

# Kneehill Minor Hockey Association Handbook

---



## Contents

PURPOSE .....	2
MISSION STATEMENT .....	2
VISION .....	2
VALUES.....	2
MESSAGE FROM THE BOARD OF DIRECTORS .....	2
PLAYER ELIGIBILITY AND BOUNDARIES.....	2
WITHDRAWALS & REFUND POLICY.....	3
LATE REGISTRATION.....	3
TEAMS .....	3
AFFILIATION .....	4
UNDERAGE PLAYERS .....	4
PLAYER EVALUATIONS .....	4
COACH SELECTION .....	4
TEAM MANAGERS.....	5
DUTIES OF COACHES.....	5
DUTIES OF COACHES CONTINUED .....	5
CONFLICT RESOLUTION.....	5
PLAYER’S EXPECTATIONS .....	6
PARENT & FAN RESPONSIBILITIES.....	6
EQUIPMENT .....	6
RISK MANAGEMENT.....	7
CONCESSION HOURS.....	7
FUNDRAISING POLICY .....	8
TOURNAMENTS.....	<b>Error! Bookmark not defined.</b>
HOSTING PROVINCIAL TOURNAMENTS.....	8
PRACTICES.....	8
SEASON LENGTH .....	8
ICE TIME GUIDELINES.....	9
CODE OF CONDUCT – ZERO TOLERANCE POLICY.....	9
KNEEHILL MINOR HOCKEY ASSOCIATION PLAYER’S PLEDGE.....	12
KNEEHILL MINOR HOCKEY ASSOCIATION PARENT’S PLEDGE.....	13
KNEEHILL MINOR HOCKEY ASSOCIATION OFFICIAL’S PLEDGE.....	14
KNEEHILL MINOR HOCKEY ASSOCIATION COACHES PLEDGE .....	15

## **PURPOSE**

The purpose of this handbook is to give players, parents and coaches a quick reference guide to the operation of the Kneehill Minor Hockey Association (KMHA). This handbook does not cover all the bylaws, policies, rules, and guidelines used by KMHA but does outline the most common operational issues and frequently asked questions.

## **MISSION STATEMENT**

The mission of Kneehill Minor Hockey Association is to provide the most competitive and best possible minor hockey program for its members and all its participants.

## **VISION**

To promote, foster and provide a competitive, high quality and organized hockey experience for all its participants.

## **VALUES**

Teamwork – Sportsmanship – Leadership – Respect

## **MESSAGE FROM THE BOARD OF DIRECTORS**

- Volunteers run KMHA. We are doing our best to ensure that an organized hockey program can be delivered. If you would like to participate, it is open for those who have the time and would like to help. If you are interested in volunteering on our board, please refer to the Bylaws of KMHA, which can be found on our website.
- Input from the membership is encouraged, as we are all working towards the same goal of providing a quality hockey program. Please be aware that, as per KMHA Bylaws, the management and business of the Association shall be vested in the Executive (President, Vice-President, Past-President, Secretary, Registrar, Treasurer and directors). All members shall be entitled to attend the Annual and General Meetings to make suggestions and recommendations to the Executive and assist in the operation of the hockey program in any manner approved by the Executive. Ultimately, decisions will be made by the Executive of KMHA.

## **PLAYER ELIGIBILITY AND BOUNDARIES**

The association provides programs for players, aged 4 to 17 years, including resident players, non-resident players and import players as defined below.

- Resident Player – A player whose family or legal guardian has their primary residence within our defined boundaries, as set forth by Hockey Alberta.
- Non-Resident Player – A player who does not live within our defined boundaries and is not offered an opportunity to play in his/her appropriate age category by his/her home association (no team at that level). This player does not affect Provincial categorization.
- Import Player – Any player who does not meet the above residential requirements. An import player will add his/her association's registration "numbers" for Provincial categorization. *With the changes being made, and Hockey Alberta's Alberta One Tiering Model, "carrying numbers" will be a thing of the past, in the near future.*

Current Hockey Alberta Player Movement Form is required for non-resident and import players. A Hockey Alberta Parent declaration form is required for players who have moved into our defined boundaries from another association's boundaries.

## **WITHDRAWALS & REFUND POLICY**

Refunds for players withdrawing from KMHA will be paid upon written application to the President. For players withdrawing voluntarily for personal reasons or injury, guideline is as follows:

- A \$50.00 handling fee will be charged to all refund applications.
- The insurance portion of a player's registration will NOT be refunded once the player has participated in one ice time.
- No conditioning camp fee will be reimbursed once the player has participated in one ice time.
- The remainder of the registration fees will be refunded as follows:
  - Before first ice time – full refund less the \$50.00 handling fee.
  - Before November 10th – 2/3 of registration fee less the \$50.00 handling fee and insurance portion.
  - Before December 10th – ½ of registration fee less the \$50.00 handling fee and the insurance portion.
  - Before January 10th – 1/3 of registration fee less the \$50.00 handling fee and the insurance portion.
  - After January 10th – No refund.
- Should a player register and skate during the tryout/evaluation period and subsequently decide not to play, the standard \$50.00 tryout fee will be withheld from any refund.

*No refunds will be issued to players suspended or expelled for disciplinary reasons.*

## **LATE REGISTRATION**

Fees for players registering late with KMHA will be calculated as follows:

- Registration fees paid prorated over the remaining hockey season.
- The following procedure will be implemented for players entering KMHA's hockey program after evaluations:
  - Players entering the program after evaluations may be placed on the team most appropriate to their skill level as decided by the Executive in consultation with the players' previous coach
  - If the age category is full, the KMHA Board of Directors will determine a course of action.

A late registration fee of \$100 will be charged to all KMHA players (U11 (Atom) to U18 (Midget)) that were registered in the prior season who register after the registration deadline of the current season. This does not apply to players registering with KMHA for the first time. In the event the total number of players at any age level do not support the formation of two teams, late registrations may not be considered. No registration is considered complete without fulfilling the requirements of fee payment, or a fee payment plan. This will include payment of the volunteer hours required.

## **Fees and Installments**

- A \$75 deposit is required when you register.
- You can have the option of 4 equal payments of your family's total registration fee. Under this plan, you must make installments on August 15, September 15, October 15, and November 15.
- You may pay full registration at time of registration as well.

## **TEAMS**

- The goal is to field at least two (2) hockey teams at U11 (Atom), U13 (Peewee), U15 (Bantam) and U18 (Midget) for the competitive stream. This would include making smaller teams when necessary. U7 and U9 will consist of equal ability teams.
- "A" teams and including instances where there is only one (1) team are eligible to compete in League, Tournament, Exhibition and Provincial play and any other Hockey Alberta sanctioned provincial type play downs.
- "B" teams (second team in a division) are eligible to compete in League, Tournament and Exhibition play.
- KMHA's (U7 (Tyke)) Program will follow the Hockey Canada/Hockey Alberta mandated program. Information on this program is detailed on the KMHA website.
- KMHA will always attempt to follow recommendations for age-appropriate programs, as defined by minor hockey's governing bodies. (Hockey Canada and Hockey Alberta)

## AFFILIATION

- KMHA supports the principle of affiliation and believes that if used wisely can be beneficial to both the teams and the players involved.
- Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other causes of absence. Affiliations will not be used with the intent of making a team stronger.
- For affiliation purposes KMHA will automatically affiliate the team immediately below any given division. For example, the U15 (Bantam)A team would be affiliated to the U18 (Midget) B team and the U15 (Bantam)B team affiliated to the U15 (Bantam)A team. Use of affiliated players from a higher tier in lower age groups is subject to approval by the Division VP from CAHL.
- *Communication between coaches is required when using affiliations.* Affiliation offers an opportunity for a player to play at a higher level; KMHA believes that our coaches should encourage their players to take advantage of this opportunity. The procedure to request an affiliated player is as follows:
  - The coach requesting an affiliate must first contact the player's coach and obtain consent before contacting the player. If consent is not given, then contact with the player should not be made. Reasons for not consenting should be carefully weighed. If consent is not granted without sufficient reason, the coach requesting access can then contact their Age Division Director for the next step.
  - Providing affiliation has been properly filed according to CAHL Guidelines, an affiliated Player may play with the Hockey Team to which the Player is affiliated in accordance with Hockey Alberta, Hockey Canada, and CAHL rules

## UNDERAGE PLAYERS

At the president's discretion players in the divisions U9 (Novice) and above may be permitted to try out for the division immediately above their age group as an underage player. To remain in the higher division, the player may be required to make the top team in that division. If the player cannot make the top team in that division, they may be required to return to their appropriate age division. All players wishing to play up must make a written request to the President prior to the tryouts commencing. The President and an evaluating committee will make the final decision. There may be times when the executive asks players to move up an age category to help even out numbers.

## PLAYER EVALUATIONS

Since the evaluation process is very important, KMHA has developed an Evaluation Manual consisting of the guidelines to be used in the evaluation process. The purpose of the evaluation process is to provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions. Evaluations assess such things as skating, puck control, shooting, work ethic and overall impact. For goaltenders evaluators are looking for: mobility/quickness, positioning/angles, concentration/anticipation, and effectiveness in gameplay. The evaluation manual also outlines the guidelines for the divisions U11 (Atom) and up. Goalies are not evaluated at U9 (Novice) and U7 (Tyke) levels as it is expected all players will be encouraged to try the position of goal at these age levels. The complete evaluation manual is available on our website, in our KMHA Info section. For U7 and U9 evaluations will be completed by Age Group Directors and Coaches with the intent of creating Equal Ability teams.

## COACH SELECTION

People wishing to head coach must complete a Coaching Application form and be approved by the executive. Coaches may be required to provide a Criminal Investigation Report prior to the season starting.

The Executive will select head coaches, who will in turn choose assistant coaches at their discretion. The assistant coaches chosen will be subject to approval by the Executive. The Executive will conduct the coach selection process based on the coaching application, resume, previous coaching experiences and may include an interview process. *In divisions where there will be more than one team and evaluations are required to form an A and B team, a parent coach cannot be appointed as the head coach of a team until the child of the potential coach qualifies him/her for that team.*

## TEAM MANAGERS

Team Managers will be selected by the coach where timing permits, or at the parent meeting to be held at the beginning of each hockey season.

### Responsibilities:

- See Manager manuals provided by the association and the league.

## DUTIES OF COACHES

Coaches and team management are expected to operate the team within established policy and guidelines set forth by local, provincial and national hockey associations. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged. All teams shall hold a meeting of parents and coaches prior to November 15th of each season. Items to be covered include:

- Coaching philosophy.
- Financial commitment including tournaments, additional ice rentals and other team purchases (jackets, hats, tracksuits, etc.), team fundraising.
- Time commitment including number of games, practices and off-ice activities planned.
- Discipline procedures should problems occur, and develop a set of team rules
- select a manager and establish an ongoing method of communication.

Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that hockey is not their only activity and that family and educational responsibilities come first. Remember that kids play hockey for the fun and enjoyment of the game and that winning is only part of it. It is important that the players feel accepted as a member of the team and feel good about themselves and their contribution to the team. Deal fairly with players at all times.

Coaches must recognize their responsibilities as **leaders**, **educators** and **ROLE MODELS** for young players. Players need a coach they can respect and look up to. Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity and make a spectacle of themselves by abusing game officials and in general degrade themselves and the game.

Coaches must ensure proper supervision of the team before, during and after all games, practices and other team functions and accept reasonable responsibility for the conduct, safety and well-being of their players. Coaches must make a personal commitment to keep informed on sound coaching principles and the principles of growth and development of in children. Coaches must attain the appropriate certification for the level they wish to coach. All KMHA registered coaches must wear a CSA approved helmet when they are on KMHA ice.

Use of illegal drugs, alcohol or marijuana during a sanctioned Hockey Alberta function will result in disciplinary action.

## CONFLICT RESOLUTION

KMHA realizes that conflicts do arise from time to time over the hockey season. These conflicts may arise through the tryout portion of the season, or anytime else throughout the year. KMHA requires these situations be handled with respect at all times by all parties involved. We do have a 24 hour policy in place which states that should an incident occur; you are to wait 24 hours before any steps are to be taken to resolve the conflict. We realize that hockey is an intense, passionate game. Often, taking that 24 hour period to cool down and re-assess the situation mitigates any further action to be taken. If after this 24 hour period, further steps still need to be taken, it is **MANDATORY** that the following protocol is taken:

1. Discuss the situation with your manager or director and see if the problem can be solved at that level.
2. Document the problem in writing, clearly articulating all components of the situation. Any complaint needs to be put in writing; verbal complaints will not be acknowledged.
3. If it cannot be solved at that level, submit the complaint to your division director in writing as per step 1. The divisional director will assess the problem and attempt to resolve the issue at that level.
4. If the problem cannot be solved by the divisional director, it will be forwarded by the director to the KMHA Executive for further examination.

## **PLAYER'S EXPECTATIONS**

Players are expected to:

1. Comply and obey all reasonable directions of the coach and team officials providing such direction does not transgress normal moral, ethical, or religious standards.
2. Comply with all Association, League, Hockey Alberta and Hockey Canada rules.
3. Arrive for games, practices, and other team functions at the time specified by the team.
4. 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.
5. Demonstrate respect for the game officials, teammates, and opposing players by refraining from profanity, verbal, physical and other abuse at all times.
6. Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is prohibited and subject to disciplinary action.
7. Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code.
8. Strictly refrain from the use alcohol, tobacco, or other banned or illegal substances while driving to or from or while at a Minor Hockey function. In addition to illegal drugs, legalized marijuana and any products will be considered banned from minor hockey functions. Violations of this policy will result in disciplinary action by KMHA.
9. Recognize that road trips are a team activity and behavior in hotels, restaurants, and other arenas is to be consistent with the above expectations.

## **PARENT & FAN RESPONSIBILITIES**

Parent responsibilities are centered on commitment and support. Registering with KMHA means you have not only made a commitment to your child but have made a commitment to the coaching staff and the other players on a team that are counting on your child's commitment to the team. It is difficult for a coach to develop a team when some players are continually missing practices and/or games. Remember hockey is a TEAM sport, each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team. The team also relies on parent volunteers to assist the team throughout the season in various roles such as managing, phoning, tournaments, and most importantly positive support and encouragement at games. Do your part. BE THERE. Remember this Association Will Not Tolerate Loud, Obscene or Obnoxious Parents or Fans. Such individuals will be subject to disciplinary action. KMHA has developed a Code of Conduct, which outlines unacceptable behavior and the mechanisms to discipline individuals who choose to act in this manner.

## **EQUIPMENT**

It is the responsibility of the parent to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada requirements. KMHA will provide each team with numbered jerseys. Jerseys are to be used only for games and are not given to the individual players. One responsible adult should be in charge of collecting and washing the jerseys to preserve and protect the jerseys. KMHA will provide goaltending equipment for all U13 (Peewee) teams and below. Goaltending equipment is to be used for Association activities only. For U9(Novice), U11 (Atom) and U13 (Peewee) goalies' equipment must be returned in good condition, or a replacement may be requested. In U7 (Tyke) and U9 (Novice), the care of the equipment is a team's responsibility, as players may rotate through this position. Goal sticks are provided for teams in U7 (Tyke).

## **RISK MANAGEMENT**

Risk Management in Hockey Alberta refers to Insurance, Safety and Abuse issues.

1. Insurance:
  - a. Registration is the method for hockey players and coaches to become insured. Only coaches, managers and players registered or affiliated to a team are protected and allowed to participate in practices or games.
  - b. Violation of this policy could jeopardize the insurance for the team and puts the coach, parents and players of the team and the Association at a high level of personal financial risk.
2. Safety:
  - a. The ultimate goal of this program is for all hockey coaches and volunteer managers to implement effective risk management programs with their own teams where safety is the first priority at all times both on and off the ice. Volunteers need to have as much knowledge and awareness as possible related to safety, injury prevention, emergency planning, and dealing with injuries until medical assistance can be obtained.
  - b. All hockey teams must have one 1 person registered to their team that has completed the Hockey Canada Safety Program on the bench.
  - c. All KMHA registered players must be fully dressed whenever they are on the KMHA ice (including helping with another team's practice).
  - d. No player is allowed on the ice without adult supervision.
  - e. Any player who is not playing but is on the bench (unless s/he is a carded coach) is expected to wear full equipment.
  - f. Parents are not insured when on the ice unless they are a carded coach. As per Hockey Alberta rules under no circumstances is there any Parent/Child games. This is not insurable.
3. Abuse:
  - a. Hockey Canada has adopted a no tolerance policy on abuse. KMHA supports this policy.
  - b. Hockey Canada defines child abuse as any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child.
  - c. All teams registered to play in a given hockey season must have all team officials complete the Respect in Sport – Coach Program (or Speak Out equivalent) by the beginning of the current season.
  - d. One parent from each family must complete the Respect in Sport – Parent Program in order for their child(ren) to be eligible for play.
  - e. Once you have completed either of these programs, you will not need to do so again.

## **CONCESSION HOURS**

- As part of the operation of our association, we utilize the concession in Trochu and Three Hills as a fundraiser. You may complete your hours and get your money back, or members may also opt to pay out their hours at the approved rate.
- Concession hours will be paid at the start of the year. If the member works their hours, they will be paid out at a hourly rate in January, or at the end of the season.
- Booth hours will be \$170 per player up to a maximum of \$340 per family per season.
- Booth hours do not carry over from season to season. If anyone works over their allotted hours, they will be paid out at the rate we pay concession workers.



## FUNDRAISING POLICY

There will be a \$100 fundraising fee per family that will be paid in a deposit at the start of the season with registration. This money will be recovered by the family through participation in the KMHA Fundraiser for that season.

If teams would like to raise their own money to pay for tournaments, apparel, etc. they are able to as long as they do not interfere with any KMHA fundraiser. All teams must be very clear that they are not raising funds for KMHA, but for their own team.

Teams are expected to host a tournament and all proceeds from tournaments will come back to KMHA. Teams may be asked to have combined tournaments if there is more than one team in each age group. Teams may also combine with teams from different age groups. Parents will run the tournament and everyone in the division is expected to volunteer to make the tournament a success.

20% of profits from a tournament are to be returned to the team. This money is to be used for an away tournament or team activity. If the tournament is not profitable, no funds shall be kept by the team.

## HOSTING PROVINCIAL TOURNAMENTS

Teams will submit proof to the KMHA Executive that there is 51% or more of parents in favor of hosting a Provincial tournament. Teams that have obtained a favorable vote of 51% or more shall submit in writing their intentions to the KMHA Executive prior to midnight on October 31st of the season that Provincials will be hosted. The KMHA Executive will have the final say and The KMHA Administration will prepare and submit a bid on behalf of the team(s) wishing to host a Provincial tournament if accepted. Teams that submit a bid will be notified of a successful bid on December 15 of the current season. The executive may choose to not accept hosting votes in a particular season, dependent on other fundraising activities planned within said season.

Any team that qualifies for provincials, KMHA will contribute up to a maximum of \$1000 that will be put towards the entry fee.

## PRACTICES

Each team within KMHA will be entitled to two (2) practices per week of a maximum of one (1) hour each. Shared ice or half practices may be necessary and count as one (1) practice.

## SEASON LENGTH

Once teams are eliminated from league play, provincial play and any other Hockey Alberta sanctioned provincial type play downs, their season will conclude (including practices). If any team wishes to continue to practice, play exhibition games or participate in tournaments (home or away) they may be able to do so at NO cost to KMHA. A team wishing to continue past league or Provincial playdown play must first apply to the KMHA executive (division director) of their intention to continue their season. Any ice time (practice or home games) and any required officials for home games will require booking through KMHA but all costs will be forwarded on to the individual team(s) wishing to continue their season (never past March 31). All fees need to be paid in advance of the scheduled ice time and made payable to KMHA. All other KMHA and Hockey Alberta rules and by-laws will apply. **All teams continuing their seasons will be expected to have the support of all team members. This must be done through a secret, or anonymous written vote.**

## ICE TIME GUIDELINES

KMHA believes in fair ice time NOT equal ice time for all KMHA players. This means that all players may not get the same amount of ice in each game, or play at all times during a game. Recognizing that this is competitive hockey, we allow our coaches a certain amount of latitude in icing players, particularly at critical times in a game (i.e., during the last 5 minutes of the game). Coaches do not have to follow these guidelines but rather use them as a minimum guideline if they choose.

	U7		U9		U11		U13		U15		U18	
Game Type	Select	Non-Select	Select	Non-Select	Select	Non-Select	Select	Non-Select	Select	Non-Select	Select	Non-Select
Regular Season	N/A	Equal	Equal	Equal	Equal	Equal	Discretion 1	Discretion 2	Discretion 1	Discretion 2	Discretion 1	Discretion 2
Exhibition	N/A	Equal	Equal	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1	Equal	Discretion 1	Equal
Tournament/Playoff/Provincials	N/A	Equal	Equal	Equal	Discretion 1	Discretion 2	Discretion 1	Discretion 2	Discretion 1	Discretion 2	Discretion 1	Discretion 2
Goaltenders	N/A	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal

## Definitions

- **Equal:** Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during the mid-way point of each game or play full games as long as they have equal game time throughout a season. Goaltenders should be restricted to a one game differential throughout the season. The championship game in a tournament or series in league playoffs or provincial play is excluded from this definition for goaltenders only. Coaches may play either goaltender.
- **Discretion 1:** Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last three minutes of a period and on all special team situations.
- **Discretion 2:** Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last three minutes of a period.
- **Special Team Situations:** Any situation that does not require 5 skaters vs. 5 skaters.
- **Select:** Any team that is formed based on a selection process and/or participating in Provincial play downs. When there is only one (1) team in a division it will be considered "Select".
- **Non-Select:** Any team formed that does not meet the criteria of "Select" including teams that are formed based on other factors (age, random assignment, House League).

## POLICY STATEMENT

Kneehill Minor Hockey Association is committed to respectful behavior and conduct both on and off the ice, and works to eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment.

Unacceptable Conduct is not condoned by Kneehill Minor Hockey Association on any social media channel or account. This includes conduct by staff, volunteers, players, officials, Member organizations, stakeholders or any member of the sanctioned hockey community.

The following examples of unacceptable conduct are considered violations of Kneehill Minor Hockey Association's social media policy and subject to disciplinary action:

- 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 any of its Member organizations.
- Undertaking activity that is meant to alarm other individuals or to misrepresent fact or truth.

## PRINCIPLES

When unacceptable conduct is discovered on social media by staff, volunteers or program areas directly controlled by Hockey Alberta, details of the unacceptable conduct will be provided for review to the minor hockey board.

Kneehill Minor Hockey Association's preference is 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. Depending on the nature of the infraction, discipline or sanction can include the individual being banned or blocked from Hockey Alberta's social media channels, suspension from or being relieved of employment or volunteer status, to the RCMP or other authorities being called.

## PROCESS AND PROCEDURE

When a situation of unacceptable conduct on social media is identified involving staff, volunteers or program areas directly controlled by Hockey Alberta, the following process will occur. Steps, and actions undertaken within each step, are based on Hockey Alberta's Guide to Effective Conduct Management.

1. **Acknowledgement:** the allegation will be acknowledged by Senior Leadership Team (SLT).
2. **Investigation:** an investigator will be appointed to review the allegation, and determine whether a policy violation has occurred, and whether a hearing is required.
  - a. Findings will be reported to the Director responsible for Human Resources.
  - b. During the period of the investigation, if the unacceptable conduct occurred on a Hockey Alberta social media channel, the individual will be blocked from having access to post on those channels.
3. **Hearing:** if the investigation determines sufficient evidence to proceed, the individual will be notified and given the opportunity to present evidence in his/her defence.
4. **Sanctions:** based on the evidence presented at the hearing, a determination will be made on whether sanction is required.
5. **Appeal:** the individual may appeal the sanction if the subject of the complaint can provide evidence that indicates:
  - a. Hockey Alberta's processes were not followed;
  - b. There were facts that were not heard; and/or
  - c. There was bias or conflict of interest by investigator or the panelists on the Decision Committee.
6. **Document retention:** if/when an appeal is heard, all final decisions and other applicable information will be stored according to Hockey Alberta's document retention policy.

NOTE: Where the unacceptable conduct involves abuse, neglect or harassment of any type, and Hockey Alberta has a reasonable belief such unacceptable conduct has occurred, the matter may be turned over to the RCMP or other appropriate external authorities.

## CODE OF CONDUCT – ZERO TOLERANCE POLICY

- **Membership and participation in KMHA activities are a privilege, not a right.** Members, players and participants are required to abide by the bylaws, rules and regulations of the local association and provincial (Hockey Alberta) and national (Hockey Canada) organizations.
- All members and participants of KMHA must RESPECT other members, parents, players, fans, team officials, game officials, volunteers and executive members. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards these members or those of another association will not be tolerated.
- All members, fans, and participants of KMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- Violation by any member, fan or participant of any provision of the Code of Conduct will result in an immediate and indefinite suspension or expulsion from KMHA for the family (including the player) or family member involved.
- In the event of an alleged violation of this Code of Conduct, the President must be immediately notified and shall convene a hearing of the executive as soon as possible. Until such time as the executive can meet, the President may suspend the member(s), participants and/or player(s) accused of the code violation. This suspension would remain in effect until the executive could rule on the incident.
- Registration may be denied to anyone, at the discretion of the KMHA executive. History of conduct detrimental to KMHA will be considered. Import and/or non-resident players will be background checked with their former association, before registration is granted in KMHA.
- Social media activity is subject to any and all Code of Conduct Standards. Social media activity referencing KMHA, its players, coaches, parents and opponents should be only of a positive nature, regardless of circumstance. Social media will never be an acceptable venue for dealing with “real” issues. It is never a bad idea to refrain.

## **KNEEHILL MINOR HOCKEY ASSOCIATION PLAYER'S PLEDGE**

Playing hockey on a KMHA team is a privilege. You are a member of a team and must be respectful of everyone associated with that team. To ensure a positive experience for everyone, KMHA asks all players to abide by the following CODE OF CONDUCT:

- I will play hockey because I want to, not because others want me to.
- In the spirit of the game, I will dedicate myself to learn the rules and play by them always
- I will control my temper. Fighting and mouthing off can spoil the game for everyone.
- I will leave the game on the ice and not carry it to the dressing room with me – win, lose or tie!
- I will not use profanity or negative gestures to my teammates, coaches, officials, opponents and spectators (in the dressing room or on the ice).
- I will not start or take part in any form of initiations or hazing actions.
- I will remember that winning isn't everything – improving skills, making friends, doing my best and having fun are also important.
- I will do my best to be a team player.
- I will remember that coaches and officials are there to help me and I will respect their decisions.
- I will be a player who respects the game of hockey and will play to the best of my ability.
- I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices. KMHA has the right to remove me from the team for not following these basic rules.
- All social media activity regarding hockey shall remain suitable, in the eyes of everyone.

It is further understood that KMHA will add two (2) games to any suspension(s) a player receives from a sanctioned Hockey Alberta game (tournament, exhibition and Provincial Playdowns) under rule 4.7 (Gross Misconduct Penalty, rule 9.2 (Harassment of Officials, Unsportsmanlike Conduct/Misconduct), 11.4 (Discrimination), or 11.5 (Physical Harassment of Official) For example if a player receives a 2 game suspension from Hockey Alberta for an infraction outlined above, KMHA would add two (2) games to the suspension and the player would serve a 4 game suspension. Additionally, if a third infraction is incurred under the 4.7, 9.2, 11.4, or 11.5, the player would be suspended for the equivalent number of games remaining in the season.

Hockey Alberta Suspension – 2 Games

KMHA Suspension – 2 games

TOTAL SUSPENSION – 4 games

**I understand that by registering as a player with KMHA, I will be subject to the consequences for unacceptable behaviour. It is the intent of this code to promote proper behaviour and respect for ALL participants.**

**X**

\_\_\_\_\_  
Player

**X**

\_\_\_\_\_  
Parent

## **KNEEHILL MINOR HOCKEY ASSOCIATION PARENT'S PLEDGE**

Parents can be a great asset to a hockey team as well as a positive influence on the children around them. We realize parents have many responsibilities and we encourage that they are carried out in a positive way. To ensure a positive experience for everyone, KMHA asks all parents to abide by the following CODE OF CONDUCT:

- I will not force my child to participate in hockey. I will remember that my child plays hockey for their enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to violence or hostility.
- 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 make my child feel like a winner every time for competing fairly and playing hard.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials.
- I will support the team rules and regulations that are set forth by the team and coaches at the beginning of the season.
- **I UNDERSTAND THAT OUR COACHES ARE VOLUNTEERS AND ARE OUT THERE FOR THE KIDS.**
- I will not pretend that I know more than the certified referees do. I will refrain from making calls from the stands. I will recognize officials are being developed in the same manner as players.
- I will not embarrass my child or coaches by yelling in a negative manner at other players, coaches, on or off ice officials or spectators.
- I will support all efforts to remove verbal and physical abuse from the children's game.
- I will respect and appreciate the volunteers who so freely give their time so my child can play hockey.
- I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices.
- All social media activity regarding hockey shall remain suitable, in the eyes of everyone.

**I understand that by registering my child to play for KMHA, I will be subject to the consequences for unacceptable behaviour. It is the intent of this form to promote proper behaviour and respect for ALL participants.**

**X**

---

Parent or Guardian

**X**

---

Parent or Guardian

## **KNEEHILL MINOR HOCKEY ASSOCIATION OFFICIAL'S PLEDGE**

Officiating hockey is not an easy task! KMHA respects your commitment and effort to ensure the game is played in a safe and fair manner for all participants. To ensure a positive experience for everyone, KMHA asks all officials to abide by the following CODE OF CONDUCT:

- I will make sure that every player has a reasonable opportunity to perform to the best of his/her ability, within the rules.
- I will avoid or remedy any situation that threatens the safety of the players.
- To the best of my ability, I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either with words or action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I will accept my roles as teacher and role model for fair play, especially with younger participants.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will work in co-operation with coaches for the benefit of the game.
- I will obtain proper training to upgrade my officiating skills.

**I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices. I understand that by choosing to work for KMHA, I will be subject to the consequences for unacceptable behaviour. It is the intent of this code to promote proper behaviour and respect for ALL participants.**

**X**

\_\_\_\_\_  
Officials Signature

**X**

\_\_\_\_\_  
Parent (if official is under 18 years old)

## **KNEEHILL MINOR HOCKEY ASSOCIATION COACHES PLEDGE**

Coaching minor hockey players is an intense volunteer commitment that is greatly appreciated. KMHA respects your interest and will strive to support you as you support our youth. To ensure a positive experience for everyone, KMHA asks all coaches to abide by the following CODE OF CONDUCT:

- I will serve as a positive role model for the players on and off the ice. I will remember that players need a coach they can respect.
- I will be reasonable when scheduling games and practice time remembering that young athletes have other interests and obligations.
- I will take the appropriate time to prepare practices that are meaningful, organized and challenging for player development.
- I will always show a winning attitude and respect for my players, parents, officials and opponents.
- I will teach respect for the rules, officials, opponents and team-mates.
- I will teach that winning is just one consideration and not the most important aspect of the game. Sportsmanship, skill development, team play, player confidence and self-esteem are essential to a positive environment.
- I will maintain an open line of communication with my players, parents and KMHA.
- I will respectfully ask questions of an official, I will not use rude gestures or profanity.
- I will not ridicule, yell or publicly embarrass my players or referees for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will explain team goals to all of the players and parents.
- I will obtain proper training and continue to upgrade my coaching skills.
- I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices. KMHA has the right to remove a member of the coaching team for not following these basic rules.
- All social media activity regarding hockey shall remain suitable, in the eyes of everyone.

It is further understood that KMHA will add two (2) games to any suspension(s) a coach receives from a sanctioned Hockey Alberta game (tournament, exhibition and Provincial Playdowns) under rule 4.7 (Gross Misconduct Penalty, rule 9.2 (Harassment of Officials, Unsportsmanlike Conduct/Misconduct), 11.4 (Discrimination), or 11.5 (Physical Harassment of Official For example if a coach receives a 2 game suspension from Hockey Alberta for an infraction outlined above, KMHA would add two (2) games to the suspension and the player would serve a 4 game suspension. Additionally, if a third infraction is incurred under the 4.7, 9.2, 11.4, or 11.5, the player would be suspended for the equivalent number of games remaining in the season.

Hockey Alberta Suspension – 2 Games

KMHA Suspension – 2 games

TOTAL SUSPENSION – 4 games

**I understand that by choosing to volunteer my time with KMHA, I will be subject to the consequences for unacceptable behaviour. It is the intent of this code to promote proper behaviour and respect for ALL participants.**

**X**

Coaches Signature

**X**

Parent (if coach is under 18 years old)