

PONOKA
MINOR HOCKEY ASSOCIATION



POLICY AND PROCEDURES

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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 Executive, at the end of each Hockey Season.

“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 Executive.

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

“Canadian Hockey Mentorship Program” - a major mentorship program where experienced coaches are trained to work with younger less experienced coaches.

“Canadian Hockey Initiation 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.

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

“Executive Board of Directors” - the elected members of the PMHA who are responsible for the overall management of the Association. Throughout this document the Executive Board of Directors may be identified as the Executive 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 1 and concluding April 30th of the next 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.

“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 per cent (50%) of the votes cast.

“North Central Minor Hockey Association” – the hockey league that Ponoka teams participate in. Throughout this document the league may be referred to as NCMHA. PMHA is a member of the NCMHA. PMHA shall nominate one member of the executive to sit on the NCMHA Board of Directors for each playing season. This member is responsible to communicate and correspond or liaise between PMHA and the league.

“Past President” - the formerly elected Chair who will assist the Executive 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 Executive 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 Executive, 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 Executive Board of Directors who is in charge of the management of the Executive 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” - a registered group of players who are all qualified in on Division comprised of not less than twelve (12) players (Exclusive of affiliated players) and not more than nineteen (19) players.

“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 Hobbema)

(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 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 the PMHA agree to abide by the rules and regulations of Hockey Alberta and the CHA. Some of these rules and regulations determine the level that Ponoka teams must compete at in terms of provincial competitions. This also applies to the league that Ponoka participates in. Under Hockey Alberta guidelines the PMHA is seen as an "A" town, resulting in all our teams having to participate in provincial competition at the A level.

In the North Central Minor Hockey Association our teams may participate at different levels depending on their skill level in relation to other teams in the league. Some of our teams, although categorised as an 'A' center by Hockey Alberta, may play in Tier One or Tier Two depending on the skill level.

All carded 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.

No Import Players will be accepted at the Atom & Pee Wee levels. Imported players take their community's registration numbers when they move to another MHA. This directly impacts the level that a community must play at – provincially.

Teams classified as AAA by Hockey Alberta must apply to the association in writing before December 31 of the current playing season requesting entry into provincial competition. Competitiveness at the AAA level must be shown before the Association will approve the team for competition in the provincial AAA play downs.

Provincial Tournaments & Play Downs

All PMHA teams, that wish to participate in Hockey Alberta provincial play downs, must state their intentions in writing to the Executive. This must occur by December 31 of the playing season. Written requests must be received or teams will forfeit their opportunity and will not be placed in provincial competition.

PMHA must notify Hockey Alberta before January 10th of the playing season. If any of its teams do not wish to participate in provincial play downs. Hockey Alberta makes the assumption that all teams will participate in play downs. If a minor hockey association does not notify Hockey Alberta of its decision to not participate and then fails to meet its commitment, it will be declared ineligible for provincial competition the following season or assessed a two hundred dollar \$200 reinstatement fee.

POLICY # 4.0 – TEAM OPERATIONS & STRUCTURE

- a) 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 teams 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. The teams are responsible to complete a team contract, signed by all, which shall be submitted to the Coaching Director of that team's division.
- b) Each team will hold monthly parent meetings to ensure that the team is on track and following the guidelines set at the beginning of the year. Minutes must be submitted to the category director within one week of the meeting. Where possible the Coaching Director should be invited to each team's meetings.
- c) At the midpoint, but no later than January 15, and the end of the season, coaches will evaluate each player and provide written feedback to all players.
- d) Each team must be represented at all scheduled PMHA coach/manager meetings.

POLICY # 5.0 – PLAYER REGISTRATION & FEES

- a) The PMHA will determine registration dates on an annual basis. This information will be presented to the Publicity Director for advertisement as determined (e.g., in the local paper and on the PMHA website).
- b) The PMHA Director of Registration (Registrar) shall coordinate all volunteers during the registration sessions.
- c) The Registrar shall present the Executive with an accurate listing of all players, after registration has been completed. This shall be updated on a monthly basis with copies available to PMHA Executive.
- d) All registration and concession fees must be paid before the player will be allowed on the ice for practices or games. All fees must be paid in full before the player will be signed to the current season player's card.
- e) The PMHA Executive will set the registration fees on a yearly basis.
- f) All registration refunds will be subject to a \$10 administration fee.
- g) All cheques returned NSF will be subject to a \$25 fee.
- h) All Import Players trying out for Midget AA and Bantam 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 fee will be returned.
- i) Refunds of registration fees will be given for players who quit the PMHA according to the following schedule:

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

- j) 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.
- k) Not with standing i), no refunds will be processed after February 1.
- l) We will not be allowing players on the ice until full payment has been received or payment arrangements satisfactory to the registrar or treasurer have been made.

POLICY # 6.0 – ON ICE OFFICIALS REGISTRATION & FEE

- a) The PMHA shall determine the dates for the annual referee's clinic in conjunction with the Hockey Alberta Zone committee.
- b) All officials must attend a clinic prior to December 15 of each year to maintain certification.
- c) The PMHA will determine the cost of the clinic and this information will be forwarded to the Publicity director for advertisement in the local paper.
- d) Hockey Alberta and the Zone referee's committee set all fees for referee registration.
- e) All officials must be insured through Hockey Alberta, this fee is payable at registration unless the official is a carded hockey player, hockey coach or other carded team official. In this case and this case only, NO insurance fees need to be collected.
- f) All officials must provide their own mandatory equipment. (i.e., uniform, helmet, visor etc.)
- g) Referee rates are established by Hockey Alberta and are presented to all officials at the annual fall clinic.
- h) PMHA recommends that where possible for Atom hockey and above a (3) Three-man system will be used. Novice and younger groups will utilise a (2) Two-man system.

POLICY # 7.0 – NUMBER OF PLAYERS ON A TEAM

The PMHA Executive 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 CHA or HA.

Midget	17 skaters	2 goalies
Bantam	15 skaters	2 goalies
Pee Wee	15 skaters	2 goalies
Atom	15 skaters	2 goalies
Novice	13 players	
Initiation	13 players	

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 10th 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 10th 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:

- ✦ Two defined members of the PMHA executive 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 10th of the playing season.

Only nineteen players can be registered on a team at any one time.

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 “bring up” identified or affiliate players from a lower level team. In most cases the affiliated players are “brought up” in the case of an injury situation. Coaches who bring up affiliated players and then sit their own team’s registered players will be disciplined by the PMHA.

The PMHA has two options under CHA and Hockey Alberta playing rules:

- Affiliate a higher level team to 19 players throughout PMHA, or
- Affiliate one higher-level team to a lower level team.

The number of games that a player can play “up” as an affiliated player is as follows:

- Prior to January 10th – unlimited games;
- After January 10th – five games (if a player plays a sixth game he or she must remain with the upper level team);
- Only league and provincial games count in the five/six game rules; and
- An affiliated player can play any number of exhibition or tournament games.

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

The process that coaches and teams must follow when using affiliated players is as follows:

- The PMHA Registrar or President must be notified;
- Both coaches must sign the Affiliation Process Form; and
- Upper level teams or coaches must not contact the affiliated player directly as the coach of the affiliated player will notify him that the upper level team wishes to use him/her in a game situation.

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. These completed forms will be kept on file in the PMHA office.

Player Acceleration

The purpose of this policy statement is to provide a process for a hockey player who has demonstrated exceptional skill and ability during the evaluations and preseason to play above the evaluated level or above his normal age category. To allow the development of a player's abilities, by advancing him/her to the division which best suits them.

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

Identification

Identification of hockey players eligible for acceleration can include but is not restricted to, any member of the association, executive or involved coaching staffs. Completion of the acceleration form is a prerequisite for the committee to consider the approval. All acceleration forms must be forwarded to the Evaluation Co-ordinator for submission to the Acceleration Committee.

Acceleration Committee

The Acceleration Committee will consist of the Coach of the Higher Level, the Coach of the Lower Level and both Category Coaching Directors. Once this committee has reviewed the acceleration form and made its recommendations, the form must be forwarded to the President of the PMHA for final approval before the player may play at the accelerated level. The PMHA President or his designate will make notification to the player and parents. The committee shall be empowered to draw upon any resource available to assist in making its recommendation

POLICY # 10.0 – PLAYER DRIVING

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

- a) While travelling 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 travelling privileges being revoked for that player and/or team.
- b) Players must inform team management that they are driving and how many people are travelling with them.
- c) 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.
- d) Drivers must have a valid driver's license and adequate insurance.

POLICY # 11.0 – TRAVEL PERMITS

- a) Travel permits are subject to Hockey Alberta rules and regulations.
- b) The PMHA Tournament Director is responsible for receiving any travel permit requests from association members. The director 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.
- c) No PMHA team shall be permitted to play exhibition or tournament inter branch games of any kind, without the written or faxed permission of Hockey Alberta and PMHA.
- d) To obtain permission to take a Hockey Alberta and PMHA team for an Inter branch trip the following procedures must be followed:
 - The team must first obtain written invitations from the out of branch team or organisation.
 - The letter of invitation **MUST** include the full details of where and when the competition will be held.
 - Upon receipt of the invitation the team must notify the PMHA Tournament Director by letter of request to participate in stated event. The Tournament Director will advise the PMHA Executive board of the request and IF approved, will apply to Hockey Alberta for the required travel permit. Notice of travel intent should be received by the PMHA forty-five days (45) prior to the day of the event.
- e) 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:
 - Control and discipline of the players, coaches, managers and parents.
 - Attend all meetings of the Team planning the trip.
 - Provide a written report to PMHA within THIRTY- (30) days of arriving back in Alberta.
- f) All PMHA Bylaws, Policies and Procedures apply to all team members while participating in this event. The PMHA representative will immediately forward to Hockey Alberta, any notice of suspensions from such event for review by Hockey Alberta.

POLICY # 12.0 – NUMBER OF GAMES AND TOURNAMENTS

Ponoka Minor Hockey recommends the following guidelines when scheduling league and/or tournament commitments:

TEAM	GAMES	TOURNAMENTS
MIDGET A	50	3
MIDGET B & C	45	3
BANTAM A & B	45	3
BANTAM C	40	3
PEEWEE A & B & C	45	3
ATOM A & B	45	3
ATOM C	40	3
INITIATION (Novice)	30	3
(Mites)	15	3
(Mighty Mites)	00	0

Each team in PMHA will be eligible to compete in one home and 2 away tournaments, prior to playoffs. After playoffs are complete teams may enter other tournaments.

POLICY # 13.0 – ICE ALLOTTMENT

- a) Each year after reviewing the number of registrants and number of teams, the PMHA Executive may assign early morning ice slots to enable each team to have TWO regular scheduled practice times per week.
- b) If any team cancels their scheduled ice time, the ice scheduler will then distribute this ice time throughout the PMHA on an equal basis and keep a record of this distribution.
- c) Cancellations cannot be made in the current block-booking arrangement with the Town of Ponoka. All efforts should be made to reschedule games to ensure all allotted game slots remain used.
- d) Cancelled games may be subject to reimbursement from the individual team to the PMHA.
- e) 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 games duration. The allotted game times will begin with the games initial face-off.
- f) Recommended time slots are as follows; Atom - TWO (2) hrs, Pee Wee - TWO (2) hrs, Bantam - TWO & ONE QUARTER (2.25) hrs, Midget - TWO & ONE HALF (2.5) hrs.
- g) Hockey Alberta Provincial play downs take priority and will NOT have the clock reset. These games will be completed in their entirety. Schedules may have to be adjusted to accommodate these games.
- h) Pre-game warm-ups shall not exceed TEN (10) minutes.
- i) Tournament dates will be assigned at the beginning of each season. If for any reason the team should be unable to hold its tournament on the assigned weekend, the tournament is then deemed to have been lost. The PMHA Executive will NOT allot an additional or makeup weekend for that team's tournament.

POLICY # 14.0 – CODE OF CONDUCT PROGRAM

Ponoka Minor Hockey's Code of Conduct program shall herein after be referred to as "For the Love of the Game".

PHILOSOPHY

Participation in hockey, whether as a player, coach, 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 practised 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.

OBJECTIVES

To provide a program that plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness.

To promote acceptable conduct that supports a number of principles:

- RESPECT FOR PERSONS
- PROTECTION FROM HARM
- DEVELOPMENT OF ETHICAL CONDUCT TOWARDS OTHERS
- NOTIONS OF JUSTICE, FAIRNESS AND EQUITY
- CARING ATTITUDES
- FREEDOM TO ENJOY - TO FLOURISH
- RESPECT FOR THE GAME

It is a must that every Member abides by these principles.

This program is not intended to be a process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

WHAT IS UNACCEPTABLE BEHAVIOUR?

- a) An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official).
- b) An individual is also displaying unacceptable behaviour if they are acting in any manner that would discredit the PMHA, their team, another team, another Member or themselves.
- c) When there is a situation of "Unacceptable Behaviour", 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 behaviour 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 behaviour, on or off the ice;
7. Use of alcohol or other 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.

Two PMHA Executive situations that will warrant disciplinary action are:

1. Any elected or appointed member of the PMHA Executive who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the PMHA Executive 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

- a) All Coaches, players, parents and officials shall ensure they complete the appropriate MANDATORY pledge form, before league play begins. Failure to do so will result in a temporary disqualification from the association pending a review by the category-coaching director.
- b) 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.
- c) All suspensions received from Hockey Alberta or NCMHA shall be reviewed by PMHA Executive. The executive depending on the severity and/or type of infraction may allot additional suspensions.

COMPLAINT PROCEDURE

- a) The reporting of unacceptable behaviour by a director, coach, player, parent, spectator or official is the triggering event of the complaint handling procedure.
- b) This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.
- c) Complaint forms are available in the arena concession or in the complex office. The incident report form should be submitted to the President of the PMHA for review and action. This can be done by leaving the complaint with arena staff or placing it in the Drop-off Box at the bottom of the arena lounge staircase.

RESPONSIBLE REPORTERS:

On/Off Ice Officials

- a) If in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individual(s) are removed from the arena area.
- b) The official will document the offence on a game incident report form and forward the form to the President of the PMHA triggering the complaint handling process.

Directors, Spectators, Players and Parents:

If in the opinion of a director, spectator, player or parent an individual displaying unacceptable behaviour, an incident report form is to be completed and forwarded to the President of PMHA triggering the complaint handling process.

ENFORCEMENT OF DISCIPLINE

Under Bylaw XVIII, the Executive of the PMHA have the power, authority and duty to discipline Members who demonstrate behaviours 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 CHA 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 Director, 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 Hockey Director, 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 Director until the end of the season when the file will be maintained with the Secretary of PMHA. The Category Director must inform the Vice President of the sanction or discipline as soon as is possible.

Further, the President or his 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 his 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. Further to this the President or his designate shall have the power to suspend summarily any player, coach, team official or the team to which the spectator is attached.

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 association is prepared to enforce these provisions as required as they are an integral part of the reporting and enforcement initiatives.

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 Canadian Hockey Association 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 issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

Any appeal of 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.

The Vice President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Category Director, other than the Category Director involved in a Stage 1 decision, and another PMHA Executive 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 Executive. 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 Executive, and inform the President, Vice President and respective Category Director of its receipt.

The PMHA Executive 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 Executive will discuss the case in private.

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

The decision of the PMHA Executive 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 POLICY

INTRODUCTION

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 way online.

This social media policy sets forth guidelines and rules that Ponoka Minor Hockey teams should follow for all online communications in reference to PMHA

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

Guidelines/ best practices

You are responsible for anything that you post, write or link to on any social media platform; you cannot 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.
- Consider your long-term professional and personal goals when you post jokes, pranks or behind the scenes anecdotes; Future employers, teams and schools check social media platforms in assessing whether they want individuals representing their organization.
- Be vigilant about identity theft as a public figure.
- Use passwords that are difficult to guess/hack; use a combination of letters and numbers to give your account an additional level of security.
- Be cautious of following, promoting or re-Tweeting and sharing posts by individuals who use offensive language, are disrespectful or consistently look to engage followers in arguments or fights - you will be associated with those individuals if you are following, 'Like', re-Tweeting or sharing their information.
- Don't ask to be followed or 'liked', just because you are looking for good numbers, but instead give fans a reason to subscribe to your service.
- Always take a moment to reconsider before posting any information or photo; if I was a follower, would I want to read this? Is this appropriate? Could this be interpreted wrongly and become a distraction?
- Proofread for typing errors.
- Don't blame Twitter for when things go wrong. Take ownership of the content you provide. Twitter is the vehicle, but you are responsible for how you use it.
- Regularly check your follower list. If a bio looks interesting, follow them.
- Use "unfollow" or "block" on Twitter/Facebook for followers that are going over the line, but don't announce it to everyone.
- Stay away from public debates or exchanges with individuals on social media platforms.
- Keep your Tweets short - they are more likely to read if they're 50 characters or less.
- Security and police always recommend that you tweet where you have been and not where you are going.

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. Under no circumstances is picture taking within the dressing room permitted at any time. Failure to comply with this policy could result in the offenders' expulsion from our hockey program.
2. Do not include, post photos or mention personal information of/about teammates or staff members without their permission; respect your teammates' right to privacy.
3. 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.
4. Players and hockey personnel cannot use social media to make or promote any comments that could have negative impact on the team; ask first whether the comments could cause a distraction for the team.
5. 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.
6. No public criticizing of officials, opposition, parents / guardians or event organizers.

Special thanks to Hockey Canada for the use of their "Social Media Policy" in shaping this document.

POLICY # 16.0 – GRIEVANCE or COMPLAINTS PROCESS

From time to time, there may be issues between members of the PMHA. The PMHA uses a twenty-four (24) hour cool-down period. This means that if any one member of the PMHA has a grievance (e.g., an issue with a coaching decision) with another member of the PMHA that cannot be immediately and calmly resolved, the member with the grievance shall not pursue the matter any further for a period of at least 24 hours.

- a) In any event, all grievances at a team level shall be addressed to the respective Director.
- b) Resolution not received at the above level shall be directed to the Grievance Committee.
- c) All Grievances must be initiated in writing to the President or Vice President of the PMHA.
- d) Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- e) The Vice President of the Association shall convene the Grievance Committee. Members of the Grievance Committee shall be the Vice President, Secretary, Respective Category Director and Referee in Chief. In the event of a conflict of interest, the Executive will name another designate.
- f) The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.
- g) 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.
- h) 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.

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

- a) PMHA mixed teams from the Pee Wee category and up will require all FEMALE athletes dress and undress in separate dressing rooms or in a designated room that has enough space to accommodate this request.
- b) After dressing, female athletes will be allowed to enter the main dressing room. The coaching staff will ensure a team rule exists to support the situation and that adequate supervision is available at all times.
- c) All players must be in an acceptable state of dress, including the Female player before entry to the main dressing room is allowed.
- d) Pre and Post game strategy sessions should allow 5 - 10 minutes for the coach to address the players. After the Post game session the coach should have the female(s) leave for their own dressing room.
- e) Female athletes are to obtain the dressing room key from the arena staff. Distribution of the key will be handled on the "honour" system and must be returned after each use. If at any time this honour 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 # 18.0 – FAIR PLAY CODES

PLAYERS

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 actions, knowing that negative actions can spoil the activity for everybody. I will respect my opponents and do my best to be a true team player. I will remember that winning is not everything and that having fun, improving hockey and life skills, making friends and doing my best are also important. I will acknowledge good plays by those on my team and those of my opponents. I will remember that coaches and officials are there to help me; I will accept their decisions and show them respect.

PARENTS

I will not force my child to participate in the game of hockey. I will remember that my child plays hockey for his/her enjoyment, not for mine. I will encourage my child to play by the rules and to resolve conflict without resorting to violence or hostility. I will teach my child that doing one's best is as important as winning. I will make my child feel like a winner every time by offering praise for competing and trying hard and will never allow him to feel defeated by the outcome of the game. I will never ridicule or yell at my child or other players for making a mistake or for losing a game. I will applaud good plays by my child's team as well as their opponents. I will never question the official's judgement or honesty and will support all efforts to remove verbal and physical abuse from the game. I will respect and show appreciation to the coaches who give their volunteer time to coach my child's team.

COACHES

I will be reasonable when scheduling games and practises remembering that players have other interests and obligations. I will teach my players to play fairly and to respect the rules, officials and opponents. I will ensure that all players get equal instruction, support and playing time. I will not yell at the players I coach, ridicule them for making mistakes or for playing poorly. I will build confidence in the players and remember that players play to have fun. I will remember players; parents, officials and spectators need a coach they can respect. I will continue to upgrade my coaching skills and work in co-operation with officials for the betterment of the game.

SPECTATORS

I will remember that participants are not playing to entertain me but are playing for their enjoyment. I will abide by all facility rules and regulations and respect the official's decisions. I will never ridicule a player for making a mistake and will give positive comments that will motivate and encourage continued effort. I will not support violence of any type and will express my disapproval in an appropriate manner to the coaches and officials. I will show respect for my teams opponents and applaud excellence on both teams.

OFFICIALS

I will ensure that each and every player has an opportunity to perform to the best of his/her abilities, within the rules of the game. I will avoid any situation that threatens the safety of the players and maintain a healthy environment for competition. I will not permit the intimidation of any player by words or actions. I will not tolerate unacceptable behaviour towards officials, other players, spectators or myself. I will be objective and consistent in calling infractions, regardless of my personal feelings toward a team or individual player.

PMHA EXECUTIVE MEMBERS

Executive members shall expect no special rights or privileges and understand that they have an obligation to abide by the policies of the PMHA. Failure to do so could result in dismissal from the executive board. Members should accept that because you are a representative of the PMHA, your actions either positive or negative reflect back on all other members of the organization.

POLICY # 19.0 – COACH SELECTION PROCESS

The Director of Coaches shall present a list of coaching candidates to the executive for review. The Board must approve all coaching appointments in any given year. The Executive 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 behaviour previously or in past seasons.

All coaches in PMHA must meet the minimum requirements for certification as indicated by Hockey Alberta and the Canadian Hockey Association. All "A" level teams must have coaches certified at the NCCP Coach level. Other coaching staff members may hold the HTSP or Speak Out certification.

Coaching Certification

LEVEL	INITIATION	NCCP	HTSP	SPEAK OUT
Midget		✓	✓	✓
Bantam		✓	✓	✓
PeeWee		✓	✓	✓
Atom		✓	✓	✓
Novice	✓	✓	✓	✓
Mite	✓		✓	✓
Dynamite	✓		✓	✓
Female		✓	✓	✓

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 participate in Coach Mentorship Programs or Mandatory Certification Programs.

Evaluation by Parents & Players

The PMHA recognizes that excellence in player development is largely determined by qualified committed coaches. To ensure that quality coaching is afforded to all players, PMHA supports a growth, supervision and evaluation program for its member coaches. The goal of the evaluation program is designed to reinforce an individual's positive coaching tactics and to also provide recommendations and support in the areas of growth. The information gathered from the evaluation process will be used to determine future appointments for each individual coach. Information will be gathered from three sources, a coaches' self-evaluation, a player evaluation (where age appropriate) and a parent evaluation. Evaluations will be conducted at the beginning of December and again at the beginning of March.

The following guiding principles will be followed;

- Evaluation forms will be given to the managers on each team to distribute to players and parents by December 1st and March 1st.
- Parents and players will return the evaluations in a sealed envelope to the manager by December 10th and March 10th. PMHA will give an envelope along with the evaluation forms and instructions on it.
- The manager will collect the evaluations and hand them in to the coaching director by December 14th and March 14th
- The coaching directors will meet as a group to review each individual coach's evaluations. A typed up summary will be created and signed off by each Coach Director. A copy of the summary will be forwarded to the President.

- e) The coaching director and the coach will meet and review the evaluation by December 20th and March 20th. The summary sheet will guide the conversations.
- f) If support is needed to improve the areas of growth, a goal or a plan for improvement will be put into place. The coaching director can make suggestions for improvement. Coaches may be encouraged or directed to attend coaching clinics. In some cases a coach mentor will be assigned. The goals or plans for improvement will be reviewed by the director and the coach 3 weeks after the initial meeting between the director and coach.
- g) All evaluation forms and summary documents will be kept in a locked file in the PMHA office. These documents will be used to assist the PMHA executive in coach selection process for the following year(s). Please see Appendix for a copy of each evaluation form.

Criminal Record Check

All head coach and assistant coach applicants must submit a criminal record check by no later than October 31st of each season. The PMHA will bear the costs associated with obtaining a criminal record check, if any.

Criminal Record Check Review Policy

Copies of the criminal record check first go to the President and if, in his or her opinion, it warrants action be taken by the PMHA the matter will be referred to the Disciplinary Committee

POLICY # 20.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS

The Player Evaluation and Team Selection Process should be consistent and fair, provide enough flexibility to allow all participants to adapt to changes as required, and meet the overall philosophy and objectives.

PHILOSOPHY AND OBJECTIVES

- a) To provide a fair, consistent, and effective evaluation that will result in the players participating in a category that best suits their skill level.
- b) Provide a fair opportunity for all players to be evaluated in as many situations as possible.
- c) To have all Tier One teams made up of the highest level of skilled players as to ensure the most competitive team possible.
- d) To be well organized and use an efficient number of volunteers.
- e) To provide volunteer evaluators with hockey experience.
- f) To provide the best available on-ice officials to run well-organized evaluation ice-times.
- g) To provide evaluation ice times that provides players a fair opportunity to exhibit their skills and how they think and play the game.
- h) To remove politics from the decision-making process. Parents involved in the process must be removed from influencing the decision-making process with respect to their child.
- i) To attempt to place players on teams with players of similar skill level.
- j) To administer an open and transparent evaluation and selection process for coaches, players, and parents.

EVALUATION TEAM

The Evaluation Committee consists of two (2) evaluation directors, four (4) coaching directors and impartial evaluators.

Each on ice session will be evaluated by a minimum of three (3) evaluators for position players and where possible, one (1) goaltender evaluator.

The Evaluation Team will be educated on the PMHA Player Evaluation Process and meet with the Evaluation Director prior to the start of the process.

The Evaluation Team must check in with the Evaluation Director prior to each ice session; attendance will be recorded.

Only members of the Executive will have access to the confidential documentation and other information relative to the evaluation process.

EVALUATION PROCESS

All players will be assigned an identification number at the start of evaluations. These should be kept confidential by players and parents.

The players' next ice session will be posted in the lobby of the arena and on the PMHA website no later than noon the day following their last ice 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.

All ice sessions will be used to evaluate skills and work ethic.

Each player will be evaluated on a minimum of two (2) ice sessions.

This process is consistent from level to level.

Evaluations begin the moment a player steps on the ice. It is the player's responsibility to be ready to show their best.

Players will be ranked by means of the PMHA Evaluation Form. These forms will be entered into the PMHA evaluation software program. The program will automatically average results and provide a basis for player movement.

All PMHA Evaluation Forms will be kept in the PMHA office.

All ice sessions will be used to evaluate personal hockey skills and game play in accordance with the PMHA Player Evaluation Guidelines.

PMHA Evaluation Forms are confidential and will be turned in to the Evaluation Director at the end of each evaluation session.

Evaluators are not to discuss their opinions with other evaluators, players or parents.

Evaluators are to sit apart from each other during the ice sessions.

Ice times for all players will be consistent to ensure all players have the same number of opportunities to prove themselves.

Preliminary placement of all players on respective A, B, or C teams, based solely on evaluation results, will be completed at the end of the designated evaluation sessions. However, if it is deemed necessary by the Evaluation Committee, additional session(s) may be scheduled to further evaluate closely ranked groups to ensure the process is fair to all.

Following the preliminary placement of players, A and B coaches reserve the right to move up to four (4) players based on their performance in team practices and exhibition games. Coaches may move additional players (i.e., in excess of 4), but must receive approval from the PMHA Executive to do so. It must be kept in mind that building a team requires coaches to consider a player's skill set along with their effort and attitude, something that is difficult to assess through the preliminary placement process.

A, B, and C coaches must work together to ensure the top players at the lower levels are given an opportunity during the exhibition season to play at the higher level if there is any doubt with respect to the preliminary placement of players. Movement during this time frame is encouraged by the PMHA Executive.

Goaltenders will be evaluated during regular try-out sessions. Depending upon the need, as determined by the Evaluation Team, goaltenders may also be evaluated during a separate position specific session.

The coaches will evaluate initiation category players and a team draft will follow.

PLAYER ABSENTEEISM AND LATE REGISTRANTS

Attempts will be made to slot late registrants into the appropriate level as players missing ice times due to legitimate reasons must not be penalized.

Players who miss evaluations for any reason other than medical will be started at the lowest level, and be evaluated at that point by higher level coaches and the level's Coaching Director. Should upward movement be deemed fair and equitable, the Coaching Director will make a written recommendation to the PMHA Executive for approval.

INJURY SITUATIONS

Where a player for medical reasons is unable to participate in the Evaluation Process, that player must provide a note from a licensed medical practitioner indicating:

- The reason for non-participation to date; and
- The player's current fitness for participation.

If the player provides the proper documentation, and is medically cleared to play, the player will start at the B level practice with the A level coach and the level's Coaching Director attending the practice to assist in the evaluation of the player. Should the consensus be that the player be considered for A or C level participation, the Coaching Director will make such a written recommendation to the PMHA Executive.

FINAL DECISIONS

Final team decisions will be made by each coaching staff in conjunction with input from the Evaluation Directors.

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.

If a concern arises, a written complaint may be submitted to the Evaluation Director within four (4) days of placement of the player. The Evaluation Director, and Coaching Director, will review all the relevant information pertaining to the issue raised and respond to the complaint. The twenty-four (24) hour rule will apply to all concerns (i.e., the PMHA will not entertain inquiries of a heated nature prior to this period lapsing).

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 rebated ½ of the volunteer fee provided 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

- a) All fund raising 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.
- b) All fundraising activities must be approved by Alberta Gaming and Liquor Commission.
- c) It is the intent of the PMHA to monitor all fund raising projects by PMHA teams.
- d) It is the responsibility of the PMHA Executive to approve and/or endorse all fund-raising projects within the association. Fundraising projects should be submitted to the Vice-President of PMH, for review by the PMHA Executive committee. It shall also be the Executive Committee's responsibility to deny requests that could be detrimental to PMHA teams and its leagues.
- e) It is the responsibility of the coach and/or manager of each team to submit an Income and Expenditure report to the Vice-President of the PMHA, for any fundraising events.
- f) A tournament statement and sponsors list must also be submitted to the PMHA Executive Committee following tournaments.
- g) 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.
- h) Signing authority for team accounts shall be by the manager or coach, and the Parent Captain of the team. In most cases the team members elect this Parent Captain early in the team's season.

POLICY # 23.0 – SPONSORSHIP

Major team and/or tournament sponsors must be approved by PMHA. All sponsor requests shall be forwarded to the PMHA Vice President for review and approval by the board. 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 – RESERVED FOR FUTURE USE

POLICY # 25.0 – EQUIPMENT AND JERSEYS

- a) The Director of Equipment will distribute all of the PMHA 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.
- b) Team management is responsible for the return of all assigned equipment and will be held accountable for its return at year-end.
- c) All equipment supplied by the PMHA will remain the property of the PMHA
- d) The PMHA provides goaltender equipment for goalies up to and including the PeeWee age category. The Bantam and Midget age categories are responsible to provide this equipment on their own accord.
- e) All players who participate in the PMHA on ice activities must wear all mandatory protective equipment as outlined by the Canadian Hockey Association and Hockey Alberta. Failure to do so can result in suspension or disqualification from the association. This means all players must wear at minimum a CSA approved helmet with facial protection and throat protection. Players who are injured but still practicing on ice with their team must wear full equipment at all times.
- f) All coaches in the PMHA must wear a helmet while on the ice.
- g) Jerseys and protective equipment are NOT to be used for non-team functions.
- h) Team management shall keep the jerseys and socks clean and mended, at the cost of the team.
- i) Name bars are not to be pressed onto the hockey sweater; bars are to be stitched only.
- j) If name bars are pressed onto the sweater the parent is responsible for the cost of a new sweater and will be billed appropriately.
- k) When supplied equipment is lost or damaged the team manager or coach that signed for the equipment must report the incident to the PMHA equipment director.
- l) 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 practices.
- m) Jerseys shall not be distributed to team players and will remain with the team management and stored in the PMHA lockers.
- n) PMHA supplied equipment for goaltenders shall include chest protector, blocker pads, trapper glove and blocker glove. All other equipment must be supplied by the goaltender.
- o) Any team requesting goaltender equipment that is not available from the PMHA inventory must complete an Equipment Requisition Form. Requisition forms are available from the PMHA equipment director.
- p) All PMHA goaltender equipment shall be returned to the PMHA Equipment director no later than the PMHA Annual General meeting.
- q) PMHA goaltender equipment usage may be extended with the approval of the PMHA Equipment Director.
- r) All team jerseys must be mended and cleaned by the team before end of the season storage. It is the responsibility of each team to ensure team lockers are cleaned and organised at the end of each season.