



MMHA Rules & Regulations

1. The Executive shall have the authority to make Regulations which shall be binding on all members of the Association. These regulations may be added to, changed, or deleted, from time to time at the discretion of the Executive by a majority vote at any Executive Meeting as per article 6 of the Association Bylaws.
2. Only authorized people on the Hockey Canada Registry (HCR) which is (players, coaches, and officials) will be allowed on the ice and player bench area during games or practices as per Hockey Alberta rules. All players and coaches must be in equipment outlined by Hockey Alberta Bylaws.
3. No player shall be allowed on the ice area, including player boxes, before the ice cleaning machine has left the ice and the gates are closed.
4. All players residing in the Millet Minor Hockey (MMHA) Boundary must be registered with the Association before being permitted to try out, practice, play in a game, or go on the ice for any team under the jurisdiction of the Association.
5. All players must be registered with MMHA before submitting Player Movement Forms and AA/AAA Developmental Tryout requests to the executive. If any player is requesting a form to be signed and the player was not registered before the early bird cutoff date as set by the Executive, a \$100 fee will be charged to the player. This is to ensure our registrations numbers are more accurate when the executive is declaring teams in each division.
6. Any player from outside the MMHA Boundary must be approved by the Executive.
7. Coaches may try out, practice, and play only those players whose names appear on a list of registered players (HCR) provided to them by the Registrar of the Association.
8. Players must register to play in the division for which they are qualified to play in by age. Any requests for exceptions must be submitted to the Association President for approval from the Executive. The President will present the request at the next Executive meeting and inform the requester of the decision of the Executive.
9. Players wishing to move up to the next higher division must be submitted in writing by August 1st and approved by the Executive.
10. Players that reside within the Millet Minor Hockey Boundary will automatically be eligible to register in the Association with executive approval.
11. The refund schedule for players who move out of the MMHA Boundary or who become unable to play hockey because of injury, illness, or for any other valid reason is as follows: By November 1st of the Registration Year 100% refund minus a \$75.00



processing fee. By December 15th of the Registration Year 50% refund. By January 15th of the Registration Year 25% refund. After January 15th No refund *Fundraising credits are not refundable.

12. All players registered shall be processed by the Association. All registration fees will be payable to Millet Minor Hockey Association and shall be paid in full by November 1st of the Registration Year. If fees are unpaid, a person shall lose his/her member status and shall not be entitled to vote at any meeting and the player(s) concerned shall not be allowed to participate in any team activities. Membership will be reinstated, and the player(s) concerned will be allowed to resume activities with the team once fees are paid in full.

13. The Executive will permit 3 & 4 year old players to register for U7 provided a parent volunteers to be on the ice with the team in a coaching capacity. Those parents will need to complete all necessary courses to be a coach.

14. Players trying out for higher caliber teams than are offered by the Association will be permitted the same opportunity to make the MMHA team provided they return to Millet by October 5th of the Registration Year. Exceptions will be granted to players whose first try out extends beyond October 5th. If a player chooses to try out for a second, third, etc. team they will not be granted the exception.

15. All requests for a players' release must be presented in writing to the President. MMHA will follow Hockey Alberta guidelines when determining if a release will be granted with board approval & Hockey Alberta guidance.

16. When a player is expelled from a hockey game, he/she is to be placed in the control of a responsible adult for the remainder of the game. Immediately following the game, he/she is to return to the team dressing room.

17. Any/all members of the Executive shall not hold a team position (Coach, Assistant Coach, Manager, Trainer & Level Coordinators) with any Association outside of MMHA unless they submit a letter of request to the Executive and are approved by majority vote.

18. All fundraising licenses must be obtained through the MMHA Fundraising Coordinator. All teams receiving direct sponsorship funds, Association funds, or funds generated through fundraising activities shall prepare a season financial statement substantiated by receipts upon request. Team account balances at the end of the year will not roll over to the next year and will be absorbed into the MMHA General Account.

19. Every effort will be made to purchase all minor hockey uniforms, goalie equipment, team jackets, and other miscellaneous items through suppliers within our local area.



20. The Association will replace uniforms in all divisions as needed as approved by the Executive.
21. Bullying, Harassment and Maltreatment will not be tolerated as per Hockey Alberta Policy and Procedures Manual Section 11 of the Hockey Canada Playing Rules. See [Hockey Alberta Bullying, Harassment and Maltreatment Policy](#)
22. Inappropriate behavior will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the organization. Whether or not a particular behavior or action constitutes inappropriate behavior will be a matter determined by the organization having regard to all of the circumstances, including past behavior, and allegations or suspicions related to such behavior.
23. Inappropriate use of Social Media as determined by the Millet Minor Hockey Social Media Policy will not be tolerated. The Millet Minor Hockey Social Media Policy can be found on the MMHA website. See Appendix 1.4
24. Any type of cell phone/ipod or electronic photo devices will not be permitted in the team dressing room at any time. If a team wishes to use a cell phone for music they will be permitted to, provided it is one cell phone only and under the control of the Head Coach. Photographs in the dressing room are to be taken by the Head Coach/Manager (or with Head Coaches permission) with all the Players in full Equipment/Uniform.
25. Access to the MMHA Equipment cage will be limited to members of the Executive, Team Coaches, Managers, or Team Equipment personnel. This code will be changed yearly.
26. Minutes of the Annual General Meeting and Executive Meetings shall be posted on the website for membership to view once they have been approved by the Executive at the following meeting.
27. All Head Coach certifications must be presented to the MMHA registrar no later than October 31st. See Appendix 1.1 for Hockey Alberta Coach Requirements
28. All MMHA parents must complete Respect in Sport training. See Appendix 1.2
29. Executive Attendance at Board Meetings – It is important that all board members attend board meetings. If any board member is absent for 3 consecutive board meetings they may be removed, subject to board review.
30. Fundraising Commitment - Each MMHA member is responsible to fulfill their fundraising commitment. Failure to comply will be deemed Not in Good Standing with MMHA.
31. Children under the age of 12 must be supervised by a parent/guardian during any MMHA event.



32. Coaches, Assistant Coaches, Managers, Trainers, level Coordinators, must follow the "rule of 2", which means two coaches need to be present in the dressing room at all times or when addressing a player. *A female representative must also be present when addressing female players.

33. Any complaints pertaining to minor hockey must be submitted to the Level Coordinator in writing and signed and dated by the complainant. Please note; prior to submitting a complaint or issue, please exercise the 24-hour cooling off period. See Appendix 1.3 for more details of the Complaint and Discipline Policy.



Code Of Conduct

The Code of Conduct identifies the standard of behavior, which is expected of all MMHA (Millet Minor Hockey Association), including players, coaches, parents, coordinators, volunteers, and spectators. MMHA is committed to providing a sport environment in which all individuals are treated with respect. Members of MMHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist, or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated by MMHA.

During the course of all MMHA activities and events both on and off the ice, members shall avoid behavior that brings MMHA, Hockey Alberta, or the sport of hockey into disrepute.

MMHA members shall at all times adhere to MMHA's Rules and Regulations, as further referred herein, to rules governing MMHA events and activities, and to rules governing any competition in which the member participates on behalf of MMHA, Hockey Alberta, or Hockey Canada.

Members of MMHA also shall adhere to the guidelines laid out in Hockey Alberta's **"Respect in Sport"** program. Members of MMHA shall not engage in any activity or behavior, which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others. Failure to comply with this Code of Conduct and MMHA's Rules and Regulations may result in disciplinary action in accordance with Section 7 the Complaint & Discipline policy of MMHA, Hockey Alberta, and Hockey Canada. Such action may result in the Member losing privileges that come with being part of MMHA.

This Code of Conduct applies to all MMHA players, parents, coaches, spectators. This Code of Conduct applies for all MMHA and Hockey Alberta events held for the current hockey season.

Recognition and Prevention of Abuse Policy

Every member of the MMHA has an obligation ensuring that we do our best to provide an environment free from harassment / bullying. This means not engaging in, allowing, condoning, or ignoring behavior contrary to these policies. In addition, any member of MMHA who believes that a fellow member has experienced or is experiencing harassment/bullying is encouraged to notify a Level Coordinator.



Appendix 1.1 - Coach Requirements

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
A, B, C, D (incl. female)	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
	U11		Head Coach			Head Coach		
	U13							
U15								
Elite Female	U18			Head Coach	Head Coach	All Team Officials	One Team Official	
	U15*		Head Coach					
AA	U18*			Head Coach	Head Coach	All Team Officials	One Team Official	
	U13							
	U15*							
AAA	U18*			Head Coach	Head Coach	All Team Officials	One Team Official	
	U15							
	U16							
	U18 Female							
Accredited Schools	U18							
	All							
Junior	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
Senior	Female						All Team Officials**	One Team Official
	Male							

*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be "trained" by November 15 th of current season, by following seasons November 15 th must be "certified" to remain eligible.
	Trained = attended classroom session Certified = passed all post task evaluations

Coach Selection

- Coach Selection will be determined based upon 1. Qualification, 2. Overall experience and 3. High level of communication skills.
- All Coaches must have Respect in Sport (Activity Leader)
- All coaches will also be subject to "Police Information Check with Vulnerable Sector Check". Or CRC.
- FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS GO TO www.hockeyalberta.ca

Appendix 1.2 - Respect in Sport

- Respect in [Sport Activity Leader](#) is an online course found on the Hockey Alberta Website. All MMHA coaches and team officials must receive this training.
- [Respect in Sport Parent](#) is an online course found on the Hockey Alberta Website. All MMHA parents/guardians must receive this training.



Appendix 1.3 - Complaint/Discipline Policy

COMPLAINT & DISCIPLINE PROCEDURE

Once a complaint is received in writing the Level Coordinator will listen to the complaint and receive the information to support the claim. The Level Coordinator will explain the MMHA procedure and outline the remedies available to the complainant. The Level Coordinator will document the meeting. If there is a conflict of interest with the level coordinator, another level coordinator will be appointed.

There are four possible outcomes to this initial meeting of complainant and the Category Director:

1. The complainant and the Level Coordinator agree that the conduct does not constitute harassment. If this occurs, the Level Coordinator will take no further action and will make no written record.
2. The complainant brings evidence of maltreatment, bullying and/or harassment and chooses to pursue an informal resolution of the complaint. If this occurs, the Level Coordinator will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the Level Coordinator may also seek the assistance of a neutral mediator.
3. If informal resolution fails to satisfy the complaint, the complainant will reserve the option of submitting a formal written complaint. If this occurs, the Level Coordinator will direct the complainant in completing the [Incident Report Form](#) to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.

The respondent will be given an opportunity to provide a written response to the complaint. The Category Director may assist the respondent in preparing this response.

4. After receiving the written complaint, the Level Coordinator shall submit a report to the Vice President, containing the documentation filed by both parties along with a recommendation that
 - 4.1) No further action be taken because the complaint is unfounded, or the conduct cannot reasonably be said to fall within this policy's definition of harassment as per [Hockey Alberta Maltreatment Policy](#); or
 - 4.2) The complaint should be investigated further.
 - 4.3) A copy of this report shall be provided, without delay, to both the



complainant and the respondent.

5. In the event that the Vice Presidents' recommendation is to proceed with an investigation, the Vice President shall within five days appoint the Discipline Committee consisting of Referee in Chief, Player & Coach Development Coordinator and Level Coordinator to serve as a case review panel. To ensure freedom from bias, no member of the panel shall have a "significant" personal or professional relationship with either the complainant or the respondent at the discretion of the Vice President.
6. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as the following:
 - 1) The nature of the harassment;
 - 2) Whether the harassment involved any physical contact;
 - 3) Whether the harassment was an isolated incident or part of an ongoing pattern;
 - 4) The nature of the relationship between complainant and harasser;
 - 5) The age of the complainant;
 - 6) Whether the harasser had been involved in previous incidents;
 - 7) Whether the harasser admitted responsibility and expressed a willingness to change; and
 - 8) Whether the harasser retaliated against the complainant.

DISCIPLINE

7. In recommending disciplinary sanctions, the panel may consider the following options, alone or in combination, depending on the severity of the harassment:
 - 1) A verbal apology;
 - 2) A written apology;
 - 3) A letter of reprimand from the sport organization;
 - 4) A fine;
 - 5) Referral to counseling;
 - 6) Removal of certain privileges of membership;
 - 7) Temporary suspension from volunteer or board position;



- 8) Termination of volunteer or board position; or
- 9) Expulsion from membership of the Association.

8. A copy of the report from the case review panel shall be provided by the Discipline Committee, to both the complainant and the respondent after the conclusion of the hearing, the Discipline Committee will deliver its written Decision to the President or designate, the Complainant and Respondent. This Decision will contain the following:

- a) A summary of the relevant facts;
- b) A determination as to whether the acts presented constitute harassment, maltreatment or bullying as defined in this policy;
- c) Disciplinary action against the Respondent, if the acts constitute harassment or bullying.
- d) In addition, the decision may contain measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment or bullying.
- e) While investigation takes place there may be temporary suspensions of the parties involved.
- f) The conclusion & recommendations of the Discipline Committee will be brought to the next Executive Meetings and voted on.

8.1) Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the Clubs archive vault. These files shall be kept confidential and access to them shall be restricted to the MMHA Administrator, and Executive.

8.2) Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of 10 years, unless new circumstances dictate that the report should be kept for a longer period of time.

8.3) The decision of the Panel will be final and binding upon the Complainant, and the Respondent. Appeals to this process must be carried out according to the process outlined below.



APPEALS

1. Both the Complainant and the Respondent shall have the right to appeal the decision and recommendations of the Discipline Committee. A notice of intention to appeal, along with the grounds for appeal, must be provided to the MMHA President within 30 days of the Complainant or Respondent receiving the Committee's report. The notice must include the grounds upon which the decision is being appealed.

Appeals may only be made on the following grounds:

- Committee members did not follow the procedure set out in this policy
 - Members of the Committee were biased or acted in an unfair manner.
 - Committee members reached a decision which could not be supported by the evidence.
 - Committee members reached a decision which was grossly unfair or unreasonable.
2. In the event that a notice of appeal is filed, a fee of \$250.00 will be submitted by the person submitting the appeal to begin the Appeal Process. The President shall appoint a minimum of three board members in accordance with MMHA Bylaw 9.4 to constitute the appeal body. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
 3. The appeal committee shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant and respondent's statements, the reports of the Level Coordinator and Discipline Committee review, and the notice of appeal.
 4. The appeal body shall present its findings in a report to the MMHA President. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures. See 9.4
 5. A copy of the appeal body's report shall be provided to the complainant and respondent.
 6. If the complainant or the respondent are not satisfied, they have the right to appeal to [Hockey Alberta](#) or [Hockey Canada](#)



Record Keeping and Confidentiality

The President of MMHA shall keep a secure record of the Panel report and any appeal proceedings, and maintain these records for a minimum period of ten years. The record shall contain all relevant documents including, but not limited to, the following:

- A copy of the original complaint and report
- Responses to the complaint
- Terms of reference of the investigator
- Interim measures (if any)
- Witness statements
- Investigator's report
- Mediated solution (signed agreement)
- Decision of the Panel
- Sanctions imposed (if any)
- Any appeal(s) (if any)
- Decision of the Appeal board



Appendix 1.4

MILLET MINOR HOCKEY ASSOCIATION SOCIAL MEDIA AND NETWORKING POLICY

INTRODUCTION For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as 'message' or 'texting'. The policy will be applicable to all members of the MMHA Community, including Coordinators, Teams, MMHA members and executive, on-ice and off-ice officials, players, players' family members and supporters. MMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. MMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the MMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, League and/or Millet Minor Hockey Association.

1. SOCIAL MEDIA GUIDELINES

- a) MMHA holds the entire MMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the MMHA, the MMHA recommends that you request approval from the Team or the Association.



3. SOCIAL MEDIA VIOLATIONS The following are examples of conduct through social media and networking mediums that are considered violations of the MMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, League and/or MMHA.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, League and/or MMHA executive, members, programs, stakeholders, players or any member of a MMHA Team.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, videos or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, bullying etc.
- f) Online activity that contradicts the current by-laws and policies of the MMHA or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the MMHA policies and by-laws on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE The Team, League and/or the MMHA will investigate reported violation(s) of this policy in the manner set out in the MMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team, League and/or the MMHA Board of Executives will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a League and/or MMHA By-Laws for other types of suspensions.

5. SUMMARY When using social media and networking mediums, the MMHA community should assume at all times they are representing the MMHA and/or its member Associations or Teams. All members of the MMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the MMHA community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify your MMHA Team Management or the MMHA Board immediately.