



<b>1.</b>	<b>PRMHA IN GENERAL</b>
	<b>PREAMBLE</b>
	Policy Statement
	These Operational Policies, Rules & Guidelines outline the regulations under which The Peace River Minor Hockey Association (PRMHA) conducts hockey operations. All members of the Association, including players, parents, coaches, team officials, or team follower and fan; are bound by the Bylaws, Operational Policies, Rules & Guidelines and regulations of the Association, Hockey Alberta and Hockey Canada. The following interpretations apply: Policy statement: a formal declaration outlining the methods in which the Association intends to conduct its affairs and act in specific circumstances Rules: statements directing members on how they should behave Guidelines: recommended practices
<b>1.1.1</b>	<b>GOVERNING BODIES</b>
	<i>Policy Statement</i>
	As a condition precedent to membership in Hockey Alberta, the Association agrees that:
<b>(A)</b>	Hockey Alberta is the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to Hockey Canada;
<b>(B)</b>	it shall unconditionally obey and abide by: The Bylaws, Regulations and policies of Hockey Alberta; the Rules and the bylaws and regulations of Hockey Canada; and any amendments thereto as are in force from time to time; and it will abide by the interpretation of the Hockey Alberta Board with respect to such Bylaws, Regulations and policies of Hockey Alberta and the Rules and the bylaws and regulations of Hockey Canada, subject only to the rights of appeal as provided for by the bylaws of Hockey Canada.
<b>1.2</b>	<b>VISION</b>
	<i>Policy Statement</i>
	The vision of the PRMHA shall be to be recognized as a premier minor hockey association in Alberta, and be the hockey association after which other associations are modelled.
<b>1.3</b>	<b>MISSION STATEMENT</b>
	<i>Policy Statement</i>
	The mission of the PRMHA shall be to provide a full-ranged hockey program to enhance the abilities of participants at all levels.
<b>1.4</b>	<b>PHILOSOPHY</b>
	<i>Policy Statement</i>
	The philosophy of the PRMHA shall be to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all participants.
<b>1.5</b>	<b>VALUES</b>
	<i>Policy Statement</i>
	The PRMHA shall value the game of hockey and strive to operate under a set of bylaws, rules and policies, which ensures a fair and equitable hockey program that provides for the development of participants at all levels. The PRMHA shall value its volunteers and staff. The PRMHA shall value a committee approach to the operation of the association and value open communication to members. Decisions shall be made by the membership subject to executive approval under the current bylaws, rules and policies of the association. The PRMHA shall apply the bylaws, rules and policies of the association consistently.
<b>1.6</b>	<b>PRMHA</b>
	<i>Policy Statement</i>



The Peace River Minor Hockey shall be referred to in this document as PRMHA or the Association.

- (A) PRMHA has an office located at the Baytex Energy Centre, 9810 73 Ave, Peace River, AB T8S 1E2
- (B) The office telephone, fax and email can be found on PRMHA's website: <http://www.peaceriverminorhockey.com/>
- (C) PRMHA mailing address is: Peace River Minor Hockey, Box 5142, Peace River, Alberta, Canada, T8S 1R8
- (D) PRMHA employs an administration position and bookkeeper. Board members are posted on the website and are available via phone & email.
- (E) Hockey Alberta, [www.hockeyalberta.ca](http://www.hockeyalberta.ca), is the governing body of hockey in Alberta.
- (F) Hockey Canada, [www.hockeycanada.ca](http://www.hockeycanada.ca) is the governing body of hockey in Canada

**1.7 BYLAWS**

*Policy Statement*

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

**1.8 COMMUNICATION**

*Policy Statement*

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

**1.9 EXECUTIVE COMMITTEE**

*Policy Statement*

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

- President
- Vice-President
- Secretary
- Treasurer
- Director of Team Officials
- Director of Director
- Referee in Chief
- Equipment Director
- Promotions Director
- Fundraising Director
- Division Directors (3)
- Director of Safety

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

**1.9.1 EXECUTIVE COMMITTEE OPERATIONS**

*Policy Statement*

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

**1.9.2 ADMINISTRATIVE POWERS AND DUTIES**



*Rules and Guidelines*

Executive Committee shall:

- (A) Determine the general policies with respect to the organization, administration and operation of the Association
- (B) Operate the hockey program at all levels.
- (C) Provide for the development of players, coaches and officials
- (D) Make policy rules & guidelines respecting the enrolment of players and their access to fee-based programs operated by PRMHA.
- (E) Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners
- (F) To ensure all proper correspondence reaches the appropriate individuals.
- (G) Sign confidentiality agreements with PRMHA.

**1.9.3 CONDUCT OF MEETINGS**

*Rules and Guidelines*

**(A) ORDER OF BUSINESS**

- i. The items of Business at any regular meeting of the Executive Committee shall, in accordance to the most current version of Robert's Rules of Order, address the following:
  - Call to order
  - Approval of Agenda
  - Minutes of previous, regular or special meetings
  - President's Report
  - Administration update
  - Treasurer's Report
  - Committee Updates
  - Unfinished Business
  - New Business
  - Adjournment
- ii. If there are agenda items, which require specific members to be present, and they are not present, the President shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

**(B) GUESTS**

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

**(C) MINUTES**

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

**(D) VOTING**

- i. Every executive member present shall vote on every matter unless excused by resolution of the Committee from voting



on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to 1.9.3 (D) v below. The President only votes if there is a tie.

ii	A quorum at any Executive Committee Meeting shall be 50% of active Members of the Executive Committee.
iii.	On any general motion, a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 50% majority vote of the quorum to pass the motion. In the case of an equality of votes, the Chairperson of the meeting shall not be entitled to a second or casting vote in addition to their ordinary vote, and the question shall be declared defeated.
iv.	Motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favour of or against such motion. A Member may demand a poll on any vote which shall then be counted by a written ballot.
v.	<p>Members of Executive Committee shall not vote on any question:</p> <ul style="list-style-type: none"> <li>a. Affecting a private company of which they are shareholders</li> <li>b. Affecting a public company in which they hold more than one percent of the number of shares</li> <li>c. Effecting a partnership or firm of which they are members</li> <li>d. A contract for the sale of goods, merchandise, or services to which they are a party</li> <li>e. On any question in which they have direct or indirect financial interest, except questions of general benefit to a class of which they are by statute necessarily members</li> <li>f. Any question directly affecting the placement or discipline of any player to whom they are directly related. Any member excluded by virtue of the above, shall so declare before discussion of the question, shall not participate in the debate, and shall be deemed absent for that specific question.</li> </ul>
<b>(E)</b>	<b>MOTIONS</b>
i.	Each member shall have the privilege of proposing motions for consideration by the Executive Committee with the Requirement of a seconder.
ii.	Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled “out of order” by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.
iii.	On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
iv.	No executive member shall speak more than twice to the same question (only once to a question of order) or no longer than five (5) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
v.	A proposer shall not speak against a motion, even though they shall have the privilege of casting a vote against.
vi.	Where the right to speak on a question is itself a matter for debate, the Chairperson shall poll each executive member to ensure opportunity has been granted.
vii.	A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.
<b>(F)</b>	<b>AMENDMENTS</b>
i.	Each executive member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.
ii.	An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.
iii.	i i i. When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that it practically decides the main question.
<b>(G)</b>	<b>DECORUM</b>



i.	In debate, an executive member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion.
ii.	The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate.
iii.	A speaking member shall respect the Chairperson’s right to speak or recognize a point of order or information. The speaking member shall defer to the Chairperson on such points.
iv.	Calling for the previous question may be ruled out of order by the Chairperson i f, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.
<b>1.9.4</b>	<b>Virtual Meetings</b>
	<i>Rules and Guidelines</i>
	An executive member may participate in a meeting of the Executive Committee by means of telecommuting, video conferencing that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed present at the meeting.
<b>1.9.5</b>	<b>SIGNED RESOLUTION</b>
	<i>Rules and Guidelines</i>
	A resolution signed by all members of the Executive Committee, as such, shall be as validated effectually as if it has been passed at a meeting of the Committee, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.
<b>1.10</b>	<b>STANDARDS OF CONDUCT</b>
	<i>Rules and Guidelines</i>
	These standards of conduct shall apply to all officers of PRMHA, whether elected or appointed, and shall specifically apply to; Members of the Executive Committee, Division Director & Directors. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which officers are expected to observe. Violation of the standards by an officer may lead to a review by the Executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand and/or expulsion.
<b>(A)</b>	<b>In relation to the Association:</b>
i.	The Officers shall adhere to PRMHA policy and seek to change such policy through the proper channels of PRMHA.
ii.	The Officers shall maintain the integrity of the Association at all times, and will not initiate or participate in any activity that will place PRMHA in ill repute.
iii.	The Officers shall not divulge to members of the public any item raised at Executive Committee meetings.
iv.	The Officers shall honour commitments made on behalf of the Association.
v.	Officers shall resign from their position immediately i f they become unable to fulfil the duties or obligations of the position.
<b>(B)</b>	<b>In relation to colleagues (other officers):</b>
i.	The Officers shall not criticize the sphere of operation of another officer except to that Officer or the President. Criticism or reports to the President shall only be made after the Officer has been made aware of the nature of the criticism to be levelled.
ii.	Officers shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public
iii.	The Officers shall refer to appropriate PRMHA Officer’s issues arising in the community with respect to their sphere of operation.
iv.	The Officers shall not undermine the confidence of Association members in other offices.



<b>(C)</b>	<b>In relation to the membership</b>
<b>i.</b>	The Officers shall fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with PRMHA..
<b>ii.</b>	The Officers shall treat members with dignity and respect and are considerate of their circumstances.
<b>iii.</b>	The Officers shall not use their position for personal profit, or for the profit of immediate family members.
<b>iv.</b>	The Officers shall not use their position to influence the placement of any players.
<b>v.</b>	The Officers shall not use their position to influence the selection of any coach or team official.
<b>2</b>	<b>ADMINISTRATIVE OPERATIONS</b>
<b>2.1</b>	<b>PLAYER REGISTRATION</b>
	Policy Statement
	PRMHA shall provide for membership based on registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. PRMHA endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.
	Rules and Guidelines
	The Administrator will be responsible for all registration issues for all participants within PRMHA. The full duties of the Administrator are outlined within the PRMH Bylaws.
<b>2.1.1</b>	<b>Player Eligibility and Boundaries</b>
	Policy Statement
	The Association shall provide programs for players, aged 4 to 17 years of age, in accordance with our stated bylaws. Non-resident players are only admitted to the program under special rules established by leagues for “import” players in the AA Program and under specific direction of the Executive Committee.
	Rules and Guidelines
<b>(A)</b>	Resident player: In order for a player to be eligible to register as a member of PRMHA, play, practice with a team, or participate for tryouts, a player must reside within PRMHA boundaries. Residential status of a player’s parents or legal guardian must be established at time of registration.
<b>(B)</b>	A player may not establish residency for the principal purpose for playing or practicing hockey.
<b>(C)</b>	Girls divisions: because of the nature of these hockey programs, have other boundaries with the provision that no PRMHA player will be displaced.
<b>(D)</b>	Legal Guardianship of a player exists where the parents are not deceased and whose principle residence lies outside the above boundaries, and a petition to and the endorsement of a court of law exists transferring responsibility for the players care and protection to a third party, who meets the above residential requirements. Any player with a parent whose principle residence lies outside the PRMHA boundaries must provide the Administrator with the following information in writing:
<b>i.</b>	The name(s) of that person’s legal guardian(s)
<b>ii.</b>	Copies of legal guardianship papers
<b>iii.</b>	The address at which the player will reside during the current hockey season and proof thereof.
<b>(E)</b>	Players registering with PRMHA under a Legal Guardianship are eligible to be drafted to the representative/club level until they have played one complete season with PRMHA.
<b>(F)</b>	Violation of residence regulations could result in player suspension of 1 to 3 years.
<b>(G)</b>	Final date for player registration is January 10th of the current hockey season. A player may be released to play up to



and including January 10th of the current hockey season.

**(H)** Players who move within the borders of the province after January 10th and up to and including February 10th may apply to the President for special permission to register if they or their family have been transferred by their employer or for any other extenuating reason acceptable to Hockey Alberta. Application for permission and reasoning must be made in writing. Such players are NOT eligible for Provincials.

**(I)** A player must only be assigned to one (1) Team sheet per season. Players signing with one or more team without releases/transfers can be suspended at the discretion of Hockey Alberta.

**(J)** Import player: any player who does not meet the above residential requirements

i. Import players must complete all paperwork required by Hockey Alberta in order to be eligible to play, practice or participate in tryouts.

ii. PRMHA follows import guidelines as set out by Hockey Alberta.

iii. Status of Imports: a player retains the status of an import, wherever the principal parental residence is outside PRMHA boundaries, irrespective of the number of years played on an Association team.

### 2.1.2 Registration Requirements

#### *Rules and Guidelines*

**(A)** Current players MUST have previously supplied proof of age. An electronic copy of a birth certificate, passport or baptismal certificate remains on the players' electronic file locally and within PRMHA.

**(B)** New players MUST upload a copy of their birth certificate into the player registration system and provide proof of residency as set out by the Administrator. In situations where it is not possible to obtain birth certificate, the following may be accepted:

i. A valid passport

ii. A duly certified baptismal certificate issued before the age of ten (10) years or the age at the date of entry into this country as certified by the form filled out at the port of entry or other suitable documents.

**(C)** Registration is undertaken with the understanding that additional team fees and/or fundraising may be required. No registration will be approved until all fees are paid and required documentation is received. All registrations are subject to review by the Administrator.

**(D)** Completion of the Respect in Sport "Parent Program" by at least one parent of players shall be a condition of their child's eligibility to participate on a sanctioned Hockey Team.

### 2.1.3 Payment of Fees

#### *Rules and Guidelines*

**(A)** All players must be registered with PRMHA before participating in any on ice activity.

**(B)** The Executive Committee will establish general registration fees, special program fees and league surcharges annually. This will include any late payment penalties.

**(C)** Payment of the full registration fee must be made in accordance with the payment structure agreed to upon registering, or sooner.

**(D)** Payment Plans

i. Shall be approved by the Association.

ii. If payments are not honoured, the player maybe be suspended immediately and a note added to HCR system indicating amount owing.

iii. Shall have the last payment paid by Sept 30th of the current hockey season

**(E)** Credit Card, E-transfer and cash are payment options.

i. Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan



ii.	Revoke the registration
<b>2.1.4</b>	<b>Refund of Fees:</b>
	<i>Rules and Guidelines</i>
	Refunds for players withdrawing prior to the start of the season or before commencement of tryouts, from the program will be paid, upon written application to the Administrator, less a \$60.00 service charge fee, according to the following:
(A)	No portion of the late registration fee will be refunded.
(B)	Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees
(C)	For players withdrawing voluntarily for personal reasons, the refund will equal the registration fee, less \$60.00 service fee (HA Insurance cost \$25 and \$35 PRMHA Administration fee) , less refund of fees will be prorated accordingly over the hockey season.
i	The hockey season for these divisions is defined as 7 months – September through to March for U13,U15,U16 and U18. The hockey season for these divisions is defined as 6 months - October through to March for U11, U9 and U7.
(D)	The \$60.00 service fee will not be charged for players withdrawing as a result of personal injury, the season will be prorated.
(E)	All players choosing to withdraw are no longer considered PRMHA members for the duration of the season. Should a player wish to return, they must pay the full registration amount prior to January 10 for PRMHA membership to be reinstated.
(E)	The \$60.00 service fee will not be charged for players withdrawing as a result of a residential move outside of PRMHA's boundaries. Proof of new residence will be required along with written application to withdrawal.
(F)	No refunds will be allowed after December 31 if a player chooses to quit.
(G)	There will be no refund issued until all equipment assigned to the player, parent or team is returned in satisfactory condition. There will be no charge levied for the return of sweater or PRMH equipment if in good condition.
(H)	Release forms must be signed by the President or acting designate and the Administrator.
(I)	Tryout fees are non-refundable
<b>2.2</b>	<b>PURCHASING</b>
	<i>Policy Statement</i>
	The Executive Committee is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Officers shall adhere to Purchasing Policy Rules & Guidelines. Any Officer found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Committee.
<b>2.2.1</b>	<b>Authority to Purchase</b>
	Authority to Purchase shall be through established budget or by vote of the Executive Committee, following outlined procedures and policies.
<b>2.2.2</b>	<b>Major Purchases</b>
(A)	All major purchases from \$500.00 to \$4999.99 must be approved by the President and one of the following Vice President or Treasurer if outside approved budget.
(B)	Items valued greater then \$5000.00 must be supported by two written quotations
(C)	Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved in the current budget.
<b>2.2.3</b>	<b>Purchasing Authority</b>
	Authority to purchase items under the contract is restricted to those items specified in the tender and is also restricted to the executive member or PRMHA employee responsible for the contract as specified in the tender ( e.g. a contract to purchase equipment; the Equipment Administrator is the only authorized purchaser). In the event that the person





specified in the tender is unavailable, then the Executive shall assign an appropriate person. All purchased equipment items must have a PRMHA approved.

**(A) Changes and Amendments**

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

**(B) Limitations**

- i. Executive Committee Members are allowed to submit quotes verbally or by tender but declare conflict of interest and follow the bylaw 4.7.
- ii. No Executive Member or Employee shall solicit or accept gratuities, favours, or anything of value from potential and current contractors.

**(C) Contract Extensions**

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

**2.3 MEDIA RELATIONS**

*Policy Statement*

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

**2.3.1 Advertising**

*Rules and Guidelines*

PRMHA shall establish:

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

**2.3.2 Media Enquiries**

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

**2.4 LOGO, COLOURS, SUPPLEMENTARY CLOTHING**

*Policy Statement*

PRMHA recognizes that a standard set of colours may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials



and followers. Supplementary clothing is optional, however, explicit specifications for products bearing PRMHA logo are designed to provide season-to-season continuity and reduce costs to parents.

#### 2.4.1 Logo & Colours

(A) The Association logo is as follows:



(B) The PRMHA logos are restricted to official material authorized and approved by the Executive Committee..

(C) PRMHA logos may not be altered without approval by the Executive Committee. Teams must bring proposed changes to their respective Director who will arrange to include this item on the next Executive Committee agenda.

(D) PRMHA colours shall be red, white and black.

(E) Logos can and will be supplied through the PRMHA upon request.

#### 2.4.2 Supplementary Clothing

(A) All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

(B) Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents. PRMHA recommends the team not subsidize the purchase of supplementary clothing for coaches and other team officials.

(C) Supplementary clothing, purchased as team wear, shall comply with PRMHA colours and specifications to qualify to bear the PRMHA logo.

(D) PRMHA teams are encouraged to avail themselves of the standard clothing, however should a team elect to purchase supplementary clothing, which does not meet the specifications; this clothing may not bear the PRMHA logo.

(E) Not all-supplementary clothing can bear sponsors logos on apparel. PRMHA will provide a space on the website for advertisement of sponsorship.

(F) Supplemental clothing is to be purchased through the PRMHA “store”, any clothing sourced outside of the store, bearing the PRMHA logo, must be approved by the PRMHA Board.

(G) The standard color for PRMHA track suits and team coats is black.

#### 2.5 EQUIPMENT

##### *Policy Statement*

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

#### 2.5.1 Jerseys

(A) PRMHA shall provide each team with numbered jerseys.

(B) Jerseys should be cleaned and inspected on a regular basis. It is recommended by the manufacturer, that the jerseys be professionally cleaned periodically and that no industrial chemicals are used in the cleaning process. Absolutely and under no circumstances, should jerseys be cleaned with bleach or dried in a conventional dryer, which may result in discoloration and deterioration. Should jersey condition be compromised as a result of team negligence, that team will be responsible for replacement of the jersey(s).

(C) Jerseys are to be used for games only. Players should not be wearing the game jerseys for practices.

(D) Once jerseys are assigned by the Director of Equipment alterations to any part of the jersey i.e. Numbers, Cresting, etc. is prohibited.



<b>(E)</b>	Team jerseys are the property of the Association and shall be cared for accordingly.
<b>(F)</b>	Parents must purchase standard PRMHA socks home and away for players.
<b>2.5.2</b>	<b>Team Equipment</b>
	Team Managers, or their delegate, should visually inspect all equipment and report any anomalies that may be present before signing the equipment out of the equipment room. Once equipment has been taken away from the equipment room, the team will be held accountable for the care and maintenance of that equipment.
<b>(A)</b>	<b>Assigned Equipment</b>
<b>i</b>	Under 7 (U7): hockey jerseys, goalie stick and pucks.
<b>ii</b>	Under 9 (U9)/Under11 (U11): hockey jerseys, goalie equipment for 1 goalie (pads, chest protector, catcher, blocker, s tick), pucks and first aid kit.
<b>iii</b>	lost or stolen equipment must be reported to the Director of Equipment immediately. Under 13(U13)/Under 15(U15)/Under 16(U16)/Under 18(U18): hockey jerseys, pucks and first aid kit.
<b>iv</b>	Any equipment that is damaged or missing, has not been repaired by the time of the equipment return, will be fixed or replaced at the team’s expense.
<b>v</b>	Under no circumstances, will equipment that is provided by PRMH, will be allowed to be taken out of the equipment room without the proper paperwork filled out and a deposit cheque left with the Director of Equipment.
<b>vi</b>	All lost or stolen equipment must be reported to the Director of Equipment immediately.
<b>vii</b>	Any equipment that becomes damaged must be repaired immediately to protect the individual using the equipment.
<b>(B)</b>	<b>Equipment and Jersey Returns</b>
<b>i</b>	The Director of Equipment will not accept any individual pieces of equipment that was assigned to a specific team. All equipment must be returned in its entirety, in good condition, for the team to receive their deposit cheque back.
<b>ii</b>	All equipment mentioned above must be returned back to the Director of Equipment on schedule, at the completion of the hockey season and in its entirety.
<b>2.5.3</b>	<b>Safety</b>
<b>(A)</b>	<b>Requirements</b>
	<p>Parents shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with Hockey Canada requirements.</p> <p>Mandatory equipment:</p> <ul style="list-style-type: none"> <li>- CSA approved Helmet with Cage</li> <li>- Neck guard - BNQ certified</li> <li>- Shoulder Pads</li> <li>- Elbow Pads</li> <li>- Gloves</li> <li>- Can (Jock or Jill)</li> <li>- Hockey Pants</li> <li>- Shin Pads</li> <li>- Skates</li> <li>- Hockey Stick</li> <li>- Personal Water Bottle - labeled</li> <li>- Mouth guard if required by league</li> </ul>
	Full safety equipment including approved helmet, face guard, mouth guard and neck guard must be worn and properly secured by all players when on the ice for evaluation, practices, warm-ups or games. This applies even to players who may be assisting in on-ice sessions or practices for teams of a lower category unless the player took Respect in Sport for Activity Leader and i s rostered on team roster. All coaches and team officials must comply with Hockey Canada’s guidelines and on-ice equipment requirements. Figure skates and speed skates are not permitted. Goal skates can only be used by the goaltender.



## 2.6 SPONSORSHIP

### *Policy Statement*

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

### Rules and Guidelines

- (A) The Association encourages members, players, and parents to support all businesses and individuals who support PRMHA.
- (B) Team officials may obtain sponsorship from family and friends (or their businesses) of the athletes or coaching staff of the team. Any solicitation for sponsorship beyond or outside this group requires prior written permission of the Executive Committee.
- (C) Team officials are expressly prohibited, without written consent from the Executive Committee in advance, from affixing team sponsors' names, logos or other recognition to PRMHA provided jerseys.
- (D) Team officials are expressly prohibited, without written consent from the Executive Committee in advance, from applying for grants or similar funding or financial assistance through governmental bodies or agencies.
- (E) The Sponsorship Director shall oversee the day-to-day administration of the Association's sponsorship activities and programs. The full duties of the Director are outlined within the PRMH Bylaws.

## 2.7 FUNDRAISING

### *Policy Statement*

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

### Rules and Guidelines

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



(L)	Any team fundraising requires a Special Event permit in accordance with Hockey Alberta and as outlined on the PRMHA website.
<b>2.8</b>	<b>SPECIAL PROGRAMS</b>
	<i>Policy Statement</i>
	PRMHA shall co-operate with groups in providing special programs in the support of hockey in PRMHA. All local hockey-related businesses and groups may contact the Association to have their website posted on the “links” section of the PRMH website.
<b>2.9</b>	<b>PRIVACY</b>
	<i>Policy Statement</i>
	PRMHA complies with all provincially and federally privacy legislation as it pertains to the collection, use, retention, safeguarding, disclosure and disposal of personal information of prospective and current members, players, coaches, referees, managers and volunteers.
	The Hockey Canada Privacy Policy can be accessed on the Hockey Canada website <a href="https://www.hockeycanada.ca/en-ca/corporate/about/privacy-policy">https://www.hockeycanada.ca/en-ca/corporate/about/privacy-policy</a>
<b>2.10</b>	<b>INSURANCE</b>
	<i>Policy Statement</i>
	All players, coaches, assistant coaches, managers, officials, officers, directors, committee members, and volunteers are covered under Hockey Canada’s national insurance program while acting within the scope of his/her duties. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.
	Rules and Guidelines
(A)	Members must refer to the Hockey Alberta website for specific coverage details
(B)	A Hockey Canada injury report must be submitted within 90 days of the occurrence to be eligible for this coverage
(C)	PRMHA will not be responsible for actions emanating from participation in unsanctioned events at any time. Such unsanctioned activity shall automatically void all medical and liability insurance coverage offered as a part of the membership. The responsibility for determining whether or not an event is sanctioned rests solely with the participant.
(D)	PRMHA obtains Commercial General Liability Insurance annually. Teams participating in Hockey Alberta sanctioned events are covered under this insurance policy.
(E)	Only coaches, managers and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team .
<b>2.11</b>	<b>FINANCIAL</b>
	PRMHA complies with all fiduciary responsibilities as outlined in the Canada Not-for-Profit Corporations Act. The Treasurer oversees PRMHA’s Financials. The full duties of the Treasurer are outlined within the PRMH Bylaws.
<b>2.11.1</b>	<b>Expense claims</b>
	Expense claims must be submitted by April 30 of the hockey season for which the expense was incurred. All expense claims must be supported by receipts and approved in accordance with Section 2.11.2
<b>2.11.2</b>	<b>Approval of Invoices</b>
	Rules and Guidelines
(A)	All members of the Executive Committee shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Committee.
(B)	The President, Vice President, Treasurer, and Secretary will act as signing authorities



<b>(C)</b>	To be eligible for a reimbursement, an expense form must be completed and accompanied by detailed receipts
<b>(D)</b>	Whenever possible an individual having a cheque issued to them personally should not sign the cheque.
<b>(E)</b>	All cheques must be signed by two (2) signing authorities as outlined in 2.11.2. (B).
<b>(F)</b>	When representing PRMHA in an official capacity, mileage expenses will be reimbursed in accordance with the current federal government website.
<b>i</b>	PRMHA WILL REIMBURSE FOR accommodation to a maximum rate of \$200.00 per night, including all applicable taxes. It is mandatory that accommodation receipts are submitted with an expense sheet.
<b>3</b>	<b>HOCKEY OPERATIONS</b>
	<i>Policy Statement</i>
	The Executive Committee shall be in charge of the responsibility of managing PRMHA's Operations. The objective is to ensure the orderly operations of all hockey programs, be developing, revising, and managing operational parameters while bringing forward recommendations for policy and bylaw changes.
<b>3.1</b>	<b>DIVISION CATEGORIZATION</b>
	<i>Policy Statement</i>
	The Association supports a comprehensive hockey program for all registered players residing within established boundaries, irrespective of talent or ability
	Categorization of players in each age division is generally based on demonstrated skills in the sport of ice hockey. PRMHA recognized categories are as follows:
	All Peace Hockey League: U11, U13, U15 and U18; Development: U7, U9.
	Northwest Hockey Club (NHC) recognized categories are as follows:
	Alberta Elite Hockey League (AEHL) U13AA to U18AA Hockey Alberta U11AA
	Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues according to community size and population. PRMHA's Executive will govern PRMHA participation in various leagues and will determine the entrance into such leagues based on what is best for the PRMHA.
	Rules & Guidelines
<b>(A)</b>	The age of the player as of December 31 determines the division in which they are eligible to play.
<b>(B)</b>	All players registered in the association play at the category and tier consistent with their skills and abilities. The difference between categories within a Division reflects varying abilities and skill levels of players for that particular year, who are at various levels of development.
<b>(C)</b>	Divisions: The leagues are split into major divisions for the purpose of administration
<b>i</b>	AA Model (U18, U15, U13)
<b>ii</b>	U18 (Under 18)
<b>iii</b>	U16 (Under 16)
<b>iv</b>	U15 (Under 15)
<b>v</b>	U13 (Under 13)
<b>vi</b>	U11 (Under 11)
<b>vii</b>	U9 (Under 9)
<b>viii</b>	U7 (Under 7)
<b>ix</b>	Female Division



<b>x</b>	Pond Hockey
<b>3.3</b>	<b>LEAGUES</b>
<b>3.3.1</b>	PRMHA's "AA" teams participate in the Alberta Elite Hockey League(AEHL), and shall abide by all bylaws, policies, rules and guidelines set forth by that league.
<b>3.3.2</b>	<b>U9 TO U18 LEAGUES</b>
	PRMHA's U9 to U18 teams play in the All Peace Hockey League (APHL) and shall abide by all bylaws, policies, rules and guidelines set forth by that league.
	<i>Rules &amp; Guidelines</i>
<b>(A)</b>	A tier system strives to ensure teams in a division are competitive with each other.
<b>(B)</b>	The purpose is to create parity throughout the categories under jurisdiction of APHL. This ensures positive and productive participation and the fair and equitable treatment of all participants through the re-tiering of teams within divisions. It
<b>3.5</b>	<b>ICE ALLOCATION</b>
	<i>Policy Statement</i>
	The PRMHA Administrator shall assign ice for the association. Ice allotment will be modeled after Hockey Canada's Participants Development Model which can be found on the Hockey Canada website. Other considerations such as fees paid, number of teams, and available ice are also factored into ice allotment at each division level.
	<i>Rules &amp; Guidelines</i>
<b>(A)</b>	The PRMHA Administrator allocates game ice to the AA Model and APHL Divisions as required by the external leagues to which they belong.
<b>(B)</b>	The PRMHA Administrator schedules all practices and games. U7 & U9 practices are held on shared ice and normally 45 minutes in length.
<b>(C)</b>	The PRMHA Administrator is responsible for ensuring all teams within that division are given an equal amount of practice ice.
<b>(D)</b>	The PRMHA Administrator will make direct contact with team management (Head Coach & Team Manager) with respect to ice schedules. All communications from coaches to the PRMHA Administrator with respect to the regular schedule or practice ice, shall have the Division Director being carbon copied in email.
<b>3.5.1</b>	<b>Changes to Ice Allocations</b>
<b>(A)</b>	Practice ice returns: PRMHA teams are expected to make every effort to use all the PRMHA ice allotted to them.
<b>(B)</b>	In cases where Ice has been assigned to teams and not used, PRMHA may invoice the team for a no-show fee. To avoid this fee, teams must provide written notice, via email to the Ice Allocator at least 8 days before the ice time they are unable to use.
<b>(C)</b>	Coaches may trade conflicting practice ice with other PRMHA teams as long as the PRMHA Administrator is informed of the trade via email.
<b>3.6</b>	<b>LEAGUE GAMES</b>
<b>3.6.1</b>	<b>Timing Regulations</b>
	<i>Rules &amp; Guidelines</i>
<b>(A)</b>	For teams participating in leagues outside of PRMHA's Development Leagues, game length will be specified by Hockey Canada guidelines.
<b>3.6.2</b>	<b>Team Officials</b>
<b>(A)</b>	Home team will supply team official for the purpose of scorekeeping and timekeeping as per leagues
<b>(B)</b>	Player boxes: Maximum five (5) team officials allowed in the player's box at any time and duly noted on the game sheet.
<b>(C)</b>	All scheduled league and playoff games will take precedence over all other team commitments.



<b>(D)</b>	No player shall participate in regular league games with other than his or her designated or affiliated team. In Pee wee or above, if a goaltender is injured, and no other player on the team can substitute, the Division Director may assign a goaltender from another team within the same category, or from a lower category to substitute following Hockey Alberta procedures.
<b>(E)</b>	Team officials participating in any on ice activities or are on the bench with any duly registered hockey team must be duly registered in the Registry prior to participating with said team.
<b>(F)</b>	Team officials participating in any on ice activities or are on the bench with more than one (1) hockey team in the same season, shall be duly registered with each and every team of which he/she is a member, prior to participating with the respective team(s).
<b>3.6.3</b>	<b>Playoff Games</b>
<b>(A)</b>	Teams participating in leagues outside PRMHA (i.e. APHL or AA Model) will follow the respective league playoff rules.
<b>3.6.4</b>	<b>Rescheduling League Games</b>
	When a team cannot play:
<b>i</b>	Contact the Administrator to find open ice and follow the respective league procedures for rescheduling league games.
<b>3.7</b>	<b>ELECTRONIC GAME SHEETS</b>
	Policy Statement
	ALL electronic game sheets and corresponding write-ups from League, Exhibition and Tournaments shall be completed within 24 hours of the game for review by the League Commissioner.
	<i>Rules and Guidelines</i>
<b>(A)</b>	Electronic game sheets must be approved by carded team officials in charge of the team before commencement of play, thus verifying the eligibility of the players under their charge and also showing who is responsible for their conduct during the game.
<b>3.8</b>	<b>TOURNAMENTS</b>
	Policy Statement
	PRMHA Teams shall only participate in Hockey Canada sanctioned or approved tournaments.
	<b>Local Tournaments</b>
<b>(A)</b>	Normally the Association will support one or more tournaments per season all PRMHA divisions would have an opportunity to host.
<b>(B)</b>	Divisions may, on approval of the Director, and subject to ice availability as determined by the President, organize other tournaments, above and beyond the regular season on a cost recovery basis.
<b>(C)</b>	Entry Fees: Fees shall be determined by the tournament committee for the division.
<b>(D)</b>	Request for tournament sanctions must be submitted by the tournament committee. Allowing 10 days for approval. Amendments to sanctioned tournaments must allow for a 10 day turnaround prior to tournament start for approval.
<b>3.8.1</b>	<b>Out-of-Town Tournaments and Exhibition Games</b>
<b>(A)</b>	Competition is only permitted with Hockey Canada sanctioned or approved teams.
<b>(B)</b>	Only players registered on your HCR approved team roster may participate as per Hockey Alberta rules and regulations
<b>3.9</b>	<b>PERMITS</b>
	<b>Travel Permits</b>
	Policy Statement
	Travel permits shall be required by teams travelling to tournaments or exhibition games outside of league play.
	<i>Rules and Guidelines</i>





<b>(A)</b>	Travel permits are required for every exhibition away game or tournament.
<b>i</b>	You (Team Management) apply with Director of Director with teams, location, dates, time and contact person
<b>ii</b>	Submit as soon as possible as a turnaround can be a week.
<b>(B)</b>	Permit applications must be received at least three (3) working days prior to the event.
<b>(C)</b>	Travel permits and sanction numbers are not required for the league tiering games or regular league or league playoffs.
<b>(D)</b>	All U7, U9 games require an exhibition game permit. Home team applies for it.
<b>(E)</b>	Electronic Game Sheets - Need to be submitted electronically with Hockey Alberta for any exhibition game or tournament. (Home Team)
<b>(F)</b>	Receipt of the Travel Permit <b>MUST</b> be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game.
<b>(G)</b>	PRMHA teams must have a copy of their Travel Permit with them at the game or tournament and place the Travel Permit number on the/each game sheet.
<b>(H)</b>	Travel Permits will only be available through the PRMHA designated person.
<b>(I)</b>	PRMHA <b>WILL NOT</b> give out emergency Travel Permits.
<b>(J)</b>	Failure to comply with the Travel Permit regulations may result in a complete suspension of travel permits for any non-compliant team.
<b>(K)</b>	Team <b>MUST</b> also ensure that their opponent has the appropriate travel permit if required and that they have placed the Travel Permit number on the game sheet.
<b>3.9.1</b>	<b>Special Event Approval</b>
	<i>Rules and Guidelines</i>
<b>(A)</b>	Teams must apply for a special event permission for all special off-ice activities. Off-ice approved events are listed on the Hockey Alberta website.
<b>(C)</b>	Teams will not be covered under the Hockey Alberta Insurance program if they do not hold the appropriate approval for their event.
<b>3.10</b>	<b>TEAM OPERATIONS</b>
<b>3.10.1</b>	Duties of Division Directors
	<i>Policy Statement</i>
	Division Directors report to the Director of Director. Duties and then specific to each Division Director are included in the PRMHA bylaws.
	<i>Rules and Guidelines</i>
	General Responsibilities are as follows
<b>(A)</b>	Supervise and manage their respective Division.
<b>(B)</b>	Conduct an orientation session with head coaches and supply all Team Officials with the PRMH Policies, Rules and Guidelines manual and bylaws
<b>(C)</b>	Coordinate with Director of Equipment in the assignment and collection of equipment for teams
<b>(D)</b>	Monitor request by teams for exhibition and tournaments
<b>(E)</b>	Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Executive Committee.
<b>(F)</b>	Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Executive Committee.



<b>(G)</b>	Prepare a season end report for the Division, including appropriate statistics and submits to the secretary in preparation for the AGM.
<b>(H)</b>	Liaise with the parent group communicating the association guidelines as required.
<b>(I)</b>	Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions.
<b>3.10.2 Duties of Coaches</b>	
<i>Policy Statement</i>	
Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Head Coach's will only be Head Coach of one team.	
Suspension over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his or her staff in consultation with their Division Director.	
<i>Rules and Guidelines</i>	
Coaches and team management are expected to:	
<b>(A)</b>	Operate the team within established PRMHA policies and guidelines
<b>(B)</b>	Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his or her potential.
<b>(C)</b>	Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is expressly prohibited. Ensures that he or she/and coaching staff is free from drugs and alcohol when representing PRMHA.
<b>(D)</b>	Be sensitive to parent concerns and be prepared to respond cordially when warranted.
<b>(E)</b>	Establish regular communication with parents for information pertaining to games, practices, schedules, fundraising, etc.
<b>(F)</b>	Recognize that while hockey may be the major winter activity of the player, it is not the only activity.
<b>(G)</b>	Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
<b>(H)</b>	Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
<b>(I)</b>	Establish a written set of team rules, which must comply with PRMHA policy guidelines, and enforced equally on all players. The coach must abide by the team rules that are agreed to with the team which includes arrival times for games and practices.
<b>(J)</b>	Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or Association.
<b>(K)</b>	Comply with normal administrative directives by:
i	Submitting a budget to parents
ii	Completing a coaching application and declaration when required.
<b>(L)</b>	All coaches shall hold a meeting of parents of players prior to the first game of the season or November 15, whichever occurs first. Items to be covered include:
i	Proposed budget, including all total financial commitment.
ii	Number of games and practices planned.
iii	Relevant items of Association policy.



<b>iv</b>	All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision
<b>(M)</b>	Coaches are encouraged to foster an environment between parent, player and him or herself that communicate continued development throughout the season.
<b>(N)</b>	All coaches are encouraged to have a practice plan prepared for their practices
<b>(O)</b>	The coach is responsible to ensure that the team managers and treasurer also know their responsibilities and PRMHA policies, rules and guidelines.
<b>(P)</b>	Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players
<b>(q)</b>	Team structure shall include: Head Coach, Assistant Coach, Manager, Treasurer. The coach is responsible for ensuring that these members know their responsibilities and PRMHA policies rules and guidelines.
<b>3.10.3</b>	<b>Duties of Managers</b>
	<i>Policy Statement</i>
	Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.
	Rules & Guidelines
<b>(A)</b>	In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team managers are expected to:
<b>(B)</b>	Assist with operating the team within established policy, guidelines and regulations
<b>(C)</b>	Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained.
<b>(D)</b>	Establish, maintain and enhance communication with the team sponsor.
<b>(E)</b>	Establish, maintain and enhance communication with other Association team managers at the appropriate level.
<b>(F)</b>	Establish, maintain and enhance communication with League commissioners, representatives and participants
<b>(G)</b>	Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coaches delegate:
<b>i</b>	Gathering relevant player medical history data, and establishment of a medical treatment permission waiver
<b>ii</b>	Obtaining travel permits.
<b>iii</b>	Organize parents meetings.
<b>iv</b>	Participating in formulation of team objectives and rules
<b>v</b>	Managing team budget
<b>vi</b>	Supervising and monitoring collection of money and fundraising
<b>vii</b>	Arranging team transportation, accommodation and subsistence
<b>viii</b>	Arranging for additional ice and cancelled ice to be used by another team
<b>ix</b>	Confirm team officials for home games (league or exhibition)
<b>x</b>	Organize and manage parents or parent committees as may be required from time to time, e.g. Team treasurer, fundraising committee, equipment manager, statisticians, webmaster, etc.
<b>3.10.4</b>	<b>Duties of Treasurers/Managing Team Financial Accounts</b>
	<i>Policy Statement</i>



	<p>Team budgets and financial accounts shall be a team activity and responsibility. PRMHA assumes no liability or responsibility in the management of team accounts. The association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.</p>
	Rules and Guidelines
<b>(A)</b>	The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the head coach. Team budgets are to be approved by a majority (2/3) vote of team parents. Every family having one or more players on the team gets one vote and must participate in this vote.
<b>(B)</b>	One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts
<b>(C)</b>	This official, typically referred to as the Team Treasurer is responsible for the following:
<b>i</b>	Preparing financial statements for team parents 3 times a year and are available at any time upon request.
<b>ii</b>	Preparing financial statements for submission to PRMHA Executive Committee via the Division Director and Vice-President according to the following schedule: Period Ending October 31 (Initial Budget) December 15 Submission Date November 1 December 30 Year End March 30
<b>iii</b>	Team accounts are established at ATB under PRMHA, for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained and up to date at all times. The signing officers on each account shall include the Treasurer and President of PRMHA. All account disbursement shall require two signatures. Signing authorities must be approved by the Treasurer of PRMHA.
<b>iv</b>	Providing, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.
<b>D</b>	Any person becoming aware of discrepancies in accounting or reporting report the facts of the case to the Coach, Division Director or a member of the Executive Committee immediately. Coaches, Division Directors, or Executive Committee members becoming aware of such a problem must immediately report the matter to the appropriate Division Director.
<b>(E)</b>	Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:
	<ul style="list-style-type: none"> <li>● Meetings with team officials and affected parties</li> <li>● General meeting of team parents</li> <li>● Meeting of the disciplinary committee</li> <li>● Involvement of other Executive committee members, President, Treasurer etc.</li> </ul>
<b>(F)</b>	Should the above informal activity not bring the problem to resolution, the matter will be reported to the Executive Committee who may elect to take other action as deemed necessary



<b>(G)</b>	<p>At the end of each season, each team must leave a predetermined amount in its team bank account. PRMHA will not cover any team deficits. Team parents are responsible to ensure that amount is in the account at the end of the season. Beginning with the 2024/25 season the float will be \$2,000. This can be reviewed and amended annually by motion of the Board.</p> <p>*NHC teams are the exception to leave a balance higher than this stated)</p>
<b>(H)</b>	<p>At the end of the season, all team financial spreadsheets, source documents, cheques, deposit books, bank cards etc. will be delivered to the Treasurer of PRMHA by April 15.</p>
<b>(I)</b>	<p>All team activities must be completed and paid for prior to April 15, including wind up events.</p>
<b>(J)</b>	<p>Teams failing to comply by these policies may be subject to sanctions or team fines</p>
<b>(K)</b>	<p>There shall be no payout to parents of funds leftover from the season</p>
<b>3.10.5</b>	<p><b>Duties of Players</b></p>
	<p><i>Policy Statement</i></p>
	<p>Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as a responsible and reasonable parent) by the Association. As such they are charged with managing and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.</p>
	<p><b>Rules and Guidelines</b></p>
	<p>Players shall:</p>
<b>(A)</b>	<p>Comply and obey all reasonable direction from the coach, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards.</p>
<b>(B)</b>	<p>Protest unreasonable direction in a respectful, courteous fashion.</p>
<b>(C)</b>	<p>Comply with all Association, League, Hockey Alberta and Hockey Canada rules.</p>
<b>(D)</b>	<p>Demonstrate a positive attitude to the game, practice and learning in general.</p>
<b>(E)</b>	<p>Arrive for games, practices and other team functions at the time specified by the team.</p>
<b>(F)</b>	<p>Have all equipment maintained in good repair and ready for use prior to games and practices; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.</p>
<b>(G)</b>	<p>Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment well in advance of the activity.</p>
<b>(H)</b>	<p>Demonstrate respect for the game officials, teammates, opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures, cyber bullying, derogatory use of social media, or improper use of cellphones/other audio or video recording devices) at all times.</p>
<b>(I)</b>	<p>Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.</p>
<b>(j)</b>	<p>Dress appropriately for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting).</p>
<b>(k)</b>	<p>Strictly refrain from the use of alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity.</p>



(I)	Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves PRMHA to its time of return. Road trips are, therefore, a fully functioning team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.
<b>3.10.6 Parent &amp; Fan Responsibilities</b>	
<i>Policy Statement</i>	
Parent and fan responsibilities shall be centered on commitment and support. Registering in PRMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team.	
Parents and guardians must be familiar with 3.10.5 and ensure their children adhere to rules at all times.	
Rules and Guidelines	
(A)	Comply with the Respect in Sport parent program as mandated by Hockey Alberta. The Respect in Sport Parent program empowers parents to ensure their child's safety, encourages positive and effective communication, and creates a standard of respectful behavior for all parents of active kids.
(B)	Parents shall ensure their child attends all practices and games for the team whenever possible.
(C)	The team comprises and operates as a total unit. The team relies on parent volunteers to assist the team throughout the season in roles such as managers, assistant coaches, phoning and most importantly, support at games. A total unit in this game is important; parents must do their part and be there.
(D)	The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to discipline.
(E)	Conduct of Fans and Team Followers: Parents or hockey fans who are abusive to Referees, game officials, players, team officials or other fans will be dealt with in the following manner:
i	Any member of the Executive Committee or Division Director, or Division Coordinator of the category of the game taking place, upon properly identifying himself, will instruct the referee to stop the hockey game.
ii	This person will then identify himself to the offending person or persons and inform them that the hockey game will not continue until the offending person or persons have left the arena.
iii	In the event that the offending person or persons do not leave the arena within 10 minutes of the game being stopped, the team to which the offender(s) belongs will be declared the loser of the hockey game, regardless of the score at the time the game was stopped.
iv	The incident shall be reported to the President who will call a meeting of the Disciplinary Committee to decide if any further action is necessary.
<b>3.10.7 PRMHA Dress Code &amp; Team Rules</b>	
Players are representatives of their team and the Association at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to all team activities including team functions. Players may be suspended indefinitely for violation of these rules.	
(A)	Teams may establish a dress code at the start of the season. This dress code must not place excessive financial burden on the player or parent.
(B)	For all games including regular season, tournaments, minor hockey week, exhibition, etc. players are prohibited from wearing clothing which displays obscene, derogatory or offensive graphics and/or wording.
(C)	Road trips are a team activity for the purpose of playing hockey. The focus is the game. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parents. Players will eat their meals with the team at all times. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Manager or a member of the coaching staff. Curfews will be established by the coaching staff and must be strictly adhered to.
(D)	PRMHA Teams must use the following team names: U7/U9/U11/U13/U15/U18 A – Stamps



	U7/U9/U11/U13/U15/U18 B – Wranglers U7/U9/U11/U13/U15/U18 B - Broncos
<b>3.10.8</b>	<b>Co-ed Dressing Rooms</b>
(A)	From U11 and down, mixed genders may change in the same dressing room at the same time with the presence of two (2) adults. (if a female is on the team, one of the adults should be a female).
(B)	Players from U13 and higher may not change in the same room at the same time.
(C)	It is the responsibility of the coach to ensure all players are included in both the pre-game and post-game hockey activities.
(D)	When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities
(E)	If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.
<b>3.10.9</b>	<b>Team Rosters</b>
(A)	Rosters on all teams will have a maximum of 20 players.
(B)	Player movement is only permitted between affiliated teams (see 3.12.1 Affiliation).
(C)	Registration of players in the Hockey Canada Registry is the joint responsibility of the Operations Manager, and is monitored by the President.
(D)	At least one team official on the roster must be the same gender as any of the team’s members.
<b>3.11</b>	<b>EVALUATIONS</b>
<b>3.11.1</b>	<b>Player Evaluations</b>
	<i>Rules and Guidelines</i>
(A)	<i>PRMHA objectives in the Evaluation Process</i>
i	The objective of the evaluation process is to provide as fair and impartial an assessment of a player’s total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill levels as determined during the on-ice evaluations.
ii	<i>To ensure consistency in the evaluation process, the selection process will be the same for all players at a particular category and the evaluations will be documented. The selection process will reflect on-ice performance during the evaluation period.</i>
(B)	Players must evaluate at the level to be included in the pool for that level of play. There will be no grandfathering of players at any level. For example, just because you played U11 A last year, does not make you eligible for U11A the following year.
(C)	In house league divisions, this process is used to form balanced teams in each division.
(D)	PRMHA will have a set-out Skills and Scrimmage process, which will be reviewed by the evaluators and used in the evaluation process.
(E)	Players will have an opportunity for one skate session and 3 scrimmage sessions. The weighting percentages will be: skate 25% and scrimmages 75%. Exception will be the U11 Tryout Policy set by Hockey Alberta.
(F)	At the U7 level, the Divisional Director will place players on teams based on at least three skate sessions.
(G)	The skate evaluation will be accomplished through the use of drills by outside personnel to avoid any bias. Formation of scrimmage teams will be the responsibility of lead evaluator in consultation with the Division Director, based on the results of the skate evaluations.
(H)	Evaluations at each division will strive to consist of a minimum of 4 evaluators. Players at the U13, U15 and U18 levels will be asked which position they wish to be evaluated (Forward or Defense). The lead evaluator for each division will be a member from the board.



<b>(I)</b>	Exceptions:
<b>i</b>	Late cuts from Rep can only be evaluated on as many sessions as feasible. The Division Director and the President (or his designate) have the responsibility of assigning a rating to these players on as equitable a basis as possible. These players will not be guaranteed placement at any level.
<b>ii</b>	Should a player miss the evaluation process due to illness, injury or a family emergency, a committee of the President, Vice President, and Divisional Director will assess the player's performance and determine the level in which the individual may play. Input will be solicited from the coaches who may be involved.
<b>(J)</b>	Assessment Guidelines
<b>i</b>	The guidelines for evaluations are provided prior to the Lead Evaluator to be used during this process
<b>ii</b>	Players are evaluated by a team of evaluators.
<b>iii</b>	Under no circumstances will evaluations be released to parents. The evaluation rankings will only be made available to the President, Vice president and Director of Directors.
<b>(K)</b>	Coaching staff must be prepared to provide rationale for the last six cuts when requested by the President or his designate to do so.
<b>3.11.2</b>	<b>Rep Evaluations</b>
	Rules and Guidelines
<b>(A)</b>	Underage players are permitted to try out at an age division above their categorization only on the joint recommendation of the Division Director and Director of Coordinators and are subject to the President or his designated approval.
<b>(B)</b>	All players must be registered with the Association and be registered for rep tryouts before participating in any on-ice activity.
<b>(C)</b>	Try-out fees shall be established annually by the Executive Committee and collected at the same time as registration fees. There is no reduction in rep tryout fees for players registering late for rep tryouts.
<b>(D)</b>	The Divisional Director shall inform all players cut that they are released and should report to their respective division for evaluation.
<b>(E)</b>	There is no guarantee on number of skates before a player is released
<b>(F)</b>	Rep evaluations are organized, designed and planned by the president or his designate, with input possibly from the coaches
<b>(G)</b>	All players wanting to try out for the NAHL teams must commit to practice and play with teams within Peace River Minor Hockey Association.
<b>3.11.2</b>	<b>Goalie Evaluations</b>
	Rules and Guidelines
<b>(A)</b>	All players who are registered as "Goalies" and/or who are playing the position of Goalie must be registered in taking the Goalie Evaluations through PRMH and must attend these evaluations.
<b>(B)</b>	PRMHA recognizes that the position of Goalie is a specialized position and will endeavour to provide evaluations that reflect this. PRMHA may hire "outside" professionals to complete goalie evaluations. The decision to do so will be the sole responsibility of the PRMHA Executive
<b>(C)</b>	Evaluation process at all levels will be responsible for selecting goalies for PRMHA teams .Coaches may be involved in this process.
<b>3.11.4</b>	<b>Assignment of Players to Teams</b>
	Rules and Guidelines





<b>(A)</b>	Players are selected to teams using the Draft Process. It is the responsibility of the Director of Director and Divisional Director to ensure that the Rules & Guidelines are adhered too.
<b>(B)</b>	The coaches will be given only the players that are eligible for their draft. The assigned lead evaluator based on the evaluation process will compile this list. The President and/or Vice President may also attend at their discretion. Copies of the evaluation numbers will be given to the PRMHA in their raw form and stored confidentially.
<b>(C)</b>	<b>Draft objectives</b>
i	To ensure that players have a reasonable opportunity to make a team appropriate to their ability as determined by the PRMHA Evaluation process.
ii	To provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude
iii	To ensure that players will be chosen on the basis of the PRMHA Evaluation process only.
<b>(C)</b>	Parents who do not want their child to play for a particular coach are required to make this request in writing to the PRMHA office before completion of evaluations. Such requests must include supporting rationale and will be held in the strictest of confidence. In the event that the coach selects this child in the normal process of the draft, s/he will be notified that a request has been expressed for the child not to be on that coach's team. Rationale stated in the request will, under no circumstances, be shared with the Coach.
<b>(D)</b>	A player will not be selected for a higher level than where they were evaluated.
<b>3.11.5</b>	<b>Evaluation Issues Concerns and Grievances</b>
<b>(A)</b>	The Director of Directors shall investigate all Evaluation issues, concerns and grievances with the appropriate Divisional Director.
<b>(B)</b>	All evaluation issues, concerns and grievances must be put in writing, signed and delivered to the Divisional Director. The complaint must contain a description of the event, its location, the division involved etc. and a contact name and phone number. The Divisional Director may contact this person and the Director of Coordinators to gain clarification of the event in question.
<b>(C)</b>	Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded on to the Vice President for future action.
<b>(D)</b>	PRMHA recognizes the need for privacy and discretion in the gathering of all information, and will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.
<b>3.11.6</b>	<b>Coach Selection</b>
<b>(A)</b>	PRMHA shall use a formal coach selection process. This selection process will include a standard set of which may include parent and player evaluations from previous years. The coach selection committee will consist of the following: Vice-president, Director of Directors and Director of Team Officials. The president may be involved if he/she chooses. If any person is in conflict of interest they will be replaced for that particular level by the Referee in chief e.g. Director of U13 applies to coach U13.
<b>(B)</b>	People wishing to coach must follow the PRMH application process posted online. The objective of the coach selection process is to select the best possible coach(s) for each particular vacant coaching position.
<b>(C)</b>	The committee selects coaches and presents a list of eligible coach names to the Executive Committee for approval. Notwithstanding, some positions may be filled year to year at the discretion of the Executive Committee. Exceptions are returning coaches with no performance issues or coaches that have been committed for more than one year, such as AA coaches . The following provisions apply:
i	People wishing to coach must complete a coaching application by the published deadline.
ii	The committee selects coaches and presents their names to the Executive for approval. Once approved by the Executive, coaches are appointed.



iii	This procedure is done as early as possible to give coaches as much time as possible to prepare for the season. Notwithstanding some positions may be filled year to year at the discretion of the Executive Committee.
(D)	The selection committee, in conjunction with the Coaches Director may at their discretion, discuss the tentative coach appointments with the prospective coaches to provide notice that they may be appointed coach, subject to the evaluation of their child for the level at which their child evaluates. If the best coach is a parent for that team then that is your coach.
(E)	All team officials will be required to complete a Volunteer Security Clearance and Request for Criminal Record Check form prior to assuming a team position. Under no circumstances will Team Officials be permitted to act in their official capacity until such completed forms are returned to the PRMHA office.
(F)	All team officials must be registered in the Hockey Canada Registry, meet the qualifications from PRMHA Bylaws and Policy Procedures.
(G)	When evaluating open coaches positions the following items will be considered, formal parent complaints, performance, references, coaching philosophy, coaching experience or history , and all current Hockey AB qualifications.
3.12	<b>PLAYERS</b>
3.12.1	<b>Affiliation</b>
	Policy Statement
	The Hockey Operations Committee shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations.
	Rules and Guidelines
(A)	PRMHA affiliate definition: “Affiliation provides a means of providing for absences, injury or illness, while providing the opportunity for a player to play at the next level. The purpose is not to provide a farm team system for competitive teams or to allow them to replace players due to penalties, or to fill unused roster space. Players will not practice with teams unless they are filling a vacant position for absences, injury.
(B)	At the U11, U13 divisions PRMHA requires that the affiliates are utilized on a rotational basis.
(C)	Teams must adhere to all affiliation policies for the league in which they play.
(D)	Affiliation is the process by which teams may pick up or have players from other teams play on their team.
(E)	An “Affiliated Player” shall mean a player, referred to and approved by PRMHA, as: eligible to play, for a team in a higher Category/Division than the team in the Category/Division with whom the player is registered.
(F)	Only teams U11 and above may affiliate. The exception being female hockey, players may affiliate at all levels
(G)	No lateral affiliation is allowed.
(H)	An agreement must be made with permission granted from the coach of the team the affiliate player is registered with. Regular season games have precedence over any other hockey activity. This means that if the player has a regular season game with his/her own team and is called up for a game, the player has a responsibility to play for his or her own team (unless his/her coach grants permission for them to play up). Coaches should, at every opportunity, encourage players to play at a higher level. If this means that the team has to affiliate players while their players are playing up, the coach shall do so.
(I)	A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games excluding exhibition play. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team or teams, the player may thereafter affiliate an unlimited number of times.



<b>(J)</b>	Affiliation must be declared and filed with the Administrator prior to the affiliated Player being allowed to participate in any game with the Hockey Team to which s/he is affiliated. Affiliations will be accepted and endorsed by the Administrator or designate(s) up to and including December 15 of the current Hockey Season
<b>(k)</b>	Affiliation will only be recognized where:
i	Players are added to Teams in the Registry and identified as "Affiliates";
ii	the Administrator or designate(s) acknowledge receipt and identify said players as approved prior to an affiliate Player participating any game with the Hockey Team to which s/he is affiliated;
iii	The affiliation has been endorsed by the President. Note: All affiliations shall terminate at the end of the current playing season
iv	PRMHA has an affiliation form that must be filled out and signed by parents of player affiliating.
<b>(J)</b>	Any Player participating in any game as an affiliated Player without the approval of the Administrator or designate(s) shall be considered an Ineligible Player and team officials subject to discipline in accordance with Minor Regulation
<b>(K)</b>	Hockey Teams registered as Provincial Teams may affiliate Players from a Hockey Team within their Association in a lower Division or Category that is registered as a Non Provincial Team. These players may not participate in provincials.
<b>(L)</b>	Hockey Teams registered as a Non-Provincial Team may affiliate Players from a Hockey Team within their association in a lower Division or Category that is also registered as a Non-Provincial Team.
<b>(M)</b>	Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.
<b>(N)</b>	Affiliated players used by a higher Division/category team in a game, shall be designated on the official game report by the use of the symbol "AP" after their name on the players line-up or roster.
<b>3.12.2</b>	<b>Coach Development</b>
	<i>Policy Statement</i>
<b>(A)</b>	PRMHA will develop coaches to Hockey Canada's National Certification Coaching Program (NCCP) levels and cover the cost of registration at all coaching, training and coaching related clinics for PRMH A members.
<b>(B)</b>	The Director of Team Officials will arrange and supervise a definite period of training for all coaches, and Players, in order that technical knowledge is conveyed at the necessary level of instruction.
<b>(C)</b>	PRMHA will ensure that, by November 15 of the current playing year, Coaches are qualified at the minimum NCCP level required.
<b>(D)</b>	Prior to taking a course, Head and Assistant Coaches must;
i	Obtain Director approval prior to taking a course. Assistant Coaches must also obtain approval from the Director. Provide a copy of their receipt and course completion certificate along with the email confirmation to the office for reimbursement. PRMHA will not reimburse for courses registered/ paid for and not attended. All three items must be submitted to the PRMHA office before the first Wednesday of December of the current season. There will be no reimbursement for Team Officials failing to meet this deadline.
<b>(E)</b>	The President must also approve any course above \$200.00.
<b>(F)</b>	Coach Mentorship: Director of Team Official's will establish and maintain a coach mentoring system for all levels. At the end of the Director's term, s/he will provide an evaluation outlining the effectiveness of the current program.
<b>4</b>	<b>DISCIPLINE</b>
<b>4.1</b>	<b>RISK MANAGEMENT</b>
	<i>Policy Statement</i>
<b>4.1.1</b>	PRMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta.



	<b>CODE OF CONDUCT, ZERO TOLERANCE POLICY</b>
	Policy Statement:
<b>(A)</b>	Membership and participation in the Association’s activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws, Rules and Policies of the Association and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.
<b>(B)</b>	All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another association will not be tolerated.
<b>(C)</b>	All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
<b>(D)</b>	The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.
<b>(E)</b>	Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game.
<b>(F)</b>	In no circumstances is a parent or fan to enter the opposing team’s dressing room.
<b>(G)</b>	Coaches and other team officials, players, parents and fans are not permitted in the official’s ‘ dressing room, nor are they permitted to confront game officials about the game.
<b>(H)</b>	Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Bylaws or the Operational Policies, Rules and Guidelines of the Association.
<b>4.2</b>	<b>HARASSMENT, ABUSE AND BULLYING</b>
	Policy Statement
<b>(A)</b>	It is the policy of Hockey Canada that harassment and bullying in all its forms will not be tolerated during the course of any Hockey Canada activity or program. Accordingly, all PRMHA personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.
<b>(B)</b>	<b>Definition of abuse</b>
<b>i</b>	Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. PRMHA and its members will follow this policy
<b>(C)</b>	<b>Definition of Harassment</b>
<b>i</b>	Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Harassment may occur among anyone between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).
<b>(D)</b>	<b>Definition of Bullying</b>



i	Bullying is repeated, unwanted aggressive behavior by one or more individuals towards another. Bullying involves an observed or perceived power imbalance, and can result in physical, social or academic harm or distress for the targeted individual. Bullying is typically behavior that is repeated.
ii	A bully is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult. A child is most vulnerable when s/he is alone with another person, or in a group setting where there is inadequate supervision.
iii	<p>Bullying is not:</p> <ul style="list-style-type: none"> <li>Conflict between friends</li> <li>An argument between people of equal power</li> <li>Accidental</li> <li>A “one-time” event (usually)</li> <li>Friendly teasing that all parties are enjoying</li> <li>Something people grow out of (Beyond the Hurt, Canadian Red Cross, Beyond the Hurt, 2016)</li> </ul>
iv	Types of Bullying
	PHYSICAL:
	Hitting, shoving, kicking, spitting on, grabbing, beating up others, damaging/stealing property
	VERBAL:
	Name-calling, humiliation, degrading behavior, hurtful teasing, threatening. Verbal bullying can occur in notes, in person, over the phone, through text messaging or chat rooms, and/or via social media.
	RELATIONAL
	Making others look foolish, excluding peers, spreading gossip or rumours. Relational bullying can occur in person, over the phone, through text messaging, or over the computer
	CYBER
	Impersonate other people, send threatening/ harassing emails, spread lies/ rumours, trick people into revealing personal information, send/forward mean text messages, post pictures of people without consent. Cyberbullying includes the use of email, cell phones, text messages and Internet sites.
<b>(E)</b>	<b>Responses and Remedies</b>
i	Harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
ii	At the same time, PRMHA recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment
iii	The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.
iv	Harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
v	At the same time, PRMHA recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment.



<b>vi</b>	The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.
<b>vii</b>	More serious incidents should be dealt with according to the relevant association, Branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.
<b>viii</b>	Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.