



2020

# MLAC Policy and Operating Manual



## ***Our Mission***

*To provide a program for elite athletes that offers them the opportunity to further develop their athletic skills as well as their life skills, thereby creating better athletes and better citizens.*

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## **INTRODUCTION**

The purpose of this manual is to provide support and direction to the Executives, Directors, Coaches and Managers in order to enable them to perform their duties of running their team's operation.

This manual provides valuable information as to how the MLAC operates as well as how the Hockey Edmonton AA Council operates. It also helps to identify MLAC's expectations for Coaches and Managers.

This operating manual is not inclusive of all Club Policies, Procedures and Bylaws.

## **CLUB HISTORY**

The MLAC is the longest continuously run Athletic Club in Canada. Henry White founded the Club in 1931 with the help of a few dedicated men. They recognized the need to enrich the development of young men and boys in North East Edmonton through competitive sports. White was very active in the Scouting movement for many years. The first team to wear the Maple Leaf colours included members of Henry White's St. Faith's Second Scouting Pack.

The first year the Maple Leafs were founded, the boys were of bantam age playing in the midget league. The team did not do so well that first year, with very few victories, but gained a lot of experience and bruises throughout the season.

The next season they won the league; the City Championship and then defeated a Calgary team for the Provincial Title. Not bad for the second year in the league.

In 1935, the Maple Leafs expanded their sports program to include, baseball, foot- ball, lacrosse, track and field, fastball, and soccer. These teams were mostly com- prised of Maple Leaf hockey players who were exceptional and were versatile athletes proficient in many sports of the day.

Over a number of years, the club slowly focused its efforts towards the hockey program, which included bantam, midget and juvenile club teams, winning many titles and trophies through the years.

The MLAC is very proud to sponsor the bantam and midget teams today with the same dedication from the club executive as Henry White had back in 1931.

## **HENRY WHITE**

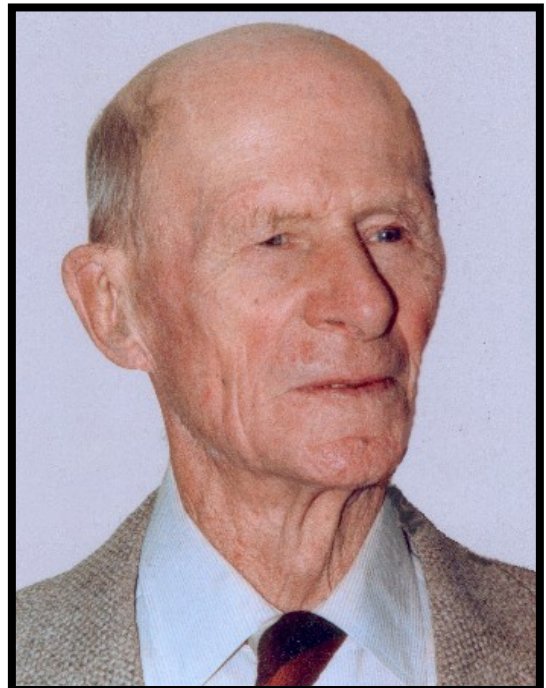
Henry was born in Northern Alberta on July 23rd, 1907 at St. Andrew's Anglican Mission at Atikameg, where his father was the priest in charge. Later Reverend White moved on to found St. Peter's Anglican Mission, overlooking Buffalo Bay near the western end of Lesser Slave Lake.

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His early education was at the Mission Indian Residential Schools. Later, he was sent to St. John's School in Winnipeg to finish his education. Upon graduation, he came to Edmonton and boarded at St. Faith's rectory where Canon and Mrs. Clough became his surrogate parents for a number of years. Henry came into most of our lives in the late 1920's and continued throughout the 1930's and 1940's, during which time he worked for the City of Edmonton, first as Secretary to a succession of Mayors and later as Secretary to the City Commissioners.

Henry was always an organizer and innovator, but was very hesitant to accept praise of any kind for his efforts. He taught a boy's Sunday School Class at St. Faith's and it was a natural step to start a Wolf Cub Pack at the church in 1927 (a Scout Troop was already established). The first was so successful that before long, a second Pack had to be started, each meeting on a different night.

In 1929, he was the driving force behind starting the Second Edmonton Rover Crew, which grew to be the largest in the city. Its various divisions (by age) eventually included 44 active and 26 non-active Members by 1938. Of these, 58 served in the armed forces during World War II. Henry himself served in the Royal Canadian Volunteer Reserve, first as a Writer at H.M.C.S., then after taking Officer Training at Royal Roads in Esquimalt, he was posted to H.M.C.S. Protector in Sydney, Nova Scotia. Later he was loaned to the Royal Navy and posted to the Fleet Air Arm base at Shearwater near Halifax, Nova Scotia, retiring at the end of the war as a Lieutenant.



Using Senior Scouts and Rovers as staff, he organized and conducted several District Cub Camps in the early 1930's throughout the Edmonton Region, the largest of which was for 100 boys with a staff of 20. At that time, Cubs were not supposed to go camping under canvas. Through the years, the Second Cub Pack became notorious for the honours they won at Cub Rallies and in First Aid Competitions. Henry promoted Cub and Scout hockey amongst the Edmonton Groups so it was a natural step to form the MLAC in 1931.

Meanwhile, through his City Hall contacts, Henry was able to initiate several programs that benefited the youth of Edmonton through the Community Leagues. During his working years, he spent part of his annual vacation travelling to various parts of the continent with a carload of youths and young men in tow, visiting Northern Alberta, Eastern Canada, the United States, B.C. and the Yukon Territory. After his retirement from the City, he travelled extensively abroad, to the S.W. Pacific, Africa, the U.S.S.R. and China. He was an ardent student of the political way of life in these countries and never tired of discussing these subjects with his wide circle of friends. His effect on so many of our lives will never be forgotten.

Henry passed away March 17, 1991.

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## **ANNUAL AL OSMAK MEMORIAL BLUE & WHITE GAME**

The annual first game of the season where the two MLAC Bantam AA teams play each other. This has become a tradition of the Maple Leaf Athletic Club where all MLAC teams, coaches and parents are encouraged to attend. Held at the Russ Barnes Arena, the Executive host a tailgate party including a barbecue.

## **ANNUAL CHRISTMAS TOURNAMENT**

The Henry White legacy continues...

Henry was instrumental in building the foundation for the annual Bantam Invitational Tournament of Champions. He solicited the cooperation of the four city clubs to act as hosts. The tournament continues to grow and has developed into one of the top tournaments in the Bantam AA categories. The tournament also recognizes leadership and scholastic excellence. Five scholarships are awarded at the tournament conclusion. Further scholarships are awarded to Bantam players at year-end within the four clubs foundation.

The success of the tournament relies on the clubs' participation. As hosts, volunteers are required from the MLAC Bantam teams. Tournament team participation requires at least one MLAC entry.

## **ALUMNI**

The Maple Leaf Alumni Association supports the 'off-ice' activities of the MLAC who has been providing youth athletic programs since 1931. Scores of graduates from their hockey program have gone on to careers in the National Hockey League.

The goal of the Alumni is to support Edmonton Youth in a variety of ways, including donations of time, equipment and funds with a primary focus on providing educational assistance to youth in the Maple Leaf Program. Each spring the Alumni awards educational bursaries, to help young people with post-secondary educational tuition.

## **LADIES AUXILIARY**

The Maple Leaf Ladies Auxiliary originated in 1971. The MLAC is the only Athletic Club in the city that operates a Ladies Auxiliary. They have their own executive and each team appoints a team mom to help with their program.

The goal of the Ladies Auxiliary is to ensure that each hockey season all players enjoy their hockey year both on and off the ice. We strive to give recognition to our players for their achievements in both areas.



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To achieve this goal many the Ladies Auxiliary have implemented a number of Recognition Programs. The Recognition Programs are subsidized by Oilers 50-50 and other fundraising events. The programs are:

\* PLAYER OF THE MONTH

Each team's coaching staff submits the name of the player they feel has demonstrated the 'Never Give-Up Attitude'. This player continuously shows team spirit and leadership both at games and practices. This player may not be the top goal scorer or playmaker but is the player who gives 110% every time and encourages their team to achieve their best. In order to recognize as many players as possible throughout the season, each player can only receive this recognition award once each season. Players winning this award will receive an embroidered MLAC t-shirt and a card of recognition. Their name will appear in their respective programs for the entire month.

\* HEART & SOUL

The players of each team will select, by silent ballot, an individual from the team who has put his or her 'Heart and Soul' into the team, both on and off the ice, on a continuous basis all season. This individual will be selected by his or her peers, not the coaching staff or parents. The individual selected is not necessarily the highest goal scorer or has the most points and the least penalty minutes, but arrives at every practice, off-ice activity and game giving his or her 100%. A rationale will be provided from each team member who votes which will provide specific details of why the individual was selected. The LAX Executive will review each team's submissions prior to the year-end banquet.

\* INJURED/SICK PLAYERS

There is probably nothing worse than being injured or sick and having to sit on the sidelines watching your team play. The Ladies Auxiliary implemented the Injury/ Sick T-shirt program some time ago so that even though the player may be able to play, he or she is made to feel very much part of the team. Any player who is injured or sick for three consecutive games will receive an Injury T-shirt and card. A player may receive only one T-shirt during each current hockey season.

\* MLAC ANNUAL AWARDS BANQUET

Aside from the Heart & Soul awards given at the banquet, the Ladies Auxiliary recognizes all graduating midget players. Graduating midget players are those players who have played all of their bantam and midget years with the MLAC.

## CLUB BOUNDARIES

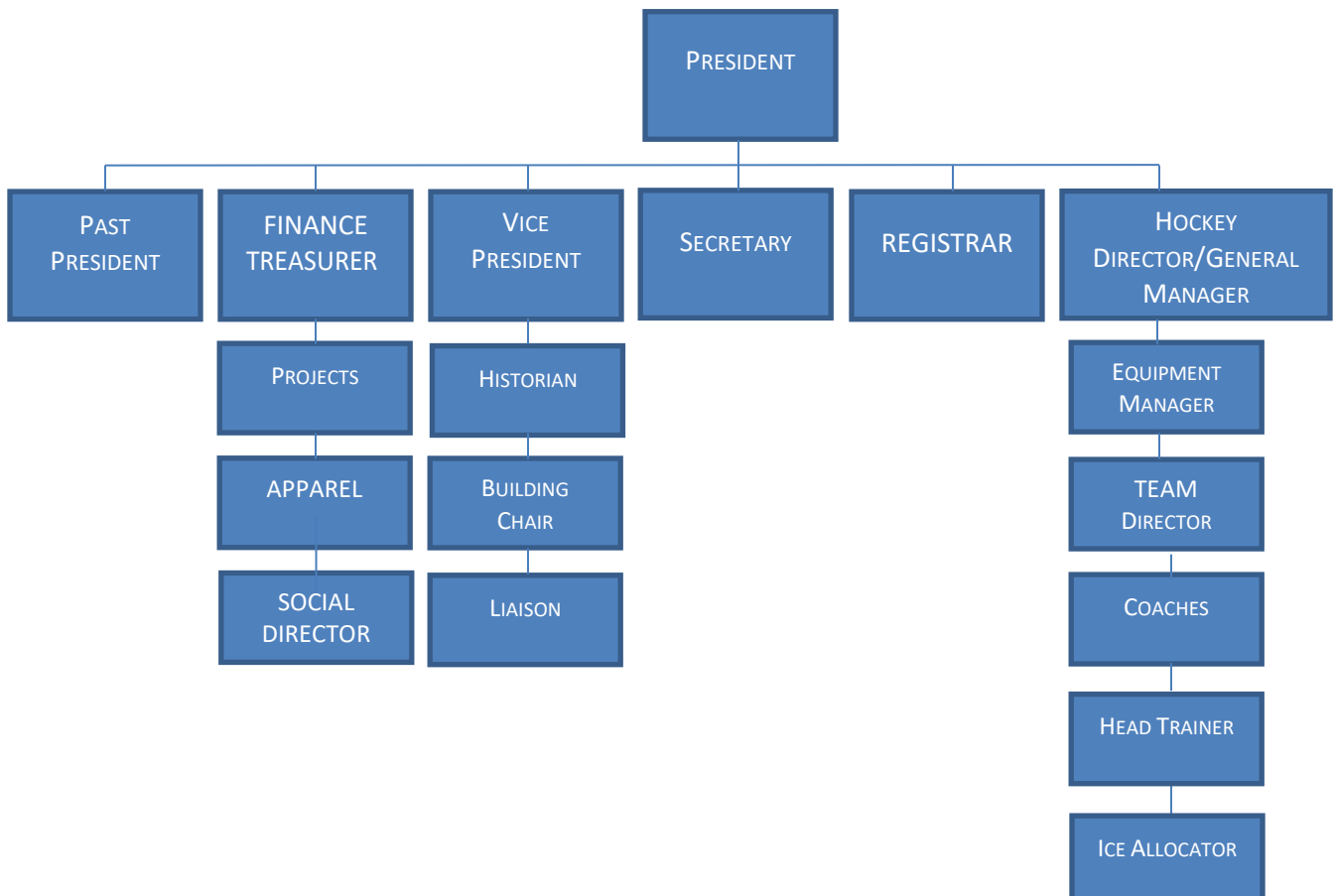
The MLAC are bound by the Elite boundaries set forth by Hockey Edmonton. All elite players must report to the club within their respective boundaries. The boundaries apply for male AA/AAA categories and teams ONLY. The boundary map can be found here [Hockey Edmonton Elite Boundaries](#)

## ORGANIZATION STRUCTURE

The MLAC is a member of the Hockey Edmonton (“HE”) AA Council. Other city members include the Knights of Columbus, Canadian Athletic Club, and the Southside Athletic Club. Participation also includes members from St. Albert, Spruce Grove, Leduc, and Sherwood Park.

The AA Council structure includes an elected Chairperson, a Secretary, a Treasurer, representatives from each athletic club as well as HE Directors for each AA and AAA category. The AA Council will administer discipline to any team member or team official who does not adhere to the AA Council policies and procedures. The AA Council is responsible to Hockey Edmonton. All teams who participate in the AA and AAA programs will be governed by the rules set forth by Hockey Edmonton, Hockey Alberta and Hockey Canada.

## MAPLE LEAF ATHLETIC CLUB ORGANIZATION STRUCTURE



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## MEMBERSHIP

Each Maple Leaf Athletic Club member family is required to maintain a family membership. The cost of the membership is included in the registration fee.

Any member in bad standing for any reason may be suspended until the situation is rectified. This can include carryover to the following season and includes all levels of hockey.

Refund policy – tryout fees are refundable 7 days prior to tryouts beginning minus a \$75 administration fee. Registration fees are non-refundable.

## EXECUTIVE MEMBERS AND RESPONSIBILITIES

### \* PRESIDENT

The President shall preside at all meetings of the Executive and the Society, and generally perform the duties usual to the office of the President, and may instruct the Secretary to call a meeting of the Society, the Executive or any Committee, at his/her discretion.

In addition to Bylaw Guidelines, if the President is unable to attend outside required meetings, he/she may delegate another Executive Member to attend on behalf of the Club.

### \* PAST PRESIDENT

Reports directly to the President, and shall become a member of the Executive with full executive privileges upon commencement of those duties and shall hold such privileges during his/her term of office.

The Past President will act as Nominating Chairperson, during elections, at the Annual General Meeting (AGM). This individual may also act as Alumni Representative.

### \* VICE PRESIDENT

The Vice President shall, in the absence of the President, perform any and all duties of the President.

In addition to Bylaw Guidelines, the 1st Vice President shall:

- report directly to the President
- act as Chairman of the Hardship Registration Committee
- maintain the Club's Policy & Operating manual
- make the arrangements for all teams to hold a Player Development session
- be responsible for organizing team pictures each season

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- act on behalf of the Society and will attend meetings throughout the season as required or requested

\* SECRETARY

It shall be the duty of the Secretary to keep the minutes and records of the Executive and Annual General Meetings; to conduct all official correspondence; to issue notices of meetings (all members shall receive notice, by mail, 21 days prior to the Annual General Meeting); to keep a complete record of all events held under the auspices of the society and to perform all other such duties as may be prescribed by the bylaws or delegated to him/her by the Executive. He/She shall have charge of the seal of the Society, the use of which shall be authenticated by the signature of any two members of the Executive. In addition to Bylaw Guidelines, the Secretary shall:

- report directly to the President
- keep a complete record of all events held under the auspices of the Society

\* FINANCE TREASURER

The Finance Treasurer shall be responsible, on behalf of the Society, to receive all monies payable to the Society and shall be responsible for the deposit of it in such bank the Executive may order. He/She shall properly account for all funds and assets of the Society and keep such books as may be directed. He/She shall prepare, for submission to the Society, a statement duly audited of the financial position of the Society. The statement, certified by the Auditor, shall be prepared as soon as possible after year-end.

In addition to Bylaw Guidelines, the Finance Treasurer shall:

- report directly to the President
- ensure that valid financial reports are performed with a report available at the Annual General Meeting (AGM).
- be responsible for Corporate Registry updates (including registering new Executive members and managing any Bylaw amendments or grant applications)

\* PROJECTS CHAIRPERSON

He/She shall be responsible for the organization of all special features for raising funds, subject to the approval of the Executive. He/She shall have full power to form committees from the members to ensure the successful operation of such activities. He/She must account for all monies received and paid out, directly to the Executive of the Society.

The Projects Chairperson shall report directly to the Finance Treasurer.

\* HOCKEY DIRECTOR/GENERAL MANAGER (GM)



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The Hockey Director/GM shall be responsible for all hockey programs. He/She shall appoint league directors, coaches, trainers and managers as may be deemed necessary. He/She may also suspend or reprimand any of the foregoing persons for un- sportsmanlike conduct detrimental to the Society as per the Club's Code of Conduct.

The Hockey Director/GM must not have an immediate family member (player) on an MLAC Team.

In addition to Bylaw Guidelines, the Hockey Director/GM shall:

- report directly to the President
- be responsible for overseeing the hockey portion of the program
- appoint, along with the recommendation of the Hockey Committee, the Category Directors, Coaches and Managers or may suspend any team official or team member for inappropriate conduct
- chair the Coaches selection committee and may select an assistant

Any recommendations developed and agreed upon by the Hockey Committee shall be forwarded to the Executive Committee.

\* SOCIAL DIRECTOR

The Social Director shall be responsible for the organization and operation of social activities sponsored by the Society. All activities are subject to approval from the Executive. He/She shall have full power to form committees and carry out investigations on behalf of the Society concerning socials. He/She must account for all monies received and paid out, directly to the Executive of the Society.

The Social Director will report directly to the Finance Treasurer.

\* REGISTRAR

The Registrar shall be responsible for the registration of all member teams and players of the Society into the various categories and leagues as well as maintain records of all registration sheets and cards. He/She shall also act on behalf of the Society at all meetings pertaining to registration.

The Registrar will report directly to the President.

\* EQUIPMENT MANAGER

The Equipment Manager shall be responsible for submitting a proposed budget to the Executive for approval at the Annual General Meeting. This individual is also responsible for issuing all required team equipment as well as the retrieval of it at the end of the season. In addition to Bylaw Guidelines, the Equipment Manager shall:

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- report directly to the General Manager and communicate/coordinate the issue of all equipment with Team Manager.
  - advise the Finance Chair/Treasurer on the full return of all equipment issued to teams, in order for the Treasurer to confidently proceed with the closure of team accounts.

\* ICE ALLOCATOR

The Ice Allocator shall be responsible for obtaining ice contracts from private agencies. The allocator is then responsible for the fair and equitable distribution of all contract and EMHA ice.

The Ice Allocator shall:

- report directly to the General Manager/Hockey Director
- be responsible for the purchase and allocation of all practice ice from private and city facilities
- be responsible for the approval of invoices and billing of ice fees to teams
- attend all ice meetings
- provide an outline of the ice expenses to teams on a monthly basis

\* CLUB HISTORIAN

The Club Historian is responsible for obtaining and restoring historical items that pertain to the Maple Leaf Athletic Club of Edmonton. In addition to Bylaw Guidelines, the Club Historian will report directly to the Vice-President.

\* LIAISON OFFICER

The Liaison Officer will act as an intermediary between the MLAC and its boundary clubs. The Liaison Officer will report directly to the Vice-President.

## **OTHER APPOINTED POSITIONS/COMMITTEES**

These positions are held by those who are not a part of the Executive Committee and therefore do not have a vote.

\* APPAREL DIRECTOR

The Apparel Director reports directly to the Finance Treasurer and is responsible for the issuance of all apparel.

\* BUILDING CHAIRPERSON

The Building Chairperson reports directly to the Vice-President and is responsible for the maintenance of the building and the grounds.

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\* FACILITY BOOKINGS

The individual in charge of Facility Booking will report directly to the Building Chairperson and is responsible for booking the clubhouse for club, team and social functions.

\* COMMITTEES

- **Executive Committee**

The Executive Committee consists of the President and a Vice-President to oversee the Hockey Committee Members and handle the appeal process.

- **Hardship Registration Committee**

The committee shall consist of the Vice President, an Alumni representative, and the Treasurer. All hardship referrals and decisions are to be held in the strictest of confidence.

- **Hockey Committee**

- The Hockey Director/GM shall chair the Hockey Committee. The Hockey Committee shall solicit and accept applications for coaches and trainers. They shall conduct the coach interviews and make the coaching selections.
- The Hockey Committee shall set up a schedule for all teams and ensure that all players having participated in tryouts and subsequently released from any MLAC hockey programs are made aware of the Federation level contact.
- The Hockey Committee shall be made aware of all disciplinary infractions by notification from Hockey Edmonton. Further disciplinary action as deemed necessary.
- The Hockey Committee members cannot have an immediate family member on a team or in the program.

## **DISCIPLINE AND CONDUCT BYLAWS OF MLAC**

\* DISCIPLINE AND CONDUCT POLICIES

The MLAC has established a discipline policy for the minor hockey program and discipline matters shall at all times be governed by the:

- policies of Hockey Canada
- policies of Hockey Alberta
- policies of Edmonton Minor Hockey Association
- policies of the Maple Leaf Athletic Club

- **Discipline by a Coach**

- a) A coach shall have the power to suspend any player for an individual or team

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discipline problem.

- b) The coach must notify his Division Director if the suspension consists of one game or more.

- **Discipline by Division Director**

- a) Where suspensions occur due to rule infractions on the ice or during game time as required by the Hockey Canada Rule Book, the Division Director must review the referee's game report and suspend in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association as a minimum.
- b) In addition to suspensions which occur or must be imposed automatically in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association, the Division Director shall have the power to suspend summarily, for a term not exceeding three games, any player, coach, manager, team official, or member for any breach of the bylaws or regulations of the Association or for any conduct determined to be improper or unbecoming by the Division Director.
- c) The President must be notified in writing of any suspension in excess of one game. Any such suspension may, at the option of the President, be reviewed by the Discipline Committee to determine if a more serious penalty is warranted.
- d) A suspension by a Division Director may be appealed to the Discipline Committee in writing and the Discipline Committee shall hear such appeal as soon as possible and in any event within seven days.

- **Appeals**

- a) No appeal operates as a stay of any suspension.
- b) Written notice of any appeal must be given to the authority to which the appeal is made within seven days of the date on which the penalized party is notified of any penalty imposed.
- c) Any appeal by a player younger than sixteen years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.
- d) The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing.

## **HOCKEY EDMONTON GUIDE TO HOCKEY CANADA MINIMUM SUSPENSION GUIDELINES**

- \* Please refer to the Hockey Edmonton website for guidelines and procedures regarding Minimum Suspension Guidelines [Hockey Alberta Minimum Suspensions](#)

## **COACHING AND TEAM OFFICIALS ROLES & RESPONSIBILITIES**

- \* HEAD COACH

- The head coach is directly responsible to the club General Manager.
- The coach will select assistants and add to the roster as approved by the Hockey Committee.
- The Head Coach must have the following:
  - Annual Security Clearance as mandated by HE
  - Respect in Sports certification
  - Development A Coaching Certificate
  - See above under NCCP & Checking Skills Coaching Qualification Requirements
- During tryouts and for the purposes of affiliation, the coach will communicate with the staff both above and below their own category.
- During tryouts and at the time of any release, the coach will advise the Team Director and General Manager of the players' names and release dates immediately (on the day of re-lease).
- During the last half of tryouts, the coach will clearly communicate team size and birth years to the Hockey Committee.
- The coach will ensure that communication from the Executive and Hockey Committee is delivered to the team members and their parents.
- The coach will provide input to the team budget for discussion and approval by the parents, with respect to items that would require incorporation into the budget for review by the President and Treasurer.
- The coach is ultimately responsible for all members at team functions and they must always ensure that adequate safety measures are being followed.
- The coach will be responsible for the post-season tournament paperwork, if applicable, where a percentage of team families are required to sign.
- At year end, the coach will provide a confidential written assessment on all players (except 17-year-olds) for use in future years by other coaches during tryouts.

\* ASSISTANT COACH

- All Assistant Coaches must have the following:
  - Security Clearance as mandated by HE
  - Respect in Sport certification
  - NCCP & Checking Skills Coaching Qualification Requirements
- **One-on-One Discussions**
  - During player interviews, and at all times, there must be at least two staff members present, one of which must be the Team Director. This will consist of the two staff members noted in the HCR Team Roster.
  - If you run into problems with a player or coach, consult your Team Director. For the purposes of full disclosure, a Team Director will inform the General



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Manager and the Discipline Committee of any incidents/situations/concerns brought to their attention.

- **Team Development**

- The coach shall utilize practice time for player development and conditioning.
- Establish a clear communication to ensure that all players are treated respectfully by their teammates.
- A relationship of mutual respect shall be built between player and coach.
- The respect must be earned, not demanded.
- Players shall receive praise in front of their peers.
- Any constructive criticism will be presented privately to the player and in the presence of no less than one staff and one other staff member or an Executive member.
- Recognize your responsibility as a leader, educator and role model for the players, staff, parents and Executive.
- Develop a season plan, which will be monitored by the General Manager.
- Encourage goal setting by all team members.
- Regarding Player Affiliation, the Coach shall provide direction to the Manager to contact the affiliated players' Coach to make use of the affiliation during any games or practices.
- Coaches are to make players available to the team(s) above as required. If required, they can affiliate with players from a lower level to complete their roster. Coaches are required to give a number of affiliates the opportunity to play at the higher level, rather than only utilizing one or two players.

- **Discipline**

- Discipline is the responsibility of the coach. Clearly define the rules for your team and ensure that they understand them and the consequences of breaking them. Ensure that all players are treated equally in reference to discipline.
- A disciplined team (coaches and players) can overcome poor or unfair refereeing.
- Physical abuse, verbal abuse, racial slurs or profanity will not be tolerated, and the Discipline Committee will review any reports.

- \* FINANCIAL

- The team's budget will be discussed with the team on registration night. Once a manager and treasurer are in place, a copy of the budget must be provided to the MLAC Treasurer no later than November 15<sup>th</sup>, for review and consultation with the President. The budget approval will be sent to the team manager and treasurer via email.

- \* TRAINERS

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- The Head Trainer reports directly to the General Manager. Team Trainers report directly to the Head Trainer.
  - Have a valid First Aid Certificate, including CPR & AED (Automated External Defibrillator)
  - Have completed all necessary courses required by Hockey Alberta
  - Have completed the Respect in Sport online course.
  - The trainer's primary responsibility is to ensure that safety is the first priority at all times, both on and off the ice.
  - Implement an effective risk management program with your team which strives to prevent injuries before they happen.
  - Take a proactive role in identifying, minimizing and eliminating risks during all activities, both on and off ice, and, if ever in doubt, choose the side of caution.
  - Conduct regular checks of players' equipment to ensure proper fit and protective qualities, and report deficiencies to player, coach and parents.
  - Promote proper conditioning and warm up techniques as effective methods of injury prevention.
  - Maintain accurate confidential medical profiles on all players. These records are to be kept in a sealed envelope and are not to be opened unless needed. The records must be at all team events whether on or off ice.
  - Keep a properly stocked first aid kit for games and practices.
  - Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
  - Must carry the approved Injury Report Form at all team events whether on or off ice.
  - When a player is injured, an Injury Report Form must be provided to the parent and/or player. The form must be completed as follows:
    - the trainer must complete the first page in terms of the injury information, then sign off as the team official
    - the parent is responsible for completing any insurance information on page one
    - page two is to be completed and signed by either a physician or dentist depending on the nature of the injury

### MANAGER

- The manager of each team shall report to the Coach.
- The manager shall communicate with the team sponsor, on a regular basis, to provide team list standings and other team related information.
- The manager shall be the primary contact with the Equipment Director, and is responsible to collect and return all equipment at the conclusion of the season.

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- The manager shall be responsible for the condition of the dressing room. They will obtain the key from the Rink Attendant, and ensure that the room is clean and free of damage. If any item is damaged from a previous group, no other team member shall enter the dressing room until the damage is assessed and acknowledged by the Rink Attendant.
  - The manager shall ensure that the room, including all entrances, is locked when vacant, and must be clearly available to unlock the room during games in the case of an injury or flood.
  - The manager shall forward all game sheets, incident reports and the like, as required, to the appropriate league director within the time frame set forth by the league as well as supply the necessary game stats to the league statistician.
  - As well as any forwarding required, the Manager shall also forward any game sheets showing suspensions and/or incidents to the Hockey Director/GM.
  - The manager is responsible for obtaining the necessary travel permits for out of town trips.
  - Travel permits for teams wishing to leave Alberta must be submitted, with the appropriate sanction number, to the Hockey Director by the 1st day of the month prior to the date of travel. The AA Council must approve it on the first Saturday of the month and the EMHA must approve it on the third Wednesday of the month. These two dates must be adhered to.
  - The manager is responsible for obtaining permission from the League Director to participate in exhibition games. The manager must also obtain approved travel permits for out of town travel for games outside of league and playoffs. Out of province travel permits require AA Council/EMHA approval and should be submitted 30 days in advance. Out of country permits require even more time for approval.
  - The manager is responsible to ensure that there is no alcohol consumption at any time, during any team function. (Hockey Alberta bylaw)
  - Any trips over 100 miles or 160 kilometers require that all players travel by a bus. This includes league, tournament and exhibition games.
  - The manager is responsible to ensure that the timekeeper and refs are paid for home games.
  - The manager shall carry copies of game sheets and supply them for home games.
  - The manager is responsible for arranging referees through the league for exhibition games that they are hosting and must supply ample lead-time and follow the proper channels, including contacting the league referee assignor.
  - Only apparel and suppliers approved by the Executive can be purchased.
  - Any ice time assigned that cannot be utilized is to become the responsibility of the manager to trade or sell.
  - If the clubhouse needs to be booked for a team meeting or function, the manager is to contact the MLAC Facility Bookings and make the arrangements. No unsupervised

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youth are to be in the games room.

- The Manager is to ensure that all parties involved in an incident respect the 24-hour rule as explained in the appeal section.
- **Teamwork**
  - The manager is to ensure that affiliation lists are sent to the Club Registrar no later than November 1st. No affiliates will be added to the roster without the required paperwork.
  - The Manager shall work with their Coach and the Registrar to ensure that player affiliation paperwork is filled out properly by the deadline. They must also ensure that players are properly listed before participating in any pre-season games.
  - The manager will ensure that all affiliated players have the proper documentation and approval of their team coach before affiliating with the team.
- **Discipline**
  - The manager shall be responsible for the actions of the parents in cooperation with the coach, and is responsible for the off ice actions of the team.
  - The manager is also responsible for the conduct of any player or coach that has been ejected from a game.
  - Must ensure proper supervision of all team members at all team functions.
- **Financial**
  - On the night of team registration, the club shall present a team budget to the parents, detailing estimated ice costs, tournament costs, travel costs and team social function costs.
  - The team will have a period of two weeks to add any additional items to the budget for review and subsequent denial or approval of the amended budget. The team cannot have a bank account outside of the one at the MLAC office.
  - MLAC Financial Treasurer is available most Saturday mornings from 8 A.M. to Noon. All team funds are to be submitted to the MLAC Financial Treasurer.
  - The manager is to ensure that the parents of the team members are aware of the team's financial status by ensuring that the team treasurer provides a monthly statement.
  - A team account will not be closed until all equipment has been returned or paid for and signed off by the Club Equipment Manager.
  - Any ice time assigned that cannot be utilized is to become the responsibility of the manager (on behalf of the team) to trade or sell. The club will not be responsible to sell or trade ice for any team.
  - If applicable, the manager shall schedule parent volunteers to collect at the gate for home games and to sell 50/50 tickets. The 50/50 winning ticket

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number is to be clearly announced to the entire crowd and posted in a highly visible location.

- **Ladies Auxiliary Information**

- Each team is responsible for providing workers for each LAX 50/50 to help with the Ladies Auxiliary fundraising.

- \* CORRESPONDENCE

Each team has a mailbox at the MLAC Clubhouse. Various people will put information into the mailbox. The information may be for the coach, manager or treasurer. Whoever takes mail from the mailbox must ensure that all documents get to the intended person in a timely manner (especially the time sensitive items).

## TEAM FORMAT

- \* PLAYER SELECTION/TEAM FORMATION

- In an effort to be fair to all involved, each player will be given what the coaches determine as a fair assessment at each level.
- The Hockey Committee may restrict the number of second and third year players that are selected at the 'AA' level.
- Each team will carry a minimum of 19 players on their roster with a minimum of 20 at 'U18AAA'.

- \* U16 LEAGUE

- As a 15-year-old the Program offers three opportunities:
  - U18AAA
  - U16AAA
  - U16AA
- Tryouts will be a multi-phase process:
  - **Phase 1 (U18AAA Camp Selection)**
    - The camp will begin with all 15-year-olds reporting to an evaluation which will continue over three day period. The process will include drills and individual assessments led by the U18AAA coaching staff.
    - Note: Only the top players will receive invitations to the U18AAA tryout camp. This does not automatically secure a position on the U18AAA roster.
    - The 15-year-old players released from the U18AAA camp have one option:



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- Proceed to Phase 2 (U16AAA camp).
  - **Phase 2 (U16AAA Camp Selection)**
    - Players will continue through the process of tryouts and will now be evaluated by the U16AAA coaching staff.
    - Selection will continue and if released the following options are available:
      - Enter the U16AAA Inner City Draft for a maximum period of 7 days, after which the player would return to the MLAC, to the U16AA camp.
      - Report to the U16AA tryouts.
  - **Phase 3 (U16AA Camp Selection)**
    - Selection will continue and if released the following options are available:
      - Enter the Inner City U16AA draft, or
      - Return to their respective Federation league.

#### UNDERAGE PLAYERS

- Underage players wishing to play in a higher age category must first apply to HE for approval to play.
- Upon approval, these players may try out for the AAA category in that level. To remain with the category, the player must demonstrate a skill level in the top 1/3 of the team. Failure to achieve this will result in that player returning to his age appropriate category.
- U15 aged players who would like to participate in the MLAC U18 program must be selected to the U18AAA team. The U18AAA coaches must commit a new player to the MLAC program by the date specified by Hockey Edmonton.
- The Hockey Committee reviews all categories annually.

#### \* IMPORTS

- This refers to any new players on a team that did not play for MLAC in the previous season and do not reside within the Edmonton City limits.
- Note: Players that played for MLAC the previous year, via the draft process, who wish to return must express their commitment to the MLAC by submitting a letter of commitment to the league registrar by July 1st.

#### \* U18AAA

- Maximum of three (HA & HE maximum is listed at four) import players from outside

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the City Draft, and a maximum of three from the HE Transfer Draft. These numbers are subject to the approval of the Hockey Committee.

\* HE TRANSFER DRAFT

- Players who choose to go into the HE Transfer Draft do so at their own risk as the MLAC will not hold a spot for anyone. On release and exercising their option to enter the transfer draft the player will be provided all necessary contact information.

\* U15AA DRAFTING PROCEDURES

- These procedures are to be administered by the General Manager.
  - To apply when there are two or more teams playing at the U15AA level.
  - Directors, coaches and players must have a clear understanding of the drafting procedures.
  - Lines of communication between Hockey Director and Team Directors is imperative to ensure drafting process runs smoothly.
  - All U15 Directors (U15AAA, U15AA) should attend tryout skates. They should be visible at the rink and be available to answer any questions parents may have.
  - The U15AAA Directors must be present at every U15AAA player release session. U15AA Directors must be present at every U15AA release session.
  - It is the U15AAA Directors' responsibility to ensure that: the player receives a release form, the player is aware of the next skate time for the U15AA's and that the player is aware of the Inner City Draft.
  - General Manager is to set the time, date and location for the U15AA draft and ensure that U15AA Directors and both head coaches are aware of this.
  - Two separate drafts will be held: one for players, and one for goalies.
  - At the conclusion of the draft, each team will have an equal number of players.

\* THE PLAYER DRAFT

- Prior to the Draft, the General Manager shall provide each Coach and Team Director with a list of names and birth years of all eligible players.
- Each team will draft a minimum of 20 players, not to exceed 25 players, excluding Goalies.
- All players will be drafted in rounds. All players are to be considered equal regardless of position.
- All players must report to the team they have been drafted by. Failure to report may result in release back to the Zone.
- A coin toss will be held to determine which team has the right to select first.
- In a two-team situation, the winner of the coin toss can choose to select first in the first round or to select first in the second round of the draft.

- Picking order shall be 'A B A B A B' for the duration of the draft.
- In a three-team situation, a draw will be held to decide who will choose first, second and third. Picking order shall be 'A B C A B C' for the duration of the draft.
- Each team can call one 5-minute time out at any point during the draft.
- At the conclusion of the 10th round, a 10-minute break will occur.
- At the conclusion of the draft, all teams will sign and date the master copy. Each team will receive a photocopy and the Overall Hockey Director/GM will keep the original. Draft lists are kept confidential.

\* THE GOALIE DRAFT

- All eligible goalies are to be drafted separately from players.
- If a team has the first pick in the player draft, the other team gets the first pick in the goalie draft. Picking order for goalies shall be 'B A B A B A'.
- Each MLAC team shall have at least one first year goalie.
- Goalies that come to us in the Inner City Draft will go into the Goalie Draft.

\* DRAFTING OF RELEASED AND INNER CITY DRAFT PLAYERS

- After the initial draft has taken place, any subsequent releases from the U15AAA level and import players must be administered by the General Manager/Hockey Director.
- The team that chose last in the first round shall receive the first player released from the U15AAA level. The team that chose second last in the first round shall receive the second player released from above.
- When a release occurs, the U15AAA Director will provide the names of all re-leased players to the General Manager/Hockey Director who will contact the team that has the next pick. That team shall select one player then the next team shall select one player. This process shall continue until all players have been dispersed. The process shall restart where it left off with the next group of releases.
- Players that come across in the Inner City Draft shall be treated as a separate pool and shall be dispersed in the order opposite to that listed above, 'B A B A B'. If a team passes their selection on an inner city draft player, then they will receive first option with the next player or group of players that come to the club.
- MLAC U15AA players who choose to enter the Inner City Draft will skate with the team who drafted them until the Inner City Draft opens. If they come back to us from the Inner City Draft, they shall return to the original team that drafted them.
- If an even number of players are released as a group in a two-team situation, then first choice in the next group shall go to the team that did not select first with the last group. With a three-team situation, if a group whose number divides evenly by three (ie. 3-6-9), then the first pick shall advance by one position with the next group.

- When an MLAC U15AA player is released in a two-team situation, they have the opportunity to try out for the other U15AA team at the coach's request. If re-leased from the second team, they can enter the Inner City Draft or go to the Zone.
- Players entering the Inner City Draft must be told that they are not guaranteed a spot on the team that drafted them if they come back to the MLAC.
- In a three-team situation, upon release, players have the opportunity to go to the next team, alphabetically by sponsor name, at the coach's request. If released again, they go to the next team, alphabetically by sponsor name, and if released again, they may choose to go in the Inner City Draft or the Zone.

\* RELEASES FROM AA

- When a player is released in a two-team situation, they shall go to the other team. If released from the second team, they can enter the City Transfer Draft or go to the Zone.
- In a three-team situation, upon release they shall go to the next team, alphabetically by sponsor name. If released again, they go to the next team, alphabetically by sponsor name, and if released again then into the Inner City Draft or the Zone.
- Remember that the MLAC Hockey Committee limits the number of second year players permitted to be signed.

\* PLAYER AFFILIATIONS

- Coaches are to make players available to the team(s) above as required. If required, they can affiliate with players from a lower level to complete their roster.
- Coaches are encouraged to give a number of affiliates the opportunity to play at the higher level, rather than only utilizing one or two players.
- Affiliation sheets must be submitted to the Club Registrar prior to November 1st.

## **CLUB POLICIES**

\* PARENT GUIDE FOR INQUIRY AND COMPLAINTS

- It is the sole responsibility of all parents to ensure that they adhere to the policies of the MLAC regarding inquiries and or complaints. Failure to do so may result in the incident left unattended until the parent follows the proper procedure.
- All inquires/complaints will require the 24-hour rule to be applied when submitting complaint or concern. This will only be discouraged if a player is in immediate danger. All correspondence must be in the form of an email and 24-hours from the time of the incident. This will only be discouraged if a player is in immediate danger.
- First point of contact is to be an email sent to your team Director outlining the incident and concerns. After the email is received and reviewed, the Director will try to address the concerns and resolve the issue. There will be no verbal contact with the Directors, all communications will be through emails. The Director will advise if a

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meeting is required to discuss the issue further.

- Note that resolution may not necessarily be the outcome the complainant expects. However, it has been addressed and give proper consideration.
- ANONYMOUS emails will not be taken any further, NO EXCEPTIONS.
- If no resolution has been provided, parents will send another email to team Director and copy the Maple Leaf Athletic Club Hockey Director. At no time should parents be contacting the President, Vice-President or coaching staff with a complaint/concern. All complaints/concerns will be communicated to the team Director and/or Hockey Director
- The MLAC will not under no circumstances tolerate swearing and belittling of coaches, trainers and/or executives in these emails.
- Ice time is earned and not to be expected. It is the decision of the Head Coach, based on player performance, the amount of ice time the player receives or if the player is on special teams. At no time is a parent to approach the coaching staff regarding ice time, special teams or the coaches team tactics.
- The Maple Leaf Athletic Club will review and investigate all the incidents such as, but not limited to the following

Sexual misconduct (verbal or physical)

Racism

Bullying and harassment by players and/or parents

Inappropriate conduct of coaching staff towards players

Incidents involving drinking, drugs or vaping

- Under no circumstances will coming forward ever negatively affect the player and/or parent. The Maple Leaf Athletic Club will keep all information confidential when possible.

\* GENERAL

- The MLAC is committed to providing a program for elite players with an opportunity to develop both athletic and life skills. MLAC members, including Players and Staff, shall represent the club in a professional manner at all times throughout the season. When any member is wearing any MLAC apparel, the Members' actions must represent the reputation of the MLAC.
- Members shall refrain from comments or behaviours that are disrespectful, offensive, abusive, sexist or racist. Members are to treat opponents and referees with a high level of respect.
- During the course of all MLAC functions members shall avoid all behaviour, which



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tarnishes the MLAC or the sport of hockey. The MLAC has a zero tolerance policy towards the use of alcohol, chewing tobacco and the use of non-medicinal or illicit drugs/narcotics as well as performance enhancing drugs/practices during any team event.

- Members who fail to adhere to the Code of Conduct policy will meet with the members of the MLAC hockey committee who may administer disciplinary action or the revoking of membership from the MLAC.
- The Hockey Committee shall conduct a registration meeting prior to the team's first league game to explain the MLAC program and set guidelines for registration fee payments. The Project Chairperson shall be present to fulfill their bingo and casino worker requirements.
- The club policy is to have a manager in place once the roster has been finalized. In the case of a parent manager, required selection should occur prior to registration. In cases where it is difficult for coaching staff to find a manager, the Hockey Committee may be able to assist the coaching staff in obtaining a manager.

\* MLAC YEAR END AWARD BANQUET

- The banquet is held at season end. All team members and staff are encouraged to attend. All carded personnel will receive their tickets late in the season from the Social Convenor. Additional tickets will be available from the Social Director.
- Coaches must have their selections in for award winners to the Hockey Director/GM prior to March 15th.
- We encourage all players and team staff to wear a shirt and tie.
- No guests will be seated at the team tables.
- No alcohol consumption is permitted for players.

\* CLUBHOUSE HOURS OF OPERATION

- The Clubhouse is open every Saturday and is available at other times upon request for meetings and team functions.
- The Treasurer and Equipment Manager will be available most Saturday mornings, starting in early August to April 30th from 8 A.M. until noon.
- At no time will players be allowed in the spin bike room without the presence of a coach, trainer, team manager or spin bike instructor.

\* COMMITMENTS OF THE PARENTS TO THE MLAC

- **50/50**
  - Each player's parent(s) will be responsible to provide workers for a predetermined number of 50/50's.
  - Funds from 50/50's will be allocated to the team account.

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- **Annual Bantam Christmas Tournament**

- Each year during the Christmas break, the four city clubs host the Annual Bantam Invitational Tournament (EBIT). All Maple Leaf bantam AA teams are required to provide workers for this event, fulfilling our requirement of workers, for one day.

- **Casinos**

- When the MLAC is allotted a Casino during a season, approximately 35 workers are required. Each team is required to provide four volunteers with the balance of the workers provided by the MLAC Executive.
- The money raised is used to lessen the cost of registration, travel for scheduled league games, ice rental, skill development programs, building maintenance, and equipment.

- **Other**

- The club may require Casino workers or other event workers for other club commitments.

- \* **MOUTH GUARDS, HELMETS AND SHELLS**

- All players playing in the MLAC program are required to wear a **blue CSA approved helmet**. New players must have a blue helmet prior to league play. Note that goaltenders can have any colour of mask.
- The league requires that all players must be wearing a mouth guard at all games and practices.
- Shells are not to be worn in practices.

- \* **TIMEKEEPERS**

- The MLAC will arrange timekeepers for all league and playoff home games. The team is required to pay the timekeepers a pre-determined fee. If any games are rescheduled it is the team manager's responsibility to contact the timekeepers. Otherwise, the team is responsible for paying the timekeeper who arrived to find that the scheduled game was cancelled.

- \* **TOURNAMENT FEES**

- If the team chooses to participate in a tournament, the team is responsible for the entry fee and all costs associated with the tournament, including but not limited to transportation, meals and lodging expenses during the tournament. The MLAC will not be responsible for any costs incurred by the team for the tournament.
- Each season, if the U18AAA team applies for the Mac's tournament, then the club will pay the entry fee that accompanies the application. If the team's application is denied and a refund is issued, the refund will go to the club. If the team's application

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is successful, the club has already paid the entry fee. Bus, meals and lodging expenses for this tournament are the responsibility of the team.

\* PROVINCIAL CHAMPIONSHIPS

- As soon as a team qualifies for their League Final Series, the manager shall contact the Club Treasurer and set up a meeting with the Club Treasurer and President. The manager shall prepare a rough budget of the costs for the team to attend the Provincial Championships weekend and present this to the Club Treasurer and President. The Club Treasurer and President will determine if a subsidy is available to the team and if so, what the terms and conditions will be and what costs will be covered by team funds.

\* USE OF MLAC LETTERHEAD AND LOGO

- The MLAC letterhead, logo, and the sponsor's name are not to be used for any reason unless approved by the executive committee.

\* FUNDRAISING EVENTS

- As we all know, fundraising is an integral part of any organization's existence and success. Therefore, an outline of the fundraising done by the club and procedures is as follows.
- Fundraising is broken down into two specific entities and can be either mandatory or voluntary:
  - Specifically for the MLAC
  - Specifically for an individual team
- **Fundraising for MLAC**
  - Casinos
    - When the MLAC is allotted a casino during a season, approximately 35 workers are required. Each team is required to provide five volunteers with the balance of the workers provided by the MLAC Executive.
    - The money raised is used to lessen the cost of registration, travel for scheduled league games, ice rental, skill development, building maintenance, equipment and other miscellaneous expenditures.
  - 50/50 at Oilers Home Games
    - When the MLAC is fortunate enough to receive the opportunity to participate in an Oiler Home Game 50/50 there are several requirements:
      - Each team must provide 5 workers (a deadline date for submission of names will be provided when the date of the game is confirmed).
      - Workers must report to the Rogers Place, in Ford Hall at 4:30

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p.m.

- Workers must arrive alone or with another worker. No one else will be allowed into the arena.
- Do not wear any clothing with any other team logos on them.

- **Fundraising for Individual Teams**

The following are events were initiated by the MLAC to help teams raise money for their own team accounts.

- 50/50 at Team Home Games
  - If a team wishes to participate in having a 50/50 draw at home games, the MLAC has obtained a raffle licence to allow a team to do so. Raffle tickets are available from the club and can be sold for \$1 with the winner receiving 50% of the total sold. The other 50% goes directly into the team account for their use. The only requirement of the club is that someone keeps track of the number of tickets sold each game, and the name and telephone number of the winner. This report must be submitted to the Financial Committee on a monthly basis.
- Other
  - All means of raising money for team use must be submitted to and approved by the Club Treasurer and Projects Chariperson.
  - The reason for this requirement is to control illegal fundraising, which could jeopardize the Club's ability to obtain a licence for fundraising.
  - Under no circumstances are sponsor's names to be used.
  - Please have all of your fundraising ideas submitted to the Project Chairperson prior to November 30th.
  - Along with the submission please provide a copy of the team budget that has been provided to the club Treasurer. This budget should have a breakdown of what any raised funds will be used for.
- Sponsorship from Outside Sources
  - Players are permitted to use sponsorship funding from outside the club. However, if the sponsor's funds are not completely used for approved hockey related expenses, then any remaining portion of the sponsor's funds will be returned to the sponsor, not to the family who obtained the sponsor.

\* **PICTURES**

- The MLAC will make the arrangements for team photos prior to November 30th. The club will pre-pay for what is considered to be a basic package. Parents will have the opportunity to order additional photos on the day of the shoot. Parents will be responsible to pay the photographer directly at the session. The photos will be delivered to the club, who will forward them shortly afterwards to the team manager.

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\* SCHOLARSHIP PROGRAM

- All applications must be submitted to the MLAC Alumni prior by January 31<sup>st</sup>.

\* PLAYER INJURY OR SICKNESS

- If a player is injured or sick and misses three consecutive league or playoff games (not a suspension or holiday), the Team Mom is to contact the Ladies Auxiliary Sunshine Committee who will forward a card and a T-shirt to the player. There is a limit of one T-shirt per each hockey season.

## **SUSPENSIONS**

The Coach, Head Director, Hockey Director/GM or any other member of the Hockey Committee has the power to suspend any member of the MLAC (including parents) who violate the Code of Conduct as described in this manual.

\* COMPLAINT/Appeal PROCESS

The Maple Leaf Athletic Club President, Vice-President and General Manager may suspend a player immediately for incidents including, but not limited to the following:

Racism

Sexual Misconduct Bullying  
and Harassment Alcohol  
and Drugs.

Disregard of coaches, executives, referees, opponents, and actions unbecoming of the Maple Leaf Athletic Club and its members

- Any player suspended will have the incident reviewed by the discipline committee, at the earliest convenience of the discipline committees ability together
- Players must bring one parent or legal guardian to the hearing of the discipline committee
- Players will have the right to state the incident, and any discrepancies that they wish to bring forward
- The discipline committee will be made up of 3 individuals that are NOT the President, Vice-President or General Manager of the Maple Leaf Athletic Club and have no child within the organization
- The discipline committee will gather all of the information provided and will also speak with others who may have been involved in the incident as deemed appropriate by the discipline committee

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- The discipline committee will render its decision within 5 business days and will provide the decision in writing
  - Player games will be retroactive to the suspension date, games served during the process, will be applied towards the final suspension
  - Players will have the right to an appeal. The appeal committee will be made up of 3 different individuals from that of the discipline committee
  - The appeal will be heard at the earliest convince of the appeal committees ability to gather
  - The players right to an appeal, does not allow the player, the ability to play during the appeal process
  - The appeal decision will be within 1 business day of being heard by the appeal committee

Any suspensions from your League Director or MLAC that you would like to appeal must be channeled by the following process:

- **Step 1**
  - Speak to your team Director at least 24 hours after the occurrence.
  - If you are not satisfied with the outcome, proceed to Step 2.
- **Step 2**
  - The Director will contact the General Manager.
  - If you are not satisfied with the outcome, proceed to Step 3.
- **Step 3**
  - Contact the General Manager at least 24 hours after Step 2 has concluded. The General Manager will then set up a meeting with the Discipline Committee.

**The decision of the Discipline Committee shall be considered final.**

## **TRAVEL**

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\* LEAGUE GAMES

- The team may be permitted to leave on the night prior to a league game if the distance to the game is more than 300 km and the game is prior to 1:00 pm of that day.
- MLAC is to provide 12 rooms and players are to share rooms. Coaches are to share a room.
- A meal allowance of \$45 per team member for each full day, \$10 breakfast, \$15 lunch, \$20 supper. Team treasurer should discuss the meal allowance with MLAC Treasurer for allotted amounts based on distance and game times. **Receipts are required as reimbursement of costs will not be provided without receipts.**
- The Manager will arrange team meals.
- Team Director or club designate to travel with team and the team will be responsible for the Director's meals and room.

\* NON-LEAGUE GAMES AND TOURNAMENT TRAVEL

- Same requirements for buses
- Team responsible for all expenses, including team director.
- It is the coaches decision if parents will be allowed to travel on bus.
- Absolutely no alcohol consumption on bus.
- No meal limits as it is maintenance / parent(s) expense

\* MLAC TRAVEL EXPENSE GUIDELINES FOR LEAGUE AND PROVINCIALS

- The club has some history of performance and cost issues from previous years and that information should be reviewed. The manager requires approval from MLAC Treasurer for bus and hotel rates prior to final booking. Any amounts over the allowable costs will be charged to the team accounts.
- Team staff consists of carded coaches, trainer and team Director

\* BUS

- All bus trips are booked through the Vice-President with the clubs preferred supplier
- A 52-passenger bus is considered the standard size.
- Manager is to provide an itinerary to the bus company no later than 1 week prior to the bus trip
- The cost of any damage to the bus becomes the financial responsibility of the team that used it and not the club.
- Manager to pay the bus driver tip out of team funds and obtain a signed receipt in order to be reimbursed for these funds.



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\* HOTEL

- Preference is two players per room, based on two beds.
- Team staff based on two per room.
- Players are not to share rooms with their parents.
- If the team has a qualified female trainer, she shall have a room either on her own or if applicable with another female team staff member.
- Team manager is to negotiate a room rate that provides good value to the club.
- Managers shall not make the hotel arrangements for the parents.
- Bus drivers require their own room, which must be budgeted for.
- Manager to complete the MLAC Hotel Expense Form.

\* MEALS

- Meal allocation is a maximum of \$45 per day, per team member and is paid for by the club. In some circumstances, like night games, the team may not require three meals as a team; more commonly it's two. Good planning can help keep the costs down for the club. Discuss with MLAC Treasurer.
- Receipts are required for all claimed purchases – either for reimbursement or justification of the cheque that was pre-issued.
- Healthy items purchased from grocery stores such as fruit, muffins, juice and water are considered legitimate club expenses.
- Receipts for inappropriate or snack food items, such as pop or chips will not be covered by the club.
- For team unity and supervision purposes, the team shall eat at the same restaurant. Restaurants with buffets (if applicable) may all provide a better value.
- Post-game meals may be eaten on the bus in circumstances where arriving home early is an issue.
- Manager to complete the MLAC Food Allowance Expense Form.

\* MEALS FOR 1 DAY TRIPS

(Where no overnight stay is required and only one game is played.)

- Meal is to occur after the game, the maximum amount covered by the club is \$20 per team member.
- Healthy items purchased from grocery stores such as fruit, muffins, juice and water for consumption while on the bus or upon arrival in the arena area are considered legitimate club expenses, however these costs are covered by team funds.

**Note: If a team chooses to exceed the total daily meal allowance than the overage becomes a team expense. Also, the club will cover no alcohol expenses.**

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## APPAREL AND APPRECIATION PROGRAM

The following guidelines shall apply:

A coach is someone that works directly with the players in an instructional capacity. Any coach who performs a dual role as a trainer and as a coach, shall be considered a trainer if they receive the trainer's honorarium. If they do not receive the trainer's honorarium then they shall be considered a coach.

An assistant coach is considered in the same manner as a head coach. A coach, including specialized coaches such as goalie coach, only qualifies if they are at a minimum of 2/3 of the games as well as a minimum of 2/3 of the practices. They must be an active participant on the bench during games.

Note that the total coaching staff cannot exceed four. All coaches must be qualified and must be carded. If a team has less than four coaches on staff, they cannot consider another member of their team staff a qualified coach.

A trainer, who receives an honorarium, is considered a trainer. A trainer who does not receive an honorarium and is carded will be treated in the same manner as a coach. Again, note that the total coaching staff cannot exceed four.

The club policy is to have a manager in place by a week after the roster has been finalized. In the case of a Parent Manager, required selection should occur prior to registration.

**Note: Any team staff that was selected in April, but for any reason is not with the team in October, will not qualify for apparel and may be requested to return any apparel that they were given. Any team staff that leaves the program before the conclusion of the year may be requested to return any apparel that they were given.**

\* ADDITIONAL APPAREL FOR COACHES, MANAGERS, CATEGORY DIRECTORS AND EXECUTIVE

- Coaches will receive a tracksuit at the start of each season. Coaches with more than one year's service to the MLAC shall be granted a second tracksuit in the third year, or sooner based on normal wear and tear, plus maintenance as required. The MLAC Apparel Director is the contact for maintenance or early replacement.

\* TRAINERS

- Trainers will receive a tracksuit at the start of their first season. Trainers with more than one year's service to the MLAC shall be granted a second tracksuit in the third year, or sooner based on normal wear and tear, plus maintenance as required. The MLAC Apparel Director is the contact for maintenance or early replacement.

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\* ELECTED AND APPOINTED EXECUTIVE

- The MLAC Apparel Director in consultation with the President and Treasurer shall select one item each season that will be given to the elected and appointed executive in appreciation for their time given.

## **MLAC TEAM TOURNAMENT POLICY**

- Each team in MLAC must attend at least one out of town tournament. It is suggested that coaches begin searching for tournaments once they have been selected as the head coach.
- Once a coach and a team decides on an out of town tournament it is the responsibility of the team manager to make the arrangements for the hotel and meals for the team and coaching staff as noted below.

\* INDIVIDUAL OR GROUP CANCELLATIONS:

- Once the budget is prepared, the following expenses are to be covered equally by all team members:
  - cost of the bus
  - cost of the trainer
  - cost of the room for any affiliate player(s), preference of three per room
  - cost of meals for the affiliate player(s), maximum \$45 per player, per day
  - cost of hotel and meals for coaches, trainer and director and bus drivers (no meals)
  - cost of the expenses for group outings
  - cost of any pre-planned group outings (sightseeing, sporting event admission, paint ball, etc.)
  - the tournament entry fee
- An affiliated player will be treated equally as a team member as far as expenses go. For example, if the team is covering admission to a lacrosse game, then the team covers the affiliate's admission cost. If the team goes to a movie and each team player pays their own admission out of their own pocket, then the affiliate shall do the same.
- An affiliated player is responsible for:
  - all of their parents' associated costs
  - any non-hockey activities that were not pre-planned by the group

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- The team member(s) who could not or chose not to attend will be responsible for their portion of the costs.
  - If one of the team members who does not want to attend is a goaltender, the same set of rules will apply for finding a legal affiliate, however, Hockey Canada does have special provisions for goaltenders. If you are the goaltender who is looking for a legal affiliate to take your spot and those affiliated with your team are not available, you can contact the EMHA Registrar about having a different goaltender, “whose level of play is deemed by the MLAC Head Coach as adequate”, from a lower level become a legal affiliate for this tournament. If you cannot find a legal affiliate to replace you, you will have to attend the tournament as your teammates require your presence.
  - **Note: Under no circumstances will a team travel with less than the number of carded players that they have, including 2 goaltenders, unless approved in advance and in writing by all members of the Hockey Committee.**

## PLAYER/PARENT CODE OF CONDUCT AGREEMENT

**TEAM MANAGERS ARE TO PRINT THIS FORM AND HAVE ALL PLAYERS/PARENTS SIGN THE FORM WITHIN THE FIRST 2 WEEKS OF THE SEASON AND RETURN TO THE MLAC REGISTRAR**

NAME: \_\_\_\_\_

To be read and signed by you as a member of \_\_\_\_\_ for the \_\_\_\_\_ season.

- Punctuality is important. Players must make every attempt to be on time for all activities.

- No swearing or abusive language on the bench, in the rink, or at any team function. Players will remember that at all times they are representing the MLAC.
- No lashing out at any official no matter what the call is. The coaching staff will give direction with matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box. Avoid comments or gestures that express disagreement with the official's call.
- Fighting will not be tolerated. Fighting could result in an appearance before the MLAC Hockey Discipline Committee.
- There will be no chewing tobacco, alcohol or the use of an illegal substance at any team function. This is a zero tolerance rule that will be enforced by the Club and includes those individuals of legal age.
- Cell phone/camera's should not be used to take photos while in the dressing room.
- The onus is on the player for the amount of ice time he receives. The effort displayed during practices and games will indicate playing time. Players are expected to work hard and make the best effort to do what the coaches request. In fairness to other players, excessive or unexcused absences can result in partial or total loss of game playing time.
- If a player/parent feels strongly about an issue he/she should discuss the matter with the coaches allowing for and respecting the 24-hour rule. If the safety or well-being of a player is an issue, then the player/parent should bring this to the team director attention immediately.
- The coaching/management staff will enforce these rules.

Responsibility: I, \_\_\_\_\_  
 (PRINT NAME OF PLAYER)

will conduct myself in a manner respecting the facilities, other players, referees and the coaching and management staff of this team while participating in the program. Further, I understand that if I am found to be using or in the possession of drugs or alcohol this shall result in my immediate ejection from the program. I understand and accept the fact that if dismissed from the program or an event while traveling, I may be sent home immediately at my parents' expense by whatever means is most convenient for the program administrator. Further, NO REIMBURSEMENT OF PROGRAM FEES WILL BE MADE TO A DISMISSED PLAYER, A PLAYER THAT QUILTS OR THE PLAYER'S FAMILY.

We, the undersigned, have read, understood and agree to abide by the above guidelines and rules. We also agree to accept actions taken for failure to abide by these guidelines and rules.

Parent/Legal Guardian: \_\_\_\_\_  
 (Signature)

Player: \_\_\_\_\_  
 (Signature)

Date: \_\_\_\_\_

**MLAC FINANCIAL ASSISTANCE REQUEST**

Parent's Name: \_\_\_\_\_

Player's Name: \_\_\_\_\_

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Address: \_\_\_\_\_  
City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
Team Name: \_\_\_\_\_

**Player:** Describe below a brief history of your involvement in hockey. How long have you played, your future hockey plans, where did you play in previous years, etc.

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**Parents:** Briefly describe the circumstances surrounding this financial hardship application. For example: job loss, disability, marriage breakdown, etc.

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We require a photocopy of your most current Canada Revenue Agency Notice Assessment with this application. I certify that the information provide is true. I understand that if any of these statements are found to be inaccurate, this application will be rejected.

Player Signature: \_\_\_\_\_

Date: \_

Parent(s) Signature: \_\_\_\_\_

Date: \_

\* GUIDELINES FOR FINANCIAL ASSISTANCE REQUESTS

- The Maple Leaf Athletic Club in cooperation with the Maple Leaf Alumni Association may award an annual amount up to the cost of the registration based on the application form, solely at the discretion of the selection committees. This amount maybe awarded to more than one individual. The selection committee will base its decision on need and request as supplied by the applicant. Each application will be treated as confidential, therefore there will only be a minimal numbers of Board/Alumni members involved in the process. The decisions of these individuals will be final and binding.

\* CRITERIA

- Financial Assistance Requests shall be awarded based on need. Only completed

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application forms with all references at the time of applying will be reviewed. The applicant should try other resources such as Sports Central, for additional funding. Deadlines for applications are October 15th. These applications are to be forwarded to the Treasurer of the MLAC organization who will review in consultation with the Vice-President and an MLAC Alumni representative. We will communicate to you regarding the status of your application in a timely manner. It will be expected that all financial assistance participants will provide assistance with any 50-50's that require workers, help at the annual EBIT tournament, help with the banquet preparations as well as any other events that MLAC hosts.