

GRANDE PRAIRIE MINOR HOCKEY ASSOCIATION



Policy and Procedure Manual

As approved by the Board of Directors of the
Grande Prairie Minor Hockey Association, May 3, 2017

MISSION STATEMENT

**To provide our community a safe and fun environment
Using progressive tools, innovative programs and skill development
To promote long term growth for players, coaches and volunteers,
Giving respectful leaders and contributors.**

VISION

To be a leader and ambassador for young athletes and families throughout the Peace Country.



CORE VALUES

**Team Work and Collaboration
Ethical Behaviours, Professional Reputation and Respect
Trust and Communication
Service, Contribution and Acknowledgement
Creativity
Personal Goals
Relationships, Family and Friends
Health and Fitness**



INTRODUCTION

The purpose of the GPMHA Policy and Procedure Manual (PPM) is to provide operating principles and guidelines to the volunteers and participants of the Association.

The PPM is designed to assist in understanding the philosophies, operations, expectations, and opportunities for involvement.

The GPMHA recognizes it will be necessary from time to time to change or add to the policy and procedure manual as defined in the bylaws of the association.

A copy of this Policy and Procedure Manual will be available online for all members. It is the responsibility of the member to be aware of Association Bylaws and the PPM.



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Policy #101 - Head Coach Selection Committee

APPROVED: October 25, 2016	REVIEWED: October 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Development Guide (hockeycanada.ca)	Hockey Canada - Minor Hockey

POLICY STATEMENT:

This committee is responsible for interviewing all coach applicants and recommends candidates to the Executive for approval.

PURPOSE:

To ensure a fair and transparent coach hiring process.

SCOPE:

The selection of all head Coaches within GPMHA

DEFINITIONS:

The Head Coach Selection Committee will be designated by the GPMHA Executive and will consist of three to five members. The vice-president of the division will be one of the members of the selection committee, except in the case of conflict of interest. In this case, another GPMHA Executive member or commissioner for that division will step in.

PROCEDURE/GUIDELINES:

To avoid any possible conflict of interest situations, members of this committee are not to be involved in the Coach Selection of any division to which they and/or his or her spouse have applied. The prospective coach has the right to decline and reschedule an interview if they believe there is a conflict of interest.

The committee will be provided and follow Hockey Canada and Hockey Alberta coach selection interview guidelines. Each age division will be provided a standard set of questions as approved by GPMHA. This will be broken into Competitive and Recreational.

Every effort will be made to have the coach interview process completed prior to the tryout of the level being applied for. Exceptions will be made when there are inadequate applications. Coaching positions will be filled depending on the placement of players.

The candidates will be asked to submit on or before the interview; a coaching resume indicating coaching philosophy, team goals and objectives and how a complaint would be handled. A RCMP Criminal Record Check is required each season.

The committee will review previous documentation on any potential coaches including but not limited to parent evaluation forms, awards given, previous discipline situations and Executive recommendations. This data will be compiled and available to the committee by the Executive Director prior to the interviews.

The Head Coach (if a parent) will be selected (after the interview process is completed) out of the top twelve evaluated forwards or top eight evaluated defensemen or top three goalies.

GPMHA Executive will be made aware by the Selection Committee prior to voting that a coach nominee is applying for two or more teams.

Policy #102 - Team Staff/Officials Certification

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	GPMHA Commissioners
APPENDICES:	
CROSS-REFERENCE:	GPMHA Website: Coaches Info page, FAQ

POLICY STATEMENT:

To ensure all team officials have the proper certification required for the level of program they are facilitating.

PURPOSE:

The commitment to the development of organized minor hockey and to optimize the development of players by providing certified instruction.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

GPMHA will provide all required certification requirements needed by team staff for each season. The following are determined by GPMHA, Hockey Alberta and Hockey Canada and is required prior to Nov 15.

Head Coach Major Midget AAA Male, Bantam AAA Male:

High Performance, Respect in Sport Coach, Checking Skills

Assistant Coaches for same teams: Development 1, Respect in Sport Coach, Checking Skills

Head Coach and Assistants: Minor Midget AAA, Bantam & Midget Female Elite and all Male AA

Development 1, Respect in Sport Coach, Checking Skills

Development 1 & High Performance require a Coach to be «Certified» in order to meet the requirements.

Head Coaches will have to be «Trained» in the course by November 15 of the current season and will have to have completed full »Certification« in the program by November 15 of the following season in order to remain eligible (meaning all post tasks & evaluations done).

All Staff Novice & below -: Coach 1, Respect in Sport Coach

If a Coach took Coach 2 in 2014 or prior, they do not need Coach 1.

All Staff Atom +: Coach 2, Respect in Sport Coach, Checking Skills (including female teams)

Trainers need 2: Canadian Hockey Safety Trainers, Respect in Sport Coach

Manager: Respect in Sport Coach

Treasurer: HAS to be experienced in Excel.

GPMHA will pay for any courses required by team staff in exchange for their commitment to the team for the season. Team staff will pay for the courses in advance and will be reimbursed by GPMHA upon completion of the course. Coaches will be reimbursed within 30 days of taking the course, or if receipt is required, within 30 days of GPMHA receiving the expense claim.

All Assistant Coaches, Trainers, and Managers, must be approved by GPMHA prior to being appointed, and prior to them being on the bench or on the ice.

Policy # 103 - Criminal Record Check

APPROVED: October 25, 2016	REVIEWE: October, 2016
NEXT REVIEW:	August, 2017
RESPONSIBILITY:	GPMHA
APPENDICES:	
CROSS-REFERENCE: Hockey Canada Employment and Volunteer screening policy	

POLICY STATEMENT:

To ensure GPHMA is not enlisting the help from dangerous people with criminal backgrounds

PURPOSE:

To safeguard our members from volunteers with criminal backgrounds that may include abuse, fraud, neglect and violent crimes

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

Each volunteer within GPMHA must obtain a criminal record check with the RCMP prior to November 15th of the current season in order to be involved with team staff or the board of directors. This will help mitigate the potential of criminal activities within our association. The Board of directors will have final decision whether the volunteer will be permitted to hold a position within the Association. If requested by either party, the volunteer may have an interview with the Board of Directors and or Lawyer at a scheduled meeting with quorum to form a decision on the applicant's approval. The Board of Directors reserves the right to refuse the help of a volunteer if it is deemed too risky or unhealthy to have a volunteer involved with GPMHA.

Policy #104 - Coach Expectations

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy 102, Policy 151	

POLICY STATEMENT:

To confirm coaches of all levels are aware of the expectations required of their position within the organization.

PURPOSE:

To encourage skill development, fun and fair play for all participants.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All GPMHA Head Coaches will:

1. Build and maintain positive relationships with other coaches, staff members, parents, directors, referees, game officials and/or any other members of the hockey community.
2. Immediately report all incidents including suspensions, major penalties, bullying, or any type of serious behaviour by players, parents and team staff to the appropriate designate as per the PPM.
3. Have a minimum of two scheduled meetings with the team manager to ensure all off-ice commitments are being upheld by parents and volunteers.
4. Conduct a parent meeting a minimum of twice per season, one after the final roster has been set and one mid-season:
 - a. Pre-season meeting to include GPMHA mission and vision as well as team mission, vision, team philosophy, identity, and goals.
 - b. Mid-season meeting to include mid-season review, year-end expectations.
5. Attend Commissioner/Coach meetings. Coaches will be responsible to their Commissioner.
6. Be familiar with all Hockey Canada, Hockey Alberta, Grande Prairie Minor Hockey and team league rules and bylaws. The coach must attend the Coach/Manager Meeting at the beginning of the season as well as a minimum of one coaching seminar hosted by the GPMHA Technical Director. It is recommended that they attend at least one of the Hockey Alberta Specialty Skills Clinics.
7. Manage their team in a financially responsible manner and is accountable to the parent group by the use of GPMHA approved budgets.

All GPMHA Head Coaches will submit a seasonal outline to the GPMHA Vice President of their division and the Technical Director. Templates and resources will be available under the coaches tab on the GPMHA website.

1. Atom, Pee Wee, Bantam and Midget by the second week of October.
2. Novice and Initiation by the third week of October.

Coaches are responsible to attend all practices and games. If not able to attend, the coach must arrange for a designate (one properly registered to that particular team) to take charge. All games and practices are under the control of the coach or his designate.

If the Coach or team rules indicate that players must be at the arena at a specific time prior to a game or practice, the Coach or his designate must also arrive at the same time and remain until the last member of the team has left the building.

Coaches are responsible for the behavior of their players, team staff, and player's parents/guardians while on the ice, at the rink, and away at games or tournaments.

The Coach is responsible for enforcing rules, discipline, and behavior of the team.

No player may play in any league game unless they are properly registered to their team in the Hockey Canada Registry. There is an indefinite suspension for “Any team official who is party to or had knowledge of playing a player not properly registered with that team or properly affiliated to that team.”

See that each of your players has proper equipment as per the player equipment policy #151

Be aware of any medical problems with players. Encourage medical treatment when injuries occur.

All coaches will be encouraged to volunteer for the evaluation of the players for their respected division. All potential Head Coaches will be notified by phone or in person on any selections or developments on the selection of a Head Coach.

All Coaches must ensure:

1. On ice safety - safe ice surface, proper fitting/use of equipment, appropriate drills
2. Off-ice safety - safe and proper travel plans, risk free dressing rooms, proper supervision at all times.
3. Fair Play and Respect – proper values and principles.
4. Emergency planning and first aid – location of first aid kits, hospitals, identify person in charge, call person.

All Assistant Coaches will:

1. The assistant coaches are accountable directly to the head coach.
2. The head coach will have the right to select the assistant coaches. Assistant coaches are chosen after tryouts are completed and must be ratified by the GPMHA Executive.
3. Assistant coaches who have applied for such positions will be the first to be considered for the position. Non applicants will only be considered if there are no applied/suitable candidates available.

Policy #105 – Unsportsmanlike Conduct

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure all members are aware of behaviour expected.

PURPOSE:

To encourage respect for all involved in the game.

SCOPE:

All GPMHA members and their families who attend minor hockey events.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Any team official or player will be subjected to a game and conduct review upon receipt of a game ejection relating to unsportsmanlike conduct. The outcome of this review will be regulated by GPMHA and will be separate from any Hockey Canada, Hockey Alberta or Minor Hockey League decisions. If a suspension is to occur, it will include all team activities including practices. This meeting will take place at the very earliest convenience to ensure quick return to team activities where warranted.

Examples of this are 9.2 Abuse of Officials, 4.6 Game Ejection, etc.

Policy #106 - Commissioners

APPROVED: October 25, 2016	REVIEWED: October 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To define the role and responsibilities of commissioners of each division.

PURPOSE:

Commissioners provide guidance and support to coaches and managers in their divisions. They are required to govern their division according to the bylaws and PPM.

SCOPE:

All GPMHA teams, excluding subsidiary organizations.

DEFINITIONS:

Age groups are to be as follows as of December 31 of the current season:

- | | | | |
|---------------|------------|-----------|--------------|
| 1. Tom Thumbs | Aged 4 | 4. Atoms | Ages 9 & 10 |
| 2. Initiation | Ages 5 & 6 | 5. PeeWee | Ages 11 & 12 |
| 3. Novice | Ages 7 & 8 | 6. Bantam | Ages 13 & 14 |
| | | 7. Midget | Ages 15-17 |

PROCEDURE/GUIDELINES:

Must have a working knowledge of the rules of Hockey Canada, Hockey Alberta and GPMHA.

Must be GPMHA Executive approved.

Must have a working knowledge of the rules of the leagues their teams are attached to.

Act in an official capacity in following the lines of communication as defined in the PPM.

Ensure all coaches and team staff obtain certification as per Hockey Alberta and GPMHA guidelines. This must be completed by November 15 of each season

Ensure skill assessments are completed prior to team selection by attending all evaluation skates for their respective divisions. Recreation Commissioners ensure teams are created equally. Competitive Commissioners ensure that the evaluations and tryouts comply with PPM policy on Evaluations and Tryouts.

Act as a liason between coaches and managers and GPMHA. Provide direction to coaches and managers, involving the Technical Director as well. Have constant contact with the coaches throughout the season. Direct information received from the Vice President of the Division and pass along to the teams, as necessary.

Assist in team equipment distribution at the start of the season.

Ensure Hockey Canada Programs for each division are clearly understood and followed by attending games and monitoring practice content. Monitor game sheets for penalties, irregularities and referee's comments.

Communicate with coaches and managers, ensuring teams are operating in a standard acceptable to GPMHA.

Recreation Commissioners will authorize, **in writing**, all exhibition and tournament travel in a fair and equitable manner.

Commissioners ensure permits are obtained prior to travel or hosting exhibition games.

Ensure a tournament committee is in place and oversee year-end tournament.

Assist the team staff with Memorial Award choices.

Assist with team equipment return at the end of the season.

At the end of each hockey season, assessment summaries will be provided by each Commissioner. This information will provide direction for required changes and may be used after approval from GPMHA Executive.

Policy #108 - Team Manager Responsibilities

APPROVED: October 25, 2016	REVIEWED October, 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	Team Head Coach
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To define the role and responsibilities of managers of each hockey team.

PURPOSE:

Managers provide guidance and support to coaches, team staff, players and parents. They act as the liaison between the team and their division's Commissioner, the GPMHA executive and GPMHA Office staff for matters relating to everything after registration. They are required to govern their team according to the Bylaws and PPM. They handle all scheduling and coordination of all team activities.

SCOPE:

All GPMHA teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

1. Have working knowledge of the bylaws and PPM of GPMHA, the league their team is involved with and all Hockey Alberta and Hockey Canada rules pertaining to their level/league/division.
2. Handle all problems to the best of their ability. If further assistance is necessary, collaborate with the Head Coach or Commissioner. Report disciplinary action to the Commissioner immediately.
3. Manage their team in a financially responsible manner and is accountable to the parent group by the use of GPMHA approved budgets.
4. Act as liaison between the team and appropriate Commissioner.
5. Responsible to help the Coach in enforcing the rules, discipline, and behavior of the team.
6. All correspondence, e.g. practice time, exhibition games, is communicated through the manager.
7. Attend any necessary scheduling meetings and/or distribute schedules obtained from GPMHA to the members of the team. Notify players of practice times and locations.
8. At the beginning of the year, ensure that your sponsor has a schedule and is encouraged to attend games or events.
9. Ensure team players and all team staff are registered by the league first game.
10. Arrange for a Team/Parent meeting as per coach and parent discretion.
11. Try to keep all parents actively involved. Ensure all parents have knowledge of the Parents' and Players' Codes, and have taken the Hockey Canada Respect in Sport course.

12. Delegate or co-ordinate transportation arrangements,
 - a. Minor hockey players cannot serve as designated drivers of vehicles providing transportation to other players on road trips, unless accompanied by a responsible adult -** This can void your personal insurance.**
13. Arrange for off-ice officials when required. i.e.: Penalty Box, Game Sheet, Time Keeper, etc.
14. Arrange for exhibition games both home and away, obtaining permits for home exhibition games.
15. Obtain travel permit from the Hockey Alberta website for out-of-zone exhibition games and tournaments several days prior to function.
16. Learn proper procedures for filling out game reports, forms, etc.
17. Ensure all game sheets are turned into the appropriate person after each game.
18. Ensure the team equipment is ready and see that it arrives at location of game.
19. Managers must have a player's medical history, Alberta Health Care number, and parent waiver to allow you to have medical assistance administered. Carry this with you at all times.

Policy #109 - Game Sheets and Suspension Reporting

APPROVED: October 25, 2016	REVIEWED October, 2016
NEXT REVIEW:	September 2017
RESPONSIBILITY:	Team Managers/ Team Staff
APPENDICES:	
CROSS-REFERENCE: Hockey Alberta Bylaws & Regulations Section A Minor & Minimum Suspensions	

POLICY STATEMENT:

To define the role and responsibilities of managers and team staff of each hockey team in regards to suspensions and game sheets.

PURPOSE:

To facilitate the proper recording of games and allow for any necessary follow up post game.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

Game sheets must be completed legibly, include all participants' names and have each teams' verification signature. If the game sheet is from a league game, all league game sheet rules will be followed - including writing the league game number on the game sheet.

GPMHA office will supply appropriate game sheets. Game sheets are to be dispersed as follows;

- 1 copy emailed or given to the League Commissioner, within the League's time guidelines
- 1 copy to the visiting team
- 1 copy for the home team

If a suspension results from an infraction in a game, copies of the referee incident report must accompany all copies of the game sheet.

Hockey Alberta has minimum suspensions to be adhered to, as well as each league has their own further suspensions. When in doubt of a suspension sit the player out until the issue is resolved.

It is every Coaches' responsibility to educate themselves on all suspension guidelines for GPMHA, their respective league, Hockey Alberta and Hockey Canada. Playing a suspended player will result in lengthy suspensions to the Coach.

The Coach must obtain Hockey Alberta's minimum suspensions list from the hockeyalberta.ca website.

For exhibition games and tournaments involving a suspension, a copy of the game sheet must be forwarded to the Hockey Alberta Zone 1 Discipline person, as well as any League Commissioners and GPMHA office.

All suspension notices must be forwarded to the GPMHA office, as well as Suspension Served Notices.

Policy #110 - Team Communications

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	September 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Communication Guidelines

POLICY STATEMENT:

All team communications are important to the organization. This policy outlines the proper lines of communication as suggested by Hockey Alberta.

PURPOSE:

To facilitate conflict resolution and provide a system of organizational procedure within the team framework.

SCOPE:

All members of the association

DEFINITIONS:

PROCEDURE/GUIDELINES:

Please follow this protocol for questions or complaints. If your concern is not satisfied at the lowest level, then proceed to the next. **Under no circumstances is texting team staff while a team activity is going on appropriate.**

1. Manager
 - a. If a team has a team liaison, they may be approached before the manager.
2. Coach
3. Commissioner
4. GPMHA Vice President
5. GPMHA President
6. GPMHA Executive via the GPMHA office
7. Hockey Alberta Zone Administration Coordinator
8. Hockey Alberta Staff

All concerns or complaints must be submitted in writing and must be signed. Anyone not following these lines of communication may face disciplinary action.

24 HOUR RESPECT RULE

All parents, players, relatives and friends **must** adhere to the 24 Hour Respect Rule by waiting a full 24 hours prior to contacting any Parent Liaison, Coach, Manager, or Grande Prairie Minor Hockey Representative regarding any hockey concerns or issues.

COMMUNICATIONS BETWEEN LEAGUES AND THE GRANDE PRAIRIE REFEREE ASSOCIATION

Liaisons will be appointed by GPMHA Executive.

This policy is not to be confused with communications of a personal/membership level with office staff/executive members. IE: late fees/refunds. This is due to privacy concerns, and reduction of third party involvement in personal matters.

Policy #111 - Team Rules

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	GPMHA Vice Presidents, Technical Director
APPENDICES:	GPMHA Team Rules Template
CROSS-REFERENCE:	Policy 160 A/B, 112, 152

POLICY STATEMENT:

To promote appropriate team governance.

PURPOSE:

To ensure that all teams operate within a defined approved set of guidelines.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams must have a parent meeting at the beginning of the season to cover: introduction of coaching staff, their responsibilities, their philosophy, basic team rules, and overview of the seasonal plan. The Division Vice President or designate must attend these meetings.

Each parent will be expected to volunteer for team duties, which will be assigned at the beginning of the season parent meeting. Expectation of parents, players and coaches for the year will be confirmed.

GPMHA will provide a template for general team rules to coaches via commissioners within the first two weeks of a team being formed. This standard list will also be available on our website in the Coaches Tab.

Teams will submit their team rules to the appropriate Vice President for approval prior to the first parent meeting.

The head Coach will have the final decision, at the team level, regarding all team operations.

Team rules will not supersede any other bylaw or policy of GPMHA.

Teams may have dress codes, which will be at parent's expense. This may include dress pants, shirt & tie, jacket and dress shoes, etc.

Policy #112 – Cameras, Cell / Smart Phones and other Mobile Recording Devices

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	All Team Staff and Managers
APPENDICES:	GPMHA Team Rules Template
CROSS REFERENCE:	Team Rules

POLICY STATEMENT:

To provide a safe environment for all Players and Coaching Staff.

PURPOSE:

To ensure all Players and Coaching Staff are not video /audio recorded in any Dressing Rooms during GPMHA Sanctioned events.

SCOPE:

All Teams in GPMHA.

DEFINITIONS:

PROCEDURE / GUIDELINES:

Mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are **NOT PERMITTED TO BE USED IN ANY DRESSING ROOMS**, during any GPMHA Sanctioned Events.

If music devices are to be used, then they must be connected to head phones or wirelessly to a portable speaker and kept in a bag or pocket. If cell phones or other mobile devices must be used, they should be taken outside of the Dressing Room.

Cell phones should be turned off and put away at all times in Dressing Rooms or left with a Parent. GPMHA is not responsible for lost or damaged Cell / Smart Phones, Mobile devices or music equipment.

Policy #120 - Finance Policy

APPROVED: May 3, 2017	REVIEWED: May 2017
NEXT REVIEW:	August 2017
RESPONSIBILITY:	Treasurer
APPENDICES:	GPMHA Finance Policy
CROSS-REFERENCE:	GPMHA Bylaw 10.4.6.7 & 10.4.6.8

POLICY STATEMENT:

Team Financial Information is to be kept in a fiduciary manner and shall be integrated with GPMHA Financial Statements

PURPOSE:

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

Team Bank Account Policy

1. All teams with separate budgets shall have only one bank account and that bank account shall be at the Servus Credit Union in Grande Prairie. All account names shall include GPMHA.
2. Such Team Bank Account shall be opened by GPMHA and shall represent the same team (e.g. Bantam A1) each year.
3. The signing officers of each such account shall include the Executive Director of GPMHA or designate. All account disbursements shall require two signatures. Signing authorities must be approved by the Treasurer of GPMHA (hereafter referred to as the Treasurer).
4. All team receipts and disbursements shall be recorded through the Team Bank Account at the Servus Credit Union.
5. All deposits shall be supported by appropriate documentation including:
 - List of cheques received
 - List of amounts cash received and from whom
 - Purpose of receipt, i.e., monthly fees, track suits, bottle drives, sponsorships
 - In the case of sponsors who wish anonymity, such information must be available to the Treasurer upon request but may be otherwise kept confidential.
6. All team disbursements shall be supported by appropriate documentation including:
 - The payee
 - The ultimate recipient
 - The true purpose
 - Approval by Team Manager
7. GPAC/PFAC Team Debit Cards are to be used for approved team expenses. The Head Coach and manager can possess a debit card. Absolutely no personal use of the team funds is allowed. The team Manager and Treasurer will sign a code and conduct form when the team financial package is picked up from GPMHA. All transactions are to be promptly reconciled in the Team Financial Spreadsheet.
8. All team receipts shall be deposited intact to the Team Bank Account. To clarify, there shall be NO cash disbursements from undeposited cash.

9. At the end of each season, each team must leave \$100 in its Team Bank Account. Teams cannot operate at a deficit and parents are responsible to ensure that there is \$100 in the account at the end of the season. This \$100 is a float for the next season — see item 2.
10. Surpluses remaining in Team Bank Accounts shall be transferred to the:
 - a. Equipment Replacement Fund
 - b. Hockey Helps Fund
 - c. Other as approved in advance by the GPMHA ExecutiveThe Board will decide the allocation.
11. At the end of the season, all team Financial Spreadsheets, *source* documents, cheques, deposit books, *bank cards* etc. will be emailed/delivered to the GPMHA office *by April 15*. Teams failing to comply may be subject to sanctions.
12. All team activities must be completed and paid for prior to April 15, including wind up events.

Team Fundraising Policy

13. Each team must prepare and submit to the Treasurer for approval a Team Budget by October 31. Each budget shall outline the proposed monthly fees, team fundraising activities, proposed number and cost of tournaments, other disbursements and surplus distribution plan.
14. Teams cannot request further support from any GPMHA sponsor.
15. A budget template will be provided for each level, indicating the appropriate Revenue and Expense that a team should expect in a given year.
16. No Gift Cards will be used as a fund raising activity, due to its inefficiency and high financial risk level to the team.

Team Financial Reporting Policy

17. Each Team Treasurer shall prepare the Monthly Financial Report and reconcile such Report to the Team Bank Account.
18. Each Team Manager shall provide an electronic copy of the Monthly Financial Report to the parents of each player on the team by the 15th of the following month. This may be a pdf of the statement page in the spreadsheet. If parents request further detail the entire file may be sent. GPMHA office must be copied on this email monthly.
19. Each Team Manager shall submit the *entire* Monthly Financial Report including the bank reconciliation to the GPMHA Office by the 15th of the following month to be:
 - a) reviewed by the Treasurer;
 - b) imported into the GPMHA Financial Reporting program.
20. The Treasurer shall review the Monthly Financial Reports to ensure compliance with the GPMHA Policies and Procedures Manual – i.e. this document.

Team Funds

21. Parents in arrears for team fees or other fundraising commitments shall be reported to the Treasurer by the Team Manager and may be subject to sanctions including suspension of the player(s) until arrears are paid. Releases or Permissions will not be granted until all financial commitments *to the teams and GPMHA* have been fulfilled.
22. No team funds can be expended directly or indirectly for alcohol.
23. In the case of gifts-in-kind, recognition shall be given only in cases where such gifts-in-kind would replace an item or activity for which the Team would have paid ordinarily. For example: if a parent purchases sport drinks for the team during a tournament and the team would normally not have purchased such drinks, then no recognition is necessary. However, if a parent directly pays the entry fee to the tournament, then the amount of the gift and expense must be recognized.
24. Grande Prairie Minor Hockey Association shall not cover any team deficits. Team parents are responsible to fund any team deficits.

25. Eligible expenses based **upon approved budget as below. NOTHING else is eligible.**
- a. Bus transportation including driver expenses
 - b. Coach gifts less than \$100.00
 - c. Dryland training facility rent and instruction
 - d. Hotel rooms for GPAC/PFAC players and Midget players, based upon the approved Team Budget
 - e. Meeting rooms
 - f. Player development
 - g. Sponsorship servicing
 - h. Team meals for players based on approved Team Budget
 - i. Team supplies
 - j. Tournament entry fees
 - k. Track suits, *dryland* team wear as approved by GPMHA Clothing Policy
26. What can the team funds be used for?
- a. There are certain items that fundraising is NOT allowed to pay for within GPMHA. This is to keep the drain on the community down.
 - b. Parents MUST pay for the following:
 - Rep fees \$ 100 to \$150 GPMHA, \$500 to PCFAC and \$1000 to GPAC
 - All other team expenses can be covered by the team funds – and how those funds are raised (via parent contribution or fundraising) will be up to the individual team.
 - c. Parents may only raise enough money to cover expenses and NO funds will be returned to parents – therefore, constant review of cash balances, outstanding expenses and future expenses should be reviewed weekly and discussed constantly.
 - d. Parent contributions will be viewed as *used first*. This means that if a team has expenses of \$5,000 and parents contributed \$5,000 and fundraised \$3,000, the expenses would be deemed paid by the parents and therefore the \$3,000 would remain in the team. This is specifically so that teams do not take too much from the community.
 - e. A suggestion is that fundraising starts immediately and early so that parents will know where they stand for the upcoming season.
 - f. Teams should schedule the due dates of Team fees to meet cash requirements to avoid over contributions by parents.

Recreational Team Policy

27. Recreational teams shall not have team bank accounts—all monies must go through GPMHA Office.
28. Recreational teams cannot charge team fees.
29. Budgets (to a maximum of \$5000 total) must be submitted to the Treasurer for:
- a) Track suits
 - b) Tournaments
 - c) Training
30. Cash must be processed through GPMHA office and expenses paid via GPMHA cheques

Policy #121 - Financial Reporting of Proceeds of Gaming/Fundraising Funds

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	August 2017
RESPONSIBILITY:	Treasurer/Finance Committee
APPENDICES:	
CROSS-REFERENCE:	Finance Policy 120

POLICY STATEMENT:

To govern the financial reporting practices of gaming or fundraising funds for GPMHA. This does not include any fundraising for individual teams or committees. Refer to policy 120 for individual teams or committees.

PURPOSE:

To ensure accountability and transparency to GPMHA members and subsidiaries, to promote understanding of the use of gaming funds and promote volunteerism within the organization.

PROCEDURE/GUIDELINES:

The dollar amounts received from the proceeds of gaming and organizational fundraising will be clearly defined to the membership of GPMHA, including intended allocation of funds. All fundraising will be done with an express purpose clearly outlined to the membership.

Separated financial statements showing the income and expenditures of all monies earned from any organization level fundraising and/or gaming will be provided to the membership in conjunction with all financial reporting at the AGM.

The proceeds of gaming/fundraising will be used towards the betterment of the whole organization and all the members and in accordance with gaming rules.

Policy #122 - Gaming Licences

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	May 2017
RESPONSIBILITY:	Treasurer
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To promote appropriate use of gaming licences.

PURPOSE:

To provide guidelines for individual team gaming licences – 50/50, raffles etc.

SCOPE:

All teams and committees requiring a gaming license

DEFINITIONS:

PROCEDURE/GUIDELINES:

Once a gaming type of fundraiser (raffle, 50-50) is approved by the GPMHA Treasurer, each team will have to apply for their own Gaming Licence at www.aglc.ca, (Left side: For Charities and Non Profits tab.)

Complete the “Eligibility for Raffle License” application form in your team name, for example; Dr. Higson Atom B Knights. You cannot apply for your licence under GPMHA or use the GPMHA office address. This is not the application for your raffle license. It is to determine your eligibility to conduct a raffle event. Once approved, you will be assigned an AGLC ID number. The process usually takes 3 – 5 business days. This number will give you access at the registry to apply for your actual raffle licences.

Please be aware that whoever applies for a raffle licence is responsible for submitting the proper financials to Alberta Gaming within 90 days of your licence's expiration.

When the current hockey season ends we strongly recommend you let your Licence lapse. DO NOT pass on your AGLC ID number to another team; as your name and address will be attached to it and you will still be responsible for it.

All prospective income and expense relating to your Gaming Licence, must be recorded in your budget, be approved by the GPMHA Treasurer and recorded in your financial statements. Once you have completed your final financial report to Alberta Gaming for the individual raffles, etc. you must forward a copy to the GPMHA Office.

Recreation Tournament Committees may use the GPMHA Gaming Licence, strictly under the direction and supervision of the GPMHA office.

Policy #124 - Hockey Helps Fund

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	May 2017
RESPONSIBILITY:	Executive Director
APPENDICES:	
CROSS-REFERENCE:	Privacy Policy 530. FAQ section of GPHockey.com

POLICY STATEMENT:

Hockey Helps Fund is donated money to GPMHA which is used to help those in need.

PURPOSE:

To ensure that all funds donated to the Hockey Helps Fund are used appropriately.

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

For any applicant who is approved for funding from Kidsport, the Executive Director may direct funds from the Hockey Helps Fund to help or completely offset the balance of the cost of registration to the applicant.

For extraordinary uses of the Hockey Helps Fund, all requests must be approved by the GPMHA Executive by motion.

Policy #125 - Competitive Team Fees

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	April 2017
RESPONSIBILITY:	GPMHA Team Managers/Treasurer and Executive Director
APPENDICES:	
CROSS-REFERENCE:	GPMHA Player Application Form

POLICY STATEMENT:

To promote appropriate financial governance.

PURPOSE:

To ensure that all teams and players pay their appropriate additional fees at the commencement of the season.

SCOPE:

All Competitive GPMHA and subsidiary teams, from Atom to Midget.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Upon placement on certain teams, a competitive registration fee is due and payable to the team, as set out in the GPMHA yearly budget and listed on the GPMHA player application document each season.

The parent must pay the extra fee to the team by October 30.

The team must pay GPMHA by November 15 by team cheque.

Policy #126 - Volunteer Expenses

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	May 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Finance Policy 120	

POLICY STATEMENT:

To ensure refunds are paid in a timely matter to volunteers in our organization.

PURPOSE:

Certain volunteers must take courses or attend training sessions. This policy ensures these volunteers are refunded in a timely manner.

SCOPE:

All volunteers who must pay for approved out of pocket expenses.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All team staff volunteers who have prepaid for courses reimbursable by GPMHA will be paid within 30 days of the office receiving receipts for the course or training session completion, PROVIDING that the Team Staff Application has been received prior by the GPMHA office.

Reimbursements will be made directly to the volunteer who has completed the applicable course or training session for their applied position.

Any other items reimbursable by GPMHA will be paid within 30 days of the office receiving invoices for the expense occurred providing such expenses have been pre-approved by the GPMHA Executive.

Policy # 127 – Non Parent Coach Expenses

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	August, 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE: Policy #120 Financial, #126 Volunteer Expenses, # 161 Prohibited Substances.	

POLICY STATEMENT:

To cover costs occurred by non-parent coaches for out of town travel

PURPOSE:

Some teams will have non parent coaches and or assistant coaches. As a team staff volunteer GPMHA wants to ensure that there no out of pocket expenses occurred while traveling with the team.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

All expenses will require a detailed receipt and follow GPMHA Finical Policy #120. Travel expenses must be detailed in the team budget for GPMHA approval prior to being paid out to team staff. Hotels and meals for each day of travel will be covered by the team. Travel via bus will be covered by the team. If the coaches decide to provide their own mode of transportation that differs from the team then no reimbursement will be made for fuel or mileage. i.e. drive by themselves. If a member of the team wishes to pay for the coaches' expenses as a gift in kind then no reimbursement will be made to that member. The team manager may pay for the Coaches hotel and meals and claim as a team expense provided all receipts are submitted. Absolutely no alcohol, tobacco products or illegal substances are eligible for reimbursement. These items are covered in policy #161 as prohibited substances. Receipts will be submitted by the Coach to the Team manager/Treasurer and remuneration will be paid within the same month as the expense.

Policy #150 - Team Equipment

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	GPMHA Equipment Director and Team Staff
APPENDICES:	
CROSS-REFERENCE:	Equipment Usage Contract

POLICY STATEMENT:

To provide guidelines for team equipment belonging to GPMHA.

PURPOSE:

To ensure that all equipment belonging to GPMHA is maintained and accounted for.

SCOPE:

All GPMHA teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

The Equipment Director will disperse equipment belonging to GPMHA to the team staff. Said equipment will be placed in the care and custody of the Coach, Manager or other assigned team staff at the beginning of the year. A listing of this equipment shall be kept by the GPMHA Equipment Director. At the end of the year, the manager will be responsible to return all equipment to the Equipment Director, except socks.

Breakdown of equipment for each level:

			1st Aid Kit	Home Jersey	Away Jersey	Home socks	Away Socks	Team Goalie Equipment
Recreation	Pucks	Pylons						
Tom Thumb	X	X	X	X		X		
Initiation	X	X	X	X		X		
Novice	X	X	X	X		X		X
Atom	X	X	X	X	X	X	X	
Pee Wee	X	X	X	X	X	X	X	

Competitive								
Atom	X		X	X	X	X	X	
Pee Wee	X		X	X	X	X	X	
Bantam	X		X	X	X	X	X	
Midget	X		X	X	X	X	X	

1. All teams will receive first aid kits, which must be replenished at season end by the team.
2. Goalie equipment is available for all players Atom age or older upon request from a parent/guardian and is subject to availability. A usage contract must be completed at the time of pickup.

GPMHA equipment shall be used only for GPMHA functions or on approval of the Equipment Director.

When equipment supplied by GPMHA is lost or damaged, team staff **MUST** report the incident to the Equipment Manager immediately. Team management shall keep the equipment clean and small repairs done at their cost. Major repairs to goaltending equipment should be made through the Equipment Manager.

Jerseys

1. Captain and Assistant Captain Letters may be sewn on to jerseys and removed at the end of the season.
2. Name bars are not permitted on jerseys.
3. Under no circumstances are the team jerseys to go home with the player. Players are to provide their own practice jerseys.
4. Each team must have one or two jersey volunteer(s), who will gather each team jersey after each game and be responsible for the care and cleaning of them.
5. Any player wanting to purchase their game worn jerseys may do so for any age. The member is responsible for ordering and paying for an exact replacement including any advertising/league logos through Pro Sport. The game worn jersey will not be released to the player until the new jersey is delivered to GPMHA.

Policy #151 - Player Protective Equipment

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	August 2017
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada-Safety Requires Teamwork & Safety For All Handbook.

POLICY STATEMENT:

To follow player protective equipment guidelines as set by Hockey Canada.

PURPOSE:

To ensure safety for all participants.

SCOPE:

All GPMHA players and goaltenders.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All coaches shall be responsible for ensuring that every player and/or goaltender taking part in any game or practice is fully dressed in proper equipment. Proper equipment required for both players and goaltenders can be found in the Hockey Canada Safety Requires Teamwork & Safety for All posted at www.gphockey.com on the Registration page. Equipment Tips section, pages 66 – 92.

Policy #152 - Team Clothing Policy

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	January 2018
RESPONSIBILITY:	Team Staff, Commissioners
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidelines for Equipment belonging to GPMHA.

PURPOSE:

To ensure that all additional clothing meets the guidelines of GPMHA and those teams are uniform in appearance.

SCOPE:

All GPMHA teams, with the exception of GPAC and PCFAC teams.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams with the exception of the current «Storm» teams will be known as «Knights».

There will be no exceptions made to this policy. Under no circumstance can a player's name be added to any apparel.

Tracksuits (jackets and/or pants) must be purchased through the GPMHA approved supplier only.

- **Tracksuit jackets** will come with the GPMHA logo on the back as well as the Knight's logo on the front left chest. Player's numbers can be placed on the right cuff or bottom right front of the jacket in white lettering. Team staff may add the words "Coach, Assistant Coach, Trainer or Manager" to the right cuff or bottom right front of the jacket in white lettering. **ONLY** the GPMHA logo is allowed on the back of the jacket.
 - If the team has **ONE sponsor** who is paying for the ENTIRE team's tracksuits, (*including all the embroidery*) then the sponsor's logo – may appear on the right arm. If the team has **TWO sponsors** who are paying for the teams track suit (*including all the embroidery*) then **ONLY the two sponsors NAMES** can appear on the right arm in white lettering.
 - If a team is putting the track suit sponsor's logo or name on the tracksuit, the team must also put the team sponsor's name on the left arm – white lettering. The size of all sponsor names to be no larger than 2" high and 2.5" wide.
- Tracksuit pants** – Knights logo can be put on the left thigh. The player number is allowed on the back calf in white lettering. Nothing else is allowed.
- **Hoodies** must have one of the approved Knight's logos on the front and nothing on the back. The same rules for the tracksuit jackets apply.

T-shirts or Polo Shirts must have one of the approved Knight's logos on the left chest. This item may include the player's name and/or number as well as a sponsor's name and/or Logo on the sleeves or back. **Off Ice Training Apparel** (long sleeve training tee, short sleeve training tee) must have one of approved Knight's logos. This item may include the player's last name and / or number as well as the sponsor's name and/or logo on the sleeves or back. For the pants, same rules as tracksuit pants apply. **Headwear** must have the Knight's head on the front of the toque. The player number may be added. **Custom Team Bags** come with the Knight's logo. There is an ID pocket on the bag – player personalization is not available. **Custom Pant Shells** come with the Knight's logo. Only the player number may be added. **Practice Jerseys** come with the Knight's logo. The same rules for the tracksuit jackets apply.

Policy #160 - Harassment and Abuse Policy

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	December 2017
RESPONSIBILITY:	Discipline Committee
APPENDICES:	
CROSS-REFERENCE:	City of Grande Prairie Municipal Bylaws Hockey Canada Bylaws

POLICY STATEMENT:

GPMHA strives to provide a positive experience for all its members and team officials on and off the ice. Bullying, cyber bullying, harassment and abuse in GPMHA will not be tolerated.

PURPOSE:

To provide a fun, harassment free environment for all participants. Addressing issues related to Harassment and Abuse in a timely and effective manner is the key to achieving the objectives of the Mission Statement.

SCOPE:

While it is beyond the scope of this document to describe all instances and subtleties of Harassment and Abuse, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches and team staff are responsible.

DEFINITIONS:

Harassment:

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. Harassment is offensive behavior by one person/group to towards another, which is insulting, humiliating, malicious, degrading or offensive and can be emotional, physical, and/or sexual - that involves discrimination against a person because of his/her race, nationality, ethnic origin, color, age, religion, disability, family status, sexual orientation, sex/gender, marital status, pardoned conviction.

Harassment may be a single event or a pattern of mistreatment directed at an individual or a group. may occur among anyone, between peers (player to player, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position) coach to parent, sports administrator to employee).

Abuse:

Occurs when a young person, as defined by the Provincial Child Protection Act, needs protection from a person he/she trusts or depends upon. The perpetrator may inflict one of the following:

Emotional abuse Physical abuse Neglect Sexual Abuse

Hazing:

Is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s). Hazing is prohibited by Hockey Canada regulations.

PROCEDURE/GUIDELINES:

- Where appropriate, report all incidents following the GPMHA incident reporting procedures.
- All information will be treated in strict confidence.
- All incidents will be addressed in a timely manner.
- Recommendations for discipline, where appropriate, will be provided on a case-by-case basis.

Harassment and abuse within GPMHA will be dealt with as per the following:

Information will be gathered from sources pertaining to the incident and reviewed by GPMHA.

Professional assistance may be called upon as required.

First offence under this policy is a two week, date to date, all activities including practices suspension. Offender will receive this suspension in writing.

Second offence is an indefinite suspension. The offender will remain under suspension while the case is investigated and dealt with by GPMHA.

Third offence may warrant a long term suspension from GPMHA. A new application for membership will be required and reviewed by the GPMHA Board for future seasons.

In the case of abuse, legal responsibility to report it to the proper authorities (Alberta Child and Family Services).

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

Policy #160 B - Bullying

APPROVED: November 22, 2016	REVIEWED: November, 2016
NEXT REVIEW:	December, 2017
RESPONSIBILITY:	Discipline Committee
APPENDICES:	
CROSS-REFERENCE:	City of Grande Prairie Municipal Bylaws Hockey Canada Bylaws

POLICY STATEMENT:

GPMHA strives to provide a positive experience for all its members and team officials on and off the ice. Bullying, cyber bullying, harassment and abuse in GPMHA will not be tolerated.

PURPOSE:

To provide a fun, harassment free environment for all participants. Addressing issues related to Bullying in a timely and effective manner is the key to achieving the objectives of the Mission Statement.

SCOPE:

While it is beyond the scope of this document to describe all instances and subtleties of Bullying, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches and team staff are responsible.

DEFINITIONS:

Bullying is defined by the combined use of aggression and power. It occurs when one or more individuals abuse power and direct verbal, physical or social aggression at another individual as a repeated event over a period of time.

Cyber-Bullying:

The use of email, cell phones text messages internet sites and social media to threaten, harass, embarrass, humiliate, socially exclude or damage another person's reputations and friendships.

Physical:

Hitting, shoving, kicking, spitting, grabbing or beating others, damaging, stealing, hiding or defacing another person's property.

Verbal:

Name calling, mocking, hurtful teasing, humiliating or threatening someone, racist comments or sexual harassment.

Social:

Rolling your eyes or turning away from someone, excluding others from the group, gossiping or spreading rumours, setting others up to look foolish, or damaging friendships.

Racial:

Treating someone badly because of their racial or ethnic background, saying bad things about a cultural background, calling someone racist names and telling racist jokes.

Religious:

Treating someone badly because of their religious background or belief, calling someone names or telling jokes based on his or her religious beliefs.

SEXUAL:

Leaving someone out or treating them badly because they are a boy or a girl, making someone feel uncomfortable because of their gender or sexual orientation, making sexist comments or jokes, touching, pinching or grabbing someone in a sexual way, making crude comments about someone's sexual behaviour, spreading sexual rumour about someone or calling someone gay, fag, lesbian or similar names.

PROCEDURE/GUIDELINES:

- Where appropriate, report all incidents following the GPMHA incident reporting procedures.
- All information will be treated in strict confidence.
- All incidents will be addressed in a timely manner.

Information will be gathered from sources pertaining to the incident and reviewed by GPMHA.

First offence under this policy is a two week, date to date, all activities including practices suspension. Offender will receive this suspension in writing.

Second offence is an indefinite suspension. The offender will remain under suspension while the case is investigated and dealt with by GPMHA.

Third offence is may warrant a long term suspension from GPMHA. A new application for membership will be required and reviewed by the GPMHA Board for future seasons

In the case of abuse, legal responsibility to report it to the proper authorities (Alberta Child and Family Services)

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

Policy #161 - Prohibited Substances

APPROVED: May 2, 2015	REVIEWED: May 2, 2015
NEXT REVIEW:	May 2016
RESPONSIBILITY:	Team Staff / Disciplinary Committee
APPENDICES:	
CROSS-REFERENCE:	GPMHA Bylaws, Article 4.9 and Article 5.

POLICY STATEMENT:

The use or possession of alcoholic beverages, illegal drugs, prohibited substances, tobacco products, vaping products and and smoking or vaping by players prior to or during any GPMHA sanctioned event including games, tournaments or team functions is prohibited.

The use or possession of alcoholic beverages, illegal drugs and prohibited substances by team staff prior to or during any GPMHA sanctioned event including games, tournaments or team functions is prohibited.

PURPOSE:

To provide direction regarding controlled substances by members and players of GPMHA.

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

For players:

First offense: immediate game suspension, and at the discretion of the coach, the player may be sent home at player's expense.

Second offense will result in an immediate three (3) game suspension and an interview with the coach and the disciplinary committee with further actions as deemed by the committee.

Third offense will result in an automatic expulsion from GPMHA.

Team officials are reminded that tobacco products are prohibited in arenas and dressing rooms.

All incidents must be reported to the appropriate Vice President. A disciplinary committee will be struck if the Executive deems it necessary.

For team staff:

First offense: immediate game suspension, and at the discretion of the Vice President, the team staff may be sent home at their expense.

Second offense will result in an immediate three (3) game suspension and an interview with the Vice President and the disciplinary committee with further actions as deemed by the committee.

Third offense will result in an automatic expulsion from GPMHA.

Team officials are reminded that tobacco products are prohibited in arenas and dressing rooms.

All incidents must be reported to the appropriate Vice President. A disciplinary committee will be struck if the Executive deems it necessary.

Policy #201 - Inclement Weather-Travel Policy

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December, 2017
RESPONSIBILITY:	Vice-Presidents
APPENDICES:	
CROSS-REFERENCE:	League Handbooks/Policy Manuals

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in severe weather.

PURPOSE:

To provide guidance to the coaches/managers and other participants of GPMHA to determine when it is safe to travel.

DEFINITIONS:

When there is a RCMP travel advisory in effect for the starting location and anywhere along the route and/or if the temperature is below minus 40 Celsius with or without a wind chill.

PROCEDURE/GUIDELINES:

In instances when the jurisdiction of the GPMHA is subjected to severe weather that requires consideration of the cancellation of games the following notification procedure will be followed:

Notification Procedure for Teams that play within GPMHA Competitive Leagues:

Any decision relating to the cancellation of games will be made as per the league rules that the team plays in.

Notification Procedure for Teams that play within GPMHA Recreation divisions:

Any decision relating to the cancellation of ice times will be made by the Commissioner and Vice President as early as possible in order to prevent unnecessary travel. If a decision is made to cancel ice times, the Commissioner will contact both managers and/or head coaches.

Notify GPMHA Ice Coordinator by email or text immediately if it is home ice.

Team Managers or Coach designate will contact by telephone the members of their team to advise the players of the cancellation. ****Text or email is not an acceptable form of communication for game cancellations.****

The GPMHA and/or the team management will make all best efforts to notify the local radio stations in the event of any cancellations, but this will not be the main source of communication.

In the absence of a cancellation notice being made by the appropriate source, parents, players and teams should assume that the games will be played as scheduled. The GPMHA encourages parents to leave enough travel time to arrive safely and drive according to the weather conditions.

Policy #202 - Out of Town Travel - Charter Bus Policy

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December, 2017
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in the rental and usage of charter bus lines.

PURPOSE:

To provide guidance to the Coaches, Managers and other participants of GPMHA to determine policy regarding team bus usage.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

All traveling teams are highly recommended to charter buses for ALL out-of-town functions, regardless of distance.

GPMHA has received a significant discount from local companies in the past, and these companies shall be the teams' first choice in transportation, as will be reviewed with the teams at the beginning of each year.

Any licensed carrier of GPMHA teams must first meet the National Safety Code for Motor Coaches and Commercial Buses as obtained from Alberta Infrastructure and Transportation.

Bus drivers must follow all laws and regulations of the province which they are driving in. This includes a limitation to how many hours a bus driver can be “on duty” and driving per day. Teams may have to cut out some activities or re-work their itinerary to account for this.

There is to be no alcohol on any team buses. Buses CANNOT drive to any liquor store or drinking establishment.

Due to the shortage of available busses in the region, it is recommended that as soon as teams make their schedules that they book buses immediately.

PARKING

Teams going out of town by bus must leave their vehicles at a location other than any arena, due to limited parking for their customers. Any left overnight may be towed.

We are not allowed to park in the Sears parking lot.

Policy #203 - Out of Town Travel - Charter Bus Protocol

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December, 2017
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the proper procedures are followed in preparing to travel on buses.

PURPOSE:

To provide guidance to the Coaches, Managers and other participants of GPMHA to determine policy regarding team bus protocol.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

To book a bus – email or call the carrier the second that a bus is required.

Keep in mind that inventory of buses in Alberta is down drastically so you need to book as far ahead as possible, or you may not get a bus. You do not need to give them all of the details in the first email, just what team you are from, who you are, where you are going and the dates. The details can come later.

Clearly indicate in your email:

1. Your team name
2. Your contact information, including name, at least two phone numbers
3. The dates of your trip – leaving on and returning on
4. Pickup location including the address
5. Pickup time
6. Leave time – the team must be ready to go at the appointed time, no waiting
7. If overnight stay, what is the hotel name and address.
8. Will there be a secondary stop to play a game in a town other than the final destination?

They will send back a confirming email. If you do not get a confirming email within a couple of days, call them. It would be a good idea to re-check on your bus trip on the Monday of the week you are going.

YOU CANNOT EXPECT THE BUS DRIVER TO DRIVE LONGER THAN HE LEGALLY CAN. You may have to cut out some activities or re-work your itinerary to account for this.

Teams are responsible for the bus driver's accommodations and meals on overnight trips.

All members are ambassadors of Grande Prairie Minor Hockey and the Peace Country. All are expected to treat our bus companies, restaurants and hotels with respect.

1. All travelling teams are highly recommended to charter buses for ALL out-of-town functions, however due to the shortage of buses for day trips, teams may have to drive to closer places like Dawson Creek.

GPMHA receives significant sponsorships from bus companies in the past, and these companies shall be the team's first choice in transportation, as will be reviewed with the teams at the beginning of each year.
2. Each team is responsible for damages to the bus interior.
3. Minor hockey players are forbidden to serve as designated drivers of vehicles providing transportation for other players on road trips, unless accompanied by a responsible adult.

As soon as you get the league schedule ensure that buses are booked immediately. Then as soon as you have the detailed information on the trip, email them the details. They will confirm by return email.

YOU MUST ENSURE THAT THE PARENTS AND PLAYERS CLEAN UP THE BUS BEFORE YOU GET OFF OF IT! ALL OF OUR TRAVELLING TEAMS MUST BE GOOD AMBASSADORS OF GRANDE PRAIRIE MINOR HOCKEY.

BUSING EXPECTATIONS OF PLAYERS, MANAGEMENT AND PARENTS

1. No use of alcoholic beverages, illegal drugs or tobacco products by team officials, players, or parents while on the bus. Buses do not carry liquor permits for GPMHA trips.
2. No sunflower seeds, pumpkin seeds or pistachios.
3. No paper other than toilet paper to be deposited in the toilets.
4. No shoes or boots on the seats.
5. No gum on the floor or the seats.
6. Only beverages with screw top lids.
7. Please use garbage receptacles provided and clean up after yourselves.
8. Players to load their own hockey equipment.
9. Any damage to the bus by any of the players, parents or team officials will be charged to the offending team.

SAMPLE ITINERARY

You can make one itinerary for the bus and one more detailed one for the players, or just send the bus company the more detailed one. Details to be included are:

Eat breakfast at home before you come to the bus or are you providing breakfast on the bus?

Date Leaving:	Time Leaving:	Where Leaving From:
Time to Load Bus:	Time Bus Leaves:	Stop at Restaurant or eat on the bus:
Arrive at Hotel:	Pregame Meal:	Rest:
Load Bus to go to game:	Bus Leaves for game:	Time arriving at the arena:
Time leaving the arena: Supper – where and when:		Arrive at Hotel:

Lights out :

You would prepare a detailed list for each day of your trip.

If you need the players to bring their own money for a meal, etc., they must be told beforehand.

Policy #204 - Out of Town Travel - Hotels

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December, 2017
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	PPM 161

POLICY STATEMENT:

To ensure the proper procedures are followed in preparing to stay in hotels.

PURPOSE:

To provide guidance to all participants of GPMHA to determine policy regarding hotels.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES

You must give the hotel a detailed room list and the information on who is ultimately responsible.

It must be made clear who will be responsible for the players on any road trips and that responsibility must be followed through.

The Team Manager and Coach are to obtain a room list of all players from the Hotel for tracking and accountability of all members. This list will remain confidential.

All teams must strictly adhere to any hotel policies.

Noise must be kept to a minimum.

Keep anyone associated with your group and rooms from talking, running or making noise in the hallways or stairways.

Ensure the players are supervised at all times.

Do complete room checks prior to handing in all keys on check-out.

Ensure that all team staff, parents, guests and players follow PPM 161.

Complaints regarding misbehaviour in hotels will be taken very seriously.

Policy #205 - Out of Town Travel - Travel Permits

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the insurance of the membership of GPMHA while travelling.

PURPOSE:

To provide guidance to the Coaches and Managers of GPMHA to determine policy regarding travel permits.

DEFINITIONS:

SCOPE:

All teams.

PROCEDURE/GUIDELINES:

Travel permits are only required for exhibition games or tournaments outside of Zone 1.

To obtain a Travel Permit, go to the Hockey Alberta website at www.hockeyalberta.ca.

Scroll to the bottom left side, then to Sanctioning & Permits, Login page will appear:

The user name and password must be obtained from the GPMHA office.

Then click on Forms, select what you want and completely fill in everything.

The Sanction will be emailed back to you, or you can check on progress under My Requests.

You will then click on Travel Permit. Once it is approved it will be emailed back to you.

Application must be made at least 3 days prior to travel departure. The team Manager or delegate will retain a copy of each permit.

If when you log in to the Hockey Alberta website it says you are unauthorized, and you have typed in everything correctly, it will be a cookie issue.

Go to Tools, Internet Options, General, Delete Cookies

Then go to Privacy, move the bar down to Accept all Cookies, press ok, then try again.

Policy #206 - Out of Town Travel - Recreation Division

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	Commissioners and Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To ensure the safety of the membership of GPMHA in out of town travel.

PURPOSE:

To clarify the standards and expectations regarding out-of-town travel for the Recreation Division.

DEFINITIONS:

Out-of-town travel includes all exhibition games and tournaments outside of the city limits; excluding GPMHA home ice at the County Sportsplex, Clairmont Arena or Grovedale arenas.

PROCEDURE/GUIDELINES:

All out-of-town games will be approved by the Recreation Commissioners.

Team travel will need to conform to the following additional expectations:

All costs and arrangements for Recreation exhibition games and tournaments out of town or in addition to the regular recreation schedules will be the responsibility of the teams and parents participating.

Recreation Commissioners will authorize, in writing, all exhibition and tournament travel in a fair and equitable manner.

At the parent meeting at the beginning of the recreation evaluations, all divisions will be advised by their Commissioners the expected maximum of out of town travel each division will be permitted. This will include maximum number of exhibition games per month as well as maximum number of tournaments attended per season.

Policy #309 - Facility Usage

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	Team Management
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

All members of GPMHA will respect facilities used by the team.

PURPOSE:

To ensure that all members of GPMHA represent the club in a respectable manner while participating in team functions.

SCOPE:

All association members of GPMHA and those associated or accompanying teams of GPMHA.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Team management and chaperones shall assume the responsibility for the conduct of themselves and their players while representing GPMHA, from the time the first person from the team enters the facility until the time the last person leaves the facility.

Teams will be held responsible for any damages incurred at any facility utilized during team activities. All costs incurred by repairs to facilities or extra cleaning required will be payable by the team at fault.

Damage incurred by teams to any facilities will be reported to GPMHA within 72 hours of occurrence and the appropriate members of the Executive and the team staff will be notified within 72 hours of GPMHA receiving such notice.

Ensure that your players understand that unsportsmanlike, disrespectful conduct, whether on the ice, in the halls or dressing rooms, or outside the rink, will be dealt with seriously.

Coaches are to report incidents to their Commissioner immediately.

All teams must strictly adhere to any hotel, restaurant, arenas or other facilities' policies.

Policy #310 - Ice Usage

APPROVED: January 10, 2017	REVIEWED: January, 2017
NEXT REVIEW:	December 2017
RESPONSIBILITY:	Team Management
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

All members of GPMHA will respect facilities used by the team.

PURPOSE:

To ensure that all members of GPMHA represent the club in a respectable manner while participating in team functions.

SCOPE:

All association members of GPMHA and those associated or accompanying teams of GPMHA.

DEFINITIONS:

All City arenas, County Sportsplex, Old Clairmont and Grovedale are considered «home» or «local» ice.

PROCEDURE/GUIDELINES:

All ice allocated to teams needs to be utilized as committed.

All arenas require 10 working days' notice of ice cancellation in writing. Scheduled ice time not used and not cancelled with the GPMHA Ice Coordinator 10 working days prior, will be charged to the team at the prime rate for the facility booked. Any ice booked by a team and not used, must be paid for by the team. All ice privileges will be suspended until payment is received.

At the beginning of an ice slot or period players must remain off of the ice until a member of the team staff can supervise them and the zamboni doors are closed fully or in BC before the referees are on the ice. The last 15 minutes of each ice time allotment is required for ice maintenance. Players must vacate the ice once advised by the Rink Attendant via buzzer.

Rental of out of town ice must be booked by the individual teams. City arenas and some County arenas are closed on Statutory Holidays.

All ice will be given to each Team Manager or Commissioner via the Ice Coordinator. Ice not booked directly through the Ice Coordinator will not be paid for by GPMHA.

No teams or league officials shall change ice times with another team without first advising the Ice Coordinator. Schedules in detail are supplied to each arena and must be current.

All teams budgeted ice allocation is based on the registration fees paid at each level. Any charges for extra billing must be paid by the team. All ice privileges will be suspended until payment is received.

Because of ice constraints, teams may have one weekly practice at 6:30 am - 7:30 am.

All GPMHA members will not engage in discussions with any rink attendant for being buzzed off the ice. If a team feels they have been shorted of time, contact your Commissioner or have the Team Manager contact the Ice Coordinator with details.

Policy #311 - Dressing Rooms – Supervision and Gender

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW:	February 2018
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To promote appropriate dressing room guidelines and responsibilities.

PURPOSE:

Is to define the standards of supervision and usage for Dressing Rooms.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

The following Dressing Room policies are to be enacted at all times where players and team officials are present in Home and Away change-rooms:

- Team Officials are responsible for the safety and welfare of their players at ALL times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities. No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian before, during and after games or practices. There should always be at least two adults in the dressing room as this provides protection for not only the players but Team Officials.
- Parents/guardians of the players on each team may appoint or elect amongst themselves one adult representative who is a parent/guardian of a player on the team but who is neither a team official nor a GPMHA Executive Officer. This representative shall have the right to be present during all discussions and meetings between players and their coaches. In the event that a team has both male and female players on the roster, the GPMHA supports the selection/appointment of two representatives, one male and one female.
- At the Atom level and above, when separate facilities exist for both male and female participants, males and females shall make use of these separate facilities. Females shall not be permitted access to a dressing room occupied by male players and/or coaches unless all players and coaches are fully clothed. Both the male and female facility shall be supervised by two adults.
- If the facility does not have separate changing areas available for male and female players, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.

- Team officials and parent/guardian representative(s) of every team shall ensure that the dressing room door remains closed while players are changing. If a player is ejected from a game they are required to be supervised by two adults and the ejected player must remain in the dressing room until the end of the game or with the manager in the stands.
- As the players get older and shower after games and practices, team officials and parents are permitted to leave the dressing room but must remain directly outside of the entrance and with the door open so they can still hear conversations from the dressing room. It is recommended that team staff occasionally announce and enter the room so their presence is known.
- Any deviation from the above standards must be documented and agreed to by all members of the team including team staff, players, and parents. Final approval must be given by the GPMHA Executive before being implemented.
- The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms, during any GPMHA sanctioned event (this includes players' phones).

Policy #313 - Dressing Rooms - Etiquette

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW:	February 2018
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS-REFERENCE:	Policy 310- Facility Usage

POLICY STATEMENT:

To promote appropriate dressing room use and player safety.

PURPOSE:

To ensure that all teams operate within a defined approved set of guidelines.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

If the Coach or Team Rules indicate that players must be at the arena ½ hour or 1 hour prior to a practice or game, then the Coach or his delegate must be there at the same time to supervise in the dressing room.

The Coach or his delegate must enter the dressing room BEFORE any others to ensure the rooms are clean. The Coach or his delegate must IMMEDIATELY advise the arena staff if an assigned dressing room has been left in a mess by the previous user group and ensure no one enters the room. If you cannot find an arena staff, take pictures BEFORE anyone uses the room.

The Coach or his delegate must ensure that the dressing room is left in a clean, non-damaged state.

Teams are expected to leave dressing rooms in satisfactory condition.

1. The floors, walls and bathrooms are to be left in a clean condition.
2. Showers are to be free of debris.
3. All garbage is to be disposed of in the appropriate receptacles.

Teams will be billed for any excessive cleaning required. Any wilful damage will be reported and appropriate measures will be undertaken by the Executive. Those at fault or the team are expected to pay for the repairs.

The Coach or his delegate also supervises the team until the last member of the team has left the building after the practice or game.

Dressing rooms must be fully vacated within one half hour of the end of the ice slot.

Policy #410 - Evaluations

APPROVED: May 3, 2017	REVIEWED: May 2017
NEXT REVIEW:	May 2018
RESPONSIBILITY:	GPMHA Vice Presidents, GPMHA Office, Commissioners
APPENDICES:	GPMHA Evaluation Criteria
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidance for fair evaluation procedures.

PURPOSE:

To ensure all proper procedures are followed.

SCOPE:

All players in divisions where evaluations are deemed necessary, not including GPAC and PCFAC.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All teams with the exception of GPAC and PCFAC shall follow the current GPMHA Team Selection Criteria.

Policy #420 - Permission to Attend Conditioning Camps and Tryouts

APPROVED: May 3, 2017	REVIEWED: May 2017
NEXT REVIEW:	April 2018
RESPONSIBILITY:	GPMHA Executive Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidance for processes for conditioning camps and tryouts.

PURPOSE:

To ensure all proper procedures are followed.

SCOPE:

Bantam and Midget players

DEFINITIONS:

PROCEDURE/GUIDELINES:

Letter of Permission to Try Out forms will be granted provided the player is a member in good standing with both his/her team and the Grande Prairie Minor Hockey Association.

All applicable team and Association fees must be paid in full before a player will be given permission to try out for another team.

Grande Prairie Minor Hockey players wishing to attend a Conditioning Camp or a Tryout Camp with a team in a higher Category/Division must first obtain a Letter of Permission to Try Out form, other than for a WHL camp. This form can only be signed by the President or his designate of Grande Prairie Minor Hockey. It clearly indicates that the player is granted permission for that particular Conditioning or Tryout Camp only.

For each team that a player tries out for, he/she must obtain a separate permission form.

If a player does not have a Permission to attend a Conditioning or Tryout Camp, that player is not eligible to step on the ice for that camp. If a Coach or Manager does proceed to include a player or players in the camp without permission from the player's former association he may then be charged with tampering (HOCKEY CANADA Regulations Section J).

Upon being selected to the specified team, Grande Prairie Minor Hockey will grant an unconditional release.

In failing to be selected to the specified team, the player must return to Grande Prairie Minor Hockey.

For those not making a AAA team, the player may then request an Elite Notification of Tryout Form for the designated next AAA association, as per that league's Presidents' instructions. This may only be done twice in any try out season.

Policy #421 - Player Movement

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW:	February 2018
RESPONSIBILITY:	GPMHA Office, GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Overage Player Application Criteria and guidelines

POLICY STATEMENT:

To provide guidance in situations where players may request to move up to a division that is higher than their age appropriate division.

PURPOSE:

To allow player movement up for the current hockey season in appropriate situations.

SCOPE: All players in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

MOVEMENT UP from one division to another may only be permitted upon written request. This request must contain:

1. Letter from parent
2. Letter from player's last Coach (if applicable)
3. Letter from player's last Commissioner (if applicable)
4. Reasons for request

And be received in the GPMHA office two full weeks prior to the Tryouts or Evaluations.

All risk management factors, other than player skill must be taken into account.

Each individual request will be handled by a Special Committee, which will consist of the President or designate and two other members of the GPMHA Executive.

The Special Committee's recommendations must be ratified by the GPMHA Executive prior to the player being allowed to tryout at the higher level.

MOVEMENT DOWN – OVERAGE

For divisions Novice and above all Movement Down applications must be made through GPMHA Executive to Hockey Alberta following Hockey Alberta's Criteria and are pending Hockey Alberta's approval.

Player movement, due to age, below Novice will not be permitted.

Policy #422 - Player Movement – Special Requests

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW:	February 2018
RESPONSIBILITY:	GPMHA Executive, Commissioners
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To provide guidance in situations where players may have a special request.

PURPOSE:

To allow player placement in appropriate situations approved by GPMHA

SCOPE: All players in the Recreation Division of GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Special Requests will not be permitted in the Competitive Division. Special Requests will only be considered in extreme circumstances in the Recreation Division. If exceptional circumstances/situations exist, there is a provision for you to formally apply in writing at least 2 weeks prior to the first ice time. Twins and siblings in the same age group in Recreation Division can be deemed to be “Extreme Circumstance” and that they may be placed together at the lowest level that either one evaluates at. Convenience is not considered “exceptional”.

Policy #430 - Player Affiliation - Atom to Midget

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW	February 2018
RESPONSIBILITY:	GPMHA Executive, Commissioners, Team Staff
APPENDICES:	GPMHA cover affiliation letter
CROSS-REFERENCE:	Hockey Alberta Regulations Section A, Rule 8.

POLICY STATEMENT:

To provide guidance in situations where a player is needed on a higher ranked team than the team they are registered with.

PURPOSE:

To allow player movement up in appropriate situations.

SCOPE:

All players in GPMHA; Atom to Midget Divisions.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- 1) Head Coaches must submit in writing to the GPMHA office a list of desired affiliate players by October 30th of the current season.
- 2) In order to ensure that all GPMHA teams will have an available player pool to draw from, there will be player count restrictions of 5 forwards, 3 defence and 1 goalie allowed per GPMHA team.
- 3) A team representative must attend the Annual Affiliation Meeting and come prepared with an expanded list of requested affiliates in the case that some of the first choices may not be available. This rep must be able to finalize the affiliation list for the team.
- 4) Players can only be affiliated to a team at a higher level, not laterally.
- 5) Once decisions are made, the team affiliation lists will be submitted to the GPMHA Registrar, entered into the Hockey Canada Registry system and filed for approval. Once approval comes back to the GPMHA office, the affiliates may be used.
- 6) The coach wishing to use an “affiliated player” must speak to the player’s regular coach and obtain permission to speak to the player and his/her parents - EACH AND EVERY TIME and with reasonable notice.
- 7) If permission is granted, the coach must speak to the players' parents and obtain the parents' consent.
- 8) The coach may then approach the player and inquire whether the player wishes to play the proposed game.
- 9) The player is to be used “only” for replacement of sick, injured, or suspended players, not to extend the bench
- 10) Affiliates may only be used as per Hockey Canada and Hockey Alberta current season's rules. See Hockey Alberta Regulations Section A Minor Hockey, Rule 8.

PROCEDURE TO UTILIZE AFFILIATED PLAYERS:

The player’s home head coach has the final say on whether a player is allowed to practice or play up with their affiliated team. GPMHA strongly encourages home head Coaches to allow their players to play up in games and practices where it does not conflict with their home team schedule.

Policy #431 - Player Affiliation - Novice

APPROVED: March 10, 2017	REVIEWED: March, 2017
NEXT REVIEW:	February 2018
RESPONSIBILITY:	GPMHA Executive, Commissioners, Team Staff
APPENDICES:	
CROSS-REFERENCE:	Hockey Alberta Regulations Section A, Rule 8

POLICY STATEMENT:

To provide guidance in situations where a player is needed on a different team than the team they are registered with.

PURPOSE:

The principle of affiliation at the Novice category is to provide for replacement players when regular team players are sick, injured or otherwise unavailable.

SCOPE:

All players in GPMHA Novice division.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Providing affiliations are entered into the Hockey Canada Registry system, filed for approval and approved, the affiliates may be used.

If an individual player on a Novice team is affiliated to an Atom or higher team in accordance with HA regulations, the team with which that player is registered may not enter into a team to team affiliation agreement with any team.

- 1) The player is to be used “only” for replacement of sick, injured, suspended players, or not enough registered team players to play a game and not to extend the bench.
- 2) If the team has 15 registered players and are missing 3 in a game situation, only 3 affiliates may be used. The gamesheet must only include a maximum of 15 players, registered plus affiliates.
- 3) Affiliated players are to maintain their home team schedule FIRST.
- 4) The Coach must first obtain permission from the Commissioners involved.
- 5) The Coach wishing to use an “affiliated player” must speak to the player’s regular Coach and obtain permission to speak to the player and his/her parents - EACH AND EVERY TIME and with reasonable notice.
- 6) If permission is granted, the Coach must speak to the players' parents and obtain the parents’ consent.
- 7) The Coach may then approach the player and inquire whether the player wishes to play the proposed game.
- 8) Hockey Alberta Rules and Regulations concerning affiliated players must be strictly observed, and the player may only play the maximum number of games allowed by Hockey Alberta.
- 9) Commissioner must be informed of all games played by the affiliated players.
- 10) Name of a player or players being replaced must be given to Commissioner.

Policy #509 - Parent/Legal Guardian Pledge/Code of Conduct

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	January 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

It is the intention of this pledge to promote proper behaviour and respect for all participants within GPMHA. All parents must sign this pledge before being allowed to participate in hockey.

PURPOSE:

To define the GPMHA Parent/Legal Guardian's Pledge and Code of Conduct.

SCOPE:

All parents/legal guardians of athletes in GPMHA and any subsidiary organizations

DEFINITIONS:

PROCEDURE/GUIDELINES:

Parents/Coaches and Athletes are expected to abide by this code.

GPMHA PARENT/LEGAL GUARDIANS' PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.

Both parents must sign this pledge before this application for registration is accepted.

CODE OF CONDUCT FOR PARENTS AND LEGAL GUARDIANS

1. I will remember that my child plays hockey for his or her enjoyment, not mine.
2. I will praise my child for putting forth their best effort during team practices and games.
3. I will support my child and his/her team by:
 - A. ensuring that practices, games, and team events are attended.
 - B. respecting the team rules and protocol as set by the coaching staff.
 - C. offering my time and skill for volunteer opportunities.
4. I will remember that children learn by example, and will:
 - A. applaud good plays and performances by both my child's team and their opponents, encourage my child to play by the rules and to resolve conflict without hostility or violence.
 - B. reinforce for my child that doing one's best is more important than winning.
 - C. never ridicule or yell at any player for making a mistake or losing a game.
5. I will support my child's hockey program by:
 - A. recognizing that officials are being developed in the same manner as players. I will never question an official's judgment or honesty in public.
 - B. respecting the volunteers who give their time to hockey for my child.
 - C. I will never in verbal or written statements, including electronic form, harass or degrade the efforts of those who provide a hockey program for the community.
6. I will support all efforts to remove verbal and physical abuse from my child's hockey environment and from Grande Prairie Minor Hockey Association.

7. I/We, the undersigned certify the above information to be true and in consideration of the granting of this certificate to me with the privileges incident thereto, and by signing this certificate I/We have become subject to the rules, regulations and decisions of Grande Prairie Minor Hockey, which includes the GPMHA Bylaws, Policies and Procedures, the Perfect Sports Fan Program, the Fair Play Codes, Chain of Communication, and the 24 Hour Rule, Rules and Regulations of Hockey Canada and Hockey Alberta.

Further, the information requested above is required by Grande Prairie Minor Hockey to facilitate hockey programs on behalf of the registrant, volunteers and Grande Prairie Minor Hockey. Grande Prairie Minor Hockey will treat this personal information with the utmost respect and in accordance with Grande Prairie Minor Hockey Privacy Policy at all times.

Grande Prairie Minor Hockey does not sell, trade or otherwise share the information we collect outside Grande Prairie Minor Hockey, Hockey Alberta, Hockey Canada and our associate Leagues. However we may from time to time use this information for the purposes of offering additional services and/or hockey specific research. Use of photos on our website are provided by coaches and GPMHA Executive. If you do not wish to have your child's photo displayed on the website please advise the GPMHA office in writing.

We, the undersigned agree to abide by the principles of this CODE as set and supported by Grande Prairie Minor Hockey Association. We also agree to abide by the rules, regulations and decisions as set forth by Grande Prairie Minor Hockey Association.

PRINT NAME	SIGN NAME	DATE
_____	_____	_____
_____	_____	_____

This document must be signed by both parents and/or legal guardians of the child applying for registration, in order for the application to be complete.

Policy #510 - Athlete's Rights

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	January 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	GPMHA Bylaw: Disciplinary Matters, Article 5.

POLICY STATEMENT:

The GPMHA exists to provide a positive learning and maturing experience for young athletes in a minor hockey setting.

Each Athlete has...

1. The right to fair and impartial treatment.
2. The right to have fun.
3. The right to play as a child and not as an adult.
4. The right to be treated with dignity.
5. The right to have their needs and not those of the adults fulfilled.
6. The right to have a positive example set by adults in minor hockey.
7. The right to participate at the division of their ability, normally within their respective age group.

PURPOSE:

To define the rights of the athletes of GPMHA

SCOPE:

All athletes in GPMHA and any subsidiary organizations

DEFINITIONS:

PROCEDURE/GUIDELINES:

It is the duty of GPMHA to ensure the rights of the young athlete are met. It is important that the expectations that parents have of their children in the program are in line with the Fair Play Codes and the expectations of the Association, Hockey Alberta and Hockey Canada.

Any violation on the rights of the Athletes will be handled as per GPMHA Bylaw: Disciplinary Matters, Article 5.

Policy #520 - Fair Play Code- Players

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	March 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

Return the elements of enjoyment and satisfaction to the child participant.

Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.

Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Players

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

PURPOSE:

To define the fair play code for the athletes of GPMHA

SCOPE:

All athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Athletes are expected to abide by this code. Failure to do so may result in a review by the Game & Conduct Committee.

Policy #521 - Fair Play Code - Coaches and Team Staff

APPROVED: May 3, 2017	REVIEWED: May 2017
NEXT REVIEW:	March 2018
RESPONSIBILITY:	Code and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Coaches and team staff

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

PURPOSE:

To define the fair play code for the coaches and team staff of GPMHA

SCOPE:

All coaches and team staff in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Coaches and team staff are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.

Policy #523 - Fair Play Code - Spectators

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	March 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Spectators:

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the official's decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

PURPOSE:

To define the fair play code for the spectators of GPMHA

SCOPE:

All spectators of athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Spectators are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.

Policy #524 - Fair Play Code - Association Administrators

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	March 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

The "Fair Play Codes for Children in Sport" have been developed by the Canadian Council on Children and Youth.

The objectives of the codes are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Make adults aware that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sports or physical recreation by making it attractive, safe, and enjoyable for all children.

Hockey Alberta's Fair Play Code for Association Administrators

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

PURPOSE: To define the fair play code for the association administrators of GPMHA

SCOPE: All association administrators of athletes in GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Association administrators, Coaches and athletes are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.

Policy #525 - Volunteer Code

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	March 2018
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

To create understanding of the role and of volunteers within the organization.

PURPOSE:

To ensure all volunteers understand the requirements and responsibilities of a volunteer within GPMHA.

SCOPE:

All volunteers of the GPMHA organization.

DEFINITIONS:

PROCEDURE/GUIDELINES:

All volunteers work together towards the goals of the team and/or organization as set out at the beginning of the season.

When you have accepted a challenge or responsibility, be sure to follow through.

If unable to fulfil the obligation, it is your responsibility to pass the role on to another person(s).

As a representative of the organization, you have an obligation to publicly support the GPMHA bylaws and the PPM.

Communication is pivotal to any volunteerism. Be prepared to listen and work together with the other individuals involved.

Policy #530 - Privacy Policy

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	October 2017
RESPONSIBILITY:	Game and Conduct Director
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

GPMHA believes in respecting everyone's right to privacy. Access to information is a right of the general public; however, this right must be balanced by appropriate protection of privacy with regard to personal information.

PURPOSE:

Protection of privacy of individuals and families of GPMHA.

SCOPE:

All members

DEFINITIONS:

PROCEDURE/GUIDELINES:

GPMHA collects personal information from prospective members, members, teams staff, and volunteers for the purposes of conducting hockey programming.

Information specific to a player such as is contained on the Application for Registration are collected to determine that the player's geographical, division and level of play information are consistent with Hockey Canada/Hockey Alberta/GPMHA regulations. Historical information concerning last LMHA is collected in order to determine if any GPMHA transfer regulations may apply.

At no time are lists generated for the purpose of marketing, or the sale of information.

Team officials must comply with the GPMHA Privacy Policy. Team contact lists are not to be shared with anyone outside of GPMHA and specifically may not be distributed to outside agencies, companies, associations or individuals other than the GPMHA Associate Leagues.

Use of photos on our website are provided by coaches and GPMHA Executive. If you do not wish to have your child's photo displayed on the website please advise the GPMHA office in writing.

All team lists and medical records must be brought into the GPMHA office at the end of the season for shredding.

Policy #550 - Insurance Information

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	October 2017
RESPONSIBILITY	GPMHA Executive, Executive Director
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada Safety for All Handbook

POLICY STATEMENT:

Insurance is a necessary part of any sport. There are many guidelines to ensure proper coverage of participants and members of GPMHA.

PURPOSE:

Protection of individuals and families of GPMHA.

SCOPE:

All members and staff of GPMHA

Insurance purchased by GPMHA is intended as liability insurance. It is recommended that families have alternative coverage to provide for individual injuries or illness.

DEFINITIONS:

PROCEDURE/GUIDELINES:

Player registration and other procedures are required as part of the insurance policy.

The following items are minimum requirements for insurance purposes.

- Everyone on the bench and ice registered correctly.
- All team staff being certified to the levels they need to be.
- Travel permits.
- Tournament and exhibition sanctions.
- Injury report forms completed accurately and filed with the office on time.

If policy is not followed or items required are missing, insurance may be denied.

Ensure that an injury report form is sent with an injured player if they go to the hospital.

The Hockey Canada insurance is a third party payer, which means private or employer insurance is utilized first, and Hockey Canada insurance is utilized last.

Policy #551 - Injury

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	April 2018
RESPONSIBILITY	GPMHA Executive, Executive Director
APPENDICES:	
CROSS-REFERENCE:	Hockey Canada Safety for All Handbook, Hockey Canada Injury Report

POLICY STATEMENT:

Injuries must be handled appropriately.

PURPOSE:

Protection of individuals and families of GPMHA.

SCOPE:

All members and staff of GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Advise the GPMHA office of any injuries sustained immediately. Provide completed injury reports in a timely manner. Ensure that an injury report form is sent with an injured player if they go to the hospital.

If a player is injured and seeks medical attention they are not allowed to return to play or practice without a Medical Doctor's note. The note must specify whether and when the player may return for practice or games. A physiotherapist's note is not acceptable.

An Injury Report form must be completed and brought into the office. The office will file same with Hockey Alberta. If policy is not followed or items required are missing, insurance may be denied.

The Hockey Canada insurance is a third party payer, which means private or employer insurance is utilized first, and Hockey Canada insurance is utilized last.

Policy # 552- Return to play post brain injury (concussion)

APPROVED: October 25, 2016	REVIEWED: October, 2016
NEXT REVIEW:	August, 2017
RESPONSIBILITY:	All members of GPMHA
APPENDICES:	
CROSS-REFERENCE:	530 Privacy Policy. 551 Injury. Complete Concussion Management System

POLICY STATEMENT:

No player shall be permitted to return to games or practices until cleared by a medical professional(s). Accredited Post Brain injury rehabilitation programs/protocols must be presented to GPMHA, and be followed by the injured person and the team they are associated with.

PURPOSE:

To ensure we are protecting the members of GPMHA and encouraging complete rehabilitation from brain injuries prior to resuming team functions, practice and full pace play.

SCOPE:

All members and staff within GPMHA

DEFINITIONS: a brain injury occurs when an external mechanical force causes brain dysfunction. Traumatic brain injury usually results from a violent blow or jolt to the head or body (Mayo Clinic)

PROCEDURE/GUIDELINES:

Advise the GPMHA office of any brain injuries sustained immediately. Provide completed injury reports in a timely manner. Ensure that an injury report form is sent with an injured player if they go to the hospital.

All members who sustain a brain injury and are part of a GPMHA must disclose such injury on Team medical forms at the start of each season. This includes any head injuries suffered outside of the GPMHA. The program offered by GPMHA is Complete Concussion Management via Access Physio. Members are not required to use Access Physiotherapy for brain injury treatment but are encouraged to have access to a team of medical professionals trained to treat brain injuries if they do occur.

Members in the Competitive stream are required to enroll in the program while members in the Recreations stream are encouraged to participate. Return to play procedures will be followed as per the Complete Concussion Management document provided. Players will not be allowed to return to full pace play or practice until a clean bill of health is provided from their Medical Doctor. It is recommended that reports from any of the following medical professionals be presented to the Doctor prior to returning to activity: Physiotherapists, Optometrists, Chiropractor, and any medical professionals that treated the injured member.

Policy #565 - Process for Improvement

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	November 2017
RESPONSIBILITY:	GPMHA Executive
APPENDICES:	
CROSS-REFERENCE:	GPMHA bylaws, article 13

POLICY STATEMENT:

Updating and changing policies is necessary to continue to develop a strong minor hockey program. To be an effective organization, we must ensure that changes are made in a logical manner, and ensure that improvement of existing systems and procedures is an ongoing expectation for program delivery and development.

PURPOSE:

To allow for effective communication with regards to suggestions for improvement.

SCOPE:

All members and staff of GPMHA

DEFINITIONS:

PROCEDURE/GUIDELINES:

Members are encouraged to provide feedback to assist with improvements. Feedback will be collected from the members of the organization at the end of each hockey season and will be used to identify changes required.

Direction from HOCKEY ALBERTA and HOCKEY CANADA will be sought out and used to make required changes on an annual basis.

The Executive will study the above information collectively to make suggestions for additions, deletions, or changes to the Policy and Procedure Manual.

Policy #566 - Delegation to Executive Meetings

APPROVED: May 3, 2017	REVIEWED: April 2017
NEXT REVIEW:	November 2017
RESPONSIBILITY:	Secretary and President of GPMHA
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:

Attendance at GPMHA Executive meetings must be requested and accepted before attendance at a meeting can occur.

PURPOSE:

The purpose of meetings of GPMHA is to conduct the business of the association. Business may be confidential in manner, so attendance must be limited.

SCOPE:

Any person wishing to attend an GPMHA Executive meeting with a specific purpose.

DEFINITIONS:

PROCEDURE/GUIDELINES:

A request to attend a GPMHA Executive Meeting must be made in writing by contacting the Secretary or Executive Director.

The delegation must not exceed 3 three people.

Delegates will be allotted 15 minutes for their presentation. Delegates are asked to remain outside the meeting room until invited into the meeting.

If necessary or appropriate, please have written documents available to the Executive in attendance.

Be prepared to answer questions when the presentation is complete.

The Executive will discuss your presentation prior to the adjournment of the meeting.

Any delegate will be contacted by a member of the Executive within 72 hours to update them as to the direction to be pursued as a result of the presentation. Delegates will be kept informed of all progress made on concerns until finalized.