



MAYERTHORPE MINOR HOCKEY

ASSOCIATION HANDBOOK

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## **PURPOSE AND OBJECTIVES OF MAYERTHORPE MINOR HOCKEY**

The purpose and objectives of Mayerthorpe Minor Hockey association are:

1. To promote and encourage the formation of hockey teams;
2. To maintain and increase interest in the game of hockey;
3. To have and exercise a general care, supervision and direction over the playing interests of its teams and players;
4. To ensure all interested boys and girls of all skill levels have an equal opportunity to participate in hockey;
5. To actively promote the Hockey Canada and Hockey Alberta Programs.

## **MMHA ORGANIZATION AND STRUCTURE**

The Executive of the association consists of a minimum of seven directors who are elected at the annual general meeting of the association. Elected officers include the President; Vice President, Secretary, Treasurer and Registrar. An additional minimum two directors to a maximum of seven directors will also be elected as determined by the Board of Directors.

Positions: to be elected with calls from the floor at the Annual General Meeting (AGM) and voted upon by the board in attendance: President, Vice President, Secretary, Treasurer and Registrar.

Recommended that ½ of board are elected each year (½ of executive and ½ of directors).

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities along with detailed job descriptions are being developed for Directors and Committees. On-going development will occur each season.

### **Discipline & Grievance Committee**

- Ensure that discipline within the association is handled fairly and consistently and in accordance with the Rules and Regulations of MMHA;
- The Discipline Committee handles all discipline, complaints & grievances as required;
- This committee consists of a Chairperson who is also the Vice President of the association and may also include up to two other executive members and/or persons not on the board of directors of the association, if the President approves;
- It is important that members of the committee do not have a direct connection to team in question so committee may have to be adjusted accordingly.

### **Coach Selection Committee**

- Ensure that all coaches and team staff complete the application process including a Criminal Record Check with Vulnerable Sector checked (to be completed at local RCMP office);
- The Chairperson of the committee is an elected director and the committee may also include two other directors or members appointed to the committee by the President;
- Online applications are provided via the association website and are completed each year by interested coaches;
- Deadline for head coach submission is August 31 of the current year;
- Assistant coaches and manager shall be selected by the head coach for each team, once selected they will be required to submit a criminal record check that must be submitted prior to November 1 of the current year.

## **PROGRAM OPERATIONS & EXPECTATIONS FOR MINOR HOCKEY**

The Executive of Mayerthorpe Minor Hockey Association will be working hard to ensure that all parents, coaches and players are aware of the MMHA program including expectations for participation at all levels. This will help

guide both coaches and executives, and parents in their efforts to make minor hockey a very positive and enjoyable experience for all.

MMHA believes that good coaching is necessary for our youth to enjoy their hockey experience and to learn and develop their skills in a fun environment. The following statements reflect MMHA's commitment to ensuring quality coaching and a good safe and fun experience for all youth involved in our program.

- a. Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled;
- b. Ensure that all coaches have the required certifications and courses as identified by Hockey Alberta and Hockey Canada;
- c. Encourage the use of teaching aids, such as video, to provide balanced delivery of instruction and to assist in using actual ice time to its maximum potential;
- d. Coaches will provide instruction that is suited to the level of ability, age and capability of our youth;
- e. MMHA will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops, and training sessions;
- f. Head coaches are required to complete a coach application each year. Part of this application process is a Criminal Record Check with Vulnerable Sector checked (to be completed at local RCMP office), which must be submitted with the application.
- g. All team staff (assistant coaches, manager, trainer must provide a Criminal Record with Vulnerable Sector checked (to be completed at local RCMP office) each year and Respect in Sport.

### **General Outcome Expectations**

- ✓ That all will have a fun and enjoyable experiences with lasting, positive memories;
- ✓ Skill development for all athletes is a priority over games and competitions;
- ✓ That all participants will learn Team Work and learn how to play as a team;
- ✓ That all will learn and demonstrate respect towards coaches, officials, parents, and other players;
- ✓ Participants develop life & social skills that lead to success in life;
- ✓ Coaches will demonstrate and model behaviors of Fair Play and Respect. They will ensure that players learn and demonstrate these behaviors on and off the ice;
- ✓ That all learn to work hard to do their best at all levels;
- ✓ Coaches will be fair to every player; not playing favorites;
- ✓ Coach responses to discipline situations will be consistent;
- ✓ Rules/Expectations will be established and followed consistently.

### **Specific Outcome Expectations by Category**

#### **Initiation & Novice (Initiation: 3 to 6yrs; Novice: 7 & 8 yrs)**

- ✓ Follow the Hockey Canada Intro to Hockey Program Curriculum Guidelines (as amended from time to time);
- ✓ Ensure awareness & understanding of respect;
- ✓ Have fun & enjoy their participation;
- ✓ Parents to appreciate their responsibility in ensuring a fun environment;
- ✓ Teach and reinforce that giving 100% effort can be linked to fun;
- ✓ Stress skating skills as a priority including FUN skating drills;
- ✓ Learn basic fundamentals of the game including an introduction to basic positions;
- ✓ Team Concept – winning and losing as a team effort vs individual focus;
- ✓ Equal Play = Ice time with a common sense approach at Initiation & Novice;
- ✓ Coaches will not shorten the bench to try to win games;
- ✓ No power play or penalty killing plays or units;

- ✓ Coaches at the Novice and above levels can use ice time as a tool for discipline. Where discipline is implemented, there must be communication between coaches and parents. Examples of situations that may warrant discipline are:
  - Swearing; Lack of respect towards others; Temper tantrums

#### **Atom (9 & 10 yrs)**

- ✓ Have fun and enjoy their participation;
- ✓ Team Work – reinforce that team contribution equals team success;
- ✓ Develop good passing skills & improve skating;
- ✓ Use Hockey Canada Skills Program as a curriculum guideline (as amended from time to time);
- ✓ Introduce correct checking skills including angling, stick checks and body contact skills;
- ✓ Teach Individual Tactics;
- ✓ Simple breakout and defensive zone play and basic game and team concepts;
- ✓ Power play & penalty killing should see equitable opportunities for all players to participate;
- ✓ Being fair to every player; not playing favorites and treating all players consistently;
- ✓ Consistent coach responses to discipline situations;

#### **PeeWee (11 & 12 yrs)**

- ✓ Have fun & learn Team Work - Learn to work with others;
- ✓ Use Hockey Canada Skills Program as a curriculum guideline (as amended from time to time);
- ✓ Discipline and respect reinforced by coaches and expected of players and coaches;
- ✓ Player commitment to attend practices and games;
- ✓ Goal Setting;
- ✓ Being fair to every player; not playing favorites and treating all players consistently;
- ✓ Power Play & Penalty Kill plays and units are allowed,
  - There is an expectation that all players will have opportunities to participate in powerplay and penalty kill situations;
- ✓ Introduce correct checking skills including angling, stick checks and body contact skills;
- ✓ Improve skating, passing, and shooting skills, and Individual Puck Control Skills;
- ✓ Learn basic game concepts & an awareness of the game, including defensive & offensive play;
- ✓ Individual and Team Tactics & Face-offs.

#### **Bantam (13 & 14 yrs)**

- ✓ Improve on skills learned previous years;
- ✓ Have fun & learn Team Work - Learn to work with others;
- ✓ Discipline and respect will be reinforced by coaches and expected of players and coaches;
- ✓ Use Hockey Canada Skills Program as a curriculum guideline (as amended from time to time);
- ✓ Player commitment to attend practices and games;
- ✓ Being fair to every player; not playing favorites and treating all players consistently;
- ✓ Good work ethic is expected from all participants;
- ✓ Team Play skills are taught;
- ✓ Life Skills are taught, modeled, and reinforced;
- ✓ Goal Setting is required for teams and individual players.

#### **Midget (15, 16 & 17 yrs)**

- ✓ Improve on skills learned from previous years;
- ✓ Have fun while ensuring discipline & respect for teammates, coaches, officials and the game;
- ✓ Team Work - Learn to work with others;
- ✓ Being fair to every player; not playing favorites;
- ✓ Treating all players consistently;
- ✓ Consistent coach responses to discipline situations;

- ✓ Player commitment to team games and practices is expected;
- ✓ Goal Setting is required for teams and individual players.

**Player Registration**

MMHA conducts a pre-registration each year in May/June. A mass registration takes place before June 30<sup>th</sup> each year. Each year the Executive of MMHA will identify a “mass registration” date and communicate that to the community via our Facebook Page as well as the MMH Website. This is an important date as it gives the Executive as well as the Town of Mayerthorpe a clear idea of anticipated numbers of players, teams, and ice requirements. Pre registration forms are made available on the MMH website, by email or mail out if requested. Online registration is being reviewed and may be implemented in future seasons.

The Executive of MMHA reserves the right to refuse an application for registration should the applicant not fulfill the requirements as outlined below, or if a member is not in good standing with the association.

**Fees & Deadlines**

All registration fees may be paid according to the following options:

- The Executive of MMHA determines the appropriate fees each year
- The registration fee will be indicated on the registration forms.
- A non refundable minimum payment of \$100 due at time of registration and may be refunded at the boards discretion;
- Payment in full by November 1;
- If a balance is owing on November 15 a payment plan has been approved by the Treasurer and Executive.
- If fees are unpaid by November 15, any players involved will not be allowed to participate in practices or games until fees are paid in full, unless a payment plan has been approved by the Treasurer and Executive.
- A notice of unpaid fees will be sent no later than November 5<sup>th</sup> of the current hockey season indicating the amount outstanding and due

Anyone with unpaid fees is not entitled to discounts. Player registrations received after the announced deadline will be subject to a late payment fee of \$100.

**NSF Cheques**

Upon receiving a NSF Notice, the Treasurer will contact the parent/guardian and determine when payment can be made. Applicable bank service charges will be charged to the member. If payment is not received, the Treasurer will contact the coach/manager to advise them that the player is not eligible to participate in team activities, including practices and games, until payment is made.

**Refund Policy**

Refunds will generally not be provided. Any refund provided for will be at the discretion of the Board of Directors.

Monies may be held back to cover the various applicable fees from Hockey Alberta, including insurance, ice time, referee costs, equipment and sweater costs.

**Divisions & Ages**

Initiation	4 – 6 year olds
Novice	7 – 8 year olds
Atom	9 – 10 year olds
PeeWee	11 – 12 year olds
Bantam	13 – 14 year olds
Midget	15, 16, & 17 year olds

- Age is determined by the child's age as of December 31<sup>st</sup> in the playing year.

### **Player Movements, Try-Outs and Conditioning Camps**

- All PMF's must conform to Hockey Alberta and Hockey Canada Rules and Regulations.
- Levels refer to Hockey Alberta provincial categorization as opposed to league play levels
- Players will only be movement out of MMHA to a team at a "AA" level that does not exist in Mayerthorpe minor hockey
- The President of MMHA or designate will sign all player movement forms.
- For Female Players only be movement out of MMHA to a team of all female categorization level that does not exist in Mayerthorpe Minor Hockey

### **Fundraising**

#### **General**

Annual membership fees generally fund the association; however, other fundraising opportunities play an integral part in providing operating funds to fulfill association commitments.

To raise additional operational dollars the association is involved in the following opportunities:

- Program Advertising – Signage Agreements – hosting of Provincial Tournaments;
- Casino Fundraising and 50 – 50 Draws;
- Annual Fundraiser as determined by the Board with each player is expected to fundraise a minimum amount with proceeds going directly to MMH.

#### **Team Accounts**

All teams will be provided with an opening balance of \$1000, and must end the season with a minimum \$1000 balance. If the balance is not maintained the team must make up the difference. If the difference is not provided for it will be divided equally and assigned to each player and added to their registration fee for the next season.

Monies above the minimum \$1000 should be dealt with based upon a unanimous team (parent) vote. This vote must be taken prior to the conclusion of each team's playing season. If no decision can be reached, monies are to be returned to MMH.

#### **Team Fundraising Including Tournaments**

Each team may operate fund raising projects on its own, provided permission is obtained from the executive of MMHA prior to commencing the fundraising initiative. The executive of MMHA reserves the right to impose conditions, as they deem necessary, to any fundraising application. All teams are encouraged to hold 50/50 draws throughout the season and money collected will be dispersed to teams through MMH treasurer. MMHA does not receive any of these funds. The proper licenses must be applied for ahead of time.

To ensure that tournaments are conducted in a self-sufficient manner, strict budgetary practices will be encouraged. Team entry fees should be sufficient to eliminate door entry fees. The Executive of MMHA must approve any other funding revenue. The Advertising Program booklet, raffles of all sorts, and 50/50 draws are the main fundraising of any tournament.

For tournaments hosted in Mayerthorpe, a 60/40 split of all profits after expenses, will be made between the hosting team and MMHA. The team receives 40% and MMH 60 %. This includes 50-50, all raffle proceeds, side raffles, player boards etc. All income and expenses will be through the treasurer and then 40% given to team. In turn MMH will cover ice fees for the tournament.

A limited number of tournaments dates are provided MMHA each year. Team directors and MMHA Executive will decide together which teams will host a tournament on the reserved dates. If for some reason the team to host a



tournament cannot proceed, they must give at least **15 days notice** to the Ice Scheduler and to advise Mayerthorpe Recreation Office of the cancellation.

All tournaments require a Sanction # from Hockey Alberta – This obtained from the Game and Conduct Director.

A tournament financial statement must be completed and submitted to the Treasurer of MMHA within two weeks of the tournament completion date. A sample is included in the appendix 9.

**Sponsorships**

The management of teams is not allowed to approach sponsors for additional funds, goods or services. Should additional funds be deemed necessary, a member of the Executive may, with approval from the Executive approach the sponsor for additional funds!

**Kids Sport Youth Assistance Program**

Is a children’s charity dedicated to assisting children of families facing financial obstacles to participate in community sport programs. The KidSport goal is to provide these children with the opportunity to achieve, physical, social, intellectual and moral development through participation in Sport. Applications are available from Mayerthorpe Minor Hockey Registrar.

HockeyAlberta.ca : Every Kid Every Community

**ICE ALLOTMENTS**

This is an indication of the amount of ice time that is provided to each category and is paid for through registration fees. This is a guideline to assist our association in planning the financial needs of our association. The number of players and teams registering in Mayerthorpe each year determines the quantity of ice time available. These will fluctuate dependent upon the amount of teams that MMH has and the ice time that is made available to us.

**Practices & Games**

TEAM	PRACTICE ICE	GAME ICE
Initiation – Intro to Hockey	1 – 2 hours / week	1 – 1.5 hours / week
Novice – Intro to Hockey	1 – 2 hours / week	1 – 1.5 hours / week
Atom	1 – 2 hours / week	1 game slot / week
Peewee	1 – 2 hours / week	1 game slot / week
Bantam	1 – 3 hours / week	1 game slot / week
Midget	1 – 3 hours / week	1 game slot / week
Female	1 – 3 hours / week	1 game slot / week

- When cancelling ice bookings the coach or manager must contact the Ice Scheduler and to advise Mayerthorpe Recreation Office 48 hours in advance.

### **Provincial Participation**

- All provincial games overrule any league games, exhibition games, or other tournaments as per Hockey Alberta Rules and Regulations.
- If a team participates in Provincial Competition, MMHA will provide for ice time
- Each coaching staff, along with the President and Registrar, will make provincial participation decisions.
- Any team making it to Provincial/Year End Tournament (as determined by the League) will be forwarded \$250 to help cover expenses.

### **Number of Tournaments**

The Board of Directors of the MMHA believes in the following principles when making decisions about how much hockey is adequate for minor hockey.

- That players should practice more than they play competitive games & competitions;
- That minor hockey should be teaching individual skills and tactics before team skills.

In accordance with the above principles, the Board has identified a maximum number of tournaments that teams will be allowed to travel to. Teams shall be limited to three (3) away tournaments. The rationale for this decision is that the cost of playing in tournaments can be excessive given the cost of travel, accommodations etc. If teams desire additional tournaments, a written request must be submitted for Executive approval.

Where a team may want to attend more than three tournaments, a written request along with the rationale must be submitted to the executive of MMHA. The Executive will have the final decision in approving any additional tournament participation.

## **PLAYER SELECTION PROCESS**

### **Tiering**

Tiering in MMHA will start at the Atom category subject to the number of players registering each year. In most cases, each team will be given up to four (4) ice slots to conduct player evaluations to determine teams. All players must be given a fair opportunity to try out for the team, participating in a minimum of two (2) ice sessions before he or she can be released from the evaluation process. Whenever possible outside evaluators will be utilized.

### **Team Selections**

#### **Initiation**

- ✓ Teams are divided to ensure as close to equal teams as is possible;
- ✓ Consideration may occur for friendship, family situations, travel etc.;
- ✓ Minimum of two (2) ice sessions to evaluate.

#### **Novice**

- ✓ Teams are divided to ensure as close to equal teams as is possible;
- ✓ Minimum of two (2) ice sessions to evaluate.

#### **Atom / PeeWee / Bantam / Midget**

- ✓ Minimum of two (2) ice sessions to evaluate.

### **Player Acceleration & Movement**

The association reserves the right to move players, as required, to ensure teams can be formed. This may occur where players are moved downwards based on physical size and skill levels. The criteria by which someone may be considered for acceleration to a category above where he/she normally would play, is as follows:

- a. The youth must be initially registered in the proper category;

- b. A written request is submitted by the player's parents to the Executive of the association and approved by the same Executive;
- c. It is recommended that the youth be evaluated and placed, according to skill level; in the top 25% of players on the team, they have requested a move up to may be re-evaluated and determined by the board as required;
- d. Advancement would not result in the elimination of a position held by a youth playing in the proper category;
- e. The advancement of the player will have no detrimental effects to either the team the player would normally play on or the team the player is seeking to advance to;
- f. Coaches from both teams must make a recommendation to the Executive of MMHA where the final decision will be made;
- g. The Executive of MMHA must approve all player movements;
- h. Player movement/acceleration must align with Hockey Alberta rules & regulations with respect to deadline requirements.

### **TEAM & PLAYER AFFILIATIONS**

The Executive of the Mayerthorpe Minor Hockey Association will determine the affiliation process each year as required, and within Hockey Alberta rules & regulations. The following statements provide direction regarding player and team affiliations.

- 1) Affiliations serve two purposes:
  - a) To supplement a team that is deficient in numbers due to lack of registration, injury, or sickness;
  - b) To recognize or reward players at a lower level. Player movement upwards is a privilege and not a right. Affiliation to reward should only be encouraged when the player exhibits strong individual skills and play, team commitment and dedication.

### **COACH SELECTION PROCESS**

All head coaches must complete an application form for each year they wish to coach. The application process includes submission of a completed Criminal Record Check with a Vulnerable Sector. Applications will not be accepted without this check.

All head coach applications must be submitted prior to or on August 31. No late applications will be accepted unless there is no head coach for a team. Once the Head Coach has been approved it is his/her decision to choose the assistant coaches and manager. A RCMP Security Check must be completed every year by every team staff member and must be submitted by November 1 to MMHA.

If more than one application for a head coach position is received and approved, the board will incorporate the following process:

- a) A meeting of the team's parents will be called;
- b) All potential coaches will be asked to present their coaching philosophy and rationale for coaching;
- c) The parents will then complete a secret ballot vote to determine the head coach;
- d) Only one vote per child is allowed.

### **EXPECTATIONS OF COACHES**

Head Coaches of MMHA teams may only be registered with one team. In extenuating circumstances, a head coach may seek board approval to be registered with a 2<sup>nd</sup> team. Generally this will occur only when no other qualified coaching personnel is available to coach the team in question.

Where a MMHA team has one or more girls on the team, we recommend that an adult female be registered with the team. This person does not have to be a coach with the team but is registered as a coach or team staff member.

All coaches are required by Hockey Alberta to wear a CSA certified helmet at all times while on the ice. Coaches are expected to coach to work towards the program expectations identified on pages 4, 5, 6 .

### **CERTIFICATION REQUIREMENTS FOR COACHES AND TRAINERS**

Please visit the web site of Hockey Alberta for detailed information on the NCCP and other certification requirements for team staff. <http://www.hockeyalberta.ca>

All coaches requiring certification must complete their training and prior to November 15 of the current season to be eligible for provincial competition.

### **CODES OF CONDUCT AND CONTRACTS**

All Parents and All Novice and above participants of MMHA will be required to read and sign a Code of Conduct Agreement indicating their understanding of and commitment to, the accepted behaviors of the association. It is expected that all agreements will be signed at the 1<sup>st</sup> coach's team meeting. Copies of the Codes of Conduct and Contracts are included in the Appendix of this document.

### **Zero Tolerance Statement**

The MMHA will not tolerate the abuse of officials, coaches, players, parents, and volunteers. The Executive of MMHA reserves the right to remove any person from the arena facility whose behavior is detrimental to the association and its members. MMHA and Town of Mayerthorpe will work together to ensure a Zero Tolerance attitude is reinforced in our community. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The Executive of the Association also believes that all members have the responsibility to conduct themselves with high standards and to ensure that fellow members conduct themselves appropriately.

### **DISCIPLINE & DISPUTE RESOLUTION PROCESS**

#### **General Policy**

MMHA expects all team officials & members to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour that transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent or member, and may take the form of:

1. A verbal reprimand from a Director or Executive member;
2. A written reprimand from the Discipline Committee;
3. A suspension from the Discipline Committee;
4. An expulsion from the team or Association;
5. A combination of the above.

Mayerthorpe Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The MMHA Executive must ensure that written regulations exist that ensure each disciplinary incident is dealt with consistently within the process set out below.

Three different Discipline Stages are possible, namely:

- |         |   |                      |
|---------|---|----------------------|
| STAGE 1 | - | The Informal Process |
| STAGE 2 | - | The Formal Process   |
| STAGE 3 | - | The Appeal Process   |

The Informal Process means that rules are automatic and based upon the playing rules of the game, Hockey Canada and Hockey Alberta regulations.

The Formal Process means that a more serious action has occurred and the Discipline Committee of MMHA is involved to make decisions that are consistent and in line with the Policies and Procedures of the Association.

The Appeal Process is the process members must follow to appeal decisions of the Discipline Committee or the Appeals Committee of the Association.

Examples of incidents that may warrant disciplinary action:

- Profanity by players, team officials or club representatives;
- A player who receives a game misconduct, gross or match penalty;
- A team assessed two or more bench minors in one game;
- A coach or bench assistant who is ejected from a game;
- A team who, in the opinion of the President or Executive, is being assessed too many penalties of a serious nature;
- A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice;
- Use of alcohol or other illegal substances while representing MMHA through participation in any team activities;
- A parent or guardian who exhibits conduct unbecoming to the integrity of the Mayerthorpe Minor Hockey program;
- A team that fails to utilize ice time without prior notification;
- A team that fails to show up for league and exhibition game commitments.

## **THE FORMAL PROCESS – STAGE 1**

### **Standard Suspensions**

Where the current Hockey Canada Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, League or Hockey Alberta, as a matter of routine will implement the suspension.

### **Non – Standard Suspensions**

When incidents occur which may warrant disciplinary action the coach(s) and/or member of the team staff shall report the incident as quickly as possible to the Discipline Chairperson or President, and at least prior to the next game, for action.

The Discipline Chair shall, investigate the incident, and determine the sanction to be applied. In investigating the incident the Chair may consult such game officials, players, parents, or other observers that he may deem necessary to gain the relevant facts of the incident.

The Discipline Chair may, when appropriate, establish a Discipline Committee to assist in the investigation and discipline decisions. This committee must be approved by the President and can include executive members or other community members where appropriate.

The Discipline Chairperson with the coach(s) implements the sanctions with the players(s). A file must be created and established with the Discipline Chair/Vice President until the end of the season when the file will be maintained with the Secretary of MMHA.

## **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the President or Vice President may elect to suspend a player or coach indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President who acts as the Chairperson for Discipline.

### **THE FORMAL PROCESS STAGE 2**

The Discipline Chairperson (VP), on receiving a written request or appeal shall notify the President who must convene an Appeals Committee Meeting.

The Appeals Committee is appointed by the President and shall consist of one executive member who acts as the Chair of the Appeals Committee, and two other persons approved by the President, and shall be no less than 3 people. Any Director or person may be appointed to the Appeals Committee where appropriate and decided by the President.

The Appeals Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Appeals Committee shall, with all dispatch, render a decision and communicate that decision to the offending party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the MMHA Secretary.

The Chairperson of the Appeals Committee reports the outcome of the hearing to the President and to the Hockey Alberta Zone as required by Hockey Alberta guidelines.

### **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

### **THE APPEAL PROCESS STAGE 3**

Two appeal processes exist at this stage.

1. Appeal of the decision of the Discipline Director or Discipline Committee:
  - a. An appeal made at this level must be heard by the Appeal Committee as identified by the president of MMHA.
  
2. Appeal of the Decision of the Appeal Committee:
  - a. If the disciplined member disagrees with the decision of the Appeal Committee, their next avenue of appeal is directly to the Board of Directors of MMHA;
  - b. Only members of the Board not involved in the Discipline Committee or Appeal Committee decisions can participate in the appeal to the Board.
  
3. Following an appeal to the Board, the member then must proceed to Hockey Alberta processes to appeal any decisions.

The Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice President and Appeals Committee Chairperson.

The Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The Executive shall render its decision by motion, and a simple majority of those members in attendance and eligible to vote shall suffice. Executive members who participated in any previous decisions may not participate in the discussion and final decision of the board.

The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage 1.
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
- d) Suspensions when applied to players shall specify:
  - The number of games to which the suspension applies, both league and exhibition, or
  - The time period for which the suspension applies
- e) Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

## **GRIEVANCES**

### **Fair Play Concerns**

All issues should be dealt with through the Discipline & Grievance Committee.

Example: A complaint of inequitable ice time is outlined by MMHA Codes of Conduct.

- When a written or verbal complaint, substantiated by facts is brought to the attention of a board member, it shall be referred to the Discipline Committee. If the Discipline Committee Chair determines that action should be take, the following must occur:
- The Discipline Chair will immediately contact the coach involved and discuss the situation/complaint & provide appropriate direction to this coach. A report by the Discipline Chair is required for the next meeting of the Board;
- If unresolved, the coach will receive a letter from the Board asking him to attend the next available Board meeting;
- In the event, where a coach chooses to ignore the Board's request, he/she may receive a suspension by the Board.

### **Other Grievance Statements**

- Parental, player, or team problems not resolved by the Team Staff, will be addressed by the Discipline Chair or Committee.
- All Grievances shall be initiated in writing to the Discipline Chair;
- Upon receipt of written notification, a Grievance hearing date shall be set within 7 days;
- The Vice President will act as the Chair of the Discipline Committee. Members of the Grievance Committee shall be composed of the Chairperson, one other director and one other person identified by the Discipline Chair for that purpose;
- In the event of a conflict of interest, the Vice President will name another designate;
- The decision of the Grievance Committee shall be given in writing within 48 hours;
- All decisions have the right of appeal as per the process identified within this document.

All decisions shall be subject to appeal to Hockey Alberta as provided for in Hockey Alberta Bylaws.

## **COURT and LEGAL ACTIONS**

It is understood that membership in MMHA is voluntary. The Executive of the Association, including elected officials and team representatives and the membership, where the case may be, have exclusive jurisdiction to deal with all matters arising by virtue of membership in the association. No decision, order, direction, declaration, or ruling of the Executive, Board of Directors, or membership, as the case may be, shall be questioned or reviewed by any court.

Any member bringing legal action against the Executive, Directors or appointed team representatives or the Association before all rights and remedies as provided by these regulations and the Association Bylaws, as well as those as provided for by Hockey Alberta and Hockey Canada, will be deemed by MMHA to be unsportsmanlike enabling the President to suspend and/or disqualify the person or persons bringing legal actions against the association or its representatives.

## **Member Discipline Guidelines**

All discipline situations in MMHA will be dealt with on an individual basis by the Discipline Committee and in accordance with the Discipline, Appeal and Grievance Procedures indicated previously in the is document.

## **General Guidelines For Players**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Incident | Verbal reprimand and notification that a suspension could be given for a second incident.<br>Create a file at MMHA office.   |
| 2 <sup>nd</sup> Incident | Written warning and assignment to be completed:<br>Hit From Behind <ul style="list-style-type: none"><li>➔ Watch NCCP Checking or Smart Hockey videos</li></ul> Fighting or an Injury Situation <ul style="list-style-type: none"><li>➔ Write a note of explanation<ul style="list-style-type: none"><li>○ Why did I fight? Why did I cause injury to an opponent?</li><li>○ What has to change in terms of my behavior?</li></ul></li><li>➔ If not willing to watch videos or write a note of explanation then immediate suspension is implemented and remains in effect until the assignment is completed.</li></ul> |
| 3 <sup>rd</sup> Incident | Immediate suspension for three games.  |

## **Specific Situations**

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Executive or Discipline Committee to explain their side of the situation. Examples of serious situations include:

### **Players**

#### Major Penalties

- Hit from Behind & Fighting

#### Match Penalties

- Intent to Injure or Abuse of Officials

#### Gross Misconducts

#### Poor Sportsmanship including Respect Issues

- Bullying and Lack of respect to coaches, officials, facilities, or Volunteers of MMHA

#### Drug and Alcohol Concerns or significant school problems

### **Coaches**

Abuse and/or lack of respect shown towards MMHA volunteers or Executive

Abuse and/or lack of respect shown towards League Directors or officials

Not following Rules and Regulations of MMHA

Not following Rules and Regulations of Hockey Canada and Hockey Alberta



### **Drug & Alcohol Concerns - Adults (Coaches, Parents and Volunteers)**

Zero Tolerance with coaches, managers, directors, staff, officials, and spectators / parents:

- 1<sup>st</sup> Incident      Asked to leave facility.  
Written Notice and file created.
- 2<sup>nd</sup> Incident      Suspension for a time period to be assigned by Discipline Committee.
- 3<sup>rd</sup> Incident      Suspension or Expulsion from Association.

### **Players**

Zero Tolerance for athletes with alcohol:

- 1<sup>st</sup> Incident      Suspension and Written Notice  
Meeting with Parents Discipline Committee or Executive Committee.
- 2<sup>nd</sup> Incident      Suspension for remainder of season.

## **Development Programs of the Association**

### **Coach Mentorship**

The long-term goals of MMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of the Board of Directors each year and will be dependent on financial resources available.

### **Skill Development**

Skill development sessions may be implemented each year as determined by the Board of Directors.

Development sessions may include:

- Initiation Program for Initiation & Novice
  - Hockey Canada Skills Program for all other levels as a guideline and resource
- Checking Clinics for players & coaches
- Goaltending Clinics
- Power Skating and other clinics as determined by the Board

### **Minor Hockey Equipment**

The Association will endeavor each year to provide, good quality equipment for use by each team.

- Two (2) complete sets of jerseys with two (2) jersey bags (one (1) home and one (1) away)
- First Aid kit
- Four (4) dozen pucks & puck bag

All equipment must be returned to the equipment manager at the conclusion of each season. Any damaged or disfigured jerseys will be charged back to the offending player. Alterations to jerseys are not permitted.

One set of goaltender equipment is provided to each novice and atom teams. One stick per year is also provided to Atom and Novice goaltenders where required. Sticks must be returned at the end of the year to MMHA Equipment Manager.

The association will be responsible to purchase all equipment as required. The Equipment Manager ensures the up-to-date inventory of equipment, its condition, and location. He will make necessary purchases as approved by the Executive.

The colors of MMHA shall be black, red and white. All purchases shall reflect these colors. Teams will not be permitted to wear colors that are contrary to this policy.

Jerseys will be utilized for Team events. The players are not allowed to take them home or keep them in their own bags.

The association is striving to ensure a consistent color and team dress while representing our community. This applies to team hats, jackets, and sweat suits or wind suits. The executive of the association reserves the right to approve all use of MMHA logo.

### **Travel & Tournament Permits**

Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit must be taken out whenever a team travels to play an exhibition game or tournament, follow Hockey Alberta rules and regulations. We are in zone 3

- Travel permits are not required for league play;
- Contact the Game and Conduct Director for information and permits;
- Travel permits must be in your possession when in an “out of province” tournament.

### **Program Evaluations**

If parents wish they can send an evaluation to the Board regarding the growth of the program from that year and include things that worked well in addition to things that need to be addressed for future growth of the program.

### **Coach Evaluation**

MMH will create age appropriate feedback forms that are age appropriate for kids and additional forms for parents.

All coaches will be evaluated at the end of the season. Details of the evaluations are as follows:

- Evaluation will be based on Participation Outcomes and Expectations of Coaches. The coaches rating will be set by how well he/she teaches/reinforces the outcomes and meets the coach expectations;
- The Coach Selection Committee coordinates the process and works with Team Staff to implement the program evaluation process;
- A summary of each coach evaluation will be kept on file;
- Atom & above categories will see players, parents and officials contribute to the evaluation process;
- Novice and younger will see parents and officials & executive members contribute to the evaluation;
- A summary will be provided to each coach as well as the executive or the association.

### **Recognition Programs**

- **President’s Award** for “Significant Contribution” to the Association.
- **Long Term Service Award** for Volunteers and coaches who make a significant long-term contribution to the association. At least five years of service is required to be eligible. Executive, coaches, officials, team reps, governors, and other volunteers are eligible.
- **Coach Recognition Awards** for those coaches who model the values of the association, and who ensure that program objectives and expectations are met will be recognized.

# APPENDIX

## **Hockey Terminology and Definitions**

### **Hockey Alberta - HA**

Hockey Alberta is the governing body for amateur hockey in the province of Alberta. MMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies, and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations registered with Hockey Alberta.

### **Hockey Canada - HC**

Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of Hockey Canada. Hockey Canada is made up of member branches or the provinces.

### **Hockey Canada Mentorship Program**

Following the 1999 Open Ice Summit, a major goal was to establish a program of coach mentorship across the country. Hockey Canada and Hockey Alberta have worked to implement a major mentorship program where experienced coaches are trained to work with younger, less experienced coaches. It is felt that new or inexperienced coaches will benefit from a supportive coach willing to mentor and assist in the coach's development.

### **Hockey Canada Intro to Hockey Program**

The HC Intro to Hockey Program has a philosophy of fun participation for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun vs competition and games. The program provides four sets of twenty lesson plans, one set for each year that coaches can use to guide them in developing skating skills of young players. The sets are designed to be used in Year One through Year Four before a child enters the Atom level.

### **Hockey Canada Skills Program Curriculum**

Hockey Canada has designed a package of progressive drill for every level of the game – Atom, PeeWee, Bantam, and Midget. The lesson plans have been designed with a “recipe” approach where coaches can see what is appropriate at each level and time of year. Many up-to-date drills are included in these programs and coaches will benefit significantly if they incorporate them into their coaching program.

### **Individual Tactics**

Skills that individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

### **Team Tactics**

Skills that two or more players use to gain or take away an advantage. These Tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2

**MAYERTHORPE MINOR HOCKEY ASSOCIATION  
PARENTS – FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Mayerthorpe Minor Hockey Association. All parents must sign this pledge before being allowed to participate in hockey in the Mayerthorpe Minor Hockey system and must continue to observe the principles of Fair Play.

**FAIR PLAY CODE FOR PARENTS**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning and that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child, or other players, for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta and supported by Mayerthorpe Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Mayerthorpe Minor Hockey Association.

PRINT

NAMES: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

PARENT/GUARDIAN SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_

**PLAY SMART  
MAYERTHORPE MINOR HOCKEY ASSOCIATION**

**FAIR PLAY PLEDGE**

**It is the intention of this pledge to promote fair play and respect for all participants within the Mayerthorpe Minor Hockey Association. All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey in the Mayerthorpe Minor Hockey Association**

**FAIR PLAY CODE FOR PLAYERS**

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper – fighting to “mouthing-off” can spoil everyone’s enjoyment.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada, Hockey Alberta and supported by the Mayerthorpe Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Mayerthorpe Minor Hockey Association.

PRINT  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PLAYER SIGNATURE: \_\_\_\_\_

**PLAY SMART**  
**MAYERTHORPE MINOR HOCKEY ASSOCIATION**  
**COACHES – FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Mayerthorpe Minor Hockey Association. All coaches must sign this pledge before being allowed to participate in hockey in the Mayerthorpe Minor Hockey system and must continue to observe the principles of Fair Play.

**FAIR PLAY CODE FOR COACHES**

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure that all athletes receive equal instruction, discipline, and appropriate and/or fair playing time.
4. I will not ridicule or yell at my athletes 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.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta, and supported by Mayerthorpe Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Mayerthorpe Minor Hockey Association.

PRINT

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

COACH'S SIGNATURE: \_\_\_\_\_

**MAYERTHORPE MINOR HOCKEY ASSOCIATION  
BOARD OF DIRECTORS  
CODE OF CONDUCT**

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As an executive member of the Mayerthorpe Minor Hockey Association I agree to:

- Make decisions for the good of all the players, parents and the Association
- Help create an atmosphere where there is a high level of cooperation and trust
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.
- Ensure that all decisions I make are consistent and within the scope of the Vision, Mission and Values of our Association

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

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**OATH OF CONFIDENTIALITY**

When I am working with the Mayerthorpe Minor Hockey Association, I realized that I might become privy to information relating to players or coaches that should not be repeated outside our organization. I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature.

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Name: \_\_\_\_\_  
Please Print

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



**MAYERTHORPE MINOR HOCKEY ASSOCIATION  
INCIDENT REPORT FORM**

**\*\*This report must be submitted within 48 hours of the incident\*\*  
All Information is confidential\*\***

Circle One:    Injury    Ejection/Misconduct    Personal Conduct

Date Of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Position: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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**INCIDENT DETAILS**

**Individuals Involved:**

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

**Details of Incident:** (Time of game; teams involved; factors involved in the incident; others)

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Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

For MMHA use only:		
Investigate By: _____	Date: _____	
Action (s) Taken: _____		
_____		
_____		
No Action Required -	Incident Closed -	Date: _____

**REVENUE**

Entry Fees	7 teams x \$700	\$4,900.00
50/50		\$539.00
Raffle Table	192 pkg * \$5/ea	\$960.00
Player Board	1/3 of spots sold	\$94.00
Toonie Drop		\$258.00
Misc. Cash		\$85.75

\$6,836.75

Revenue - Expenses \$4,912.61

60% of profit to MMH \$2,947.56

40% of profit to Team \$1,965.04

**EXPENSES**

Game Labels	\$2.80
Referees	\$723.00
Player Medals	\$437.69
Lucky Player Draw	\$240.00
Hot Dogs	\$74.13
Coffee for Coaches	\$7.97
Player bags	\$149.05
Kitchen Worker	\$200.00
50/50 Raffle License	\$10.50
Raffle Table License	\$10.50
Raffle Table License (Toonie Drop)	\$10.50
Program (Copying)	\$18.00
Clock Workers (Tab @ Kitchen)	\$40.00

\$1,924.14