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## STURGEON HOCKEY CLUB

POLICIES, PROCEDURES AND OPERATIONAL GUIDELINES

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## DEFINITIONS

### Definition

- (A) "Affiliated Player" A Player referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division than the team in the Category/Division with whom the Player is registered.
- (B) "Annual General Meeting" OR "AGM" The Sturgeon Hockey Club shall hold their Annual General Meeting on or before the 30th day of April each year.
- (C) "Association" The Sturgeon Hockey Club or SHC.
- (D) "Chairperson" The person responsible for leading and overseeing the SHC Executive Meetings and the Annual General Meetings. Unless otherwise specified prior to a meeting, the President will act as the Chairperson.
- (E) "Divisions" Age category of hockey for girls and boys as of December 31:
- |            |                         |
|------------|-------------------------|
| Initiation | 4, 5 and 6 year-olds    |
| Novice     | 7 and 8 year-olds       |
| Atom       | 9 and 10 year-olds      |
| Peewee     | 11 and 12 year-olds     |
| Bantam     | 13 and 14 year-olds     |
| Midget     | 15, 16 and 17 year-olds |
- (F) "1660" Body responsible for hockey administered by the SHC and meets in May for their AGM, Fall meeting and Tiering meeting. Also identified as the 1660
- (G) "AA Model" The Association or the AA Model within Hockey Alberta.
- (H) a Executive Committee Also referred to as the Board of Directors of the Sturgeon Hockey Club shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Director of Game & Conduct, Tournament Director, Director Ways & Means, Director of Hockey Operations, League Director & Past President
- b Hockey Operation Hockey Operations Committee Director of Hockey Operation, Directors of Initiation, Novice, Atom, Peewee, Bantam, Midget, Coach, Female, Equipment, Ice Scheduler, Referee Chief & Assignor
- (I) "HCR" or "Hockey Canada Registry" The electronic system used by SHC, Hockey Alberta & Hockey Canada.
- (J) "Hockey Alberta" The Alberta Amateur Hockey Association or HA.
- (K) "Hockey Canada" The Canadian Amateur Hockey Association or HC.
- (L) "Hockey Season" The period beginning 1st August and concluding April 15 of each calendar year
- (M) "Hockey Team" or "Team" Comprised of a maximum of nineteen (19) Players and minimum of 14

(B) (i) For teams competing for National and Regional events, a minimum of 15 Players (at least two of whom must be goaltenders); (ii) For teams competing in Minor Hockey Provincials, a minimum of 10 Players; (iii) For all other teams, a minimum of 8 Players;  
 (C) Coaches who have completed course requirements in compliance with Hockey Canada and HA Regulations;  
 (D) A Team Official who has completed the course requirements for the Hockey Canada Safety Program;  
 (E) A Team Official who has completed the course requirement for the Respect In Sport Program as required by Hockey Canada and HA regulations.

- (N) "Import Player" A player who resides outside of the boundaries of SHC
- (O) "Ineligible Player" Includes, without limitation:  
 (i) A Player improperly registered with Hockey Alberta in contradiction of the Bylaws and/or Regulations of Hockey Alberta;  
 (ii) A suspended Player;  
 (iii) A Player not properly released in accordance with Hockey Alberta Bylaws and Regulations.
- (P) "League Game" A scheduled game in a League recognized by HA (including tiering games but excluding pre-season games, exhibition games).
- (Q) "Legal Guardian" A person that is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.
- (O) "Member"  
 (A) Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with SHC as per Hockey Alberta regulations;  
 (B) Any coach, assistant coach or manager that is officially registered with SHC; or  
 (C) Any volunteer who has requested to be a member & who is approved by the Executive Committee to be a Member.  
 (D) Any person holding a position of Executive Board of Directors in the Association or in a "ratified" position of the Association.  
 (E) Any registered player
- (R) "Non-provincial Team" A team properly and duly registered with Hockey Alberta, who is ineligible to participate in Provincials.
- (S) "Officer" The elected members of the Executive Committee.
- (T) "Off-Ice Official" Those persons who work as time-keepers, goal judges, penalty-box attendants and other persons who may be required off the ice from time to time for the organized conduct of a game of hockey.
- (U) " On-Ice Officials" Those persons registered with HA qualified to officiate Hockey games as determined from time to time by HA.
- (V) "Parent Declaration Form" The designated HA form used by Players whose parent(s) change residence in situations where the Player continues to reside with the parent.
- (W) "Permission to Try-Out" The approval, by designated HA form, used by Players to try out or condition with teams in other than their resident LMHA.

(X) "Pre-Season Game"	Any game which is not part of the regular season, including Tiering, Exhibition or Tournament Games that take place prior to the start of regular scheduled League play.
(Y) "Provincials"	The Hockey Alberta playoff competition.
(AA) "Resident Player"	A player who resides within the boundaries of the Sturgeon Hockey Club that the player is registered with in any playing season.
(BB) "Suspension"	A temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that suspension must stipulate a length of time or number of hockey games or type of hockey games or combination thereof.
(CC) "Team Official"	All or any of the persons involved in the management of a Hockey Team including, without limitation, the Coach, Manager, Stickboy and Trainer.

# 1 SHC IN GENERAL

## 1.1 PREAMBLE

### Policy Statement

These Operational Policies, Rules & Guidelines outline the regulations under which The Sturgeon Hockey Club conducts hockey operations. All members of the Association, including players, parents, coaches, team officials, or team follower and fan; are bound by the Bylaws, Operational Polices, Rules & Guidelines and regulations of the Association, Hockey Alberta and Hockey Canada. The following interpretations apply:

- Policy statement: a formal declaration outlining the methods in which the Association intends to conduct its affairs and act in specific circumstances
- Rules: statements directing members on how they should behave
- Guidelines: recommended practices

### 1.1.1 Governing Bodies

#### Policy Statement

As a condition precedent to membership in Hockey Alberta, the Association agrees that:

- (A) Hockey Alberta is the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to Hockey Canada;
- (B) it shall unconditionally obey and abide by:
  - i. the Bylaws, Regulations and policies of Hockey Alberta; and the Rules and the bylaws and regulations of Hockey Canada; and any amendments thereto as are in force from time to time; and
  - ii. it will abide by the interpretation of the Hockey Alberta Board with respect to such Bylaws, Regulations and policies of Hockey Alberta and the Rules and the bylaws and regulations of Hockey Canada, subject only to the rights of appeal as provided for by the bylaws of Hockey Canada.

## 1.2 VISION

### Policy Statement

The vision of the Sturgeon Hockey Club shall be to be recognized as a premier minor hockey association in Alberta, and be the hockey association after which other associations are modelled.

### 1.3 MISSION STATEMENT

#### Policy Statement

The mission of the Sturgeon Hockey Club shall be to provide a full-ranged hockey program to enhance the abilities of participants at all levels.

### 1.4 PHILOSOPHY

#### Policy Statement

The philosophy of the Sturgeon Hockey Club shall be to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all participants.

### 1.5 VALUES

#### Policy Statement

The Sturgeon Hockey Club shall value the game of hockey and strive to operate under a set of bylaws, rules and policies which ensures a fair and equitable hockey program that provides for the development of participants at all levels. The Sturgeon Hockey Club shall value its volunteers and staff. The association shall value a committee approach to the operation of the association and value open communication to members. Decisions shall be made by the membership subject to executive approval under the current bylaws, rules and policies of the association. Sturgeon Hockey Club shall apply the bylaws, rules and policies of the association consistently.

### 1.6 SHC

#### Policy Statement

The Sturgeon Hockey Club shall be referred to in this document as SHC or the Association.

#### Rules & Guidelines

- (A) SHC has an office located at the Ray McDonald Sports Centre 9908 104 St in Morinville.
- (B) The office telephone, fax and email can be found on SHC's website:  
[www.sturgeonhockeyclub.com](http://www.sturgeonhockeyclub.com).
- (C) SHC's mailing address is: Sturgeon Hockey Club, Box 3217, Morinville, Alberta T8R 1S1.



(D) SHC does not employ a full time administration. Board members are posted on the website and are available via phone & email.

(E) Hockey Alberta, [www.hockeyalberta.ca](http://www.hockeyalberta.ca), is the governing body of hockey in Alberta.

(F) Hockey Canada, [www.hockeycanada.ca](http://www.hockeycanada.ca) is the governing body of hockey in Canada.

## 1.7 BYLAWS

### Policy Statement

The Bylaws of SHC shall be available at the SHC website for perusal by any member of the association. Bylaws can only be changed or amended by vote as outlined in the Bylaws at the annual general meeting of the association.

## 1.8 COMMUNICATION

### Policy Statement

The SHC website will act as the primary form of communication and mode of broadcasting information.

## 1.9 EXECUTIVE COMMITTEE

### Policy Statement

The current positions on the Executive Committee of SHC and the responsibilities of the positions shall be described in the Bylaws, the positions are:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Director of Hockey Operations
- Director of Game & Conduct
- Director of League
- Director of Ways & Means
- Director of Tournaments
- Past President

The names and email of the persons currently holding the above positions are available from the SHC website.

### 1.9.1 Executive Committee Operations

#### Policy Statement

Executive Committee shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act, Association Bylaws, and the Operational Policies, Rules & Guidelines that may be enacted by the Executive Committee from time to time. In general, the Executive Committee supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member.

### 1.9.2 Administrative Powers and Duties

#### Rules and Guidelines

Executive Committee shall:

- (A) Determine the general policies with respect to the organization, administration and operation of the Association
- (B) Operate the hockey programs at all levels
- (C) Provide for the development of players, coaches and officials
- (D) Make policy rules & guidelines respecting the enrolment of players and their access to fee-based programs operated by the Association
- (E) Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners

### 1.9.3 Conduct of Meetings

#### Rules and Guidelines

- (A) Order of Business

- i. The items of Business at any regular meeting of the Executive Committee shall, in accordance to the most current version of Roberts Rules of Order, address the following:
  - Call to order
  - Roll call and reception of visitors
  - Approval of Agenda
  - Minutes of previous, regular or special meetings
  - President's Report
  - Vice President Report
  - Registrar's Report
  - Treasurer's Report
  - Hockey Operation 's Report
  - Game & Conduct Management Report
  - Ways & Mean Report
  - Special Orders
  - Unfinished Business
  - New Business
  - Adjournment
- ii. If there are agenda items which require specific members to be present, and they are not present, the President shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

(B) Guests

Executive Meetings are open to any SHC Member upon two business days' (prior to day of meeting) notice to the SHC President. This will give the SHC membership the opportunity to audit the meeting without making a presentation. There will be a 15 minute period, minimum at the Executive Meeting for questions from the general membership in attendance.

(C) Minutes

- i. The minutes of Executive meetings shall include a record of visitors received, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting.
- ii. Minutes shall be presented for ratification at the next scheduled executive meeting.
- iii. The Executive Committee shall make minutes available to SHC Members upon request, 10 days after ratification.
- iv. Minutes from executive meetings held within 30 days prior to AGM shall be ratified and made available 10 days prior to scheduled AGM.

(D) Voting

- i. Every executive member present shall vote on every matter unless excused by resolution of the Committee from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to 1.9.3 (D) v below.
- ii. A quorum at any Executive Committee Meeting shall be 50% of active Members of the Executive Committee.
- iii. On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 50% majority vote of the quorum to pass the motion. In the case of an equality of votes the Chairperson of the meeting shall not be entitled to a second or casting vote in addition to their ordinary vote, and the question shall be declared defeated.
- iv. Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A Member may demand a poll on any vote which shall then be counted by a written ballot.
- v. Members of Executive Committee shall not vote on any question:
  - a. Affecting a private company of which they are shareholders
  - b. Affecting a public company in which they hold more than one percent of the number of shares
  - c. Effecting a partnership or firm of which they are members
  - d. A contract for the sale of goods, merchandise, or services to which they are a party
  - e. On any question in which they have direct or indirect financial interest, except questions of general benefit to a class of which they are by statute necessarily members
  - f. Any question directly effecting the placement or discipline of any player to whom they are directly related. Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate and shall be deemed absent for that specific question.
- vi. No absentee or proxy voting shall be allowed
- vii. Recording: a member may request his or her vote to be recorded in the minutes
- viii. Where the executive committee has determined that an electronic vote is deemed appropriate or necessary, such will be conducted and will be ratified at the next scheduled Executive Committee Meeting.

(E) Motions

- i. Each member shall have the privilege of proposing motions for consideration by the Executive Committee with the requirement of a seconder.

- ii. Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled “out-of-order” by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.
- iii. On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
- iv. No executive member shall speak more than twice to the same question (only once to a question of order) or no longer than five (5) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
- v. A proposer shall not speak against a motion, even though they shall have the privilege of casting a vote against.
- vi. Where the right to speak on a question is itself a matter for debate, the Chairperson shall poll each executive member to ensure opportunity has been granted.
- vii. A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

(F) Amendments

- i. Each executive member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.
- ii. An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.
- iii. When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

(G) Decorum

- i. In debate, an executive member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion.
- ii. The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate.
- iii. A speaking member shall respect the Chairperson’s right to speak or recognize a point of order or information. The speaking member shall defer to the Chairperson on such points.

- iv. Calling for the previous question may be ruled out of order by the Chairperson if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

#### 1.9.4 Telecommuting

##### Rules and Guidelines

An executive member may participate in a meeting of the Executive Committee by means of telecommuting, that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

#### 1.9.5 Signed Resolution

##### Rules and Guidelines:

A resolution signed by all members of the Executive Committee, as such, shall be as validated effectual as if it has been passed at a meeting of the Committee, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

### 1.10 STANDARDS OF CONDUCT

##### Policy Statement:

These standards of conduct shall apply to all officers of the Association, whether elected or appointed, and shall specifically apply to Members of Executive Committee, Division Director & Directors. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which officers are expected to observe. Violation of the standards by an officer may lead to a review by the Executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand and/or expulsion.

##### Rules and Guidelines:

##### (A) In relation to the Association:

- i. The Officers shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- ii. The Officers shall maintain the integrity of the Association at all times, and will not initiate or participate in any activity that will place the Association in ill repute.

- iii. The Officers shall honor commitments made on behalf of the Association.
- iv. The Officers shall not divulge to members of the general public any item raised at Executive Committee meetings.
- v. The Officers shall resign from their position immediately if they become unable to fulfil the duties or obligations of the position.

(B) In relation to colleagues (other officers):

- i. The Officers shall not criticize the sphere of operation of another officer except to that Officer or the President. Criticism or reports to the President shall only be made after the Officer has been made aware of the nature of the criticism to be levelled.
- ii. The Officers shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public.
- iii. The Officers shall refer to appropriate Association Officer's issues arising in the community with respect to their sphere of operation.
- iv. The Officers shall not undermine the confidence of Association members in other offices.

(C) In relation to the membership

- i. The Officers shall fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association.
- ii. The Officers shall treat members with dignity and respect and are considerate of their circumstances.
- iii. The Officers shall not use their position for personal profit, or for the profit of immediate family members.
- iv. The Officers shall not use their position to influence the placement of any players.
- v. The Officers shall not use their position to influence the selection of any coach or team official.

## 2. ADMINISTRATIVE OPERATIONS

### 2.1 PLAYER REGISTRATION

#### Policy Statement

The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.

#### Rules and Guidelines

The Registrar will be responsible for all registration issues for all participants within the Association. The full duties of the Registrar are outlined within the SHC Bylaws.

#### 2.1.1 Player Eligibility and Boundaries

##### Policy Statement

The Association shall provide programs for players, aged 4 to 17 years of age, in accordance with our stated bylaws. Non-resident players are only admitted to the program under special rules established by leagues for “import” players in the AA Program and under specific direction of the Executive Committee.

##### Rules and Guidelines

- (A) Resident player: In order for a player to be eligible to register as a member of SHC, play or practice with a team or participate for tryouts, a player must reside within SHC’s boundaries. Residential status of a player’s parents or legal guardian must be established at time of registration.
- (B) A player may not establish residency for the principal purpose for playing or practicing hockey.
- (C) Girls divisions: because of the nature of these hockey programs, have other boundaries with the provision that no Sturgeon player will be displaced.
- (D) Legal Guardianship of a player exists where the parents are not deceased and whose principle residence lies outside the above boundaries, and a petition to and the endorsement of a court of law exists transferring responsibility for the players care and protection to a third party, who meets the above residential requirements. Any player with a parent whose principle residence lies outside the SHC boundaries must provide the Registrar with the following information in writing:
  - i. The name(s) of that person’s legal guardian(s)



- ii. Copies of legal guardianship papers
  - iii. The address at which the player will reside during the current hockey season and proof thereof.
- (E) Players registering with the Association under a Legal Guardianship are eligible to be drafted to the representative/club level until they have played one complete season with the association.
- (F) Violation of residence regulations could result in player suspension of 1 to 3 years.
- (G) Final date for player registration is January 10th of the current hockey season. A player may be released to play up to and including January 10th of the current hockey season.
- (H) Players who move within the borders of the province after January 10th and up to and including February 10th may apply to the President for special permission to register if they or their family have been transferred by their employer or for any other extenuating reason acceptable to Hockey Alberta. Application for permission and reasoning must be made in writing. Such players are NOT eligible for Provincials.
- (I) A player must only be assigned to one (1) Team sheet per season. Players signing with one or more team without releases/transfers can be suspended at the discretion of Hockey Alberta.
- (J) Import player: any player who does not meet the above residential requirements
- i. Import players must complete all paperwork required by Hockey Alberta in order to be eligible to play, practice or participate in tryouts.
  - ii. SHC follows import guidelines as set out by Hockey Alberta.
  - iii. Status of Imports: a player retains the status of an import, wherever the principal parental residence is outside Association boundaries, irrespective of the number of years played on an Association team.

### 2.1.2 Registration Requirements

#### Rules and Guidelines

- (A) Current players MUST have previously supplied proof of age. An electronic copy of a birth certificate, passport or baptismal certificate remains on the players' electronic file locally and within SHC.
- (B) New players MUST upload a copy of their birth certificate into the player registration system and provide proof of residency as set out by the Registrar. In situations where it is not possible to obtain a birth certificate, the following may be accepted:

- i. A valid passport
  - ii. A duly certified baptismal certificate issued before the age of ten (10) years or the age at the date of entry into this country as certified by the form filled out at the port of entry or other suitable documents.
- (C) Registration is undertaken with the understanding that additional team fees and/or fundraising may be required. No registration will be approved until all fees are paid and required documentation is received. All registrations are subject to review by the Registrar.
- (D) Completion of the Respect in Sport "Parent Program" by at least one parent of every player shall be a condition of their child's eligibility to participate on a sanctioned Hockey Team.

### 2.1.3 Payment of Fees

#### Rules and Guidelines

- (A) All players must be registered with SHC before participating in any on ice activity.
- (B) General registration fees, special program fees and league surcharges will be established annually by the Executive Committee. This will include any late payment penalties.
- (C) In general, payment of the full registration fee is expected at the time of registration. The Association may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan as detailed in 2.1.3 (E), is defined.
- (D) The prime responsibility for counseling family units experiencing hardship as to the availability of special funding from sponsoring organizations or agencies resides with the Registrar and President. Benevolent requests are to be made in writing to the Registrar.
- (E) Payment Plans
- i. Shall be approved by the Association.
  - ii. If payments are not honored player maybe be suspended immediately and a note added to HCR system indicating amount owing.
  - iii. Shall have last installment payment paid by Sept 30th of the current hockey season
- (F) NSF Cheques: The NSF fee for a returned cheque is \$25.00 On receipt of a NSF cheque, the treasurer has the option to:
- i. Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan.
  - ii. Revoke the registration

## 2.1.4 Refund of Fees:

### Rules and Guidelines

Refunds for players withdrawing prior to the start of the season, from the program will be paid, upon written application to the Registrar, less a \$50.00 service charge fee, according to the following:

- (A) No portion of the late registration fee will be refunded.
- (B) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- (C) For players withdrawing voluntarily for personal reasons, the refund will equal the registration fee less \$50.00 service fee, less 15% of the regular registration fee for each month player

Example: registration of \$575.00 withdraws as of November 2:

Refund =	\$575.00	
	-172.50	October, November @ 15%/month
	<u>-50.00</u>	Service fee
	\$352.50	

- (D) The \$50.00 service fee will not be charged for players withdrawing as a result of personal injury. All players choosing to withdraw are no longer considered SHC members for the duration of the season. Should a player wish to return, s/he must pay the full registration amount prior to January 10 for SHC membership to be reinstated.
- (E) The \$50.00 service fee will not be charged for players withdrawing as a result of a residential move outside of SHC's boundaries. Proof of new residence will be required along with written application to withdrawal.
- (F) No refunds will be allowed after December 15.
- (G) There will be no refund issued until all equipment assigned to the player, parent or team is returned in satisfactory condition. There will be no charge levied for the return of sweater or SHC equipment if in good condition.
- (H) Release forms must be signed by the President or acting designate and the Registrar.
- (I) Tryout fees are non-refundable

## 2.2 PURCHASING

### Policy Statement

The Executive Committee is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Officers shall adhere to Purchasing

Policy Rules & Guidelines. Any Officer found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Committee.

### 2.2.1 Authority to Purchase

Authority to Purchase shall be through established budget or by vote of the Executive Committee following outlined procedures and policies.

### 2.2.2 Major Purchases

- (A) All major purchases from \$500.00 to \$2499.99 must be approved by the President and one of the following Vice President or Treasurer.
- (B) Items valued between \$2500.00 and \$5000.00 must be supported by two written quotations.
- (C) Items valued greater than \$5000.00 must be supported by public tender.
- (D) Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved in the current budget.

### 2.2.3. Public Tender

#### (A) Notice to Tender

- i. Preparation of the “Notice to Tender” is the responsibility of the Executive Member or employee under whose budget the purchase will be made (e.g. purchase of jerseys is the Director of Equipment). Notice to Tender shall be complete and detailed and must contain a deadline date for submission of bids.
- ii. Notices to Tender will be approved by the Executive Committee prior to publication.

#### (B) Awarding of Tender

Tenders will be awarded by majority vote of the Executive Committee. Factors to consider when awarding a contract should include, but are not limited to:

- Quality of presentation
- Total cost
- Reputation of supplier
- Guaranteed delivery date
- Cost of replacement and/or extra items
- Location
- Sponsorship

#### (C) Purchasing Authority

Authority to purchase items under the contract is restricted to those items specified in the tender and is also restricted to the executive member or SHC employee responsible for the contract as specified in the tender ( e.g. a contract to purchase equipment; the Equipment Administrator is the only authorized purchaser). In the event that the person specified in the tender is unavailable, then the Executive shall assign an appropriate person. All purchased equipment items must have a SHC approved purchase order number.

(D) Changes and Amendments

Changes to, or authority to exceed the terms of the contract after it has been awarded, require approval of the Executive Committee.

(E) Limitations

- i. Executive Committee Members are prohibited from submitting quotes verbally or by tender.
- ii. No Executive Member or Employee shall solicit or accept gratuities, favors, or anything of value from potential and current contractors.

(F) Contract Extensions

The Executive Committee will hold the authority to renew contracts with a current supplier.

## 2.3 MEDIA RELATIONS

### Policy Statement

The Association shall endorse the use of local media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the President with accountability to Executive Committee. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the association. Any transgression is subject to disciplinary action.

### 2.3.1 Advertising

#### Rules and Guidelines

The Association shall establish:

- A) Liaison contact with the local media setting criteria for the submission of advertising material, processing and checking of accounts and transmitting accounts payable to the Treasurer.
- B) Standards for advertising formats utilizing Association logo.

- C) That the official logo shall be used on all advertising material relating to Association business or operations.
- D) An annual file of all advertising material for future reference.
- E) That all advertising material pertaining to a particular divisional operation or activity receives the endorsement of the Division Director or President.
- F) That all advertising material is worded to represent the Association and not give the impression of representing any member, group, sub-committee or official.
- G) That multiplicity of material on the same activity is consolidated.
- H) That material of a sensitive or controversial nature is referred to the President or Executive Committee for approval prior to publication.
- I) Responsibility for payment and ensure that receivables are transmitted to the Treasurer.
- J) A reporting procedure to the Executive Committee, for persons transgressing these guidelines.

### 2.3.2 Media Enquiries

The President will prepare all required Press releases and submit to the Secretary for media release as required by the Association. No member is authorized to speak on behalf of the Association as a whole, to any media outlet.

## 2.4 LOGO, COLOURS, SUPPLEMENTARY CLOTHING

### Policy Statement

The Association recognizes that a standard set of colours may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing the Association logo are designed to provide season-to-season continuity and reduce costs to parents.

### 2.4.1 Logo & Colours

- (A) The Association logos are as follows:
  - the horse head with Mustangs under it
  - and the SHC Logo (AA program)



- (B) The Association logos are restricted to official material authorized and approved by the Executive Committee. Team representatives must purchase apparel bearing the logo from approved Sponsors as outlined in section 2.6 Sponsorship.
- (C) The Association logos may not be altered without approval by the Executive Committee. Teams must bring proposed changes to their respective Director who will arrange to include this item on the next Executive Committee agenda.
- (D) Association colours shall be red, white and blue.
- (E) Logos can and will be supplied through the Association upon request.

#### 2.4.2 Supplementary Clothing

- (A) All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.
- (B) Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents. SHC recommends the team not subsidize the purchase of supplementary clothing for coaches and other team officials.
- (C) Supplementary clothing, purchased as team wear, shall comply with Association colours and specifications to qualify to bear the Association logo.
- (D) SHC teams are encouraged to avail themselves of the standard clothing, however should a team elect to purchase supplementary clothing which does not meet the specifications; this clothing may not bear the Association logo.

## 2.5 EQUIPMENT

### Policy Statement

SHC will provide equipment including jerseys within set guidelines. Under the direction of the Director of Equipment who shall oversee equipment program.

### 2.5.1 Jerseys and Socks

- (A) The Association shall provide each team with numbered jerseys.
- (B) Jerseys should be cleaned and inspected on a regular basis. It is recommended by the manufacturer, that the jerseys be professionally cleaned periodically and that no industrial chemicals are used in the cleaning process. Absolutely and under no circumstances, should jerseys be cleaned with bleach or dried in a conventional dryer, which may result in discoloration and deterioration. Should jersey condition be compromised as a result of team negligence, that team will be responsible for replacement of the jersey(s).
- (C) Jerseys and socks are to be used for games only. Players should not be wearing the game jerseys for practices
- (D) Once jerseys are assigned by the Director of Equipment alterations to any part of the jersey i.e. Numbers, Cresting, etc. is prohibited.
- (E) Team jerseys and socks are the property of the Association and shall be cared for accordingly. Socks shall be provided to all players.
- (F) Third Jerseys: Teams are not permitted to use “third jerseys” for league, tournament or provincial games.

### 2.5.2 Team Equipment

Head Coaches are responsible for providing a team deposit in the amount to be confirmed by the Director of Equipment at the start of the season. Team Mangers should visually inspect all equipment and report any anomalies that may be present before signing the equipment out of the equipment room. Once equipment has been taken away from the equipment room, the team will be held accountable for the care and maintenance of that equipment.

#### (A) Assigned Equipment

- i. Initiation Level 1 & 2: hockey jerseys and socks, goalie stick and pucks.
- ii. Novice/Atom: hockey jerseys and socks, goalie equipment for 1 goalie (pads, chest protector, catcher, blocker, stick), pucks, games sheets and first aid kit.
- iii. Peewee/Bantam/Midget: hockey jerseys and socks, pucks, game sheets and first aid kit.



- iv. Any equipment that is damaged or missing, has not been repaired by the time of the equipment return, will be fixed or replaced at the team's expense.
- v. Under no circumstances, will equipment that is provided by SHC, will be allowed to be taken out of the equipment room without the proper paperwork filled out and a deposit cheque left with the Director of Equipment.
- vi. All lost or stolen equipment must be reported to the Director of Equipment immediately.
- vii. Any equipment that becomes damaged must be repaired immediately to protect the individual using the equipment.

(B) Equipment and Jersey Returns

- i. The Director of Equipment will not accept any individual pieces of equipment that was assigned to a specific team. All equipment must be returned in its entirety, in good condition, for the team to receive their deposit cheque back.
- ii. All equipment mentioned above must be returned back to the Director of Equipment on schedule, at the completion of the hockey season and in its entirety. The only exception to this is the hockey socks.

### 2.5.3 Safety

(A) Requirements

Parents shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with Hockey Canada requirements.

Mandatory equipment:

- CSA approved Helmet with Cage
- Neck guard - BNQ certified
- Shoulder Pads
- Elbow Pads
- Gloves
- Can (Jock or Jill)
- Hockey Pants
- Shin Pads
- Skates
- Hockey Stick
- Personal Water Bottle
- Mouth guard if required by league

Full safety equipment including approved helmet, face guard, mouth guard and neck guard must be worn and properly secured by all players when on the ice for evaluation, practices, warm-ups or games. This applies even to players who may be assisting in on-ice sessions or practices for teams of a lower category. All coaches and team officials must comply with Hockey Canada's guidelines and on-ice equipment requirements. Figure skates and speed skates are not permitted. Goal skates can only be used by the goaltender.

## 2.6 SPONSORSHIP

### Policy Statement

SHC shall seek the support of local businesses and individuals to sponsor teams and other activities.

### Rules and Guidelines

- (A) The Association encourages members, players, and parents to support all businesses and individuals who support SHC.
- (B) Team officials may obtain sponsorship from family and friends (or their businesses) of the athletes or coaching staff of the team. Any solicitation for sponsorship beyond or outside this group requires prior written permission of the Executive Committee.
- (C) Team officials are expressly prohibited, without written consent from the Executive Committee in advance, from affixing team sponsors names, logos or other recognition to SHC provided jerseys.
- (D) Team officials are expressly prohibited, without written consent from the Executive Committee in advance, from applying for grants or similar funding or financial assistance through governmental bodies or agencies.
- (E) Any sponsor contributing to SHC, in excess of \$3000.00 yearly will have SHC's endorsement regarding the application of the logo on any clothing/supplies purchased in relation to SHC.
- (F) The Director of Ways & Means shall oversee the day-to-day administration of the Association's sponsorship activities and programs. The full duties of the Director are outlined within the SHC Bylaws.

## 2.7 FUNDRAISING

### Policy Statement

Fundraising activities shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

### Rules and Guidelines

- (A) Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- (B) All fundraising activity is to be documented, collected, disbursed and recorded as outlined under section 3.10.4, Team Financial Accounts.
- (C) Any refunds to parents or players are not to exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.
- (D) Excess fundraising is to be turned over to the association at the end of the playing year. These funds may be designated for specific purposes, such as the , equipment expense, etc.
- (E) Teams are discouraged from seeking funding and additional sponsorship from current association sponsors. The list of current sponsors can be made available from the Director of Ways & Means.
- (F) Sale or resale of Association scheduled ice is strictly prohibited.
- (G) Teams are encouraged to fully utilize the fundraising opportunities which benefit the Association.
- (H) Certain activities, such as raffles, require approval and licensing by the Alberta Gaming & Liquor Commission (AGLC). It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized.
- (I) Teams are prohibited from using the Association's AGLC ID number for the purpose of obtaining a license as required by AGLC. All teams, with association approval, MUST obtain their own annual AGLC ID -number as outlined on the AGLC website ([www.aglc.ca](http://www.aglc.ca)). This number will be referenced within the team budget.
- (J) Use of the name, logo or other property of the Association for fundraising purposes requires the prior approval of the Ways & Means Director. Teams must bring proposed changes to their respective Director who will arrange to include this item on the Director of Ways & Means.

- (K) These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.
- (L) Any team fundraising requires a Special Event permit in accordance with Hockey Alberta and as outlined on the SHC website.

## 2.8 SPECIAL PROGRAMS

### Policy Statement

SHC shall co-operate with groups in providing special programs in the support of hockey in Sturgeon County. All local hockey-related businesses and groups may contact the Association to have their website posted on the “links” section of the SHC website.

## 2.9 SCHOLARSHIP PROGRAMS

### Policy Statement

The Sturgeon Hockey Club believes that a local hockey program is an important community venture that develops in young people many skills and attitudes for their future lives. With this belief in mind, up to two \$1000.00 scholarships annually may be available to individuals in the Midget program and one \$1000.00 scholarship for midget aged officials who will be continuing their education in a post-secondary institution.

### Rules and Guidelines

- (A) Applicants for both scholarships must provide 3 character references, one from each of the following fields:
  - i. Education
  - ii. Hockey
  - iii. General character reference
- (B) Scholarships will be awarded at the spring AGM. Information about the scholarship, application and deadlines can be found on the SHC website.
- (C) Scholarship recipients must submit a receipt showing payment to a post-secondary institution to receive their \$1000.00 award.

### 2.9.1 Midget Scholarship

- (A) The scholarship will be awarded based on consideration of academic achievement, hockey dedication, commitment and coachability.

(B) All Midget aged players are eligible to apply for a SHC scholarship, however, all applicants:

- i. Must be a resident of Morinville or Legal or within the Boundaries of SHC.
- ii. Should have played in the system for at least 5 years.
- iii. Should be in their High School graduation year.
- iv. Must have demonstrated satisfactory attitude and effort in high school subjects.
- v. Overall ability in hockey, specifically in respect to sportsmanship, team play, attitude and dedication to the game.

### 2.9.2 Referee Scholarship

(A) To promote increased awareness of the Referees Association and the Sturgeon Hockey Club while encouraging membership and on-going commitment to the SHC Referees program.

(B) To foster long term active membership and participation in the Referees Association.

(C)

Eligibility criteria:

- i. The applicant must be graduating or graduated from High School and or already attending an accredited institution of higher learning.
- ii. The focus of the scholarship is for all around student achievement, community involvement and participation in athletics, rather than solely based on academic performance.
- iii. The applicant must be a resident of Morinville or reside within the boundaries of the SHC Referees Zone.
- iv. The scholarship is redeemable for accessing programs at any accredited institution of higher learning.
- v. The applicant must be an active member in good standing of the Referees Association for a minimum of three consecutive seasons.
- vi. The scholarship can only be awarded once per applicant.

## 2.10 PRIVACY

### Policy Statement

The Association complies with all provincially and federally privacy legislation as it pertains to the collection, use, retention, safeguarding, disclosure and disposal of personal information of prospective and current members, players, coaches, referees, managers and volunteers.

The Hockey Canada Privacy Policy can be accessed on the Hockey Canada website.

## 2.11 INSURANCE

### Policy Statement

All players, coaches, assistant coaches, managers, officials, officers, directors, committee members, and volunteers are covered under Hockey Canada's national insurance program while acting within the scope of his/her duties. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.

### Rules and Guidelines

- (A) Members must refer to the Hockey Alberta website for specific coverage details
- (B) A Hockey Canada injury report must be submitted within 90 days of the occurrence to be eligible for this coverage
- (C) The association will not be responsible for actions emanating from participation in unsanctioned events at any time. Such unsanctioned activity shall automatically void all medical and liability insurance coverage offered as a part of the membership. The responsibility for determining whether or not an event is sanctioned rests solely with the participant.
- (D) SHC obtains Commercial General Liability Insurance annually. Teams participating in Hockey Alberta sanctioned events are covered under this insurance policy.
- (E) Only coaches, managers and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team .
  - i. Violation of this policy puts the coach, parents and players of the team and the association at a high level of personal financial risk.
  - ii. Violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation.

## 2.12 FINANCIAL

The Association complies with all fiduciary responsibilities as outlined in the Canada Not-for-Profit Corporations Act. The Treasurer oversees SHC's Financials. The full duties of the Treasurer are outlined within the SHC Bylaws.

### 2.12.1 Expense claims

Expense claims must be submitted by March 31 of the hockey season for which the expense was incurred. All expense claims must be supported by receipts and approved in accordance with Section 2.12.2

### 2.12.2 Approval of Invoices

#### Rules and Guidelines

- (A) All members of the Executive Committee shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Committee.
- (B) The President, Vice President, Treasurer, and Secretary will act as signing authorities
- (C) To be eligible for a reimbursement, an expense form must be completed and accompanied by detailed receipts.
- (D) Whenever possible an individual having a cheque issued to them personally should not sign the cheque.
- (E) All cheques must be signed by two (2) signing authorities as outlined in 2.11.3. (B)
- (F) When representing SHC in an official capacity, mileage expenses will be reimbursed in accordance with the current government of Alberta reimbursement rate as posted on the Government of Alberta website. Mileage will be paid per driver, per vehicle.

## 3 HOCKEY OPERATIONS

### 3.1 HOCKEY OPERATIONS COMMITTEE

#### Policy Statement

The Hockey Operations Committee (HOC) shall be the operational arm of the Executive Committee charged with the responsibility of managing SHC's Hockey Operations. The objective of the Hockey Operations Committee is to ensure the orderly operation of all hockey programs, by developing, revising and managing operational parameters while bringing forward recommendations for policy or bylaw changes to the Executive Committee. Any member of the committee, on their own, can request the Secretary to call for an emergency meeting of the Executive Committee to review or challenge any decision of the Hockey Operations Committee. The Director of Hockey Operations will be required to generate a report to be submitted to the Executive Committee.

Committee members are:

- Director of HOC
- Midget Director
- Female Director
- Bantam Director
- Pee wee Director
- Atom Director
- Novice Director
- Initiation Director
- Director of Equipment
- Ice Allocator (non-voting)
- Director of Coaches
- Referee-in-Chief/Assignor (non-voting)
- Director at Large

### 3.2 DIVISION CATEGORIZATION

#### Policy Statement

The Association supports a comprehensive hockey program for all registered players residing within established boundaries, irrespective of talent or ability.

Categorization of players in each age division is generally based on demonstrated skills in the sport of ice hockey. SHC recognized categories are as follows:

- REP: STURGEON STING AA REGIONAL PROGRAM \_Pee wee AA, Bantam AA and Midget AA;
- Interlock: Novice through Midget;
- Development: Initiation through Atom.



Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues according to community size and population. The Hockey Operations Committee annually reviews SHC's participation in various leagues and will determine the entrance into such leagues based on what is best for the Association.

### Rules and Guidelines

- (A) The age of the player as of December 31 determines the division in which they are eligible to play.
- (B) All players registered in the association play at the category and tier consistent with their skills and abilities. The difference between categories within a Division reflects varying abilities and skill levels of players for that particular year, who are at various levels of development.
- (C) Divisions: The leagues are split into major divisions for the purpose of administration
  - i. REP (AA Model)
  - ii. Midget Division
  - iii. Bantam Division
  - iv. Pee wee Division
  - v. Atom Division
  - vi. Novice Division
  - vii. Initiation Division
  - viii. Female Division

## 3.3 LEAGUES

### 3.3.1 "AA" - PWNHL, ERBHL & NAMHL

SHC's "AA" teams participate in the Pee wee AA Northern Hockey League (PWNHL), Edmonton Rural Bantam Hockey League & Edmonton Rural Midget Hockey League and shall abide by all bylaws, policies, rules and guidelines set forth by that league.

### 3.3.2 INTERLOCK NOVICE TO MIDGET LEAGUES

### Policy Statement

Interlock teams play in an interlocking tier system with 16/60, under the direction of the 16/60 Hockey League

#### Rules and Guidelines

- (A) A tier system strives to ensure teams in a division are competitive with each other.
- (B) The purpose of the 16/60 Hockey League Tiering Committee is to create parity throughout the categories under the jurisdiction of the 16/60 Hockey League. This ensures positive and productive participation and the fair and equitable treatment of all participants through the re-tiering of teams within divisions. It is important to understand that the objective of tiering is to allow the participants to play at a competitive level. Therefore, the Tiering Committee places its emphasis on tiering teams, not players.
- (C) Interlock teams must comply with all 16/60 Hockey League policies found on the 16/60 Hockey League website. Teams playing interlock hockey will be subject to the 16/60 minimum suspension guidelines when playing all league, exhibition or tournament games.

### 3.3.3 DEVELOPMENT LEAGUES INITIATION TO ATOM

#### Policy Statement

Development league teams play in SHC managed leagues, normally within SHC & the City of St. Albert. This may include Initiation 1 & 2, Novice Development League and Atom Development League.

## 3.5 ICE ALLOCATION

### Policy Statement

The SHC Ice Allocator shall assign all ice for the association. Ice allotment will be modeled after Hockey Canada's Participant's Development Model which can be found on the Hockey Canada website. Other considerations such as fees paid, number of teams and available ice are also factored into ice allotment at each division level.

### Rules and Guidelines

- (A) The SHC Ice Allocator allocates game ice to the AA Model and Interlock Divisions as required by the external leagues to which they belong. All AA Model games will be played @ Ray McDonald Sports Plex.
- (B) The SHC Ice Allocator schedules all Development League practices and games. Development League practices are held on shared ice sheets (half sheets) and are normally one-hour in length.
- (C) The Ice Allocator assigns practice ice to all Interlock Divisions based on shared (half sheets) ice sheets from Atom and below and full sheets to Peewee and above. Practice ice slots are normally one-hour in length.
- (D) SHC teams may choose to partake in exhibition games, additional practices and tournaments. The number and cost of these is set by each individual team. Added expenses such as these are not covered by SHC and will require extra financial and time commitments from players and parents.
- (E) Division Directors are responsible for ensuring all teams within that division are given an equal amount of "undesirable" practice ice. Teams must use this ice as assigned.
- (F) The Ice Allocator may make direct contact with coaches with respect to ice schedules. All communication from coaches to the Ice Allocator, with respect to the regular schedule or practice ice, shall be channeled through the email with Division Director being cc.
- (G) The Ice Allocator will report at the annual general meeting, the actual allocation of ice time for the Representative, Interlock and Development Leagues in the most recently completed season.

-

### 3.5.1 Changes to Ice Allocations

- (A) Practice ice returns: SHC teams are expected to make every effort to use all the SHC ice allotted to them. All hours allocated, even those returned or rejected, will be counted in the total allotment for the division and/or team
- (B) In cases where Ice has been assigned to teams and not used, SHC will invoice the team for a \$50.00 no-show fee. To avoid this fee, teams must provide written notice, via email to the Ice Allocator at least 21 days before the ice time they are unable to use. When teams are unable to use

short notice practice ice (given to them with less than 21 days' notice), they will not be charged a no-show fee if they provide written notice to the SHC Ice Allocator within 72 hours of the ice time being allotted.

- (C) Coaches may trade conflicting practice ice with other SHC teams as long as the Division Director and the Ice Allocator are informed of the trade. Under no circumstances can any SHC team ask another team for money in return for a SHC ice slot.

### 3.5.2 ICE ALLOCATION FOR ELITE & REPRESENTATIVE TEAMS

#### Policy Statement

Rep Teams will be given an opportunity to purchase an additional weekly practice ice slot in Morinville or Legal. The Hockey Operations Committee will determine the number of Rep Teams and the price of the weekly "contract" practice slots prior to the start of the hockey season. The weekly "contract" price must be equal to costs of renting ice from Morinville or Legal as per SHC costs.

#### Rules and Guidelines

Rep teams must pay for "contract" ice according to the payment schedule outlined on the invoice. Teams failing to make payments on time may lose their contract slot, at the discretion of the Level Director or the Vice President or Director of HOC.

### 3.5.3 Ice Rentals

- (A) Ice deemed in excess of program requirements will be posted on the "Ice Available" section of the SHC website, or emailed to Ice Scheduler and sold to teams on a first come first serve basis. Recognizing that the coach is ultimately responsible for the team, invoices for ice slots purchased by the team will be emailed to the representative designed to receive invoices. Invoices must be paid in full within 14 days of the invoice date.
- (B) Failure to pay an invoice will result in the following:
- i. All future ice assigned to the coach, either as practice or purchased, will be cancelled until the invoice is paid.
  - ii. All future ice purchases by the team will have to be paid in full in advance at time of booking.
  - iii. All coaches wishing to purchase ice after March 1<sup>st</sup> will be required to pay for the ice in advance.

## 3.6 LEAGUE GAMES

### Policy Statement

All games will end at the scheduled time regardless of the time started, unless rink attendants indicate otherwise.

### 3.6.1 Timing Regulations

#### Rules and Guidelines

- (A) For teams participating in leagues outside of SHC's Development Leagues, game length will be specified by the leagues in which these teams play.
- (B) Development League game times are typically as follows:
  - i. Atom & Novice:
    - 1 hour ice slots
    - 1<sup>st</sup> and 2<sup>nd</sup> period of 15 minutes running time
    - 3<sup>rd</sup> period 20 minutes running time with last 5 minutes stop time.
  - ii. Initiation
    - 1 hour ice slots
    - Non-structured, determined by Initiation Director through consultation with the President or Vice President & HOC as per Hockey Alberta new IP Model
- (C) When 5 minutes remain in the scheduled arena time, the game clock will be stopped and reset to 2 minutes. This 2-minute period will be played out under stop time.
- (D) Penalties: All games, both stopped and running time:
  - 2 minute minor
  - 3 minute minor for running time
  - 5 minute major

### 3.6.2 Team Officials

- (A) Home team will supply team official for the purpose of scorekeeping and timekeeping as per leagues
- (B) Player boxes: Maximum five (5) team officials allowed in player's box at any time and duly noted on the gamesheet.

- (C) All scheduled league and playoff games will take precedence over all other team commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff positions.
- (D) No player shall participate in regular league games with other than his or her designated or affiliated team. In Peewee or above, if goaltender is injured, and no other player on the team can substitute, the Division Director may assign a goaltender from another team within the same category, or from a lower category to substitute following Hockey Alberta procedures.
- (E) No person other than the authorized person to pay the officials will be allowed in the Game Officials' room at any time.
- (F) Team officials participating in any on ice activities or are on the bench with any duly registered hockey team must be duly registered in the Registry prior to participating with said team.
- (G) Team officials participating in any on ice activities or are on the bench with more than one (1) hockey team in the same season, shall be duly registered with each and every team of which he/she is a member, prior to participating with the respective team(s).

### 3.6.3 Playoff Games

- (A) Teams participating in leagues outside SHC (i.e. 16/60 or AA Model) will follow the respective league playoff rules.
- (B) Novice and Atom Development League will follow respective league playoff rules

### 3.6.5 Rescheduling League Games

(A) When a team cannot play:

- i. A SHC assigned practice slot may be used as a replacement slot. If a team is able to use one of their assigned practice slots and the opposing team is agreeable, the team must notify Ice Allocator and cc Division Director.
- ii. If the team cannot use one of their SHC assigned practice slots, they must contact the ice scheduler and cc Division Director for assistance in finding an ice slot

(B) Teams must also ensure they are following the game reschedule policy for the league in which they play

## 3.7 GAME SHEETS

### Policy Statement

Copies of ALL game sheets and corresponding write-ups from League, Exhibition and Tournaments shall be delivered to the League Governor within 24 hours of the game or by whatever time the league in which the team plays specifies.

### Rules and Guidelines

(A) Game sheets must be signed by carded team officials in charge of the team before commencement of play, thus verifying the eligibility of the players under their charge and also showing who is responsible for their conduct during the game.

## 3.8 TOURNAMENTS

### Policy Statement

Teams shall only participate in Hockey Canada sanctioned or approved tournaments.

### 3.8.1 Local Tournaments

(A) Normally the Association will support one or more tournaments per season all SHC teams would have an opportunity to host

(B) Divisions may, on approval of the Director, and subject to ice availability as determined by President, organize other tournaments, above and beyond the regular season on a cost recovery basis.

- (C) Entry Fees: Fees shall be established by Divisional Committee and approved by Division Director and Director of Tournaments. Out-of-town teams may be charged at a differential rate to Association teams.
- (D) Request for tournament sanctions must be submitted 4 weeks prior to tournament date. Allowing 10 days for approval. Amendments to sanctioned tournaments must allow for a 10 day turnaround prior to tournament start for approval.

### 3.8.2 Minor Hockey Week

SHC teams along with the Jr B, Jr C & Senior AA will participate in Minor Hockey Week. The SHC will be assigned to manage the activities within SHC.

### 3.8.3 Out-of-Town Tournaments and Exhibition Games

- (A) Competition is only permitted with Hockey Canada sanctioned or approved teams.
- (B) Directors must be informed by teams prior to participating in exhibition games or tournaments.
- (C) Only players registered on your HCR approved team roster may participate as per Hockey Alberta rules and regulations

## 3.9 PERMITS

### 3.9.1 Travel Permits

#### Policy Statement

Travel permits shall be required by teams travelling to tournaments or exhibition games outside of Zone 3.

#### Rules and Guidelines

- (A) Travel permits are required for every exhibition game or tournament and must be applied for on the Hockey Alberta's website.
- (B) Permit applications must be received at least three (3) working days prior to the event



- (C) Receipt of the Travel Permit MUST be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game.
- (D) SHC teams must have a copy of their Travel Permit with them at the game or tournament and place the Travel Permit number on the/each game sheet.
- (E) Travel Permits will ONLY be available through the SHC designated person.
- (F) SHC Designated WILL NOT give out emergency Travel Permits.
- (G) Game sheets for exhibition games or tournament games MUST be forwarded by the SHC Team manager by transmitted to Zone 3 Discipline Chairperson within forty-eight (24) hours of the completion of the exhibition game or tournament.
- (H) Failure to comply with the Travel Permit regulations may result in a complete suspension of travel permits for any non-compliant team.
- (I) Team MUST also ensure that their opponent has the appropriate travel permit if required and that they have placed the Travel Permit number on the game sheet.
- (J) If the Coach cannot confirm if his opponent has the appropriate documentation, THE GAME MUST NOT BE PLAYED.
- (K) Failure to abide by the above instructions and rules will result in the following penalties:  
First Offence: a two week ban on travel permits  
Second and any subsequent offence: a four week ban on travel permits.
- (L) Travel permits are not required for re-scheduled league games or for practices outside our zone.

### 3.9.2 Special Event Approval

#### Rules and Guidelines

- (A) Teams must apply for a special event permission for all fundraising or special off-ice activities. Off-ice approved events are listed on the Hockey Alberta website.
- (B) Special Event applications must be completed on the SHC website and submitted a minimum of three working days prior to the special event.

- (C) Teams will not be covered under the Hockey Alberta Insurance program if they do not hold the appropriate approval for their event.

## 3.10 TEAM OPERATIONS

### 3.10.1 Duties of Division Directors

#### Policy Statement

Division Directors report to the Vice-President. Duties specific to each Division Director are included in the SHC bylaws.

#### Rules and Guidelines

General Responsibilities are as follows:

- (A) Supervise and manage their respective Division
- (B) Participate in the selection of coaches in conjunction with the President, the Vice-President, Director of Hockey Operations & Director of Coaches, subject to ratification by the Executive Committee.
- (C) Conduct an orientation session with head coaches and supply all Team Officials with the SHC Policies, Rules and Guidelines manual.
- (D) Coordinate, with volunteer assistance, player selection and placement on teams.
- (E) Involved in practice ice allotment.
- (F) Communicate the need to maintain financial reports. Financial reports submitted to treasurer.
- (G) Coordinate with Director of Equipment in the assignment and collection of equipment for teams.
- (H) Monitor request by teams for exhibition and tournaments
- (I) Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Vice President and Game & Conduct Director.
- (J) Ensure Incident Reports are completed and a report of resolution is sent to the Vice President and Game & Conduct Director.
- (K) Prepare a season end report for the Division, including appropriate statistics and submits to the secretary in preparation for the AGM.
- (L) Liaise with parent group communicating the association guidelines as required.

(M) Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions.

### 3.10.2 Duties of Coaches

#### Policy Statement

Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach.

Suspension over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his or her staff in consultation with their Division Director and the Vice-President or Hockey Operations

#### Rules and Guidelines

Coaches and team management are expected to:

- (A) Operate the team within established SHC policies and guidelines.
- (B) Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his or her potential.
- (C) Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is expressly prohibited.
- (D) Be sensitive to parent concerns and be prepared to respond cordially when warranted.
- (E) Establish regular communication with parents for information pertaining to games, practices, schedules, fund raising, etc.
- (F) Recognize that while hockey may be the major winter activity of the player, it is not the only activity.
- (G) Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.

- (H) Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
- (I) Establish a written set of team rules, which must comply with SHC policy guidelines, and enforced equally on all players. The coach must abide by the team rules that are agreed to with the team, which includes arrival times for games and practices
- (J) Establish a development plan for the season that is congruent with the Association's Development Program, while encouraging and motivating players towards enjoyment of the game, team concept and skill development.
- (K) Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or Association.
- (L) Comply with normal administrative directives by:
  - i. Submitting a budget to parents and their Division Director
  - ii. Submitting financial statements on schedule
  - iii. Completing a coaching application and declaration
  - iv. Submitting a team directory to their Division Director
- (M) All coaches shall hold a meeting of parents of players prior to the first game of the season or November 15, whichever occurs first. Items to be covered include:
  - i. Proposed budget, including ice rentals and other purchases, total financial commitment.
  - ii. Number of games and practices planned
  - iii. Relevant items of Association policy
  - iv. All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision
- (N) Coaches are encouraged to foster an environment between parent, player and him or herself that communicate continued development throughout the season
- (O) All coaches are encouraged to have a practice plan prepared for their practices
- (P) The coach is responsible to ensure that the team managers and treasurer also know their responsibilities and SHC policies, rules and guidelines
- (Q) Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players

- (R) Team structure shall include: Head Coach, Assistant Coach, Manager, Treasurer, Parent Liaison. The coach is responsible for ensuring that these members know their responsibilities and SHC policies, rules and guidelines.

### 3.10.3 Duties of Managers

#### Policy Statement

Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.

#### Rules and Guidelines

- (A) In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team managers are expected to:
- (B) Assist with operating the team within established policy, guidelines and regulations.
- (C) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained.
- (D) Establish, maintain and enhance communication with the team sponsor.
- (E) Establish, maintain and enhance communication with other Association team managers at the appropriate level.
- (F) Establish, maintain and enhance communication with League commissioners, representatives and participants
- (G) Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coaches delegate:
- i. Gathering relevant player medical history data, and establishment of a medical treatment permission waiver
  - ii. Obtaining travel permits
  - iii. Organizing parent meetings
  - iv. Participating in formulation of team objectives and rules
  - v. Managing team budget
  - vi. Supervising and monitoring collection of money and fundraising

- vii. Arranging team transportation, accommodation and subsistence
- viii. Arranging for additional ice and cancelled ice to be used by another team
- ix. Confirm team officials for home games (league or exhibition)
- x. Organize and manage parents or parent committees as may be required from time to time, eg. Team treasurer, fundraising committee, equipment manager, statisticians, webmaster, etc.

### 3.10.4 Duties of Treasurers/Managing Team Financial Accounts

#### Policy Statement

Team budgets and financial accounts shall be a team activity and responsibility. SHC assumes no liability or responsibility in the management of team accounts. The association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

#### Rules and Guidelines

- (A) The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the head coach. Team budgets are to be approved by a majority (2/3) vote of team parents. Every family having a one or more players on the team gets one vote and must participate in this vote.
- (B) One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.
- (C) This official, typically referred to as the Team Treasurer is responsible for the following:
  - i. Preparing financial statements for team parents 3 times a year and are available at any time upon request.
  - ii. Preparing financial statements for submission to SHC Executive Committee via the Division Director and Vice-President according to the following schedule:

<u>Period Ending</u>	<u>Submission Date</u>
October 31 (Initial	November 1
Budget) December 15	December 30

- iii. Establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained and up to date at all times.
  - iv. Providing, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.
- (D) Any person becoming aware of discrepancies in accounting or reporting report the facts of the case to the Coach, Division Director or a member of the Executive Committee immediately. Coaches, Division Directors, or Executive Committee members becoming aware of such a problem must immediately report the matter to the appropriate Division Director.
- (E) Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:
- Meetings with team officials and affected parties
  - General meeting of team parents
  - Meeting of the disciplinary committee
  - Involvement of other Executive committee members, President, Treasurer etc.
- (F) Should the above informal activity not bring the problem to resolution, the matter will be reported to the Executive Committee who may elect to take other action as deemed necessary.

### 3.10.5 Duties of Players

#### Policy Statement

Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as a responsible and reasonable parent) by the Association. As such they are charged with managing and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.

## Rules and Guidelines

Players shall:

- (A) Comply and obey all reasonable direction from the coach, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards.
- (B) Protest unreasonable direction in a respectful, courteous fashion.
- (C) Comply with all Association, League, Hockey Alberta and Hockey Canada rules.
- (D) Demonstrate a positive attitude to the game, practice and learning in general.
- (E) Arrive for games, practices and other team functions at the time specified by the team.
- (F) Have all equipment maintained in good repair and ready for use prior to games and practices; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.
- (G) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment well in advance of the activity.
- (H) Demonstrate respect for the game officials, teammates, opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures, cyber bullying, derogatory use of social media, or improper use of cellphones/other audio or video recording devices) at all times.
- (I) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.
- (J) Dress appropriately for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting).
- (K) Strictly refrain from the use of alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity.
- (L) Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves SHC to its time of return. Road trips are, therefore, a fully functioning team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

### 3.10.6 Parent & Fan Responsibilities

#### Policy Statement



Parent and fan responsibilities shall be centered on commitment and support. Registering in SHC means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team.

Parents and guardians must be familiar with 3.10.5 and ensure their children adhere to rules at all times.

#### Rules and Guidelines

- (A) Comply with the *Respect in Sport* parent program as mandated by Hockey Alberta. The Respect in Sport Parent program empowers parents to ensure their child's safety, encourages positive and effective communication, and creates a standard of respectful behavior for all parents of active kids.
- (B) Parents shall ensure their child attends all practices and games for the team whenever possible.
- (C) The team comprises and operates as a total unit. The team relies on parent volunteers to assist the team throughout the season in roles such as managers, assistant coaches, phoning and most importantly, support at games. A total unit in this game is important; parents must do their part and be there.
- (D) The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to discipline.
- (E) Conduct of Fans and Team Followers: Parents or hockey fans who are abusive to Referees, game officials, players, team officials or other fans will be dealt with in the following manner:
  - i. Any member of Executive Committee or Division Director, or Division Coordinator of the category of the game taking place, upon properly identifying himself, will instruct the referee to stop the hockey game.
  - ii. This person will then identify himself to the offending person or persons and inform them that the hockey game will not continue until the offending person or persons have left the arena.
  - iii. In the event that the offending person or persons do not leave the arena within 10 minutes of the game being stopped, the team to which the offender(s) belongs will be declared the loser of the hockey game, regardless of the score at the time the game was stopped.
  - iv. The incident shall be reported to the President who will call a meeting of the Disciplinary Committee to decide if any further action is necessary.

#### 3.10.7 SHC Dress Code & Team Rules

Players are representatives of their team and the Association at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to all team activities including team functions. Players may be suspended indefinitely for violation of these rules.

- (A) Teams may establish a dress code at the start of the season. This dress code must not place excessive financial burden on the player or parent.
- (B) For all games including regular season, tournaments, minor hockey week, exhibition, etc. players are prohibited from wearing clothing which displays obscene, derogatory or offensive graphics and/or wording.
- (C) The SHC provided jersey and full gear must be worn in any picture taken for the SHC yearbook.
- (D) Road trips are a team activity for the purpose of playing hockey. The focus is the game. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parents. Players will eat their meals with the team at all times. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Manager or a member of the coaching staff. Curfews will be established by the coaching staff and must be strictly adhered to.
- (E) Teams must select names that are not deemed offensive or derogatory.

#### 3.10.9 Co-ed Dressing Rooms

- (A) From Atom and down, mixed genders may change in the same dressing room at the same time with the presence of two (2) adults.
- (B) Players from Pee Wee and higher may not change in the same room at the same time.
- (C) It is the responsibility of the coach to ensure all players are included in both the pre-game and post-game hockey activities.
- (D) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
- (E) If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.

#### 3.10.10 Team Rosters

- (A) Rosters on all teams will have a maximum of 19 players.
- (B) Player movement is only permitted between affiliated teams (see 3.12.1 Affiliation).
- (C) Registration of players in the Hockey Canada Registry is the joint responsibility of the Director and the Registrar, and is monitored by the President.

- (D) Only four officials per team will be included in the team registration. The cost of additional officials will be the responsibility of the team.
- (E) At least one team official on the roster must be the same gender as any of the team's members.

## 3.11 EVALUATIONS

### 3.11.1 Player Evaluations

#### Policy Statement

Evaluations shall be held for all registered players.

#### Rules and Guidelines

##### (A) SHC's Objectives in the Evaluation Process

- i. The objective of the evaluation process is to provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill levels as determined during the on-ice evaluations.
  - ii. To ensure consistency in the evaluation process and, the selection process will be the same for all players at a particular category and the evaluations will be documented. The selection process will reflect on-ice performance during the evaluation period
- (B) Players must evaluate at the level to be included in the pool for that level of play. There will be no grandfathering of players at any level. For example, if a player evaluated and played at an Atom "tier 3" level during the previous season, there is no guarantee that the player will be eligible for the Atom "tier 3" draft in the current year.
- (C) In Development league divisions, this process is used to form balanced teams in each division. For all other leagues, this process forms teams that fit competitively into appropriate tiers.
- (D) Restrictions only apply to late registrants who may be placed on a waiting list; if playing levels are determined as full by the Division Director, Director of HOC and President.
- (E) The Executive Committee will assess the need for external evaluators on an annual basis.
- (F) SHC has developed a Skills and Scrimmage Evaluation Manual consisting of guidelines to be used in the evaluation process. This manual, titled *Tryout/Evaluation and Team Selection*

*Guidelines*, is available for perusal at the SHC office. Changes to the evaluation manual are the responsibility of the Hockey Operations Committee.

- (G) Interlock and Development Leagues: In the Novice through Bantam Divisions, players will have an opportunity for one skate session followed by two scrimmage sessions. The weighting percentages will be: skate 25%, and scrimmages 75% for Novice and Atom; skate 0%, scrimmages 100% for Peewee through Midget (The skate evaluation will be used to place players on scrimmage teams only). Midget players will not complete a “skate” session prior to the first scrimmage.
- (H) At the Initiation level, the Division Director and Coordinator will place players on teams based on one skate session.
- (I) The skate evaluation will be accomplished through the use of timed drills by outside personnel to avoid any bias. Scheduling of the timed drills will be established by the Hockey Operations Committee. Formation of scrimmage teams will be the responsibility of the external evaluators in consultation with the Evaluation Director and will be based on the results of the skate evaluations.
- (J) Scrimmage evaluations at each division will strive to consist of a minimum of 4 evaluators. Players at the Peewee, Bantam and Midget levels will be asked which position they wish to be evaluated (forward or defence).
- (K) All skate and scrimmage criteria will be given to each player at registration, and be posted on the SHC Website.
- (L) Expectations
  - i. Late cuts from Rep can only be evaluated on as many sessions as feasible. The Division Director and the Director of Hockey Operations have the responsibility of assigning a rating to these players on as equitable a basis as possible. These players will not be guaranteed placement at any specific level within the interlock category.
  - ii. Should a player miss the evaluation process due illness, injury or a family emergency, a committee including the Division Director, Director of Hockey Operation & the President (or designate) will assess the player’s performance and determine the level in which the individual may play. Input will be solicited from the coaches who may be involved. Depending upon when the player returns to hockey for the current year, external factors such as the number of players per team at each division must also be taken into consideration.
- (M) Assessment Guidelines
  - i. The guidelines for evaluations are provided in the Tryout/Evaluation and Team Selection Guidelines manual, and are to be tailored to fit the particular needs of each category.
  - ii. Players are evaluated by a team of evaluators. SHC’s preference is to have non-coach evaluators whenever possible.

- iii. Under no circumstances will evaluation results be released to parents. The evaluation rankings will only be made available to the Division Director, Director of HOC, & President, These members must sign a letter of confidentiality stating that under no circumstances will evaluation results be released.

### 3.11.2 Rep Evaluations

#### Rules and Guidelines

- (A) Underage players are permitted to try out at an age division above their categorization only on the joint recommendation of their Division Director, the Director of Hockey Operations, and on the approval of the President and are subject to [3.12.3](#), Underage Player Policy.
- (B) All players must be registered with the Association and be registered for rep tryouts before participating in any on-ice activity.
- (C) Tryout fees shall be established annually by the Executive Committee and collected at the same time as registration fees. There is no reduction in rep tryout fees for players registering late for rep tryouts.
- (D) Coaches must be prepared to provide rationale for the last six cuts when requested to do so. The Level Director shall inform all players' cut that they are released and should report to their respective division for evaluation.
- (E) There is no guarantee on number of skates before a player is released. However usually 3 skates.
- (F) Rep evaluations are organized, designed and planned by the President in consultation with the Presidents of the LMHA and possibly coaches.
- (G) The acceptance of late Rep tryout registrants will be subjected to a late fee of \$100.00. Players released from AAA programs from SHC Regional Draw will have to pay a late fee if they chose not to register for the AA tryouts. Those players for outside SHC can not be charged a late fee and must follow the Hockey Alberta AA Model rules on second tryouts.

### 3.11.3 Goalie Evaluations

#### Rules and Guidelines

- (A) All players who are registered as "Goalies" and/or who are playing the position of Goalie must be registered in taking the Goalie Evaluations through SHC and must attend these evaluations.

- (B) SHC recognizes that the position of Goalie is a specialized position and will endeavour to provide evaluations that reflect this. SHC may hire “outside” professionals to complete goalie evaluations. The decision to do so will be the sole responsibility of the SHC Executive.
- (C) Evaluation process at all levels will be responsible for selecting goalies for SHC teams. Coaches may be involved in this process.

#### 3.11.4 Assignment of Players to Teams

##### Policy Statement

In interlock and development categories for Novice and above, players are selected to teams using the Draft Process. It is the responsibility of the Division Director and the Director of HOC (or designate) to ensure that the Rules & Guidelines are adhered to.

##### Rules and Guidelines

- (A) To ensure that extraneous information and discussion do not hamper the process, the coaches will be given only the players that are eligible for their draft. This list will be compiled after the Director of Hockey Operations and the respective Division Director and their Coordinators complete the evaluation process. The President and/or Vice President may also attend at their discretion. Copies of the evaluation numbers will be given to the SHC in their raw form and stored confidentially.
- (B) Draft objectives
  - i. To ensure that players have a reasonable opportunity to make a team appropriate to their ability as determined by the SHC Evaluation process.
  - ii. To provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude
  - iii. To ensure that players will be chosen on the basis of the SHC Evaluation process only.
- (C) Parents who do not want their child to play for a particular coach are required to make this request in writing to the SHC office before completion of evaluations. Such requests must include supporting rationale and will be held in the strictest of confidence. In the event that the coach selects this child in the normal process of the draft, s/he will be notified that a request has been expressed for the child not to be on that coach’s team. Rationale stated in the request will, under no circumstances, be shared with the Coach.
- (D) A player will not be selected for a higher level than where they were evaluated.

- (E) If a parent feels their child may evaluate at a higher level than they wish them to play, a request to have the child play at a lower level must be received in writing by the Division Director prior to the completion of the evaluations.
- (F) Once evaluations have been completed and players have been selected their teams, players will not be moved.
- (G) At the Initiation level, players skating skills are evaluated and players are then assigned to teams with the intention of balancing teams with respect to skating skills.
- (H) First year female players, where it is shown it would be beneficial to that player's development, may allow for movement directly below their own age category or division. The responsibility for such determination will be made by the Female Director or designate in consultation with the coach(s) and of both age categories and with the parent(s). With the approval of Hockey Alberta.
- (I) Player assignment to teams is as follows:
  - i. In the case of teams being placed individually into a tier system, the teams will be drafted sequentially. Should two or more teams be placed into a league or a division, they will be drafted equally as per 3.11.5.
  - ii. Only the SHC designated team coach and one other team official, as designated by the coach to a maximum of two, may attend the draft. All draft information is to be considered confidential. All participants in the draft will be required to sign a statement of confidentiality prior to the start of the draft. Individuals refusing to sign this statement will be removed from the draft process. Under no circumstances are the draft participants allowed to:
    - Discuss any of the player evaluation number(s) with anyone outside of the draft at any time during or after the draft process;
    - Keep any of the information pertaining to the evaluation process or draft process after his team is formed;
  - iii. The only people permitted to attend the draft process are those invited by the Division Director.

## 3.12 PLAYERS

### 3.12.1 Affiliation

#### Policy Statement

The Hockey Operations Committee shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations.

#### Rules and Guidelines

- (A) Teams must adhere to all affiliation policies for the league in which they play.
- (B) Affiliation is the process by which teams may pick up or have players from other teams play on their team.
- (C) An “Affiliated Player” shall mean a player, referred to and approved by SAMHA, as: eligible to play, for a team in a higher Category/Division than the team in the Category/Division with whom the player is registered.
- (D) Only teams Atom and above may affiliate. The exception being female hockey, players may affiliate Novice through Junior.
- (E) No lateral affiliation is allowed.
- (F) An agreement must be made with permission granted from the coach of the team the affiliate player is registered with. Regular season games have precedence over any other hockey activity. This means that if the player has a regular season game with his/her own team and is called up for a game, the player has a responsibility to play for his or her own team (unless his/her coach grants permission for them to play up). Coaches should, at every opportunity, encourage players to play at a higher level. If this means that the team has to affiliate players while their players are playing up, the coach shall do so.
- (G) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games excluding exhibition play. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team or teams, the player may thereafter affiliate an unlimited number of times.
- (H) Affiliation must be declared and filed with the Registrar prior to the affiliated Player being allowed to participate in any game with the Hockey Team to which s/he is affiliated. Affiliations will be accepted and endorsed by the Registrar or designate(s) up to and including December 15 of the current Hockey Season.
- (I) Affiliation will only be recognized where:



- i. Players are added to Teams in the Registry and identified as "Affiliates";
  - ii. the Registrar or designate(s) acknowledge receipt and identify said players as approved prior to an affiliate Player participating any game with the Hockey Team to which s/he is affiliated;
  - iii. the affiliation has been endorsed by the President. Note: All affiliations shall terminate at the end of the current playing season
- (J) Any Player participating in any game as an affiliated Player without the approval of the Registrar or designate(s) shall be considered an Ineligible Player and team officials subject to discipline in accordance with Minor Regulation
- (K) Hockey Teams registered as Provincial Teams may affiliate Players from a Hockey Team within their Association in a lower Division or Category that is registered as a Non Provincial Team. These Players may not participate in provincials.
- (L) Hockey Teams registered as a Non-Provincial Team may affiliate Players from a Hockey Team within their association in a lower Division or Category that is also registered as a Non-Provincial Team.
- (M) Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goaltender, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.
- (N) Affiliated players used by a higher Division/category team in a game, shall be designated on the official game report by the use of the symbol "AP" after their name on the players line-up or roster.

### 3.12.2 PLAYER RELEASES

#### Policy Statement

Players cut from SHC Bantam AA and Midget AA teams may request a "Permission to Try out Form" from SHC in an effort to play Bantam AA or Midget AA for another Association. If said player makes the other Association's designated AA team, SHC will complete and forward the "Player Movement" forms in accordance with Hockey Alberta Regulations.

*Note:* See Hockey Alberta Regulation: PLAYER MOVEMENT

The sole intent of releasing players to other Associations is to allow Bantam AAA, Minor Midget AAA (15's) and Midget AAA players to play at the AAA level if he/she is capable. All efforts must be made to keep SHC resident players playing in SHC.

#### Rules and Guidelines

- (A) In order to obtain a release, a Player must:
- i. obtain a Hockey Alberta approved "Permission to Try Out" form from SHC;
  - ii. make the designated Hockey Team indicated on the Hockey Alberta approved Permission to Try Out form;
  - iii. obtain a completed Player Verification Form from the LMHA accepting the Player, indicating that they accept the Player as a Non-Resident Player and accept the registration numbers the Player brings with him;
  - iv. pay any outstanding fees or other financial obligations owing to SHC;
  - v. provide written confirmation of Minor Regulations 7.3(a), 7.3(b) and 7.3(c) to the LMHA being asked for the release.
- (B) Prior to obtaining the "Permission to Try Out Form", players must have tried-out and been cut from the highest-ranking SHC team in their respective age category (Bantam AA or Midget AA).
- (C) Should the player not make the designated team, they must immediately report back to SHC for re-assignment.
- (D) Players may request additional "Permission to Try Out" forms providing that they have met the Hockey Alberta conditions for Player Releases, under the Minor Hockey section.
- (E) Players understand that should they be granted permission to try out for another Association, the following applies:
- i. Bantam Players:
    - a. Until the end of the third week in September MAY BE ELIGIBLE to tryout for another SHC team, and,
    - b. After the end of the third week of September MAY NOT BE ELIGIBLE to tryout for a SHC team
  - ii. Midget Players:
    - a. Must return to SHC by October 15 of the current hockey season in order to be eligible to tryout for a Raiders Club team, and;
    - b. The "Permission to Try Out Form" may only be signed by the SHC President or his/her delegate.
  - iii. Player releases other than for permission to try out (i.e. player is moving outside of SHC boundaries) are to be requested by the player's new minor hockey association along with a completed Hockey Alberta Parent Declaration form.
  - iv. Release forms must be signed by the President or designate and the Registrar.

- (H) In cases where a Player is found to have played in game without first having completed a required release or submitting a Permission to Try Out Form, the Team Officials of the Hockey Team with which the Player has played will be subject to discipline in accordance with Minor Regulation 13.

### 3.12.3 Under Age Players

#### Policy Statement

Under age players in the categories Novice and above, shall be permitted to tryout for the category immediately above their age group, but must make the top team in the category for which they are trying out.

#### Rules and Guidelines

- (A) To clarify:  
Under age players trying out for the Midget category must make Midget AA  
Under age players trying out for the Bantam category must make Bantam AA  
Under age players trying out for the Pee wee category must make Pee wee AA  
Under age players trying out for the Atom category must make Atom A
- (B) If the player cannot make the top team in the category for which they are trying out, they must return to their appropriate age category
- (C) The player trying out as an underage player must be eligible for the draft pool in the category for which they are trying out, (rank in the top 5 players in the entire pool). Meaning Top 3 forwards, Top 2 defensemen & Top 1 Goalie. There is no appeal once the final decision is made.
- (D) Parents wishing to have their child tryout as an underage player must get the approval of the Level Director at the Atom and Novice categories, and sign an acceptance of this policy in advance before their child may tryout.
- (E) If an underage female player has the ability to play in the age category immediately above their own age group, they shall be given the opportunity to do so. The eligibility will be determined by the Division Director or designate in consultation with the coaches. At no time, can the movement of a player, either up or down affect the minimum number of players required to form a team.

### 3.12.4 Player Ice Time

#### Policy Statement

Coaches shall, within reason, give equal playing time to all team members. There may be variations on the implementation of this depending on factors including level of team, discipline issues or suspensions.

## Rules and Guidelines

- (A) SHC Sting AA: It is accepted that these teams play in extremely competitive leagues and ice time for players is determined by the Head Coach.
- (B) SHC Mustangs Midget through Peewee: Players will be given fair playing opportunities. At the first parents meeting, coaches will outline and receive consensus from the team parents what constitutes “fair playing opportunities”.
- (C) Atom, Novice and Initiation: All players will receive equal playing time.
- (D) Goaltenders:
  - i. Initiation: Can only play a maximum of 25% of the games for the team. This is done to encourage players to try all positions.
  - ii. Novice below tier 1 shall play up to 50% of their games. No player shall be refused to play goalie should they request an opportunity. Timing of this opportunity, will be at the coach’s discretion.
  - iii. Atom, Peewee, Bantam & Midget Interlock: Can play approximately 50% of the games for the team. Goalies are to be assured equal ice time.
  - iv. At the Rep level: ice time for goaltenders is determined by the Head Coach.

Note: On Atom through Midget teams where there is only one designated goaltender, these rules will not apply.

### 3.12.5 Player Development

The Director of Hockey Operation will be responsible for any SHC sponsored programs aimed at developing the hockey skills of registered players (e.g. Power Skating). The fundamentals within such programs will attempt to follow Hockey Canada’s Player Development Model. At the end of the Director of Hockey Operations will provide an evaluation outlining the effectiveness of the current programs.

## 3.13 PROVINCIAL TEAMS

### 3.13.1 Participation in Provincials

- (A) SHC Provincial teams shall be determined annually by the Hockey Operations Committee.

- (B) All SHC designated Provincial Teams shall participate in Provincial Playdowns within our zone (3), unless written notice is given, prior to January 10th of the current hockey season, to Hockey Alberta that the Team(s) will not participate. Detailed policies and procedures for provincials can be found on the Hockey Alberta website.

## 3.14 COACHES

### 3.14.1 Coach Selection

#### Policy Statement

SHC shall use a formal coach selection process. This selection process will include a standard set of criteria which may include parent and player evaluations from previous years (when applicable). The coach selection committee will consist of the following: Director of Coaches, Director of Hockey Operations, Director of Game & Conduct, Level Director & President. If any person is in conflict of interest they will be replaced for that particular level. I.E. Director of Atom applies to coach atom

#### Rules and Guidelines

- (A) AA Program- Coaches will be non-parent and Presidents from the participating LMHA's will approve the appointments of these coaches.
- (B) People wishing to coach must submit a resume and complete a coaching application by the published application deadline. The objective of the coach selection process is to select the best possible coach(s) for each particular coaching position.
- (C) The committee selects coaches and presents a list of eligible coach names to the Executive Committee for approval. Notwithstanding, some positions may be filled year to year at the discretion of the Executive Committee. The following provisions apply:
- a. People wishing to coach must submit a resume and complete a coaching application by the published application deadline.
  - b. The committee selects coaches and presents their names to the Executive for approval. Once approved by the Executive, coaches are appointed.
  - c. This procedure is done as early as possible to give coaches as much time as possible to prepare for the season. Notwithstanding, some positions may be filled year to year at the discretion of the Executive Committee.
- i. Interlock & Development Leagues: the Division Director in conduction with the Director of Coaches may at their discretion, discuss the tentative coach appointments with the perspective coaches to provide notice that they may be appointed coach, subject to the evaluation of their child for the level at which their child evaluates. Under no circumstances will a potential parent coach be confirmed until evaluations are complete. Once evaluations are complete and amalgamated player scores indicate a parent coach's child qualifies in the eligible player pool, the parent may be confirmed as a coach by the Division Director.

- (C) All team officials will be required to complete a Volunteer Security Clearance and Request for Criminal Record Check form prior to assuming a team position. Under no circumstances will Team Officials be permitted to act in their official capacity until such completed forms are returned to the SHC Office.
- (D) All Team Officials must be registered in the Hockey Canada Registry. Information on how to register can be found on the SHC website.

### 3.14.2 Coach Development

#### Policy Statement

SHC will develop coaches to Hockey Canada's National Certification Coaching Program (NCCP) levels and cover the cost of registration at all coaching, training and coaching related clinics for SHC members.

The Director of Coaches will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction.

#### Rules and Guidelines

- (A) SHC will not cover any non-registration costs incurred while completing clinics (e.g. meals, mileage)
- (B) SHC will ensure that, by November 15 of the current playing year, Coaches are qualified at the minimum NCCP level required.
- (C) Prior to taking a course, Head and Assistant Coaches must;
  - i. Obtain Director approval prior to taking a course. Assistant Coaches must also obtain approval from the Director.
  - ii. Provide a copy of their receipt and course completion certificate along with the email confirmation to the office for reimbursement. SHC will not reimburse for courses registered/paid for and not attended. All three items must be submitted to the SHC office before the first Wednesday of December of the current season. There will be no reimbursement for Team Officials failing to meet this deadline
- (D) Any course above \$200.00 must also be approved by the President.
- (E) Coach Mentorship: The Director of HOC will establish and maintain a coach mentoring system for all levels. At the end of the Director's two-year term, s/he will provide an evaluation outlining the effectiveness of the current program.

### 3.15 OFF-ICE GAME OFFICIALS

Off-ice Game Officials are part of the official game crew and are governed by Hockey Canada and Hockey Alberta's "Referee Council Bylaws and Regulations" found on the Hockey Alberta website. It is the responsibility of the home team to provide off-ice officials, duly trained to operate the game clock and to facilitate the administration of the game sheet including proper recording of goals, assists and penalties.

SHC will work in conjunction with the Referee-in-Chief of the SHC to develop Referees through the formal Referee Development program as mandated for officials by Hockey Canada and adopted by Hockey Alberta. The Referee Development Program will be administered by the Referee-in-Chief.

#### Rules and Guidelines

- (A) The Referee-in-Chief is responsible for ensuring that referees are certified, adequately trained, supervised and assigned to those games that they are capable of officiating in, for sanctioned Association games, including exhibition, regular season, playoff and provincial playoffs games.
- (B) Team Officials are responsible for their own updating and maintenance of all rules contained within the "Hockey Canada Official Rulebook".
- (C) The SHC Referee Chief shall schedule game officials for all home games played in Morinville & Legal. It is the responsibility of the division director to ensure that the Referee Assignor for that division receives a complete schedule of games and is notified of any changes to the schedule.
- (D) Referee game fee rates, including fee-split, by division, for all games will be posted on the SHC website.

## 4 DISCIPLINE

### 4.1 RISK MANAGEMENT

#### Policy Statement

SHC shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta.

### 4.2 CODE OF CONDUCT, ZERO TOLERANCE POLICY

#### Policy Statement:

- (A) Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.
- (B) All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another association will not be tolerated.
- (C) All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- (D) The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.
- (E) Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game.
- (F) In no circumstances is a parent or fan to enter the opposing team's dressing room.
- (G) Coaches and other team officials, players, parents and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.
- (H) Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Bylaws or the Operational Policies, Rules and Guidelines of the Association.



## 4.3 HARASSMENT, ABUSE AND BULLYING

### Policy Statement

It is the policy of Hockey Canada that harassment and bullying in all its forms will not be tolerated during the course of any Hockey Canada activity or program. Accordingly, all SHC personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

#### (A) Definition of abuse

- i. Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.
- ii. It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. SHC and its members will follow this policy

#### (B) Definition of Harassment

- i. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.
- ii. Harassment may occur among anyone between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).

#### (C) Definition of Bullying

- i. Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.).

- ii. The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue – e.g. extortion, physical assault etc...  
Bullying can be broken down into four types:
  - Physical (hit or kick victims; take/damage personal property)
  - Verbal (name calling; insults; constant teasing)
  - Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
  - Cyber bullying

#### (D) Responses and Remedies

- i. Harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
- ii. At the same time, SHC recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.
- iii. More serious incidents should be dealt with according to the relevant association, Branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.
- iv. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

## 4.4 INCIDENT REPORTS

### Policy Statement

The Incident Reporting Form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory.

### Rules & Guidelines

All coaches are given a supply of these forms.

#### 4.4.1 Officiating Incident Reporting Policy

##### Policy Statement

A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, the North Zone Referees Association, and Hockey Alberta govern the referees and other officials.

##### Rules & Guidelines

- (A) Complaints or incident reports about referees must be made in writing by team management to the Division Director (or equivalent). If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee-in-Chief.
- (B) Complaints or incident reports received by SHC about referees are passed to the appropriate Division Director who will pass it to the Referee in Chief to handle if warranted.
- (C) Reporting process:
  - i. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, nor contact the Referee in Chief or assignor.
  - ii. The complainant shall be provided in writing to the Division Director, signed by the coach within 48 hours. The incident reporting form may be used for this purpose.
  - iii. The complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available) and rule infractions, rule interpretations or conduct incidents giving rise to the complaint.
  - iv. Upon receipt of the complaint the Division Director shall forth with bring the matter to the attention of the Referee-in-Chief.
  - v. The Referee-in-Chief will investigate complaints and incident reports received about referees and respond to the complaint.

## 4.5 ISSUES, CONCERNS, AND GRIEVANCES

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

### (A) General issues, concerns and grievances

- i. Unless otherwise specified, the procedure for resolving issues, concerns and grievances in SHC is to take the issue, concern and grievance through the following levels in order:
  - a. Coach
  - b. Division Director
  - c. HOC
  - d. Director of Game & Conduct
  - e. Discipline Committee (written or oral presentation) (May refer item directly to the Executive)
  - f. President
  - g. Executive (written or oral presentation)

(B) SHC will not entertain lawyers present at Executive meetings, with the exception of a lawyer representing SHC

### (C) Team issues, concerns and grievances

- i. At the first parents meeting for the team each coach will outline their manner of dealing with parent's issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined at the parents meeting.
- ii. The coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parents; however, some practical etiquette and common sense must be remembered. If you have an issue concern or grievance about or at a particular game, discuss the issues after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.
- iii. Coaches exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. They want to do the best job they can for the child, parent and team. Raising an issue, concern or grievance cannot be held against your child. The coach and team management need to know about the issue, concern or grievances so they can be dealt with effectively and in a timely manner.

### 4.5.1 Evaluation Issues Concerns and Grievances

#### Policy Statement

The Director of Hockey Operations shall investigate all Evaluation issues, concerns and grievances with the appropriate Division Director.

## Rules & Guidelines

- (A) All evaluation issues, concerns and grievances must be put in writing, signed and delivered to the Division Director indicating: The complaint must contain a description of the event, its location, the division involved etc. and a contact name and phone number. The Division Director may contact this person and the Director of Hockey Operations for clarification of the event in question to obtain further information.
- (B) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded on to the Vice President for future action.
- (C) SHC recognizes the need for privacy and discretion in the gathering of all information, and will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

## 4.6 DISCIPLINE

### Policy Statement

All members, players, participants and fans are expected to abide by SHC's Code of Conduct. Violation of the Code of Conduct, SHC Bylaws or the policies, rules and guidelines within this document, may result in disciplinary action being taken.

SHC will follow Hockey Alberta and / or Hockey Canada guidelines and policies.

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