

# **HUGHENDEN MINOR HOCKEY ASSOCIATION**

## **POLICIES AND GUIDELINES**

**SEPTEMBER 2024**

**A COPY OF THIS DOCUMENT WILL BE MADE  
AVAILABLE VIA THE WEBSITE TO EACH  
HOCKEY FAMILY [WWW.HUGHENDENMINORHOCKEY.CA](http://WWW.HUGHENDENMINORHOCKEY.CA)**

**AS A CONDITION OF REGISTRATION, A PARENT  
WILL HAVE TO AGREE THAT THEY HAVE READ,  
UNDERSTAND AND WILL ABIDE BY THESE  
POLICIES AND GUIDELINES**



**HUGHENDEN MINOR HOCKEY ASSOCIATION  
POLICIES AND GUIDELINES**

**SEPTEMBER, 2024**

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## Hughenden Minor Hockey Association Policies and Guidelines

The Hughenden Minor Hockey Association, hereinafter called “HMHA”, is committed to providing its participants with a hockey program that improves physical and mental skills while providing a safe environment in which to learn and improve. Anyone interested in being involved as a player or team official with HMHA must be registered with Hockey Canada.

Each team will have a Director who is a member of the HMHA Executive.

### 1.0 Team Personnel

Upon selection to a Team Personnel position, each member must provide a Criminal Record Check (CRC) & a Vulnerable Sector Check (VSC) to the Association Director. These Checks can be obtained from the appropriate RCMP detachment and are FREE with a letter of volunteerism from the HMHA executive. New Team Personnel must obtain a **current (as of the start of their HMHA position)** CRC & VSC. These Checks will be valid for up to three years. The CRC & VSC must be filed with Hughenden Minor Hockey Association by December 1<sup>st</sup> of the current hockey season. Failure to file this document by December 1<sup>st</sup> will result in the Team Personnel who is not compliant to be removed from any team activities until compliance has been met. Any faults will be dealt with by the Executive regarding status for the upcoming season’s positions.

\*Volunteers who are also Hockey Alberta approved officials may submit their ‘My Back Check’ to meet the CRC requirement of HMHA.

If the Criminal Record Check and/or the Vulnerable Sector Check is flagged, the HMHA Executive will follow a five question check (as suggested by Hockey Alberta) to determine how recent & relevant the offence was and use this to determine suitability of the applicant for team personnel position. Anyone with a flagged CRC or VSC will have to sign a probationary letter with HMHA.

5 Question Check:

1. Does the behaviour for which the charge was laid, if repeated, pose any threat to HMHA to carry on its business safely and efficiently?
2. What were the circumstances of the charge and the particulars of the offence involved?



3. How much time has elapsed between the charge and the HMHA team personnel position? Has the individual shown a firm intention to rehabilitate themselves?
4. Has a pardon or record suspension been secured, or has conditional discharge been successfully received?
5. Having considered all of the above, was the severity of the particular action taken against the potential HMHA team personnel warranted by the nature and circumstances of the charge or conviction?

## 1.1 Coaches

- a) Application and selection process:

Applications are accepted on an annual basis by the HMHA from individuals that are interested in coaching a HMHA registered hockey team. Prospective coach(es) *may* be asked to attend an interview session with a Coach Selection Committee.

- b) Coach Selection:

**See attached Schedule “A”**

- c) Coaches Code of Conduct:

**See attached Schedule “B”**

- d) Head Coach Responsibilities:

- Complete all courses that are required by Hockey Canada and Hockey Alberta;
- Follow HMHA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Develop and administer all team rules;
- Report to HMHA as required;
- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors and on-ice/off-ice officials, and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.



e) Assistant Coach Responsibilities:

- Encouraged to complete all courses required for coaching by Hockey Canada and Hockey Alberta;
- Follow HMHA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Assist the coach to develop and administer all team rules;
- Report to HMHA as required;
- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

## 1.2 Team Managers

Application and selection process is done by the HMHA President & Vice-president and Division Director based on previous experiences. If more than one application is received and an amicable decision cannot be reached, one parent vote per child will be utilized in selecting the manager. Applications are accepted on an annual basis by HMHA from individuals that are interested in managing a HMHA registered hockey team. Application forms may be obtained from the HMHA website or at any registration meeting.

a) Responsibilities:

- Organize the off-ice operations of the hockey team;
- Organize team fund-raising initiatives;
- Schedule ice times with the HMHA ice convener, hockey games, tournaments, and travel arrangements;
- Ensure the team roster is correct once received from the HMHA registrar;
- Maintain a team file containing team roster, team jersey record, player information sheets, financial reports (if applicable) and league contact information;
- Report to HMHA as required;



- Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Recommended to complete the Hockey Alberta online safety course;
- Organize parent meetings and facilitate communication with players and parents. This responsibility cannot be over-emphasized. Hockey involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the hockey experience for all concerned

a) Injury Reporting:

In the event of injury to a player or any registered team personnel, please complete and submit a Hockey Canada Injury Report. Forms and directions can be found at the Hockey Canada website. *Note: all claims must go through the individual's own medical benefit plan before Hockey Canada will make any compensation.*

b) First Aid Kit:

Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. HMHA provides each registered team with a first aid kit to use throughout the hockey season. It is the responsibility of each registered team to maintain the first aid kit and hand it in at the end of the season.

c) Medical Information Sheets.

All registered minor hockey teams must carry up-to-date Medical Information Sheets. The information contained on the forms may be necessary in the event that emergency care is required. The information contained on these sheets is private and confidential and should be protected.



## 2.0 Players

All HMHA players must abide by the Players Code of Conduct.

a) Players Code of Conduct:

**See attached Schedule “C”**

b) Co-Ed Dressing Rooms:

Guiding principles intended to ensure safe, inclusive and equitable participation of ALL players.

In the Atom age group and younger, both genders may change in the same room at the same time in the presence of two adults. Players of different genders in Peewee age group and older are not to change in the same room at the same time. Should circumstances arise that require alternate arrangements, parents are encouraged to speak with the Team Director. It is the responsibility of the coach to ensure all players are involved in both the pre-game and post-game activities. HMHA reserves the right to impose supervision within dressing rooms.

## 3.0 Parents

All parents of HMHA players must abide by the Parents Code of Conduct.

a) Parents Code of Conduct:

**See attached Schedule “D”**

## 4.0 Fund-Raising and Financial Accountability

Fund-raising is an important financial aspect of the HMHA program and keeping the Arena operational. HMHA requires that all of its members participate in working a shift in the kitchen as scheduled by the Ag Society. The commitment shall be initiated by families by issuing three fundraising caution fee cheques of \$200 each payable to the Hughenden Ag Society.

**The caution cheques are due at time of registration. For convenience to the hockey family, these can be submitted with no date & will be kept secure for future years.** There may be other association fund-raisers and members will have to participate as directed by the Executive. **A player will NOT be considered registered until these caution cheques are submitted.**



HMHA understands the need for team fund-raising and supports the efforts of our teams to provide their players with quality hockey experiences.

HMHA makes the following requests of all teams that engage in fund-raising:

- Notify the HMHA President and be granted approval prior to the initiative.
- Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team;
- Copies of these financial records must be made available to HMHA.

a) Insurance Coverage:

All fund-raising activities must be sanctioned through Hockey Alberta in order to have insurance coverage. Should an accident occur as part of an unregistered activity, the team officials are liable.

b) Canvassing of Local Businesses:

HMHA requests that canvassing of our Business Community be kept to a minimum. Be sure to express your gratitude towards their donations.

It is expected that the revenues generated through team fund-raising are for the purpose of financing hockey experiences for the players.

## 5.0 Tournaments

HMHA is supportive of involvement of our teams and players in the experience of tournament hockey.

HMHA encourages all of our registered teams to host a tournament each year and will provide support where it can. All teams will participate in the Hughenden Minor Sports Day weekend; usually scheduled in November.

Any HMHA registered team which desires to participate in an away tournament may do so providing that the following conditions are satisfied:





- All policies and guidelines for HMHA are followed;
- The tournament has been officially sanctioned by Hockey Alberta;
- The involvement and support of players and parents has been received.

## **5.1 Provincial Tournaments**

Any team selected to host Provincials will share the Ice time as close to 50/50 as possible between both arenas. Provincials will be a shared responsibility by the entire association with any monies generated going back into the HMHA general account. A Provincial Committee will be organized each year to apply for Provincials based upon team requests and the President's approval.

## **6.0 Zero Tolerance for Drugs and Alcohol**

**NO** drugs or alcohol are allowed at any HMHA sanctioned event. This includes, but is not limited to, arenas, dressing rooms, player boxes, penalty boxes and buses.

## **7.0 Conduct Management**

Over the past several years it has become increasingly apparent that participating in the game, whether as a player, coach, official, or spectator, has become less enjoyable. People are leaving the game for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials and players is increasingly more unacceptable, both on and off the ice.

HMHA views our hockey program as providing support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. HMHA views this program as a vehicle to assist these people to further these values and make the game even better and more enjoyable.

One could view the HMHA hockey program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and



proactive in advocating a program that is totally positive. HMHA encourages the majority to confidently come forward with energy and support the hockey program to make our game even better for all those involved.

HMHA defers to the Turning Point Policy and Procedures for Conduct Management.

## **7.1 Turning Point Policy and Procedures**

**See attached Schedule “E”**

## **8.0 Ice Scheduling**

It shall be the policy of HMHA that any ice that cannot be used by a team is to be returned to the Association as soon as possible in order for redistribution by the ice convener of that ice slot to occur.

Each HMHA registered team will be allocated ice time to be used for practices and for games. Each team is responsible to regulate throughout the year the amount of ice time that is used to ensure that they do not exceed the ice time allotted to them.

## **9.0 Apparel**

HMHA recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play, cost benefits for equipment purchase and a unifying influence for players, team officials and followers.

### **9.1 Team Jerseys**

All team game jerseys are provided by HMHA and remain the property of HMHA, under the direction of the Equipment Manager. The jerseys are to be used for all league, playoff and exhibition games, and not to be used for practices.

Player name bars are not to be sewn over top of the sponsor's names or jersey numbers. Each team is responsible to clean jerseys throughout the year.

Inventory will be conducted and condition of each jersey will be recorded at the beginning and end of each hockey season. Any unnecessary damage to the jersey will be the responsibility of the team the jersey is assigned to and the team will be billed the replacement cost of the jersey.



## **9.2 Supplementary Clothing**

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.



## Schedule "A" Coach Selection

### Coach Selection Process

1. At the earliest possible opportunity, the (age group) Director will ask for nominations and/or volunteers for coach and manager positions.
2. The Director will contact the candidates for each position. If there is more than one candidate for a certain position, the Director will make them aware that there are other candidates, and that the successful candidate will be chosen by the procedure outlined in the HMHA Policies and Procedures. In addition to the criteria listed in the Policies and Procedures, a parent vote will be held at the preseason parent meeting. The results of that vote will weigh strongly on the selection of the successful candidate.
3. The Director will ask each candidate to submit a brief summary of themselves and their platform for the position. At the earliest opportunity, these summaries will be distributed to the player families, along with the names of the candidates. This should allow the families to have time to prepare for the vote at the meeting.
4. The Director will notify the families of the date, time, and place of the preseason parent meeting. They will also be notified that this preseason meeting will be their only chance to vote for the coaching position.
5. At the meeting, the candidates for each position will have a chance to speak on behalf of themselves, and to answer any questions that may be presented to them.
6. Each family present at the meeting will have 1 vote, to be presented to the Executive by ballot.
7. The results of the vote will be one of the strongest weighing factors in the selection of the coach.
8. In the case of a tie, or in some cases a close vote, the President, Vice President, and (age group) Director (if there is a director) will use the selection criteria in the HMHA Policies and Procedures to select a successful candidate. The President, Vice President and (age group) Director from both Hughsden and Hardisty will be involved in this selection process.

**\* Once head coach has been selected, they will be given the list of assistant coaches and he will take the necessary time to decide who the assistants will be.**



### **Head Coach Selection Criteria:**

To ensure fairness and equality in the selection process, the following 6 key areas are examined for individuals competing for head coach positions. The key areas are examined and weighted to correlate with the guiding principles of HMHA. Scoring Nominees on each key area is a collaborative effort by the HMHA President & Vice-president and the Division Director based on the Coaching Criteria below and a possible interview if necessary.

1. Coaching Credentials - weighting of 15  
Rationale: Nominees applying for coaching positions should be recognized for ANY HOCKEY coaching certificates currently held and valid, in addition to any other coaching certificates (baseball, soccer, in-line hockey, lacrosse, football etc.)
2. Coaching Progression - weighting of 10  
Rationale: Recognition of skills a Nominee would gain while progressing through coaching divisions and positions attained.
3. Playing Experience - weighting of 10  
Rationale: Nominees should be recognized for playing experience as Nominees participating in hockey and then going on to coach hockey have a unique insight into the game.
4. Coaching Philosophy - weighting of 20  
Rationale: The Nominee's philosophy must emphasize skill development through fun for all levels of teams and must include team building through on-ice and off-ice sessions and parent involvement; further, discipline must be a factor as chaos on the bench cannot be tolerated and must be addressed.
5. Coaching/Mentoring/Sports Psychology Training - weighting of 5  
Rationale: A Nominee's commitment to coaching doesn't stop the moment the coach level certification is attained. The desire to understand how to communicate and understand the driving forces around motivation and the psychology of individuals participating in sports must be recognized through attendance of related conferences and seminars.
6. Coach Interview - weighting of 30 \*IF necessary  
Rationale: Interviews will be conducted with the HMHA President & Vice-president and Division Director on the coach's philosophy, experience and overall development plans for the team.

### **Assistant Coach Selection:**

Assistant coaches will be appointed by the head coach.



### **Schedule "B" Coaches Code of Conduct**

1. Understand that you have an obligation to abide by the policies of HMHA and failure to do so could result in the loss of coaching privileges.
2. Make sure that our players understand and abide by the Players Code.
3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without rules, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
6. Develop team respect for the ability of the opponents, as well as for the judgement of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from a physician authorizing play.
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children.
10. Treat the players, officials, and parents as you would like to be treated.
11. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
12. Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
13. Coaches are responsible for supervision of team dressing rooms.
14. Drugs and alcohol are not permitted at HMHA sanctioned events.

**HMHA reserves the right to suspend coaches for violation of these rules.**



**Schedule “C”  
Players Code of Conduct**

1. Players must supply all of their own equipment which must be C.S.A certified and in satisfactory condition. Registered teams in the Novice and Atom age groups will be provided with one set of goaltender pads, blocker, trapper, monkey suit and goal stick.
2. Must obey all team rules.
3. Must conduct themselves in a respectable manner at all times. Be a positive ambassador for your community and hockey organization.
4. Must remain off the ice surface until flooding is complete and the ice surface has been fully prepared.
5. The following WILL NOT be tolerated by HMHA:
  - Abuse of referees;
  - Abuse of team officials;
  - Abuse of off-ice officials;
  - Abuse of team mates;
  - Abuse of facilities;
  - Abuse of uniforms and equipment;
  - Use of drugs, alcohol or tobacco at any function associated with HMHA;
  - Swearing;
  - Disruptive behaviour.

**HMHA reserves the right to suspend players for violation of these rules.**



**Schedule “D”  
Parents Code of Conduct**

1. Cooperate with coaches, managers, trainers, etc.
2. Help coaches and managers as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the team manager and then to the team director who is a member of the Executive of HMHA through the formal complaint process.
3. Do your fair share with volunteering to help the team succeed on and off the ice.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the “Team” concept.
7. Take an active part in your child’s hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your children have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child will be proud of.
14. Represent HMHA with class and dignity.
15. Drugs and alcohol are not permitted at HMHA sanctioned events.

**HMHA reserves the right to suspend parents and their players for violation of these rules.**





## **Schedule “E” Turning Point Policy and Procedures (Conduct Management)**

### Objective:

HMHA aims to provide a program which plays a significant role in the development of a young person’s values, morals, social maturity, physical fitness and mental fitness.

HMHA promotes acceptable conduct which provides:

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

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

The Turning Point Policy is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

### Definition of “Unacceptable Behaviour”:

An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of “unacceptable behaviour”, the **responsibilities** of HMHA , coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program’s objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

### Complaint Handling Procedure:

#### A. Implementation Trigger:

The reporting of unacceptable behaviour by a director, spectator, coach, player or official is the trigger event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the



complaint. The methods of enforcement will vary dependent on the severity of the event.

***24 Hour Rule: A complaint CANNOT be submitted until after 24 hours from the time of the incident.***

B. Reporting Process:

HMHA encourages that if any team rules have been violated, then enforcement be dealt with on a verbal basis between the coach, team manager, parent and player. Communication is extremely important at this level so that all parties involved clearly understand the rules and that there has been a rule that has been broken. If a verbal reprimand has been issued then it must be reported to the HMHA Team Director.

If an incident occurs which meets the definition of unacceptable behaviour, and in the opinion of a player, spectator, coach, or official, is serious enough to warrant a formal complaint, then an Incident Report Form must be completed. The Incident Report Form should be submitted to the HMHA Team Director for review and actions.

Incident Report Form is found on website ([www.hughendenminorhockey.ca](http://www.hughendenminorhockey.ca))

- i. **First Incident:** if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out), there will be a verbal reprimand. Communication will be between the coach, manager, player and parent. HMHA Team Director must be notified of the incident and actions taken.
- ii. **Second Incident:** involving the same individual as the first incident, and if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out) a written reprimand will need to be completed and signed between coach, manager, player and parent and then submitted to the HMHA Team Director. The Team Director will file and report to the HMHA Executive.
- iii. **Third incident:** involving the same individual as the second incident, an Incident Report Form needs to be completed and submitted to the HMHA President for investigation.



C. Enforcement:

Upon the submission of an Incident Report Form, the HMHA President or Vice-president shall form a Discipline Committee including at least 2 other members of the HMHA Executive that have no relationship to anyone involved in the incident. The HMHA Discipline Committee has the power to hand out up to a 2 game suspension and to report to HMHA Executive. Any recommendation from the Discipline Committee of a suspension that is greater than 2 games must be presented to the HMHA Executive for approval and for determination of the length of the suspension.

D. Appeal Process:

Upon receiving a request for an appeal, HMHA Executive will establish a Special Committee comprised of 3 members to hear any appeals related to the discipline or actions undertaken as a result of the outcome of an investigation. Appeals should be heard as soon as is practical (within 7 days). The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of HMHA within 5 days from the date of notification of discipline along with a bond of \$100.00. The bond will be forfeited if the appeal is denied. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeals process.