

HIGH PRAIRIE MINOR HOCKEY ASSOCIATION

POLICIES AND PROCEDURES MANUAL

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1 INTRODUCTION

High Prairie Minor Hockey Association will make a clear commitment to the equity of its members through all its programs and functions, based on the key principles that serve as building blocks upon which minor hockey is built on:

1. Children are not miniature adults.
2. Child development is a marathon, not a sprint.
3. Children should be built into: People first, athletes second, hockey players last.

POLICY STATEMENT: High Prairie Minor Hockey Association Policies and Procedures are to:

- ❖ Provide the operational directives HPMHA follows under Hockey Alberta and Hockey Canada.
- ❖ Provide guidelines for operations and good governance.
- ❖ Provide clear expectations and guidelines to HPMHA membership.
- ❖ Govern the course of action for HPMHA to ensure the inclusiveness of all members into hockey and ensure that all persons receive treatment that is fair, equitable and just regardless of gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, sexual orientation, disability, age, marital status or family status.

TERMS: HPMHA: High Prairie Minor Hockey Association, HA – Hockey Alberta, HC – Hockey Canada, LPTD Long Term Player Development Model, Fair Play: Code of Conduct (Hockey Canada)

1.1.1 GOVERNING BODIES:

- Hockey Alberta (HA)
- Hockey Canada (HC)
- Local, Provincial and Federal legislation related to Board governance, human rights, child protection, etc.

To be recognized by Hockey Alberta, a League shall submit its Bylaws and Regulations, and a list of the names and addresses of the officers, no later than June 30 of the current Hockey Season. Any amendments to the Bylaws and Regulations must be filed with and approved by HA prior to implementation.

Policies can be updated and implemented at any time, subject to Board approval.

2 GENERAL MEMBERSHIP POLICIES

Hockey Canada's Shared Respect initiative educates and encourages greater respect. Consider your role in showing respect for the game and its participants.

2.1 MEMBERSHIP

Membership is governed as per HPMHA Bylaws and Constitution.

All Members, as a condition precedent to registration with HPMHA under Hockey Alberta, unconditionally agree to obey and abide by the Rules and Regulations of Hockey Alberta and Hockey Canada as the same may be amended or added to from time to time.

Members who do not adhere to the policies, procedures and guidelines of HPMHA, Respect in Sport, governing bodies, external agencies and legislation, will be subject to interventions as set out in the Conduct Policy.

3 COMMUNICATIONS

HPMHA adheres to the rules and guidelines of proper board governance, Hockey Alberta and Hockey Canada. These governing bodies often update operational policies outside of policy manual reviews.

Association members are encouraged to regularly check HPMHA Facebook page, website, and with their divisional directors for policy and procedure questions and updates.

In cases of discrepancies with HPMHA policy and those of Hockey Alberta and Hockey Canada, the latter organizations most current policy will prevail.

4 INCLUSION

Our commitment

- HPMHA welcomes all members of the community, regardless of their abilities. We will include people with disability in our club in both playing and non-playing roles to the greatest extent that we can.
- We will endeavor to make our club as accessible as possible, based on Sports Canada Policy on inclusion, the ability of individuals to participate safely, and our capacity to make modifications that promote inclusion.

What we will do

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and parent/guardians if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Make sure people of all abilities are included in our club's social activities and are recognized for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate without discrimination, harassment or bullying.

What we ask you to do

- Tell us what we can do to help include you in HPMHA
- Understand that we will do our best to make any necessary adjustments or modifications
- Talk to board members if you have any concerns or ideas to help us make HPMHA more inclusive.

4.1 “TEAM HPMHA” FAIR PLAY CODE

All individuals involved in or participating in HPMHA activities are a part of a team, which upholds HPMHA's value to “love the game above the prize. **“SHARED RESPECT”**”

As a team of spectators, coaches, parents, and players we pledge to:

- ❖ Understand the safety of the participants in the game is more important than the final score.
- ❖ Value the contribution of the coach in developing the players' talents no matter the skill level.
- ❖ Understand that officials do not make the rules, they only apply them.
- ❖ Understand that children learn from adults, and my behavior reflects what I want children to learn.
- ❖ Understand that officials are responsible to ensure that the game is played in a safe and fair manner.
- ❖ Understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- ❖ Be a good sport. I may not cheer for the opposition, but I will not cheer against them or verbally abuse them.
- ❖ Understand that the biggest reason for players and officials quitting the game is abuse.
- ❖ Be a #1 fan - respect yourself and those around you, and refrain from swearing and inappropriate conduct

5 BULLYING, ABUSE, HARRASSMENT & MALTREATMENT

HPMHA believes that Individuals should have the reasonable expectation that the sport will be in an environment that is free from all forms of Maltreatment, and that treats every individual with dignity and respect. Maltreatment in all its forms is a serious issue that undermines the health, well-being, performance, and security of the HPMHA team.

All HPMHA members must understand and abide by the operational policy and guidelines set out by HPMHA, Hockey Alberta, Hockey Canada, Respect In Sport, Alberta Human Rights Commission and legislation, Child Protection Act, and any other connected local, provincial and federal legislation.

Maltreatment, Harassment, and Bullying in all its forms will not be tolerated during the course of any Hockey Alberta sanctioned activity. Accordingly, all Participants are responsible for making every reasonable effort to uphold this commitment. HPMHA follows the “Speak Out” program to educate and prevent bullying, harassment and abuse <https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/downloads>

5.1.1 PROCEDURES: RESPECT IN SPORTS & SPEAK OUT – HOCKEY CANADA

Bullying and Maltreatment can occur in many ways. It can be direct mean or hateful comments. It can also be exclusion. It can be removing praise or communication from a player. It can be gossiping or belittling another. It can be a cruel response by a parent, coach or another player to questions or concerns. See the Operational Policy on Bullying, Harassment, Maltreatment and Abuse for more definitions.

NB: If you are not sure if the comment or behavior falls under this policy, or you want to give an individual the benefit of the doubt, document incidents, and talk to your team officials. However,

DO NOT: Dismiss bullying as a natural part of growing up or a part of the game.

DO NOT: Use violence or threats against the bully.

DO NOT: Take on the problem completely on your own.

1. Bystanders: Speak Out immediately if you are able. Sometimes stating “that is bullying, and it’s not allowed here” is sufficient.

If there a perpetrator who caused the distress:

2. State that the comment, behavior, or action constitutes bullying, maltreatment or abuse and will not be tolerated.
3. Further actions will follow the “Bullying, Maltreatment & Abuse” policy and procedure in this manual
4. If speaking out directly to the individual involved is not possible:
 - a. Report bullying immediately to the team liaison, coach, coaching director, manager or any Board member.
 - b. In cases of bullying, the coach or board member who was contacted shall submit a written report outlining the reported bullying behavior to the Executive Committee. If necessary and appropriate, police may be consulted.
 - c. The bullying behavior or threats of bullying must be investigated, and the bullying stopped immediately.
5. In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or coaching director to discuss the incident.
 - a. Target: Let them know that if they are being bullied or harassed, IT IS NOT THEIR FAULT!
 - b. Encourage kids to Speak Out when able. Say “that’s bullying and it’s not allowed”
 - c. Teach kids to A.C.T. – Avoid being alone with the bully. - Call for help – tell someone right away. -- Take a stand – Speak Out or Walk Away.
 - d. Asking general questions can help identifying instances of ongoing bullying.
 - e. Remember a child often thinks bullying and maltreatment is their fault. They may be fearful about retaliation or consequences.
6. When bullying doesn’t stop:
 - a. Document all incidents of inappropriate behavior. Write down date, witnesses and what was said and done.
 - b. Use the Reporting Incident form located in the Appendix.
 - c. Work with HPMHA to find solutions.

Remediation: Situations and circumstances will require different responses:

1. In many cases, an apology is enough with an acknowledgement that the behavior was inappropriate.
2. In some cases formal mediation will be required between the parties involved. I
3. In some cases, the perpetrator will be removed until an investigation can be completed.
4. Follow-up will occur with the victim in all circumstances.
5. Parents will be notified of any steps taken.

APPLYING “24 HOUR RULE” FOR CONFLICT RESOLUTION IN CASES OF BULLYING:

The 24 Hour Rule is a conflict resolution tool to use when emotions get high. It is not a reason to postpone or say nothing about bullying, maltreatment, harassment, or abuse when it occurs. Once the behavior is addressed, it is ok to pause any conversation and resume when emotions have subsided.

Bullying, Maltreatment, Harassment and Abuse is an imbalance of power, and its purpose is to cause harm, alienate and isolate.

- By not addressing it immediately, it further victimizes the person, most likely a minor, by silencing them. It unwittingly sanctions bullies to behave as they do with the idea that bullying & maltreatment won't matter after a "cooling off" period.
- Bullies know what they are doing. They are operating as close to the line as they can, and they know that line very well.
- It is up to all HMPHA members to [Speak Out](#).

Procedures are to be followed as set out below.

5.2 PROCEDURES – OPERATIONAL DIRECTIVES

5.2.1 GENERAL STEPS FOR REPORTING ABUSE, MALTREATMENT, AND INAPPROPRIATE CONDUCT

HPMHA recognizes it can be challenging to know what to do or how to react when a young person discloses to you that they have experienced abuse, maltreatment, or inappropriate conduct. The steps below can help guide participants in addressing and supporting disclosures from children and youth.

Reporting Process: A Participant who is aware of Maltreatment, Bullying, or Harassment but does not report it as required by this Policy will be subject to discipline and/or sanction.

It is a requirement for Member organizations to report all violations, occurrences, and allegations of Maltreatment, Bullying and Harassment to Hockey Alberta.

5.2.2 REPORTING MALTREATMENT, BULLYING AND HARASSMENT:

- All Participants have a duty to report any form of Maltreatment, Bullying or Harassment.
- The obligation to report is an ongoing one and is not satisfied by making an initial report.
- The obligation includes reporting, on a timely basis, all relevant information of which the Participant becomes aware.
- As noted elsewhere in this Policy, Participants may have a corresponding duty to report the offending behaviour to law enforcement depending on the nature of the Maltreatment, Bullying or Harassment.
- Participants should not investigate or attempt to evaluate the credibility or validity of allegations. Participants making a good faith report are not required to prove that the reports are true before reporting.

Complaints Outside of Game Play – to report an allegation outside of game play the reporter can submit information through the Maltreatment, Abuse & Harassment section of Hockey Alberta's website or provide a written statement of the allegation to HPMHA.

This step only applies if there is no immediate risk of harm to the child or youth involved and no abuse of any kind has been reported. Know the difference between reporting abuse and reporting inappropriate conduct.

1. If the disclosure reported is inappropriate conduct but not abuse:
 - a. Follow the reporting process outlined in this document.
 - b. it may be warranted for the organization to meet with the accused to discuss the allegations and concerns and their response to the allegations, without disclosing the source.

If there is any danger to further physical, psychological or emotional harm:

2. Take immediate steps to protect the young person.
 - a. If necessary and safe to do so, intervene and help the child or youth out of immediate danger, or call the police and report the situation if not.
3. Document the disclosure, word for word, as soon as possible.

4. Document the time, date, and who was involved. Make notes immediately after your conversation with the child so the information stays fresh in your mind.
 - b. This process may also include documenting comments or concerns made by the young person's parents, caregivers, or anyone else relevant to the situation.
 - c. During this process, provide a safe, secure environment to share what has happened by focusing on staying calm and setting your personal feelings of fear, disbelief, anger or sadness aside.
 - d. Talk to the target if safe and possible. Let the individual speak without prompting questions.
5. Report your concerns immediately.
6. It is a legal duty to report suspected child abuse. *See Duty to Report Policy* You do not need proof, just a reasonable suspicion. You do not need permission to report, nor can anyone prevent you from reporting. The report must come from the person who receives the information first-hand, not a third party. The information above has been adapted from the resources from the Respect in Sport for Activity Leaders program.

5.2.3 MALTREATMENT ON THE ICE

Section 11 – Maltreatment in the [Hockey Canada Rulebook](#) is a new addition to the Hockey Canada Rulebook. The update includes bringing all forms of Maltreatment under one section of the rulebook and provides guidelines for escalating penalties based on the severity of the inappropriate behavior from players and team officials.

Hockey Canada believes that every person should have positive experiences in hockey, the revision of the playing rules better reflects the organization's commitment to ridding the game of all forms of maltreatment. The purpose of the implementation of Section 11, is to:

1. Establish principles and guidelines, as well as appropriate responses to instances of Maltreatment, Bullying and Harassment.
2. Promote a commitment to eliminating Maltreatment, Bullying and Harassment for all participants through education, awareness and prevention.
3. Provide direction on establishing principles and guidelines as well as appropriate responses to instances of Maltreatment, Bullying and Harassment. Provide a safe environment for participants in any sanctioned program.

REPORTING:

On-Ice Infractions – when a violation of the Playing Rules is committed during a game, the official(s) will ensure that the infraction is properly reported through the official scorekeeper and that an incident report is written to accompany the game sheet. The complete game report will then be reported to HPMHA, the League and Hockey Alberta.

In-Game / On-Ice Allegations – when an allegation is reported to an official, however an infraction was not called, the official(s) will ensure that the allegation is properly reported through the official scorekeeper and that both teams are informed about the allegation. The complete game report will then be reported to HPMHA, the League and Hockey Alberta.

Players should be encouraged to do the following to stop and discourage bullying tactics:

- Players should tell their parents.
- If a player is bullied at hockey practice/games, they should be encouraged to immediately tell a responsible adult. Telling is not tattling and the player should be reassured that no consequences will result to them for coming forward. Parents or players should write down what happened, when it happened, and identify who bullied them.
- If the bullying is coming from a coach, the parent needs to inform the team liaison or board director providing proper documentation (incident report)
- If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate.

5.3 MALTREATMENT, BULLYING & HARASSMENT – OPERATIONAL DIRECTIVE

As per Hockey Alberta Operational Policy, Oct 21, 2021 HPMHA adheres to the following directive:

5.3.1.1 DEFINITIONS:

- **Bullying** is defined by the combined use of negative aggression and power. It occurs when one or more individuals abuses power and directs verbal, physical or social aggression at another individual. Harm inflicted by Bullying may be physical, psychological, social or educational.
- **Complainant** is a Participant or observer who makes a report of an incident under this Policy.
- **Harassment** includes engaging in a course of vexatious comments or behaviours that are known or ought reasonably to be known to be unwelcome, including but not limited to unwanted behaviour that is based on discrimination prohibited by human rights legislation and includes sexual harassment.
- **Grooming** constitutes deliberate conduct by an adult or any individual who holds power over a participant to sexualize a relationship with a Minor that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behaviour.
- **Maltreatment** means volitional acts that result in harm or the potential for physical or psychological harm. Maltreatment can take many forms (as further particularized in Section D below), but generally includes any act, lack of an action or deliberate behaviour, by a person(s) in a position of trust that causes physical, emotional and/or sexual harm or damage to another person. Maltreatment also includes child abuse, which can be defined as any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child, whether done in person or through technology (including but not limited to computers, the Internet, cell phones, cameras, web cameras and other media).
- **Minor** means an individual who is under the age of majority at the time and in the jurisdiction where an incident of Maltreatment, Bullying or Harassment occurred. In Alberta, the Child, Youth and Family Enhancement Act considers 'any person under 18 years of age' as a Minor.
- **Neglect** means any pattern or a single serious incident of lack of reasonable care, inattention to a Minor's needs, nurturing or well-being, or omission in care.
- **Participant** means any player, team official, official, or staff.
- **Respondent** is an individual who is alleged to have engaged in a violation of this Policy.
- **Sanctioned Program** means any approved and insured activity operated by Hockey Alberta, one of our Member organizations or approved Leagues.
- **Staff** means any person paid by, or volunteering with, Hockey Alberta.
- **Team Official** includes but is not limited to coaches, managers, medical personnel, or other team support personnel engaged with any Hockey Alberta sanctioned program.

5.3.2 Forms of Maltreatment

Maltreatment (including Maltreatment of a Minor and Aiding and Abetting) in any form may lead to criminal liability under the *Criminal Code*, as well as to discipline or sanctions in accordance with this Policy.

Maltreatment can include the following types of behaviour:

NOTE: Psychological Maltreatment does **not** include any decision taken by Team Officials not to select a Player for a particular Team, or any decision to limit a Player's ice time or role within a Team, so long as the decision was made in good faith and does not include behaviour of the type described in i, ii, or iii by any HMPHA member.

Psychological Maltreatment occurs when any Participant, including a Participant in a position of power, repeatedly or severely attacks another Participant's self-esteem through use of language, gestures or other behaviour that is degrading, isolating, humiliating, terrorizing, rejecting, or corrupting. This can be done in person or through technology. Psychological Maltreatment includes, without limitation:

- i. Verbal acts, such as verbally assaulting or attacking someone. Examples of prohibited verbal acts include: unwarranted personal criticisms; body shaming; derogatory and/or discriminatory comments related to one's identity; comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish the person's reputation; and using confidential sport and non-sport information inappropriately.

- ii. Non-assaultive physical acts, which are physically aggressive behaviours without physical contact. Example of prohibited non-assaultive physical acts include: throwing objects at or in the presence of others without striking another; and hitting, striking or punching objects in the presence of others.
- iii. Acts that deny attention or support. These are acts of commission that deny attention, which include: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of a participant as punishment for poor performance; and arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

Physical Maltreatment occurs when any Participant, including a Participant in a position of power, physically hurts or by any means deliberately creates a significant risk of physical harm to another Participant. Physical Maltreatment includes, without limitation:

- i. Contact behaviours, such as: punching, kicking, beating, striking, strangling, slapping another, or deliberately striking another with objects.
- ii. Non-contact behaviours, including: isolating a person in a confined space; forcing a person to assume a painful stance or position for no legitimate athletic purpose; the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting a Player to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; and encouraging a Player to perform a skill for which they are known to not be developmentally ready.

Neglect Includes, without limitation: not providing a Player recovery time and/or treatment for a sport injury; not being aware of and not considering a Participant's physical or intellectual disability; not considering supervision of a Player during travel, training or competition; not considering the welfare of a Player when prescribing dieting or other weight control methods; disregarding the use of performance-enhancing drugs by a Player; failing to ensure safety of equipment or environment; allowing a Participant to disregard sport's rules, regulations and standards; and subjecting Participants to the risk of Maltreatment.

Sexual Maltreatment, which is a form of sexual violence, includes any act targeting a Participant's sexuality, gender identity, or gender expression that is committed, threatened or attempted against a Participant, and includes but is not limited to the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism, and nonconsensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber-harassment, cyber-stalking of a sexual nature, and engaging in Grooming.

Examples of Sexual Maltreatment may include, without limitation:

- Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to vaginal or anal penetration by a penis, object, tongue, or finger;
- Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
 - Kissing. Intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
 - Any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
 - Making another touch themselves or someone else with or on breasts, buttocks, groin or genitals; and Any intentional touching in a sexualized manner
- Showing sexual videos or images in person, via the Internet, or by text or instant messaging;
- Flashing or exposing genitals, in person, via the Internet, or by text or instant messaging;
- Asking or forcing a person to pose for seductive or sexual photos or videos;

- Asking or forcing a person to listen to sexual talk and/or subjecting a person to instructive questions, comments, or observations of a sexual nature;
- Teasing about sexual body parts; and
- Engaging in voyeurism or unwanted watching.

In addition to the criminal acts identified above, Sexual Maltreatment also includes sexual relations between a Participant above the age of majority (depending upon the jurisdiction) and a coach or other Team Official who holds a position of trust. Such relationship is presumptively a violation of this Policy, but this presumption may be challenged.

Aiding and Abetting is any act taken with the purpose of facilitating, promoting or encouraging the commission of Maltreatment by another Participant. Aiding and Abetting includes, without limitation, knowingly:

- i. Allowing any Participant who has been suspended or is otherwise ineligible as a result of a violation of this Policy, to be in any way associated with sport;
- ii. Providing any coaching-related advice or service to a Participant who has been suspended or is otherwise ineligible; and
- iii. Allowing any Participant to violate the terms of their suspension or any other sanctions imposed pursuant to this Policy.

5.3.3 FORMS OF BULLYING:

Bullying is defined as the combined use of negative aggression and power. It occurs when one or more Participants direct verbal, physical or social aggression at another Participant. Harm inflicted by Bullying may be physical, psychological, social or educational. Bullying includes a continuum of hurtful behaviours that can range in severity from name-calling to criminal assault. There are many forms of Bullying:

- i. **Physical Bullying** includes inappropriate conduct directed towards a Participant (e.g. hitting, kicking, shoving, spitting, beating up), or towards a Participant's property (e.g. stealing, or damaging property).
- ii. **Verbal Bullying** includes name-calling, mocking, hurtful teasing, humiliating or threatening a Participant.
- iii. **Social Bullying** includes rolling your eyes or turning away from a Participant, excluding a Participant from a group, gossiping or spreading rumours, setting other Participants up to look foolish, or damaging friendships.
- iv. **Cyber Bullying** includes the use of social media platforms, email, cell phones, text messages and internet sites to threaten, harass, embarrass, humiliate, socially exclude or damage another Participant's reputation and relationships.

The following is a list of examples of Bullying behaviours that are used to intimidate, distress, or control others:

- Unwarranted yelling and screaming;
- Continually criticizing a Participant's abilities;
- Blaming and humiliating another Participant for mistakes;
- Making unreasonable demands related to performance;
- Repeated insults or put downs;
- Repeated threats to remove or restrict opportunities or privileges;
- Denying or discounting a Participant's accomplishments; and
- Threats of and actual physical or sexual violence;

Bullying in any form can lead to criminal liability under the *Criminal Code*, and in certain circumstances may also constitute Maltreatment.

5.3.4 FORMS OF HARASSMENT:

Harassment can occur in person, virtually, in writing, or through a third party. Harassment may occur between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between a Participant in a position of power or authority over another Participant (e.g.: coach to player, sports administrator to employee).

Harassment can be generally defined as engaging in a course of vexatious comments or behaviours against a person that is known or ought reasonably to be known to be unwelcome, and includes, without limitation, abuse of power, harassment based on protected grounds of discrimination under human rights legislation and sexual harassment. Harassing behaviour can involve comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive. It may also include behaviour which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another Participant or group. Harassing behaviour includes, but is not limited to:

- Written or verbal abuse or threats;
- Unwelcome remarks, jokes, innuendos, or taunting about a Participant's body, sexual orientation, gender identity or expression, attire, age, marital status, ethnic or racial origin, religion;
- Displaying of racist or other offensive or derogatory material;
- Racial, ethnic or religious graffiti;
- Practical jokes which cause awkwardness or embarrassment, endangering a Participant's safety or negatively affecting performance;
- Hazing or initiation rites;
- Obscene gestures;
- Intimidation;
- Behaviour which undermines self-respect or adversely affects performance or working conditions;
- False accusations of Harassment motivated by malice or mischief, and meant to cause harm to other Participants; and
- In certain circumstances, Harassment could be criminal in nature

Abuse of Power: Abuse of power can constitute Harassment:

- When submission to any conduct is made (either implicitly or explicitly) a condition of employment/volunteering/participating;
- When rejection of such conduct is used as a basis for any decision; or
- When such conduct has the purpose or the effect of interfering with a Participant's work/sport performance or creating an intimidating, offensive or hostile environment.

Sexual Harassment: Sexual Harassment can be defined as engaging in a course of vexatious comment or conduct against a Participant because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the Participant making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the recipient and the Participant knows or ought reasonably to know that the solicitation or advance is unwelcome. In sexual Harassment, power is derived from targeting another's gender, sexuality, sexual orientation, or some other physical or psychological vulnerability related to sexuality. It can include but is not limited to:

- Displaying of sexually offensive pictures, cartoons or other materials;
- Persistent or unwelcome invitations or requests;
- Unwelcome questions or sharing of information regarding a Participant's sexuality, sexual activity or sexual orientation;
- Conduct or comments intended to create, or having the effect of creating, an intimidating, hostile or offensive environment; or
- Touching another Participant's body without consent.

5.3.5 DUTY TO REPORT

It is important to note that some of the behaviors listed above, when directed towards a Minor, may constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report which arises under the provisions of the applicable provincial or

territorial legislation and under this Policy is applicable. All forms of Harassment listed above may also constitute Maltreatment.

Reporting Child Abuse (Duty to Report): Child abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care that causes injury or emotional damage to a Minor. Child abuse is a pervasive social problem requiring vigilance, sensitivity and care. Hockey Alberta is committed to help reduce and prevent the abuse and Maltreatment of Participants. Hockey Alberta realizes that Participants working closely with Minors are in a unique position to detect abusive situations. Therefore, these Participants have a heightened reporting responsibility to ensure the safety of Minors, by knowing the requirements of the provincial child protection legislation and following through as required.

The Province of Alberta has mandatory reporting laws regarding the abuse, exploitation, and neglect of children. Consequently, any Participant engaged in a Hockey Alberta activity, who has reasonable grounds to suspect that a Minor Participant is or may be suffering or may have suffered from any form of child abuse, has a legal obligation to immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Immediate investigation of abuse should only take place under the advice of the police or the local child protection agency.

Alberta's Child Protection Act can be found through the Canadian Bar Association's web site:

<https://www.cba.org/Publications-Resources/Practice-Tools/Child-Rights-Toolkit/legalAreas/ChildProtection>
<https://www.cba.org/Publications-Resources/Practice-Tools/Child-Rights-Toolkit/legalAreas/Child-ProtectionProtection>

Included under the umbrella of child abuse is child exploitation. **Child exploitation** includes but is not limited to:

- i. The actual or attempted abuse of a position of authority, differential power or trust in relation to a Minor, with a view of benefiting sexually, monetarily, socially or politically from the use of a Minor;
- ii. Intentionally viewing, downloading or distributing any sexualized, demeaning or violent images involving Minors; or
- iii. Taking a photograph or other image of a Minor or making representations of a Minor in a way that can reasonably be interpreted as sexualized, demeaning or violent.

Everyone involved in Hockey Alberta sanctioned activities should be aware that child abuse may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report actual or suspected child abuse places a Minor at an ongoing risk of harm and, therefore, a Participant who does not report actual abuse, or a reasonable suspicion of abuse, may be liable under provincial child protection legislation which may include conviction for failure to report. All Participants making a report of suspected child abuse to a child protection agency are protected against civil action, unless that person is proven to have acted maliciously or without reasonable grounds for the suspicion.

5.3.6 RESOURCES

More information about supporting individuals who are experiencing or have experienced abuse can be found : **The Canadian Sport Helpline** supports victims and witnesses of maltreatment in sport to report their concerns and plan their next steps. The Helpline is available 7 days a week from 8:00 am-8:00pm EST by phone or text: **1-888-837-7678** or by email: info@abuse-free-sport.ca

Any suspected child sexual abuse or misconduct occurring online can be reported to **Cybertip.ca**
The Canadian Centre for Child Protection The Coaching Association of Canada has also created **Resources for Parents** to better understand safety in sport, including the responsibilities of your sports organization and of individual coaches

Mental Health & Maltreatment Resources:

Free mental health support is currently available across Canada through the **Wellness Together Canada website**
For immediate crisis support, adults can text **WELLNESS** to **741741** and youth can text **WELLNESS** to **686868**

6 CONFLICT RESOLUTION

HPMHA is committed to providing a positive sport experience for children and youth, for our coaches, for parents/guardians, for officials and for other volunteers and spectators. Being a member of our hockey community should be a positive, rewarding, and enriching experience.

- a) Minor incidents of harassment or bullying should be corrected **promptly** and informally and should not take 24 hours to be addressed. Follow the “speak out, step in” policy of Respect in Sports as it pertains to harassment, abuse, bullying, maltreatment,

In all matters, take a constructive approach with the goal of bringing about a change in negative attitudes and behavior.

6.1.1 CONFLICT RESOLUTION TOOLS

Conflict Resolution Tools and Tips:

Conflict is not a contest: the attitude when facing conflict should not be focused on winners and losers but rather the focus must be on solving the issue in a mutually beneficial way. When communication or issues become negative and turn into conflict, it is important to understand how to manage the situation.

1. **Actively listen:** This is the most important thing is dealing with conflict t. Listening helps understand other’s points of view
2. **Be respectful:** Being respectful means respecting the processes that are set in place to manage concerns as well as being respectful in how interactions occur.
3. **Focus on the concern not the people** (empathy): focusing on the person only leads to an escalation of conflict The goal of conflict is to find a solution which only happens when the focus is on the concern.
4. **Be timely:** The sooner a concern can be addressed the less likely conflict will become negative since it allows the opportunity for issues to be addressed when they are fresh in people’s minds. Remove emotions: When emotions are involved conflict only escalates therefore it is important to ensure that when bringing awareness to an issue
5. **Take a “cooling off” period** before addressing the issue if needed (IE: 24 hour rule)
 - Stay away from social media.
 - Speak only to trusted sources confidentially.
6. **Reach out to your Team Liaison.**

Conflict is not always bad: if managed correctly conflict can have positive results such as providing clarity in roles, expectations, or values, strengthening commitments, and providing new ways to look at and manage situations.

24 Hour “Rule”

Hockey Alberta recognizes that during hockey activities, differences in opinions and values can emerge. The 24-hour rule is a conflict resolution tool to use when emotions get high. It recognizes that tools like listening, and empathy may not always be enough, and it is ok to pause a conversation for a cooling off period. This policy is intended to minimize unnecessary burden on team staff and to demonstrate respect for our volunteers who devote countless hours to our association each season.

This “rule” is a conflict resolution tool, among many in the toolbox, that can be used when emotions get high due to a difference in opinions or values. It is not a reason to postpone or stay silent about bullying, maltreatment, harassment, or abuse when it occurs. However, once the bullying behavior is addressed, it is ok to pause any conversation and resume when emotions have subsided.

7 SOCIAL MEDIA POLICY

This policy ensures that all parties are aware of their responsibility to maintain a positive and respectful image as a member of the HPMHA Community and as such, all individuals that fall under this umbrella, are responsible to conduct themselves in a manner that is appropriate.

Remain mindful of the Respect in Sport initiative. It is the vision providing leadership, life skills and development to our members for the enjoyment and success of all. This includes all individuals working together to maintain our core values which are:

- RESPECT - we expect our players, parents, coaches, officials, spectators, league organizers and facility operators to be respectful of each other at all times.

- FAIR PLAY CODES - we support the principles of The Fair Play Codes, which are there to promote safety for all.

This policy is designed to ensure that we continue to maintain the integrity and respect of our hockey community.

7.1.1 GUIDELINES:

The HPMHA Community who participates in social media and networking are asked to follow fair play codes, shared respect, and bullying, harassment, maltreatment and abuse policies.

- a) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Anyone can review social media communications and can request transcripts of written messages related to HPMHA through FOIP (Freedom of Information and Privacy Act) request.
- b) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- c) Posts involving the following will not be tolerated and may be subject to discipline
 - Verbal Bullying - name calling, sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion, gender, sexual orientation and sexual comments.
 - Social Bullying - mobbing, scape goading, excluding others from a group, ganging up on and group teasing;
 - Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone. This includes the posting of YouTube Videos and/or the posting of videos on Facebook which may be signaling out individuals in a defamatory fashion.
 - Bullying, harassment, intimidation or threats of any type.
 - Making negative or derogatory comments about, or statements deemed detrimental to the welfare of, any individual or group.
 - Divulging confidential information or any other matter of a sensitive nature.
 - Posting photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, and sexual harassment.
 - Undertaking activity that contradicts the current policies of Hockey Alberta or HPMHA.
 - Undertaking activity that is meant to alarm other individuals or to misrepresent fact or truth.
 -

7.1.2 PROCESS AND PROCEDURE UNACCEPTABLE CONDUCT

When unacceptable conduct is discovered on social media by staff, volunteers or HPMHA members:

- Details of the unacceptable conduct will be provided for review to the appropriate Team Liaison or Board Member, in the cases of conflict of interest.
- HPMHA follows Hockey Alberta's preference to educate, inform and help develop positive habits when unacceptable or inappropriate comments or posts occur on its social media channels.
- When required, disciplinary action or sanction will be assessed toward the individual making the unacceptable posts, as per the Conduct Policy.

8 DRESSING ROOM POLICY – OPERATIONAL DIRECTIVE

HPMHA and its governing bodies stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.

- HPMHA is a minor hockey association, which means all team members are children and youth .
- All team members have the right to utilize the dressing room in safety, under the care and direction of responsible adults, and in ways that meets their individual needs.
- Minor aged players **shall not be left unsupervised at any time** while participating in any hockey related activities whether at a game, practice, tournament, in a hotel, or participating in a special event.

- Players who leave the ice for equipment repairs, injury, illness, game ejection etc. must be accompanied to the dressing room and supervised by an adult.
- All Coaches must ensure that the Hockey Canada Co-Ed dressing room policy is followed at all times.
- The head coach may be suspended due to failure to provide adequate supervision.

8.1.1 SUPERVISION

The Head Coach will be responsible to ensure:

- A. There is at least one (1) and preferably two (2) responsible adults monitoring the team dressing room at all times. This includes before and after each ice time.
- B. Supervision will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
- C. These adults may be any team official or adult selected by the Head Coach, or a volunteer acting on their behalf.
- D. The Team Manager or a parent volunteer can help schedule supervision, with the Head Coach maintaining ultimate responsibility for the conduct of their team.

8.1.2 SUPERVISORY RESPONSIBILITIES

1. Dressing Room:

- a. Players should be supervised at all times.
- b. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) adults should be present together; which is called the “Two Deep Method” of supervision.

2. Injury Treatment

The trainer, coach, first responder or safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

3. Female Players / Co-Ed Teams

Recommend that when using the “Two-Deep Method” with female players / co-ed teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor.

4. Road Trips

Ideally, team personnel should not share accommodations with non-family members, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times. If only one player and one personnel are alone in the room for a brief period of time, the outer door must be left open.

5. Physical Contact

Team personnel should avoid touching a player; especially when out of sight of others. Use the “Two Deep Method” (two personnel, or two players) supervision system.

6. Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

7. Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

8.1.3 CAMERAS, CELLPHONES AND PDA’S IN CHANGE ROOMS

HPMHA prohibits the use of cell phones, and any other digital devices, for the purposes of video or photos in all change rooms.

8.1.4 INCLUSION & SAFETY

All players have the right to a safe and supervised dressing room. HMPHA abides by the policies set out by Hockey Canada:

- a) All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. The manager, coach and/or association will work on behalf of the player to find an appropriate and equivalent changing area to ensure a player's needs are met and their right to inclusion and equal treatment are respected
- b) Hockey Canada recognizes the physical limitations of some facilities. HPMHA will work with local facility management to ensure that appropriate changing facilities are available to both genders.
- c) Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided:
 - a. participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- d) At the U13 level and above the following conditions will apply in all co-ed team environments:
 - I. Females and males will change in separate rooms
 - II. All players regardless of gender will congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coach or designated official/parent.
 - III. The gender who is represented by the least number of players will leave the dressing room within 15 minutes after the completion of a game/practice unless otherwise indicated (to stay longer) by the coaching staff or designated official/parent.
 - IV. The gender represented by the largest number of players will not begin changing, (except helmets, gloves and skates) prior to the departure of the players of another gender.
- e) When necessary, due to facility limitations, dressing and showering shall be done in shifts.
- f) It is the belief of HMPHA and Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Note: Hockey Canada Branches that have mediated Human Rights settlements within their Province/Territory with respect to specific co-ed dressing room parameters are exempted from this policy within their jurisdictions and may continue to adhere to previously mediated settlements.

9 ALCOHOL/DRUG POLICY

DEFINITIONS:

Deemed: shall mean; to have as an opinion; to judge; to decide:

Individual in Authority: shall mean: any member of a team's coaching staff; any board member of the Association

USING ALCOHOL AND/OR ILLEGAL DRUGS

No person, regardless of age, who is a member of the High Prairie Minor Hockey Association (HPMHA) shall not:

- attempt to play, coach, or otherwise participate in any sanctioned on or off ice activity if that person has consumed alcohol and/or illegal drugs immediately prior to the activity,
- is under the influence of alcohol and/or illegal drugs, or
- is deemed by any individual(s) in authority to be under the influence of alcohol and/or illegal drugs

immediately prior to or during any sanctioned on or off ice activity;

9.1.1 Procedure:

Any person who has or is deemed to have contravened this policy:

- SHALL BE suspended immediately from any activity;
- with immediate notification being provided to the parents/guardians in the case of a minor, and
- shall be required to leave the premises forthwith,

- except in the case of a minor who shall be provided adult supervision until such time as they are picked up by their parent(s)/guardian(s) or another resolution is reached which is satisfactory to the individual(s) in authority.

First Offence

- Immediate suspension plus
- Minimum 1 week suspension from all HPMHA activities
- Appear before the Disciplinary Committee for re-instatement [in the case of minors the child and parent(s)/guardian(s) shall appear]

Second Offence

- Immediate suspension plus
- Indefinite suspension from participation and membership with HPMHA
- Appear before the Disciplinary Committee to provide reasons why the suspension should not be permanent [in the case of minors the child and parent(s)/guardian(s) shall appear]

9.1.2 POSSESSION OF ILLEGAL DRUGS

- a) If a member is found to be in possession of illegal drugs during any HPMHA event, law enforcement will be contacted immediately by the individual(s) in authority;
- b) The member will be indefinitely suspended from participation and membership with HPMHA;
- c) Pending the actions of law enforcement the member will appear before the Disciplinary Committee to provide reasons why the suspension should not be permanent [in the case of minors the child and parent(s)/guardian(s) shall appear]

9.1.3 FINAL DECISION

In each case all decisions of the Disciplinary Committee shall be final. Members have the right to file an appeal in accordance with the appeal process.

10 REGISTRATION

10.1 REGISTRATION PROCEDURE

- a) Registration dates shall be set by the board each year;
- b) Registration dates, fees, fundraising requirements, and late penalties will be advertised, such as the Association website and social media pages-
- c) All players must be properly registered before participating in any Association activity. Being properly registered is defined as completing the required registration via the online RAMP portal, successfully completing the Respect In Sport online program AND having all registration fees paid in full;
- d) Players shall register online through the RAMP website.
- e) At times, HPMHA will require additional documents be provided to the registrar such as: Satisfactory proof of age (i.e.. Birth certificate), Alberta Health Care Number, and proof of residency (i.e. legal land location or physical address).
- f) Any registrant that does not present the required documentation within one (1) week from registration will not be permitted to register. In rare cases this may not be possible. An extension on time to produce documentation will be at the discretion of the Registrar;
- g) In order to ensure the safety of each player; first time registrants must have the ability to skate at a skill level equivalent to the majority of players of the same age. Skating ability will be assessed during the evaluation sessions or by the Coach at the start of each season. The assessment will determine the eligibility of the player to participate.
- h) Payment by cheque will not be accepted from any person having a history of NSF cheques;

10.1.1 PLAYER MOVEMENT: OPERATIONAL DIRECTIVE

Players wishing to register with HPMHA, other than their Resident MHA, must first obtain a Player Movement Form or release from the MHA in which the Player was last registered.

Divisions for Age Eligibility: Players are expected to register for and play with the age-appropriate Division and Category of play.

As per HMPHA policy for first time registrants: to ensure the safety of each player, skating ability will be assessed during the evaluation sessions or by the Coach to determine the eligibility of the player to participate.

U7	4-7 year olds
U9	7-9 year olds
U11	9 - 10 year olds
U13	11 - 12 year olds
U15	13 - 14 year olds
U18	15- 17 year olds

*The player's age is determined by the player's age on December 31 of the current season.

Hockey Programs and Players will be registered in accordance with Hockey Canada and Hockey Alberta Bylaws and regulations. Any Minor Hockey Association found to have permitted a Player who is not properly registered to participate in a game may be subject to a fine up to a maximum of \$500.00 per violation.

Operational Directive U7

** The Initiation program starts with one skate per week consisting of skills, drills, small area games and competitions and progresses to two skates per week, consisting of one shared ice practice, one half-ice game (registration is age based with allowances for unusual progression based on competency).

When registering U9 aged participants within the Division of U7, Minor Hockey Associations will be permitted to proceed without Hockey Alberta approval. Such cases should be based on the developmental need of the participant and have support of the player's parents/guardians. The MHA must notify the Regional Minor Administration Coordinator of any overage participant(s) registered within the U7 Division.

10.2 LATE REGISTRATION

- a) Registrations may be accepted after the set registration dates by Board approval,
- b) A late penalty will apply, as noted in the advertisements
- c) Registration fee must be paid in full prior to the player(s) being permitted on the ice;
- d) Exceptions may be extended when a change in municipality in which the player resides has occurred, a written medical certificate has been presented or the registrant is a first time registrant;

10.3 REGISTRATION REFUNDS

- a) Request for refund of Minor Hockey registration fees must be submitted in writing to the *Registrar*.
- b) Reimbursement is not mandatory but may be considered based on the following:
 - o Prior to the first evaluation skate
 - OR
 - o The first regular scheduled practice of the current year
- c) For Initiation and Novice, given that they do not participate in the two day conditioning skate, they will be granted a trial of two practices (being the first two scheduled practices) in lieu for the current year – therefore, Initiation and Novice Refunds requested after the first two scheduled practices of the current year – full Registration fee less \$30.00 administration fee will be considered

Refund Levels

- d) First ice session up to October 31st of the current year – 75% of registration fee refunded

- e) For Initiation and Novice – this would include any sessions/practices following the first two scheduled practices and up to October 31st of the current year
 - November 1st to November 30th of the current year – 50% of registration fee refunded
 - December 1st to December 31st of the current year – 25% of registration fee refunded
 - After December 31st of the current year – no refund
 - Request for refund of unused team fees after team fees have been distributed to the teams must be made in writing to the team;
- f) Request for refund of Pond Hockey registration fee must be submitted in writing to the *Pond Hockey Director*. Reimbursement is not mandatory but may be considered based on the following:
 - Prior to the first regular scheduled practice of the current year – Registration fee less \$30.00 administration fee
 - Following the first ice session and up to November 30th of the current year – 75% of registration fee refunded
 - December 1st – December 31st of the current year – 50% of registration fee refunded
 - After December 31st of the current year – no refund.

10.4 NSF CHEQUES

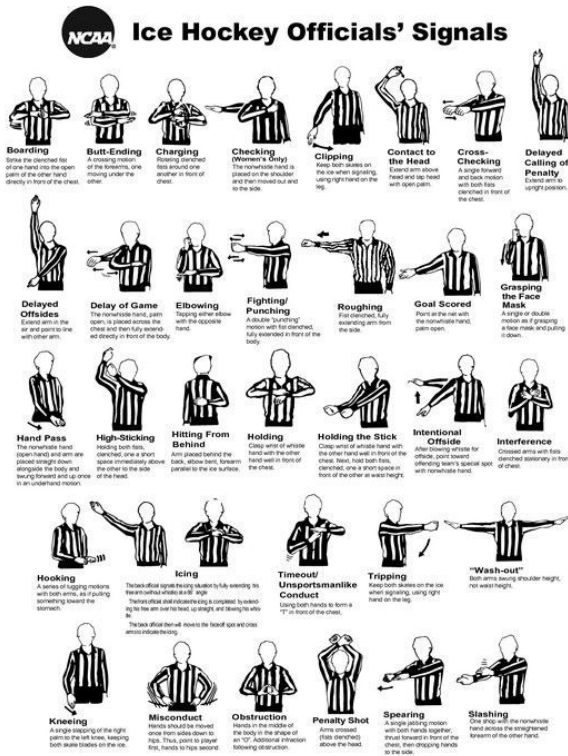
- a) Any cheque returned NSF will be treated as non-payment.
- b) Players will not be allowed to participate in any Association activity until the fees are paid in addition to a \$30.00 NSF service charge.
- c) The Treasurer will send a written notification requesting payment.
- d) If full payment is not made by cash or money order to the Treasurer within ten days of notification the players(s) registration will be withdrawn.
- e) The late registration fee will apply to re-register.
- f) HPMHA has the right to refuse cheques based on a member's NSF history.
- g)

10.5 ARREARS

Any member in arrears of fees, or assessments for any year, shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated.

11 NEW TO HOCKEY

Parents are encouraged to visit the Hockey Canada Parents program FAQ at: <https://www.hockeycanada.ca/en-ca/hockey-programs/parents/faq> - And download the Hockey Canada Rule Book app to learn rules.



12 TEAM GOVERNANCE

12.1 PLAYER ELIGIBILITY – OPERATIONAL DIRECTIVE

The Coach and Manager shall assume the responsibility for the eligibility of players on their team.

Any team, team official or player found guilty of making false representation shall be suspended for a period of time to be determined by the Disciplinary Committee.

A Player may only register on one (1) Team (unless released by the HPMHA prior to January 10). Players signing with more than one Hockey Team without releases are suspended and shall remain suspended until dealt with by Hockey Alberta.

GOALTENDERS

- Hockey Alberta U11 Pathway states: Full-time goaltenders are allowed. If a team has two goalies, they should rotate for equal playing time and the goalie not playing should be allowed to play out as a skater. See playing time for additional guidelines.
- For U13, U15 and U18 Divisions only: Players designated in the registry as goalkeepers may play only in goal.
 - For clarification: when eighteen (18) Players are registered, one (1) must be designated as goaltender.
 - When seventeen (17) Players or less are registered, teams may or may not designate a goaltender.
 - All Hockey Teams may register at one time a maximum of nineteen (19) Players. Of those nineteen (19), 2 must be goaltenders.

- Exception: Teams that are not eligible to compete for a Regional or National Championship may be permitted to register, at one time, a maximum of twenty three (23) Players.

Operational Directive:

All Minor Hockey Associations must register all Players. A Player may only be registered to one Program/Team, at any one time. Players registering with more than one Hockey Program/Team without releases are suspended and shall remain suspended until dealt with by the CEO, or designate.

TEAMS

Team Player allotments in the Registry shall be provided in the following numbers (except where pilot projects otherwise provide):

- U18 Not more than 25 allotments
- U15 Not more than 23 allotments
- U13 Not more than 23 allotments
- U11 Not more than 23 allotments

12.2 AFFILIATION – OPERATIONAL DIRECTIVE

“Affiliated Player” shall mean a Player/Goaltender, referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division as the team in the Category/Division with whom the Player/Goal Tender is registered.

- a) Affiliation shall be as per Hockey Canada and Hockey Alberta regulations;
- b) Affiliation must be declared, filed, and approved with Hockey Alberta, prior to the affiliated Player being allowed to participate, in any game, with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by Hockey Alberta up to and including December 15th of the current hockey season;
- c) Any Player participating in any game as an affiliated Player, without the Hockey Alberta approval shall be considered an Ineligible Player.
- d) Team officials will be subject to discipline in accordance with Hockey Alberta Bylaws and Regulations:
 - I. 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 and/or allowing a Team Official who is not properly registered to that team to participate on the bench, and/or
 - II. Team official who is party to or had knowledge of playing a player or allows a team official to participate on the bench who is under suspension, can be subject to sanctions including an Indefinite Suspension
- e) Affiliated players may participate in League, Exhibition, Tournament and Provincials, with the following exceptions:
 - I. Players registered within the Division of Initiation are not eligible to participate as an Affiliate Player in Provincial games.
 - II. Players participating on teams that involve two (2) or more LMHAs based on a need to create one (1) Team in a Division for the area (lack of Players) are permitted to affiliate with a team of a higher Division from their own Resident LMHA.
 - III. Players are only eligible to affiliate to one (1) Team.
- f) Use of an affiliated Player requires the approval of that Player’s Head Coach;
- g) An affiliated Player’s commitment must always be to the Hockey Team to which they are registered and may only play for the Hockey Team to which they are affiliated when there is no conflict with the team to which they are registered;
- h) Female players playing on Minor Male hockey teams may be permitted to affiliate to Female Teams, upon consideration of application to the Minor Administration Coordinator, in consultation with the Minor Female Regulation Coordinator

- i) Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games.
 - l. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, they shall be considered an "Ineligible Player". However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.
- j) A team of a higher Division or Category may not use an Affiliated Player prior to receiving consent of the Team with which the Affiliated Player is registered
- k) Any Coach found guilty of breaching policy 11(g) will be suspended in accordance with Hockey Alberta Rules and Regulations, which may result in a suspension of up to 3 years.
- l) Appearance of a registered Player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report;
- m) Affiliations are for the purpose of game play, not an open door for Players to receive extra practice time. Affiliated Players should only be used at practice when an inadequate number of registered players are present to properly execute drills;
- n) Novice to Novice and Initiation to Novice Affiliation Only : The principle of affiliation to the Novice Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable. The following rules will apply:
 - l. Novice Affiliated players will only be allowed in situations where registered team players are unavailable to the team because of:
 - sickness;
 - injuries;
 - inadequate number of registered team players to play a game.
 - When a Team has less than twelve (12) registered players Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players
- o) All affiliations shall terminate at the end of the current playing season.

12.3 OPERATIONAL DIRECTIVE: TAMPERING

(see HC Regulations)

No Player may be invited to attend or participate evaluations operated by a Team or League to which the Player is ineligible to register or Affiliate for the upcoming Season as of the date of the evaluations.

Team Officials shall not encourage or invite, directly or indirectly, a Registered Participant of another Team from the previous Season in the same or higher Category or from the current Season in any Division or Category, to register, participate in training, evaluations or in any games without first having secured permission in writing from the HPMHA Executive, signed by the President, Secretary or Registrar.

- a) A charge of tampering must be filed in accordance with the Hockey Canada appeal procedure established by By-Law 52. If all Teams involved are from HPMHA the charge shall be dealt with by HPMHA in accordance with its regulations.
- b) Where tampering is found to have occurred, the responsible Team and/or Team Official shall receive one or more of the following sanctions:
 - A fine up to five thousand dollars (\$5,000) to the offending Team, payable to the Team which files the tampering charge within thirty (30) days of notification;
 - The deduction of two (2) unused Player allotments for that or the following Season;
 - Compensation to the Team that may lose a Player to the offending Team;
 - A minimum ten (10) game suspension (regular Season or play-offs) to the head Coach of the offending Team;
 - A suspension for a period up to one (1) year to the responsible Team Officials of the offending Team.

12.4 PLAYER MOVEMENT BETWEEN DIVISIONS

Player movement between HPMHA divisions is at the discretion of the board. Any movement requests must be:

1. Made in writing, and submitted prior to the start of the hockey season.
2. Sent to the Division Director, and
3. Approved by the board prior to the start of hockey season, with the following exceptions:
 - a. Player movement will not be permitted if that movement results in another player not having a place to play within HPMHA.
 - b. Player movement will not be permitted if that movement results in team registrations being lower than 12.
 - c. Overage Players may be permitted to register in Intro to Hockey programs (U7 or U9), provided they are approved in accordance with the Minor Hockey Overage Policy.

12.4.1 OVERAGE POLICY – OPERATIONAL DIRECTIVE

- a) A Player that is a maximum of one year older, by date of birth, may be permitted to register and participate within a lower age Division provided they meet the criteria outlined on the Overage Player Application Request form.
- b) Process:
 - i. A Player must complete an Overage Player Application Request form and submit it to HPMHA along with a letter of support from the player's Parent or Guardian, outlining their rationale for requesting permission to participate with a team of lower age Division.
 - ii. In cases where a Player has a physical or mental impairment that would restrict him/her from participating within their designated age Division, a Physician's statement must be included.
 - iii. A skill assessment must be completed, and included, confirming that the Player's skill level restricts him/her from being able to participate within the designated age Division.
 - iv. Statistics from the Player's previous season (including number of games played, goals, assists and penalty minutes) must be confirmed by the League.

U9 to U7: As per Hockey Alberta Guidelines: When registering U9 aged participants within the Division of U7, HPMHA will be permitted to proceed without Hockey Alberta approval. Such cases should be based on the developmental need of the participant and have support of the player's parents/guardians. HPMHA will notify the Regional Minor Administration Coordinator of any overage participant(s) registered within the U7 Division.

12.5 INSURANCE – OPERATIONAL DIRECTIVE

To ensure insurance coverage of all HPMHA participants the following must be adhered to:

- a) All activities must be sanctioned by Hockey Alberta;
- b) Players must be registered on a team sheet for U7 and U 9, and on cards for U11 and U13;
- c) Coaches must be carded to each team that they are coaching;
- d) Referees must be certified and carded;
- e) Special events such as fundraising, conditioning camps, etc. must have a sanction approval prior to the start of the event;
- f) Travel permits are required when playing games or tournaments outside of Zone 1;
- g) A sanction is required in order to host a tournament;
- h) A maximum of four (4) workers should be in the time box at any given time;
- i) No one other than those who are signing game sheets as Time Keeper and/or Score Keeper and/or penalty door workers are to be in the time box during games;
- j) Parents/Guardians are responsible for any injury report form fees assessed by a Doctor; reimbursement of these fees can be done through Hockey Alberta;

12.6 HOSTING A TOURNAMENT – OPERATIONAL DIRECTIVE

- a) Any team of the Association may request to host a tournament, provided they have satisfied the Executive there is sufficient ice time available and they have formed a Tournament Committee for the administration of their tournament. Also they must satisfy the Executive that they can cover all costs of the tournament, including ice time and referee charges.

- b) The Executive shall be responsible to settle any and all disputes and make any rules and regulations required for the tournament. The Tournament Director along with the team's Tournament Committee will make the draw for the teams and be responsible for the game sheets. They will also be responsible for calling meetings and to oversee the arrangements.
- c) The Referee Director will be responsible for obtaining the officials for the games. The Tournament Committee will be responsible for obtaining the scorekeepers and timekeepers.
- d) Only teams registered with the AAHA or affiliated associations will be permitted to play in a tournament hosted by an Association team or division.
- e) The Tournament Director will be responsible for obtaining tournament sanctioning from the AAHA and for the posting of the sanction number.
- f) The Tournament Committee is required to submit a financial statement of income and disbursements to the HPMHA within thirty (30) days of the completion of the tournament. The financial statement must show the cost of the ice time and referee fees in the final cost.
- g) The Tournament Committee shall ensure that all costs, including ice time and referee fees for the tournament are provided for through donations, sponsors, fundraising door admissions, etc.
- h) The annual Squirt and Novice tournaments' ice time and referee fees may be paid by the HPMHA upon submission of a budget and the results of actual tournament financials.

12.7 PROVINCIAL PLAYOFF SUPPORT

The Association will pay one thousand dollars (\$1,000.00) to any team making the final provincial playoffs to offset the expense of travel (accommodations, fuel, bussing) and to be distributed equitably amongst all players in attendance of provincial playoffs, subject to locality and funding availability.

12.8 ALTERNATE SEASON PROGRAMS – OPERATIONAL DIRECTIVE

Eligible to register with Hockey Alberta must fit one of the following definitions:

- a) 'Skills Camps' consist of on ice training/development sessions that take place over a period of one to three days (i.e. – weekend skills camps);
- b) 'Development Programs' consist of mostly on ice training/development sessions within a defined schedule taking place over the course of weeks and/or months;
- c) 'Hockey Schools' consist of on and off ice sessions that take place over a period of three or more days and engage players in various skill development opportunities;
- d) 'Team Programs' operate between April 1 - July 15 and consist of practices, games and/or tournaments.

12.9 EQUIPMENT

- a) It shall be the responsibility of the PLAYERS AND THE PARENTS to ensure all HPMHA equipment is accounted for at year end. If losses do occur and it is determined by the Executive that it was due to negligence, the parent/guardian will be liable to the Association to replace the equipment lost of equivalent value.
- b) Only minor hockey equipment to HPMHA is to be kept in the locker provided for HPMHA usage.
- c) HPMHA shall ensure that funds are allocated each year to upgrade HPMHA equipment providing sufficient funds are available.
- d) No equipment belonging to HPMHA shall be loaned to any player or team to use at a game or tournament not directly associated with the HPMHA unless such a request is first made in writing to the Executive of the HPMHA and secondly approval from the Executive is also in writing. In the event of approval, a deposit is required on loaned equipment and the amount shall be set by the Executive.

12.9.1 PROTECTIVE EQUIPMENT – OPERATIONAL DIRECTIVE

It will be mandatory for all players of the Association to have and wear the required equipment set by Alberta Hockey and Hockey Canada

Operational Policy: For the safety of all participants, it is mandatory in all levels of amateur hockey within Alberta that any player, team official (coach, trainer, assistant coach, manager, etc.), guest coach or volunteer who is on

the ice for any practice, game or other ice session must wear a CSA approved helmet with the chin strap of the helmet securely fastened.

- a) All protective equipment except gloves, head gear or goaltender's leg pads, must be worn entirely under the uniform. Leather elbow patches on the outside of the sweater and palm less gloves are prohibited. After one warning by the Referee, a Minor penalty for Illegal Equipment shall be imposed on the offending player for any subsequent violation of this rule.
- b) While on the ice, including pre-game warm-ups, all players, including goaltenders, shall wear a CSA-certified hockey helmet, to which a CSA-certified facial protector must be securely attached and not altered in any way. Any alteration to a CSA-certified helmet or facial protector automatically destroys the certification.
- c) The chin straps of the helmet shall be securely fastened under the chin. The straps of the facial protector, when designed to allow such straps, shall also be securely fastened to the hockey helmet.
- d) For violations during pre-game warm-ups, the Referee shall report the infraction on the Official Game Report to the President.

12.10 JACKETS AND APPAREL

Any team jackets or apparel must conform to the following:

- a) Any member in good standing can volunteer to order jackets or apparel for the teams of the Association;
- b) HPMHA will not be held responsible for any individual's payment or cost of jackets or apparel;
- c) All team jackets or apparel must be coloured red, black and/or white and bear the HPMHA name and crown logo;
- d) A sponsors name or logo, if approved by the sponsor, may appear on jackets or apparel;
- e) The HPMHA Crown logo must appear on the left breast of team jackets, unless approved by the Executive;

12.11 HOCKEY JERSEYS

- a) All HPMHA jerseys purchased shall conform with the Chicago Black Hawk home and away jersey colours (red and white), and design; with the exception of Pond Hockey Jerseys.
- b) The HPMHA crown logo shall appear on the front and a sponsor name bar shall appear on the back bottom of all game jerseys.
- c) The use of a team logo requires board approval.
- d) A team logo may appear on the shoulder(s) of game jerseys with the approval of the jersey sponsor as the cost for a team logo will be an additional expense for the sponsor.

12.12 TRANSPORTATION

- a) The Association will not be responsible for any travel expenses for any team with the exception of Provincial support;
- b) **Bus Rental:**
 - i. Parents and Coaches from each team will decide at scheduled team parent meetings whether to rent a bus and for which games and/or tournaments;
 - ii. A 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting will rule;
 - iii. If the vote is to rent a bus, parents will be responsible for paying their child/children's portion(s) of the bus fee, whether the player attends the game or not; except those players who are deemed ineligible to play, which is supported by a physician's note. However, should the ineligible player choose to accompany the team, they will be expected to pay all associated fees.
 - iv. Players in arrears of bus fees will not be permitted to take part in any Association activities until such arrears have been paid;
 - v. If a players bus fees remain unpaid at the end of the current hockey season the team Manager must submit to the Treasurer within 30 days.
- c) **Weather**

The safety of all participants in our program, on and off ice, is managed through a number of shared responsibilities.

Shared Responsibility

It is the responsibility of a parent or coach to determine if the weather conditions are such that it is not safe for travel and govern yourself accordingly as to whether you choose to travel or not.

Team Manager

In the case of game cancellations due to weather/roads, the game cancellation policy will be followed.

12.13 TEAM FINANCES, FUNDRAISING AND SPONSORSHIP POLICY

As per Hockey Alberta guidelines, under no circumstances will an MHA, League or Team be allowed to assess cash fines to Minor Players for rule or regulation infractions. Violation of this policy will result in discipline as set out in the General Regulations.

12.13.1 TEAM FINANCES

All team officials and members of HPMHA shall follow this policy.

- a) All financial and fundraising activities of High Prairie Minor Hockey teams shall be governed by High Prairie Minor Hockey Association.
- b) All other teams' funds shall be processed through the main HPMHA account via the Treasurer. No other bank account shall be used.
- c) All financial transactions, including fees paid by parents, fundraising activities, donations made by sponsors and all expenses are made under the authority of HPMHA.
- d) All funds held by teams are the property of HPMHA and shall be managed in accordance with the guidelines and policies of the association. Gaming revenue may be subject to additional restrictions as directed by the Alberta Gaming & Liquor Commission (AGLC).
- e) All HPMHA teams shall, upon request, supply the parents/guardians of the players and/or the Board with a financial statement of team operations.
- f) A complete mid-season accounting of all monies received and expended to date, using the financial template provided by the HPMHA, must be submitted to the Treasurer no later than January 15 of the current season.
- g) A complete accounting of all monies received and expended must be submitted to the Treasurer no later than March 31 of the current season, using the financial template provided by the HPMHA.
- h) All unexpended monies shall be turned over to the HPMHA no later than March 31 of the current season. An application in writing may be made to the Executive for the unexpended funds. Following the Board's approval, funds may be returned to the group for approved expenditures.
- i) Team officials will be responsible for any shortfalls incurred by the team. HPMHA will not cover any losses. Any such losses will be recouped by HPMHA from team officials, and other means available. HPMHA will not be held responsible for any losses or liabilities incurred by any team as a result of its fundraising activities.
- j) If at a parent meeting (where a 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting will rule) the vote is to attend a tournament, parents will be responsible for paying their child/children's portion(s) of the tournament fee, whether the player attends the tournament or not; except those players who have been deemed ineligible to play prior to the vote, which was supported by a physician's note. However, should the ineligible player choose to accompany the team, or is cleared to play prior to the tournament date, they will be expected to pay all associated fees.

12.13.2 FUNDRAISING:

- a) Fundraising shall be a team activity and responsibility. HPMHA recognizes the desire for individual teams to participate in fundraising activities to defray the costs of tournaments, team travel, etc. Teams and individuals that undertake such activities are representing HPMHA (intentionally or not) and are therefore subject to HPMHA guidelines and accountable for their actions;
- b) Fundraising shall be kept to a reasonable level for justifiable hockey team expenses;

- c) The HPMHA Treasurer must be made aware of all fundraising activities using the provided HPMHA Fundraising Permission Form. The following fundraising activities are authorized by the HPMHA with the appropriate approved event sanction in place; however, the Fundraising Permission Form must be utilized and approved before any of the following fundraising activities commence:
 - Bottle Drives
 - Volunteer work in exchange for financial contributions to the team
 - 50/50 sales during games (with AGLC license)
 - Raffle ticket sales (with AGLC license)
 - Product sales (i.e. chocolate, meat, Mom's Pantry, Regal catalogue sales, etc.)
 - Program advertising;
- d) Any fundraising events not mentioned above must be approved by HPMHA. Appropriate licensing/event sanction must be in place before teams will be allowed to proceed;
- e) Certain activities, such as raffles, require approval and licensing by AGLC. It is the responsibility of the team to ensure that all licensing is obtained and all AGLC requirements are met;
- f) Funds raised through AGLC Licenses can ONLY be spent on AGLC approved expenditures (i.e.. tournament entry fees, ice rental fees, referee fees). Gaming funds cannot be used for team apparel. vii) All proceeds from fundraising must be properly accounted for and shall only be spent to support team expenses including tournament entry fees, team travel (bus rental), and lodging for players & team officials; viii) When winding down the team finances at the end of the season, teams are not permitted to pay parents out of team funds more than what they have contributed *in cash* (i.e.. team fees or seed money).
- g) Fundraising shall not be for individual gain; ix) Excess fundraising shall be turned over to the association at the end of the season. These funds may be designated for specific purposes upon request and approval of the Board.

12.13.3 TOURNAMENT PROCEEDS:

- a) Refer to Policy 10 – Hosting a Tournament
- b) Any and all monies regardless of their origin, whether they were generated before, during or after a tournament date, if they were obtained in association with tournament activities shall be subject to policy 13(b)(ix)

12.13.4 DONATION SOLICITATIONS:

- a) Soliciting funds from businesses includes donations of cash, products or services, as well as paying for advertising or promotions.
- b) Any team soliciting donations on behalf of HPMHA must issue receipts for any donations received.
- c) Businesses who have provided funding to HPMHA in the form of jersey sponsorship should not be solicited for additional funding by teams.

12.13.5 TEAM SPONSORSHIP

- a) Sponsorship for team jerseys must be brought to the Board for approval.
- b) Team sponsors are responsible for payment of the purchase of jerseys
- c) Current sponsors will be given first opportunity to replace the jerseys.
- d) should the current sponsor not wish to continue their support, another sponsor will be approached.
- e) Tournament, Insurance, Jackets & Apparel policies apply.

12.14 TEAM PARENT MEETINGS

Team parent meetings are extremely important to the successful operations of a team. This is where many of the team decisions will be made and every parent's input is important.

12.14.1 PURPOSE OF PARENT MEETINGS

- a) **Pre-Season:** Coaches will have a minimum of one pre-season parent meeting. An in-person meeting must occur prior to regular season play, and preferably prior to tiering in the U11 and higher divisions.
 - a. **Coaches:** introduce themselves and explain philosophy, LTPD policy of Hockey Canada, Hockey Alberta guidelines for the division, who to contact with questions, player and goalie expectations.
 - b. **Managers:** field questions regarding tournaments and fundraising. A time to clarify questions, volunteer sign-up and to explain roles needed throughout the year. Identify and form any needed committees for the season, as per Manager Handbook. *Forms in the Appendix
 - i. Policy on Bullying, Harassment and Maltreatment, and HPMHA Social Media must be on the agenda for the first meeting. Ideas include:
 - Distribute the Hockey Canada/Kids Help Phone tip sheets that apply to your age group, located in the Appendix
 - Have your team sign “The CODE”. The program features a pledge to #EndBullying, a playbook for behavior on and off the ice, through Telus and Hockey Canada.
 - Make parents aware of the Hockey Canada cyberbullying webpage, Hockey Alberta Bullying, Maltreatment & Harassment Pages, HMPHA policies, Conduct policies and procedures.
- b) **During season:** Team issues (that don’t concern a specific individual) that require input by all; team planning, any needed review of expectations, policies, procedures.
 - a. A team chat can be used as a discussion site for team needs; however, all members must be a part of any survey, poll or vote on any team action items as per guidelines below.
 - b. Parents will be given advanced notice of a team meeting. It is up to the parents to ensure the Manager has contact information and any additional means of reaching you.
- c) **Post season:** wrap-up and closure of finances, equipment expectations, post-season plans or celebrations.
- d) **Parent Meetings will not be used:**
 - to target one player or parent.
 - in response to specific instances or accusations of bullying, harassment or maltreatment.
 - to target team officials.

12.14.2 GUIDELINES

- b) Follow Fair Play Codes and social media policy in all discussions.
- c) Parents are expected to attend all scheduled team meetings, and participate in polls, surveys and discussions on the team chat.
- d) A 75% majority of parents (one [1] vote per player) in attendance at a scheduled team meeting, or in an online poll during regular season team chat discussions, will rule.
- e) All parents shall be informed of the agenda of a parent meeting before the meeting starts.
 - a. Work should be done prior to a meeting to discern any concerns or issues that are of a confidential nature, to ensure no member of the team or HPMHA in general is targeted during a meeting.
- f) Chairing of a meeting will be done by the coach or manager, except in the case of the following exceptions:
 - a. In the case where there are unresolved allegations of unethical behavior, including but not limited to accusations of maltreatment or bullying of players or parents,
 - b. In the case where a coach or manager has had concerns communicated by a member of the executive or a team official about their conduct.
- g) In the case where agenda items constitute a conflict of interest with the coach or manager, they must remove themselves from discussion of that item.
- h) A written summary of the meeting will be provided to all team members providing pertinent decisions or discussions made.

13 HOCKEY SEASON

13.1 GAME ALLOTMENT

HPMHA Executive will determine the number of paid exhibition games for each team in a league.

For teams not registered in a league, the Association will pay the costs for the same number of games in the season as those registered in a league.

13.2 GAME OPERATIONS – OPERATIONAL DIRECTIVE

The rules which are contained the Hockey Canada rulebook are the only rules which are to be used in the playing of hockey under the jurisdiction of Hockey Canada. Members or leagues choosing to play outside these rules will be subjected to discipline and will at a minimum, forfeit the right to the Hockey Canada Insurance Program. However, during regional competition, Members may make variations to Hockey Canada Official Rules, providing these variations are more restrictive than the rules as written.

13.3 PLAYING TIME

13.3.1 FAIR AND EQUAL ICE TIME – OPERATIONAL DIRECTIVE

<https://www.hockeycanada.ca/en-ca/hockey-programs/players/essentials/age-divisions>

- a) Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute, regardless of skill or ability.
- b) A coach's responsibility is to develop all players on the team, and,
 - a. to treat all players equitably, focusing on equal ice time and skill development up to the U16 level where it shifts to "play to compete," and the U18 level of "play to win."
 - b. to encourage players to be the best they can be and provide equal opportunities for them to develop self-esteem and sport skills.
 - c. to use communication that aligns with Hockey University coaching guidelines, such as giving specific and actionable feedback that players can work on, positive reinforcements, etc.
 - d. monitor that all players receive fair and as close to equal as possible ice time, guided by the divisional guidelines, and Hockey Canada Long Term Player Development Model:
 - [LTPD Player Overview](#)
 - [LTPD NCCP Coaching Overview](#)
 - [LTPD Manual](#)

GUIDELINES FOR ICE TIME – OPERATIONAL DIRECTIVES

- Are determined by Hockey Alberta divisional guides and Hockey Canada's LTPD model. Where there is a discrepancy between HPMHA policy and provincial and national guidelines, the latter will prevail.
- In all cases*, the age and skill level of the team defines the seasonal plan.
- Coaches will follow the Hockey Canada skill development programs, basing decisions on progressive steps and follow the appropriate allocation of time illustrated in the skill-development pyramid.
- Not adhering to non-negotiable items will place HPMHA in violation of Hockey Canada policy, and subject to disciplinary action.
- There are also areas that are negotiable, where HPMHA has flexibility to adopt certain standards of play or not.
- In making decisions on these items, HPMHA Executive and team officials will keep the concepts of age appropriate and meaningful competition at the forefront.

*Should HPMHA have competitive, Tier 1, AA, AAA or Elite teams, policies and guidelines may be adjusted according to governing bodies recommendations and policy.

COACHES ARE RESPONSIBLE:

- a. For the allocation of positions, practice time, skill development and playing time.
- b. For understanding and following Hockey Canada's Long Term Player Development plan and Hockey Alberta's divisional guidelines, which outline specific developmental and divisional expectations.
- c. For respectful and clear communication with both players and parents.
- d. For proactive and specific feedback that impacts playing time.

- e. For creating schedules where needed in the case of goalies, tournaments, playing time, and communicating them with team officials, parents/guardians and team members.

13.4 U7

Purpose of the U7 Program: If a new player has fun, develops basic skills and builds confidence, there is a better chance they will enjoy hockey for a lifetime.

GAME PLAY RULES:

- 4 on 4 with a goalie
- Continuous play (line changes and stoppages in play)
- No position specialization

GOALTENDERS:

- a. No goalie equipment except for a goalie stick
- b. Goalies' rotation: Players can play goal during practices and games with no goaltender equipment required. 100% playing time – kids not playing in play out.

13.5 U9

Under nine years of age as of Dec. 31 of the current season

Goals for the U9 age category are:

- Fun
- Reviewing of basic skills
- Refining of basic skills

The U9 program recommends the following practice time allotment:

75% technical skills

15% individual tactics

10% team tactics

0% team play, 0% strategy

GOALTENDERS:

- Full goalie equipment.
- Goalies' rotation: 100% playing time – kids not playing in play out.

13.6 U11

The U11 Player Pathway delivers numerous benefits to participants and their families. The benefits include:

- creating a positive experience during evaluations with planned pre-evaluation ice sessions.
- avoiding evaluations the first week of school; and
- allowing all U11 players to play actively for 100% of the season.

The age and skill level of the team defines the seasonal plan. The Hockey Canada skill development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

GAME PLAY RULES

Goals for the U11 age division are:

- Fun
- Refining of basic skills
- Introduction to team tactics

FAIR AND EQUAL ICE TIME

Fair and equal ice time is a key principle of the U11 Player Pathway. Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability.

- A coach's responsibility is to develop all players to contribute.
- Shortening of the bench is not permitted.
- All players should receive as close to equal ice time as possible, including opportunities on special teams (power play and penalty killing).
- All skaters should rotate through all positions to ensure each player can try each position. (LW/C/RW/LD/RD)

GOALTENDING

- Full-time goaltenders are allowed.
- If a team has two goalies, they should rotate for equal playing time and the goalie not playing should be allowed to play out as a skater. It is the coach's responsibility to create and provide a written schedule to goalies and parents.
- Determining player practice and playing out by registered goalies will be done in advance of the regular season by the coach with the goalies and their parents.
- It is the responsibility of the coach to identify all potential goalies on the team and create and communicate a practice and play schedule with all player- goalies and all parents.

PLAYOFFS

- Goal is to have more teams playing meaningful games longer into March.
- 100% of players, playing 100% of games.

The U11 program recommends the following practice time allotment:

50% technical skills

20% individual tactics

15% team tactics

10% team play

5% strategy

13.7 U13

The age and skill level of the team defines the seasonal plan. The Hockey Canada skill development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

*Should HPMHA implement AA, AAA or Elite teams, policies and guidelines may be adjusted according to governing bodies recommendations and policy.

FAIR ICE TIME

It is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in. HPMHA recognizes that game situations present opportunities for coaches to ice specific lines; for example, power play or penalty kill.

Fair Ice Time* means that over a season, or over an average of 3-5 games, coaches will afford all players the opportunity to play in these situations.

Equal Ice Time means that, on average (over the period of a few games), all players in the same general position will be on the ice the same amount of time.

**"Fair" ice time should not be confused with "Fair play" which are the codes of conduct originally developed by Hockey Canada.

GAME PLAY RULES

Goals for the U13 age division are:

- Fun
- Refining of individual tactics
- Introduction to team play
- Develop MOTOR SKILLS (ABC'S=Agility/Balance/Coordination/Speed). o Before start of growth spurt.
- Consolidate basic technical skills and their variations.
- Develop team tactics.
- Introduce mental skill development. • The player must learn how to control their emotions. • Develop a passion for hockey within the child. Helping the child to stop negative thoughts
- Develop competitive spirit. • Show the child how to have fun while pushing their limits.
- Develop the player's confidence by making sure that he can execute the drills 7 times out of 10.
- Insist on the notion of 'team': group interactions and activities to build a team

As per Hockey Alberta, U13 practices Fair and equal ice time:

- All players should play both special teams, end of period and end of game situations.
- Players should rotate through Defense and Forward positions in the first half of the year and then may move to more consistent positions in the second half.
- Limit position specific specialization (except goalies – recommend goalie not playing plays out as a skater

GOALTENDING

- Full-time goaltenders are allowed but are not guaranteed. It is dependent on the number of players who want to play in net in any given year.
- It is the coach's responsibility to communicate schedules and fair ice policies with parents and goalies.
- If there are more goalies than teams, goalies must share the position on as many teams as required.

13.8 U15

Under 15 years of age as of Dec. 31 of the current season

The age and skill level of the team defines the seasonal plan. The Hockey Canada skill development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

Fair and Equal Ice time

It is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times, the shift length depends on whistles or what end the puck is in.

Equal Ice Time means that, on average, all players in the same general position will be on the ice the same amount of time.

Fair Ice Time* recognizes that game situations present opportunities for coaches to ice specific lines; for example, power play or penalty kill. Fair Ice Time means that over a season coaches will afford all players the opportunity to play in these situations.

*"Fair" ice time should not be confused with "Fair play" which are the codes of conduct originally developed by Hockey Canada.

GOALTENDING

- Full-time goaltenders are allowed but are not guaranteed. It is dependent on the number of players who want to play in net in any given year.
- It is the coach's responsibility to communicate schedules and fair ice policies with parents and goalies.
- If there are more goalies than teams, goalies must share the position on as many teams as required.

GAME PLAY RULES

U15 is the first year of "train to compete" stage of the LTPD Model.

Goals for the U15 age division are:

- Fun

- Refining team play
- Introduction to team strategy
- Improve basic technical skills and their variations.
- Develop decision-making and actions for every 1-on-1 situation.
- Develop aerobic endurance. Continue to develop strength and speed (maximum effort up to 20 sec.).
- Introduce and develop basic notions of psychology: concentration, activation, visualization, relaxation, positive internal dialogue.
- Show other aspects of training and have players apply them: warm-up, cool down, hydration, nutrition, rest etc.

GOALTENDING

- Full-time goaltenders are allowed but are not guaranteed. It is dependent on the number of players who want to play in net in any given year.
- It is the coach's responsibility to communicate schedules and fair ice policies with parents and goalies.
- If there are more goalies than teams, goalies must share the position on as many teams as required.

The U15 program recommends the following practice time allotment:

40% technical skills

15% individual tactics

20% team tactics

15% team play

10% strategy

13.9 U18

Under 18 years of age as of Dec. 31 of the current season

The age and skill level of the team defines the seasonal plan. The Hockey Canada skill development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

GAME PLAY RULES

U15 is the first year of "train to compete" stage of the LTPD Model.

Goals for the U18 age division are:

- Fun
- Refining team play and strategy
- Develop strength (optimal period to do so). Ideal time to develop maximum aerobic power. o For strength: 12-18 months after peak of growth spurt.
- Develop/consolidate tactical aspect (individual and team).
- Insist on speed of execution when combining skills.
- Work on basic notions of psychology: concentration, activation, visualization, relaxation, positive internal dialogue.
- Introduce pre-competition and competition plans.
- Organize group activities to develop team chemistry and group interactions.

GOALTENDING

- Full-time goaltenders are allowed but are not guaranteed. It is dependent on the number of players who want to play in net in any given year.
- It is the coach's responsibility to communicate schedules and fair ice policies with parents and goalies.
- If there are more goalies than teams, goalies must share the position on as many teams as required.

The U18 program recommends the following practice time allotment:

35% technical skills
15% individual tactics
20% team tactics
15% team play
10% strategy

13.10 GOALIE DEVELOPMENT – OPERATIONAL DIRECTIVE

HPMHA follows the Canadian Goaltender Pathway, and Provincial Goaltender Development Plan, and is committed to develop the knowledge and expertise of coaches, and to provide goaltenders with specialized training opportunities. Key points include:

- a) Coaches, parents, goalies and player-goalies should be familiar with the guidelines at their divisional level.
- b) Use the Hockey Alberta Goaltender Guide for information on the introduction and implementation of goaltender skills. <https://www.hockeyalberta.ca/players/goalie-development/>
- a) Coaches will recognize that it is extremely important (especially at younger age groups) to include the parents in supporting the development of goaltenders.
 - a. Goalie parents will most likely expect a development plan that relates specifically to the goaltenders on a team. It is imperative that a coaching staff has a plan to answer the needs of the goaltender and provide accountability to the parents.
- b) Suggested Check list:
 - a. Practice Environment:
 - i. A coach must express to the goaltender a basic understanding of the position
 - ii. Coaches should make clear time allotments to work on goalie-specific skills
 - iii. Coaches and parents must collaborate on the use and role of a goaltender coach on the team as well as the financial commitment to bringing in a specialized coach
 - b. Game Environment
 - i. A coach should explain how playing time will be distributed, provide schedules to goalies and parents when possible, and give advanced notice of the starting goaltender
 - ii. Be aware of how a goaltender dresses properly for a game or practice.
 - iii. Especially at the younger age groups, coaches should be aware how to fix basic equipment malfunctions (untied laces, undone pad straps or helmet straps).

13.11 FEMALE MINOR HOCKEY – OPERATIONAL DIRECTIVE

HPMHA female minor hockey teams follow the same policies and procedures in this document. Some exceptions/additions are below:

- 1. Team Officials participating "on the bench" with any duly registered Hockey Team must be duly registered in the Registry prior to participating with said team.
 - a. It is recommended that all Female Teams have at least one (1) female Coach registered to the Team.
- 2. Team Officials participating "on the bench" with more than one (1) Hockey Team in the same season shall be duly registered with each and every Team of which he/she is a member prior to participating with the respective team(s).
- 3. Provincial Categorization General Regulations (AA, AAA)
 - a. The Elite Female Hockey Committee determines regulations regarding the participation of Teams in Provincial Championships within the AAA and AA Hockey stream.
 - b. Hockey Alberta will conduct competitions in Minor Female hockey for the following Divisions and Categories and recognizes that all provincial competitions are for the purpose of determining the championship Team in any category.

- c. Only Teams approved to participate in sanctioned Minor Female Leagues / organizations will be eligible to play in the Provincial Championship.
 - i. U18 Female “Tier 1” and “Tier 2” – Teams that have participated within a Hockey Alberta recognized Minor Female League/ organization at the U18 Female levels noted above will be eligible to participate at the Provincial Championship at the same category.
 - ii. U15 Female “Tier 1” and “Tier 2” – Teams that have participated within a Hockey Alberta recognized Minor Female League/ organization at the U15 Female levels noted above will be eligible to participate at the Provincial Championship at the same category.
 - iii. U13 Female “Tier 1” and “Tier 2” – Teams that have participated within a Hockey Alberta recognized Minor Female League/ organization at the U13 Female levels noted above will be eligible to participate at the Provincial Championship at the same category.

Note: Exceptions may be made for teams that do not have a viable league within close proximity to participate within. Applications can be made to the Minor Female Committee.
- (b) Any MHA, whose team(s) fail to fulfill its’ commitment to participate shall be ineligible for Provincials in the subsequent season, unless a reinstatement fee of \$700.00 is paid to Hockey Alberta on or before October 15th of that calendar year.
- (c) All Team Officials of the Team failing to fulfill its’ commitments to Provincials, shall be suspended, beginning May 1st of that calendar year, for a minimum of one (1) year. At the discretion of the Minor Female Committee Chair (where exceptional circumstances beyond the control of the Team Officials and/or the MHA precluded participation in the Provincials) the LMHA’s reinstatement fee and/or suspensions of Team Officials may be waived.

13.12 SERIOUS INJURY RESPONSE - OPERATIONAL DIRECTIVE

In a situation where a player is injured on the ice, the following are the responsibilities of the safety person:

- a) Initially take control and assess the situation when coming into contact with the injured player.
- b) Instruct the player to lay still.
- c) Instruct bystanders to leave the injured player alone.
- d) Do not move the player and leave all equipment in place.
- e) Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
- f) If the injury is serious and warrants immediate attention that you are not qualified to provide, seek out someone with the highest possible level of first aid/medical expertise.

NOTE: The safety person, you should be aware of those individuals on your team with these qualifications and arrange a signal should you need their assistance.

- a) If an ambulance is required, notify your call person with a pre-determined signal. Give a brief explanation of the injury and tell them to call for an ambulance. Let the injured player know that an ambulance is being called and why. This could reduce fear and panic on the part of the player.
- b) Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive
- c) STAY CALM. Keep an even tone in your voice.
- d) Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc.

13.13 RETURN TO PLAY – OPERATIONAL DIRECTIVE

In a situation where a player is injured on the ice, the following are the responsibilities of the coach/assistant coach/manager:

- a) The coach/assistant coach/manager should not be in a role where they are part of the Emergency Action Plan (EAP) as the call person or the control person. They should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their EAP.
- b) In the case of a serious injury, the coach has the responsibility to ensure all other players on the team are kept at the bench or are taken to the dressing room if instructed to do so by the game official.
- c) The assistant coach will assist the coach as necessary with this process. If the coach is acting as the safety person, they should pre-determine who on the team will take on the supervision role if they are attending to an injured player.
- d) The manager should make themselves available to the safety person to assist in any way possible. This could include accessing the medical history form, speaking with the parents and assisting the control person.
- e) Review safety person responsibilities

13.13.1 RETURN TO PLAY FROM INJURY

For any long-term injury lasting 14 or more days, the player **MUST NOT** be allowed to return to play. In order to return to play, they must:

1. Provide a physician/health professional's note (a Fit to Play Waiver is not acceptable), and,
2. Return to Play plan **MUST** be discussed and clearly communicated with the coaching staff ahead of time.
3. Any team official may request a physician/health professional's note at their discretion.
4. Any parent/guardian who refuses to provide the above-mentioned physician/health professional's note, **MUST** be required to sign a Fit to Play Waiver.
5. The final decision to allow the player to participate in either practices or games rests with the team officials.

13.13.2 RETURN TO PLAY FROM CONCUSSION

Seizure or convulsion Concussion – Key Steps

- Recognize and remove the player from the current game or practice.
- Do not leave the player alone, monitor symptoms and signs.
- Do not administer medication.
- Inform the coach, parent or guardian about the injury.
- The player should be evaluated by a medical doctor as soon as possible.
- The player must not return to play in that game or practice and must follow the 6-step return to play strategy and receive medical clearance by a physician.

13.13.3 6-Step Return to Play FROM A CONCUSSION

The return to play strategy is gradual and begins after a doctor has given the player clearance to return to activity.

- If any symptoms/signs return during this process, the player must be re-evaluated by a physician.
- No return to play if any symptoms or signs persist.
- Remember, symptoms may return later that day or the next, not necessarily when exercising!

Each step should be a minimum of one day (but could last longer depending on the player and the situation)

IMPORTANT – Young players and some adults will require a more conservative treatment. Return to play guidelines should be guided by the treating physician.

FOLLOWING A CONCUSSION AND PRIOR TO STEP 1 A BRIEF PERIOD OF PHYSICAL AND MENTAL REST IS RECOMMENDED.

STEP 1: Light activities of daily living which do not aggravate symptoms or make symptoms worse.

Once tolerating step 1 without symptoms and signs, proceed to step 2 as directed by your physician.

STEP 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weightlifting.

STEP 3: Sport specific activities and training (e.g., skating).

STEP 4: Drills without body contact. May add light resistance training and progress to heavier weights.

The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player.

Go to step 5 after medical clearance (reassessment and written note).

STEP 5: Begin drills with body contact.

STEP 6: Game play. (The earliest a concussed athlete should return to play is one week.)

Note: Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance.

If symptoms or signs return, the player should return to step 2 and be re-evaluated by a physician.

13.14 RETURN TO PLAY FROM EMOTIONAL DISTRESS OR MENTAL HEALTH DISORDER

Player safety includes psychological and emotional wellness. Mental health is health. Ignoring emotional distress, or forcing a child to play can cause as much or more harm than a physical injury.

There is a zero tolerance for bullying, harassment and abuse. And if the unacceptable behavior and actions causes harm to the child, action should be taken similar to that of an injury. Maltreatment, Bullying and Harassment cover a wide spectrum of behaviors, so interventions should occur appropriate to the behavior in question, and capable of providing a constructive remedy.

Emotional distress can arise due to other factors, and mitigating factors should be considered such as developmental age, health and wellness impacts, and experiences that are not connected to the team or environment.

- a) Team managers or their delegate authority shall be responsible to see that players in significant mental or emotional distress receive timely attention. In the case of a serious mental health challenge or there are mitigating circumstances involving a HMPHA player, coach or parent, a written report is forwarded to the Executive.

13.14.1 PROCEDURE:

Any Team Official may assess the player:

1. Is the level of distress low enough that the child can recover and return to play immediately?
2. Is the level of distress high enough that the child requires time to reset or be removed from the situation?
3. Parent/guardian is informed.
4. The coach and manager are informed of the situation, if not aware.
5. Causes of the distress are remediated where necessary and appropriate.

Education: Everyone plays a part in safety.

Mental Health Links

<https://changingthegameproject.com/>

<https://www.hockeyalberta.ca/players/mental-health-resources/>

<https://www.hockeycanada.ca/en-ca/hockeyprograms/safety/cyberbullying>

Free Help: Kids Help Phone: Phone: 1-800-668-6868 Text CONNECT to 68686

14 TEAM OFFICIALS – OPERATIONAL DIRECTIVE

Team structure shall include:

Team Officials: Head Coach, Assistant Coach, Manager, Treasurer, Safety Person, Team/Parent Liaison.

Volunteers: HPMHA also recommends that parent/guardians volunteer for various duties such as:

- be responsible for the care of the team jerseys.
 - form committees for team fundraising, tournaments, or other initiatives.
 - schedule supervision of dressing rooms.
 - schedule timekeeping, scorecard and goals for and against at home games,
 - equipment storage and use.
- b) Members are required to know their responsibilities and be familiar with HPMHA policies and guidelines.
- c) Criminal Record Check: All Team Officials (Assistant Coaches, Managers and Trainers) must obtain a current Criminal Record Check; all returning Team Officials with a current Criminal Record Check on file must sign a Declaration of Status and are required to obtain a current Criminal Record Check every three years.
- d) The coach and manager shall assume the responsibility for the conduct of their players and team officials.
- e) Team officials are responsible for proper use of all HPMHA equipment.
- f) All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be referred to the Disciplinary Committee.
- g) Follow the “speak out, step in” policy of Respect in Sports as it pertains to harassment, abuse, bullying, maltreatment,
- h) Acknowledge that profanity, and the use of alcohol and drugs when representing HPMHA is expressly prohibited.

PRE-SEASON:

1. With the exception of Respect in Sport, all teams and/or groups must meet the requirements outlined by Alberta Hockey by November 15 of the current season.
2. Participants (Players and Team Officials) must meet the Respect in Sport requirements at the time of applying for registration for the current season and are not eligible to be registered to a team until the certification is in place.
3. Any team / group that does not meet the requirements outlined within the Hockey Alberta Regulations is not eligible and therefore is not able to participate in sanctioned games.
4. Once the certification deadline passes, any team / group that does not meet the required certifications for their Team Officials will be notified that they are ineligible to participate until they have obtained the proper certifications.
5. Team Officials participating "on the bench" with any duly registered Hockey Team must be duly registered in the Registry prior to participating with said team.
6. It is recommended that Teams containing at least one (1) female player have at least one (1) female Team Official registered to the Team.
7. Team Officials participating "on the bench" with more than one (1) Hockey Team in the same season shall be duly registered with each and every Team of which he/she is a member prior to participating with the respective team(s).
8. Registered Hockey Teams must not play against unregistered hockey teams at any time. All Team Officials associated with any Hockey Team playing against an unregistered team will be suspended and shall remain suspended until dealt with by the CEO, or designate.

14.1 COACH/ MANAGER DISCIPLINE HANDBOOK

hockeyalberta.ca/discipline-handbook/

The purpose of the Coach/ Manager Handbook is to outline the responsibilities for team coaches and managers related to suspensions, sanctioning and gamesheets. Hockey Alberta strongly recommends that coaches and managers bookmark this handbook on their phone/ tablet so that they have the required information available during all hockey-related events. It is also recommended that coaches and managers become familiar with the contents of the Handbook to ensure they are working within the sport's rules and regulations

- Team officials (coaches/ managers) are to be familiar with Hockey Canada's Playing Rules and Hockey Alberta's Minimum Suspension Guidelines.

- Team Officials must ensure team members sit out their appropriate suspension(s). When in doubt as to the suspension, do not play the suspended player until the decision has been rendered or contact has been made with the appropriate League representative or Hockey Alberta Designate.
- Team Officials are required to submit game sheets within 24 hours to the appropriate Hockey Alberta Designate or League representative.
- **IMPORTANT NOTE:** The registered Head Coach of a team will be held responsible should the Playing Rules or Minimum Suspension Guidelines not be followed.

14.2 CONFLICT OF INTEREST

Transparency is key when it comes to ethical decision making and a positive team environment. In any case where there is or may be a potential conflict of interest:

- a) HPMHA team officials must be transparent and be proactive in communicating with parents, players and other HPMHA members.
- b) Coaches and managers will not allow spouses or family members to take on coaching responsibilities or communications related to coaching duties, in regard to but not limited to ice time, skill development, position assignment, and parent/player communication related decisions or deliberations related to practice time and/or team play.
- c) Coaches and managers will identify when there is a conflict of interest with a player(s) on their team, and ensure the policies of equity and fair play codes come first.
- d) The coach and manager are obligated to report any potential conflict of interest to their director and abide by coaching ethics with decisions related to the team.
- e) Team officials, parents, players and other HPMHA members will not use their standing with the association to further their own financial or material gains. Any potential conflict of interest where there is a perceived or real personal gain must be reported to the Divisional Director or the Executive before moving forward on any initiative or decision that can be deemed as such.
- f) In the case where a conflict of interest has not been noted or decisions related to that conflict not reported, the HPMHA Executive will follow with a reasonable sanction as per the Conduct policy in this manual.

14.3 COACH DEVELOPMENT:

Coaches are essential to hockey at every level. A caring, enthusiastic, well-trained coach can be a positive influence on the experience of players, parents and other coaches. Coaches are expected to provide a safe environment, communicate in a positive way, teach fundamental skills and tactics and give direction during games. They help young people become fit and to develop character. In today's world, coaches are expected to teach young people more than just hockey skills but also safety, harassment, bullying, sportsmanship and life lessons. It is the coach's responsibility to create an environment that is a positive experience for all.

Coaches volunteer for, or are assigned, the team they will coach each season, and must adjust their approaches and expectations accordingly. Coaches hold the key to a child's experience in the game of hockey and this responsibility should not be taken lightly.

Hockey Alberta and Hockey Canada minimum requirements:

- The Respect in Sport Activity Leader/Coach Program educates coaches and activity leaders to recognize, understand and respond to issues of bullying, abuse, harassment and discrimination. It may be the single most important training leaders receive to assist in creating a safe, healthy and respectful environment for all participants
- Follow the Coaching Pathway and recommended coaching guidelines for each division.
- Before a coach steps on the ice, they must meet requirements to ensure the game is safe and fun for players, coaches, parents and volunteers.
- Coaching certification comes from the National Coach Certification Program (NCCP) and is applied as per Hockey Canada guidelines.
- Hockey coaches seeking certification participate in clinics within National Coaching Certification Program (NCCP) instruction streams that are relative to the level of players they are coaching.

- Coaches training within the HPMHA Community Sport Stream do not require the Elite, AA or AAA NCCP certification.
- Intro to Coach is a required course for registered coaches working with Timbits U7 players (5-6 years old) and U9.
- All hockey coaches coaching U11, U13, U15 and U18 community sport streams require Coach 2 – Coach Level training

14.3.1 NCCP LEVELS AND REQUIREMENTS FOR HOCKEY COACHES



Community Coach Stream: Coach 1 Intro to Coach: Intro to Coach is a required course for registered coaches working with Timbits U7 players (5-6 years old) and U9.

Overview:

Reviews the basic tools coaches need in leadership, communication, teaching skills and lesson planning. This is taught with special considerations of the youngest athletes in mind. Coaches in the program receive a manual that provides progressive practice plans, which are tailor-made for teaching the beginner to ensure their first experience with hockey is fun and positive.

- Qualification is based solely on attendance – 100% attendance is required.
- No pre-requisite course to Intro to Coach.
- Participants who successfully complete the program will receive Trained status upon completion of all components, which include online modules, classroom instruction and on-ice sessions.
- The Coach 1 course consists of 12 online coach modules, 90-150 minutes of classroom time and 90 minutes of on-ice instruction.

14.3.2 COMMUNITY COACH STREAM – COACH 2 – COACH LEVEL

All hockey coaches coaching U11, U13, U15 and U18 community sport streams require Coach 2 – Coach Level training. for all new and recreational-level coaches. Members and partners may also require the completion of Coach 1 – Intro to Coach or the Coach 1-2 Hybrid clinic for Timbits U7 coaches that are instructing players 5-6 years old.

Hockey Canada, the Coaching Association of Canada and Members do not require Certified status in this stream, only Trained.

All head coaches guiding teams at U13 or above at competitive levels, as determined by the Member, must be Development 1 Certified (other than those requiring High Performance 1). It is recommended all assistant coaches have Development 1 Trained status.

14.3.3 COMPETITION INTRODUCTION TREAM: DEVELOPMENT 1

Overview: All head coaches coaching U13, U15, U18 and Junior A teams that compete in interprovincial or national championships, or the highest level as determined by the Member, must be High Performance 1 Certified. It is recommended that all assistant coaches be, at minimum, Development 1 Trained.

14.3.4 COMPETITION DEVELOPMENT STREAM: HIGH PERFORMANCE 1

Overview: The High Performance 1 stream is for those who are coaching players in the U15 AAA, Minor U18 AAA, U18 AAA and Junior A age categories and who aspire to coach at national and international competitions. Players in these age divisions are 13 to 21 years old, and they have shown the skills needed to be considered emerging players.

14.3.5 THE INSTRUCTIONAL STREAM

A series of clinics that assist coaches and players in developing the skills required to play the game. Contact the Coaching Association of Canada if you have any questions about the National Coaching Certification Program (NCCP). You can reach the Member Services Department at 613-235-5000 or at coach@coach.ca.

14.3.6 DEVELOPMENT – HOCKEY ALBERTA

Outside of the coaching foundation set in (NCCP) clinics, Hockey Alberta offers instructional stream and professional development courses throughout the province. They are free of charge and consists of classroom and or on ice instruction.

Age-Specific Core Skills [U7 >](#) | [U9 >](#) | [U11 >](#) | [U13 >](#) | [U15/U18 >](#)

Age-Specific Development Information [U7 >](#) | [U9 >](#) | [U11 >](#) | [U13 >](#) | [U15 >](#) | [U18 >](#)

Long Term Player Development [LTPD Summary >](#)

Skill Testing [Skill Testing Handbook >](#) | [Team Recording Sheets >](#)

Player Development [LMHA Player Development Presentation >](#)

Drills [Via HockeyShare >](#) | [Via Ice Hockey Systems >](#) | [Via Weiss Tech >](#)

Practice Plans [Sample Practice Plans >](#) | [U7 Practice Plans >](#) | [U9 Practice Plans >](#)

14.4 COACH SELECTION PROCESS

1. All persons interested in a Coaching position with HPMHA must complete a Coaching Application and all new Coaches must obtain a current Criminal Record Check; all returning Coaches with a current Criminal Record Check on file must sign a Declaration of Status and are required to obtain a current Criminal Record Check every three years.
2. Coach applications can be found in the 'For Coaches' or 'Forms' tab on the Association website at www.highprairieminorhockey.com, by calling the HPMHA Coach/Manager Director, or picked up on player registration dates.
3. The Coach Selection Committee will be comprised of the following members:
 - a) HPMHA Coach/Manager Director
 - b) HPMHA President
 - c) Two HPMHA Directors who have volunteered to sit on this committee or have been appointed by the board.
 - d) HPMHA Conduct Management Director who will advise of any disciplinary issues on file for the Coach applicants
4. Any member of the Coach Selection Committee will be excluded from the coach selection process for any division that they have either applied to be a coach in or for which they have a child registered in; *(in this case, the Vice President will be the designate or the other Committee members will appoint a suitable Director)*
5. All members of this Committee will follow the coach selection process as set out by the Association.

6. Selection of Coaches will be based on the Coach Application, any disciplinary history and the last two years' worth of player/parent survey results, if available. If the Coach Selection Committee feels there is further information/clarification required in selecting a coach, they may request an interview.
7. If there is any conviction flagged on the Criminal Record Check, it will be reviewed by the Coach Selection Committee and an applicable decision will be determined by the committee. The following guidelines, as used by Hockey AB, shall be used when reviewing a Criminal Record Check:

Discretionary Convictions:

Applicants with Criminal Code Convictions on their criminal record check that are dated within Five (5) years of the application date and/or criminal record conviction of certain offences may not be accepted for positions of trust. These offences include, but are not limited to, the following:

- Driving convictions (Criminal negligence, Impaired Driving, Driving with B/A over .08, etc)
- Drug offence convictions
- Convictions of violent offences (assault, robbery, etc)
- Any physical assault involving family violence
 - Property offence convictions (Fraud, theft, etc) – Only to be considered if the position applied for involves the control of assets of the organization or in control of finances

Unacceptable Convictions:

Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check) will not be considered for any position of trust:

- Sexual Assault (in the past ten (10) years)
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

Criminal Charges:

Applicants or staff/volunteers that are charged, but have not been convicted, with certain offences may not be permitted to obtain or remain in positions of trust. These offences include, but are not limited to, the following:

- Driving charges (Criminal negligence, Impaired driving, Driving with B/A over .08, etc)
- Drug offences
- Charges of sexual assault or violent offences (Assault, robbery, etc)
- Any physical assault involving family violence
- Property offence convictions (Fraud, theft, etc) – Only to be considered if the position applied for involves the control of assets of the organization or in control of finances
- Assault on a child (child abuse)
 - Any sexual offence that involves a victim under the age of 18 ☐ Trafficking in illegal substances

8. The Coach Selection Committee will appoint a prospective Head Coach for the highest category team in each division prior to player evaluations. All Coaches will be confirmed by the Coach Selection Committee after teams are selected. The confirmed Head Coach will be responsible to appoint his/her Assistant Coaches. If the Head Coach feels there are no suitable applicants for the positions of Assistant Coaches the Head Coach, with the help of the Coach/Manager Director, will make every effort to recruit individuals to fill these positions.

14.5 RESPONSIBILITIES OF COACHES

Head coach shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the head coach.

Coaches will:

- a) Only be head coach of one team.
- b) Comply with normal administrative directives by:

HIGH PRAIRIE MINOR HOCKEY ASSOCIATION - POLICIES AND PROCEDURES MANUAL

- a. Submitting a budget to parents
 - b. Completing a coaching application and declaration when required
 - c. providing an updated criminal record check and vulnerable sector check when required.
 - d. operate the team within established HPMHA policies and guidelines
- c) The coach must indicate current coaching level on all Official Team Rosters. All coaches must follow coach certification requirements (refer to Hockey Alberta website for current information on Coaching Requirements). The regulation requirements are based on a team's categorization prior to November 15 of the current playing year.
 - a. Coaches are required to carry the HCR-generated Official Team Roster (printed or PDF) to all sanctioned hockey team events.
 - b. If an opposing coach or official asks to examine a hockey team's HCR Official Team Roster, it must be produced. Failure to do so could mean forfeiture of the game and/or disciplinary action against the coach.
- d) Recognize their responsibilities as leaders, educators and role models for young players.
- e) Respond to individual players of all level of skills and abilities, ensuring that each player has the maximum opportunity to develop his or her potential
- f) Base conduct towards players, parents, officials and other persons on mutual respect and be fair and reasonable. Conflict of interest, transparency and communication are the foundations to base this on.
- g) Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
- h) Ensure that he/she and coaching staff is free from drugs and alcohol when representing HPMHA.
- i) Be sensitive to parent concerns and be prepared to respond cordially when warranted
- j) Establish regular communication with parents for information pertaining to games, practices, schedules, fundraising, etc.
- k) Provide reasonable notice to parents in cases where player will be sitting out, and in the case of goalie rotation will provide a written schedule where possible.
- l) Recognize that while hockey may be the major winter activity of the player, it is not the only activity.
- m) Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team.
- n) Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- o) Coaches will not allow spouses or family members to take on coaching responsibilities or communications related to coaching duties, in regard to but not limited to ice time, skill development, players readiness, position assignment.

Season Start:

Coaches are responsible to:

- a) Establish a written set of team rules that enforced equally on all players. The coach must abide by the team rules that are agreed to with the team which includes arrival times for games and practices.
- b) Foster an environment between parent, player and him or herself that communicate continued development throughout the season.
- c) Teach basic fundamentals of hockey to all levels of skill development equitably to all players on their team.
- d) Explain and sustain reasonable discipline of players (home and away).
- e) Promote and reflect the values of Fair Play (code of conduct) and strive to instill these values in all participants and others involved in amateur hockey.
- f) Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
- g) Hold a meeting of parents of players prior to the first game of the season. (See Parent Meeting guidelines)
- h) Work with the Manager to cover items at the pre-season team meeting such as:
 - Proposed budget, including financial commitment.
 - Number of games and practices planned, and expectations/rules relating to games/practices

- Relevant divisional player pathway/guidelines as per Hockey Alberta/Hockey Canada.
- Review of zero tolerance policy for profanity, drug/alcohol use, and abuse, harassment, bullying and maltreatment policy.
- Other relevant items of Association initiatives and/or Hockey Alberta operational policy updates (can delegate to Manager, Treasurer, Team Liaison).
- All activities above and beyond Association planned program,

Coaches can help facilitate the following team decisions:

- Exhibition games, tournaments, practices, etc.
- Clothing/Team Apparel/Dress Code (if decided by the team)
- Any social activities or volunteer opportunities the parents and/or team want to have.

Bullying, Harassment & Maltreatment

Coaches are encouraged to discuss the problems of bullying openly with their players in order to promote a “Telling Atmosphere.” Coaches will recognize that they are the team’s role model and will conduct themselves according to the policies outlined in this manual and the NCCP guidelines,

14.6 RESPONSIBILITIES OF ASSISTANT COACHES:

1. Assist with player evaluation and the player selection process.
2. Assist with planning, organizing and conducting practices.
3. Assist with pre-game preparation.
4. Assist with the operation of the team during the games.
5. Assist with the supervision of players off and on the ice.
6. Assist with the formulation of the game plan.
7. Report to the head coach

14.7 RESPONSIBILITIES OF MANAGERS:

Team managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties. The role of a team manager is an integral part of a successful coaching team. The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the on-ice activities. The team manager will act as a liaison between the head coach and parents keep everyone well informed and allocate responsibilities to parents.

The Manager ultimately answers to the Head Coach. The Head Coach will make all executive decisions regarding the team and inform the manager to facilitate these decisions accordingly.

Team managers are expected to:

- a) The manager must become familiar with the HPMHA Bylaws and Procedures.
- b) The manager must be familiar with the All-Peace Hockey League Bylaws. You can find copies of the Constitution, Rules and APHL Handbook on the APHL RAMP Website.
 - a. Review conduct and complaint policies.
- c) Handout medical information forms.

Before the season starts:

- a) In collaboration with the coach, arrange a parent meeting shortly after the team is formed, and communicate the agenda (as per parent meeting procedure).
- b) Hand out and maintain the following forms: medical information, parent code of conduct (fair play codes), player code of conduct,
- c) Establish and maintain a team contact list.
- d) Establish team communication method(s) IE: team chat app, emails, group texts, etc.
- e) Ensure you or your coach has a copy of the team roster and medical information forms at all your games.
- f) Ensure that all players are made aware of the team’s schedule for the season.
- g) Create a schedule for parents to follow at the beginning of the season for home team games to volunteer for:

HIGH PRAIRIE MINOR HOCKEY ASSOCIATION - POLICIES AND PROCEDURES MANUAL

- i. timekeeper,
 - ii. scorekeeper,
 - iii. shots on goal,
 - iv. Optional: parent to handle the door for the penalty box.
- h) Contact Tournament organizers as early as possible since most tournaments fill up quickly, if the team is interested in tournaments.
- i) Maintain an organized binder to keep all the paperwork and any other information handy

Regular Season:

- b) In case of an accident or injury, the Hockey Canada Injury report should be filled out immediately and sent to the HPMHA, Division Director. The Hockey Canada injury report form can be found on the HPMHA Website.
 - a. Hockey Canada Injury Reports must be submitted within 90 days of the date of injury for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.
- c) Team managers or their delegate authority shall be responsible to see that players in significant mental or emotional distress receive timely attention. In the case of a serious mental health challenge or there are mitigating circumstances involving a HPMHA player, coach or parent, a written report is forwarded to the Executive.

Game Sheets:

- d) Game sheets are to be completed according to the APHL standards. Inadequate completion will result in a fine.
- e) Upload the game sheet stats to the All Peace Hockey League RAMP website within 24 hours for each home game. Failing to do so within that time frame will result in a minimum fine of \$250. Administrative Login information will be provided by your HPMHA, Division Director upon the start of the hockey season.
- f) Check the High Prairie Minor Hockey Facebook page / website www.highprairieminorhockey.com often and encourage your team parents and players to do so as well.
- g) Suspensions: complete the suspension served form (after all suspensions are served) which can be found on the APHL RAMP Website, and submit to the APHL Divisional Commissioner, a cc to the HPMHA, Division Director is recommended.
- h) Notification must be given in writing with at least 48 hours advance when possible if your team needs to cancel a practice and/or a game. The forms can be found on the HPMHA Website.
- i) For additional practices the ice fees incorporated with that will be the responsibility of the team.
- j) In the event of a game change:
- k) Contact Arena Staff and the HPMHA Ice League Director They will work with the manager to ensure there is a suitable ice slot available for the game change.
- l) Prior to any games being changed, when ice time is allocated, the manager is required to complete a game change form as per the All Peace Hockey League. The form can be found on the APHL RAMP Website. The form must be completed by both home and away teams.
- m) The form must then be sent to the APHL Divisional Commissioner and the opposing team, a cc to HPMHA Division Director is recommended.
- n) The APHL Divisional Director will advise of approval.
- o) Notify the HPMHA, Ref in Chief when the game change is approved,
- p) Create roster labels for your game sheets. Templates for game sheet stickers can be found on the APHL RAMP website upon signing in.

Tournaments/Exhibition Games

FOR GAMES outside of All Peace Hockey League, the manager shall:

- a) Be responsible for scheduling and communications between the host team and the parents on your team.
- b) Ensure you have enough support from your team.
- c) The tournament fee must be paid promptly, and a team roster is given to the host team.

- d) Confirm that the host team is supplying all the referees and score and timekeepers.
- e) Complete the travel permit form on the HPMHA Website.
- f) The Tournament Director will provide you with an approval.
- g) Bring this approval and team roster with you to the tournament/exhibition game
- h) Contact the HPMHA, Tournament Director if you require more information / assistance.
- i) Team managers or their delegate authority shall be responsible to see that injured players receive medical attention and in the case of a serious injury resulting in hospitalization, a written report is forwarded to the Executive.

14.8 RESPONSIBILITIES OF TEAM TREASURER

The team treasurer is responsible for collecting, banking and disbursing team funds.

A complete accounting of all monies received and expended must be submitted to the board Treasurer no later than 30 days after the end of the current season, using the financial template provided by the HPMHA (Appendix)

TEAM FUNDRAISING

- a) The HPMHA Treasurer must be made aware of and approve all fundraising activities using the provided HPMHA Fundraising Permission Form.
- b) You are NOT permitted to begin any fundraising activity until you have submitted this form to the HPMHA Treasurer and received the proper permissions.
- c) Teams interested in raffles must get approved with Alberta Gaming. Teams are to get their own license number.

14.9 RESPONSIBILITIES OF PARENT/TEAM LIAISON

This team official acts as a liaison between the team officials, parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the parent/team liaison for any reason - equal playing time, coaching tactics, harassment, etc.

The Team Liaison will ensure that all team members have access to and know they are expected to understand the code of conduct, policy manual and conduct policy process, including consequences, and appeal procedures. This will be communicated to parents at the parent meeting or through electronic communication.

Complaints

The Team Liaison should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Liaison are key.

If a dispute cannot be resolved at the team level, the Team Liaison should contact their Divisional Director. (Hockey Canada Team Manager's Manual, 2007)

14.10 RESPONSIBILITIES OF SAFETY PERSON

Plays a leadership role in implementing effective risk management programs within the team to enhance the safety of players. The Hockey Canada Safety Program is a risk management and safety education program that is required by HPMHA Safety persons.

All Safety Persons should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies.

- a) Facilitate communication with parents, players, coaches, officials and other volunteers regarding safety, injury prevention and player's health status.
- b) Assume a proactive role in identifying and minimizing or eliminating risks during all activities, and if ever in doubt, always err on the side of caution.
- c) Work with parents, coaches and managers to conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance.
- d) Promote proper conditioning, warm-up, and cool down techniques with the coaches as effective methods of injury prevention.

- e) Maintain accurate medical information files in coordination with the manager and bring these to all team activities.
- f) Maintain a Player Injury Log.
- g) Maintain a fully stocked First Aid Kit and bring it to all team activities.
- h) Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- i) Recognize life-threatening and significant injuries and be prepared to deal with serious injury.
- j) Act as a Safety Person for both your team and your opponents if only one Safety Person is present.
- k) Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- l) Recognize injuries that require a player to be removed from action. Refer Parents of players to medical professionals and coordinate return to play with parents, coaches & managers.
- m) Promote zero tolerance of bullying and maltreatment. Recognize emotional injury or distress may require players to be removed from play. Refer parents and players to support such as:

14.11 PARENT RESPONSIBILITIES:

HPMHA follows the Hockey Canada guidelines and recommendations for parent/guardian(s) to make sure every participant is safe. Our volunteers, our coaches, our referees, our parents, and our children are all critical partners in ensuring the game sustains these high values.

Being a hockey parent is a worthwhile, rewarding endeavour. Parents are often called upon to wear many different volunteer hats. A hockey parent may be a coach, evaluator, director or a referee – any of whom is required to make decisions in everyone's best interest while still being a mom or dad wanting what's best for his or her own child.

How to keep your children safe (as recommended by Hockey Canada, [Safety Requires Teamwork](#):

- a) Ensure your own behavior models respect and integrity towards coaches, officials, participants, and other parents.
- b) Know and support HPMHA, Hockey Alberta and Hockey Canada operational directives and policy guidelines.
- c) Know and follow the Abuse, Bullying and Maltreatment policies and procedures, Human Rights Laws, Child Protection Laws, and follow the appropriate reporting and complaint procedures.
- d) Act when you see a bullying, harassing or abusive situation.
- e) Speak Out and promote safe environments.
- f) Sign and follow the Fair Play Codes on the HPMHA Code of Conduct.

Parent/Guardians

Parents/Guardians right and responsibility is to know about their child's hockey experience and learn, understand and follow the policies, guidelines and procedures of HPMHA, Hockey Canada and Hockey Alberta.

1. Parents will abide by the conduct policy and understand the complaint process. They will try to resolve issues at the team level.
2. Parents will follow the Respect in Sports guidelines and conduct themselves in a manner that is respectful in any hockey related activity, including off-ice gatherings, or parent-team building events.
3. Parents will support all efforts to ensure that all players are treated fairly within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political belief or economic status.
4. Parents must remember that their child plays hockey for their enjoyment, not the parent's.
5. Parents will praise their child for putting forth their best effort during practices and games, not the outcome of their play.
6. Parents will support their child and their team by:
 - a. Ensuring that team events are attended unless attendance is reasonably impractical

- b. Respect team rules and protocol as set by the coaching staff
 - c. Offering their time and skill to volunteer with the team.
 - d. Learning and following Hockey Canada's safety is teamwork guidelines.
- 7. Parents will remember that children learn by example and will:
 - a. Applaud good plays and performances by both their child's team and their opponents
 - b. Encourage their child to play by the rules and to resolve conflict without hostility or violence
 - c. Reinforce for their child that doing one's best is more important than winning
 - d. Never be critical or yell at any player for making a mistake or losing a game
- 8. Parents will support their child's hockey program by:
 - a. Recognizing that officials are being developed in the same manner as players
 - b. Respecting the volunteers who give their time to hockey for their child
 - c. Never, in verbal or written statements, including electronic form, harass or degrade the efforts of those who provide a hockey program for the community
 - d. Abiding by the social media Policy

14.12 PLAYER RESPONSIBILITIES

All players are expected to conduct themselves according to the Players Code of Conduct.

- a) At no time shall players make decisions for the teams (i.e. who shall play or team selection) or make decisions on behalf of the Executive or Association.
- b) Each player is responsible to return all HPMHA equipment loaned to him/her by the Association.
- c) At no time may a HPMHA player drive himself/herself or transport another player or any other person to any out-of-town game.
- d) Players shall comply and obey all reasonable direction from the coach, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards. Protest unreasonable direction in a respectful, courteous fashion.
- e) Comply with all Association, League, Hockey Alberta and Hockey Canada rules.
- f) Demonstrate a positive attitude to the game, practice and learning in general.
- g) Arrive for games, practices and other team functions at the time specified by the team.
- h) Have all equipment maintained in good repair and ready for use prior to games and practices; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.
- i) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment well in advance of the activity.
- j) Demonstrate respect for the game officials, teammates, opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures, cyber bullying, derogatory use of social media, or improper use of cellphones/other audio or video recording devices) at all times.
- k) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.
- l) Dress appropriately for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting).
- m) Strictly refrain from the use of profanity, alcohol, tobacco, chewing tobacco, vapes or other banned or legal substances, while participating in a team activity.

Declaration: As a player, I will stay onside – on and off the ice – by honoring my team commitments. I will:

- n) Attend practice and be on time
- o) Support my teammates in all situations
- p) Be a positive leader and role model
- q) Not retaliate for incidents on or off the ice
- r) Report issues of maltreatment or bullying to a responsible person

15 CONDUCT POLICY

HPMHA ascribes to the principles of integrity, conduct, diversity and ethics in hockey. We believe that the primary purpose of the enjoyment of the game by its participants, in a safe, healthy environment. It is apparent that participating in the game, whether as a player, coach, official or spectator, is more enjoyable when participants act in the spirit of cooperation and with the best interest of the players at the forefront.

Appropriate attitudes and acceptable behaviors must be consistently demonstrated by adult and youth participants and those who deliver the program, keeping in mind that the foundation of hockey is based on teamwork and respect. Appropriate attitudes and acceptable behaviors must be consistently demonstrated by adult and youth participants and those who deliver the program, keeping in mind that the foundation of hockey is based on teamwork and respect.

It is a must that every member abides by these principles not only while on the ice, but in the dressing room, in the arenas, on social media, and when in any way representing HPMHA.

HPMHA holds the welfare of participants paramount. By providing a conduct management program, which aims for compliance with the applicable codes of conduct, HPMHA aims ensure the development of a young person's values, morals, social maturity, physical fitness and mental health. The off-ice hockey policy's aim is to promote acceptable actions, specifically providing a framework as endorsed by HPMHA, which guides the conduct and behavior of all members of HPMHA: volunteers, players, coaches, officials, and spectators including:

- Respect for all
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy, to flourish
- Respect for the game

It is a must that every participant abides by these principles not only while on the ice, but in the dressing room, in the arenas, and when in any way representing HPMHA. A *participant* is defined as a player, coach, on-ice official, off-ice volunteer, or spectator. **The Policy is not intended to address complaints about officiating or general hockey rules. It is not intended to circumvent Hockey Alberta or Hockey Canada recommendations or standards, nor does it take precedence over disciplinary actions enforced by any league that HPMHA participates in.**

HPMHA will require participants at every level to uphold these values. In addition, if at any point, any participant has reason to believe a crime has been committed, they will refer the matter to the RCMP, and report it to the Board.

On-Ice Appeals

Appeals as a result of a suspension from a Hockey Canada Rule violation cited by a Referee and a subsequent minimum suspension as defined in Hockey Edmonton or Hockey Alberta Minimum Suspensions will not be entertained.

- The referee has full authority and the final decision in all matters under dispute in a game. This decision is final on all questions of judgment and not subject to appeal.
- An appeal to reduce a minimum suspension cannot be entertained; however, an appeal to increase the suspension terms may be (HC Rule 5.1(d)).
- Minimum suspensions are determined by Hockey Alberta Minimum Suspensions.

15.1 COMPLAINTS

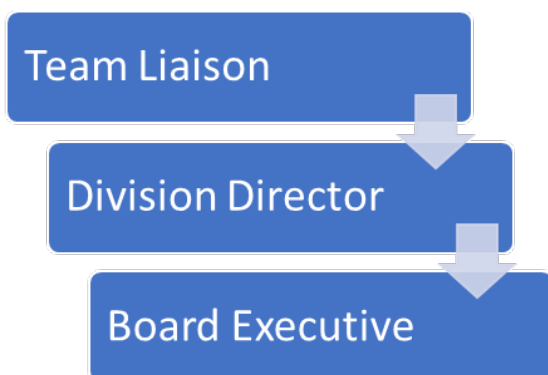
HPMHA takes all complaints seriously, AND will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

If the complaint relates to suspected harassment, neglect, abuse, sexual assault or other criminal activity, there is a duty report the behavior to the police and/or relevant government authority. HPMHA asks that a report be made to the board in addition to legal reporting duties, where appropriate.

15.1.1 Complaint Handling Process

COMPLAINT FLOW CHART



The Team Liaison should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Liaison are key. If a dispute cannot be resolved at the team level, the Team Liaison should contact their Divisional Director.

When a situation of unacceptable conduct is identified the following process will occur:

- Acknowledgement:
- Investigation
- Hearing: if the investigation determines sufficient evidence to proceed,
- Sanctions: based on the evidence presented
- Appeal: the individual may appeal the sanction, using the specified appeal process.
- Document retention: all notes, digital information and communication must be retained.

NOTE: Where the unacceptable conduct involves abuse, neglect or harassment of any type, the matter may be turned over to the RCMP or other appropriate external authorities without the above occurring.

15.1.2 COMPLAINTS IN THE CASE OF CONFLICT OF INTEREST

1. Where complaints or concerns involve the team/parent liaison or their child, participants and parents will take issues to the next available team official.
2. In cases where there is a potential conflict of interest with team/team officials, individuals may contact the director of their child's division.
3. In the case of conflict of interests that impact all of the above, HPMHA will accept issues that are reported to the Conduct Director or board representative acting in his/her place.

15.1.2.1 WHEN A COMPLAINT IS RECEIVED,

The person receiving the complaint (e.g. Team Liaison, Manager, Board member) shall

- a) listen carefully and ask questions to understand the nature and extent of the concern.
- b) in some situations, it may be appropriate to ask the complainant how they would like their concern to be resolved and if they need any support; except
 - Where an incident falls under reporting requirements for child protection, legal, HA and CA reporting conditions

- in the case of bullying, harassment, and maltreatment – all incidents are reported to Hockey Alberta
- c) explain the different options available to help resolve the complainant's concern.
- d) where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s)
- e) inform the relevant government authorities and/or police, if required by law to do so; and
- f) where possible and appropriate, maintain confidentiality but not necessarily anonymity.

15.1.2.1.1 COMPLAINT RESOLUTION

Once the complainant decides on their preferred option for resolution, HPMHA will

- a) Ensure the resolution aligns with HMPHA policies and is in compliance with other agencies
- b) Assist, where appropriate and necessary, with the resolution process.
- c) This may involve:
 - a. supporting the person complaining to talk to the person;
 - b. bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
 - c. gathering more information (e.g. from other people that may have seen the behaviour);
 - d. seeking advice from an independent investigator or external agency (AB Human Rights Commission, Hockey Canada, HOckey Alberta)
 - e. referring the complaint to Hockey Alberta and/or
 - f. referring the complainant to an external agency such as a community mediation centre, police

In situations where a complaint is referred to an outside agency, and an investigation is conducted, HPMHA will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Hockey Canada and Alberta Hockey recommendations.

15.1.3 INVESTIGATIONS

HPMHA will investigate the complaint, thoroughly and independently, and present the findings to the board.

A. ASSIGN AN INVESTIGATOR

The first task is to identify and assign an investigator or factfinder, independent of the situation, to investigate the complaint. The investigator:

- Does not need to be a Board member or an HPMHA member
- Must not have received the complaint
- Must reasonably removed in relation to the individual(s)/ team(s) involved in the complaint so as to not have a perception of bias
- Must reasonably removed in relation to the individual(s) submitting the complaint so as to not have a perception of bias

The investigator's responsibilities are to:

1. Act as a factfinder for HPMHA.
2. Review the complaint and identify its root(s).
3. Research, compile, and present information to the Board to facilitate the decision-making process.
4. Corroborate or refute what is documented in the complaint.

B. ENSURE INVESTIGATION IS THOROUGH

The investigator must conduct a thorough investigation and assemble documentation related to the situation. In carrying out an investigation, the investigator is expected to:

1. Interview the complainant and document all conversations.
2. Interview the subject of the complaint and document all conversations. At this point in the process, the interview would be general in nature, intended to collect information to determine if the complaint has merit. The subject of the complaint should not be questioned in an accusatory manner, as the Board has not yet determined if there is sufficient information to move ahead with the complaint.
3. Compile a list of potential witnesses, including those provided by the complainant and the subject of the complaint, interview as many witnesses as possible, and document all conversations.
4. Compile all statements and any other evidence.
5. Present all information to the Disciplinary Committee to determine if a hearing is warranted.

When conducting interviews, the investigator should:

- Ask questions that encourage interview subjects to talk
- Avoid questions that encourage one-word answers
- Start with broad/general questions, and gradually work to narrower/more detailed questions
- Listen actively to all information presented by interview subjects.

C. PRESENT THE FINDINGS

Once the investigation is complete, the investigator organizes and compiles all information and submits to the Board. The Board determines if there is enough information to move ahead with the complaint. When making this determination, the decision must be consistent with the LMHA's policies. If the Board determines no further action will be taken on the complaint, the reasons for this decision must be provided in writing, with documentation stored as per the LMHA's document retention policy.

For assistance in conducting a proper and complete investigation, please refer to:

- ***Appendix B, Hockey Canada Investigation Guidelines***

16 DUE PROCESS – RIGHT TO NOTICE, RIGHT TO DEFEND

When the Board determines that the action(s) outlined in the complaint appear(s) to have violated a code of conduct, bylaw, policy, rule or guideline, the subject of the complaint is entitled to due process. The subject of the complaint is entitled to the following:

1. The right to notice

The subject of the complaint must be informed of what s/he is alleged to have done. This must be done in a timely manner, based on the following caveats:

- Notification does not have to be immediate, as long as any delay is due to the LMHA exercising due diligence in reviewing the complaint.
- The subject of the complaint is not privy to the entire complaint, only what s/he is alleged to have done. Include specific examples of the type(s) of behavior(s), not simply "you have broken the association's code of conduct".
- Do not divulge who has submitted the complaint.

The subject of the complaint has the right to review the information in the complaint, and the evidence collected by the investigator. The opportunity to review the documents should be provided in a controlled

atmosphere; the subject of the complaint does not have the right to take the documents. Any information that could identify the complainant should be redacted.

2. The right to defend

After reviewing the documentation pertaining to the complaint, the subject of the complaint has the right to provide evidence that refutes the information included in the complaint. That evidence is presented during a formal Disciplinary Committee hearing.

17 THE DISCIPLINARY COMMITTEE

Any disciplinary matter involving any individual whose conduct falls under the jurisdiction of the HPMHA shall be subject to the Disciplinary Committee, which will be established by the Board in accordance with the provisions of article 7.9 of the HPMHA Bylaws:

1. The President shall be notified of any disciplinary matters, before the Disciplinary Committee convenes to deal with the issue, to ensure there are no potential conflicts of interest.
2. Any member or public at large with a conflict of interest in the matter being convened, shall not be a part of the disciplinary committee.
3. The Disciplinary Committee shall be comprised of 3-5 panelists (to prevent a tie vote), each of whom must be independent from the incident being reviewed.
 - a. Bylaw 7.9.5: Three (3) members being Vice-President, Conduct Director, the Division Director; or,
 - b. The coach as per bylaw 7.9.6
 - c. If the matter involves a player or parent/guardian the relevant Division Director will sit on the committee.
 - d. If the matter involves a coach, the Coach Director will sit on the committee.
 - e. If the matter involves a referee, the matter must be resolved under the jurisdiction of the appropriate referee governing body.
 - f. 2 members of the public.
4. In assembling the Disciplinary Committee, the LMHA Board should keep the following in mind:
 - An LMHA should create a panelist pool by identifying members at the beginning of the year to serve on a term or annual basis.
 - The president of the LMHA should not be a member.
 - Panelists should not be from the Board or the membership.

The Disciplinary Committee will be responsible for setting a hearing date, and notifying the complainant and the subject of the complaint. In preparation for the hearing, panelists must review the complaint and the investigation to ensure a clear understanding of the details of the situation. Once all evidence has been presented in the hearing, the panelists will:

- Deliberate and render a decision based on the facts presented.
- Present a written decision, with reasons, to the Board, the complainant, and the subject of the complaint.

The Hearing

The Disciplinary Committee shall utilize a hearing process with a formal structure that is outlined to all parties in advance. It is not required that the Disciplinary Committee observe strict legal practice, and procedural defects should not invalidate the outcome of the hearing unless a substantial wrongdoing or miscarriage of justice occurs. The following is an outline that can be utilized to organize the hearing process:

1. **Presentation of information/details pertinent to the complaint.**
 - Information/details may be received/presented orally or in writing. If information/details are submitted in writing, sufficient copies should be available for each panelist and the subject of the complaint.
 - Complainant presents first, followed by the subject of the complaint.
 - Complainant has rebuttal opportunity, followed by the subject of the complaint.
 - All presentations are done during an uninterrupted time period.

- Disciplinary Committee panelists may ask questions/seek clarification at any point during the presentation of information/details.
2. **Review of information/details by the Disciplinary Committee.**
 - Once the submission of information/details is complete, the Disciplinary Committee considers the evidence.
 - The Committee moves to a private setting to review the information/details presented.
 - The Committee may only consider actions relevant to the incident; past incidents/actions are not to be considered at this point in the process.
 - Onus of proof is on the complainant, and s/he must provide clear information/details that the subject of the complaint has committed the action(s) outlined in the complaint.
 3. **Decision rendered by Disciplinary Committee panelists. The decision must:**
 - Be based on reasonable probability that a code of conduct, bylaw, policy, guideline or rule has been violated.
 - Decision must be supported by the majority of panelists. If necessary, the Disciplinary Committee chair, shall vote.
 4. **Disciplinary Committee Hearing outcome delivered to the Board.**
 - The decision must be documented in writing, including the rationale for the decision and all supporting documentation.

17.1 Disciplinary Sanctions

Disciplinary action can be taken against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- be based on whether it is a one time complaint or shows a pattern of behaviour that has occurred and
- be determined by our HMPHA, Hockey Alberta, and/or Hockey Canada guidelines and policies.
- Be issued in write to all parties involved.
- Be binding in its decision, pending any request to appeal.

Possible sanctions that may be taken include:

- a) A requirement that the individual make a verbal and/or written apology;
- b) A verbal or written warning.
- c) The requirement an individual take specified educational or remedial measures.
- d) Probationary period that includes a loss of privileges or other conditions.
- e) Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by HPMHA.
- f) Suspension or termination of membership,
- g) Suspension from participation or engagement in a role or activity.
- h) De-registration of accreditation for a set period of time, including permanent de-registration.
- i) A fine.
- j) any other form of discipline that HPMHA considers reasonable and appropriate.

Once the Disciplinary Committee has been determined there has been a violation of a code of conduct, bylaw, policy, rule or guideline, the Board of Directors is responsible for deciding if the situation requires discipline or sanction to be levied against the subject of the complaint. At this point, the Board of Directors may take into account any previous disciplinary action or history of the subject of the complaint.

The focus for Hockey Alberta and its Member HPMHAs is to maintain a safe and healthy environment for all participants and stakeholders, and to manage any risks to that safe and healthy environment. Any discipline or

sanction levied must be done with the goal of seeking to remedy the issue, thereby helping ensure a safe and healthy environment exists for hockey. Discipline or sanctions are intended to:

1. Educate about the impact of an action.

Often, the subject of the complaint is unaware of the impact of his/her actions because there was no intent to cause harm or risk. If a sanction is required for this type of reason it must be appropriate to the action, and within the confines of what can be controlled by the HPMHA. As well, the subject of the complaint must be provided with the resources required for education, such as where to take a course.

2. Correct an undesired behavior.

This is the most common reason for sanctioning, but it is also can provide challenges because what is considered acceptable behaviour can vary by HPMHA. The biggest challenge is that the subject of the complaint must show the ability to change; otherwise no amount or type of sanction will suffice. If you do not believe the accused is able to change, the decision must be made as to whether this person poses a risk to the player, the organization, and/or its members. Based on the decision, the Board must undertake proper risk management, including determining whether this is the type of member desired in the organization.

If discipline or sanction is required, the HPMHA should answer the following questions to help determine the type and severity of discipline or sanction that is appropriate.

- Is this person a safety risk? If so, what is the likelihood of an occurrence, and the impact of that occurrence?
- What was the severity of the risk the action could have had on the person and organization?
- What is acceptable to your organization? As noted in the Introduction to this document, the HPMHA should have a purpose statement of what it wants to achieve. Does this action achieve that goal?
- What is the history of the subject of the complaint? Is this a one-time event or is there a history?
- What was the impact of the action(s)?
- Is the sanction consistent with the organization's policies? If not, why not?
- Is the sanction reasonable for the action and the past history?
- What is the role of the subject of the complaint within the organization? Is s/he a new member of the organization? NOTE: Different roles affect the risk and thus can result in different sanctions.
- What is the duration of the sanction? The sanction cannot be indefinite.
- What is the goal of a sanction, and do you believe sanction will achieve this goal?

A good sanction is one that challenges the individual, yet provides the opportunity to re-emerge to the environment in a positive manner. A conduct-related sanction is not done for punitive reasons. Because of the subjectivity and varying factors that must be taken into account, there is no hard guideline for sanctions. However, asking some or all of these questions can help guide your organization in making a decision.

Rendering a Decision on Discipline or Sanction

- 1) The formal decision of the Board of Directors regarding the complaint, and the levying of discipline or sanction must be delivered in writing.
- 2) The decision should focus on the behaviour of the subject of the complaint, and the outcome being sought through sanction.
- 3) The decision must include an outline of the appeal process, acceptable reasons for requesting an appeal, and reasonable timelines for submitting an appeal.
- 4) The details of any sanctioning decisions by the Board should only be shared with the subject of the complaint.
- 5) The complainant should be informed only that the process is completed, and whether action has or has not been taken.
- 6) All documentation must be stored as per the HPMHA's document retention policy.

17.2 Appeals

The Appeal Committee is responsible for dealing with all appeals regarding game, conduct, and registration. This committee will follow the appeal processes as defined by Hockey Alberta.

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed) to the Executive.

An appeal will only be considered if the subject of the complaint can provide evidence that indicates:

- The HPMHA's processes were not followed.
- There were facts that were not heard; and/or
- There was bias or conflict of interest by investigator or the panelists on the Disciplinary Committee.

The appeal should be held by an Appeal Committee comprised of panelists who were not part of the original decision. The HPMHA must ensure that this process is done in a timely manner, and that the entire process is documented.

The Appeal Committee

The Appeal Committee shall be comprised of 3-5 panelists (to prevent a tie vote), each of whom must be independent from the incident being reviewed **AND** the Disciplinary Committee process. That means neither the President nor any Board members may be involved in the Appeal. In assembling the Disciplinary Committee, the HPMHA Board should keep the following in mind:

- HPMHA will create a panelist pool by identifying members at the beginning of the year to serve for term or annual basis.
- Panelists do not have to be from the HPMHA's membership.

Once the Appeal Committee is formed, the panelists must determine whether the appeal request is eligible to be heard, based on the criteria listed above. The onus is on the subject of the complaint to provide information/details indicating the error(s) made by the Disciplinary Committee or the Board of Directors that would warrant an appeal being heard.

- a. If the Appeal Committee determines the appeal **IS NOT ELIGIBLE** to be heard, based on the HPMHA's policy outlining the allowable grounds for an appeal, the Committee informs the Board and the Appellant of the decision, and the rationale, in writing. It is imperative that the HPMHA state clearly in its policy what is or is not eligible to be appealed. This information should also be included in the Disciplinary Committee Outcome letter
- b. If the Appeal Committee determines the appeal **IS ELIGIBLE** to be heard, the Committee starts the process to schedule an Appeal hearing.

If an appeal is eligible to be heard, the Appeal Committee is responsible to:

- Notify parties and schedule a date and time for the Appeal Hearing.
- Review all information/details pertaining the complaint, the Disciplinary Committee hearing, and the discipline and sanction decision by the Board of Directors in order to develop a clear understanding of the facts and the situation surrounding the appeal.
- If applicable, require participants to attend a pre-hearing conference, or hold a structured hearing.
- Deliberate and render a decision based on the facts presented.

The Appeal Hearing

The Appeal Committee shall utilize a hearing process with a formal structure that is outlined in advance. It is not required that the Appeal Committee observe strict legal practice, and procedural defects should not invalidate the outcome of the hearing unless a substantial wrongdoing or miscarriage of justice occurs.

1. Presentation of information/details pertinent to the complaint.

The Appeal Hearing will focus on the subject of the complaint presenting information/details that demonstrate how the Board of Directors or Disciplinary Committee erred in rendering decisions on the original complaint or the levying of discipline or sanction.

- Information/details may be received/presented orally or in writing. If information/details are submitted in writing, sufficient copies should be available for each panelist. This presentation may not include information/details already presented during to the Disciplinary Committee.
 - The Appeal Committee may allow the introduction of new evidence that was not available or not introduced in the original proceeding.
 - The Appeal Committee can dismiss the appeal summarily if it is determined to be frivolous or vexatious.
2. Review of information/details by the Appeal Committee.
 - Once the submission of information/details is complete, the Appeal Committee considers the evidence.
 - The Committee moves to a private setting to review the information/details presented.
 3. Decision rendered by Appeal Committee.
 - Decision must be supported by the majority of panelists. If necessary, the Committee chair shall vote. The Appeal Committee's decision will be one of the following:
 - a. Affirms the original decision, and rejects the appeal.
 - b. Rejects the original decision, and upholds the appeal. This decision occurs if there is a reasonable belief that in rendering the original decision by the Disciplinary Committee or Board of Directors, one or more of the following occurred:
 - i. The HPMHA's processes were not followed;
 - ii. There were facts that were not heard; and/or
 - iii. There was bias or conflict of interest by investigator or Disciplinary Committee panelists.
 4. Appeal Committee Hearing outcome is delivered to the Board of Directors and to the subject of the complaint by the Chair of the Committee. The decision must be documented in writing, including the rationale for the decision. Unless outlined in the bylaws and regulations of the HPMHA, the decision of the Appeal Committee is final, and no other appeals are allowed.
 - If the appeal is upheld:
 - The Appeal Committee can reverse, quash or modify the original decision, or order a new hearing. The HPMHA president provides the decision and rationale to the subject of the complaint.
 - If the appeal is upheld but no new hearing ordered: o The Board of Directors evaluates the findings and makes the appropriate changes to the original sanction. The HPMHA president provides the update and rationale for any changes to the subject of the complaint.
 - If the appeal is upheld, and a new hearing is ordered:
 - The process must be restarted with the Disciplinary Committee.
 - A new set of Disciplinary Committee panelist must be selected, who are completely independent of those involved in the original Decision, Discipline and Appeal committees.
 - The HPMHA president informs the subject of the complaint of the process and timelines expected for the new Disciplinary Committee.

18 CODE OF CONDUCT

It is the policy of HPMHA that coaches, parents/guardians, and players sign a code of conduct prior to the regular season. See appendix.

19 REFERENCES

LTPD MANUAL, HOCKEY CANADA: https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/LTPD/Downloads/LTPD_manual_may_2013_e.pdf

GOALTENDER GUIDE:

https://www.hockeyalberta.ca/uploads/source/Goaltender%20Skills%20Camp/Goaltender_Guide_2019_FINAL_S M_BOOKLET.pdf

COACH PATHWAY: https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/Downloads/2018/NCCP-coaching-overview_e.pdf

20 APPENDIX

COACHES CODE OF CONDUCT

1. Coaches will ensure that the activities being undertaken are suitable for the age, experience, ability and fitness level of the athletes.
2. Coaches will remember that children play to learn and have fun, and must be encouraged to have confidence in themselves.
3. Coaches will be reasonable in their demands on the player's time, energy and enthusiasm. Coaches will remember that players have interests and responsibilities other than hockey.
4. In the case of minors, coaches will communicate and co-operate with the athlete's parents or legal guardians, involving them in management discussions pertaining to their child's development.
5. Coaches understand that they are role models for their players and must conduct themselves accordingly.
6. Coaches will be generous with praise and set a good example and will direct comments or criticism at the performance rather than the athlete.
7. Coaches will not ridicule or berate players for making mistakes or for performing poorly.
8. Coaches will respect a player's dignity and will not use, or condone the use of, verbal or physical behaviors that constitute harassment, maltreatment, abuse or bullying.
9. Coaches will refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
10. Coaches will treat all players, coaches, officials, volunteers, parents and spectators with respect.
11. Coaches will not condone, permit, defend, or engage in actions, on or off the ice which are not consistent with good sportsmanship.
12. Coaches will communicate with players, coaches, officials, volunteers, parents and spectators honestly, fairly and with respect.
13. Coaches will treat everyone in a fair manner within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political belief or economic status.
14. Coaches will treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Coaches will actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
15. Coaches will comply with all rules set forth by HPMHA, Hockey Alberta and Hockey Canada and principles of fair play and the spirit of the game.
16. Coaches will communicate and co-operate with the registered medical practitioners in the diagnoses, treatment and management of the athlete's medical and psychological problems.
17. Coaches shall abstain from the use of tobacco, vaping, cannabis and alcohol products while in the presence of athletes, at the arenas and at official HPMHA events.
18. Coaches must ensure the safety of the athletes with whom they work and educate the athletes as to their responsibilities in contributing to a safe environment.
19. Coaches shall never accept favors or bribes.
20. Coaches will know and abide by the bylaws and policies, coach responsibilities and respect in sports guidelines.

COACH SIGNATURE FORM

Coaches must sign the following and turn it in to the Director of Coaching upon the start of their team season.

I have read and agree to abide by the rules and the principles of the **Coach Code of Conduct** as set and supported by the High Prairie Minor Hockey Association.

I/we have also agree to abide by the Bylaws, **Policies and Procedures** as set and supported by the High Prairie Minor Hockey Association.

Date:

Name (Print)

Parent/Guardian Signature

High Prairie Minor Hockey Association

PARENT/GUARDIAN CODE OF CONDUCT & PARENT EXPECTATIONS

Membership in HPMHA is not a right – it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of this code. All parents/guardians must sign this form before being allowed to participate as member of the HPMHA. HPMHA may suspend or expel any team, member of a team or parent refusing to accept and abide by the Code of Conduct.

- ✓ I will respect and adhere to all ideals, policies and rules determined by Hockey Canada, Hockey Alberta, High Prairie Minor Hockey Association, the League in which the Association operates and the Coaches.
- ✓ I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- ✓ I will support my child playing for the love of the game, not because I want them to.
- ✓ I will avoid confusing my child by coaching from the stands.
- ✓ I will encourage my child to play by the rules and to resolve conflict in a positive manner without resorting to hostility or violence. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- ✓ I will show respect for the judgement and authority of the officials and coaches by supporting the decisions they make and not undermining their efforts. I will not verbally abuse officials or coaches.
- ✓ I will show respect before, during and after practices and games by not using abusive or foul language or harassing players, coaches, officials, spectators or other participants. I will maintain self-control at all times.
- ✓ I will support the team as a whole, not just my own child. I will not be critical of players, parents, coaches or referees in the presence of players.
- ✓ I will recognize the value and importance of the volunteers who give their time and resources to provide hockey for my child.
- ✓ If I wish to express concern or make a complaint, I will do so using the appropriate channels and in a positive and constructive manner.
- ✓ I will exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child, their team, and the Association.
- ✓ I will ensure that my child is at practices and games on time or I will contact the coach ahead of time.
- ✓ I will respect the facilities, either home or away, in which my child is privileged to play.
- ✓ I will show respect for the feelings and abilities of my child, my child's teammates and the players on the other team by accepting their capabilities.
- ✓ I will not ridicule or yell at my child or other players for making a mistake or losing a game.
- ✓ I will avoid unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team and the team my child is playing on.
- ✓ I will ensure that my child's equipment is complete, safe and in good condition.
- ✓ I will not approach the bench during a game situation unless summoned by a coach.
- ✓ I will attend all parent meeting scheduled by my child's coach or team liaison/manager: in my absence I will accept decisions made by the majority of team parents.
- ✓ I will help with team chores such as fundraising, working the clock and penalty box, etc.

Love the game above the prize!

PLAYER CODE OF CONDUCT

Membership in HPMHA is not a right – it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of this code. All players must sign this form before being allowed to participate in HPMHA.

- ✓ I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., the High Prairie Minor Hockey Association, the League in which the Association operates
- ✓ I will play hockey because I want to not because others want me to.
- ✓ I will attend all games and practices on time or contact the coach ahead of time
- ✓ My first commitment will be to my team practices, games and tournaments. I must receive written permission from my coach before attending any unsanctioned events (not sanctioned through Hockey Alberta)
- ✓ I will respect the arena facilities and staff, either home or away, in which I am privileged to play. I will behave myself at all times in all public places, including hotel rooms and restaurants, etc., during minor hockey events. I will leave a positive impression of HPMHA.
- ✓ I will exhibit a high degree of sportsmanship, respect for others, teamwork and self control at all times when representing my team and the HPMHA.
- ✓ I will refrain from using foul language towards teammates, coaches, officials and opponents.
- ✓ I will control my temper – fighting and mouthing off will not be tolerated.
- ✓ I will respect the decisions, judgements and authority of the officials and coaches. I will remember that coaches and officials are there to help me.
- ✓ I will listen to my coaches instructions.
- ✓ I will show respect for the feelings and abilities of my teammates and opponents.
- ✓ I will not be critical of teammates and never discuss teammates abilities except to encourage good team play.
- ✓ I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are also important.
- ✓ I will ensure that my equipment is complete, safe and in good condition.

Love the game above the prize.

* HPMHA may suspend or expel any team, member of a team or parent refusing to accept and abide by the Code of Conduct.

High Prairie Minor Hockey Association

Positive Participation Program

PARENT/PLAYER SIGNATURE FORM

Players and **both** parents/guardians (*if both parents/guardians are involved with their child's hockey*) must sign the following and turn it in to the head coach of the team **prior to October 15th** of the current hockey season. You must sign and hand in this form in order to play. If these policies are unacceptable to you, HPMHA will refund your registration as per Bylaw 2.02.

Parent/Guardian

I/we have read and agree to abide by the rules and the principles of the **Parent/Code of Conduct** as set and supported by the High Prairie Minor Hockey Association.

I/we have also agree to abide by the Bylaws, **Policies and Procedures** as set and supported by the High Prairie Minor Hockey Association.

Date:

Name (Print)

Parent/Guardian Signature

Name (Print)

Parent/Guardian Signature

Player

I have read and agree to abide by the rules and the principles of the **Player Code of Conduct** as set and supported by the High Prairie Minor Hockey Association.

I also agree to abide by the Bylaws, Policies and Procedures as set and supported by the High Prairie Minor Hockey Association.

Date:

Name (Print)

Signature

20.1 ANNUAL POLICY MANUAL REVIEW CHECKLIST

In addition to being clear and concise, your policy manual must be up-to-date and should be reviewed annually. Change is always occurring—to laws, within companies, to technology, etc.—therefore, your policies need to be updated continually. Old and outdated policies may not be compliant with new laws and Hockey Alberta/ Hockey Canada regulations. This may leave the organization open to liability. .

Complete this checklist, and where the answer is "No," determine the required actions that will ensure your ongoing organizational compliance and governance

Review	Yes	No	Action(s) Required
Is your policy manual reviewed annually to ensure ongoing compliance?			
Does the manual contain a provision that indicates that any policies or practices may be modified at any time?			
Has your organization reviewed all applicable changes in legislation and governance bodies?			
Does your organization have an effective method for ensuring that employees are provided with or have ready access to policy manuals?			
Does your policy manual include updates that reflect changes in technology, e.g., social media and smartphones?			
Has your organization addressed business continuity planning measures?			

20.2 FORMS

See HPMHA website for the most up to date forms.