

Okotoks Oilers Athletic Association Policies and Procedures

(Updated June 2019)

**Okotoks Oilers Athletic Association ("OOAA")
Policies and Procedures**

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1. **Mission Statement**

The mission of the OOAA is to oversee the operation of the OOAA Carded Teams in a manner that ensures that all Players are given an opportunity to participate in an elite stream of hockey offered by the Leagues and for each Player to develop to their full hockey potential in a safe and constructive environment.

2. **Interpretation**

Whenever words, terms, phrases, and expressions, defined or otherwise employed in these Policies and Procedures shall import number, gender, or entity, same shall import, without further mention, all numbers, genders, and entities as the context wherein used shall require and as the case may be, subject to specific expression to the contrary.

3. **Paramountcy**

Unless expressed herein to the contrary, if and whenever there is a conflict between these Policies and Procedures, or any part thereof, and the By-laws, the By-laws shall prevail. If and whenever there is a conflict between these Policies and Procedures, or any part thereof, and the By-laws of OMHA, the By-laws of the OMHA shall prevail.

4. **Headings**

Headings used in this Manual have been inserted for the purposes of reference only, and are not to be considered or taken into account in construing the terms and provisions of these Policies and Procedures.

5. **Definitions**

In this Manual, in addition to terms defined parenthetically herein, the following expressions shall have the following meanings:

- (a) "**AGM** " means the first regular OOAA meeting after the corporate year end on May 31 in each year during which the OOAA is in existence and while the By-laws and these Policies and Procedures remains in force;
- (b) "**Assistant Coach**" means a volunteer coach of a Team who is selected by the Head Coach, with or without assistance by the Coach Selection Committee, to assist the Head Coach in the development of the Players for which they are responsible;
- (c) "**Board**" means the board of directors of the OOAA elected at the AGM and any replacement or appointed directors in addition or substitution therefore as may be required from time to time;
- (d) "**By-laws** " mean the by-laws of the OOAA dated June 12, 2006 and all amendments thereto now existing or approved from time to time;

- (e) **"Coach Selection Subcommittee"** means the committee described by such name in Section Ten (10) of this Manual;
- (f) **"Coaching Staff or Coaches"** means the Head Coach and all Assistant Coaches of a OAAA Carded Team;
- (g) **"Code of Conduct"** means the Code of Conduct prescribed and defined in Section Eleven (11) of this Manual;
- (h) **"Director(s)"** means a director of the Board as prescribed and identified in Sections Seven (7) and Nine (9) of this Manual, respectively;
- (i) **"Director at Large"** means the Director(s) appointed for such duty in Section Nine (9) of this Manual;
- (j) **"Director of Coach Development"** means the Director appointed for such duty in Section Nine (9) of this Manual;
- (k) **"Director of Code and Conduct"** means the Director appointed for such duty in Section Nine (9) of this Manual;
- (l) **"Disciplinary Subcommittee"** means the committee described by such name in Section Ten (10) of this Manual;
- (m) **"Division(s)"** mean(s) PeeWee, Bantam Male, Bantam Female, Midget Male and Midget Female age groups as are defined in the Hockey Alberta by-laws and as adopted by the Leagues;
- (n) **"Division Director"** means a director responsible for a Division as described in Section Nine (9) of this Manual;
- (o) **"Executive"** means the President and the Vice President as selected by the Board under Section Seven (7) of this Manual;
- (p) **"Executive Subcommittee"** means the committee described by such name in Section Ten (10) of this Manual;
- (q) **"Head Coach"** means a volunteer head coach of a Team that is selected through a process established by the Coach Selection Committee to be in charge of the Team to which such person is selected and the development of the Players for which he/she is responsible;
- (r) **"League(s)"** mean(s) the South Central Alberta Hockey League ("**SCAHL**"), the Alberta Major Bantam Hockey League ("**AMBHL**"), the Alberta Minor Midget Hockey League ("**AMMHL**"), the Alberta Midget Hockey League ("**AMHL**") the Alberta Major Bantam Female Hockey League ("**AMBFHL**") and, the Alberta Major Midget Female Hockey

League ("AMMFHL") and any amendments to the names or operation of such leagues from time to time;

- (s) "**Manual**" means this manual of Policies and Procedures as may be amended from time to time;
- (t) "**Officer(s)**" means the positions of executive office of the OOAA as prescribed and identified in Section Six (6) of this Manual;
- (u) "**Off Ice Officials**" means those individuals that work the time keeping and penalty box during any Team game;
- (v) "**OMHA**" means the Okotoks Minor Hockey Association;
- (w) "**OOAA**" means the Okotoks Oilers Athletic Association
- (x) "**OOAA Carded Teams or Teams** " means the Pee Wee AA Oilers, the Bantam AA Oilers, the Midget AA Oilers, the Bantam AAA Oilers, the M15 Oilers, the Midget AAA Oilers, the Bantam AAA Female Raiders, the Midget AAA Female Raiders, collectively or individually, and any amendments to the names of such teams as may happen from time to time, all carded by the OMHA;
- (y) "**OOAA Members or Member**" means members of the Board, the Officers, the Players and the Coaches;
- (z) "**Parent**" means a parent or parents of a Player or a guardian or guardians of a Player;
- (aa) "**Player(s)**" means a player, or affiliated player, selected to a Team in accordance with Section Sixteen (16) of this Manual;
- (bb) "**Policies and Procedures**" mean the policies and procedures, collectively and individually, set out in this Manual that guide and determine, together with the By-laws, the operation of the OOAA, its Members and those responsible for implementing the duties of any Director, Officer, Coach, Team Manager or Team Management in implementing the policies and procedures to ensure that all Players are given an opportunity to participate in the elite stream of hockey in a safe and constructive environment to achieve the goals of the OOAA set out in the Mission Statement;
- (cc) "**Representative League Director**" means a director responsible for such duty described in Section Nine (9) of this Manual;
- (dd) "**Team Management**" means those individuals taking on the duties required by any Team to see to the day-to-day operation of the Team, in any given season, in accordance with the Policies and Procedures including, but not limited to, the Team Manager, Team treasurer, Team trainer and Team food coordinator;

- (ee) **"Team Manager"** means the person elected, appointed or who has volunteered to act as the manager of the Team for the season; and
- (ff) **"Treasurer"** means the treasurer of the OOAA.

6. Management of the OOAA

Management of the OOAA will be overseen and conducted by the Board who shall act in the best interest of the OOAA and its Members. For clarity, all duties of the Board are subject to the By-Laws and any implied duties of the OMHA. The Board's duties shall include, but are not limited to, the following:

- (a) Operate in a manner that is consistent with the governance of the OMHA;
- (b) Provide objective and impartial governance as outlined in the Bylaws and these Policy and Procedures;
- (c) Uphold the rules and regulations of the sport of hockey as outlined by the Leagues in which the Teams participate, Hockey Alberta and Hockey Canada;
- (d) Provide a fair and impartial Player evaluation and Team selection process and strive to conduct player releases in a constructive and compassionate manner;
- (e) When necessary, assist in the selection of a Head Coach, and Assistant Coaches based on their hockey knowledge, expertise and their ability to create a positive environment for learning and development of Players;
- (f) Support the development and training of Head Coaches and Assistant Coaches;
- (g) Safeguard the assets of the OOAA and maintain accurate financial records; and
- (h) Create a positive hockey environment and experience for all Players, Head Coaches, Assistant Coaches, Team Manager and Team Management and others associated with the Teams.

7. The Board of Directors and Officers

The Board of Directors for the OOAA shall consist of such number as permitted by the By-Laws. All potential directors shall be nominated prior to or at the AGM and their selection shall be determined by simple majority vote at the AGM. A Director's term shall be one year, unless they resign, become incapable to perform their duties or are removed for cause as permitted under the By-Laws. A replacement Director may be appointed for the remainder of the term for any Director who ceases to complete their term. A more detailed description of the composition of the Board and the duties and regulations of the Directors is contained in the By-laws. The following is a general overview of the functions of the Board.

Following the close of the AGM, the Board shall hold its first meeting in order to select the Officers which positions and duties shall include, but not be limited to, the following:

- (a) President:
 - (i) Chairs all meetings of the Board;
 - (ii) Oversees the activities conducted by the Board;
 - (iii) Communicates regularly with the OMHA and its President; and
 - (iv) Sits on subcommittees as required.
- (b) Vice President:
 - (i) Assists the President in all of their activities as required; and
 - (ii) Acts in the capacity of President if the President is unavailable to perform their duties;
- (c) Secretary:
 - (i) Records the minutes of all meetings and any resolutions adopted and passed by the Board at all Board meetings, maintains the minute book of the OOAA, updates the Policy and Procedure and the Manual for any motions adopted and passed at any Board meeting; and
 - (ii) Distributes the minutes, sets the agenda, books the meeting room and notifies directors of the time and location of the next Board meeting.
- (d) Treasurer:
 - (i) Conducts the financial affairs of the OOAA and prepares and/or coordinates all the financial and corporate reporting of the OOAA. Is authorized to make deposits and disbursements on behalf of the OOAA and contact any Team treasurer for Team financials. The Treasurer can never act as a sole signatory on any financial or corporate activities conducted by the OOAA which documentation, including cheques, will require two signatures.

8. Conduct of The Board of Directors

The Board of Directors shall act in a spirit of cooperation for the betterment of the OOAA. The positions held by the Directors and Officers are volunteer positions and not all Directors and Officers can attend all meetings of the Board, or, at times, complete their individual assignment in a timely manner. In this regard, the Board from time to time, and as may be required, determine how they will conduct themselves including, but not limited to, the following:

- (a) Meetings:
 - (i) Alter the date, time and location for monthly meetings of the Board;
 - (ii) Amend the agenda as needed to either add or delete items for discussions;
 - (iii) Postpone meetings; and
 - (iv) Set the minimum number of required attendances at meetings and any sanction the Executive deem necessary;
- (b) Confidentiality:
 - (i) Set guidelines for email communication among the Board and Officers;
 - (ii) Set policies for invitees to any Board meeting;
 - (iii) Keep confidential any disciplinary action imposed on any Member, Team Management, Parent or any other person;
 - (iv) Keep confidential sensitive issues discussed at Board meetings such as future planning for the OOAA; and
 - (v) Keep confidential any personal knowledge of a Director or Officer gained by their position on the Board.

9. Director Positions and Duties

The Board shall determine the positions of Directors within the Board and the duties that each Director is to conduct for the OOAA. The Directors and their respective duties are as follows:

- (a) Division Directors:
 - (i) Sits on the Coach Selection Committee for their Division;
 - (ii) Organizes tryouts and oversees releases for their Division;
 - (iii) Acts as a liaison between Team Coaches and Team Management and the Board;
 - (iv) Ensures that the Policies and Procedures are being adhered to during the hockey season;
 - (v) Provides guidance to Team Management as required;
 - (vi) Attends the initial meeting between the Parents, Coaching Staff and Team Management following Team selection; and

- (vii) Attends a sample of practices and games throughout the year to see the Policies and Procedures are being observed.
- (b) Director of Coach Development:
- (i) Coordinates the Coach Selection Committee;
 - (ii) Coordinates and approves coach development;
 - (iii) Meets regularly with Coaching Staff and assists them with their concerns;
 - (iv) Observes a sample of team practices and games throughout the hockey season to ensure the Policies and Procedures are being observed;
 - (v) Ensures that a Head Coach performance survey is completed by Parents and Players;
 - (vi) Hosts a year end meeting with each Head Coach at the completion of the hockey season; and
 - (vii) Makes recommendations to the Coach Selection Committee and the Board regarding the retention of a Head Coach for a subsequent hockey season.
- (c) Director of Code and Conduct:
- (i) Reviews all reported breaches of the Policy and Procedures and Code of Conduct;
 - (ii) Communicates with the parties involved to obtain an assessment of the situation;
 - (iii) Communicates findings with the President or designate;
 - (iv) Assesses the need for a Disciplinary Subcommittee and makes a recommendation to the Board - Establishes a Disciplinary Subcommittee if required;
 - (v) In conjunction with relevant parties (Coaches or Disciplinary Subcommittee members if required), determines if disciplinary action is required and what that action will be; and
 - (vi) Reviews any written appeals in conjunction with the President, the Disciplinary Subcommittee or the Executive.
- (d) Directors at Large:
- (i) Directors that may be appointed to facilitate the completion of a particular task or provide support to the activities of the Board as a whole and may also be known as "Task Specific Directors". Examples of these types of task specific positions include a Registrar, Website Management, Ice Scheduler, Equipment Management

and Long Term Planning. These responsibilities are often combined with other Board positions.

- (e) Representative League Director:
 - (i) Attends all relevant League meetings and communicates information to the Board and among the relative groups as required or needed; and
 - (ii) On behalf of and as a representative of the OOAA, votes at League meetings.

10. **Subcommittees**

The Board shall determine the number of subcommittees that it deems necessary to help in overseeing the Boards duties and the implementation of these Policies and Procedures. There is no set number of subcommittees, but the following are established subcommittees:

- (a) **Executive Subcommittee:**
 - (i) Is a standing committee composed of the President, Vice-President, Secretary and Treasurer;
- (b) **Disciplinary Subcommittee:**
 - (i) Committee appointed by the Director of Code and Conduct to review a disciplinary matter or appeal of a disciplinary matter as and when required; and
- (c) **Coach Selection Subcommittee:**
 - (i) Is a committee appointed by the Director of Coach Development to review the retention or hiring of Coaches.

11. **Code of Conduct, Breach, Discipline, Appeals and Complaint Process**

- (a) Statement of Principle
 - (i) The Code of Conduct establishes a standard of behavior that is expected from all Players, Coaches, Team Management, Team Manager, Off Ice Officials, Parents and Members, collectively and individually, (the "**OOAA Family**") while such parties are at a Team, League or other related function or event when acting as a Team or when representing the OOAA. The OOAA Family adhere to this Code of Conduct by holding such position in the OOAA. Accordingly, OOAA Family shall at all times conduct themselves in a manner that is consistent with the values and principles of fair play and sportsmanship prescribed by the OOAA and the rules, values and principles established by the Leagues, Hockey Alberta and Hockey Canada;

- (ii) Everyone acknowledges that individually they represent and are the face of the OOAA and any OOAA Family who embarrasses him or herself is an embarrassment to us all; and
 - (iii) Generally, the OOAA Family being bound to the Code of Conduct will not engage in any conduct that can reasonably be interpreted as conduct that brings discredit or embarrassment to the OOAA.
- (b) Breaches of Code of Conduct
 - (i) Any activity which constitutes a breach of the Criminal Code of Canada is considered to be a breach of the Code of Conduct; and
 - (ii) OOAA Family will not engage in:
 - (A) abusive, harassing, or offensive behavior that objectively can be seen to demean or abuse Players, Coaches, Off Ice Officials, Team Management, other officials, rink staff or fans;
 - (B) bullying, hazing or any behavior that is motivated by a desire to humiliate a Player;
 - (C) Players over or under the age of Eighteen (18), will not consume alcohol or use tobacco products, vape or consume any non-prescription drugs prior to, or at any team practice, game or function;
 - (D) any activity which constitutes an endangerment to the lives, health or safety of himself or others;
 - (E) having knowledge of a situation or event which constitutes a breach and to condone the action though continued participation in the general events surrounding the breach or for failing to take reasonable efforts to attempt to stop the incident; or
 - (F) any activity which results in the destruction of defacement of public or private property.
- (c) Team Rules
 - (i) All Players must conform to a set of team rules which shall be established and communicated in writing to Players and Parents by the Coaches and/or Team Management at the start of each hockey season; and
 - (ii) All Parents will conduct themselves in a dignified and respectful manner when involved in Team functions. Abuse of any kind, by a Parent, directed towards the OOAA Family or members or officials of another team will not be tolerated.

(d) Discipline Process

- (i) Breaches of the Rules of Hockey may result in disciplinary action as breaches of this Code of Conduct. This is particularly true when dealing with on-ice misconduct, gross misconduct and intent to injure;
- (ii) Any Player who violates Team rules and policies will be subject to discipline by the Head Coach. Discipline may include, but is not limited to, a verbal reprimand, reduction of playing time, or suspension. If a Head Coach deems it necessary to provide more than a verbal reprimand, the Player's Parents are to be informed at the earliest opportunity of the action taken and the reasons for the action;
- (iii) Discipline is undertaken not to humiliate or demean a Player, but to hold them accountable for their actions and to teach them that there are alternatives in their choice of behavior; and
- (iv) Any OOAA Family who violates the Code of Conduct (the "**Violator**") may be subject to discipline by the Director of Code and Conduct. If necessary a Disciplinary Subcommittee may be struck to evaluate the violation and prescribe a disciplinary action (the "**Disciplinary Action**").

(e) Appeal Process

- (i) An appeal of a Disciplinary Action by the Violator (the "**Appeal**") is to be sent in writing to the Director of Code and Conduct and shall be submitted not sooner than Twenty Four (24) hours after the decision has been communicated;
- (ii) An Appeal by a Violator who is a Player is to be signed by a Parent of the Player;
- (iii) The Appeal will be evaluated by the Director of Code and Conduct, a Disciplinary Subcommittee and/or the Executive Committee and a decision resulting from the Appeal shall be final and communicated to the Violator in writing.

(f) Complaint Process

- (i) The OOAA encourages OOAA Family and in particular, Players and Parents, to first attempt to deal with a complaint at the Team level (the "**Complaint**"). At all times a person wanting to file a Complaint shall wait Twenty Four (24) hours (the "**24 Hour Rule**") from the incident to be complained of prior to filing the Complaint, unless the safety of a Player(s) is of concern. Communication flow of the Complaint should be as follows:
- (ii) Under no circumstances shall issues be advanced without first seeking resolution at the correct level. If a resolution cannot be secured at the appropriate level the communication must be delivered as per flow chart included.

- (A) 24 Hour Rule;
- (B) Player>>>Coach or Assistant Coach or Team Manager>>>Division Director>>>Director of Code and Conduct>>>Disciplinary Subcommittee; or
- (C) Parent>>>Team Manager>>> Division Director>>>Director of Code and Conduct>>> Disciplinary Subcommittee; or

(iii) If the issue cannot be resolved by the Team Manager:

- (A) Parent>>>Division Director>>>Director of Code and Conduct>>>Disciplinary Subcommittee.

When a Complaint is made, the person making the Complaint should be prepared to state the nature of the problem or concern, what efforts or discussions have already been undertaken to remedy the Complaint and the remedy which is being sought. The person making the complaint should be encouraged to state the Complaint in writing.

(g) Response to Complaint

The Divisional Director or Team Manager will respond to the Complaint within Forty Eight (48) hours. The action taken may be to:

- (i) Respond directly to the person making the Complaint;
- (ii) Schedule a meeting between the relevant parties;
- (iii) Take further and necessary investigative steps; or
- (iv) Reject the complaint.

12. Social Media

The Board understands that the use of social media is an everyday occurrence and that misuse of social media may have a devastating effect on any OOAA Family or any other person that it is directed towards.

(a) Social Media Policy

(i) Overview

- (A) This policy (the "**Social Media Policy**") will encompass public communications through internet mediums and websites such as Twitter, Facebook, Instagram, Snapchat, LinkedIn and any other social media

network that allows users to communicate online. The policy will be applicable to all OOAA Family;

- (B) The OOAA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The OOAA also respects the right of the OOAA Family to express their views publicly. However, it should be recognized that comments made by the OOAA Family on social media are on the record and available to the public and media and reflect upon the OOAA as a whole;
- (C) The purpose of this policy is to educate the OOAA Family on the risks of misuse of social media and to ensure the OOAA Family are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the OOAA. Though the OOAA will review reported offences it does not have the capability to review all postings made by the OOAA Family. The OOAA considers that it is ultimately the user that is solely responsible for their own comments once they are published on the public record.

(b) Social Media Violations

- (i) In general, any action that is taken through social media that is considered to be a violation of the Code of Conduct would be considered to be a reportable violation and subject to Disciplinary Action;
- (ii) The following are some examples of conduct through social media and networking mediums that are considered violations:
 - (A) Divulging confidential information that may include, but is not limited to the following: Player injuries, game strategies, or any other matter of a sensitive nature to a Team, the OOAA, OOAA Family or any other individual;
 - (B) Negative or derogatory comments about teammates, Coaching Staff Member, Parent or the OOAA Family any member of a Team or OMHA Team or their opponents from other Local Minor Hockey Associations or Elite Hockey Associations;
 - (C) Any form of bullying, harassment or threats against rival Players on ice officials, Off Ice Officials or the OOAA Family;
 - (D) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, or sexual exploitation;
 - (E) Taking of photographs inside a dressing room, while any Player is in the process of changing, is strictly prohibited;

- (F) Online activity that contradicts the Policies and Procedures; or
 - (G) Inappropriate, derogatory, racist, or sexist comments of any kind whatsoever and howsoever made against the OOAA Family or anyone or in respect to the OOAA or OMHA policies on these matters;
- (iii) Online activity that is meant to alarm other individuals or to misrepresent fact or truth; and
 - (iv) Should the identity or image of any member of the OOAA community be used in social media and networking without the OOAA Family, Team or OOAA written authorization, it will be considered to be identity theft and notification to your Team Manager, Coaches, Team Management, Division Director, the Board or the OOAA Office should be done immediately or as soon thereafter as learning of such infraction. Any use of a Player's image or likeness without written consent is strictly prohibited;

13. Privacy Policy Statement

By registering for hockey within the OOAA you become subject to these Policies and Procedures and also become a member of the OMHA and subject to the OMHA By-laws and policies and procedures. By doing so, you consent to the OOAA and OMHA, as may be required, use of your personal information for the purposes of membership and for the purpose of the Division you are being registered in. In particular, you consent to have your personal information used and published in contact lists, schedules, Team rosters, and the Player's name published on the OOAA and OMHA website and other such documents that may be required by the OOAA or OMHA for the smooth running of related programs. The use of such information is always subject to the Social Media Policy.

14. Security Clearance Policy Statement

The OOAA includes volunteers who interact with teenagers under the age of majority. These individuals are at greater risk of being harmed than the general population. As a result, the OOAA must complete police information and vulnerability checks on all volunteers who are working with or come in contact with Players through a variety of roles during the hockey season. Any person refusing a police information check will not be allowed to volunteer for the OOAA. The OOAA will reimburse all volunteers for the cost of the police security check upon submission of a receipt to the Treasurer.

15. Coaches

- (a) Selection:
 - (i) The Director of Coach Development will annually organize a Coach Selection Committee ("CSC") to receive applications from prospective individuals seeking the position of Head Coach for each of the Teams;

- (ii) The CSC shall, with any assistance from the Board as may be deemed necessary, select and appoint Head Coaches for each Division. The CSC would normally include not less than Three (3) people made up of Directors and/or Officers, two of which are normally, but not necessarily, the Director of Coach Development and the Division Director. A person may not sit as a member of the CSC if they have a child who will be trying out for a Team in the Division that the CSC is interviewing potential candidates seeking a Head Coach for a Team in the Division;
 - (iii) It is the function of the CSC to initiate personal interviews of the candidates as they deem necessary and thereafter make recommendations to the Board for the position of Head Coach;
 - (iv) All applications for the position of Head Coach need to be submitted in writing; and
 - (v) All candidates that are interviewed must be formally notified of the outcome of their application;
- (b) Parent Coaches
- (i) It is the policy of the OOAA to select the best qualified candidate for the position of Head Coach. However, if two candidates are of equal qualification, then preference will be given to the candidate that does not have a child who will be trying out for a Team in the Division that the CSC is selecting a Head Coach for;
- (c) Coach Tenure
- (i) Coaches selected by the CSC and approved by the Board shall be engaged in the position for the forthcoming hockey season, and unless the Coach resigns or is relieved of his/her duties by the Board, the coaching term shall extend to the end of the hockey season;
 - (ii) The end of the hockey season shall be a date corresponding with the latter of the conclusion of the regular season schedule as set out by the League governing the Team, the League playoffs or any subsequent sanctioned tournament in which the Team may participate;
 - (iii) The CSC may vote to retain a Head Coach for a second hockey season, without advertising for or interviewing any applicants. This recommendation will be presented to the Board by the Division Director and/or the Director of Coach Development. At the end of such second hockey season, the position must be open to all applicants;

- (iv) Notwithstanding c (iii) above, incumbent coaches must re-apply in writing, for the position of Head Coach unless otherwise notified by the CSC. The CSC shall consider such application equally with all other applications; and
 - (v) Coaches, with the assistance from the CSC, shall be responsible for recruiting such Assistant Coaches as they deem necessary for the successful operation of the Team. Such positions shall remain under the scrutiny of the Director of Coach Development and the Board and need to be approved by the Board before these positions are filled.
- (d) Coach Certifications, Mentorship and Development
- (i) The Board has the authority and mandate to develop, communicate and enforce appropriate coaching and managerial policies and procedures on behalf of the OOAA. A minimum of One (1) Coach per team will meet the education standards established by Hockey Canada and the OOAA; namely: Development 1 Certification, Hockey Canada Safety Program Certification and Respect in Sport - Coach; and
 - (ii) It is the OOAA's expectation that Coaches will continue in the pursuit of their knowledge of the game of hockey. It is strongly suggested that they attend any and all OOAA scheduled coach meetings. The meetings are intended to provide a forum for the coaches to share ideas and information with each other and to work through any issues that may arise during the season. Coaches are expected to maintain ongoing communication with the Director of Coach Development so that any issues are dealt with in a timely manner.
- (e) Coach Appreciation
- (i) The OOAA appreciates the many hours of volunteer work Coaches provide and will reimburse them for all completed coaching clinics which were preapproved by the Director of Coach Development;
 - (ii) Coach expenses which are incurred while on road trips with the Team, primarily including meals taken with the Team and hotel accommodation, shall be paid for by the Team;
 - (iii) OOAA does not differentiate between non-Parent /Parent coaches with regard to expenses but no honorariums will be paid to parent coaches;
 - (iv) No amounts for alcohol shall be paid for by the Team; and
 - (v) All coach honorariums will be set by OOAA. The OOAA Director of Coach Development as well as the OOAA Board of Directors will set honorariums for each coach hired based on credentials & experience; *(Effective May 2016)

- (vi) Coach honorariums are to be paid by each respective team in December & March of the respective season;
 - (vii) This amount shall not be linked to the performance of the team or the Coach, but shall be considered a general gratuity to help the Coach cover day to day expenses incurred in the process of coaching;
- (f) Conduct and Expectations
- (i) No Coach or Team Manager will sign, convey or relate any literature on protests, rulings in support of Players or situations without first notifying the Board;
 - (ii) The Head Coach, Assistant Coaches, Team Manager and Team Management are expected to be alert and sensitive to Parents concerns as they may arise from time to time and to work to resolve any such concerns promptly;
 - (iii) The Coaching Staff will endeavor to develop individual and team skills of the game of hockey in every Player and provide each individual Player with an equal opportunity to develop these skills, while recognizing that ice time is not equal but fair, according to the Fair Play: Coaches Code of Conduct (noted in (g) below);
 - (iv) Communication with Players should be frequent and ongoing. Coaches should encourage Players to meet with them to express concerns or to have questions answered. Two staff members will be present at all individual Player meetings;
 - (v) The Head Coach will be responsible for affiliations, including communication with affiliate Players and their respective coaches;
 - (vi) Coaches will ensure that no team will be on the ice without a recognized Coach or Assistant Coach present, and that at all times, all Players will be wearing mandatory protective equipment in good repair and properly fastened;
 - (vii) At minimum, one Coach will be provided for pre-and-post-game dressing room supervision of the Players;
 - (viii) Coaches will utilize all practice ice assigned to the Team; and
 - (ix) In accordance with Hockey Canada regulations, the Head Coach will ensure that absolutely no hazing or initiation rites are undertaken by the Team or any Player, either with or without his knowledge. Further, the Head Coach should counsel his Team against any such action(s).
- (g) Fair Play: Coach's Code of Conduct
- (i) OOAA Hockey strives to balance playing time to the greatest extent possible. Once team selection is complete your responsibility is to develop all Players;

- (ii) Fair ice time does not necessarily mean equal ice time. There are playing circumstances in which additional opportunities are extended for the right reasons, such as hard work, discipline, attitude, and effective team play. Situational game management and coaching are expectations of the level;
- (iii) Players are to be chosen who Coaches believe can manage and contribute at the elite level for the Division, so as to minimize the need for protective development (restricting player exposure to situations that they may not be ready to handle or that could serve to shake confidence). The OOAA recognizes that, in some circumstances, protective development may be necessary, to some extent, while we more cautiously develop those individuals for improved future contributions; and
- (iv) OOAA's mandate is to develop elite players; we are not a win at all cost association. Appropriate overall development is the first responsibility and expectation of the OOAA.

16. Player Registration and Team Selection Process

(a) Registration

- (i) Registration fees are set by the Board. Registration fees must be paid by credit or debit card at the time of registration unless special permission is obtained from the Registrar and Treasurer;
- (ii) Late registrations are subject to an additional administration fee
- (iii) Registration refunds may be obtained within certain guidelines, these guidelines will be posted on the OOAA website
- (iv) Registration or conditioning camp refunds are only done within the Seven (7) days prior to camp if a Player is deemed medically incapable to participate and the cause is supported by a note from a licensed medical practitioner. One Hundred (100%) percent of the fee will be refunded if due to a medical cause;
- (v) Other extraordinary circumstances may be considered for refund on a case by case basis by the Registrar and Treasurer. Division director must be contacted with refund request.
- (vi) If a Player is selected for a higher tiered Team, but is also registered to try out for a lower tiered team, One Hundred (100%) percent of the registration fee for the lower tiered team will be refunded.

(b) Acceleration

- (i) The Association does not accelerate Players within the male Divisions;

- (ii) The Association may allow acceleration of Players within the female Divisions, due to developmental discrepancies that exist in the growth stage of this Division. The policy follows the direction given under the OMHA acceleration policy, with some adjustments.
- (c) Criteria
- (i) With the approval of the OMHA, the OOAA will waive the requirement under the OMHA acceleration policy for the need for a written application to be made and approved in order to try-out for the next higher Division;
 - (ii) In order to make the Team at the higher Division (Bantam Female AAA for PeeWee age and Midget Female AAA for Bantam age), the OOAA conforms with the OMHA acceleration policy criteria as follows: "For the Female Division a peewee or bantam skater must evaluate as a top 3 forward or top 2 defense on the top team in the next higher Division, otherwise the Player will be returned to their appropriate Division. A goalie must evaluate as number 1 in the next higher Division, otherwise the Player will be returned to their appropriate Division";
 - (iii) If after the first 2 evaluations during the Team selection process, an approved acceleration player is not ranked in the top Ten (10) in the higher Division Team they are trying out for, they will be returned to their appropriate age Division; and
 - (iv) The Player must register and pay their fees for their age appropriate Division and for the higher Division in order to be able to skate and be evaluated in the Team selection process for the higher Division.
- (d) Evaluation, Selection and Release of Players
- (i) Statement of Principle
 - (A) The Board is committed to a fair and transparent evaluation and selection process. The Players of the PeeWee, Bantam and Midget AA teams are drawn from a closed zone as defined by the South Central Alberta Hockey League and the Players from the Bantam Female AAA, Midget Female AAA teams, the Bantam Male AAA team and M15 Male Teams are drawn from zones defined by Hockey Alberta. Because only Players from the described zones are eligible to play for the Team in their Division, it is important to provide each Player a fair opportunity to be selected for such Team. This is equally important from a Team perspective because it is through this process the best Players will be selected for such Team which in turn will allow the OOAA to ice the most competitive Teams possible. The OOAA goal is to make sure that each Team has chosen the best and most deserving Players available. The Player evaluation and team selection policy is based on the following statement:

"The Okotoks Oilers Athletic Association is committed to the principle that the players who perform the best during training camp are entitled to be selected for the team. This statement can be summarized in the following way – "The best players play"."

The following instructions are meant as an interpretive guide to identifying and selecting the best Players:

- (ii) General Rules for Evaluation and Selection
 - (A) Coaches do not pre-scout or pre-evaluate Players prior to the start of the evaluation process of the current hockey season;
 - (B) There are no roster spots promised to anyone, and this includes returning veteran or affiliated Players;
 - (C) No preference is given to any Player based on draft or affiliation status;
 - (D) There are no quotas for age groups. Whether a Player is in the first, second or third year of eligibility for a Team, you must be better than the other Players competing for a roster spot; and
 - (E) At all times and in all situations Coaches and evaluators must rely on their common sense to interpret these guidelines in such a manner as to give effect to the intention expressed herein.

- (e) Evaluation Process
 - (i) To ensure the integrity, transparency, fairness and openness of the Team selection process, the OOAA retains for use by Coaches independent evaluators to assist Coaches during the initial stages of a formal Player selection camp. Such evaluators are engaged to assist the Coaches in ranking and evaluating the Players at this stage. Coaches participate and contribute to the evaluation process and are encouraged to discuss with the evaluators as to how they formulated their ranking, but Coaches are not bound by the evaluations of the independent evaluators. Determinations of who goes forward are made based on the overall consensus of what Players are potentially the best Players for the Team. The OOAA recognize that the Teams compete in an elite level of hockey and the Coach shall have the final say on a Player moving forward to the next stage of the formal Player selection camp process - always having regard to the guiding principle stated in (d) (i) A above;
 - (ii) During the evaluation process, Players are identified to the evaluators and Coaches by jersey colour and number only. Names of Players are not provided to evaluators. The Division Director audits this process, but does not participate in

evaluations. The Division Director ensures the Policies and Procedures are being adhered to and the process is fair to all Players trying out;

- (iii) Only coaches and evaluators are allowed to participate in the evaluations;
 - (iv) When the team has been reduced to a manageable size (20 -25 Players) when final practices and exhibition games are imminent, the regular season and carding deadline is approaching, then the final selection process becomes the sole responsibility of the Coaching Staff;
 - (v) Past assessments of the Player provided by the evaluators and the totality of the Players' performance in training camp will be considered in making final determinations; and
 - (vi) When two Players are judged to be equal in ability, skill, or hockey intelligence, character on and off the ice as observed by evaluators or learned through conversation with past coaches or managers may be taken into consideration in evaluating and selecting a Player;
- (f) Draft Procedures
- (i) If two or more teams are entered into a respective AA league a draft will take place so as to have these teams as equal in caliber as possible.
 - (ii) The OOAA board of directors will post the tryout & draft process on the OOAA website prior to tryouts.
- (g) Returning Players
- (i) It is the responsibility of each AA Head Coach to ensure that he/she maintains regular communication with the AAA Head Coach or Team Manager to determine the likelihood that eligible Players will be returning to the tryouts for the AA team;
 - (ii) Players must be returned to the lower level team so that they can participate in as many as possible evaluation skates, but not less than Two (2). A veteran Player's past performance with the team may be taken into consideration to evaluate that Player and determine their suitability for a place on the team;
 - (iii) A reasonable effort should be made by the AA Head Coach to attend a sample of AAA tryouts to inform themselves of the relative skill level of potential returning Players; and
 - (iv) A Player may not return to a lower level Team from a higher level Team, once the lower level Team has been carded.
- (h) Injured Players

- (i) Injuries that occur during tryouts can be very frustrating; however Player safety and reducing the risk of re-injury for Players will take precedence over aggressive return to play for evaluation. In order to ensure a fair process all efforts are to be taken to ensure that a Player who is able to skate does skate;
 - (ii) The OOAA requires that all injuries be supported by a note from a licensed medical doctor or physiotherapist. The note must clearly state the nature of the injury and a reasonable estimate of the expected date of return to play. Players may not return to play prior to that date or without subsequent written clearance;
 - (iii) If a Player is injured before tryouts start or during the tryout process, the Head Coach may take into account the Players past performance with the team (if a veteran Player) or a prior team (non-veteran Player) to establish a clearly supportable assessment of that Player's suitability for a place on the team; and
 - (iv) If a Player is unable to skate at any tryout or exhibition game and/or a Coach is unable to perform a clearly supported assessment of the Player's skill level, the Player may not be selected to the team.
- (i) Out of Area Players/Player Movement
- (i) Players that are not deemed to be resident within the draw zones prescribed by Hockey Alberta, or the South Central Alberta Hockey League, are ineligible to try out for a Team;
 - (ii) The movement of Players from one draw zone to another is governed by the rules established by Hockey Alberta. These rules are located on the Hockey Alberta Website under Members, Bylaws and Regulations, #3 Minor Regulations, Section 6.0 and the related Elite Hockey Supplement for males and females;
 - (iii) Of particular note is Section 6.2 – "A Player's residence shall be determined by reference to the residence of his or her parents/legal guardians."(As defined in Hockey Canada Regulation F3); and
 - (iv) All Player movement forms must be submitted by the prescribed dates, approved by Hockey Alberta and accepted by the OMHA prior to registration with the OOAA.
- (j) Releases
- (i) General: the OOAA recognizes that the release process is often the most emotional part of the tryout process. The OOAA has made these recommendations in attempt to balance the valuable opportunity to provide positive, useful feedback to the Player on their tryout performance with the negative aspects of long wait times for interviews and having to face peers immediately upon completion of an exit interview.

- (k) Initial Releases: Because of the large number of Players at this point in the process, the Players that will be moving forward in the tryout process will be posted in groups on the OAAA website. If a Player's name (first initial and last name) does not appear on the new list, then that Player has been released. The names of Players that have been released will be provided to the tryout coordinators for the OMHA;
- (l) Secondary Releases: Once the tryout numbers have been reduced to a reasonable level, releases will be done by short-player-interviews. The interviews may be divided amongst the Coaching Staff so they can be completed on a timely basis. Two members of the Coaching Staff or a Coach and any one of the Division Director, Team Manager, or a Board member (an "**Administrator**" for the purposes of interviews) will be in each interview. The interview should be positive and provide constructive feedback on a Player's strengths and areas for improvement;
- (m) If two or more teams are entered into a respective AA league a player released from one team may be afforded an opportunity to skate for the other team(s). Players in this situation will be told during the release process. OAAA would prefer that if a player is afforded an opportunity by the other team that it is with the intention of keeping the player thus avoiding a "double cut" situation.
- (n) Final Releases: These will be done by interview, with the Coaches and observed by an Administrator. At this stage in the process the Head Coach may not have concrete areas of weakness to discuss with the Player as the differentiation between Players may have been slight and based on non-technical aspects of play. The interview will be primarily positive in nature in order to prepare the Player for the next level of tryouts;
- (o) The OAAA considers the rankings and the discussions that occur about individual Players during the evaluation process to be confidential in nature and does not release that information to Parents; and
- (p) Affiliation:
 - (i) The rules governing affiliation are described on the Hockey Alberta website under Members- Bylaws and Regulations – Minor Regulations, section 8.0, and Appendix 111 and 1V the Elite Female and Male Supplements. A summary is as follows:
 - (A) All Affiliates must be registered by December 15;
 - (B) A team may affiliate up to 19 players;
 - (C) A Player may not affiliate with more than one team;
 - (D) An affiliated hockey player may play up to Ten (10) affiliated games, not including tournament and exhibition games. After playing Ten (10) games the affiliated player becomes an ineligible Player. Once the Player's

registered team completes their regular season and playoffs they may play an unlimited number of games with the team with which they are affiliated;

- (E) A Player is deemed to have affiliated with a team if their name appears on the game sheet;
- (F) Affiliation is important to the development of players and no Coach will unreasonably hold back players from an affiliation opportunity;
- (G) The Coach of an affiliate player is expected to agree to the use of the affiliated player any time it does not interfere with a scheduled game of the player's team (games on the same day may be defined as to be interfering). Permission must be obtained from the coach of the affiliate player for each game the affiliate player is to play. Email confirmation will suffice. If the Coach is unavailable, the manager or the team director may be contacted and give approval;
- (H) Any conflicts in this area should be brought immediately to the attention of the Divisional Director and the Director of Coach Development for immediate resolution; and
- (I) Teams will be allowed to call up an affiliated Player only when they are short of their regular roster number. Coaches will be allowed to bring up affiliates, but only to replace injured, sick or "non-team suspended" Players and the coach will not be allowed to exceed his regular number of allowed Players.

17. Billet Policy

- (A) Each billet house is to be as much a home as possible for the players. Players are not guests, and should be considered a part of the family. Players will abide by house rules.
- (B) Successful Practices & Guidelines

The OOAA believes that there are several practices which if adopted and followed by the billet family and player will lead to a successful experience. Family members and the player should be respectful of one another and communicate regularly. Sit down together as soon as possible and discuss each other's expectations, rules, likes and dislikes and make no assumptions about rules and expectations. The following is a sample of issues that should be discussed by the billet family and the player at the outset of residency:
- (C) Billet homes are:

- (i.) A non-profit community service provided by team supporters & your parents/friends away from home
- (ii.) Billets and their homes should not be seen as:
 - (a) Room & Board
 - (b) Servants
 - (c) Policemen
 - (d) A drugstore
 - (e) A liquor store
 - (f) A taxi service

(D) Expectations of Our Billets

- (A) If the billet family will be away from home overnight, please notify the Manager so that arrangements can be made if necessary to supervise the player during their absence.
- (B) Meals should be wholesome and varied, but the players do not need to eat steak every day. Players should eat their pre-game meals four hours prior to game time. If no one is home at that time, and the player is unable to prepare his own, perhaps a meal can be made up in advance and reheated.
- (C) If there are any problems in the home, discuss it with each other first. Nine out of ten times, the other person doesn't realize they have done anything wrong. Once again, communication is the key! If this does not resolve the problem, please contact the Manager who will deal with concerns.
- (D) Billets will be given an honorarium monthly which is set at the start of the season by the OOAA for housing players. Billets will also receive season passes to the Bow Mark Oilers games.
- (E) Management will attempt to get monthly schedules of team events to billets with billet cheques.
- (F) At least once during the year, the Manager and Head Coach will call a Billet Group Meeting to discuss how we can establish a professional and enjoyable working relationship with each billet. Under no circumstances will girlfriends of players stay at billet homes on overnight visits.

(E) Expectations of Our Players

- (A) Players will pay for their long distance phone calls and personal incidentals. This is their responsibility and not the teams nor the billets.

(B) It is mandatory that the players attend high school. Billets should notify the Manager if a player is not attending school for any reason other than illness.

(C) Curfew for the players is a standard 11:00 pm nightly. Weekend curfew is 12:00pm when there is no game within 48 hours. On special occasions players may have an extended curfew at the coach's discretion. Players will notify the billets of any change. The night before any away/home game, curfew will be 10:00 pm.

(D) If a player is going out of town for any reason, then the Manager or Coach shall be notified as well as the billet. This is the individual player's responsibility.

(E) Tobacco products of any kind are not allowed in any public places including bus, school, workplace, or billet residence.

(F) Players are responsible for the following duties to be performed where you stay:

(G) Remember, you are a member of the family, not a guest;
Your room is your responsibility and must be kept clean;

- (i.) Laundry is to be taken to laundry room or put in a basket for laundering.
- (ii.) Players should in most circumstances do their own laundry;
- (iii.) Help out with home chores (e.g. dishes, cooking, cleaning, emptying garbage, shoveling snow, etc.);
- (iv.) Be pleasant, helpful, and courteous to all family members at all times;
- (v.) Players should not need to be asked more than once to fulfill their responsibilities;
- (vi.) All players are responsible for supplying their own personal items (e.g. toothpaste, shampoo, deodorant, vitamin pills, etc.).

(H) As a courtesy to the billet the player will:

- (i.) Notify your billet if you will not be home for meals. Advise them well in advance, not at the last minute;
- (ii.) Inform your billet of practice and game time changes;
- (iii.) Phone calls should be limited to 10-15 minutes. Players will not tie up the phone 15 minutes prior or after any curfew call times;

- (iv.) Internet access is permitted only within the guidelines established by the billet;
- (I) Players must let billets know where they are going and when returning (e.g. in case of family emergency);
- (J) Inform your billet of allergies or medical problems;
- (K) It is the player's responsibility to inform your billet of any changes to the curfew

18. Team Administration and Finances

(a) Financial Support from OOAA

(i) OOAA may support member teams financially who qualify for Regional or National Championship Tournaments. A maximum of \$2500 per team / per season is available by OOAA Board approval

(ii) Teams must apply for this support through their division director

(b) Team Manager Duties

(i) Team Managers are responsible for the day-to-day management of the team. These duties may be delegated to Parents on the team, but the Team Manager must oversee their completion. These duties normally include the following:

- (A) Communicate regularly with the Division Director, Coaching Staff, and Parents;
- (B) Coordinate with OMHA to see that Player carding is complete;
- (C) Coordinate regularly with the appropriate League for the Team and follow League guidelines and bylaws for team operations and game scheduling;
- (D) Monitor on a regular basis communications from the appropriate League and from the OOAA regarding the Team, League or association;
- (E) Coordinate an initial Parent meeting in conjunction with the Coach prior to the first League game that outlines Team objectives, rules and protocols for communication of concerns. It is recommended that a mid-year Parent meeting is also conducted prior to Christmas to review the progress of the Team and the objectives moving forward in the second half of the season;

- (F) Appoint a Team treasurer and establish a budget – once approved by the Parents it should be submitted to the Treasurer. Ensure that the Team treasurer provides regular financial reports to the Parents. At year end a final financial report must be submitted to the Treasurer;
- (G) Appoint a fundraising coordinator;
- (H) Appoint jersey Parents to ensure that jerseys are washed and maintained;
- (I) Work with the ice and referee schedulers;
- (J) Ensure that a certified trainer is in place at all games; and
- (K) Coordinate busing, obtain travel permits, coordinate all travel itineraries, and submit game sheets in accordance with the appropriate Hockey Alberta and League guidelines.

(c) Team Finances and Fundraising

- (i) The Team Manager and Team treasurer should prepare a budget for the year that must be approved by the Parent group. A copy of the approved budget and the yearend financial statement should be submitted to the Board and Treasurer for review and safekeeping;
- (ii) All families are required to pay Team fees as outlined in a schedule provided by the Team Manager. In cases of hardship, application may be made, through the Team Manager, for relief. Non-payment for any other reason is not acceptable and the matter will be referred to the Director of Code and Conduct and may result in a suspension from team play for the Player involved;
- (iii) It is recommended that fees be collected with a series of postdated cheques which should be collected immediately at the start of the season;
- (iv) Each team is responsible for setting up its own bank account. Team bank accounts shall be maintained in the name of the Team - not the OOAA. All Team bank accounts should require dual signatures; including the Team Manager and one or more Parents. Both signatories may not be from the Team Management. The Parents on the team own this money and the Team Manager and Team treasurer are to act as stewards of this money;
- (v) The OOAA does not audit the spending of Team monies and is not liable for any shortfalls which may occur during the year. However, Team finances are to be transparent to the Parent group and regular financial reports are to be distributed to the Parents. The Parents are the best group to review spending as they can most easily connect the activities of the Team to the amounts spent;

- (vi) At the end of the hockey season, any excess funds should be returned to the Parents. Seed money for the next year may be left in the account to assist the start-up of the team for the next season in regards to BAAA & MAAA teams.
 - (vii) If a Player has a season ending injury, a family move, or moves to a higher tier unexpectedly then their fees should be pro-rated to the point at which the unexpected resignation from the Team took place.
 - (viii) If a Player voluntarily quits the Team, their fees for the entire year are still payable and they are not eligible for a refund or to try out for a Team in the following season and must wait a full season before they can try out for a Team. Before returning to the ice for any tryout in their first eligible year, all unpaid amounts must be fully paid. In the year of return, all estimated Team fees must be paid in full at the start of the season and not by post-dated cheques;
 - (ix) No Player with outstanding fees from a prior year will be permitted to try out for a Team in the current season without clearing the payable amount; and
 - (x) Team fundraising shall be done in the name of the Team - not the OOAA. All fundraising should comply with the rules and licenses outlined by the Alberta Gaming and Liquor Commission. All activities shall be in good taste, appropriate to the image of the team and the OOAA. Teams should be sensitive to the fact that they are one team within a larger community of sports programs within the Town of Okotoks. Fundraising should not exceed 85% of the total team fees.
- (d) Transportation
- (i) All team activities that take place at a venue that exceeds One Hundred Seventy Five (175) kilometers in distance each way, from the team's home arena, will require the team to take a bus. All team members – coaches, manager and all Players are required to travel on the bus unless otherwise authorized by the Head Coach to travel with their Parents;
 - (ii) Out of town tournaments / events require approval by the OOAA division director which will be granted once a plan is submitted to safely move players to and from the tournament / event.
 - (iii) Alcohol, Non-Prescription Drugs or Tobacco / Vaping paraphernalia is never permitted on a team bus or event for any reason;
 - (iv) Parents may be allowed to travel on the bus to the extent that room is available. In the event of limited seating, one member from each Player's family will have the first option on seating and if additional seating remains available, the seats will be made available to other family members on a first come basis;

- (v) Coaches can declare a trip a "Team only trip" where only Players and Team Management are allowed to travel on the bus; and
- (vi) No Player shall drive to an away game. Parents unable to attend must arrange transportation with a Parent of another Team Player or Team Management. Failing to do so, the Parent must notify the Team Manager to make transportation arrangements.

19. Equipment and Clothing

(a) Equipment

- (i) The OOAA will provide one set of home jerseys, one set of away jerseys, socks, pucks and coach boards to each team. This equipment (excluding the socks) is to be returned to the OOAA at the end of each year;
- (ii) All protective equipment worn by a Player and sticks are to be provided by the Player. The equipment should be visually inspected by a Coach or Team Manager to ensure that equipment is in good repair and fits properly. If deficiencies in the equipment are noted it will be brought to the attention of the Player and his Parents. It should be stressed that the ultimate responsibility for the maintenance and repair of Player equipment remains with the Player and his family; and
- (iii) The OOAA requires that all Players wear protective neck-guards whenever on the ice.

(b) Clothing

- (i) Players representing the OOAA on game day should wear appropriate dress clothes as designated by the Head Coach and at a minimum, team track suits;
- (ii) All Team name bars if used will be consistent and the same for all categories. The OOAA approved name bar vendor will make no exceptions. Name bars should also follow the proper recycling process within the OOAA; and
- (iii) Cresting -The OOAA logo will not be placed on anything, without Board approval.
- (iv) OOAA division directors must be notified before an alternate jersey / 3rd jersey order is placed
- (v) OOAA board of directors must approve & has the right to disallow the use of an alternate jersey / 3rd jersey at any time
- (vi) Alternate jerseys / 3rd jerseys must be considered "in good taste" as well as be appropriate in representing OOAA

- (vii) All costs associated with purchasing & altering alternate jerseys / 3rd jerseys will be covered by the team or parents

20. Year End Awards

At the end of each playing season the OAAA will organize an event which will recognize the achievements of each Team. Each Team will present team awards and League representatives will present any League awards.

- (a) Team Awards:

- (i) The following team awards will be presented:

- (A) Most Improved Player: This is awarded to the Player that has exhibited the greatest growth in hockey skills, on-ice knowledge and overall performance from the beginning of the season to the end;
 - (B) Top Scorer: This goes to the Player with the most points during regular season league play;
 - (C) Best Defenseman: Awarded to the most outstanding all round defenseman on the team;
 - (D) Oiler Award: This award goes to the Player who best exemplifies the Oiler spirit of determination, teamwork, coach-ability and dedication;
 - (E) Most Valuable Player: This award goes to the Player whose contributions meant the most to the team. It is not necessarily the best Player on the team, although it could be, but is the Player in whose absence the team's performance would suffer most; and
 - (F) The Craig Kletzel Memorial Award: This is awarded to a male Bantam AAA Player by the Craig Kletzel Memorial Hockey Foundation. The Foundation's goal is to provide opportunities for young athletes to experience positive social interaction and make life-long friends through the development of their hockey and sportsmanship skills.

The award is presented in recognition of exemplary effort and determination by a Player who also demonstrates the character traits of hard work, honesty and the personal desire to excel as the key ingredients needed fulfil their dreams. It is awarded in the hope that this Player will continue to use their efforts and this award to better their skills and sportsmanship.

- (G) The Bow Mark McArthur Award: This is awarded to a male Midget AAA Player by Bow Mark Paving & Concrete.

The award is presented to the player that is deemed to have consistently exhibited outstanding sportsmanship and gentlemanly conduct combined with a high standard of playing ability.

(b) Service Awards

- (i) Volunteer of the Year: Awarded to an individual who has shown exemplary dedication and service to the programs of the OOAA during the hockey season or past seasons. It may be awarded to any Member of the Association; and
- (ii) Ralph Brown Award: Awarded to an individual with a history of involvement with the OOAA who has made a substantial contribution over a number of years.

(c) Scholarships

- (i) Black Elk Hockey Camps and the OOAA provide a scholarship to one Player from each team. To be considered, Players must submit an application form which is available from the Team Manager. The winner is the applicant that has the highest academic average;
- (ii) For the Pee Wee and Bantam Divisions the award is a Two Hundred (\$200.00) dollar credit toward tuition for a Black Elk Hockey program. For reimbursement a copy of the award should be submitted to the Black Elk Hockey Camp upon registration. For the Midget Divisions the award is a Two Hundred (\$200.00) dollar cash reimbursement for tuition fees at a post-secondary educational institution. Proof of payment of tuition fees is required for reimbursement and should be submitted to the Treasurer.

(d) Graduating Players

- (i) Graduating Players are recognized at the Awards Ceremony, if they are a male Player that have played Four (4) or more years of combined participation with an OOAA – AA & AAA Team, or a Junior Hockey program, or a female Player that has played Three (3) or more years with the Female Bantam AAA or Female Midget AAA Divisions.

Appendix 1 – Administration Fees and Team Financial Assistance

OMHA and OAAA Administration Fees

OAAA: The OAAA charges each team an administration fee/Player to assist in the expenses that the Association incurs during the year.

OMHA: OMHA Registration and Administration Fees: Each Player that plays on an OAAA team has originally registered with OMHA. The OMHA refunds that registration fee back to the Players once they make an elite team. This occurs in two ways. For those Players that play on a AAA team the registration fee is refunded directly to the Parents. For all AA teams the refund goes back to the Team.

In addition, the OMHA charges each Player an administration fee. For AAA teams this amount is invoiced directly to the Team. For AA teams this is deducted from the team refund. The team refund is made to the OAAA and then the OAAA writes a cheque less our administration fee to the team.

OAAA Financial Assistance provided to Teams

Tryouts and Conditioning Camp: The OAAA covers all the costs of ice, referees and trainers, instructors and evaluators, up to and including the green and white game. After that, those costs are the responsibility of the Team. The Okotoks Referee Association (ORA) will invoice the OAAA for the referee costs for the Bantam AAA's and the PeeWee and Bantam AA teams. We then re-invoice those teams on a monthly basis.

Equipment: The OAAA provides jerseys and socks for the male PeeWee AA, Bantam AA and AAA, Midget AA, M15 & MAAA teams and the Female Bantam and Female Midget teams.

League Fees: League fees are paid for by the OAAA to the SCAHL, the AMBHL, the AMHL and the AMBFHL and the AMMFHL.

Specialty Clinics: Monies are set aside each year for specialty clinics for each team and are paid to the team paid upon submission of receipts. Please see Appendix 2 regarding the process for approval.

Coach Apparel: The OAAA subsidize each team Five Hundred (\$500) dollars for Coach apparel.

Coach Training: There is a budget allotted for the organization as a whole for coach training. This includes an amount for Drill Draw software if it is required by the coach. All coach training is to be approved by the Director of Coach Development and submitted with receipts for reimbursement.

Provincial Fees: The entry fees for Provincial tournaments are paid by OAAA.

SPORTSENGINE program: The OAAA pays annual fees to SPORTSENGINE to allow our teams to utilize our website to communicate with their Teams. Please make use of that resource.

Contact the Director of Registration with any questions about using the website for team management.

Appendix 2 – Specialty Clinics

At the 2013 AGM, it was agreed that the OOAA should fund a program for specialty skills/development clinics, (e.g. checking, power skating, etc.). The continuance of this program is subject to future years' budget availability. The purpose of this program is to fund technical development programs that are not within the normal instructional knowledge of the coaching staff (i.e. not normal practice or dryland costs).

- (a) The amount available to each team is currently Five Hundred (\$500) dollars per team - but is subject to revision on an annual basis;
- (b) Team Managers are to submit their team's specialty skills development plan to their OOAA Director of Coach Development, prior to commitment;
- (c) Teams may submit plans in excess of the approved amount, which may be funded at the discretion of the Board. Specialty clinics require an external instructor, with a recognized expertise in a particular area (power skating, checking, shooting skills, goalie coaching, etc.), and excludes the coaching and Parent group within the team;
- (d) Ideally, the training should be done early in the year to obtain maximum benefit to the team. Teams are to pay directly for the clinics and submit proof of expenditure to the Treasurer, by January 15 of the playing season for reimbursement by OOAA; and
- (e) We recognize that specialty clinic instruction is most often required to assist in goalie development in the form of a guest instructor at practice or to assist goalies in managing the financial burden by subsidizing private instruction. The OOAA request that the entire amount not be spent on the goalies but that at least Twenty Five (25%) is directed toward the development of the team as a whole.

