letter of Permission to Try Out forms will be granted provided the player is a member in good standing with both his/her team and the Grande Prairie Minor Hockey Association.

All applicable team and Association fees must be paid in full before a player will be given permission to try out for another team.

Grande Prairie Minor Hockey players wishing to attend a Conditioning Camp or a Tryout Camp with a team in a higher Category/Division must first obtain a Letter of Permission to Try Out form, other than for a WHL camp. This form can only be signed by the President or his designate of Grande Prairie Minor Hockey. It clearly indicates that the player is granted permission for that particular Conditioning or Tryout Camp only.

For each team that a player tries out for, he/she must obtain a separate permission form.

If a player does not have a Permission to attend a Conditioning or Tryout Camp, that player is not eligible to step on the ice for that camp. If a Coach or Manager does proceed to include a player or players in the camp without permission from the player's former association he may then be charged with tampering (HOCKEY CANADA Regulations Section J).

Upon being selected to the specified team, Grande Prairie Minor Hockey will grant an unconditional release.

In failing to be selected to the specified team, the player must return to Grande Prairie Minor Hockey.

For those not making a AAA team, the player may then request an Elite Notification of Tryout Form for the designated next AAA association, as per that league's Presidents' instructions. This may only be done twice in any try out season.

Policy #421 - Player Movement

APPROVED: January 7, 2025	REVIEWED: December, 2024
NEXT REVIEW:	February 2028
RESPONSIBILITY:	GPMHA Office, GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Overage Player Application Criteria and guidelines, GPMHA Evaluation Criteria

POLICY STATEMENT:

To guide in situations where players may request to move to a division that is more appropriate to their development.

PURPOSE:

To allow player movement in appropriate situations

SCOPE: All players in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

MOVEMENT UP from one division to another may only be permitted upon written request. This request must contain:

1. Letter from parent
2. Letter from player's last Coach (if applicable)
3. Letter from player's last Commissioner (if applicable)
4. Reasons for request

All documents must be received in the GPMHA office 14 days prior to the Tryouts or Evaluations for the current season.

All risk management factors, other than player skill must be taken into account.

Each individual request will be handled by an Ad HOC committee, which will include the President or designate and two other members of the GPMHA Executive.

The Ad HOC Committee's recommendations must be ratified by the GPMHA Executive prior to the player being allowed to tryout at the higher level.

MOVEMENT DOWN – OVERAGE

For divisions U-9 and above all Movement Down applications must be made through GPMHA Executive to Hockey Alberta following Hockey Alberta's Criteria and are pending Hockey Alberta's approval.

Player movement, due to age, below U-9 will not be permitted.

Policy #422 - Player Movement – Special Requests

APPROVED: January 7, 2025	REVIEWED: December, 2024
NEXT REVIEW:	February 2028
RESPONSIBILITY:	GPMHA Executive, Commissioners
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To guide in situations where players have a special request.

PURPOSE:

To allow player placement in appropriate situations approved by GPMHA

SCOPE: All players in the Intro and Recreation Division of GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Special Requests will not be permitted in the Development Division. Special Requests will only be considered in exceptional circumstances in the Intro and Recreation Divisions. If exceptional circumstances/situations exist a formal written request for specific placement may be made not less than 14 days prior to evaluations. For Example, twins and siblings in the same age group in Intro and Recreation Divisions may be deemed to be “Extreme Circumstance” and they may be placed together pending review by GPMHA. Convenience is not considered “exceptional”.

Policy #430 - Player Affiliation - U-11 to U-18

APPROVED: May 14, 2020	REVIEWED: May, 2020
NEXT REVIEW	February 2022
RESPONSIBILITY:	GPMHA Executive, Commissioners, Team Staff
APPENDICES:	GPMHA cover affiliation letter
CROSS-REFERENCE:	Hockey Alberta Regulations Section A, Rule 8.

POLICY STATEMENT:

To provide guidance in situations where a player is needed on a higher ranked team than the team they are registered with.

PURPOSE:

To allow player movement up in appropriate situations.

SCOPE:

All players in GPMHA; U-11 to U-18 Divisions.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- 1) Head Coaches must submit in writing to the GPMHA office a list of desired affiliate players by October 30th of the current season.
- 2) In order to ensure that all GPMHA teams will have an available player pool to draw from, there will be player count restrictions of 6 forwards, 4 defence and 2 goalies allowed per GPMHA team.
- 3) A team representative must attend the Annual Affiliation Meeting and come prepared with an expanded list of requested affiliates in the case that some of the first choices may not be available. This rep must be able to finalize the affiliation list for the team.
- 4) Players can only be affiliated to a team at a higher level, not laterally.
- 5) Once decisions are made, the team affiliation lists will be submitted to the GPMHA Registrar, entered into the Hockey Canada Registry system and filed for approval. Once approval comes back to the GPMHA office, the affiliates may be used.
- 6) The coach wishing to use an “affiliated player” for a given ice time(s) must speak to the player’s regular coach and obtain permission to speak to the player and his/her parents - EACH AND EVERY TIME .If permission is granted, the coach must speak to the players' parents and obtain the parents’ consent.
- 7) The coach may then approach the player and inquire whether the player wishes to play the proposed game.
- 8) The player is to be used “only” for replacement of sick, injured, or suspended players, not to extend the bench
- 9) Affiliates may only be used as per Hockey Canada and Hockey Alberta current season's rules. See Hockey Alberta Regulations Section A Minor Hockey, Rule 8.

PROCEDURE TO UTILIZE AFFILIATED PLAYERS:

The player’s home head coach has the final say on whether a player is allowed to practice or play up with their affiliated team. GPMHA strongly encourages home head Coaches to allow their players to play up in games and practices where it does not conflict with their home team schedule.

Policy #431 - Player Affiliation - U-9

APPROVED: May 14, 2020	REVIEWED: May, 2020
NEXT REVIEW:	February 2022
RESPONSIBILITY:	GPMHA Executive, Commissioners, Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Regulations Section A, Rule 8

POLICY STATEMENT:

To provide guidance in situations where a player is needed on a different team than the team they are registered with.

PURPOSE:

The principle of affiliation at the U-9 category is to provide for replacement players when regular team players are sick, injured or otherwise unavailable.

SCOPE:

All players in GPMHA U-9 division.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Providing affiliations are entered into the Hockey Canada Registry system, filed for approval and approved, the affiliates may be used.

If an individual player on a U-9 team is affiliated to an U-11 or higher team in accordance with HA regulations, the team with which that player is registered may not enter into a team to team affiliation agreement with any team.

- 1) The player is to be used “only” for replacement of sick, injured, suspended players, or not enough registered team players to play a game and not to extend the bench.
- 2) If the team has 15 registered players and are missing 3 in a game situation, only 3 affiliates may be used. The gamesheet must only include a maximum of 15 players, registered plus affiliates.
- 3) Affiliated players are to maintain their home team schedule FIRST.
- 4) The Coach must first obtain permission from the Commissioners involved.
- 5) The Coach wishing to use an “affiliated player” for a given ice time(s) must speak to the player’s regular Coach and obtain permission to speak to the player and his/her parents - EACH AND EVERY TIME.
- 6) If permission is granted, the Coach must speak to the players' parents and obtain the parents’ consent.
- 7) The Coach may then approach the player and inquire whether the player wishes to play the proposed game.
- 8) Hockey Alberta Rules and Regulations concerning affiliated players must be strictly observed, and the player may only play the maximum number of games allowed by Hockey Alberta.
- 9) Commissioner must be informed of all games played by the affiliated players.
- 10) Name of a player or players being replaced must be given to Commissioner.

Policy #509 - Parent/Legal Guardian Pledge/Code of Conduct

APPROVED: March 6, 2019	REVIEWED: January 2018
NEXT REVIEW:	January 2019
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

It is the intention of this pledge to promote proper behaviour and respect for all participants within GPMHA. All parents must sign this pledge before being allowed to participate in hockey.

PURPOSE:

To define the GPMHA Parent/Legal Guardian's Pledge and Code of Conduct.

SCOPE:

All parents/legal guardians of athletes in GPMHA and any subsidiary organizations

DEFINITIONS:

PROCEDURE/GUIDELINES:

Parents/Coaches and Athletes are expected to abide by this code.

GPMHA PARENT/LEGAL GUARDIANS' PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. **Both** parents must sign this pledge before this application for registration is accepted.

CODE OF CONDUCT FOR PARENTS AND LEGAL GUARDIANS

1. I will remember that my child plays hockey for his or her enjoyment, not mine.
2. I will praise my child for putting forth their best effort during team practices and games.
3. I will support my child and his/her team by:
 - A. ensuring that practices, games, and team events are attended.
 - B. respecting the team rules and protocol as set by the coaching staff.
 - C. offering my time and skill for volunteer opportunities.
4. I will remember that children learn by example, and will:
 - A. applaud good plays and performances by both my child's team and their opponents, encourage my child to play by the rules and to resolve conflict without hostility or violence.
 - B. reinforce for my child that doing one's best is more important than winning.
 - C. never ridicule or yell at any player for making a mistake or losing a game.
5. I will support my child's hockey program by:
 - A. recognizing that officials are being developed in the same manner as players. I will never question an official's judgment or honesty in public.
 - B. respecting the volunteers who give their time to hockey for my child.
 - C. I will never in verbal or written statements, including electronic form, harass or degrade the efforts of those who provide a hockey program for the community.
6. I will support all efforts to remove verbal and physical abuse from my child's hockey environment and from Grande Prairie Minor Hockey Association.

7. I/We, the undersigned certify the above information to be true and in consideration of the granting of this certificate to me with the privileges incident thereto, and by signing this certificate I/We have become subject to the rules, regulations and decisions of Grande Prairie Minor Hockey, which includes the GPMHA Bylaws, Policies and Procedures, the Perfect Sports Fan Program, the Fair Play Codes, Chain of Communication, and the 24 Hour Rule, Rules and Regulations of Hockey Canada and Hockey Alberta.

Further, the information requested above is required by Grande Prairie Minor Hockey to facilitate hockey programs on behalf of the registrant, volunteers and Grande Prairie Minor Hockey. Grande Prairie Minor Hockey will treat this personal information with the utmost respect and in accordance with Grande Prairie Minor Hockey Privacy Policy at all times.

Grande Prairie Minor Hockey does not sell, trade or otherwise share the information we collect outside Grande Prairie Minor Hockey, Hockey Alberta, Hockey Canada and our associate Leagues. However we may from time to time use this information for the purposes of offering additional services and/or hockey specific research. Use of photos on our website are provided by coaches and GPMHA Executive. If you do not wish to have your child's photo displayed on the website please advise the GPMHA office in writing.

We, the undersigned agree to abide by the principles of this CODE as set and supported by Grande Prairie Minor Hockey Association. We also agree to abide by the rules, regulations and decisions as set forth by Grande Prairie Minor Hockey Association.

PRINT NAME

SIGN NAME

DATE

_____	_____	
_____	_____	
_____	_____	

This document must be signed by both parents and/or legal guardians of the child applying for registration, in order for the application to be complete.

Policy #510 - Athlete's Rights

APPROVED: April 9, 2019	REVIEWED: March 2019
NEXT REVIEW:	January 2021
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	GPMHA Bylaw: Disciplinary Matters, Article 5.

POLICY STATEMENT:

The GPMHA exists to provide a positive learning and maturing experience for young athletes in a minor hockey setting.

Each Athlete has...

1. The right to fair and impartial treatment.
2. The right to have fun.
3. The right to play as a child and not as an adult.
4. The right to be treated with dignity.
5. The right to have their needs and not those of the adults fulfilled.
6. The right to have a positive example set by adults in minor hockey.
7. The right to participate at the division of their ability, normally within their respective age group.

PURPOSE:

To define the rights of the athletes of GPMHA

SCOPE:

All athletes in GPMHA and any subsidiary organizations

DEFINITIONS:

PROCEDURE/GUIDELINES:

It is the duty of GPMHA to ensure the rights of the young athlete are met. It is important that the expectations that parents have of their children in the program are in line with the Fair Play Codes and the expectations of the Association, Hockey Alberta and Hockey Canada.

Any violation on the rights of the Athletes will be handled as per GPMHA Bylaw: Disciplinary Matters, Article 5.

Policy #520 - Fair Play Code- Players

APPROVED: March 27, 2018	REVIEWED: March 2018
NEXT REVIEW:	March 2019
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

Return the elements of enjoyment and satisfaction to the child participant.

Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.

Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Players

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

PURPOSE:

To define the fair play code for the athletes of GPMHA

SCOPE:

All athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Athletes are expected to abide by this code. Failure to do so may result in a review by the Game & Conduct Committee.

Policy #521 - Fair Play Code - Coaches and Team Staff

APPROVED: October 21, 2019	REVIEWED: October, 2019
NEXT REVIEW:	March 2021
RESPONSIBILITY:	Code and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Coaches and team staff

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players receive equal instruction, discipline, support and fair playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

PURPOSE:

To define the fair play code for the coaches and team staff of GPMHA

SCOPE:

All coaches and team staff in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Coaches and team staff are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee. Managers are not permitted to be dating, common law, married or life partners with the head coach to promote transparency and, to prevent conflict of interest.

Policy #523 - Fair Play Code - Spectators

APPROVED: March 27, 2018	REVIEWED: March 2018
NEXT REVIEW:	March 2019
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Spectators:

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the official's decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

PURPOSE:

To define the fair play code for the spectators of GPMHA

SCOPE:

All spectators of athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Spectators are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.

Policy #524 - Fair Play Code - Association Administrators

APPROVED: March 27, 2018	REVIEWED: March 2018
NEXT REVIEW:	March 2019
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Association Administrators

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is not the sole focus.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

PURPOSE: To define the fair play code for the association administrators of GPMHA

SCOPE: All association administrators of athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Association administrators, Coaches and athletes are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.

Policy #525 - Volunteer Code

APPROVED: March 27, 2018	REVIEWED: March 2018
NEXT REVIEW:	March 2019
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To create understanding of the role and of volunteers within the organization.

PURPOSE:

To ensure all volunteers understand the requirements and responsibilities of a volunteer within GPMHA.

SCOPE:

All volunteers of the GPMHA organization.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All volunteers work together towards the goals of the team and/or organization as set out at the beginning of the season.

When you have accepted a challenge or responsibility, be sure to follow through.

If unable to fulfil the obligation, it is your responsibility to pass the role on to another person(s).

As a representative of the organization, you have an obligation to publicly support the GPMHA bylaws and the PPM.

Communication is pivotal to any volunteerism. Be prepared to listen and work together with the other individuals involved.

Policy #530 - Privacy Policy

APPROVED: October 23, 2018	REVIEWED: October 2018
NEXT REVIEW:	October 2020
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	Player Medical Information forms, Hockey Canada Privacy Policy

POLICY STATEMENT:

GPMHA believes in respecting everyone's right to privacy. Access to information is a right of the general public; however, this right must be balanced by appropriate protection of privacy with regard to personal information.

PURPOSE:

Protection of privacy of individuals and families of GPMHA.

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

GPMHA collects personal information from prospective members, members, teams staff, and volunteers for the purposes of conducting hockey programming.

Information specific to a player such as is contained on the Application for Registration are collected to determine that the player's geographical, division and level of play information are consistent with Hockey Canada/Hockey Alberta/GPMHA regulations. Historical information concerning last LMHA is collected in order to determine if any GPMHA transfer regulations may apply. Information about emergency contacts and health are collected to ensure our activities are carried out in a safe and secure environment.

At no time are lists generated for the purpose of marketing, or the sale of information.

Team officials must comply with the GPMHA Privacy Policy. Team contact lists are not to be shared with anyone outside of GPMHA and specifically may not be distributed to outside agencies, companies, associations or individuals other than the GPMHA Associate Leagues.

Use of photos on our website are provided by coaches and GPMHA Executive. If you do not wish to have your child's photo displayed on the website please advise the GPMHA office in writing.

All team lists and medical records must be brought into the GPMHA office at the end of the season for shredding.

Policy #550 - Insurance Information

APPROVED: October 25, 2018	REVIEWED: October, 2018
NEXT REVIEW:	October, 2020
RESPONSIBILITY	GPMHA Executive, Executive Director
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada Safety for All Handbook

POLICY STATEMENT:

Insurance is a necessary part of any sport. There are many guidelines to ensure proper coverage of participants and members of GPMHA.

PURPOSE:

Protection of individuals and families of GPMHA.

SCOPE:

All members and staff of GPMHA

Insurance purchased by GPMHA is intended as liability insurance. It is recommended that families have alternative coverage to provide for individual injuries or illness.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Player registration and other procedures are required as part of the insurance policy.

The following items are minimum requirements for insurance purposes.

- Everyone on the bench and is ice registered correctly with GPMHA.
- All team staff being certified to the levels they need to be.
- Travel permits.
- Tournament and exhibition sanctions.
- Injury report forms completed accurately and filed with the office on time.

If policy is not followed or items required are missing, insurance may be denied.

Ensure that an injury report form is sent with an injured player if they go to the hospital.

The Hockey Canada insurance is a third-party payer, which means private or employer insurance is utilized first, and Hockey Canada insurance is utilized last.

Policy #551 - Injury

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	April 2018
RESPONSIBILITY	GPMHA Executive, Executive Director
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada Safety for All Handbook, Hockey Canada Injury Report Form, GPMHA Injury Follow-up and Communication Form, Policy 107 – Team Safety Trainer Responsibilities

POLICY STATEMENT:

Upon sustaining an injury, no athlete shall be permitted to return to full participation unless cleared by a medical professional.

PURPOSE:

To ensure protection of the Members of the GPMHA through the recognition and the rehabilitation of injuries.

SCOPE:

All members and staff of GPMHA

DEFINITIONS:

Medical professionals as recommended by the Hockey Canada Safety Program are medical doctor, chiropractor, physiotherapist or nurse practitioner for muscular or skeletal injuries (excluding fractures). Fractures as well as all neurological injuries including spinal injuries and concussions as per GPMHA Policy 552 must be signed off by a physician.

PROCEDURE/GUIDELINES:

Team personnel must immediately advise the GPMHA office of any suspected injury, provide the athlete with an injury report form and ensure the completed injury report is submitted to the GPMHA office. The GPMHA office shall file same with Hockey Alberta.

The Member shall complete evidence-informed return to play strategies, submit a completed GPMHA Injury Follow-up and Communication Form and a completed Injury Report Form to the GPMHA office.

If an athlete seeks medical attention for a suspected injury, they shall not return to play or practice without a medical clearance note. The medical clearance note must specify that a return to unrestricted training has been authorized. Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a Medical Doctor.

If this policy is not followed or any required items are not provided, an athlete's insurance claim may be denied. Hockey Canada offers a self-administered secondary insurance program. Private or employer insurance must be utilized first, with the Hockey Canada insurance program utilized subsequently.

Policy # 552- Return to play post concussion

APPROVED: June 12, 2018	REVIEWED: June, 2018
NEXT REVIEW:	October, 2018
RESPONSIBILITY:	All members of GPMHA
APPENDICES:	CRT5
CROSS-REFERENCE: 530 Privacy Policy. 551 Injury, Hockey Canada Concussion Policy, 5th International Consensus on Concussion, Parachute Canada, Policy 107 – Team Safety Trainer Responsibilities	

POLICY STATEMENT:

Upon sustaining a concussion, no athlete shall be permitted to return to full participation unless cleared by a Medical Doctor. Athletes must complete a return to play strategies in accordance with best evidence and the Hockey Canada Concussion Policy.

PURPOSE:

To ensure protection of the Members of the GPMHA through the recognition of concussion like symptoms and the rehabilitation of concussions.

SCOPE:

All members and staff within GPMHA

DEFINITIONS: A concussion is a brain injury induced by traumatic, biomechanical forces. It can be caused by a direct blow to the head, face, neck, or elsewhere on the body, with an impulsive force transmitted to the head

PROCEDURE/GUIDELINES:

GPMHA Members, Team Safety Trainers and Coaches are encouraged to complete an educational workshop in the recognition of concussions and concussion-like symptoms, including the proper application of the Hockey Canada CRT5 (Concussion Recognition Tool, 5th Ed.) and the application of evidence-informed return to play strategies.

When an athlete experiences an impulsive force transmitted to the head, the Team Safety Trainer should be the first point of contact for the athlete. The Team Safety Trainer will evaluate the athlete using the CRT5 to determine whether the athlete is able to return to play or requires further follow-up. If the Team Safety Trainer suspects a concussion has occurred, the Athlete shall be immediately removed from play and shall not resume team activities until assessed by a Medical Doctor. The Team Safety Trainer's decision to remove the athlete from play is final and cannot be overturned by the coaching staff or parents.

Team personnel must immediately advise the GPMHA office of any suspected concussion, provide the athlete with an injury report form and ensure the completed injury report is submitted to the GPMHA office.

The Member shall complete the return to play strategies as outlined in the Hockey Canada Concussion Policy including the Concussion Follow-up and Communication Form

Policy #565 - Process for Improvement

APPROVED: April 9, 2019	REVIEWED: March 2019
NEXT REVIEW:	November 2020
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	GPMHA bylaws, article 13

POLICY STATEMENT:

Updating and changing policies is necessary to continue to develop a strong minor hockey program. To be an effective organization, we must ensure that changes are made in a logical manner, and ensure that improvement of existing systems and procedures is an ongoing expectation for program delivery and development.

PURPOSE:

To allow for effective communication with regards to suggestions for improvement.

SCOPE:

All members and staff of GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Members are encouraged to provide feedback to assist with improvements. Feedback will be collected from the members of the organization at the end of each hockey season via survey and will be used to identify changes required.

Direction from HOCKEY ALBERTA and HOCKEY CANADA will be sought out and used to make required changes on an annual basis.

The Executive will study the above information collectively to make suggestions for additions, deletions, or changes to the Policy and Procedure Manual.

Policy #566 - Delegation to Executive Meetings

APPROVED: April 6, 2019	REVIEWED: March 2019
NEXT REVIEW:	November 2018
RESPONSIBILITY:	Secretary and President of GPMHA
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

Attendance at GPMHA Executive meetings must be requested and accepted before attendance at a meeting can occur.

PURPOSE:

The purpose of meetings of GPMHA is to conduct the business of the association. Business may be confidential in manner, so attendance must be limited.

SCOPE:

Any person wishing to attend an GPMHA Executive meeting with a specific purpose.

DEFINITIONS:

PROCEDURE/GUIDELINES:

A request to attend a GPMHA Executive Meeting must be made in writing by contacting the Secretary or Executive Director.

The delegation must not exceed (3) three people.

Delegates shall be allotted 15 minutes for their presentation. Delegates are asked to remain outside the meeting room until invited into the meeting.

If necessary or appropriate, please have written documents available to the Executive in attendance.

Be prepared to answer questions when the presentation is complete.

The Executive will discuss your presentation prior to the adjournment of the meeting.

Any delegate will be contacted by a member of the Executive within 72 hours to update them as to the direction to be pursued as a result of the presentation. Delegates will be kept informed of all progress made on concerns until finalized.