



NEW SAREPTA MINOR HOCKEY ASSOCIATION

Policies and Procedures Manual

APRIL 16, 2019
NSMHA EXECUTIVE



New Sarepta Minor Hockey Association Policies and Procedures

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Overall Goal

The New Sarepta Minor Hockey Association is established to develop and maintain a minor hockey program for the community of New Sarepta and the surrounding area within its Minor Hockey Boundaries. **(Appendix A)**

The hockey program will at all times be based upon the following principles:

- a) equality of opportunity for all participants regardless of ability, race or religion;
- b) the primary purpose of the Association will be the promotion of the enjoyment of the game by the participants;
- c) the programs offered by the Association and their delivery shall at all times hold the welfare of its participants paramount;
- d) all programs will have as their emphasis the development of sound attitudes of sportsmanship, fair play and teamwork.



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1. PROGRAM ORGANIZATION AND DELIVERY

(a) Minor Hockey Program Policy

To operate a hockey program open to all children who reside within the boundaries of the NSMHA & registered within the Association at all times to be based upon the NSMHA overall stated goals.

Any player registered within the Association may participate in his/her age level. The Executive in coordination with the Level Directors shall be responsible to establish player lists for each division and placement on teams within a division.

Organization – The minor hockey program is split into seven major levels for the purpose of administration. The seven major levels are as follows:

Initiation (*4 – 6 yrs old)	Novice (*7 - 8 yrs old)	Peewee (*11 - 12 yrs old)	Midget (*15-17 yrs old)
Pre- Novice (*6 & under)	Atom (*9 - 10 yrs old)	Bantam (*13 - 14 yrs old)	

*Player's age eligibility is based on December 31 of the year of registration

The program shall be presented in accordance with the Policies and Procedures of the NSMHA for its minor hockey teams and the Bylaws of Hockey Alberta and Hockey Canada.

(b) Pond Hockey Program Policy

To operate & offer a Pond Hockey Program to children between the ages of 4-18 years of age. The program will offer the opportunity to families looking for a safe hockey option but without the full commitment and financial obligation of mainstream hockey. All participants must register with the association, but MHA boundaries do not apply when accepting players. The program will teach some hockey fundamentals but will focus on the fun of the game. Players must wear full equipment at all times on the ice.

(c) Referee Program Policy

To provide a Referee Program in New Sarepta in accordance with the guidelines set out by NSMHA, the North East Zone Referees Committee, Hockey Alberta and Hockey Canada.

Referee Program is as follows:

- To provide certified referees for all NSMHA sanctioned games including exhibition, league, league play-offs, provincial play downs and tournament games.
- To provide, through academic and on-ice instruction, refereeing experience and supervision, a balanced training program that will result in the best possible officiating at all levels of hockey.

The Referee Program shall be coordinated by the Referee in Chief in compliance with the duties of the Referee in Chief.



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2. REGISTRATION OF PLAYERS

All players must be registered with the Association before participating in any on-ice activity. Registration forms and information will be available on the NSMHA website. Registration can be made online, mailed or in person. All registration forms must be received, recorded and approved by the NSMHA Registrar.

Complete Registration consists of:

- NSMHA Registration Form
- NSMHA Events & Volunteer Commitment Duties Form
- Freedom of Information Form
- Completion of Respect in Sport – Parent Program (at least one parent or guardian per household of each player registered in minor hockey in Alberta is required to complete the online RIS Parent Program as per Hockey Alberta Regulations, see Hockey Alberta website)
- Hockey Alberta Parent Declaration Form completed (if coming from another Minor Hockey Association and now living within NSMHA boundaries)

(a) Registration Fees

At the end of each hockey season the Executive will meet and determine what level fees will be needed to manage the next hockey season by taking ice, referee, equipment and any other expense incurred during a hockey season into consideration. It is the goal of the Executive to ensure the fees are fair and reasonable in order to ensure a healthy balance for both the players and the Association.

i. FIRST TIME PLAYER POLICY

It is the policy of the NSMHA to offer a registration fee of \$99.00 which will apply to any first time player who has never been registered with Hockey Alberta and or Hockey Canada regardless of age and skill level. (For NSMHA Residents only)

ii. COMMITMENT POLICY

Each year as part of player registration each family shall commit to volunteering a minimum of 10 hours to assist NSMHA with operating its teams or fundraising events. This commitment shall be initiated by families completing a NSMHA Events & Volunteer Commitment Duties Form ([Appendix B](#)) at time of registration. With this form an undated \$300.00 commitment bond cheque is due at time of registration to guarantee this commitment. The NSMHA Treasurer shall hold these cheques uncashed for the season. Families may elect at time of registration to pay the commitment bond versus volunteering.



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The NSMHA Commitment Coordinator is responsible for tracking all volunteer hours and reporting to Executive at end of season deficiencies. Those families without the required full 10 hours will have their commitment cheques cashed at end of season no later than April 30. Any partial volunteer hours completed will be reimbursed to families at the prorated rate of \$30.00 per volunteer hour by the NSMHA Treasurer. The NSMHA Treasurer shall ensure that all families' cheques are destroyed at end of each season when they have completed their commitment hours.

iii. MEETING BOND POLICY

Each year as part of player registration each family shall commit to one parent/guardian attending the Spring Annual General Meeting (AGM) held in April of each year by submitting an undated \$50.00 meeting bond cheque at time of registration. The meeting bond shall be held by the NSMHA Treasurer until after the meeting. Proof of attendance shall be made via signing the meeting attendance sheet. Meeting Bond cheques for families that did not attend meeting will have cheques cashed no later than April 30th. The NSMHA Treasurer shall destroy the cheques of families that have signed the attendance sheet and attended meeting.

(b) Registration Timelines / Late Fees / Due Dates

Registration will commence May 1 of each season.

Late fees of \$200 will be applied to all late registrants after June 15th. (note: Executive reserves the right to waive late fee depending on circumstances). NSMHA will hold at least one night for in person registration between May 1 – June 30th announcement of such date at the Spring AGM. Registration of a new player or a player registering from an outside association to NSMHA will not be subject to late fees no matter when they register.

All registration fees are due no later than November 1st of the current hockey season. Monthly payment plans with post-dated cheques can be arranged at the time of registration with the NSMHA Treasurer. All NSF cheques will carry an additional \$50 charge. If fees are still outstanding after due date that player is deemed ineligible and cannot participate on or off the ice for any team functions. Outstanding fees remain payable for all future years.

(c) REFUND POLICY

NO REFUNDS WILL BE ISSUED AFTER DECEMBER 31 OF THE CURRENT PLAYING SEASON, except for medical reasons diagnosed and documented by a doctor. To qualify for the refund, the parent/guardian must apply in writing to the NSMHA Registrar stating the reason for quitting. Furthermore, the player's last ice time must be stated and verified by the coach.



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All registrations are subject to a non-refundable fee of \$99.00 to cover Hockey Alberta, League fees and NSMHA administration fees once registered with Hockey Alberta.

Refunds or reduction in fees will be given out using a formula based on complete weeks missed. The season will be based on twenty four (24) weeks. (see Appendix C)

(d) HARDSHIP CASES

No child shall be refused registration if they meet the basic requirements as stated by Hockey Alberta. In such extreme circumstances, the President shall have full and absolute authority to waive full or partial fees to any player wishing to register with the Association during a hockey season, commencing in September and ending in March. The President shall advise the Registrar and the Treasurer only for record purposes. All cases are to be reviewed at the commencement of each season.

i. Assistance Programs:

- **Canadian Tire Jumpstart Program**

Is a national charitable program launched by the family of Canadian Tire companies in 2005. The program helps financially disadvantaged kids (age 4-18) participate in organized sport and recreation by covering registration, equipment and/or transportation costs. More information can be found at www.canadiantire.com



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3. TEAM FORMATION

(a) PLACEMENT OF PLAYERS ON TEAMS

The Executive is charged with the responsibility of using all reasonable efforts to ensure that teams at any level are competitive. Should there be more than one team at a level, then those teams will be known as “A” and “B”. ie. Peewee A and Peewee B. Players will be placed on teams based on current year’s on-ice evaluation

(b) NUMBER OF PLAYERS ON A TEAM

The NSMHA requires that a minimum of 8 skaters and 1 goalie per team to a maximum of 19 players per Hockey Alberta Regulations. This may be varied at the Executive’s discretion depending on total players registered in any level. The Executive will determine when there are enough registered players to form multiple teams at any level and evaluations are required.

(c) EVALUATIONS

The NSMHA recognizes that the team selection process is an important and stressful time for all the players, parents, coaches, evaluators, and Board members. In order to ensure that this is carried out in a fair and equitable manner, the Association has redefined and developed the following objectives and guidelines.

(see Appendix D)

A team of evaluators may be used to assess the player’s hockey skills. The NSMHA will try to ensure that the evaluators are impartial and have NO family members trying out at that particular level.

Level Directors are responsible for formulating evaluation teams for the purpose of player evaluation for each level. Evaluators assess skills such as skating, puck control, passing, hockey sense, knowledge, intensity, and sportsmanship. The evaluator’s assessments will be used as the basis for team selection. With the evaluators assessments the Evaluation Committee will be given the opportunity for input prior to the team being finalized. The Evaluation Committee also take into account factors like age, size, attitude, desire, commitment, family relations and so on. The selection process overwhelmingly reflects on ice performance during the evaluation period.



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Evaluations are documented and remain confidential. They are not provided to the general membership. The evaluations are intended to provide effective and equitable means to let the players participate at a level consistent with their skills and abilities.

Exceptions & Special Circumstances - If a player is unable to attend the evaluation process, by unforeseen circumstances, a committee led by the Level Directors will decide at which level the individual should play.

(d) AFFILIATION

Players may be affiliated with another higher level or division team as per Hockey Alberta Bylaws and Regulations and the current League Bylaws. No affiliation is permitted until players are properly registered for affiliation by the NSMHA Registrar. Once affiliation is registered it cannot be changed. In consultation with the coaches, the Level Directors will make recommendations to the Executive for affiliation. Teams may affiliate team to team or named player to team. Affiliation must only be used to bring team #'s up to HA registered team and for the purpose of replacing missing players with like skill and ability. Teams are not to affiliate for the purpose of improving their team. Coaches wishing to affiliate must follow the following steps:

- Speak to players regular coach first and receive permission
- Speak to the player's parents/guardians and obtain their consent
- Approach the player and inquire whether the player wishes to play for the proposed team.

(e) INTERNAL PLAYER MOVEMENT

Every effort will be made to ensure that the teams within the Association remain competitive and of adequate size to help promote the skill level of the players. Circumstances may require moving players up or down levels. All efforts should be taken to ensure that such movement is done with the utmost sensitivity. Any or all movement is subject to the approval of Hockey Alberta.

i. Over-Age

NSMHA recognizes that some players maybe better suited to play at a level below their age appropriate level as an over-age due to various reasons. Hockey Alberta has a prerequisite and application process that must be followed by NSMHA. More information on this can be found on Hockey Alberta website. We encourage parents/guardians to speak to their appropriate Level Director should they feel their player is eligible and wish to move down a level. These players will pay the fees associated with the level they are accepted to play at.



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ii. Under-Age

This may happen one of two ways, either by player request or association request.

1) Player requests to move up

○ Only one team at higher division

Player must complete an “NSMHA Internal Player Movement Request Form” (see [Appendix E](#)) and email to their Level Director. The Executive will review all applications and decide based on player skill level and if it will be beneficial to the Association based on current team #'s both at appropriate division and higher level. The player, if approved, will pay the fees of the division they will be joining. Deadline for moving up a division is January 10th.

○ Two or more teams at higher division:

If a Player would like to be eligible for the higher level team in the higher division, that player must complete an “NSMHA Internal Player Movement Request Form” (see [Appendix E](#)) and email to their Level Director no later than September 15th of current season. The Executive will review all applications and decide based on player skill level and if it will be beneficial to the Association based on current team #'s both at appropriate division and higher level. The player, if approved, will pay the fees of the level they will be joining.

Process:

- Parent/Guardian must apply in writing to their appropriate Level Director by September 15th using the “NSMHA Internal Player Movement Request Form”
- If accepted, the player will be invited to be evaluated in the higher division and be assessed by the standards of that division
- Depending on evaluations the player maybe placed on a team within that division.
- If the player misses evaluations then, at the discretion of Executive, maybe placed on the lower level team within that division.
- The player will be monitored throughout the season and where in the opinion of the NSMHA executive, playing at the higher division/level has or is negatively impacted the player, the player will be moved back to their age appropriate level prior to January 10th.

2) NSMHA requests player to move up:

There may be circumstances where a player will be asked to play at a higher division to help build a team's numbers. Based on the Executives determination of their capability of playing at such division and at the approval of the parent or guardian those players will be invited to the



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team. The fee would remain the same at the division they were supposed to play at and no fee increase will apply.

(f) EXTERNAL PLAYER MOVEMENT FORM / NOTIFICATION OF TRYOUT FORM / PLAYER RELEASE

All forms mentioned below can be found on Hockey Alberta's website.

i. Player Movement Form

Hockey Alberta Minor Hockey "Player Movement Form" is to be completed for players wishing to move to a different Association for the reasons of:

- Try out for AA team (see ii. Hockey Alberta "AA" Model below)
- No team at my age division in NSMHA
- NSMHA team is full (17 skaters, 2 goaltenders)
- NSMHA and another Association are joining together to form a team
- Apply for an exception to register in another MHA (must be approved by Hockey Alberta)

The NSMHA President must approve with signature all HA Player Movement forms. All players granted movement for season return to NSMHA at the end of season.

ii. HOCKEY ALBERTA "AA" MODEL

Under the Hockey Alberta "AA" model for Peewee, Bantam and Midget, NSMHA is part of the Beaumont MHA draw zone. NSMHA players are permitted one tryout for AA. If successful then the player can remain with accepting team for season but returns to NSMHA at the end of season. If unsuccessful then must return to NSMHA for the season but may have the option to be affiliated to the AA team if the AA team requests. Please see Hockey Alberta website for more information.

iii. Notification of Tryout Forms (AAA)

Must be completed by any players who desire to try out for Bantam/U15/Midget AAA teams. NSMHA is part of Leduc MHA AAA team draw zones and players must try out with Leduc first. If released from Leduc the player is permitted to attempt 2 additional AAA tryouts in one season. If unsuccessful in making a AAA team, the player returns to NSMHA for that season. If successful then the player can remain with accepting team for season but returns to NSMHA at the end of season.

iv. Player Release

A Player Release will be given when a player has moved outside of our Association boundaries. The NSMHA Registrar will electronically "transfer" the player once they register with another MHA. This will be done only if the player is in good standing with NSMHA and all previous outstanding fees and debts are paid. The player will require a completed HA Parent Declaration Form and maybe prove residency before acceptance to another MHA.



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4. TEAM STAFF/OFFICIALS & TEAM START UPS

All coaches and team officials must be registered & carded through Hockey Alberta to their respective teams in order to be present on the bench for games or on the ice for practices. NSMHA will cover the costs to card a total of 5 team staff/officials per team. Any teams wishing to card team officials above this will be invoiced the current Hockey Alberta card amount. All on ice officials must wear CSA approved helmets.

i. Criminal Record Checks

All team staff over the age of 18 must submit and produce proof of a Criminal Record Check (CRC) to the Coach Development Director, prior to participating on a team or by November 15th of the current season at the discretion of the NSMHA Executive. These CRC's will be retained by NSMHA and remain valid for a period of 3 years. All CRC's will be kept strictly confidential. Should a positive result be determined a review committee shall be formed. This committee shall include the President, Coach Development and appropriate Level Director. The committee upon review may deny the individual from joining team staff, may request a Vulnerable Sector Check to be completed by individual to further determine risk. The players' safety & wellbeing is paramount in all decisions.

(a) Head Coach

A written Application for Coaching is required by NSMHA no later than August 31st of the current season. Applications can be found on NSMHA website. NSMHA Coach Director along with the Executive will review each application. The Executive will consider past coaching experience, knowledge, evaluations and incidents when approving applications. If a member of the Executive is applying for a Head Coaching position they will be excluded from participating in the Executive review, discussion and decision regarding coaching of that division. NSMHA Executive approved Head Coach Applications will be presented to each team at the first team meeting at which the team may choose their Head Coach.

All Head Coaches, in conjunction with the Coach Development Director and appropriate Level Director, will ensure that they are fully certified to coach at their given level as prescribed by Hockey Canada and/or Hockey Alberta. Head Coach minimum certification requirements can be found on Hockey Alberta's website. Head Coaches along with the Coach Director shall ensure that their team's staff is also properly certified as per HA regulations as follows:

- At least one person registered/carded to the team must have completed the Hockey Canada Safety Program and is represented at all games.
- All team officials carded to the team must complete Respect In Sport – Activity Leader/Coach/Official



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All certification will be held or obtained prior to November 15 of the applicable year.

All Head Coaches shall be responsible for obtaining their own staff (choosing Assistants), subject to the approval of the Executive of the NSMHA. The coach may delegate operations, however he/she has the overall responsibility for the safety, wellbeing, conduct and development of all members of his/her team.

All coaches (Head & Assistants) are required to sign and follow the “Coaches Pledge” (see Appendix G). All coaches are required to participate in any additional training deemed necessary by the Executive and understand and adhere to all NSMHA Policies & Procedures, Hockey Alberta Rules & Regulations and appropriate League rules.

(b) Assistant Coach(s)

Shall be responsible to the Head Coach. All Assistant Coaches must be registered with the NSMHA via Coaching Applications and sign “Coaches Pledge”. The head coach shall appoint an assistant coach to assume the responsibilities of the Head Coach during his/her absence.

i. YOUNG COACH DEVELOPMENT MODEL

Teams in need of coaches are able to utilize players from a higher level to help with their on ice practices. This is not meant to improve the skills or get extra ice time for the kids helping to coach but to provide aid to those teams that are in need of extra coaches on the ice.

- Each team wishing to participate in this program must use coach to coach communication
- Coaches requiring players to help may only utilize up to a maximum of 2 players at one time from any team above theirs
- Players are only be utilized for practices. They are not allowed on the bench for any games
- Players must not be a distraction on the ice to the team they are helping
- Young Coaches are not eligible for Association Commitment Hours

Each team wishing to participate in this program must follow these guidelines. Any abuse of this’s program will result in teams no longer being able to participate.

(c) Team Manager

The Team Manager is responsible to the Head Coach. They shall be identified to the NSMHA and adhere to all policies and procedures. They shall act as a liaison to the Level Director as well as a liaison between parents and coaches. Team Manager’s will be issued a NSMHA Manager Binder that will guide and direct them in the administration of their teams. At the discretion of the Head Coach and Team Manager additional support



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positions can be created to help operate the team. This can be but not limited to: Assistant Manager, Team Treasurer, Tournament Coordinator, Jersey Parents and Website Team Representative.

(d) Team NSMHA Fundraiser Representative

Each team shall volunteer one representative to the NSMHA Fundraising Committee. This volunteer reports to the NSMHA Fundraising Director, attends all committee meetings, assists in association fundraising events and acts as liaison for the team.

Teams wanting to fundraise at tournaments, do 50/50's at games or any other team fundraising must register with AGLC for proper licensing and can coordinate with Association Fundraiser Coordinator for questions or concerns.

(e) Season Team Start-up

The NSMHA applicable Level Director will chair the first team meeting once the player evaluation process is complete and teams formed. The purpose of this meeting will be to inform team & parents of important association dates and/or deadlines, determine team staff, review code of conduct and any other information that the Level Director feels is needed.

i. Team Parent Meetings (during season)

The executive highly recommends that team Head Coaches/Managers hold regular team parent meetings throughout the season to keep open communications between team staff and parents and allows input from all team members. Some topics that should be discussed are coach philosophy, team goals, team finances, team events, home & away tournaments, complaint process, provincials, etc.



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5. PLAYER/COACH DEVELOPMENT

NSMHA believes that development of both players and coaches is crucial to the success of its programs.

(a) Player/Coach Development Fund

The Player/Coach Development Fund was created to help assist in the costs associated with further educating/training our players and coaches during the hockey season. This may include but not limited too special Player Clinics, Goalie Clinics, Coaches Clinics, Goalie Equipment, and Team on and off ice training aids/equipment.

At the conclusion of each team's home tournament, each team is required to write a cheque to NSMHA in the Amount of \$750.00, \$650.00 of which will go to the player development fund and remaining \$100.00 to be deposited into next season's team account to help startup teams. Initiation/Pre-Novice Teams will be exempt from providing \$650.00 to the fund as participation and use of equipment is minimal at this level but will still be required to pay \$100.00. (amended April 2019)

i. Player Development Equipment

If you see the need for certain items which may be beneficial to a player or a team's development, please contact your Level Director and or Player Development Director.

ii. Use of Equipment

Each team is encouraged to use all training equipment. Any damage incurred during the use of this equipment will be at the expense of the team using it.

iii. Borrowing of Equipment

If a NSMHA team would like to borrow any equipment, for hockey related development outside of the New Sarepta Agriplex, they must first obtain permission from the Player Development Director. A deposit may be required. Any damage incurred during the use of this equipment will be at the expense of the team/person signing it out.

(b) Coach Development



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The NSMHA Coach Director shall be responsible for documenting and keeping records of all Coaching Certifications within our association. The Director shall assist all Coaches in obtaining proper certification and offer direction throughout the season if needed. Head Coaches are to participate in monthly Head Coach meeting's held by the Director to communicate and assist in a structured development program to better improve our teams.

6. TEAM PLAY (PRACTICES, EXHIBITION, TOURNAMENTS, LEAGUE, PROVINCIALS)

(a) Practices

Team's practices will typically consist of 1 hour time slots. Practices for NSMHA teams will be scheduled in week 1 and week 2 rotations, where as one week will be allotted 1 practice and the second week 2 practices. Shared practices are encouraged where possible up to and including the Peewee level. A practice schedule will be established by the NSMHA Executive and scheduled practices ice costs will be covered by the association. Additional practice ice maybe purchased direct by the teams if they wish but are responsible for all costs.

(b) Exhibition

All teams are encouraged to participate in exhibition games. The ice costs will be covered by NSMHA on open team scheduled/allotted ice but referee fees are to be paid by the team. If team requests additional ice outside of scheduled slots then team is responsible to pay these ice costs. Teams must notify the NSMHA Referee Assignor should they require referees. Any team hosting an exhibition game will require a HA Sanction #, and any teams travelling to an exhibition game outside of HA Zone 7 must apply for a HA Travel Permit. These Sanction #'s and Permits can be requested through the NSMHA Secretary. Sanction #'s and/or Permit #'s must be shown on the game sheets. All games sheets must be submitted to HA within 24 hours of the game ending.

(c) Tournaments

NSMHA will endeavor to ensure that each team will be able to host a home tournament each season by securing ice for an allotted time. Tournaments may be shared/split with other levels or divisions as determined by NSMHA. Teams hosting must obtain Tournament Sanction # through the NSMHA Secretary. Tournament Sanction #'s must appear on all game sheets, and be submitted to HA within 24 hours of each game ending. A tournament schedule must be submitted to the NSMHA Ice Allocator, Referee Assignor, AG Society and Concession a minimum of 3 weeks before tournament. Teams are responsible for planning all aspects of their tournament and pay all costs associated with hosting including the required ice, referees and referee assigning fees (as per HA Referee's Rate Schedule). Teams must budget accordingly when hosting a tournament and must contribute to the NSMHA Player/Coach Development Fund at end of tournament (except Initiation/Pre-Novice).



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Each level has an Annual Trophy, provided by the Association, which remains on display in the NSMHA trophy case. Teams are responsible for any other costs including but not limited to any repairs and engraving required.

Teams attending away tournaments outside of HA Zone 7 must first obtain travel permits from the NSMHA Secretary. All teams are reminded that they are representing NSMHA and must follow Association Code of Conduct. NSMHA advises teams to plan accordingly away tournaments, especially late in the season as Provincials (if elected) and League games take precedence and must be played.

The NSMHA does not allow any teams to play league or exhibition games or enter into tournaments with non-sanctioned teams at any level without Executive approval. Nor may any member play with any team other than his registered team unless he/she are affiliated with that team. Failure to observe these rules shall result in disciplinary action or suspension.

(d) League

The NSMHA will endeavor to find appropriate leagues for all registered teams to participate. Any changes in league participation will require the endorsement of the Executive and the Membership.

Length of games shall be determined by the League. Typical ice slot allowances for league games are as follows:

Initiation – 1 hour

Novice – 1.25 hours

Atom – 1.5 hours

Peewee – 1.75 hours

Bantam – 2 hours

Midget – 2.25 hours

All ice costs and referee costs for league games and playoffs are covered by the association. Complete team league schedules are to be submitted to the NSMHA Referee Assignor at the start of the season by each team, and any changes to it must be conveyed immediately so referees can be obtained.

i. Team Tiering

Teams will be placed in league tier that NSMHA Executive feels is correct prior to league deadline. Teams may request via “Internal Tiering Request Form” ([Appendix F](#)) to be moved tiers during the preseason and before league deadlines.



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(e) PROVINCIALS

The levels of Atom thru to Midget are eligible for participation in HA Zone 7 Provincial Play-Downs.

Teams wishing to participate must reimburse NSMHA the Hockey Alberta Play Down Entry Fees (ie. 2016 fees = \$150.00/team) as set by HA. Teams are encouraged to consider seriously and confer with Level Directors for advice before entering. Provincials require additional team commitment and if successful in Play Downs the Provincial Tournament means usually more team expenses.

Play Downs typically will commence the 3rd week of January and can continue into March if a team is successful in earning a spot in the Final Provincial Tournament. All provincial play takes precedence over all other team games/events. Required ice and referee costs will be covered by the NSMHA. Teams must work with the NSMHA Ice Allocator and Referee Assignor to ensure ice and referees are scheduled.

i. Provincial Play-down Declaration by Team – December 31

Each participating team must declare their intent to participate in provincials by no later than December 31st of the current hockey season to the NSMHA President in writing. Team Play Down Entry Fee is due at this time payable to NSMHA.

ii. Association Funding Support

Each team successful in winning Zone 7 Play Downs will have the following costs covered by NSMHA subject to Executive approval and written request by Team Manager.

- Hockey Alberta Zone 7 Banner – to be displayed in arena after tournament
- Additional funds may be available for other Tournament Costs (ie. Entry fees, etc) but will be based on Association & Team financial position (team will need to provide season financials to Executive for review)

Note: The above combinations of costs will not exceed \$1000.00 per team.

Teams are encouraged to seek financial donations or approved fundraising to assist with costs but must be aware that any shortfalls are team's responsibility and the NSMHA will not cover.

iii. Hosting

Any team wishing to host a provincial tournament may do so with written intent to the NSMHA President no later than October 15 of the current hockey season. Teams must follow all Hockey Alberta guidelines in order to be eligible to host. Should NSMHA Executive agree with hosting all associated costs and/or profits shall be the responsibility & remain with NSMHA. The host team will be expected to fully participate in the organization and operation of this tournament.



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7. ICE ALLOCATION

It's the Association's intention to be fair and equitable in respect to ice allocation. NSMHA will typically schedule teams on a practice rotation of 1 in week #1 and 2 in week #2 for a total of 3 hours of practice ice in a 2 week period. One home games slot will be scheduled according to league standards & rules and typically take place between Friday and Sunday each week. Allocated ice is to be used as assigned, this will ensure wasted ice is kept to a minimum and Association is able to provide accurate ice tracking and fiscally responsible to members. The Ice Allocator will track ice used, returned and wasted by each team and produce a report to Executive at the end of the season.

All teams should be aware of ice allocation and the possibility of game precedence, especially late in months of January thru to end of March. Game precedence is as follows with the most important first: Provincial Games > League Games > Tournaments > Exhibition > Practices.

Teams should avoid the following when it comes to planning their season and allocated ice:

1. Team ice swaps. Teams wishing to swap ice must inform NSMHA Ice Allocator via email.
2. Be aware of booking away tournaments late in the season. Provincials & Playoffs take precedence.
3. Leaving TBA League games until late in the season. Get these scheduled & played early in season.
4. Leaving "make up" League games due to away tournaments until late in the season. Get these played early in season to avoid conflicts.
5. Over commitment, teams should consider # of away tournaments (1- 2 recommended) they commit too carefully. It is a long season.
6. Holding onto ice until the 15th day. Do it when it's decided so you don't forget. Let's make all our ice productive.

This is a basic overview of how the Ice is allocated but parents and coaches should be aware that at times changes might be necessary due to unforeseen circumstances. **Example:** Ice plant failures, Tournaments, Special Events, Zamboni breakdowns, adverse weather, etc.

(a) ICE RETURN POLICY

Our Association ice contracts allow for the return of ice times should teams not require. We are bound by contract, which each team signs, to notify the Ag Society of the ice return 14 days prior to the scheduled time. The following rules will apply to all teams:

- Team Managers wishing to change or cancel allotted ice times must give at least 15 days' written notice (email) to the Ice Allocator & Vice President. If this is done then team is not responsible for ice costs, and may be given another ice slot to make up missed slot.
- If less than 15 days' notice is given then the following may apply:
 - the returned ice is tracked against your team and maybe responsible for costs and must reimburse NSMHA **,
 - maybe given or sold to another team if they are owed or request extra ice



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- used by Association for special events or training.
- the returned ice if given back to the Ag Society and they are able to resell, therefore NSMHA does not incur costs and neither does team
- Team Managers returning or changing scheduled games slots must give the Referee Assignor at least 72 hours' notice of cancellation for officials. If referees are not cancelled in time, this associated fee may be charged to your team.

**The Executive understands that short notice on games and re-scheduling does occur and will look at late returns on a case by case basis. Also special consideration will be given both at the beginning and end of the year to account for persons new to the manager roles and also for league playoffs and provincials. Game cancellations due to adverse weather conditions will not be charged back.

The NSMHA Ice Allocator & Vice President shall be responsible for determining whether a chargeback to team is required at end of each month and inform the NSMHA Treasurer of details. The NSMHA Treasurer will then invoice team for chargebacks and payment due immediately. Should teams not pay in a timely manner then all future allocated ice will be suspended until the Treasurer has secured payment.

i. Ice Return/Change Procedure

All teams, to accurately document, must follow the following procedure for any allocated ice returns/changes:

- As soon as you are aware that you will not be using an allotted ice time send an email to the Ice Allocator & Vice President providing date, time and rational for the return and cc your respective Head Coaches.
- Print a copy of the email and retain it in your manager's binder.
- You will receive a confirmation email of the return within 24 hours. If this confirmation is not received, re-send the email and call Ice Allocator to ensure they received.
- Print a copy of the confirmation and retain it in your manager's binder.

(b) BOOKING ADDITIONAL ICE

All ice bookings must be completed through the NSMHA Ice Allocator.

i. Ice Swaps

Any teams that swap ice will be required to coordinate amongst themselves, and inform the Ice Allocator as soon as possible.

ii. NSMHA Paid Ice

Association Pre-Booked Ice is listed on the NSMHA website. The Association books select times throughout the season that teams may use for Provincials, League TBA or make up games or practices. The Ice Allocator is responsible to ensure these ice slots are shared fairly & equal amongst teams. Follow the links to complete the booking request and then notify the Ice Allocator. The Ice Allocator will determine if booking is accepted.



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iii. Team Paid Ice

The Ag Society also provides NSMHA with a weekly “available ice” schedule for times outside NSMHA regular ice times. Should teams want extra ice (more practices/exhibition games), not previously allotted for that team, then the team can request the ice allocator to book additional ice (if available) but the team will be accountable to cover all costs associated with.

Teams may also find ice in other facilities throughout the season if they wish but are responsible for all costs.

8. TEAM EQUIPMENT POLICY

All NSMHA issued equipment remains the property of the Association, should be cared for accordingly and returned at the end of each hockey season, by April 30th. NSMHA Equipment Directors are responsible for purchase of, issuance of, maintenance of, and return at end of season of all NSMHA team equipment. Directors will keep records all NSMHA equipment inventory. Equipment shall be signed out by either the team head coach or manager and the team is responsible for any costs associated with replacement of lost or abused equipment. Each team will be issued a team locker for safe storage of their equipment when not needed.

(a) Jerseys

The Association provides one set of game jerseys, home and away (typically 38 total), with jersey bags to each minor hockey team. These can only be used for on ice games and not for practices. No name bars or other badges are permitted on the jerseys, unless approved by the NSMHA Executive (ie. Dodge Caravan, Scotia bank, etc.)

Teams may also be issued colored practice jerseys to be used for practices only.

Jersey Sponsorship – (See Appendix P)

Jersey Retirement – Jersey #'s may be considered to be “retired” by NSMHA Executive and will not be used by any teams. These are often determined and decided upon by the loss/death of a player or outstanding hockey achievement. Currently the #'s 2 , 7 & 17 are retired.

Midget 3rd year Jersey Protocol – *At the end of the Midget players 3rd year, that player shall receive his or her jersey to be presented at the seasons end. This is available to any player who plays their minor hockey and who plays a minimum of 2 years of Midget hockey in New Sarepta. (Exception to those playing AA and AAA. These players may be eligible upon approval of the Executive if they have played 2 of the 3 Midget aged years in association). If a player begins their 3rd year of Midget and quits prior to January 1, that player is not eligible. (Exception to injured players and subject to Executive approval)*



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(b) Goal Equipment

The Association shall provide, if required, each team Atom and below with one set of goalie pads, catcher, blocker, body armor, neck protector and a goal stick. No special orders are permitted. Peewee and above goalies are expected to provide their own gear, but NSMHA can provide to them if deemed a hardship case with approval by the NSMHA President.

(c) Other Equipment

Each team is issued a fully stocked first aid kit. Should teams need to restock these kits they are to contact Equipment Directors. Teams also have access to the NSMHA Development Cabinet located on the home bench. This equipment (pucks, pylons, radar gun, shooter tutors, pinnies, etc) can be used by all teams for practices or games but must be returned and secured when finished.

9. Officials / Referee's

The NSMHA Referee in Chief (RIC) will be responsible for day to day operations of NSMHA Referee program. To be a qualified Referee, the individual must:

- Be 13 years of age or older by December 31st of the current season. With RIC approval, a 12 year old may be accepted to program.
- Have successfully completed a Level 1 Hockey Alberta Referee Clinic
- Be capable of handling the specific level of hockey, typically 2 years older than level officiating.
- Officiate games in accordance to the rules
- Maintain proper certification, by re-certifying themselves prior to December 31st each season.
- On-ice officials and supervisors who are 18 years or older, as of December 31 of the current season, will be required to complete a Criminal Record Check

(a) Referee Clinics

The NSMHA and its RIC will organize and host a Referee Clinic at the start of each season to certify and educate its referees. Clinic space will give preference to NSMHA members and then supplemented with outside referees. Costs for clinic and certification or re-certification are payable by the each individual attending. Referee's that officiate 5 games or more for NSMHA will have the clinic fees reimbursed after the 5th game is complete. The 5th game rule will be waived should the Referee Assignor not be able to offer 5 games to a Referee in a season.

(b) Shadow Program

The RIC will operate a shadow program for all first time referees. This program will consist of a senior/experienced referee paired with the new referee under the supervision of the RIC. It will be the RIC discretion to decide when the new referee is capable of exiting this program.

(c) Association Ref Assigning

The Ref Assignor will be paid an Assigning Fee as per Hockey Alberta's suggested Referee Rate Schedule.



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The NSMHA Referee Assignor, in consultation with the RIC, shall be responsible for assigning all referees for all games played within NSMHA. Should NSMHA not have qualified referees then the Referee Assignor may contact outside associations and hire outside referees. Outside referees may also be required in the event of family relations between team and officials if deemed a conflict of interest.

Special Requests – teams cannot request to choose their referee's. Only requests for outside referees can be made in writing to the NSMHA President by a League Tier Governor or Hockey Alberta.

(d) Referee Rate Schedule

All referees will be paid according to HA current Referees' Rate Schedule each season. In addition to this Outside Referee's that are needed will be paid mileage and travel time.

The Referee Assignor will record all games officiated including the assigned official name, game duties and division/level. On a monthly basis will issue to the Treasurer a report of games completed in order for NSMHA to pay Referees. The Treasure shall Report to membership fees paid for officiating and assigning at Spring AGM.

(e) Referee Complaints

Team or individual complaints/concerns about the quality of officiating shall be forwarded in writing to the RIC and Vice President. Written replies will follow legitimate complaints.

10. Code of Conduct

(a) Coach Pledge Form

[See Appendix G](#)

It is the intention of this pledge to promote behavior and respect for all participants within the Association. All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of fair play throughout the season.

(b) Parent Pledge Form

[See Appendix H](#)

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

(c) Player Pledge Form

[See Appendix I](#)

It is the intention of this pledge to promote behavior and respect for all participants within the Association. All players must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of fair play.

(d) Referee Pledge Form

[See Appendix J](#)



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

11. Discipline and Appeals

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

1. Policies of Hockey Canada
2. Policies of Hockey Alberta
3. Discipline Policies of NSMHA

(a) Discipline Committee

The Discipline Committee will consist of the Vice President, the applicable Level Director, and a member at large of the NSMHA not associated with player or team. Should VP or Level Director be deemed biased or affected by an incident report, the President will remove them from Committee and replace with other impartial Executive Committee Members.

The Discipline Committee shall have the power to suspend summarily any player, coach, manager, team official, or individual for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee. Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee.

(b) Appeals

A suspended person may appeal any suspension imposed or ratified by the Discipline Committee. Written clear and concise summary of the grounds for the appeal must be received by the NSMHA President within five (5) days of the date of the suspension. Such appeal shall be heard by the Executive Committee at its next regularly scheduled meeting following the date of receipt of the appeal or within seven (7) days, whichever occurs first.

No member of the Discipline Committee shall be able to participate in the appeal process.

- No appeal operates as a stay of any suspension.



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- Any appeal by a player younger than sixteen (16) years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.
- The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing if they so choose.
- NSMHA Executive decisions on appeals are FINAL.
- If the NSMHA Member is not satisfied with the NSMHA Executive's decision in regards to an appeal, the member may appeal to Hockey Alberta. If appealed to Hockey Alberta, the NSMHA surrenders all authority regarding the appeal to Hockey Alberta. It is the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible. NSMHA shall not be responsible for any fees incurred from the appeal process.

(c) Discipline by a Head Coach

A head coach shall have the power to suspend summarily any player or team official for a team or individual discipline issue. The head coach must notify their Level Director of any suspensions at the team level and must be documented for future reference. The coach must notify his Level Director if the suspension consists of one game or more. Suspensions by coaches may be appealed to the Level Director, and Level Director's decisions may be appealed to the Discipline Committee.

12. COMPLAINT HANDLING, CONDUCT MANAGEMENT

a. COMPLAINT FLOW CHART

ISSUE OR INCIDENT AT TEAM LEVEL

PARENT > MANAGER > HEAD COACH > LEVEL DIRECTOR > NSMHA EXECUTIVE

TEAM ISSUE OR INCIDENT WITH LEAGUE

MANAGER/HEAD COACH > LEVEL DIRECTOR > NSMHA EXECUTIVE > NSMHA LEAGUE REPRESENTATIVE > LEAGUE

b. CALM DOWN/ 24 HOUR RULE

The NSMHA views the "Calm Down/24 Hour Rule" as support and confirmation to the many volunteers, coaches, officials, parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. We see our program as a vehicle to assist them to further these values and make the game even better and more enjoyable. One could view the "Calm Down" as a celebration of the positive elements of the Game that will overwhelm those negative elements that have unfortunately tainted the reputation of the Game today. Those few that may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. The key focus of the program is to address issues of inappropriate conduct (abuse, neglect and harassment) and is not intended to replace existing processes for handling rule infractions, referee calls, general hockey rules. We



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need to have respect for the other people around us, develop ethical conduct towards others, allow all the freedom to enjoy the game and most importantly respect the game.

The Association wants to target unacceptable behavior such as verbal harassment, abuse of a game participant (player, coach, spectator or official). When there is a situation of unacceptable behavior, the Association has set a process on how to handle the above.

i. **Matters of Unacceptable Conduct and Behavior**

See [Appendix K](#)

ii. **Complaint/Incident Reporting Process:**

All formal reports/protests shall be put in writing using the “Incident Report Form” ([Appendix L](#)) and shall be filed with the appropriate Level Director of the NSMHA after a 24 hour cooling off period but within 48 hours of the occurrence.

All submitted incident reports/protests will be reviewed by the Level Director and the Vice-President to insure the appropriateness of the response and consistency of enforcement within the NSMHA. The Executive Committee shall be made aware of all action and or response at the next scheduled meeting or sooner if deemed severe enough.

If the reports/protests require enforcement, a Discipline Committee meeting shall be called and the incident reviewed. All parties involved will be given equal opportunity to present their sides of the incident when warranted. The decision of the Discipline Committee shall be final and binding and shall be recorded.

i. **Severity of Discipline:**

- **Mild** – 2 Game Suspension – applied when first offence has occurred. The individual has shown true remorse and the actions are out of character. Little chance of reoffending.
- **Moderate** – 3 Game Suspension – applied when a second offence has occurred. Individual has not accepted responsibility for their actions, shows no remorse and likely to reoffend.
- **Severe** – 5 Game Suspension or MORE – most serious, eg. Physically threatening or assaulting another individual, multiple offenses, shows no remorse, likely to re-offend, past history in association of incidents.

13. **EXECUTIVE COMMITTEE**



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The Executive Committee (“the Committee”) shall ensure that the business and affairs of the Association are conducted in accordance with The Societies Act, the bylaws of the Association, and the policies and procedures that are enacted by the Committee from time to time. In general, the 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. The Committee is responsible to the general membership of the Association and has full control and management of the Association within the limits of the bylaws of the Association and for the administration of a minor hockey program in New Sarepta, Alberta.

a. BOARD OF DIRECTORS – voting members

- President – (2 year term, re-elect in odd years)
- Vice President – (2 year term, re-elect in even years)
- Secretary– (2 year term, re-elect in odd years)
- Registrar - (2 year term, re-elect in even years)
- Atom and Below Director – (2 year term, re-elect in odd years)
- Peewee and Above Director - (2 year term, re-elect in even years)
- Player Development Director - (2 year term, re-elect in odd years)
- Coach Development Director - (2 year term, re-elect in even years)

b. ASSOCIATES/REPRESENTATIVES – non-voting members

- Past President – (1 year after President’s term completed)
- Treasurer - (2 year term, re-elect in even years)
- Fundraising Coordinator - (2 year term, re-elect in odd years)
- Atom and Below Equipment Manager - (2 year term, re-elect in odd years)
- Peewee and Above Equipment Manager - (2 year term, re-elect in even years)
- Ice Allocator - (2 year term, re-elect in even years)
- League Rep - (2 year term, re-elect in even years)
- Website/Communication Coordinator - (2 year term, re-elect in even years)
- Referee in Chief - (2 year term, re-elect in odd years)
- Referee Assignor(Paid) - (2 year term, re-elect in even years)
- *Goalie Director – (2 year term, re-elect in odd years)*
- *Pond Hockey - (2 year term, re-elect in even years)*
- *Volunteer/Commitment Coordinator – (2 year term, re-elect in even years)*

c. Job Descriptions

Found in [Appendix M](#)



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14. ASSOCIATION FUNDRAISING

Fundraising is defined as any activity of which the major purpose is to raise funds for the NSMHA.

It is the policy of the Association that registration fees should be kept at the lowest level reasonably possible to prevent lack of participation due to financial reasons and that fundraising should be used to maintain this policy. A Fundraising Committee chaired by the Fundraising Coordinator and with a representative from each team is responsible to assist in developing and operating of all NSMHA fundraising activities.

a. ALBERTA GAMING & LIQUOR COMMISSION

All association events requiring a gaming license must be applied for, approved and received by the Fundraising Coordinator before being held. Should the Executive change then the Association Secretary must send the AGLC an updated "List of Elected Executive" in the year of change. All rules, regulations and reporting as required by the AGLC must be followed.

b. ANNUAL DEMOLITION DERBY

In conjunction with the New Sarepta & District Agricultural Society the NSMHA will plan & operate an Annual Demolition Derby every 2nd weekend in September. The NSMHA Fundraising Coordinator will represent NSMHA and be responsible for event organizing. All profits & costs will be responsibility of NSMHA.

The New Sarepta & District Agricultural Society will provide all Insurance for the event and will be compensated for the costs of Insurance or any other costs that they incur in assisting with this event.

c. CASINO'S

The NSMHA is a Not-for-Profit Association and as such is eligible to apply to volunteer at a Casino with ALGC. The NSMHA Fundraising Coordinator will be responsible for organizing volunteers when awarded a Casino and for ensuring that NSMHA future Casino applications are filed when eligible.



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15. ASSOCIATION IDENTITY MANAGEMENT POLICY

a) Association Apparel

NSMHA has exclusive rights to all usage of the New Sarepta Minor Hockey Association name, New Sarepta Eagles name and Association logo. Any usage for keep sake or promotional items like clothing, bags, signs, etc., requires prior NSMHA executive approval.

This process is intended to ensure that the identity (the official name, logo and team colors) of the NSMHA is managed and protected in a consistent manner. With many association teams looking to utilize the name and logo each season there is a risk that the name, logo or team colors get used incorrectly or inappropriately which is not in the best interest of the association.

Review Requests:

The requesting individual or team shall request, in writing, NSMHA executive review **prior** to any usage of the Association or New Sarepta Eagles names and / or Association logo. The requestor shall provide a written description of their proposed usage.

NSMHA Executive will supply teams with electronic copies of the NSMHA logo and EAGLES lettering.

Designated Executive Reviewers:

Designated executive members will review and provide a written response (be it approval, changes required or rejection) to the requestor.

A minimum of 1 of the following can review and approve / reject requests (with Cc: on their response to the others): President, Vice President, Peewee & Above Director, Atom & Below Director.

Review Criteria:

No alterations to the New Sarepta Minor Hockey Association (NSMHA) name, the New Sarepta Eagles names and / or NSMHA logo shall be allowed.

Items deemed inappropriate or not in the best interest of NSMHA will be rejected.

Target review time is within 1 week from date of the receipt of the written request.



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b) Association Jackets

No alterations to the approved Association jackets, design, colors, NSMHA logo, lettering, and / or manufacturer shall be allowed. Teams can use any vendor they prefer but must use the following manufactures.

Track Jacket (all divisions)

Manufacturer: Canada Sportswear
Model: L04070
Color: Black with red inserts & white piping
Website: canadasportswear.com



Winter Jacket (all divisions)

Manufacturer: Canada Sportswear /CX2
Model: L03100
Color: Black with red inserts
Website: canadasportswear.com



Midget Jacket (Only Midget Division may order)

Manufacturer: Canada Sportswear
Model: L00227
Color: Black with Black Leather
Website: canadasportswear.com



Solid Black Jacket (all divisions)

Any solid black jacket is permitted to be used.

All exceptions to this process shall be in writing from the NSMHA President. Any changes to this policy must be submitted in the form of a motion and presented at the Spring AGM to be voted on by membership.



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16. WEBSITE

The New Sarepta Minor Hockey Association website can be found at www.nsmha.ca

The website is used to provide valuable information & news to our members regarding the Association, the hockey program and include information on:

- Season Calendar – practices, games, tournaments, etc.
- NSMHA info
 - Association Bylaws
 - Association Policies and Procedures
 - Association Boundaries
 - Executive Job Roles
 - Executive Meeting Minutes
- Registration
 - Commitment Policy
- Forms – PDF downloadable documents
 - Coaches
 - Players
 - Risk Management
 - Yearend Awards Nominations
 - Suggestions
- Fundraising
 - Volunteer Opportunities
 - Demo Derby
- Managers
 - Manager Guide, Permit Applications
- Coaches
 - Applications, Development, Clinics
- Players
 - Development, Clinics
- Officials (Referee's)
 - Development, Clinics
- Contacts
 - Executive – positions, names, email, phone #'s
- Fan Wear – Approved Association Merchandise
- Individual Team Pages – Contacts, Rosters, Schedule, Stats, etc.

Businesses may advertise on NSMHA web page for a fee as determined by the Executive. The Website/Communication Coordinator shall be the main contact for the website.



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17. ASSOCIATION & TEAM AWARDS

At the conclusion of each season the Association will hold an Awards Night/Event to celebrate the individual team and association success. This event shall be coordinated prior to the Spring AGM of each season.

(a) Association Awards

The following awards shall be awarded by the Executive based on membership voting and input.

i. **Volunteer of the Year**

Any member or individual involved with NSMHA may be nominated.

Main criteria: A Member or individual that has gone well beyond the “call of duty” for the association

ii. **Coach of the Year**

Any NSMHA registered Head Coach or Assistant Coach may be nominated.

Main criteria for selection:

- (i) showing respect for officials, opponents, parents and instilling a philosophy of fair play;
- (ii) demonstrating concern for all-around development of the athlete and guidelines as to responsible conduct beyond the arena;
- (iii) presenting a positive public image of coaching and the role of the coach;
- (iv) certified in at least one level of the National Coaching Certification Program;
- (v) applying relevant training theory and coaching practice;
- (vi) and demonstrating a proven capacity to improve the team’s or athlete’s performance

(b) Memorial Awards

The following awards shall be awarded each year to the most deserving player (s) as selected by each team’s staff.

i. **Peewee Level**

- **Dennis Sloan Memorial Award** for “Most Determined Player” presented by Peewee Head Coach & The Sloan Family

Main criteria: **Attitude** -- never give up, positive on the ice and bench, strong leadership, etc. Not necessarily your top goal scorer, but someone who shows good hockey skills and good hockey sense. Player who shows all the positive characteristics of why they love the game of hockey, especially their teammates, coaches and officials.



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- ii. **Bantam Level** **See Appendix N**
Thane Fiebich Memorial Award for “ Most Dedicated Player” presented by Bantam Head Coach & Roland Fiebich

- iii. **Midget Level** **See Appendix O**
AJ Best Memorial Award for “Fair Play” presented by Midget Head Coach & The Best Family
Tina Best Memorial Award for “Most Dedicated Mom” presented by the Midget Manager & Best Family

Note: Should there be more than one team at any level, each team will award the trophy to its player and the engraving will include all recipients.



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Appendix A



New Sarepta Minor Hockey Association Boundaries

West Boundary

Shall BEGIN at Twp Rd 510 & Rge Rd 231 proceed south on Rge Rd 231(or Hwy 21) to Twp Rd 504(Hwy 625), THEN proceed west on Twp Rd 504 to Rge Rd 232, THEN proceed south on Rge Rd 232 to the Twp Rd 502, THEN proceed west on Twp Rd 502 to Rge Rd 235, THEN proceed south on Rge Rd 235 to Twp Rd 484, THEN proceed 0.5 miles west to the Southeast corner of the Southwest Quarter of Section 30, Township 48, Range 23.

South Boundary

Shall THEN proceed south to the Southeast corner of the of the Southwest Quarter of Section 7 Township 48 Range 23, THEN proceed east on Twp Rd 481 to Rge Rd 213,

East Boundary

Shall THEN proceed north on Rge Rd 213 to Twp 483, THEN proceed east on Twp Rd 483 to Rge Rd 204, THEN proceed north on Rge Rd 204 to Twp Rd 484, THEN west on Twp Rd 484 to Rge Rd 213, THEN proceed north on Rge Rd 213 to Twp Rd 500, THEN proceed east on Twp 500 to Rge Rd 212, THEN proceed north on Rge Rd 212 to Twp Rd 510,

North Boundary

Shall be Twp Rd 510 between Rge Rd 231 and Rge Rd 212.

This then completes the N.S.M.H.A Boundaries as filed with Hockey Alberta, September 2013.

Official Boundary Map may be found on NSMHA Website



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Appendix B



NSMHA 2015/2016 EVENTS and VOLUNTEER COMMITMENT DUTIES

**PLEASE MAKE YOUR 1ST, 2ND, AND 3RD CHOICES BELOW
(Required to commit to 10 volunteer hours per family)**

NSMHA Executive, Board of Directors, League Representatives

Position Currently Held _____
(Equivalent to 10 hours)

Demo Derby (September 13, 2015)

Station Lead: 10 hours _____ (all day and some prep work before)
Grounds Setup: 4 hours _____ BBQ: 4 hours _____ Concession: 4 hours _____
Gate: 3 hour shift _____ 50/50 sales: 4 hour shift _____
Flagging Arena: 4 hour shift _____ Grounds Tear Down and Cleanup: 2 hours _____

New Sarepta Fair (June 12-15, 2015)

Operate Concession & Grill: 5 hour shift _____

Halloween Dance (October 30, 2015)

Setup 2 hour shift _____ Door (4 hrs) _____ Bartending (3-4 Hrs) _____
Midnight supper, Clean up etc. 2 hour shift _____

Team Manager: Equivalent to 10 hours

Initiation _____	Novice _____	Pee Wee _____	Midget _____
Pre-Novice _____	Atom _____	Bantam _____	

***Head Coach:** Equivalent to 10 hours

Initiation _____	Novice _____	Pee Wee _____	Midget _____
Pre-Novice _____	Atom _____	Bantam _____	

*All Coaches must submit application to [coachdevelopment @nsmha.ca](mailto:coachdevelopment@nsmha.ca) by August 31

****Assistant Coach:** Equivalent to 10 hours

Initiation _____	Novice _____	Pee-Wee _____	Midget _____
Pre-Novice _____	Atom _____	Bantam _____	

** All Coaches must submit application to [coachdevelopment @nsmha.ca](mailto:coachdevelopment@nsmha.ca) by August 31. Asst. Coaches will be chosen by the Head Coach of that team.

Association Fundraising/Yearbook Committee (includes Year End Awards Night)

(1 Representative from each team, Committee led by Association Fundraising/Commitment Coordinator.):

Equivalent to 10 hours

Initiation _____	Novice _____	Pee-Wee _____	Midget _____
Pre-Novice _____	Atom _____	Bantam _____	



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Power Point Presentation for Awards Night

Equivalent to 10 hours _____

***NSMHA Casino / Oiler's 50/50 / Dances / Pub Nights / ETC.

TBA hour shift _____

*** The NSMHA is not able to guarantee that we will participate in these events on a yearly basis. If you sign up for these events, and they do not occur, the Commitment Coordinator will be in contact to try and re-schedule your volunteer hours. Hours awarded for each event will be determined by the Commitment Coordinator and passed along to volunteers at time available.

New events, other than what are indicated on this form, may arise within the current season, in which case families may be able to put in their required volunteer hours in such events. Any changes in scheduling will be adjusted by the Commitment Coordinator if such events arise. The event organizer, and/or Commitment Coordinator, will be in contact with families after registration to notify which events they are scheduled to work via email. Families will also receive a reminder prior to their scheduled event via email.

Please Note:

Families are still expected to help out at a team level. Team commitments are not considered NSMHA events and duties, and do not count toward Association Commitment time. Various duties at the team level, which will be explained by the Team Manager, may include: Sweater parents, Safety/First Aid, Treasurer, Tournament Coordinators/Workers, Time/Score Keepers, and Phoning Parents but is up to each team to organize and determine what they require for volunteers.

.....

NSMHA Commitment Pledge

I _____, understand that my family must fulfill 10 hours of volunteer time in any combination of the above listed NSMHA Events and Duties. If my family does not fulfill 10 hours of volunteer time in the above listed events and duties **by April 30, 2016**, the NSMHA has the right to cash my bond cheque of \$300. Should my \$300 bond cheque be cashed due to the above reason, I will be reimbursed for the value of my volunteer hours worked in the 2015-2016 season, prorated at \$30 per hour.

Print Name

Sign Name

Date

Phone: H _____ Wk _____ Cell _____

E-Mail: _____

of Children registered in NSMHA: _____

Name: _____ Level: _____ Name: _____ Level: _____

Name: _____ Level: _____ Name: _____ Level: _____



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Appendix C

NSMHA REFUND POLICY

Refunds will be given out using a formula based on complete weeks missed. The season will be based on twenty four (24) weeks. **All players will be required to pay nonrefundable fee of \$99.00 to cover Hockey Alberta and League fees** including but not limited to any administration fees from the NSMHA.

(Registration) - (number of wks. played x weekly fee) = refund - nonrefundable Hockey Alberta and League fees
NO REFUNDS WILL BE ISSUED AFTER DECEMBER 31 OF THE CURRENT PLAYING SEASON

Example 1:

Midget aged player who joins after missing eight (8) weeks of play.

Formula: Basic Registration fee – weeks missed = amount due

Basic fee:	\$730.00
\$730.00/24 weeks:	\$ 30.42 / per week
Weeks missed: 8	
Weeks Remaining:	24-8 = 16
16 weeks X \$30.42	\$486.72
Player Owes	\$486.72

Example 2:

Midget player that quits after eight (8) weeks of play.

Formula: Basic registration fee (number of weeks played x fee/week) = Refund

Basic fee:	\$730.00
\$730.00 /24 weeks:	\$ 30.42 / per week
Weeks played: 8	
8 weeks X \$30.42	\$243.36

Player refund \$730.00 - \$243.36 = \$486.64 - \$99.00 (non-refundable)

Player Refunded	\$387.64
-----------------	----------

Refund less current nonrefundable Hockey Alberta and League fees



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Appendix D

NSMHA Player Evaluation Process

The Player Evaluation Process will be utilized to tier players when there are enough players to create multiple teams at a single level. Use of the tiering process results in players of similar hockey caliber playing together which NSMHA believes maximizes player development.

General Process

- For the purposes of player evaluations an Evaluation Committee shall be formed. This will be made up of a minimum of the associated Level Director, the Vice President and the Player Development Director. It is recommended that all other Level Directors and the President also represent the Executive in the evaluation review as well if possible. Should a conflict of interest be present then that committee member shall be removed for that level and replaced by a nonpartisan association member of the committee's choosing.
- The associated Level Director shall be responsible for the planning and execution of all evaluation activities. Support shall come from the Evaluation Committee and other members of the Association as the Level Director requires.
- Outside (non-association) hockey evaluators selected by the Player Development Director will observe players through evaluation sessions consisting of drills and/or game play. Evaluation results will only be provided to the NSMHA Executive.
- The evaluation results will provide the primary basis for players to be split into teams. When there are 2 teams at any level the top 33.3% will be considered locked on the A team and the bottom 33.3% will be locked to the B team, the players in between will be open to committee discussion.
- A minimum of 2 evaluation sessions shall be utilized to allow players multiple opportunities to demonstrate their hockey skills. More maybe deemed necessary is needed.
- Players that take part in a portion of the evaluation sessions will be evaluated based on the portion of evaluation that they took part in and based on the best information available on the player's hockey skills.
- Players that do not take part in the evaluations will be assigned to a team by the Evaluation Committee based on the best information available on the player's hockey skills.



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- Families that want siblings who are within the same level to be together on one team will need to indicate that in writing to the appropriate Level Director prior to the evaluations. An "Internal Player Movement Form" must be received by Sept. 15th of the current season. Best efforts will be made to accommodate the request. Should the evaluation results indicate that the siblings are on different teams the siblings will typically be assigned to the lower of those tiered teams, team assignment is at the discretion of the Evaluation Committee.
- The Evaluation Committee does have discretion to assign a player to any team should it be determined that the player will have significant impact on the evaluated team which will jeopardize the intent of the tiering process.
- Families will be informed of team rosters prior to their team's first practice. Notification will be done electronically (via email or website) so as to avoid immediate discussion on the results (i.e. 24 hour communication rule shall be followed).
- The Evaluation Committee reserves the right to move a player to a different team in the event that the player has been deemed to have been assigned to the wrong team (i.e. skill set is not appropriate for the assigned team), or in the event that a re-balancing of team player numbers is deemed to be required. Such moves can be made up until the Hockey Alberta roster freeze deadline.

Day of Evaluation Process

- For purpose of the evaluation sessions the players shall be split into as even of teams as possible by the appropriate Level Director so evaluation game play is fair.
- Impartial coaches (i.e. coaches that are not within the same immediate family as any of the evaluated players) will manage the players on the ice and / or benches during the evaluations.
- Ice time will typically consist of 1 hour sessions with 15-20 min of drills and the remaining time controlled scrimmaging.
- Players shall be assigned jersey numbers for the evaluation days. Numbers and player names shall be documented for the Evaluation Committee's review. Only numbers (not names) can be shared with evaluators. Typically players retain the same jersey number for the duration of the evaluation. Any changes made shall be documented and provided to the evaluators.
- Prior to players going onto the ice surface for each of the evaluation sessions the name and number of each player shall be verified and documented.

All exceptions to this process shall be approved by the NSMHA Executive and declared in writing.



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Benefits of Tiering

- Players are in the right level for their ability which NSMHA believes maximizes player development. When there is a mix of talent levels, the more mature players will dominate the game play leaving less mature players a reduced chance of contributing or being involved. And both players will be affected: 1 - the less mature player can be left out; and 2 - the more mature player does not learn the importance's of team play.
- The potential of the 2 teams playing each other is eliminated which allows the Association to avoid conflict between competing teams (i.e. winners and losers).
- Full team affiliation is available between levels below and above. Affiliation allows teams to utilize lower level players to fill positions on higher level teams in case of absence, and in doing so provides an opportunity for kids to grow their skills at a higher level in manageable doses. See Hockey Alberta and League Policies and procedures for Affiliation requirements and limitations.



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Appendix E



Internal Player Movement Request Form

Player movement requests must be submitted prior to September 15 of the upcoming season

Date of Submission : _____

Name of Player _____

Date of Birth _____

Previous Hockey Team _____

Level/Team requested to move to _____

Reason(s): (Please indicate specifically how this movement will benefit your child)

Name of parent (s) making the request: _____

Email Address: _____

Contact Phone Number: _____

***Player movement requests will be reviewed by the executive and decisions will be based on
NSMHA Policies and Procedures***



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Appendix F

INTERNAL LEAGUE TIERING REQUEST FORM – PAGE 1

This form is to be used to determine the best tier for your team. While tiering is done early on before the season gets started, early projections are subject to discrepancy and therefore we ask that you fill out this form to better inform the Executive where you feel your team ranks within the league. If you feel that you are competitive at the level you are at, not at all competitive or way out of your league, simply fill out the form below with as much information as possible so we can better help you with tiering this season.

(Please use as much detail as possible when comparing teams. Scores and shots for and against between you and other teams is very helpful)

Section 1

Team you are representing (ex. Atom B): _____

Name: _____

Position on team: _____

Current tier: _____

Tier you would like to be moved to if applicable: _____

Section 2

Please list all teams you are competitive with currently in the tier you are in and also list any exhibition games you have played if any.

	VS Team Name and Tier	Score	SF	SA	Game Winner
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					



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INTERNAL LEAGUE TIERING REQUEST FORM – PAGE 2

Section 3

Please choose the answer that best describes your current teams tiering situation.

☐

Yes, we are comfortable with our current tier. No further movement required

☐

No, we are not comfortable in our current tier. Action is required

If you answered No above list as many details as possible describing your current team situation in the tier you have been placed in and why you need to be moved.

Please forward a copy of this form to your Level Director(s) and League Representative upon completion. Note the tiering deadlines are different for all levels of hockey. Please check the League website under your current tier for deadline details. If you have any questions please feel free to contact your Level Director(s) and/or League Representative.

Please see below for contact information:

1660rep@nsmha.ca

atomandbelowdirector@nsmha.ca

peeweeandabovedirector@nsmha.ca

Name Please Print: _____

Signature: _____

Date: _____



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Appendix G



COACHES PLEDGE

I pledge to promote fair play and respect for all participants within the Association. All Coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

CODE OF CONDUCT FOR COACHES

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, official's, coaches, opponents, fans and teammates.
3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' age and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will support all efforts to remove verbal and physical abuse from my teams' hockey experience.

I agree to abide by the principles of this PLEDGE as set by the New Sarepta Minor Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from NSMHA.

Print Name

Date

Coach Signature

Team Name



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Appendix H

PARENTS PLEDGE

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All Parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

CODE OF CONDUCT FOR PARENTS

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

I agree to abide by the principles of this PLEDGE as set by the New Sarepta Minor Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from NSMHA.

Date

Print Name

Print Name

Parent Signature

Parent Signature



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Appendix I



PLAYERS PLEDGE

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All PLAYERS must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

CODE OF CONDUCT FOR PLAYERS

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

I agree to abide by the principles of this PLEDGE as set by the New Sarepta Minor Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from NSMHA.

Date

Print Name

Player Signature



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Appendix J

REFEREE'S PLEDGE

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

FAIR PLAY CODE FOR REFEREES

1. I will remember that the game is for the players. Players' safety and fair play comes first.
2. I will study and learn the rules of the game and understand the "spirit" of the rules. I will help fellow referees to do the same.
3. I will respect other referees and their decisions and will not publicly criticize another official. I will recognize officials are being developed in the same manner as players.
4. I will wear the proper uniform/equipment and keep it in good condition.
5. I will honor accepted game assignments. I will give at least 24 hours notice of any circumstances that would necessitate a change (exceptions for emergencies)
6. I will always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are unacceptable.
7. I will demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators regardless of association or circumstance.
8. I will attempt to develop community spirit and pride in our association while representing NSMHA in the best possible light.
9. I will respect the time and effort given by those that volunteer their time for the game of hockey.

I agree to abide by the principles of this FAIR PLAY PLEDGE as set by the New Sarepta Minor Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from NSMHA.

REFEREE'S NAME: _____

SIGNATURE:

REFEREE _____

DATE _____

Ref in Chief _____

DATE _____

Note: The Ref in Chief(RIC) will retain possession of this pledge for season and review when needed.



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Appendix K

Matters of Unacceptable Conduct and Behavior

1. Abuse and Neglect

- When any person has reasonable grounds, in the course of NSMHA business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta's General Manager should also be advised of the intent to report.
- NSMHA shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.
- The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by NSMHA.

2. Harassment

- Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.
- Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:
 - Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
 - Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
 - Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
 - Unwanted or unnecessary physical contact including touching, patting or pinching.
 - Any form of hazing.
 - Any form of physical assault or abuse.
 - Any sexual offense.
 - Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.



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Appendix L



INCIDENT REPORT FORM

Game & Conduct Management:

MHA Resource Manual

Submit completed form to:

NSMHA President

Box 212 , New Sarepta, Alberta , T0B 3M0

Email: president@nsmha.ca

This form is to be utilized by anyone associated with the NSMHA to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT: _____

NAME OF OFFENDING INDIVIDUAL: _____

ASSOCIATED WITH (TEAM NAME): _____

NAME(S) OF ADDITIONAL WITNESSES: _____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed.

Reports that are not legible will not be reviewed. You can expect an official to investigate your report. We do hope to be able to contact complainants at some point during or after the investigation.

Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report: If additional space is required, please use reverse side or attach separately.

NAME: _____

ADDRESS: _____ City/Town: _____

PHONE: _____

SIGNATURE: _____ DATE: _____



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Appendix M

EXECUTIVE COMMITTEE JOB DESCRIPTION

President

- Presides over all executive meetings, general meetings and special meetings.
- Is an ex-officio member of all committees established by the Association.
- Delegate's authority to preside over above meetings in his absence in accordance with the bylaws of the Association.
- Able to vote on Executive Motions only in event of tie.
- Ensure the operation of the association is in accordance with the Bylaws and/or Policies of the Association, Hockey Alberta and Hockey Canada.
- Establish, prepare and obtain Executive Committee approval of the agendas for all meetings.
- Receive all Association correspondence and distribute to the Executive Committee where appropriate.
- Provides leadership and guidance to all members of the Board in the completion of their responsibilities.
- Acts as an ambassador representing the Association to all other associations such as the Canada Hockey Association, Hockey Alberta, Referees' Association and other minor hockey communities, etc.
- Arranges the orientation of new members.
- Assist Treasurer in preparing Association Annual Budget.
- Assist Ice Allocator in Developing Season Ice Schedule.
- Considers requests for waiver of registration fees in hardship cases in conjunction with the Treasurer & Registrar.
- Administer suspensions to coaches and or players

Vice President

- Attend all executive and general meetings. Votes on Executive Motions.
- Act for the President in his absence.
- When requested by the AG Society, attend Ag Board Meetings to represent NSMHA views at these meetings & reports to NSMHA Executive on issues affecting NSMHA.
- Assist in preparing coaches manual.
- Maintain and update the manager's manual.
- Assist members in resolution of conflicts & chair committee if needed.



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Secretary

- Attend all meetings of the association, board of directors and Executive meetings. Votes on Executive Motions.
- Records, maintains a record of all correspondence received by the Association, and of the Minutes of the Executive, Special, General and Annual General Meetings along with recorded attendance of meetings.
- Maintains a supply of stationary and other stock necessary for the operation of the Association.
- Ensures a record file is maintained in the Association office for referral purposes.
- Meetings: books all meeting rooms. Advise Board members where and when meetings are to be held. Records, prepares and distributes copies of minutes to Board members.
- Replies to routine correspondence as directed.
- Provides the typing of reports/correspondence as required by the Board members
- Maintains a supply of "standard" forms used in the day-to-day operation of the Association.
- Administers & applies for all travel, special event permits and tournament sanctions for association teams.
- Ensures all Association events are advertised in the newspaper or other media as required by the bylaws of the Association

Registrar

- Attend & participate in monthly Executive and General Meetings. Votes on Executive Motions.
- Coordinate registrations (Online, Mail, In Person)
- Prepare /update in cooperation with the executive the NSMHA Handbook
- Ensure registration forms are complete, accurate and up to date.
- Complete & Register all Team Affiliations as directed by Executive.
- Coordinate with Treasure to collect all Registration Payments
- Follow-up on incomplete registration information
- Attend Fall Zone 7 Registration Meeting *Order Team Registrations-provincial/non-provincial
- Complete Team / Player Registrations for submittal to Zone registrar
- Liaison with Zone registrar to resolve deficiencies

Atom and Below Director

- Attend & participate in monthly Executive and General Meetings. Votes on Executive Motions.
- Organizes & administers player evaluations at begin of season needed at their levels.
- Division Director is responsible for the organization, implementation, discipline and overseeing of the hockey program in his division (in conjunction with the vice president)
- Organizes & administers player evaluations at begin of season needed at their levels.
- Each Level Director shall attend monthly Board meetings and other meetings as required, and shall sit on committees of the Association to which they are appointed from time to time.
- Define and advise the board on programs related to the levels
- Assist in resolving conflicts at their level and within association
- Liaison with the parents and/or team and when to bring concerns to the board



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Peeewe and Above Director

- Attend & participate in monthly Executive and General Meetings. Votes on Executive Motions.
- Organizes & administers player evaluations at begin of season needed at their levels.
- Division Director is responsible for the organization, implementation, discipline and overseeing of the hockey program in his division (in conjunction with the vice president)
- Organizes & administers player evaluations at begin of season needed at their levels.
- Each Level Director shall attend monthly Board meetings and other meetings as required, and shall sit on committees of the Association to which they are appointed from time to time.
- Define and advise the board on programs related to the levels
- Assist in resolving conflicts at their level and within association
- Liaison with the parents and/or team and when to bring concerns to the board

Player Development Director

- Attend & participate in monthly Executive and General Meetings. Votes on Executive Motions.
- Assists Level Directors with player evaluations and team forming
- Arranges for all special skills clinics as requested by Board (including body contact, player clinics, goaltending training sessions, etc.). Arranges for facilities and equipment for these clinics.
- Develop, Promote and administer programs designed to assist in a players development
- Report to the Executive and Board for funding and progress of the programs

Coach Development Director

- Attend & participate in monthly Executive and General Meetings. Votes on Executive Motions.
- Develop, Promote and administer programs designed to assist in a coaches development
- Administer & records all team official training completed and inform teams of deficiencies.
- Liaises with Hockey Alberta in the organization of all NCCP clinics to be run in New Sarepta each year and arranges for facilities and equipment for these clinics.
- Receive from each head coach or team manager, the criminal record checks for the head coach, assistant coaches and all other carded team officials.
- Prepare & update coaches manual and distribute same to all coaches at begin of season
- Host coaches meeting at the beginning and also throughout season when needed.
- Host coaches evaluation meeting at the end of season.
- Report to the Executive for funding and progress of the programs

Past President

- Attend & participate in monthly Executive and General Meetings. Has no vote on Executive Motions.
- Provides back ground information/data/material etc. on all matters currently before the Board.
- Provides guidance and assistance to the President.
- Assist members in resolution of conflicts



New Sarepta Minor Hockey Association

Policies and Procedures

Treasurer

- Attend & participate in monthly Executive and General Meetings. Has no vote on Executive Motions.
- Manage the financial resources of the Association and obtain professional advice with respect to financial matters when deemed necessary.
- Obtain professional input and at times paid services with respect to nature of the accounting records to be maintained by the Association.
- Ensures all Association books and records are properly completed and arranges for an independent audit of the Association's financial records on a yearly basis.
- Ensures the presentation of audited financial statements at the Fall Annual General Meeting.
- Maintains all of the financial records of the Association. This includes, all deposits, all cheque writing, bank reconciliations and month-end financial statements for each team.
- Update, complete & file all Government reporting in regards to Association.
- Preparation of proposed Association Annual Budget for Spring AGM in consultation with President.
- Report the state of all accounts and budget variances to Executive at Board Meetings.

Fundraising Coordinator

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Coordinate all fundraising events (New Sarepta Fair, demo derby, casinos, 50/50's, etc).
- Obtains the necessary permits for fundraising activities undertaken by the Association.
- Chair all fundraising committee meetings & update Board with minutes.
- Report to Board on status of past events (attendance, financials, pros/cons, etc)

Atom and Below Equipment Manager / Peewee and Above Equipment Manager

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Are responsible for all administrative matters respecting hockey equipment supplied to teams by the Association. (This includes the purchase, repair, cleaning and distribution of equipment to teams and the picking up of equipment after each season).
- Ensure that Association hockey equipment shall only be used by registered members of the Association.
- Ensure that Association hockey equipment shall only be used for practices and games sanctioned by the Association, and for use at recognized hockey schools and special events as approved by the Equipment Managers. Collect Equipment deposits for equipment issued if required by Executive.
- Report to Executive missing or abused equipment to Executive for team charge backs when applicable.
- Keep inventory of equipment for budgets requirements.
- Prepare equipment budget for coming year and present to Board.
- Arrange for the repair, cleaning and purchase of equipment for the upcoming season.
- The only person authorized to purchase equipment on behalf of the Association and the Association will only be responsible for debts incurred by the Equipment Managers in relation thereto.
- All equipment, whether purchased, donated or obtained through sponsorship shall become sole property of the Association and is subject to all rules and regulations of the Association.
- Equipment requests are submitted to the Equipment Managers and consideration of such requests is determined by the Board taking into account budget limitations and proper protection.



New Sarepta Minor Hockey Association

Policies and Procedures

- At the end of the season, set up a date and time for return of jerseys and equipment.
- At the start of the season hand out jerseys, first aid kits and other team equipment owned and provided by Association.
- Jerseys are returned to the Equipment Managers who sees that the sweaters are clean and repaired. Also, that all name bars are removed, first aid kits refurbished.

Ice Allocator

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Representative from NSMHA for ice allocating with the New Sarepta & District Agricultural Society (AG).
- The Ice Allocator shall work with President to develop annual ice schedule in July for upcoming season taking into consideration # teams at each division and balancing equally.
- The Ice Allocator shall attend Team Manager Startup Meeting to have individual team Ice Contracts signed. Original to remain with Ice Allocator and a copy to be provided to team managers.
- Verify monthly Association Ice Invoices from AG, report possible team charge backs with reasons for (based on contracts) or un-used ice, and inform President and/or Treasurer to approve for payment.
- Responsible for distributing association ice times to all divisions with an equal and fair system as directed by the Executive and maintaining records of all changes per team.
- Responsible for securing ice for clinics and any other special events needed by Executive.
- The Ice Allocator will be responsible to do all possible to ensure all hours of ice purchased by NSMHA is used or returned to Ag Society within contract agreements and not reported as No Show Ice.
- The Ice coordinator will review the No Show Ice report and report to each Level Director/Executive the time slots their teams are responsible for.
- The Ice Allocator shall be the final authority from NSMHA in regards to disputes over ice slots in the event there is a discrepancy with schedules. Ice is allocated with following precedence Provincials >League Playoffs>League Games>Practices.
- The Ice Allocator shall compile and report on all NSMHA ice charges incurred at the completion of each season and sorted by individual team.

League Rep

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Attend all League & League Tiering Meetings when required.
- Be available to become a Tier Governor for an assigned League level for the season.

Page 4 of 5

- Liaison between the League and the Association and its teams.
- Report to the Executive and Board on the League rule and/or procedure changes
- Assist in Resolution of Conflicts between teams and the league or other teams

Website/Communication Coordinator

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Coordinate communications from Association to newspapers, magazines and schools
- Coordinate association advertising efforts for special events and business.

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New Sarepta Minor Hockey Association

Policies and Procedures

- Responsible for the integrity, maintenance and updating of the NSMHA website in conjunction with team officials designated to update team micro sites, and with our website designer, RAMP Interactive at the direction of Executive.

Referee in Chief

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Develop, Promote and administer programs designed to assist in a referee development. This includes scheduling & operations of all Referee Clinics.
- Monitor Referees to ensure acceptable standards.
- Liaison between Coaches and Referees to resolve conflicts.
- Report to the Executive and Board on issues related to refereeing.

Referee Assignor (Paid Position as per HA Assigning Fee)

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Assigns qualified Referees to games in coordination with Referee in Chief.
- Liaison with surrounding communities to establish outside available referees.
- Record and report monthly referee assignments to the Treasurer for payment.

Goalie Development Director

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Assists Level Directors with player evaluations and team forming
- Arranges for all special skills clinics as requested by Board (goaltending training sessions, etc.). Arranges for facilities and equipment for these clinics.
- Develop, Promote and administer programs designed to assist in a Goalies development
- Report to the Executive and Board for funding and progress of the programs

Pond Hockey Director

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Division Director is responsible for the organization, implementation, discipline and overseeing of the hockey program in his division (in conjunction with the vice president)
- Assist in resolving conflicts at their level and within association
- Liaison with the parents and/or team and when to bring concerns to the board

Volunteer/Commitment Coordinator

- Attend Monthly Executive and General Meetings if requested by Executive. Has no vote on Executive Motions.
- Work closely with Fundraising Coordinator; organize and track volunteers.
- Obtains the necessary permits for fundraising activities undertaken by the Association.
- Administer commitment hours made by association members & report deficiencies to board
- Coordinate Yearend Awards Night & Yearbook development



New Sarepta Minor Hockey Association Policies and Procedures



Appendix N

THANE FIEBICH “MOST DEDICATED” AWARD

Please review the criteria listed below before voting for the Thane Fiebich Most Dedicated Player award. The results of the voting will not be known until the award is presented on Awards night in April. The voting will be done by way of a secret ballot. Each player is allowed one vote, and one vote per family for the adults. Use number 1 to indicate your first choice and number 2 to indicate your second choice. Second place picks will be used in the event of a tie. Thane Fiebich was a New Sarepta Hockey Player who was killed in a fire accident and the Fiebich Family has graciously donated this award. The Fiebich Family requests that serious consideration be given before making your selection. Players don't just pick your best friend, pick the player that you feel is most deserving. This is a secret ballot, so don't show or tell your teammates/friends who you are voting for as it may just create argument and hard feelings. There shall be two recipients of this award one Female from the Girls Bantam team and one Male or Female from the boys Bantam age group.

Criteria to consider:

- Has the player attended as many games and practices as possible? (a player should not be penalized for missing due to sickness, injury or circumstances beyond the player's control such as injury, school activities, weather conditions, disciplinary reasons, etc.);
- Has the player worked hard (played hard) in all games and practices and attempted to improve their skills throughout the year;
- Has the player shown leadership by supporting others with positive feedback, worked hard until the end of the game, made responsible shift changes and shown understanding for the importance of the team, not just the individual;
- Has the player shown encouragement to other team mates to do well and not criticized or berated others for mistakes;
- Has the player shown consideration for the team by listening to coaches and other players during practices and games, paid attention, offered helpful advice and asked pertinent questions;
- What does the player do away from the rink to make him/her a better player? Does he/she get in shape prior to the season starting and work on conditioning throughout the year? Does he/she have proper sleeping and eating habits, especially on game days? Does he/she work on improving skills by playing at outdoor arenas, practicing their shot in the basement, shop, garage, by watching instructional videos, by getting additional ice time with other teams, public skating/shinny? When extra family funds are available does the player prefer to have money spent on playing roller hockey or summer hockey, Officials program, hockey school or camps or does the player prefer that it be spent on game boys, motor bikes, etc.;
- Does the player play through injury and sickness, when possible;
- Does the player take bad or selfish penalties;



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THANE FIEBICH "MOST DEDICATED" AWARD (CONT'D)

Please read and follow criteria from page one before casting votes.

Please print both first and last name.

1. First Choice:

2. Second Choice



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Appendix O

AJ BEST MEMORIAL "MIDGET FAIR PLAY" AWARD

For the AJ Best award please try to pick the player that best follows the same things AJ did.

- Loved all aspects of the game
- Cheered on his teammates
- Showed respect for his coaches and the officials
- Possessed strong leadership attributes on and off the ice
- Always had a positive attitude
- Showed Sportsmanship
- Had a keen knowledge of the game
- He was fun to have on the team even though not the most skilled on the team
- Always trying his hardest at a practice or game

TINA BEST MEMORIAL "MOST DEDICATED MOM" AWARD

Tina Best Memorial Award for "Most Dedicated Mom" presented by the Midget Manager & Best Family



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Appendix O

2018 NSMHA JERSEY SPONSORSHIP

**New Sarepta Minor Hockey is now offering the opportunity to become a Jersey a/o
Tournament Sponsor!**

We are a small rural community with a large love of hockey. This year our association has over 170 Players! Sponsorship is an excellent way to support kids in the community while advertising your company at the same time. Below are our sponsorship levels available. Should you wish to become a sponsor or you have any questions or concerns please contact:

Kelsey Good (780) 490-8155 fundraiser@nsmha.ca or

Sherry McIntosh (780)-699-8024 communication@nsmha.ca.

We would like to thank you for your time and consideration.

GOLD-\$5000

-Jersey Sponsorship for team of your choice (available on first come first served basis). Company Name bar will be displayed at the bottom of the Jersey (no logos). Sponsorship will last 3 years or the life of the Jersey, whichever comes first.

-Tournament Sponsorship for 3 years. This includes: banner display, Tournament named after sponsor, full page recognition in tournament program and company Logos on all dressing room doors for tournament.

SILVER-\$3000

-Jersey Sponsorship Only. Jersey Sponsorship for the team of your choice (available on first come first served basis). Company Name bar will be displayed at the bottom of the jersey (no logos). Sponsorship will last 3 years or the life of the Jersey, which ever comes first.

BRONZE-\$1000

-Tournament Sponsorship for 1 year. Which includes, banner display, Tournament named after Sponsor, full page recognition in tournament program, company Logos on dressing room doors for tournament.

-Sponsorship available for the team of your choice based on a first come first served basis.

PLEASE NOTE:

*Banner and Logos are to be supplied by the sponsor. Name bars for the Jerseys will be supplied by NSMHA.

*All sponsorship money will be donated to NSMHA Association to help with the cost of New Jerseys, Clinics and player development. Sponsorship Funds do not go directly to individual teams.