

Okotoks Oilers Athletic Association Policies and Procedures

(Updated March 2026)

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

1. Mission Statement.....	3
2. Interpretation.....	3
3. Paramountcy	3
4. Headings	3
5. Definitions	3
6. Management of the OOAA.....	5
7. The Board of Directors and Officers.....	6
8. Conduct of The Board of Directors.....	7
9. Director Positions and Duties	7
10. Subcommittees.....	9
11. Code of Conduct, Breach, Discipline, Appeals and Complaint Process	10
12. Cell Phone / Camera - Dressing Room Policy	13
13. Social Media.....	13
14. Enforcement of Social Media Violations.....	21
15. Privacy Policy Statement	16
16. Security Clearance Policy Statement	16
17. Coaches.....	16
18. Player Registration and Team Selection Process.....	20
19. Billet Policy	26
20. Team Administration and Finances	28
21. Travel Policy.....	32
22. Rooming Policy.....	34
23. Player Dating / Fraternalization Policy	35
24. Equipment and Clothing	35
25. Year End Awards.....	38
Appendix 1 – Administration Fees and Team Financial Assistance	40

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 OOAA 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) U13, U15, U18 Male and 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) AEHL, Alberta Elite Hockey League, and AFHL, Alberta Female Hockey League, 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 U13AA Raiders, U13AA, U15AA Raiders, U15AA, U15AA, U16AA, U17AAA, U18AAA Raiders, U18AAA, U18AA Raiders, U18AA 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. Prepare/Write/Update OOAA Policy and Procedure and the Manual for any motions adopted and passed at any Board meeting; and

- ii. Assist the President with daily operations as directed by the President.
- 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, Director of Code and Conduct, Website Management, Ice Scheduler, Billet Coordinator, 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 and Review 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:
 1. 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;
 2. bullying, hazing or any behavior that is motivated by a desire to humiliate a Player;
 3. 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;
 4. any activity which constitutes an endangerment to the lives, health or safety of himself or others;
 5. 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

6. 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 OAAA Family or members or officials of another team will not be tolerated.
- iii. All Players and Parents must sign the OAAA Code of Conduct that outlines the expectations of the Association and Coach.

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 OAAA 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:
 1. 24 Hour Rule;
 2. Player>>>Coach or Assistant Coach or Team Manager>>>Division Director>>>Director of Code and Conduct>>>Disciplinary Subcommittee; or
 3. Parent>>>Team Manager>>> Division Director>>>Director of Code and Conduct>>> Disciplinary Subcommittee; or
- 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.
 1. 24 Hour Rule;
 2. Player>>>Coach or Assistant Coach or Team Manager>>>Division Director>>>Director of Code and Conduct>>>Disciplinary Subcommittee; or
 3. Parent>>>Team Manager>>> Division Director>>>Director of Code and Conduct>>> Disciplinary Subcommittee; or
- iii. If the issue cannot be resolved by the Team Manager:
 1. 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. Cell Phone / Camera - Dressing Room Policy

- i. Under no circumstances are cameras or telephones with cameras permitted in the dressing room.
- ii. Exception may be given for one device to be used for the playing of music only. This will be determined by team personnel
- iii. Players who listen to music individually prior to games must nonetheless abide by the no camera rule and make appropriate arrangements for their game preparation.
- iv. In the case of special events, (ie Championships, etc) where no other location can be found for a commemorative photo, cell phones may be permitted in the dressing room for the purpose of taking a photo ONLY and all players must be appropriately dressed.
- v. To support this policy all OOAA team will be assigned a cell phone “caddy”. Cell phones are to be powered off prior to entering the room and placed in the cell phone “caddy”. This is for the storage of cell phones while players are in the dressing room.
- vi. A violation of this cell phone policy may result in disciplinary action by the board which may include suspension from hockey activities.

Disclaimer – The Okotoks Oilers Athletic Association (OOAA), teams with the OOAA and team personnel are not responsible or liable for loss or damage to cell phone(s).

13. 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. Purpose

The purpose of this Social Media Policy is to provide clear guidelines regarding the use of social media. The goal is to ensure that online activity reflects positively on the Okotoks Oilers Athletic Association (OOAA) and upholds our values and reputation.

ii. Scope

This policy applies to all players, coaches, staff, parents, and volunteers associated with the OOAA, collectively referred to as the "OOAA family." This policy encompasses public communications through internet mediums and websites such as Twitter, Facebook, Instagram, Snapchat, LinkedIn, and any other social media networks that allow users to communicate online.

iii. Guidelines

- (A) **Professionalism and Respect** All social media interactions should demonstrate professionalism and respect. Ensure that content posted or shared is positive and aligns with the OOAA's values. Avoid posting or sharing content that is discriminatory, defamatory, harassing, or inflammatory.
- (B) **Confidentiality** Do not disclose any confidential or proprietary information related to the OOAA, its members, or its operations. This includes sensitive game strategies, personal information of teammates, or internal discussions.
- (C) **Accuracy** Verify the accuracy of any information before posting. Make corrections promptly if errors are identified. When sharing news or updates about the team, attribute the information to official sources and clarify if it is personal opinion rather than an official OOAA statement.
- (D) **Endorsements and Representations** Clearly differentiate between personal opinions and official OOAA communications. Use disclaimers to avoid confusion about whether statements represent the OOAA. Do not use the OOAA's name, logo, or other branding elements without prior authorization from the OOAA executive board.

(b) Social Media Management

- (i) **Authorization and Property**
Only authorized individuals should post on official OOAA accounts. Personal social media accounts should not be used for official team communications or representations and will be limited to Facebook and Instagram. All content posted on OOAA pages is the property of OOAA.
- (ii) **Account Management**
Volunteers are not allowed to change the name of Facebook or Instagram pages, nor the login credentials, without permission from the OOAA. Volunteers will have temporary access to the accounts, valid from when the roster is announced until the conclusion of that season.
- (iii) **Outside Volunteers**
External volunteers, such as those requesting to manage specific pages, must sign a contract agreeing to abide by these policies.
- (iv) **Problematic Comments**
Immediate action must be taken for problematic comments or emails. This includes saving a screenshot and informing the Director of Code and Conduct for further direction and documentation.
- (v) **Tagging**
You should not tag OOAA Athletes social media handles in any proactive posts unless permission has been obtained. OOAA Athletes with locked accounts should never be tagged.

- (vi) Across all of our social media channels, we commit to ensuring that we:
 - Are positive and encouraging in tone.
 - Take an inclusive approach that recognizes and celebrates diversity.
 - Protect the privacy and safety of OOAA Athletes.
 - Live up to OOAA's values and mission.

- (vii) **Bullying and Harassment**
 Bullying or harassment of any kind, including targeted attacks, intimidation, or derogatory comments, is strictly prohibited. This applies to interactions with teammates, opponents, fans, and any other individuals. Report any incidents of bullying or harassment to the appropriate team officials or the OOAA's Code and Conduct Director. If reported to a team official, that person must immediately inform the Code and Conduct Director. The OOAA is committed to investigating and addressing such issues promptly.

- (viii) **Interaction and Engagement**
 Engage with followers respectfully and address any concerns or criticisms in a professional manner. Avoid engaging in public disputes or negative interactions.

- (ix) **Monitoring Social Media Activity**
 OOAA volunteers are responsible for monitoring social media mentions of the OOAA and its members, escalating any safeguarding concerns or issues. Volunteers must monitor responses and interactions with any posts they share. If a post attracts negative comments that could cause harm, report the issue to the Director of Code of Conduct and Social Media Coordinator.

14. Enforcement Social media violations

Social Media Violations will be subject to disciplinary action through the Director of Code and Conduct.

Reportable Violations

- (a) Any action through social media considered a violation of the Code of Conduct is reportable and subject to disciplinary action.

- (b) Violations include, but are not limited to:
 - Divulging confidential information, such as player injuries, game strategies, or sensitive matters.
 - Negative or derogatory comments about teammates, coaching staff, parents, the OOAA Family, or opponents.
 - Bullying, harassment, or threats against rival players, on-ice officials, off-ice officials, or members of the OOAA Family.
 - Promoting negative influences or criminal behavior, including drug use, alcohol abuse, hazing, or sexual exploitation.
 - Taking photographs inside a dressing room while a player is changing.
 - Online activity that contradicts OOAA Policies and Procedures, including:
 - Comments or posts deemed detrimental, harmful, or malicious to a team, the Association, or any individual.
 - Inappropriate, derogatory, racist, or sexist comments.
 - Using a member's image or likeness without written consent, which may be considered identity theft.

Disciplinary Action

The Director of Code and Conduct will convene a disciplinary subcommittee to review the facts. Actions may include verbal warnings, written warnings, or suspension from the team. The severity of the disciplinary action will depend on the nature and impact of the infraction.

15. 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.

16. 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.

17. 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 another 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 conclusion of the 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).
- (x) Coaches will abide by the expectations of the OOAA Coach's Code of Conduct signed by each member of the coaching staff prior to the start of the season.

(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.

18. Player Registration and Team Selection Process

(a) Registration

Purpose The purpose of this policy is to outline the registration process and requirements for all players within the Okotoks Oilers Athletic Association (OOAA). This policy is intended to ensure clarity, fairness, and consistency across all player streams within OOAA.

Policy Statement Okotoks Oilers Athletic Association (OOAA) offers two distinct player streams for registration: Mainstream (Co-Ed Hockey) Female (Female-Only Hockey) When registering for the upcoming season, families must select either the Mainstream Stream or the Female Stream. Once registration is complete and a player is placed in either stream, the player is required to remain within that selected stream for the entirety of the season.

- (i) Stream Commitment Requirement Players cannot transfer between streams (Mainstream or Female) once they are registered and evaluations/tryouts have commenced. Players who are released or cut within their registered stream may not transfer to the opposite stream at any point during the season.
- (ii) Dual registration in both the Mainstream Stream and Female Stream is prohibited. Players may only be registered in one stream per season.
- (iii) 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;
- (iv) Late registrations are subject to an additional administration fee
- (v) Registration refunds may be obtained within certain guidelines, these guidelines will be posted on the OOAA website
- (vi) 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;
- (vii) 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.
- (viii) 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 (U15AA Raiders for a U13 age and U18AAA Raiders for U15 age), the OOAA conforms with the OMHA acceleration policy criteria as follows: "For the Female Division a U13 or U15 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

Statement of Principle

1. The Board is committed to a fair and transparent evaluation and selection process. The Players of the UU13AAA, U15AAA, U15AA, U16AA, U17AAA, U18AA, U18AAA Oilers teams and U13AA, U15AA, U18AA Raiders are drawn from draw zones as defined by Hockey Alberta and the Players from U18AAA Raiders are open borders as 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:

(i) General Rules for Evaluation and Selection

- (A) Coaches have the ability to pre-scout/pre-evaluate Players prior to the start of the evaluation process of the current hockey season;
- (B) Roster spots may be offered to players as per Hockey Alberta Elite team formation policy, and under the OOAA Player Commitment Document;
- (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 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

- (A) 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) (A) above;
- (B) During the evaluation process, Players are identified to the evaluators and Coaches by jersey colour and number only. 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;
- (C) Only coaches and evaluators are allowed to participate in the evaluations;

- (D) When the team has been reduced to a manageable size (20 - 28 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;
- (E) 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) In the event that 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

- (A) 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;
- (B) 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;
- (C) 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
- (D) 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 OOAA 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 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. OOAA 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) OOAA 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 20 players;
 - (C) A player cannot affiliate to more than one team providing it is in accordance with Hockey Alberta guidelines.
 - (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 as this promotes their development and offers an opportunity for affiliation amongst multiple teams. (League playoff games on the same day may be defined as to be interfering). Permission must be obtained from the coach of the affiliate players team for each time the affiliated player is requested 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.

19. 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
 - (i) 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.
 - (ii) 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.
 - (iii) 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 Billet Coordinator and Manager who will deal with concerns.

- (iv) Billets will be given an honorarium monthly which is set at the start of the season by the OAAA for housing players.
- (v) Management will attempt to send monthly schedules of team events to billets.
- (vi) At least once during the year, the Billet Coordinator, 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 or boyfriends of players stay at billet homes on overnight visits.

(e) Expectations of Our Players

- (i) Players will pay for their long distance phone calls and personal incidentals. This is their responsibility and not the teams nor the billets.
- (ii) It is mandatory that the players attend high school. Billets should notify the Billet Coordinator and Manager if a player is not attending school for any reason other than illness.
- (iii) Curfew for the players is a standard 10:30 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 Billet family and coach's discretion. Players will notify the billets of any change. The night before any away/home game, curfew will be 10:00 pm. Post bus trips: 30 minutes after the arrival at home arena.
- (iv) If a player is going out of town for any reason, then the Manager or Coach shall be notified as well as the billet family. This is the individual player's responsibility.
- (v) Tobacco products, vaping, alcohol, and prohibited substances of any kind are not allowed in any public places including bus, school, workplace, or billet residence.
- (vi) Players are responsible for the following duties to be performed where you stay:
 - (A) Laundry is to be taken to laundry room or put in a basket for laundering.
 - (B) Players should in most circumstances do their own laundry;
 - (C) Help out with home chores (e.g. dishes, cooking, cleaning, emptying garbage, shoveling snow, etc.);
- (vii) Remember, you are a member of the family, not a guest; Your room is your responsibility and must be kept clean;

- (D) Be pleasant, helpful, and courteous to all family members at all times;
- (E) Players should not need to be asked more than once to fulfill their responsibilities;
- (F) All players are responsible for supplying their own personal items (e.g. toothpaste, shampoo, deodorant, vitamins, pills, etc.).

(viii) As a courtesy to the billet family the player will:

- (A) Notify your billet if you will not be home for meals. Advise them well in advance, not at the last minute;
- (B) Inform your billet of practice and game time changes;
- (C) Internet access is permitted only within the guidelines established by the billet;

(ix) Players must let billets know where they are going and when returning (e.g. in case of family emergency);

(x) Inform your billet of allergies or medical problems;

(xi) It is the player's responsibility to inform your billet of any changes to the curfew

20. Team Administration and Finances

(a) Financial Support from OOAA

Financial Support from 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

- a. 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.
- (ii) U15 AAA – U18 AAA teams will have a non-parent manager. AA teams may have either a non-parent or parent manager. Non-parent managers will receive a monthly honorarium with the amount set by OOAA. Coaches are required to complete the OOAA Assistant Coach Manager Approval Form.

- (iii) These duties include the following but are not limited to the following:
 - (A) Communicate regularly with the Division Director, Coaching Staff, and Parents.
 - (B) Coordinate with OOAA Administrator 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 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 fundraising coordinator; Appoint Jersey Parents to ensure that jerseys are washed and maintained. Jerseys are an asset of OOAA and it is mandatory to have a jersey parent this year. At no time will players be allowed to transport team jersey. Appoint a Team Meal coordinator to ensure that players and staff are fed when travelling.
 - (G) Work with the ice and referee schedulers when necessary.
 - (H) Ensure that a certified Athletic Trainer is in place at all games.
 - (I) Coordinate bussing (Requirements are team dependent), obtain travel permit, coordinate all travel itineraries, and submit game sheets in accordance with the appropriate Hockey Alberta and League guidelines.
 - (J) Appoint a Team Treasurer and Establish a budget.

(c) Team Treasurer Duties

- (A) The Team Treasurer must follow all guidelines in The OOAA Treasurers Manual. The current seasons OOAA Treasurers manual will be distributed at the Manager and Treasurers meeting.
- (B) Ensure that the Team treasurer provides the Parents, OOAA Treasurer and Administrator, the teams budget no later than October 15th.
- (C) Final reporting- An email that includes the following must be sent to the OOAA Treasurer and the OOAA Administrator (admin@okotokshockey.com) within 30 days of confirmation that the teams financial obligations have been met by all vendors and verification of equipment being returned.
- (D) Copy of the Budget vs. Actuals Report sent to parents.
- (E) Confirmation that excess funds were distributed to the parents or donated as applicable.

(F) A team parent or a member of the OOAA Board of Directors is entitled to request financial information at any time from any OOAA team. If requested, the team must provide the following within seven (7) days of the request, as applicable:

(i) A copy of the most recent bank statement.

(ii) A list of outstanding items that are to be paid

(iii) A current financial statement indicating the funds raised and money spent up to a date that is within 30 days of the date of the request.

**Any parent request for any of the above financial information is required to be in writing (i.e. email) with a copy of the request sent to the OOAA Administrator.

(d) Team Finances and Fundraising

(iii) All families are required to pay Team fees as outlined in the OOAA schedule.

(iv) AAA Teams \$6000.00 no later than October 15th, 2nd Cash Call November 15th, 3rd Cash Call December 15th.

(v) AA and U13AAA, \$3000.00 no later than October 15th, 2nd Cash Call November 15th, 3rd Cash Call December 15th.

**The 2nd and 3rd Cash Call amounts will be dependent on the teams' financial needs.

(vi) In cases of hardship, application may be made, through the Team Manager, for relief. Players that are approved for funding from Kidsport and/or Jumpstart are eligible to receive up to a maximum of \$1000.00 from the OOAA Hardship fund. These funds can be used towards their cash call.

****Any funds being returned to families should be first directed back to the hardship fund then any excess up to the amount contributed by the family can be paid to the family.**

(vii) Non-payment for any other reason is not acceptable and the matter will be referred to the Director of Code and Conduct and will result in a suspension from team play and team activities for the Player involved.

(viii) OOAA has set up team bank accounts. Currently the team account is set up as a NPO account at ATB Financial.

(A) Each team requires two signatories — the Team Treasurer and a second signatory (commonly the Team Manager but can be another parent). The two signatories are set up by OOAA at shall be maintained in the name of the Team - not the OOAA.

(B) All Team bank accounts require dual signatures; including the Team Manager and one or more Parents. Both signatories may not be from the Team Management.

(C) The Parents on the team own this money and the Team Manager and Team

treasurer are to act as stewards of this money; The OOAA does not audit the spending of Team monies and is not liable for any shortfalls which may occur during the year.

- (D) At the end of the hockey season, any excess funds should be returned to the Parents.
- (E) A minimum of \$30.00 is to be left in the account at the conclusion of the season.
- (F) 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.
- (G) 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;
- (H) 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.
- (ix) Team fundraising shall be done in the name of the Team - not the OOAA.
- (x) All fundraising should comply with the rules and licenses outlined by the Alberta Gaming and Liquor Commission.
- (xi) All activities shall be in good taste, appropriate to the image of the team and the OOAA.
- (xii) Teams should be sensitive to the fact that they are one team within a larger community of sports programs within the Town of Okotoks.

21. Travel Policy

This Travel Policy will be in effect from departure time until arrival time. Reminder, athletes, and team staff are representatives of The Okotoks Oilers Athletic Association "OOAA", including at out-of-town competitions.

- (i) The OOAA Code of Conduct must be always followed.
- (ii) The following is a list of items that need to be addressed prior to leaving for an out-of-town event.
- (iii) The team manager or designate is to arrange for appropriate mode of transportation, i.e. Charter Bus, Air or other. Consideration must be given to the distance traveled, the number of players making the trip and their safety and comfort.
- (iv) OOAA requires that teams in the U15-U18 age categories travel via chartered bus or air for any trip over 175km from Centennial Arena.
- (v) OOAA requires that ALL (U13 to U18) teams travel via chartered bus or air for any trip that crosses the Alberta Border.

- (vi) All team members including – Coaches, Manager, Athletic Therapist, and all players are required to travel on the bus unless otherwise authorized.
- (vii) During large events held in Okotoks Centennial arenas, teams (other than daytime programming teams) can be requested to move their pickup / drop off locations to an alternative site.
- (viii) Given that safety is the number one priority and taking into consideration the information included below in the Travel Policy, a team may make a written request to the President, Designated OAAA Board Representative and Divisional Director, asking permission for the team to not use bus travel. The written request must be done five (5) weeks prior to the intended travel and clearly outline the reasons requesting to not use a bus and how required safety elements will be appropriately addressed. Exceptions will be made for AEHL and AFHL playoff tournaments. If the tournament is more than 175KM away, teams will be required to arrange bus transportation but may elect to release the bus after the first game with the approval of the designated OAAA Board representative.
- (ix) Parents may be allowed to travel on the bus to the extent that room is available, and that the coach has approved. In the event of limited seating, one member from each Player's family will have the first option on seating and if additional seating is available, the seats will be made available to other family members on a first come basis.
- (x) Teams may elect at the coach's discretion not to have parents travel on the bus.
- (xi) If team travel does not require a bus, athletes still must travel with a qualified parent driver.
- (xii) Teams must include the OAAA Board Travel designate on their Team Snap, as well provide a list of all away games and a live google spread sheet with persons riding on the bus. This will include players, team staff and parents' names, dates of birth, emergency contact information, known medical issues and medications. Team staff are encouraged to keep a copy of this list as well.
- (xiii) Teams must include the OAAA Board Travel designate on their Team Snap, as well provide a list of all away games and a live google spread sheet with persons riding on the bus. This will include players, team staff and parents' names, dates of birth, emergency contact information, known medical issues and medications. Team staff are encouraged to keep a copy of this list as well.
- (xiv) Teams must include the OAAA Board Travel Representative as the emergency contact with all applicable bussing companies. Buses that are doing multiple pick up / drop off locations must have a member of the coaching staff over 18 on the bus from the start to the finish of the trip.
- (xv) Teams are required to report any issues or accidents to the OAAA Board Travel designate immediately when safe to do so.
- (xvi) Teams flying to tournaments or games must provide the OAAA Board Travel designate with their flight itinerary and follow all rules for ground transportation.

- (xvii) Games that are less than 175KM can be classed as parent driven games.
- (xviii) Coaching and athletic therapy staff are eligible for travels costs over 75km at the Hockey Alberta Travel rate per/km.
- (xix) Players are prohibited from driving to away games. Parents may elect to sign a waiver to allow their son / daughter to drive to select away game locations.
- (xx) Any players injured during the game will not be allowed to transport themselves home, regardless of a waiver has been signed.
- (xxi) Parents using team transportation must abide by coaches' rules and must control siblings, if included in the trip.
- (xxii) The coach is ultimately responsible for the conduct of his players on the bus.
- (xxiii) OOAA recommends all out of town travel be canceled at weather temperatures lower than -35°C. In the event weather conditions are not favorable and travel is required for a game, the following steps are recommended:
 - (A) The manager, coach and/or designee should check the road report on the AMA web site <http://www.ama.ab.ca/road-reports>;
 - (B) The manager, coach and/ or designee should consult with the bussing company re: recommend or cancel travel plans;
 - (C) If conditions are severe, the OOAA manager and/or coach should contact the opposing team manager and/or coach to determine if the reports are consistent with the weather at the travel location and if the opposing team is in agreement with postponing the game;
 - (D) If both teams are in agreement re: severe travel conditions, the OOAA manager and/or coach should contact the OOAA director to initiate steps to postpone the game;
 - (E) The OOAA manager and/or coach should contact their appropriate League for approval and guidance re: rescheduling the game; and
 - (F) Under no circumstances should an OOAA team fail to show due to inclement weather without the advance notification and/or approval of OOAA and the League. If they do, the team will be liable to find suitable alternate ice and coordinate the provision of on-ice officials.
- (xxiv) In the event weather conditions are not favorable and travel is required for a practice, the following steps are recommended:
 - (A) The manager, coach and/or designee check the road report on the AMA web site <http://www.ama.ab.ca/road-reports>;
 - (B) If conditions are severe, the OOAA manager and/or coach contact their OOAA director and ice allocator to discuss canceling practice;

(C) If a practice is cancelled due to weather, every effort will be made to replace the ice but there are no guarantees the ice will be replaced; and;

(D) OAAA discourages players driving to out-of-town practices and / or games. Arrangements should be made in advance to have parents/guardians drive players to practice and/or game.

22. Rooming Policy

- i. When overnight travel is required two (2) athletes will be required to share a room. Each athlete will have their own bed. Beds may include a mattress, pull out sofa, cot or blow-up mattress. In circumstances where there is an odd number of athletes required in a room, not more than three (3). All athletes must be provided with their own bed and not required to share a bed.
- ii. Players are to stay in their assigned rooms unless approved by the coaches and manager (team personnel).
- iii. Team Personnel and Players are not to share accommodations. Regardless of the potential cost savings or other benefits. Consideration will be only given in situations where team personnel is a relative of a player and sharing a room is unavoidable.
- iv. Players shall not have guests in team hotel rooms, be in other hotel rooms with anyone other than teammates or attend unauthorized private parties while travelling with the team.
- v. In the event a player needs to be removed from a room, examples may include but are not limited to medical, personal, or other, Team Personnel must be immediately informed. Changes in accommodations may need to be made to ensure no player is rooming alone.
- vi. No player shall violate curfew established by team personnel while travelling. In this regard, it shall be the responsibility of the Head Coach to ensure that a curfew is established while travelling and that they are communicated to all representatives. Giving regards to the age of the players involved and the schedule of events. The Head coach's decision regarding the establishment of curfew shall be final. Team Personnel must use the power of two to confirm players are in their assigned rooms at set curfew time.
- vii. Collection of cell phones at curfew will be at the discretion of the Coach and Manager of each team. If cell phones are collected, phones are to be returned to players the next morning at breakfast.
- viii. A hard copy of rooming assignments will be provided to all players in their hotel rooms. This list will include room #'s, players assigned to each room as well as room #'s for team staff including all coaches and managers.
- ix. Team Personnel must adhere to the Power of Two when interacting with players (minimum of 2 adults must always be present with a player in a private setting). No meetings shall be held with players in hotel rooms, and must be held in a meeting

room or another public location with a minimum of 2 adults present.

A violation of this policy may result in disciplinary action by the Director of Code and Conduct on behalf of OAAA which may include suspension of hockey activities.

23. Player Dating / Fraternization Policy

- i. Okotoks Oilers Athletic Association (OAAA), OAAA teams and players pride themselves on their professional conduct.
- ii. It is recognized that intimate personal relationships may occur with other players. However, personal relationships that would fall in the category of dating or fraternization should remain outside the team dynamics and away from all team functions.
- iii. All players are expected to conduct themselves professionally at OAAA team functions. OAAA recognizes that relationships may occur, but these relationships cannot have a negative impact on any team dynamics.
- iv. If a player or player(s) act in a unprofessional manner at any time by allowing a personal relationship to interfere in team dynamics in any manner, the consequences enforced could range from missing playing time, to not dressing for games, suspension from all team activities, and / or in extreme circumstances removal from the team.

24. Equipment and Clothing

(a) Use of Logos:

(i) OAAA logos include any and all logos Okotoks Oilers Athletic Association has used to identify its brand, including our current OAAA Oilers, Bowmark Oilers and Rocky Mountain Raiders Logos.

(ii) All apparel and equipment using the OAAA Oilers, Bowmark Oilers and Rocky Mountain Raiders must be purchased through our approved partner suppliers.

(iii) OAAA may approve the use of our logo for team purchases if a required product is not available or otherwise supplied by our partner suppliers. A written request must be submitted through OOAAMarketing@okotokshockey.com

(iv) Cresting -The OAAA logo will not be placed on anything, without Board approval.

(v) Alterations of the OAAA Logos are not permitted. This includes tilting, overlays, color alterations or design alterations.

(vi) OAAA logos may not be used to promote non-sanctioned activities, marketing materials or communication documents.* May be subject to a use of logo fee per item.

(b) Equipment

(i) The OOAA will provide one set of home jerseys, one set of away jerseys, socks and pucks to each team. This equipment is to be returned to the OOAA at the end of each year.

(A) Jerseys are the property of OOAA and all teams are required to have 9a jersey parent(s) who will ensure that jerseys are laundered, maintained and present and ready for all games.

(B) At no time shall players keep jerseys in their possession.

(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. *Must be professionally sewn/removed.

(iii) OOAA board of directors must approve & has the right to disallow the use of an alternate jersey / 3rd jersey at any time.

(iv) OOAA division directors must be notified before an alternate jersey / 3rd jersey order is placed.

(v) Alternate jerseys / 3rd jerseys must be considered “in good taste” as well as be appropriate in representing OOAA.

(vi) All costs associated with purchasing & altering alternate jerseys / 3rd jerseys will be covered by the team or parent. *Must be professionally sewn/removed.

(vii) 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.

(viii) The OOAA requires that all Players wear protective neck-guards whenever on the ice.

(ix) Helmet colors default to black unless Player is rostered to the U18 AAA teams. In which they will use the color of the team.

(x) Gloves are to be Black, accents can be black, white or green.

(xi) All teams are required to pay an equipment deposit and will be reviewed and adjusted if needed on an annual basis.

(c) Clothing

Special Permission for Team Apparel Purchases in advance of final team formation.

OOAA teams with a majority of players committed may, with special approval from the OOAA Executive, begin purchasing OOAA-mandated apparel such as team gloves, helmets, pant shells, jackets, and dryland clothing.

Note: Any additional team apparel (beyond the approved items listed above) must wait until final team formation to ensure that all families can have input on additional purchases.

- (i) All teams/players are required to purchase the dryland training package as specified by OOAA Marketing. Every player must wear the sanctioned dryland training apparel when participating in warm up and/or cool down.
- (ii) Approved sponsorship logos are not to take priority location over that of the OOAA Logo. There must be “clear space” to distinguish the OOAA logo and the secondary logo.
- (iii) Game Day Dress Code
- (iv) Players representing the OOAA on game day should wear appropriate dress clothes as designated by the Head Coach.
- (v) Home game dress attire for Male/Female players are required to wear business casual. Away game dress attire for Male/Female players are required to wear at minimum OOAA branded apparel or dress attire as indicated by the head coach.
- (vi) Dress shoes, no runners, sandals, etc with Business Casual attire. Shoes worn with track/ jogger suits are to be in good condition. Dressy Runners ie; Blazers and Jordans are acceptable.
- (vii) No baseball style hats to be worn by team officials/players to games unless OOAA Branded. Fashion hats/ toques may be approved by the head coach as long as they remain appropriate.
- (viii) During the non-snow/cold months, both male and female players are permitted to wear their association approved track jacket. If a winter jacket is to be worn, the players and coaches will be required to wear the winter jackets that are sanctioned by the association. The winter jacket is a player expense. Dress jackets can be worn with the approval of their coaching staff. For away games, (at all levels) where a team must travel by bus, the coach and/or manager reserves the right to determine the travel attire. Ie Jogger or Track Suits.
- (ix) Coaches, Managers and Athletic Trainers are expected to dress appropriately; similar to the player dress code.

NOTE: Jackets shall only be the OOAA approved Vendor Contract

(f) Vendor Contract

- (i) Contracts will be open to tender every three years to align with the jersey orders and potential sponsorship opportunities.
- (ii) No contract is to auto renew and will become null and void. Use of the logo would be retracted at the expiration date.
- (iii) No unauthorized vendor use without board approval.
- (iv) Fees to be outlined in contract for any use of logo

25. 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.

Team Awards:

- i. The following team awards will be presented:
 1. 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;
 2. Top Scorer: This goes to the Player with the most points during regular season league play;
 3. Best Defenseman: Awarded to the most outstanding all round defenseman on the team;
 4. Oiler Award: This award goes to the Player who best exemplifies the Oiler spirit of determination, teamwork, coach-ability and dedication;
 5. 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
 6. Marcus Lavalee Memorial Awards: The Markus Lavalée CFR Chemicals Award is awarded to the players that is deemed to have qualities that made Markus such a special, loved and respected person. \$250 – U18AAA Oiler, \$500 – U15AAA Oiler.
 7. 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 OAAA 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. 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 within an OOAA – AA & AAA Team.

Appendix 1 – Administration Fees and Team Financial Assistance

OMHA and OOAA Administration Fees

OOAA: The OOAA 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 OOAA team has originally registered with OMHA. The OMHA refunds that registration fee back to the Players once they make an elite team. 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 OOAA and then the OOAA writes a cheque less our administration fee to the team.

Any player/family not in good standing with their OMHA fee's will not be eligible to participate in OOAA evaluations or OOAA team events.

OOAA Financial Assistance provided to Teams

Tryouts and Conditioning Camp: The OOAA 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 OOAA for the referee costs for all AA and AAA teams. We then re-invoice those teams on a monthly basis.

Equipment: The OOAA provides jerseys and socks for all OOAA teams.

League Fees: League fees are paid for by the OOAA to the AEHL and AFHL.

Specialty Skills and Goalie Development Sessions: Monies are set aside each year for specialty clinics for each team and are paid for by OOAA.

Coach Apparel: The OOAA subsidize each team One Thousand (\$1000) 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: Teams can make a request through their Division Director to make a motion for funds to help cover fee's associated with attending Provincials.