

# **PONOKA MINOR HOCKEY ASSOCIATION**



**POLICIES AND PROCEDURES  
HANDBOOK**

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# **POLICY # 1.0 – DEFINITIONS & EXPLANATIONS**

**“Annual General Meeting”** - the PMHA meeting open to all Members held on a date, to be determined by the Board of Directors.

**“Annual Operating Budget”** - the financial/accounting document setting out in detail the proposed revenues and expenses for a hockey season the sufficiency of which will be determined by the Board of Directors.

**“Hockey Canada”** is the governing body for amateur hockey in Canada. Throughout this document Hockey Canada may be identified as HC.

**“Hockey Canada U9 Pathway Program”** - a program based on the philosophy of fun and enjoyment for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun versus competition and games.

**“Hockey Canada U11 Pathway Program”** – a program provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada’s youth hockey system. The U11 Player Pathway provides an environment that helps all players at the U11 age level (9 and 10 years old) to realize their full potential. Hockey Canada strongly believes that the needs of the player should be at the forefront of the programming.

**“Discipline Committee”** - the committee responsible for all game and off-ice related discipline and hearings.

**“Board of Directors”** - the elected members of the PMHA who are responsible for the overall management of the Association. Throughout this document the Board of Directors may be identified as the Board or the Board of Directors.

**“Hockey Alberta”** is the governing body for amateur hockey in Alberta. PMHA is a member of Hockey Alberta. Throughout this document Hockey Alberta may be identified as HA.

**“Hockey Season”** - the period beginning August and concluding the month of May in the following calendar year.

**“Import Player”** - a player who resides outside the boundaries of the PMHA.

**“Individual Tactics”** - Skills which individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

**“Ineligible Player”** - a player who is not properly registered with PMHA or a player who has been suspended by either PMHA, Hockey Alberta or their league.

**“Legal Guardian”** - a person whom is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.

**“Majority”** - one vote more than fifty percent (50%) of the votes cast.

**“Central Alberta Hockey League and Rocky Mountain Female Hockey League”** – are the hockey leagues that Ponoka Minor Hockey Association teams participate in. Throughout this

document these leagues may be referred to as CAHL or RMFHL. PMHA is a member of the CAHL and RMFHL. PMHA shall nominate one member of the Board of Directors to sit on the CAHL, RMFHL Board of Directors for each playing season. This member is responsible to communicate and correspond or liaise between PMHA and the leagues.

**“Past President”** - the formerly elected Chair who will assist the Board of Directors in the management of the PMHA.

**“Players”** - registered player members in good standing.

**“Ponoka Minor Hockey Association”** – the recognized governing body for minor hockey in the Town of Ponoka. The Board of Directors are charged with conducting the business of minor hockey in accordance with the Bylaws and Constitution of the Association and the Policies & Procedures of the association. Throughout this document the association may be identified as PMHA or the Association.

**“Ponoka Minor Hockey Association Member”**- has been approved as a member by the Board of Directors, or is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the PMHA. Throughout this document a PMHA Member may be referred to as Member.

**“President”** - an elected member of the Board of Directors who is in charge of the management of the Board of Directors.

**“Regular Meeting”** - the PMHA meeting held the first Wednesday of each month over the course of the Hockey Season.

**“Suspension”** - a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that suspension must stipulate a length of time or number of hockey games or type of hockey games or combination thereof.

**“Team”** - Registered group of players of whom are all qualified in a division, composed in accordance with Hockey Alberta General regulation Minor Hockey.

**“Team Tactics”** - Skills that two or more players use to gain or take away an advantage. These tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2.

## **POLICY # 2.0 – BOUNDARIES**

The Ponoka Minor Hockey Association along with all Hockey Alberta member associations participated in the 1999 Zone 4 Boundary Project. Original copies of these agreements are kept on file in the Ponoka Minor Hockey Office. The defined boundaries from this project are listed below:

### North Boundary

Commencing at the southeast corner of Section 2, Township 44, Range 23, and W4M. proceed west to the east boundary of the Samson Indian Reserve No. 137, proceed south, then west, then north and then west along the boundaries of the Samson Indian Reserve No. 137 and Montana (Bobtail) Indian Reserve No. 139, to the southeast corner of Section 26, Township 44, Range 25 W4M, then west to the southwest corner Section 25, Township 44, Range 28 W4M.

(Reserve Boundary with Maskwacis) (County line with Wetaskiwin)

### East Boundary

Commencing at the southeast corner of Section 3, Township 41, Range 23 W4M, proceed north to the southwest corner of Section 14, Township 41, Range 23 W4M, then west to the northeast corner of Section 9, Township 41, Range 23 W4M, then south to the southeast corner of Section 9, Township 41, Range 23 W4M, then west to the southwest corner of Section 9, Township 41, Range 23 W4M, then north to the northwest corner of Section 9, Township 41, Range 23 W4M, then east to the southwest corner of Section 14, Township 41, Range 23 W4M then north to the northeast corner of Section 34, Township 41, Range 23 W4M, then north to the southeast corner of Section 2, Township 43, Range 23 W4M, then east to the southeast corner of Section 2, Township 43, Range 22 W4M, then north to the Red Deer Lake. Proceed around Red Deer Lake east then north to the northwest corner of Sherman Park then east to the southwest corner of Section 6, Township 44, Range 21 W4M, then north to the southwest corner of Section 6, Township 45, Range 21 W4M, then west to the southwest corner of Section 3, Township 45, Range 22 W4M, then north to the northwest corner of Section 10, Township 45, Range 22 W4M.

### South Boundary

Commencing at the southeast corner of Section 3, Township 42, Range 23 W4M, proceed west to the southeast corner of Section 3, Township 42, and Range 28 W4M.

(County Line with Lacombe)

(To jog south from SE 6-42-26 one mile the east one mile then north to the county line)

## West Boundary

Commencing at the southeast corner of Section 3, Township 42, Range 28 W4M, proceed north to the northeast corner Section 34, Township 42, Range 28 W4M, then west to the southeast corner Section 2, Township 43, Range 28 W4M, then north to the southeast corner of Section 26, Township 44, Range 28 W4M. (Fifth Meridian)

## **POLICY # 3.0 – CATEGORIZATION AND TEAM STRUCTURE**

The PMHA is set in place to provide opportunities for the youth of Ponoka and area to play the game of hockey at the level they are capable of and wish to play within a competitive structure. The PMHA participates in leagues operated under the auspices of Hockey Alberta.

### **Categorization of Teams & Players**

All players registered in PMHA agree to abide by the rules and regulations of Hockey Alberta and Hockey Canada.

This also applies to the league(s) that PMHA participates in. In the leagues that PMHA is a member of, the teams will play at different levels depending on their skill level and abilities.

All registered teams of PMHA will play at the designated Hockey Alberta levels. These levels will be reviewed annually and import players may be sent home to better accommodate the appropriate competitive level.

### **Provincial Tournaments & Play Downs**

As stated under the HA Provincial Championships policies and procedures, Minor Tiered Leagues and Minor Female leagues have made the decision to permanently transition to our Provincial Championship Model to reflect which teams now qualify for the Provincial Championships through their leagues

# **POLICY # 4.0 – TEAM OPERATIONS & STRUCTURE**

## *TEAM INFORMATION*

### **Team Personnel**

It takes parent involvement from everyone to make a team successful. Do your part and get involved in some capacity with your team.

The PMHA has implemented a team process where all coaches, parents and players work together to set values, define team direction and ensure ALL participants are aware of the team's goals and values.

Disciplinary guidelines should be implemented for the upcoming season. These team guidelines shall not supersede PMHA's discipline actions but are meant to work in addition to PMHA's actions. At the beginning of each season as the teams are chosen, each team will go through this process.

Each team will be required to have each of the following positions:

- Head Coach – main responsibility is the players on the team.
- Team Manager – responsible for the schedule and all league required paperwork, including obtaining sanction numbers and permits for exhibition games and tournaments.
- Data Entry (U11 and above only) – responsible to enter and submit all game data.
- Team Safety Lead – must have a safety training course and first aid is recommended. The safety lead does not need to be a coach on the bench, and it is encouraged that this person not be the head coach.
- Team Treasurer – will handle all finances for the team and be one of the two signatures on the bank account.
- Assistant Treasurer – will assist the team treasurer where needed and be one of the two signatures on the bank account.
- Tournament Coordinator (U7 and above only) – organizes the teams home tournament.
- Parent Captain – will be the first point of contact to resolve issues within a team. All parents must feel comfortable talking to the liaison and going to this person with any issue they may have. Someone who has experience dealing with conflict is preferred.
- Fundraising Coordinator – will be the person to handle the coordination of the PMHA fundraising activity for the year as well as any other fundraising activities a team may decide to participate in.
- Jersey Caretaker(s) – will be responsible for looking after a set of the team jerseys. All game jerseys are the property of PMHA so must be kept together as a team set. Caretaker(s) will be responsible for cleaning and



ensuring they make it to every game in good shape. It is recommended that white jerseys be maintained by someone who is not using well water for washing as any rust in the water will discolor them sooner. U5 & U7 hockey socks are property of PMHA and must be kept together as a team set. The U5 & U7 hockey socks must be clean and returned to the jersey caretaker(s) at the end of the season.

## **Team Financing**

Only the team bank account set by PMHA is to be used, no exceptions. A copy of the statement can be requested from the PMHA treasurer. All team bank accounts will be held at the Ponoka Servus Credit Union.

All cheques must have a minimum of two signatures. Signatures are the team treasurer and the assistant treasurer. A treasurer and assistant treasurer for each team needs to be appointed. The team manager or coach cannot be appointed the treasurer for the team nor should the treasurer be from the same family. All expenses accrued during the player year are the responsibility of the parents of the participants involved.

Any funds remaining in the team accounts as of May 1st will be forfeited. Team budgets must be submitted to the PMHA Treasurer by April 15th of each year.

## **POLICY # 5.0 – PLAYER REGISTRATION & FEES**

- The PMHA will determine registration dates on an annual basis. This information will be presented to the Public Relations Director for advertisement as determined (e.g., in the local paper, social media accounts, and on the PMHA website).
- The PMHA Director of Registration (Registrar) shall coordinate all volunteers during the registration sessions.
- The Registrar shall present the Board of Directors with an accurate listing of all players throughout the registration period. This shall be updated on a minimum of a monthly basis with copies available to PMHA Board of Directors.
- All registration fees must be paid before the player will be allowed on the ice for practices or games. Requests may be made to the Registrar for alternative payment arrangements (e.g. installments); these will be considered on an individual basis and the terms of the payment plan must be approved by the Registrar.
- The PMHA Board of Directors will set the registration fees on a yearly basis.
- All registration refunds will be subject to a non-refundable \$25.00 administration fee.
- All cheques returned NSF will be subject to a \$25.00 fee.
- Players trying out for AA / AAA will make payment arrangements with PMHA prior to starting practice or playing in games with PMHA upon return.
- All Import Players trying out for U15 AA and U18 AA teams will not be considered registered until they make the team. If they do not make the team then all registration fees other than the tryout / administration fee will be returned.
- Exceptions will be made for players with extenuating circumstances. These can include but are not limited to a Player moving away from Ponoka or suffering injuries that prevent the player from playing the remainder of the season.
- No refunds will be processed after February 1.
- Refunds of registration fees will be given for players who quit the PMHA according to the following schedule:

<b>Date Player Leaves</b>	<b>Refund Amount (subject to administration fee)</b>
Up to October 15	100%
Oct. 16 - Oct. 31	75%
Nov. 1 - Nov. 30	50%
Dec. 1 - Dec. 30	25%
After Jan. 1	0%

# **POLICY # 6.0 – ON ICE OFFICIALS REGISTRATION & FEE**

## Pre-requisites

- 1) Officials must be a minimum of 12 years of age as of December 31 of the current season.
- 2) Officials will be eligible to officiate at levels of play that are one age group below their current age category (i.e. a 12-year old can officiate at the U11 level and below).
- 3) Officials are encouraged to check with PMHA and Hockey Alberta Officiating Development Program prior to registering to ensure space availability and confirm any unique registration steps.
- 4) Officials are required to register with Hockey University (eHockey) and complete the certification requirements. This is a one-time requirement for new officials.
- 5) Officials will be required to purchase basic officiating equipment as laid out in Hockey University. (ie: uniform, helmet, visor, etc.)
- 6) Certification
- 7) Officials must register and re-certify annually with Hockey Canada.
- 8) As part of the re-certification process, officials are required to attend a Hockey Alberta hosted clinic via classroom or virtual learning session as determined by Hockey Alberta, and complete or participate in a Hockey Canada curriculum assessment exercise.
- 9) Officials should consult with PMHA and/or Hockey Alberta for details on how to register, along with clinic dates and formats.
- 10) Education modules will be determined annually by the Hockey Canada Officiating Program and the Members to support the growth and development of officials.
- 11) Role of the Official
- 12) Officials and their on-ice partners will be responsible for administering the rules of the game to ensure it is played in a fair and safe manner for all participants.
- 13) Rule knowledge and proper execution of in-game procedures and duties will be vital to the success of officials.
- 14) Miscellaneous
- 15) Official's game rates are established by Hockey Alberta and are available online at [officials.hockeyalberta.ca/standards/officiating-rates/](http://officials.hockeyalberta.ca/standards/officiating-rates/)
- 16) PMHA recommends that where possible for U11 hockey and above a (3) Three Official system to be used. U9 will use one official per half ice section on the large ice surface or one official for the small ice surface. Intro to Hockey (U7) will use a coach and no official will be required.

## **POLICY # 7.0 – TEAM STRUCTURE**

The PMHA Board of Directors will determine the number of players per team, based on the number of registrations received in each division. This will be determined on a year-to-year basis. The following guidelines will be considered, in conjunction with any rules and requirements of the HC or HA.

U18 17 skaters 2 goalies  
U15 17 skaters 2 goalies  
U13 17 skaters 2 goalies  
U11 14-16 skaters 2 goalies  
U9 10-13 players  
U7-U5 10-13 players

### **AGE CATEGORIES DESCRIPTIONS**

Unless otherwise stated in these Rules and Regulations.

Age qualifications of players for Divisions shall be governed as follows:

U18— This Category is open to players who are under the age of 18 years and over the age of 14 years on December 31, in the season they wish to compete (15, 16, and 17 years old on December 31).

U15— this Division is open to players who are under the age of 15 years and over the age of 12 years on December 31, in the season they wish to compete (13 and 14 years old on December 31).

U13— this Division is open to players who are under the age of 13 years and over the age of 11 years on December 31, in the season they wish to compete (11 and 13 years old on December 31).

U11— this Division is open to players who are under the age of 11 years and over the age of 8 years on December 31, in the season they wish to compete (9 and 10 years old on December 31).

U9 — this Division is open to players who are under the age of 9 and over the age of 6 on December 31, in the season they wish to compete (7 and 8 year olds on December 31).

U7— this Division is open to players who are under the age of 7 years and over the age of 5 years on December 31, in the season they wish to compete (5 & 6 years old on December 31)

U5 - this Division is open to players who are under the age of 5 years on December 31, in the season they wish to compete (3-5 years old respectively on December 31)

## **POLICY # 8.0 – PLAYER REGISTRATION & RELEASES**

All players registered in the PMHA must be properly registered in the Hockey Canada Registration (HCR) System.

Any player can be added to a team on or before January 10<sup>th</sup> of the current Hockey Season providing:

- That player has not signed with another team for the current season, or
- They have received a player release from another team or association prior to January 10<sup>th</sup> of the current Hockey Season.

No players eligible to play with PMHA will be released to, or permitted to try out with, another association or to Junior B unless:

- The receiving team is part of the HA Elite Stream, or
- There is no PMHA team for that player to be registered with.

If a player is to be released from a team the following rules apply:

- They must meet criteria defined by HA to be approved for release.
- Two defined members of the PMHA Board of Directors must sign Player releases.
- The President and either the Registrar or Vice President shall have signing authority;
- No player can be released if he or she is suspended; and
- No player can be released after January 10<sup>th</sup> of the playing season.

Only nineteen players can be registered on a team at any one time. Oversized teams are subject to meeting requirements and approval by HA.

Any coach, manager or team official who adds an ineligible player to a game sheet for the purposes of playing in that game is deemed to have played an ineligible player. The offending coach or team official will be suspended as per Hockey Alberta guidelines. This means that the person will not be eligible to hold a position in any club or on any team during such suspension.

# **POLICY # 9.0 – PLAYER AFFILIATION, MOVEMENT & ACCELERATION**

## **Player Affiliation**

The purpose of the player affiliation program in the PMHA is to assist teams where they may have an injury(s) or do not have enough players to compete in a game situation. The affiliation agreements allow a higher-level team to use APs to affiliate players from a lower level team. Refer to HA tiering grid for determination of AP eligibility.

PMHA AP requests must be submitted to the Registrar on the designated form with all required signatures by the due date designated each season. HA determines approval of APs on HCR rosters. Leagues will determine on a game-to-game basis when APs can be used and the maximum amount of games they may play as an AP. Coaches and managers must use League determined processes to request these.

PMHA reserves the right to determine on a yearly basis how the association players will be affiliated.

## **Player Movement**

Player movement may take place before the January 10 deadline after consultation with player, parents, coaches, and coaching director and with the approval of PMHA.

No player movement will be allowed after the January 10 carding deadline. After the deadline, access to players will be done through the affiliation process. All affiliated players must have a completed PMHA Affiliation Form for each affiliation instance.

## **Player Acceleration**

The objective of Hockey Alberta & Ponoka Minor Hockey is to develop players within their specific age group, and not to displace the players from their age division by facilitating the movement of underage players. Underage players will only be considered as an exception if they are deemed to be an “Exceptional Player”. Players ranging from the U7-U9 groups can move freely within their teams level. Players in U11 and up must follow this PMHA policy.

## **Eligibility**

To be considered under this policy the player must demonstrate "extraordinary skill levels" compared to his peer group including but not limited to:

- Skills
- Physical & Emotional Maturity
- Desire & Attitude, of both the player and parent/guardians.

## **Identification**

- Identification of hockey players eligible for acceleration can include, but is not restricted to, any member of the association, Board of Directors or involved coaching staff. Completion of written request from the parents/guardians of said player requesting acceleration is a prerequisite for the committee to consider the approval. All acceleration requests must be forwarded to the Vice President, at minimum TWO (2) weeks prior to the beginning of the current PMHA season as posted on the PMHA website, outlining the rationale for being considered to accelerate. Once the submission has been received by the Vice President it will be reviewed to ensure it meets the intent of this policy and if so, the Vice President will further submit the acceleration application to the PMHA board along with a request from the Vice President to form Acceleration Committee.

## **Acceleration Committee**

The Acceleration Committee will consist of the Coach of the Higher Level, the Coach of the Lower Level and both Coaching Directors for the respective lower & higher levels and PMHA Vice President. The committee shall be empowered to draw upon any resource available to assist in making its recommendation. Once the committee has made their decision, the committee will then inform the PMHA board in writing. The PMHA board will then come to a final decision and advise in writing to the parents/guardians of the final decision.

## **POLICY # 10.0 – PLAYER DRIVING**

Players are not to drive themselves to any out of town games, except where other travel arrangements cannot be reasonably provided. In those cases, the following guidelines will be in effect, enter "in those cases where reasonable travel arrangements cannot be made, the following guidelines:

- While traveling to all out-of-town games, players must exhibit a "Driving within the Law" attitude and follow the "rules of the road". Failure to do so could result in traveling privileges being revoked for that player and/or team.
- Players must inform team management that they are driving and how many people are traveling with them.
- The CHA National Insurance program covers "Transportation directly to and from the arena or venue." This may include any reasonable team sanctioned stops. Sanctioned stops may include but are not limited to, team meals, vehicle consumables and vehicle repairs.
- Drivers must have a valid driver's license and adequate vehicle insurance.



## **POLICY # 11.0 – TRAVEL PERMITS**

- 1) Travel permits are subject to Hockey Alberta rules and regulations.
- 2) The PMHA Secretary is responsible for receiving any travel permit requests from association members. The secretary will forward this request to Hockey Alberta, upon approval the document shall be returned to the originating team. Verification for out of zone travel will now be considered complete.
- 3) No PMHA team shall be permitted to play exhibition or tournament inter branch games of any kind, without the written, faxed or emailed permission of both Hockey Alberta and PMHA.
- 4) To obtain permission to take a Hockey Alberta and PMHA team for an Inter branch trip the following procedures must be followed:
  - a. The team must first obtain written invitations from the out of branch team or organization.
  - b. The letter of invitation **MUST** include the full details that include but are not limited to where and when the competition will be held.
  - c. Upon receipt of the invitation, the team must notify the PMHA Secretary by letter of request to participate in the stated event. The Secretary will advise the PMHA Board of Directors of the request and IF approved, will apply to Hockey Alberta for the required travel permit. Notice of travel intent should be received by PMHA forty-five days (45) prior to the day(s) of the event.
- 5) An approved PMHA representative must travel with the team at all times. The individual represents the PMHA and Hockey Alberta, some of his/her responsibilities include:
  - a. Control and discipline of the players, coaches, managers and parents.
  - b. Attend all meetings of the Team planning the trip.
  - c. Provide a written report to PMHA within THIRTY- (30) days of arriving back in Alberta.
- 6) All PMHA Bylaws, Policies and Procedures apply to all team members and their family while participating in this event. If a scenario arises with any suspensions from said event, the PMHA representative will immediately forward to both PMHA and Hockey Alberta.

## **POLICY # 12.0 – NUMBER OF GAMES AND TOURNAMENTS**

At the beginning of each season, the PMHA board will decide which teams will host home tournaments for the current season.

Each team in PMHA will be eligible to compete in 3 tournaments, either one home and 2 away tournaments or 3 away tournaments if not selected by PMHA board to host home tournaments in the current season, prior to playoffs.

After playoffs are complete teams may enter other tournaments

Games during the season to be scheduled as per the current league(s) that PMHA are a member(s) of and coaches' discretion.

## **POLICY # 13.0 – ICE ALLOTTMENT**

Ponoka Minor Hockey Association has an ice allotment policy in place. The ice block contract with the town of Ponoka is signed prior to the season starting and states that all ice allocated to our association must be used. Additional ice may be picked up if available, but any unused ice is still charged to the association.

Each year after reviewing the number of registrants and the number of teams, the PMHA Board of Directors may assign early morning, weekend or late evening ice slots to enable each team to have TWO regular scheduled practice times and ONE home game ice slot per week. U5 is the exception to this rule with one practice per week.

- Teams are assigned ice at the beginning of the season. If your team will be attending a tournament or other special circumstances, contact your ice scheduler for assistance with having the ice re-allocated.
- PMHA practice ice times are 60 minutes. Game ice is booked as follows;
  - 1) U7 - 60 minutes,
  - 2) U9 – 60 minutes,
  - 3) U11 - 120 minutes,
  - 4) U13 - 120 minutes,
  - 5) U15 - 120 minutes,
  - 6) U18 - 135 minutes.
- Individual teams will appear not more than 1 hour before the scheduled game ice time and will vacate the dressing room within 30 minutes after the ice time is over or when directed to do so by the arena operator.
- Pre-game warm-ups shall not exceed TEN (10) minutes.
- All teams shall ensure they complete their scheduled game in the designated time slot. If the game will exceed the scheduled time frame, the referee in conjunction with the coaches and off-ice officials shall stop the game, reset the clock to FIVE (5) minutes and run straight time for the duration of the game.
- The allotted game times will begin with the game's initial face-off. Drop clock rules are governed as per league rules that PMHA are members of.
- If any team can not use their allotted home game ice, all efforts should be made to reschedule or coordinate a trade to ensure all game slots are used.

- Cancellation of games may be subject to fines through the league that PMHA are members of and/or association. Individual teams will be responsible for fines related to cancellation of games. Individual teams with game cancellations due to unforeseen circumstances can apply to the PMHA for possible reimbursement.
- When returned ice becomes available it will be emailed to all PMHA team managers. Ice will be booked on a first come first serve basis and posted on the PMHA ice schedule once it has been booked and confirmed.

League and Provincial playoff games take priority and will NOT utilize the above-mentioned drop clock. These games will be completed in their entirety. Schedules may have to be adjusted to accommodate these games.

Tournament dates will be assigned to age group divisions at the beginning of each season by the PMHA Board. If for any reason the division should be unable to hold its tournament on the assigned weekend, the tournament is then deemed to have been lost. The PMHA Board will NOT allot an additional or makeup weekend for that team's tournament.

# **POLICY # 14.0 – CODE OF CONDUCT PROGRAM**

## **PHILOSOPHY**

Participation in hockey, whether as a player, coach, volunteer, or spectator, should be enjoyable. People should have a love of the game and look back on their experience with fond memories. As such, it is important that the conduct of spectators, coaches, and players amongst themselves be carried out in a mature and professional manner, both on and off the ice.

The PMHA views this program as a support mechanism, to the many excellent volunteers, coaches and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect, and positive development of the game. We see this program as a vehicle to assist them to further these values and make hockey even better and more enjoyable.

The Code of Conduct Program is a celebration of the positive elements of the game. The PMHA encourages all participants to support our program, “For the Love of the Game “, to make our game and association even better.

## **VOLUNTEER’S CODE**

- Expect no special rights or privileges because you are a volunteer.
- Understand that even though you may not agree with all PMHA policies or practices, as a representative of the organization, you have an obligation to publicly support & abide at all times. If you do not agree with them, you can work within the system to have them changed.
- Accept that, because you are a representative of the PMHA, your actions, either positive or negative, reflect back on all of the other volunteers in the organization.
- Base all your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual.
- Be prepared to listen and respond to any concerns brought to you.
- Be prepared to listen to ideas from other people even though they may differ from your own.
- Judge ideas on their own merit, and the benefit they can bring the hockey player and don’t fall back on “But they’ve always done it this way.”
- Work patiently for improvement. Do not expect too much too quickly.
- Be slow to anger and hard to discourage.
- Anticipate people’s shortcomings and make allowances for them.
- Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge many turn away from.

## COACH'S CODE

- Understand that you have an obligation to abide by the policies of PMHA and that failure to do so could result in a loss of coaching privileges.
- Make sure that your players understand and abide by the PLAYER'S CODE.
- Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue those interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
- Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
- Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
- Develop team respect for the ability of the opponents, as well as for the judgment of officials and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from physician authorizing play.
- Remember that players need a coach they can respect and look up to...Be generous with your praise when it is deserved and set a good example. The keys to successful coaching are Leadership and Example. The coach points out what is right and wrong, fair or unfair. The coach stresses cooperation with authority and respect for it. How the coach acts is more important than what is said. A coach who is fair and who respects authority and the efforts of their players, will have a team that works hard for them.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children
- Treat the players as you would like to be treated.
- Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
- Coaches are responsible for the conduct of his players and team officials during practices, games and team functions.
- All coaches shall be responsible for ensuring that every player taking part in any game or practice is dressed in required equipment. Required equipment:
  - CSA Approved Helmet and Face Mask
    - Certified Throat Protector
    - Shoulder Pads and Elbow Pads
      - Hockey Pants/Girdle
  - Mouth Guard – Recommended for U11, U13, U15, U18
    - Hockey Gloves
    - Athletic Support
      - Skates
  - Shin Pads & hockey socks
- All coaches are required to wear CSA approved helmets for on ice activities.

- Use of illegal drugs, cannabis and/or alcohol (at any time during the season) at a sanctioned Minor Hockey practice/game/tournament will result in suspension.
- Coaches are responsible for supervision of dressing rooms & for replacing lost or stolen items belonging to the dressing while occupied by that coaches' team.

Any member who fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges at the Annual General Meeting, unless the member wins a successful appeal.

#### GUIDELINES FOR COACHES

- 1) PMHA endorses the National Coaching Certification Program.
- 2) No smoking or swearing on the ice, in the box or in the dressing room.
- 3) Alcohol consumption by minors will not be tolerated at any league or team function.
- 4) The use of illegal drugs could result in a suspension for a MINIMUM of one (1) year.
- 5) Responsible for enforcing rules, discipline, and behavior of team.
- 6) Become thoroughly acquainted with league and association rules and regulations.
- 7) Attend all meetings with team and parents when required.
- 8) Attend all practices and games. If not able to attend, arrange for someone to take charge.
- 9) Assume responsibility of conduct of players and team officials during practices, games, and team functions.
- 10) Any games or practices are under the control of the coach or his designate, and the coach must ensure that ALL players have proper equipment on, including helmet and face mask. Goaltenders and players not playing but are on the bench MUST WEAR their helmet, face mask & skates during the game or practice.
- 11) Coach(es) must wear a helmet for all practices and on-ice activities.
- 12) Name affiliate players by current season deadline
- 13) Discuss problems with Parent Coordinator and relevant Category Committee or Coordinator.
- 14) Advise manager of what assistance he/she can be on the ice during practice.
- 15) Advise players of game times and at what time they are expected to be at the rink.
- 16) Be aware of any medical problems with players.
- 17) Encourage medical treatment, to the extent possible.
- 18) Abide by association rules and regulations.
- 19) Shall retrieve all PMHA equipment and report the condition of same to Equipment Manager within 30 days of the last day of March.
- 20) Before pucks are allowed on the ice, the coach must be present on the ice, and all ice surface gates are to be properly shut.

## PARENT'S CODE

- Children are involved in organized sports for their enjoyment. As parents, we will encourage and support our children's desire to play his/her chosen sport but will not pressure him/her into participating.
- Always put the player's best interest first and ensure that all players are treated with respect and integrity; free from any form of physical and/or emotional maltreatment.
- Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, sexual orientation, age, religion or ethnic origin.
- Encourage my child to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences
- When my child is on the ice, the coaches do the coaching. I will not yell instructions to my child from the sidelines to avoid confusing my child by coaching from the stands.
- Understand the importance of skill development. For the lower age groups, I will remember that practices benefit my child more than games and competition
- Refrain from criticism of coaches, team officials, referees, teammates, opponents, opposing coaches, opposing team officials and other participants in PMHA games and other association activities. When you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink in any event. REMEMBER OUR 24 HOUR COOL DOWN RULE.
- Refrain from discussing the weaknesses of other team players and/or coaching staff with your child.
- Familiarize yourself with, and abide by the policies and procedures of PMHA
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and the Association.
- Refrain from using foul language towards other parents, coaches, officials or opponents.
- Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Recognize the importance of volunteer coaches and take the time to attend team meetings to get to know your child's coach's philosophy, expectations, and guidelines. I will communicate with my child's coaches and support them.
- Ensure to the best of your ability that your child abides by the rules of hockey, the policies of PMHA and principals of good sportsmanship
- Accept defeat gracefully...love the game above the prize



## PLAYER CODE

- I will represent, to the very best of my ability, PMHA and the Town of Ponoka when participating in Ponoka Minor Hockey Association sanctioned events. While representing our town and PMHA, I will exhibit proper behaviour and maintain etiquette whether I am playing a home game or an away game.
- I will always strive to give my best. Pride, esteem, and respect are just a few of the rewards I can expect from my teammates, fans, and coaches if I attempt to be the best I can be.
- I will follow the principles of fair play, safety and respect towards other athletes and recognize that fighting, verbal abuse, and checking from behind will NOT be tolerated, and may jeopardize further participation within Ponoka Minor Hockey Association.
- I will treat all team staff members, officials, opponents, peers, administrators and all others in which I come in contact, with respect and dignity while involved in Ponoka Minor Hockey. Team staff members and officials are there to help me and will accept their decisions and show them respect
- I will play hockey because I want to, not because others or coaches want me to
- I will play by the rules of hockey and in the spirit of the Game.
- I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
- I will work hard for myself and my team.
- I will treat all players with respect. I will not bully, interfere with, or take advantage of any player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and my opponents.
- I will not argue with the officials' decisions. If any questions need to be asked, I will let my captain or coaches handle it.
- I will not use illegal drugs and alcohol at a sanctioned Minor Hockey function.
- I will not use tobacco products at any time during the season.

## WHAT IS UNACCEPTABLE BEHAVIOR?

- 1) An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official).
- 2) An individual is also displaying unacceptable behavior if they are acting in any manner that would discredit the PMHA, their team, another team, another Member, or themselves.
- 3) When there is a situation of "Unacceptable Behavior", the responsibilities of the PMHA, coaches, parents, spectators, and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided, and reporting is encouraged, as it is an important step in attaining the objective.

Some incidents that may classify as unacceptable behavior include, but are not limited to:

- 1) Profanity by players, team officials or club representatives.
- 2) A player who receives a game misconduct, gross or match penalty.
- 3) A team assessed two or more bench minors in one game.
- 4) A coach or bench assistant who is ejected from a game.
- 5) A team, who in the opinion of the President, is being assessed too many penalties of a serious nature.
- 6) A team member or team follower who repeatedly brings discredit to the team and the PMHA through violent, abusive, or gross behavior, on or off the ice.
- 7) The abuse of alcohol/cannabis or any illegal substances while representing PMHA through participation in any team activities.
- 8) A parent or guardian who exhibits conduct unbecoming to the integrity of the Ponoka Minor Hockey program; and
- 9) Any team that fails to utilize ice time without prior notification.
- 10) Violations of Hockey Canada Rule 11

Two PMHA Board of Directors specific situations that will warrant disciplinary action are:

- 1) Any elected or appointed member of the PMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
- 2) Any elected or appointed member of the PMHA Board of Directors who, by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a seventy-five per cent (75%) majority vote be relieved of his or her duties

### **PMHA SPECIFIC RULES**

- 1) All Coaches, players, parents and officials shall ensure they complete the appropriate MANDATORY pledge form, before league play begins. The category coaching director will be responsible to collect all completed pledge forms from Coaches, players, parents & officials prior to the start of the first regular scheduled game of the current season. Failure to do so may result in temporary disqualification, pending a review by the category coaching director and recommendation to the PMHA board.
- 2) The use of illegal drugs or alcohol by any player, coach, parent, spectator or official (at any time during the season) at a sanctioned PMHA function is strictly prohibited. Offenders will face suspension and/or disqualification from the association. The length to be determined by the Discipline Committee.
- 3) All suspensions received from Hockey Alberta or league(s) that PMHA participates in shall be reviewed by PMHA Board of Directors. The PMHA Board of Directors, depending on the severity and/or type of infraction, may allot additional suspensions.

# **POLICY 18.0 ENFORCEMENT OF DISCIPLINE**

Under Bylaw XVIII, the Board of Directors of the PMHA have the power, authority and duty to discipline Members who demonstrate behaviors and conduct that is not appropriate in a minor hockey setting.

Two different enforcement of discipline stages are possible, namely:

- STAGE 1 - The Discipline Process
- STAGE 2 - The Appeal Process

## **STAGE 1 - THE DISCIPLINE PROCESS STANDARD SUSPENSIONS**

Where the Hockey Alberta current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the Category Coaching Coordinator, as a matter of routine will implement the suspension.

## **NON-STANDARD SUSPENSIONS**

When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Category Coaching Coordinator, and coach(s), shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

The coach(s) implements the sanctions with the players(s). A file must be created and established with the Category Coaching Coordinator until the end of the season when the file will be maintained with the Secretary of PMHA. The Category Coaching Coordinator must inform the Vice President of the sanction or discipline as soon as possible.

Further, the President or designate shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the Association for any conduct on or off the ice that at the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The President or designate, in conjunction with the arena staff, shall have the power to prevent summarily any spectator from viewing any game or other activity or entering the facility to view such game or activity under the auspices of the Association. This includes any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The power and delegation granted to the President allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as

action against the team of the contravening spectator. The President promptly informs the Vice President & appropriate coaching coordinator of the decision. The association is prepared to enforce these provisions as required as they are an integral part of the reporting and enforcement initiatives. Upon matters coming to the attention of the PMHA board or not handled by the President as mentioned above, the PMHA board may review the matter and determine the sanctions to be applied.

Sanctions that may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand,
2. A written reprimand,
3. A suspension,
4. An expulsion, or
5. A combination of the above

Regardless of any of the above, all issues of abuse and harassment as defined by Hockey Alberta and Hockey Canada will be dealt with as prescribed by the Child Protection Laws of Alberta and Canada.

Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified period.

Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

## **STAGE 2 - APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the concern presented, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

Any appeal of team or president discipline must occur within seventy-two (72) hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President. For association discipline(s), appeals must be made to Hockey Alberta following the Hockey Alberta appeals process.

Upon receiving the written appeal, the vice president shall present to the PMHA board at either a regularly scheduled board meeting or a specific additional called board meeting and review for further actions or discipline. If the PMHA board deems that a discipline committee is required to review the appeal, the board will assign members to the discipline committee. In the event of a conflict of interest within the discipline committee, the Board of Directors will name replacement designate(s)

The Discipline Committee shall consist of a Category Director, other than the Category Director involved in a Stage 1 decision, and another PMHA Board of Directors member approved by the President and shall be no less than three (3) people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset, but shall be confirmed in writing with copies logged with the PMHA Secretary.

The Vice President shall report the outcome of the hearing to the President.

Should the offending party(ies) not agree with the outcome of the hearing, the offending parties may request a hearing at the next regular meeting of the PMHA Board of Directors. The request must be in writing to the PMHA Secretary, who upon receiving the request shall place the item on the agenda for the next regular meeting of the PMHA Board of Directors, and inform the President, Vice President and respective Category Director of its receipt.

The PMHA Board of Directors may provide up to thirty (30) minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the PMHA Board of Directors will discuss the case in private.

The PMHA Board of Directors shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the PMHA Board of Directors of an appeal shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Canadian Hockey.

## **POLICY # 15.0 – SOCIAL MEDIA**

Social media, professional networking sites, blog sites, and personal web sites are all useful technologies. Every team member has an opportunity to express and communicate online in many ways, and Ponoka Minor Hockey encourages an online presence.

Above all else, everyone needs to use good judgment on what material makes its presence online.

This social media policy sets forth guidelines and rules that all PMHA members follow positive behavior while utilizing social media. Any concerns raised via social media need to be brought forward to PMHA, following the appropriate complaint procedure.

Your online presence reflects on PMHA and your team. Be aware that your actions captured via images, posts, or comments can never be totally erased and could impact future opportunities.

See policy 24.0 for any bullying and or harassment concerns through social media.

### **Guidelines/ Best Practices**

You are responsible for everything that you post, write or link to on all social media platforms; you can never totally erase something you have posted, so think before you post or make something public.

- Be professional, courteous and respectful.
- Do not use profanity or words/terms that could be interpreted as racist, sexist or prejudice.
- Always assume your post will be read and/or seen by friends, family, teammates, coaches, opponents, media and potential employers or sponsors; this also goes for photos posted on any social media platforms – always assume that the photo posted in a private photo album will eventually find its way into the public domain.

**TEAM RULES** - Each team may establish team-specific rules, but in general, the following rules apply to players and staff while they are at PMHA sponsored events (games, practices, tourney, and team events).

- 1) Do not include, post photos or mention personal information of/about teammates or staff members without their permission; respect your teammates' right to privacy.
- 2) Do not make team-related announcements prior to them being made official or getting permission to do so from PMHA, i.e. injuries, lines, lineups, being named to team, being named a captain, etc.

- 3) Players and hockey personnel cannot use social media to make or promote any comments that could have a negative impact on the team; ask first whether the comments could cause a distraction for the team.
- 4) No photographs or videos posted from inside the dressing room or from team activities are allowed without consent from those appearing in the photo or video.
- 5) No public criticism of officials, opposition, parents / guardians or event organizers.

## **POLICY # 16.0 – GRIEVANCE or COMPLAINTS PROCESS**

PMHA realizes that conflicts do take place throughout the hockey season. How these conflicts are dealt with is critical for all parties involved.

PMHA follows the twenty-four (24) hour cool-down rule. The twenty-four (24) hour rule requires that you wait for twenty-four (24) hours before you bring forth a concern. This rule has become very useful in providing you with an opportunity to review the matter with a level head. Input from other family members can be sought to ensure that your perception of the events are accurate, especially if it pertains to your player. What you perceive from the stands may not be what is perceived by your player and he/she may be able to clarify the issue.

This means that if any one member of the PMHA has a complaint/grievance (e.g., an issue with an evaluation/coaching decision, etc.), then the member with the complaint/grievance shall not pursue the matter any further for a period of at least twenty-four (24) hours.

PMHA has adopted the following complaint/grievance process in hopes of diffusing conflicts as swiftly as possible within our organization. Unless the incident is severe in nature where there is a physical altercation or injury, the following procedure must be used by all parties that are a part of the Ponoka Minor Hockey Association.

### **ABSOLUTELY NO PHONE CALLS TO ANY MEMBER OF THE PMHA BOARD OF DIRECTORS WILL BE ACCEPTED**

1. All complaints at a team level shall be addressed to the parent captain first.
2. If resolution is not received at the parent captain level, the next level will be the team manager and/or coach.
3. If resolution is not received at the team manager/coach level, then the next level will be the coaching coordinator level.
4. If resolution is not received at the coaching coordinator level, then all complaints/grievances must be initiated in writing to the President or Vice President of the PMHA via email utilizing the proper complaint PMHA form. Email contact information for both the President & Vice President are available on the Ponoka Minor Hockey Website, [www.ponokaminorhockey.ca](http://www.ponokaminorhockey.ca) Handwritten complaints can also be mailed to PMHA at Box 4021, Ponoka, AB T4J 1R5.
5. Document the complaint/grievance/incident in writing, Verbal complaints/grievances will not be acknowledged. Your written complaint/grievance will need to cover the following items
6. Who was involved (Team information, Name and title/role)
7. What happened?
8. What remedy or resolution are you seeking?



9. submitted with his/her contact information and best time of day or evening that they can be reached.
10. Upon receipt of written complaint/grievance, a Grievance complaint/grievance hearing date shall be set within seven (7) days.
11. The Vice President of the Association shall convene the Grievance Committee. Members of the Grievance Committee shall be the Vice President, Secretary, Respective Category Coaching Director and Referee in Chief. In the event of a conflict of interest within the complaint/grievance committee, the Board of Directors will name replacement designate(s)
12. The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours
13. All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta. Pursuant to By-Law 13.19 of Hockey Alberta.
14. In an appeal where all board members have been involved in the decision, an outside grievance committee is to be formed with a minimum of 3 past board members.

Date/Time of Incident/occurrence? \_\_\_\_\_

Who was involved? Name, Title or  
role: \_\_\_\_\_

Associated with which team: \_\_\_\_\_

Name & contact information of Additional  
Witness(es): \_\_\_\_\_  
\_\_\_\_\_

Please provide a clear description of complaint/greivance:

Please provide a clear description of remedy or resolution that you are seeking:

Submitted By:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

# **POLICY # 17.0 – DRESSING ROOM & ARENA ETIQUETTE**

It is the responsibility of the coaching staff to ensure dressing rooms are kept in good condition. Should any damage occur the team at fault would be held responsible for all charges levied against the PMHA. To ensure that your team is not paying for previously damaged property the coach and/or manager should inspect the dressing room, BEFORE players enter the room and AFTER they leave the room. If any damage is noted, contact the arena attendant and have such damage brought to their attention.

## **Guidelines for MIXED Team Dressing Rooms**

- 1) PMHA mixed teams from the U13 category and up will require all FEMALE athletes to dress and undress in separate dressing rooms or in a designated room that has enough space to accommodate this request.
- 2) All players must be in an acceptable state of dress, including the Female player before entry to the main dressing room is allowed.
- 3) Dressing room key can be obtained from the arena staff by a player or member of the coaching staff. Distribution of the key will be handled on the "honor" system and must be returned after each use. If at any time this honor system is abused i.e. Key is lost or stolen, further security measures will be enforced. For all out of town games the coach/manager should ensure every effort is made to stay within these guidelines

## **POLICY # 19.0 – COACH SELECTION PROCESS**

The respective Coaching Coordinators shall present a list of coaching candidates to the Board of Directors for review. The Board must approve all coaching appointments in any given year. The Board of Directors of PMHA reserves the right to reject any coach application if the applicant is deemed to be unacceptable to them as well as if the applicant has demonstrated unacceptable behavior previously or in past seasons.

### **Coaching Certification**

Coaching certification requirements are determined by HA. Refer to HA for current requirements. Coaches who do not register for and complete the required courses by Nov 15 (or a date determined by HA) will not be allowed on the HCR roster or able to coach for that season.

### **Coach Selection Criteria**

All coaches must complete an application form prior to being considered for a coaching position. Applications should be returned to the Director of Coaching prior to date set by board of any season. All coaches will be evaluated and selected based upon the information provided on the application form as well as a mandatory interview meeting. All coaches will be required to sign a Code of Conduct contract before being accepted as a coach in PMHA. All coaches will be required to attend required HA coaching certification as noted above.

### **COACHING CERTIFICATION**

- All on ice leaders must have the appropriate Coaching Certification for that level
- It is a Hockey Alberta requirement that all coaches hold Respect In Sport Activity Leader online clinic at all levels (This course is not reimbursed by PMHA).
- Hockey Alberta has specific coaching certification requirements for all coaches as found on the Hockey Alberta website that must be followed. No coaches will be approved to be head coach, assistant coach by PMHA or Hockey Alberta unless these requirements are met by November 15 of the current coaching season. (or as posted on the Hockey Alberta website.
- All Team Officials are required to provide current coaching season Criminal Record Check including vulnerable sector and Child Intervention Check
- Current Criminal Record Check and Child Intervention Checks must be completed & submitted to PMHA NO LATER THAN OCTOBER 31 of the current coaching season (or an alternate date as determined by the PMHA Board of Directors).
- Individuals without valid Criminal Record Check and Child Intervention Check after October 31 of the current coaching season, will be removed from the Official HCR roster and will not be eligible to be a coach on the bench or on ice helper for the current coaching season.

## **POLICY # 20.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS**

In any given year, one of the most difficult tasks faced by a hockey organization is the process of player evaluation and team selection. The challenges are common, regardless of the size of the organization. It should be noted that there are many ways of approaching this process and all of them would be considered acceptable if, in the end, all players are given a fair and equal opportunity to exhibit their abilities, and the evaluators maintain their objectivity. This policy will present the procedure implemented by the Ponoka Minor Hockey Association.

### Objective of the Evaluation Process

- To provide a fair and impartial assessment of each players total hockey skills during both skill sessions and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team that is appropriate for their skill and development level for the current season.
- To form teams to maintain competitive play where the players can develop their skills and have fun playing hockey.
- To provide PMHA with the opportunity and flexibility to build teams based on players demonstrated individual and team skills, abilities, and aptitudes.

**We recognize that it is very difficult to satisfy the expectations of all parents and participants in the evaluation process. Extraordinary / unusual circumstances will be dealt with by Ponoka Minor Hockey Association via our complaint policy. Evaluations are kept private, and under no circumstances will anyone other than the Ponoka Minor Hockey Association President, Vice President & respective level coaching coordinator be allowed to see the evaluation results.**

## **Important Notes:**

- 1) The player selections for the top tier team for each age division (U9 & up) will consist of 70% Evaluators ranking & 30% Coach's selections
- 2) The head coach for the top tier team (Team A) for each age division (U9 & up) will choose the remaining 30% of the team after the evaluation numbers have selected the top 70% of the forwards/defense. The appropriate level coaching coordinator will provide the head coach with the list of eligible names for the top tier team head coach's 30% selection.
- 3) For each top tier team (Team A) in each age division (U9 & up), the Team A will consist of 70% of evaluators marks, 30% top tier team head coach selections as mentioned in note, #2. The Team A head coach will have no input or impact on player selections for remaining tiered teams for that age division. The top tier team head coach 30% selections will be brought before the respective level coaching coordinator before the final selections are announced to ensure that the coach selections are justified and reasonable. The remaining players not selected for Team A, will be assigned to the remaining tiered teams for that age division keeping **like skilled players playing with liked skilled players.**  
  
For example: if there are 30 kids in an age group and there are 3 teams for that group for the season and for this example, each team is made up of 10 players. Team A will be made up of the top 7 players from the evaluator's rankings and the remaining 3 players on Team A would be from the Coach's 30% selection of the players that, for this example, were ranked 8 - 12 from the evaluators rankings. Team B would be made up of 10 players that rank in the top 70% of the evaluators rankings and were not selected to Team A, Team C will be the remaining 10 skaters.
- 4) The top evaluated goalie (U13 & up) will be selected to the highest available tiered team. The remaining goalie(s) will be distributed by head coaches of remaining tiered teams as described in note 3 above for skaters.
- 5) Each skater must attend a minimum of 2 evaluation sessions unless noted in section **Injury/Illness/Absentee from evaluations** contained within this policy

**Please note:** In the instance where PMHA player(s) are trying out for elite teams outside of PMHA (e.g., AAA tryouts), PMHA teams will reserve the right to move a player who originally ranked in the 30% rankings of evaluations but made the top team and move that player to a lower-level team if:

- The PMHA player(s) trying out for elite team(s) have returned to PMHA for the current season.
- Have had a minimum of two ice sessions to be evaluated by the respective level coaching coordinator and team coach

- and the respective level coaching coordinator and team coach feel that this player is in the 70% level of tryouts.
- 6) It will be at the sole discretion of the respective level coaching coordinator if the coaching coordinator would like to execute a 5 & 5 evaluation session (pending ice availability) **after at least two** evaluations with the entire group of skaters **has already occurred**. The 5 & 5 evaluation will be run as follows. The top 5% & the bottom 5% evaluated skaters, based off the evaluator's marks for the first two sessions, will not attend the third evaluation session & therefore give the evaluators a focus on the group of skaters that will have the opportunity to fill the 70% of the top tiered team selection. If there is no ice availability or the respective level coaching coordinator does not decide to run a 5 & 5 evaluation session, then the entire group of skaters will attend both evaluation sessions.

### Evaluation Team Members

#### Coaching Coordinator

- Will identify and utilize a minimum of three evaluators per ice session. This will include a minimum of two forward/defense evaluators and a minimum of one goalie evaluator (for U11 and up). The evaluators cannot be a divisional coach, a member of any players' immediate or extended family or legal guardian.
- Responsible for finding appropriate on-ice coaches to run each tryout session (assistant coaches for example). The on-ice coaches cannot be a divisional coach, a member of any players' immediate or extended family or legal guardian.
- All players will be assigned an identification number at the start of evaluations. These should be kept confidential by players and parents. Coaching coordinators will post information (player's sweater number & color and dressing room number) in the front lobby for the players and parents prior to the start of each session.
- At the start of each ice time players will be given a numbered jersey to be worn for that session.
- Evaluators will rate the players by number only, names will not be provided.
- Ensure all sweaters are collected at the end of the session.
- Coaching coordinators will ensure scrimmage teams are evenly matched so a fair evaluation can be done on all players not just a select few.
- The drills will be gone over with the evaluators and on ice coaches prior to each ice session to ensure the evaluators and coaches knows what skill they are demonstrating.
- Be available to field questions and comments about the evaluation process.
- Collect evaluation forms after each evaluation session.
- Will be responsible for the final calculations of the player rankings and
- collecting all evaluators scoring sheets and notes at the end of the process

As U9 is the first season that evaluations will be held for those players, the respective level coaching coordinator will hold an information session for U9 parents, so they are aware of the upcoming process, can ask questions & get answers they require.

### On Ice Coaches/Helpers

- For insurance purposes, it is mandatory that all the on-ice coaches/helpers have completed Respect In Sport, Activity Leader.
- All on ice coaches/helpers are required to wear a CSA approved helmet.
- Ensure a proper warm up at the beginning of each ice session.
- Demonstrate and ensure that the players understand each drill.
- Make sure that drills are always kept in the same order for each group (if applicable). Also maintain practice plan and attempt to stay within the allotted time line.
- Check that all players have the proper protective equipment.
- Encourage the players to perform to the best of their ability.
- Do not share any of their personal insight with players, parents or other observers during the evaluation process.

### Evaluators

- Review practice plan and drills with the coaching coordinators prior to the ice sessions.
- Evaluators must sit separate from parents and make their assessments independent of other evaluators, and or coach/parent influence
- Fill out the provided evaluation forms and hand them in to the respective level coaching coordinator after each session and follow each levels evaluation matrix.
- Refer any questions, comments, or complaints to the coaching coordinators.
- Ensure a fair and unbiased evaluation for every player.
- Do not share your results or comments with **any** player, parent or other observer.
- Disclose any family relation to any evaluated player(s) prior to being selected as an evaluator.

### Coach

- Work with the coaching coordinators to create a practice plan with drills suitable for the age group and evaluated skills.
- Shall assist in the development of the on-ice drills.
- Shall not select the on-ice helpers/coaches.
- Complete independent evaluations of skaters during evaluations to aid in the evaluation rating of all skaters



PMHA Board of Directors

Will act as an independent party representative

- For the team selection process fielding any direct questions from the coaching coordinators that they may not be able to answer/do not feel comfortable answering
- In the event of a dispute & formal written complaint.

### **Evaluation Skills (Break-down)**

Forwards and Defense

All Levels

1. Skating: Forward and backwards, acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.
2. Puck Handling: Ability to handle puck with head-up, accurate passing, looking for pass, good hands, puck protection in small spaces & in traffic.
3. Shot: Accuracy, quick release and speed of shot, head up when shooting
4. Passing: receiving passes, passing choices, passing on backhand, unselfish with the puck, presents a good target, receives passes and retains puck with control, touch passing.
5. Positional Play: ability to see the play developing both offensively and defensively and moves to support the play.

### **U11 and Up**

- Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time, ability to play disciplined hockey.
- Work Ethic: The effort displayed in both drills and scrimmages, attention to coaches' instruction and feedback, work ethic on both sides of the puck (Offense & Defense)
- Defensive Play: Back checking, good position in defensive zone, even and odd man defensive positioning

## **U15 and Up**

- Body Contact: Proper body position in both giving and receiving a check, legal and safe checking, one on one battles, checking concept of angling, good body position with balance and control, defensive side position.

### **Goalies**

All Levels

Basic Skating, Lateral Movement, Forward/Backward Movement, Net Movement, Angle Positioning, Depth Positioning, Lower Body Save Movement, Upper Body Save Movement.

U13 & Up

Rebound Control, Basic Tactics, Intermediate Positioning, Basic Transition Movement while down

U15 & Up

Intermediate Position Specific Movement, Basic Positioning, First save Control, Shot Preparation, Advanced Positioning while up, Positioning and Movement while down, Intermediate tactics, Intermediate Transition.

### **Injury/Illness/Absentee from evaluations**

Any illness or injury which prevents participation in the evaluation process must be reported to the respective Coaching Coordinator immediately. A doctor's note and/or other medical documentation will be required as part of notification to the respective coaching coordinator.

Prior to the player participating in the process or any hockey activities, a "RETURN TO PLAY" note will also be required from their doctor.

Team spots in this instance will not be held indefinitely. A Return to Play note must authorize full (body contact/checking for U15 and above) participation prior to or on the first Friday in November.

#### **1) LATE INJURY/ILLNESS ARRIVAL:**

If a registered Ponoka Minor Hockey Association player is injured or ill and is unable to attend a portion of the Ponoka Minor Hockey Association evaluations, he or she will be allowed to participate in any remaining portion of the evaluation process.

The coaching coordinator may, if deemed necessary, request a spot be held on the top tiered team being formed to further evaluate the late arriving player. From subsequent

evaluation sessions or team play the held spot will be filled by either the late arrival or the last cut from the team being formed.

## 2) INJURY OR ILLNESS THAT OCCURS DURING the EVALUATION PROCESS:

If a registered Ponoka Minor Hockey Association player is injured or ill and is unable to attend the remaining portion of the Ponoka Minor Hockey Association evaluations due to an injury that occurs during the evaluation process, the evaluators will be asked if they have had sufficient time to make an accurate assessment of the player against their peers.

If the Evaluators feel that an accurate assessment has been made, the Ponoka Minor Hockey Association President, Vice President & respective level coaching coordinator will review the evaluators recommendations and decide whether or not to accept them, weighing the evaluation rankings in the sessions attended prior to the injury. If a member mentioned above has a conflict of interest with a child involved in this process, that board member will voluntarily remove themselves from the process and the Board of Directors will name a replacement board member to assist with the review.

## 3) EVALUATIONS MISSED ENTIRELY (DUE TO ILLNESS/INJURY/ABSENTEE):

If a registered Ponoka Minor Hockey Association player is injured or ill and is unable to attend Ponoka Minor Hockey Association evaluation sessions in their entirety, then a spot will be held on the lowest tiered team being formed pending the return of the player.

When the player is eligible to return and participates in subsequent evaluation/practice sessions or team play, the coach of the next higher tiered team will be asked to select between the returning player and last cut from their team.

If the returning player is selected to move up, then the last cut player may move to the lower tiered team.

**Please Note:** To be considered for Ponoka Minor Hockey Association evaluation process, the ill, injured, or absentee player, as described above, must be registered with Ponoka Minor Hockey Association for the current season, be in good standing in regard to Ponoka Minor Hockey Association registration fees and have provided a doctor's note as described above.

## 4) HEALTH ORDERS PROTOCOLS

Any health order protocols (e.g Covid 19) which prevents participation in the team formation process will be treated similarly as section 3 above  
Illness/Injury/Absenteeism.

## **FINAL DECISIONS**

Any coach releasing a player to a lower level will do so in a private one-on-one meeting. The coach will identify the player's strengths and weaknesses to provide direction going forward.

## **POLICY # 21.0 – BOARD MENTORSHIP**

Board members who have vacated their position at the end of their term (referred to as “mentor”) are expected to mentor their replacement until December 31st of the year the new board member was elected.

The mentor may attend regular board meetings during the mentoring time period but shall not be entitled to vote at these meetings.

The mentor is expected to ensure their roles and responsibilities as a former board member are documented in writing and submitted to the public relations director prior to the annual general meeting held in the year they last served as a member of the board.

Mentors shall be issued an amount of the volunteer fee (amount to be decided upon by the PMHA Board of Directors) provided that they have properly fulfilled their role as a mentor and have paid hockey registration fees to the association for the hockey season coinciding with their mentoring term.

## **POLICY # 22.0 – TEAM FINANCES & FUNDRAISING**

- 1) All fundraising **MUST** be approved by the PMHA before teams will be allowed to proceed. Failure to follow this rule will see penalties or sanctions being assessed to the team, including but not limited to denial of any future funding raising activities.
- 2) All fundraising activities must be approved by Alberta Gaming and Liquor Commission.
- 3) It is the intent of the PMHA to monitor all fundraising projects by PMHA teams.
- 4) It is the responsibility of the PMHA Board of Directors to approve and/or endorse all fundraising projects within the association. Fundraising projects should be submitted to the Treasurer of PMHA, for review by the PMHA Board of Directors committee. It shall also be the Board of Directors Committee's responsibility to deny requests that could be detrimental to PMHA teams and its leagues.
- 5) It is the responsibility of the team treasurer of each team to submit an Income and Expenditure report to the Treasurer of the PMHA, for any fundraising events.
- 6) A tournament statement and sponsors list must also be submitted to the PMHA Board of Directors Committee following tournaments.
- 7) All teams in the PMHA must supply parents of their team and the PMHA with a regular financial statement of team operations. Three times per year and a final report is expected.
- 8) Signing authority for team accounts shall be by the team treasurer and team assist treasurer.

## **POLICY # 23.0 – SPONORSHIP**

•Major team and/or tournament sponsors must be approved by PMHA. All sponsor requests shall be forwarded to the PMHA Vice President for initial review and receive further approval by the PMHA Board of Directors. Major PMHA sponsors shall not be approached for individual team donations. A list of major sponsors is available in the PMHA office.

## **POLICY # 24.0 – BULLYING & HARASSMENT**

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offense under the Criminal Code of Canada.

Harassment is defined as any form of unwanted intimidation that is forced upon any individual or individuals against their will which may include conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful.

Types of behavior which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing, physical assault or abuse
- Any sexual offence
- Cyber bullying (e.g., email, instant messaging, social media platform, etc.)

Harassment/bullying is dangerous to the point that physical or emotional harm may come to any person. It may end up destroying a team, or any individual's desire to participate at whichever level they are currently participating.

PMHA will not condone nor tolerate harassment/bullying at any level, or by any person, player, coach, volunteer, or Board member. PMHA has a zero-tolerance policy when it comes to harassment/bullying. It is expected that any individual that feels that they are being harassed/bullied, will report such behavior to their coach, manager, coaching director, parent captain, or a member of the Board of Directors.

If the Board of Directors receives a complaint about any degree of harassment/bullying, the complaint will be dealt with immediately. If Team staff (coaches, managers, etc.) is involved in the complaint, this may result in the team staff member named in the complaint being suspended until the complaint is investigated. PMHA realizes this may be disruptive to the team, however harassment/bullying at any level or degree is serious enough to warrant this type of consequence. If a player is involved in the harassment/bullying complaint, he/she may be suspended until the complaint is investigated and the investigation is completed.

Upon investigation by a committee of Board of Directors members, if any of the harassment/bullying allegations are proven to be true, PMHA will deal swiftly and severely with the individual or individuals involved. Discipline for a first offense will be an immediate 3 game suspension for the offending person(s). Discipline for a second and/or subsequent offense(s) will receive an immediate, indefinite suspension and/or outright release from PMHA.

Team staff (coaches, managers, etc.) are ultimately responsible for any improper conduct on and off the ice and in the dressing rooms. As people that are considered to



have care and control, or positions of authority, team staff members are not exempt from any part of this harassment/bullying policy.

The term harassment/bullying will also apply to anyone who uses any derogatory dialogue towards any player, on-ice or off-ice official, parent, or fan that insults a person's race, creed, sexual orientation, or gender.

## **POLICY # 25.0 – EQUIPMENT AND JERSEYS**

1. All players who participate in the PMHA on ice activities must wear all mandatory protective equipment as outlined by Hockey Canada and Hockey Alberta. Players assisting on the ice with another team's practice must also wear all mandatory protective equipment unless age 18 +. It is the responsibility of the parent/guardian to ensure their child has all the necessary equipment and that is worn properly in accordance with CHA requirements. Failure to do so can result in suspension or disqualification from the association. Required Equipment is a CSA approved helmet with face shield, neck guard, shoulder pads, elbow pads, hockey pants, hockey gloves, athletic support, shin pads and skates. Mouth guards are not mandatory but are encouraged.
2. Players who are injured but still practicing on ice with their team must always wear full equipment. Any player who is not playing but is on the bench must be dressed in full hockey gear including the helmet with face shield & skates.
3. All coaches in the PMHA must wear a helmet while on the ice.
4. The PMHA will provide each team with the following equipment:
  - a. -Game jerseys
  - b. -Team first aid/safety bag
  - c. -Practice equipment (pucks, pylons, training aids, etc)
  - d. -Goaltender equipment for goalies up to and including the U-11 age category which will include shall include chest protector, leg pads, trapper glove and blocker glove and goalie stick
5. U-13, U-15, and U-18 age categories are responsible to provide this equipment on their own accord.
6. The Director of Equipment will distribute all of the PMHA supplied equipment at the start of the Hockey Season. The Equipment Director will record this distribution of equipment and copies of said distribution kept on file for the current season.
7. Supply of team hockey socks are the responsibility of each team but are often provided by team sponsors up to U-11. For example, historically, U5 team hockey socks have been supplied by PMHA, U7 team hockey socks have been supplied by Tim Hortons, U9 Team A team hockey socks have been donated by the team sponsor. Please check with the equipment director for clarification.
8. PMHA supplies each team with First Aid "Safety Bag" and each team is responsible to manage this safety bag throughout the season, each team is to notify the equipment director of any deficiencies in the First aid "Safety Bag" throughout the season, all teams are to return the First Aid "Safety Bag" at the end of the season in their assigned equipment locker
9. All equipment supplied by the PMHA will remain the property of the PMHA.
10. Team equipment is NOT to be used for non-team functions.
11. Team management is responsible for the return of all assigned equipment and will be held accountable for its return in good condition at year-end. When supplied equipment is lost or damaged the team manager must report the

incident to the PMHA equipment director. Costs for repair or replacement of jerseys and equipment is the responsibility of the team.

12. It is required that each team assigns a parent(s) to be responsible for collecting and washing jerseys after each game and bringing team jerseys to games as a method of preserving the team jerseys. Under no circumstances are the team jerseys to go home with the player.
13. PMHA game jerseys are to be used for games only. Team jerseys are NOT to be used for non-team functions.
14. Name bars are not to be pressed onto the hockey sweater; bars are to be hand stitched only. Sewing machines are not to be used.
15. Players are to provide their own practice jerseys. Game worn jerseys are NOT to be used for practices.
16. At the conclusion of each hockey season, all team jerseys must be mended and cleaned by the team before storage. Jerseys must be washed and organized by color & in numerical order before hanging them in assigned lockers. Name bars as well as captain letters are to be removed.
17. It is the responsibility of each team to ensure team lockers are cleaned and organized at the end of each season.
18. The Director of Equipment shall complete all Jersey purchases. Jerseys not purchased by the PMHA shall not be worn for any PMHA sanctioned events. This does not include practice jerseys as per section 25.16 above. Once jerseys are assigned by the Equipment Director, alterations to any part of the jersey (i.e. numbers, crestring, etc.) is prohibited without written consent of the Equipment Director.

**Creation**

<b>Date</b>	<b>Created by</b>	<b>Comment</b>
May 31, 2022	Peter Hillier, Mikki Scabar, Jessica Loveseth, Mark Prefonataine	Complete re-write of PMHA Policies & Procedures

**Document history**

Below are at least the last three revisions of this document.

<b>Date (mm/dd/yyyy)</b>	<b>Revised / Reviewed By</b>	<b>Description</b>