

# **PONOKA MINOR HOCKEY ASSOCIATION**



## **POLICIES AND PROCEDURES HANDBOOK**

## **TABLE OF CONTENTS**

**POLICY # 1.0 – DEFINITIONS & EXPLANATIONS**

**POLICY # 2.0 – BOUNDARIES**

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

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

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

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

**POLICY # 7.0 – TEAM STRUCTURE**

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

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

**POLICY # 10.0 – PLAYER DRIVING**

**POLICY # 11.0 – TRAVEL PERMITS**

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

**POLICY # 13.0 – ICE ALLOTMENT**

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

**POLICY # 15.0 – SOCIAL MEDIA**

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

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

**POLICY # 18.0 – ENFORCEMENT OF DISCIPLINE**

**POLICY # 19.0 – COACH SELECTION PROCESS**

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

**POLICY # 21.0 – BOARD MENTORSHIP**

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

**POLICY # 23.0 – SPONSORSHIP**

**POLICY # 24.0 – BULLYING & HARASSMENT**

**POLICY # 25.0 – EQUIPMENT AND JERSEYS**

## **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 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 for communicating and corresponding or liaising 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 / RESIDENCY**

As per the changes put forth by Hockey Alberta, minor hockey associations are no longer required to establish formal boundaries. Please refer to the PMHA website to view our PMHA catchment area map.

There are two types of players eligible to register with PMHA: Resident and Import Players.

1. Resident Player – Players are eligible to register with PMHA if they are a member in good standing and one of the following is met:
  - a. Your primary residence is in the PMHA catchment area (see boundary map)
  - b. You have played with PMHA for a minimum of two consecutive seasons
  - c. You have been permanently released from your minor hockey association and accepted by PMHA
- PMHA reserves the right to request any proof of residency or other documents to use in validating requests for registration, as well as any required forms or documents as per Hockey AB rules for release.
2. Import Player – Registration as an Import Player may be granted if:
  - a. The player is registering for the first time with a HA sanctioned league
  - b. Proof is provided of extenuating circumstances and, if necessary, a release is obtained from your resident association
  - c. There is no team in your division at your resident association
- Import players will be provided with confirmation of space as per PMHA registration policy

## **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 and 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 accepted or declined to better accommodate the appropriate competitive level.

### **Provincial Tournaments and 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.

Should team personnel refuse to or fail to fulfill their volunteer responsibilities, the team may be subject to fines at the discretion of the PMHA Board of Directors.

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 – The main responsibility of the head coach is the players on the team. This person will be contacted by the PMHA registrar and secretary to ensure they have all the required courses and checks required for their level of coaching.
- Assistant Coaches – ACs are selected by the head coach. Only people listed on the teams Hockey Canada Registry (HCR) can help on the players bench during games. These people will be contacted by the PMHA registrar and secretary to ensure they have all the required courses and checks required for their level of coaching.
- Team Manager – Is responsible for the schedule and all league required paperwork, including obtaining sanction numbers and permits for exhibition games and tournaments. One of the most important things the manager can do is delegate. A manager cannot do everything. The general rule of thumb is that each family should take on at least one team role. Team managers will:
  - Maintain the team schedule ex. practices, league and exhibition games, fundraising deadlines, off-ice activities.
  - Organize team meetings
  - Be very familiar with PMHA, HA and league(s) (U9-U18) policies and procedures
  - Be responsible for the communication flow of the team; set up and update Team Snap
  - Act on direction of the team's head coach
  - Be responsible for team binder
  - Be the main contact for the team's league(s) tier governor.
  - Reschedule league games and schedule exhibition and away tournaments as needed.

- Data Entry Person (also known as the DEP. (U11-U18 league teams only)
  - Are responsible for entering and submitting all home game data into the league website. The person filling this position needs to complete the DEP contact form on the league website so the league will know who you are and can send you the required login information. This role cannot be filled by the manager, or anyone listed on the team's HC roster.
- Team Safety Lead – Must have the safety training course and first aid training is recommended. The safety lead does not need to be listed as a bench staff person, and it is encouraged that this person should 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. May also be the home tournament treasurer (if there is another PMHA team in the same division that team treasurer may be the tournament treasure as well). Refer to Policy #22 and Appendix A for further information.
- Assistant Treasurer – will assist the team treasurer where needed and be one of the two signatories on the team bank account.
- Tournament Coordinator – organizes the teams home tournament.
  - For each team hosting a home tournament there will be a lead tournament coordinator and assistant tournament coordinator position.
  - For each team, if there is more than one team in a division and their home tournament dates are the same, the tournament coordinators from each team will form a tournament committee to work together to share the responsibilities.
  - For each team, they may help the team manager with anything they may need for an away tournament if the team does decide to attend any away tournaments.
  - For each team, every player's family must have representation and contribute with organizing and executing a home tournament. Refer to the Tournament Coordinator handbook for more information.
- Assistant Tournament Coordinator – assist with organizing 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. Minutes must be taken for all meetings.
- 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. All team fundraising activities must be



approved by the PMHA board. See the fundraising application form on PMHA website under treasurer package.

- Jersey Caretaker(s) – will be responsible for looking after 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 are at each game. Jerseys must not go home with players. 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. U7 hockey socks are property of PMHA and must be clean and returned to the jersey caretaker(s) at the end of the season. For the U9-U18 age groups, each player's family is responsible for purchasing their own hockey socks matching the team jersey unless supplied by the team's sponsor and/or by PMHA for that season.
- Half Ice Board Set Up and Take Down (U7-U9 only)
  - Team managers organize a parent group which will set up the boards before games and teardown after games.

## **Team Financing**

Only the team bank account set by PMHA is to be used with no exceptions. A copy of the statement can be requested from the PMHA Treasurer at any time. All team bank accounts will be held at the bank chosen by PMHA.

All cheques must have a minimum of two signatures. Signatories 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 November 01 as per the **PMHA Budget and Fundraising Policy 22.0 and Appendix A**. Year-end finalized team bank reconciliation form will be submitted by May 01.

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

- The PMHA Board of Directors reserves the right to refuse registration.
- The PMHA Board of Directors will set the registration fees on a yearly basis.
- The PMHA Board will determine registration dates on an annual basis. This information will be presented to the Public Relations Director for advertisement (e.g., via e-mail, in the local paper, social media accounts, and on the PMHA website).
- The PMHA Board will determine when late fees apply on a yearly basis and advertise this.
- The PMHA Board will determine cut-off dates for resident player registration and advertise this.
- Should a resident player register after the determined deadline, they will not be guaranteed a space on a team.
- The PMHA Board will accept registrations from import players on a date determined yearly by the Board. Placement on a team will be determined on a case-by-case basis and based on space available, team size, and skill level. All imports must present the appropriate completed Hockey Alberta form prior to skating. If import players participate in the evaluation process and then choose to leave (unless due to injury or illness) to play in another association, they will forfeit eligibility to the PMHA refund policy.
- 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.
- In order to be eligible to participate in PMHA pre-skates and evaluations, a minimum of \$100.00 of the current season PMHA registration fee must be paid and is not refundable.
- 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/Treasurer 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/Treasurer.
- 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 pay the 25\$ registration fee and make payment arrangements with the PMHA Registrar prior to starting evaluations, practices, or playing games with PMHA upon their return.
- Players who cannot attend pre-skates/evaluations, practices and/or games due to injury/illness and are following PMHA Policy 20 are required to pay a minimum of 50% of the current season registration fee to hold a spot on a PMHA team.
- Exceptions may 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 January 1.
- Refunds of registration fees will be given to players who leave PMHA according to the following schedule:

<b>Date Player Leaves</b>	<b>Refund Amount (less the administration fee and pre-skate/evaluation fee which are non-refundable)</b>
Up to September 30	100%
October 1 - 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 (e.g., 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. (e.g., uniform, helmet, visor, etc.)

### **Certification**

- 6) Officials must register and re-certify annually with Hockey Canada.
- 7) 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.
- 8) Officials should consult with PMHA and/or Hockey Alberta for details on how to register, along with clinic dates and formats.
- 9) Education modules will be determined annually by the Hockey Canada Officiating Program and the Members to support the growth and development of officials.
- 10) 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.
- 11) Rule knowledge and proper execution of in-game procedures and duties will be vital to the success of officials.
- 12) Official's game rates are established by Hockey Alberta and are available online at [officials.hockeyalberta.ca/standards/officiating-rates/](https://officials.hockeyalberta.ca/standards/officiating-rates/)
- 13) 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, as well as ensuring teams are as like-skilled as possible.

U18	18 skaters	2 goalies
U15	18 skaters	2 goalies
U13	14 -16 skaters	2 goalies
U11	14 -16 skaters	2 goalies
U9	9-13 players	
U7	9-13 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 10 years on December 31, in the season they wish to compete (11 and 12 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 and 6 years old on December 31). Younger players will be considered.

### *PLEASE NOTE:*

1) U7-U9 is considered by Hockey Alberta as Learn to Play Hockey programs and parents may choose to register their child within any U7-U9 age division based on

preference and/or skill level. This determination will be made along with the registrar / coaching director, and coaches at those levels.

## **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 February 10<sup>th</sup> (or a date determined by HA) 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 February 10th of the current Hockey Season.

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.

PMHA is committed to helping any resident player who wishes to play hockey and who is registered prior to the yearly registration deadline to do so. Should we be unable to accommodate a player, a full refund minus the registration fee will be given and we will assist in attempting to find placement with another association.

### **Release of players:**

- Players who wish to exit PMHA must show reasonable circumstances and attain the necessary release form from PMHA
- Once a player has played 2 full seasons with another association, they will be considered members of that association
- Players accepted into PMHA on a one-year release from their resident association at the conclusion of that season
- Once a player has played 2 full seasons with PMHA they will be considered a resident player

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

- 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 February 10th of the current playing season.
- All fees owing to PMHA must be paid in full prior to release.

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

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

## **Player Affiliation**

The purpose of player affiliation 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, as well as allow for the opportunity for development of players. The affiliation agreements allow a higher-level team to use affiliated players (AP) from a lower-level team. Refer to HA tiering grid for determination of AP eligibility.

As noted above, the HA affiliation grid determines player eligibility for affiliation, however, in addition to falling within the grid, a player's appropriateness for affiliation should be determined by both the APs current coach and the coach of the team requesting the player. Communication between both coaches should occur to ensure the player is an appropriate fit, skill-wise for the team they are affiliated to, prior to the player being requested to be added to the roster. This may also include inviting the player to practice with the requesting team to ensure a good fit. Players who are determined to be too strong for the team may have AP requests denied by the league. Players may only be affiliated to one team each season, with some exceptions as determined by HA.

PMHA AP requests must be submitted to the Registrar on the designated PMHA online google 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 number of games they may play as an AP. Coaches and managers must use League determined processes to request the use of APs in league games.

Requesting the use of an affiliate player requires communication and agreement between both team coaches and/or team managers prior to requesting an affiliate player to play with the affiliated team. Requests cannot be made directly to the affiliated player or affiliated players parent(s)/guardian(s). PMHA coaches are expected to encourage APs to play when requested, as long as it does not impact the player's ability to participate effectively with their own team.

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 HA-determined 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 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 and Ponoka Minor Hockey is to develop players within



their specific age group, not to displace the players from their age division by facilitating the movement of underage players. Underage players will only be considered for movement if they are deemed to be an “Exceptional Player”.

Players will only be allowed to move up a maximum of 1 division higher than their normal age category. A player must also be in their final year of eligibility for their appropriate age category to be considered to move up.

PMHA will not accelerate any first year U9 player. Second year U9 players may follow the PMHA player acceleration process to request player acceleration.

### **Eligibility for Player Acceleration**

To be considered for player acceleration, he/she must possess hockey skills that are superior to players his/her own age.

This athlete, through the PMHA evaluations process, must be in the top 5 players evaluated and/or a goalie superior to the other goalie(s) on the team in which they are trying out for of the higher age category.

In addition to hockey skills, the exceptional player must also possess a reasonable level of maturity.

The decision of the PMHA Board of Directors and the acceleration committee is final. No appeals will be accepted.

**Note:** Ponoka Minor Hockey Board of Directors' motion and approval is required to deviate from Player Acceleration requirements for the purpose of completing rosters where players are needed to make a team.

### **Application for Player Acceleration**

All acceleration requests must be made to the respective coaching director on or before August 31 of the current season outlining the rationale for being considered to accelerate. The PMHA Board will make a recommendation to form the acceleration committee.

**Acceleration Committee**

The Acceleration Committee will consist of the coach of the higher level that the player is wishing to accelerate to, the coach of the current level (if these coaches are not in place at the time of the request, PMHA board can request input from the previous season coaches) that the player currently belongs to, and both coaching directors for the respective lower and higher levels. The committee shall be empowered to draw upon any resource available to assist in making its recommendation. Once the acceleration committee has made their decision, the acceleration committee will then inform the PMHA board. The PMHA board will then come to a final decision and advise the parents/guardians of the final decision once evaluations are completed.

The identified player must participate in evaluations for the division they have applied to move to. If the request to accelerate is denied, then the player is to return to their age group.

Additional registration fees (per fee chart for age level player advancing to) due to the advancement of a player are to be paid in full at the time of player acceleration being approved.

**Please note:**

In the instance where PMHA player(s) are trying out for elite teams outside of PMHA (e.g., AAA tryouts), the returning PMHA player(s) parent(s)/guardian(s) can make a request for said returning player for player acceleration by end of day September 30 of the current season

- The returning PMHA player(s) will have a minimum of two ice sessions to be evaluated by the respective level coaching director and team coach of the higher age team that the player is asking to be accelerated with.

The PMHA board will then come to a final decision for elite stream athletes and advise in writing to the parent(s)/guardian(s) of the final decision no later than October 15 of the current season.

## **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:

- 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. For further info or to make a claim, please visit <https://www.hockeyalberta.ca/members/insurance/>
- Drivers must have a valid driver's license and adequate vehicle insurance.

## **POLICY # 11.0 – TRAVEL PERMITS**

Commencing for the 2023-24 season Hockey Alberta has instituted the following:

Hockey Alberta has eliminated the need for the visiting team to obtain a travel permit for any scheduled exhibition game taking place in the province. The host team will still be responsible for obtaining the Exhibition Game Sanction. Travel Permits are still required for any Jamboree or Tournament a team attends.

- 1) Travel permits are subject to Hockey Alberta rules and regulations.
- 2) The PMHA Secretary is responsible for all PMHA travel permits and sanction requests from association members. The secretary will forward requests to Hockey Alberta; upon approval, the document is automatically returned via email to the secretary and team specific manager. Verification for out-of-zone travel will now be considered complete.
- 3) No PMHA team shall be permitted to play exhibition or tournament games of any kind, without the written permission of both Hockey Alberta and PMHA.
- 4) To obtain permission to take a Hockey Alberta and PMHA team for any tournament 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.
- 5) All PMHA Bylaws, Policies and Procedures apply to all team members and their families while participating in this event. If a scenario arises with any suspensions from said event, the PMHA manager 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.
- For Home Tournaments refer to the PMHA Tournament Manual for more information.
- 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.
- Tournaments must be entered on dates that are acceptable as per league guidelines / blackout dates.
- After playoffs are complete teams may enter other tournaments.
- For the U7 Intro to Hockey, HA recommends a 2:1 ratio of practices to games.

## POLICY # 13.0 – ICE ALLOTTMENT

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.

During block booking, once regular game schedules are released, extra weekend ice will be distributed to team for practice or exhibition games. First, a list of available ice will be sent to managers and coaches so teams can request it on a first come first serve basis. Then any remaining ice will be distributed based on what team is available to use it. If it is assigned to a team, that team must use it, or the team will be billed for the ice if it is not used.

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.

- Teams are assigned ice at the beginning of the season. If your team will be attending a tournament or other special circumstances, contact the Ice Scheduler for assistance with having the ice re-allocated.
- PMHA practice ice times are 60 minutes. Game ice is booked as follows:
  - U7 - 60 minutes,
  - U9 – 60 minutes,
  - U11 - 120 minutes,
  - U13 - 120 minutes,
  - U15 - 120 minutes,
  - 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 endeavor to ensure they complete their scheduled game in the designated time slot.
- The allotted game times will begin with the game's warm up.

- Whether PMHA will be a Drop Clock association is determined by the Executive Board prior to the start of each season. Please refer to league rules re: drop clock only IF PMHA is using drop clock.
- Please refer to league Game Change rules and contact PMHAs league director regarding game changes. Cancellation of games is not permitted and may be subject to fines. 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 and coaches. 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.
- PMHA Ice scheduler is required to receive approval from the PMHA board prior to renting our allotted ice schedule to other associations or teams outside of our association or returning ice slots to the Town.

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. 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.

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.

## **MEMBER IN GOOD STANDING**

To be a member in good standing with PMHA you must:

1. Have all fees paid in full
2. Be properly registered
3. Have completed any required Hockey Canada or Hockey Alberta Certification
4. Live up to the following principles and values:
  - a. Conduct yourself in a manner consistent with PMHA bylaws and policies and procedures, and codes of conduct
  - b. Show respect for players, coaches, officials, and supporters
  - c. Support and promote the growth of hockey and PMHA in a positive manner on social media, at public events, and in the community at large

## **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 and abide by them 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.
- 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 PLEDGE**

*It is the intention of this Pledge to promote proper behaviour and respect for all participants within PMHA. ALL Coaches (and Assistants) must sign this pledge in order to participate in hockey, must continue to observe the principles of Fair Play and must adhere to the PMHA policies and procedures*

1. I understand I have an obligation to abide by the policies of PMHA and that failure to do so could result in the loss of coaching privileges.
2. I will be reasonable in my 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.
3. I will teach my athletes to play fairly and to respect the rules, officials, coaches, opponents and teammates. I will make sure that my players understand and abide by the CODE OF CONDUCT – PLAYERS, as per PMHA Policies & Procedures.
4. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will make sure that equipment and facilities are safe and match the athlete's age and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example by showing respect to the athletes, parents, coaches and officials by treating others as I would like to be treated.
7. I will obtain proper training and make a personal commitment to keep myself informed on sound coaching principles and the principles of growth and development in children. I will create a learning environment so players will experience success in improving individual and team skills.
8. I will support all efforts to remove verbal and physical abuse from my team's hockey experience.  
I will remember that participants play for fun and enjoyment and that winning is only part of the big picture. I will never ridicule or verbally put down a player for making a mistake or losing a competition.
9. I will never attend any practice or game under the influence-of any illegal substance, drugs or alcohol, or use tobacco products during a game or practice, or on the bench. In signing this document, I agree to abide by the principles of this PLEDGE as set and supported by PMHA

## **GUIDELINES FOR COACHES**

1. PMHA endorses the National Coaching Certification Program.
2. The use of illegal drugs could result in a suspension for a MINIMUM of one (1) year.
3. Responsible for enforcing rules, discipline, and behavior of team.

4. Become thoroughly acquainted with league and association rules and regulations.
5. Attend all meetings with the team and parents when required.
6. Attend all practices and games. If not able to attend, arrange for someone to take charge.
7. Assume responsibility of conduct of players and team officials during practices, games, and team functions.
8. Any games or practices are under the control of the coach or his designate, and the coach must ensure that ALL players have full equipment on.
9. Coach(es) must wear a helmet for all practices and on-ice activities.
10. Name affiliate players by current season deadline
11. Discuss problems with Parent Captain and relevant level Coaching Director.
12. Advise players of game times and at what time they are expected to be at the rink.
13. Be aware of any medical problems with players and encourage medical treatment, to the extent possible.
14. Abide by association rules and regulations.
15. Shall return all PMHA equipment and report the condition of it to the Equipment Director at the end of the season.
16. 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.

## **PARENTS PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Ponoka Minor Hockey Association. All parents/guardians must sign this pledge for their child to participate in the Ponoka Minor Hockey Association this season and parents must continue to observe the principles of Fair Play throughout the entire season.

## **CODE OF CONDUCT FOR PARENTS**

1. I will always strive to be a Positive role model for my child.
2. I will always show respect and good sportsmanship toward the volunteers, coaches, officials and opponents.
3. I will encourage my child to play hockey in the spirit of the sport
4. I will remember that my child plays hockey for his or her enjoyment, **not mine**.
5. I will respect officials and coaches in the understanding that their position is not always easy. I will respectfully accept their decisions and will not engage in verbal abuse.
6. I will accept coaches' on-ice decisions and appreciate the time that volunteer coaches give to teach my child to play hockey.
7. I will always encourage my child to play by the rules and to resolve conflict without resorting to violence.
8. I will never ridicule or yell at my child for making a mistake or losing a game. I understand that children learn by making mistakes.
9. I understand that positively reinforcing my child's effort will always create a positive learning atmosphere.
10. I will remember my child learns by example. I will applaud good plays and effort by both my child's team and their opponents.
11. **I understand and will abide by the 24-hour rule in regard to discussing concerns involving my child.**
12. I understand in the event of injury or illness, which in the opinion of the coach(s), may compromise one's ability to participate, the athlete may be removed from the event.

I agree to fully abide by this Parents Code of Conduct and PMHA Policies & procedures throughout the hockey season. I also agree to abide by the rules, regulations and decisions as set forth by the Ponoka Minor Hockey Association.

## **PLAYERS PLEDGE**

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

## **WHAT IS UNACCEPTABLE BEHAVIOR?**

- An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).
- 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.
- 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 Board, 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 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. Player Pledges will be collected by the team manager prior to league play beginning. Failure to do so may result in temporary disqualification, pending a review by the category coaching director and recommendation to the PMHA board.
2. All suspensions received from Hockey Alberta or league(s) that PMHA participates in shall be reviewed by CAHL Director and communicated to the respective coaching director. The PMHA Board of Directors, depending on the severity and/or type of infraction, may allot additional suspensions. Refer to Policy 18.0 regarding enforcement of discipline.

## **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 is posted.

This social media policy sets forth guidelines and rules that all PMHA members are to follow while utilizing social media. Any concerns raised via social media need to be brought forward to PMHA, following the appropriate complaint procedure. Please see Policy 16.0 for complaints form.

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.

- Be professional, courteous and respectful.
- Do not use profanity or words/terms that could be interpreted as racist, sexist or prejudiced.
- Always assume your post will be read and/or seen by friends, family, teammates, coaches, opponents, 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 post photos or mention personal information 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. People appearing in photos/videos must be fully clothed and/or in full hockey gear.
5. No public criticism of PMHA, other players, coaches, 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.**

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 or risk to safety, 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. **Wait 24 Hours**
2. All complaints at a team level shall be addressed to the parent captain first.
3. If a resolution is not reached at the parent captain level, the next level will be the team manager and/or coach.
4. If a resolution is not reached at the team manager/coach level, then the next level will be the coaching director level.
5. If resolution is not reached at the coaching director 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 and 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.
6. Document the complaint/grievance/incident in writing, Verbal complaints / grievances will not be acknowledged. No anonymous complaints will be accepted nor reviewed by PMHA.
7. Upon receipt of a written complaint/grievance, a Grievance complaint/grievance hearing date shall be set within seven (7) days.
8. The Vice President of the Association shall convene the Grievance Committee. Members of the Grievance Committee shall be the Vice President, Respective Category Coaching Director, and 3 additional board members. In the event of a conflict of interest within the complaint/grievance committee, the Board of Directors will name replacement designate(s).
9. The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours to all necessary parties.

Complaints MUST be submitted **within 21 days** of the incident occurring.



## PMHA COMPLAINTS FORM

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/grievance:

\_\_\_\_\_

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 will be held responsible for all charges levied against 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.

1. The 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.
2. Coaches are to be the last ones to leave the dressing room and players from U7 to U13 are not to be left un-attended after practices, games, or PMHA sanctioned events. Team coaches for U15-U18 should be within hearing distance from the dressing room to respond to any disruptions in a quick manner. Team coaches are responsible for checking the dressing room before departing the arena.

### **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.

## **POLICY 18.0 ENFORCEMENT OF DISCIPLINE**

Under PMHA 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.

### **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 Coaching Director, as a matter of routine, will implement the suspension.

As noted in Policy 14.0, The PMHA Board of Directors, depending on the severity and/or type of infraction, may allot additional suspensions.

#### **NON-STANDARD SUSPENSIONS**

Team coaches will have the right to sit/suspend player's activities during practice(s)/game(s) situations summarily for incident(s)/disruptive behavior(s).

When incidents/disruptive behavior(s) occur which require sanctions from PMHA or Hockey Alberta and may warrant disciplinary action, the coach(es) shall report the incident as quickly as possible to the Category Coaching Director, and at least prior to the next game, for action.

The Category Coaching Director and coach(es), shall meet for incidents, 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(es) implements the sanctions with the player(s).

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 team or 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 and/or public safety.

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 PMHA Board of the decision. Upon matters coming to the attention of the PMHA board, 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,
5. Fines, or
6. Any combination of the above

Player suspension includes no activity in bench and dressing room 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 people to dressing rooms, bench areas, and possibly spectator areas of arenas as per current league rules that PMHA teams are members of and Hockey Alberta suspension policy.

The decision of the PMHA Board of Directors shall be final and binding on all parties.

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

The respective Coaching Directors 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 coaching courses by Nov 15 (or the date determined by HA) will not be allowed on the HCR roster or be able to coach for that season.

### **Coach Selection Criteria**

All coaches must register via the online registration system prior to being considered for a coaching position. Coach registration should be returned to the Division Coaching Director prior to date set by board of any season. All coaches selected by the PMAG Board. All coaches will be required to sign a Code of Conduct contract before being accepted as a coach in PMHA. All coaches will need to attend the 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 valid Respect In Sport Activity Leader online clinic at all levels. The cost of this course, Respect In Sport Activity Leader, is reimbursed by PMHA for coaches but not for team managers.
- 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 or assistant coach by PMHA or Hockey Alberta unless these requirements are met by November 15 (or as posted on the Hockey Alberta website) of the current coaching season.
- All Team Officials are required to provide a Criminal Record Check including vulnerable sector every two years or more frequently if directed by Hockey Alberta.
- All Team Officials are required to provide a Child Intervention Check every 2 years or more frequently if directed by Hockey Alberta.
- On the years in between checks being due, the PMHA Secretary will ensure that all Team Officials certify that no changes have occurred to their Criminal Record or Child Intervention status.
- Current Criminal Record Check and Child Intervention Checks must be completed and 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 may be removed from the

HCR roster and will not be eligible to be a coach on the bench or as an on-ice helper for the remainder of the current 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.

### **Objective of the Evaluation Process**

- To provide a fair and impartial assessment of each player's 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, like-skilled teams 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 grievance policy. Evaluations are kept private, and under no circumstances will anyone other than the Ponoka Minor Hockey Association President, Vice President, and respective level coaching director or designated board member be allowed to see the evaluation results.

In order to best keep parents informed of evaluation processes, emails with relevant information will be sent out prior to the start of evaluations by the respective Coaching Director.

In the case of U9, where it is the first year of player evaluations, a parent meeting will be held prior to the start of evaluations to clarify process and answer questions.

### **Important Notes:**

1. The player selections for the top tier team for each age division (U9 and up) will consist of 70% Evaluators ranking and 30% Coach's selections.
2. The head coach for the top tier team (Team A) for each age division (U9 and up) will choose the remaining 30% of the team after the evaluation numbers have determined the top 70% of the players for the top tier team (Team A). The appropriate level coaching director will provide the head coach with a list of eligible names for the top tier team head coach's 30% selection.
3. The top evaluated goalie (U11 and up) will be selected to the highest available tiered team. The remaining goalie(s) will be distributed by head coaches of the remaining tiered teams.
4. 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., AA/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 director and team coach.
- And the respective level coaching director and team coach feel that this player is in the 70% level of evaluations.
- If there is any elite tryout player returning to PMHA and after the minimum two evaluation skates are completed and the returning player has previously exhibited behavior/attendance issues within PMHA, then it is the coach and respective level coaching director's choice to not place the returning player on a PMHA team. If this is the case, the respective level coaching director will be responsible for contacting the player's family and explaining the reasoning behind the decision.

It will be at the sole discretion of the respective level coaching director if the coaching director would like to execute a 5 and 5 evaluation session (pending ice availability) **after at least two** evaluations with the entire group of skaters **has already occurred**. The 5 and 5 evaluation will be run as follows:

Up to 5 evaluated skaters from the top and up to 5 bottom evaluated skaters, based off of the evaluator's marks for the first two sessions, will not attend the third evaluation session and therefore give the evaluators a focus on the group of skaters that will have the opportunity to fill the 30% of the top tiered team selection. If the respective level coaching director does not decide to run a 5 and 5 evaluation session, then the entire group of skaters will attend all evaluation sessions.



## **Evaluation Team Members**

### **Coaching Director Responsibilities / Organization for Evaluations:**

- Will identify and utilize a minimum of four evaluators per ice session. This will include a minimum of three 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.
- Is 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 directors will post information (player's jersey number and 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 jerseys are collected at the end of the session.
- Coaching directors 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 know what skill they are demonstrating.
- Be available to field questions and comments about the evaluation process.
- Collecting all evaluators scoring sheets and notes at the end of each evaluation skate.
- Will be responsible for the final calculations of the player rankings and

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

For the U11 group, if a player wishes to play as a Goaltender they are encouraged to try out as a Goaltender. By requesting to play as a goaltender the player will be evaluated all three evaluation skates as a goaltender. Once evaluated and placed onto their allotted team, the Goaltender will be given the opportunity to play as a Goaltender for the majority of the season. It is acceptable for other skaters to be given the opportunity to play the goaltending position throughout the season as this will encourage kids to take on the position going forward and help create a surplus of goaltenders going forward.

### **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 timeline.
- 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:**

- Shall have previous hockey experience and understanding as a player, assistant coach, head coach, or involvement with a minor hockey association.
- Review practice plan and drills with the coaching directors prior to the ice sessions.
- Evaluators must sit separate from each other and from any player's parents/families, coaches/on ice helpers. They must 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 director after each session and follow each level's evaluation matrix.
- Refer any questions, comments, or complaints to the coaching directors.
- Ensure a fair and unbiased evaluation for every player.
- Do not share your results or comments with **any** player, parent, or other observer.
- Shall disclose any family relation to any evaluated player(s) prior to being selected as an evaluator.

#### **Coach:**

- Work with the coaching directors 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 directors that they may not be able to answer/do not feel comfortable answering
- In the event of a dispute and 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 and 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 (U11 and up): ability to see the play developing both offensively and defensively and moves to support the play.

#### **U11 and Up:**

1. Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time, ability to play disciplined hockey.
2. 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 and Defense).
3. 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 and Up:**

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

### **U15 and 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 Director immediately.

**A doctor's note and/or other medical documentation will be required as part of notification to the respective coaching director.**

Prior to the player participating in the process or any hockey activities, a "RETURN TO PLAY" note will also be required from their doctor, noting the players ability to fully return to play. As per HA Policy, no player will be permitted on the ice with casts or hard braces.

Team positions in this instance will not be held indefinitely. A Return to Play note must authorize no restrictions on physical activity prior to or on the first Friday in November or a date determined by the respective level coaching director.

#### **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 respective level coaching director 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, 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 and respective level coaching director 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.

If the Evaluators feel that an accurate assessment has not been made prior to the injury or illness, then the player will follow the process below in point

### **#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, the coaching director will determine which tiered or both they should skate with. The coach of the next higher tiered team may be asked to select between the returning player and the last cut from their team. The respective level coaching director may, if deemed necessary, request a spot be held on the top tiered team.

If the returning player is selected to move up, then the last cut player may move to the lower tiered team. If the returning player is not selected to move up, then another player may be selected to move up a tier.

**Please Note:** To be considered for the 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.

### **Final Decisions**

If coach and respective level coaching director are releasing a player to a lower level or from the association, this will be done so in a private 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, if applicable, to the association for the hockey season coinciding with their mentoring term.

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

PMHA is a non-profit organization that relies on fundraising efforts from their members to ensure their continued ability to provide the opportunity for kids to play hockey. Each year, members of PMHA will be required to participate in a fundraiser of PMHA's choice. Failure to participate fully or to raise the predetermined amount of funds set out by PMHA by the end of the season will result in participants being charged a \$400.00 fundraising fee. This fee will be charged to the PMHA players account and will be required to be paid in full prior to the player being accepted for registration for the next season. No transfers to any other associations will be approved until the player account has been paid in full.

1. All fundraising **MUST** be approved by PMHA before teams are 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 fundraising activities.
2. Signing authority for team accounts shall be by the team treasurer and team assist treasurer.
3. PMHA teams hosting home tournaments will submit 15% of all home tournament profits to PMHA.

### **TEAM FINANCES / BUDGET / FUNDRAISING**

See Appendix A for comprehensive budget policy.

## **POLICY # 23.0 – SPONSORSHIP**

Major team and/or tournament sponsors must be approved by PMHA. All sponsor requests shall be forwarded to the PMHA Board of Directors for approval. Major PMHA sponsors shall not be approached for individual team donations other than by the team they are specifically sponsoring. A list of major sponsors is available on our PMHA website.



## **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.

PMHA will not condone or 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 or witnesses a person that is 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 as per PMHA Policy. If Team staff (coaches, managers, etc.) are involved in the complaint, this may result in the team staff member named in the complaint being suspended until the complaint is investigated. 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 with the individual or individuals involved. Disciplinary action will be determined by the board on a case-by-case basis.

## **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 registered to a team within your association may help out on teams but should be registered as follows:
  - a. under 16 they should be “Stick boy” and don’t need Respect In Sport Activity Leader but must be in FULL equipment
  - b. over 16 they need to get Respect In Sport Activity Leader and then are not required to be in full equipment, just helmet and gloves.
2. 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 Hockey Canada 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.
3. 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 helmet with faceshield and skates.
4. All coaches in the PMHA must wear a helmet while on the ice.
5. 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 U11 age category which shall include chest protector, leg pads, trapper glove and blocker glove and goalie stick
6. Goalies at the U13, U15, and U18 age categories are responsible for providing this equipment on their own.
7. 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.
8. Supply of team hockey socks are the responsibility of each team but may be provided by team sponsors or PMHA.
9. PMHA supplies each team with First Aid Safety Bag and each team is responsible for managing 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
10. All equipment supplied by the PMHA will remain the property of the PMHA.
11. The 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 repairing or replacement

- of jerseys and equipment are 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, without the permission of the Equipment Director.
  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. Captain "C" and Alternate Captain "A" are to be purchased by each team and removed from jerseys at the end of each season in a manner that will not cause any damage to the jersey.
  16. Players are to provide their own practice jerseys. Game jerseys are NOT to be used for practices.
  17. 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 and in numerical order before hanging them in assigned lockers. Name bars as well as captain letters are to be removed.
  18. It is the responsibility of each team to ensure team lockers are cleaned and organized at the end of each season.
  19. 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. Once jerseys are assigned by the Equipment Director, alterations to any part of the jersey (i.e., numbers, cresting, etc.) are prohibited without written consent of the Equipment Director.

# APPENDIX A – TEAM BUDGET AND FUNDRAISING

## PMHA Team Budget and Fundraising Policy

### Team Budgets

All teams must use PMHA Bank accounts created for each team. Banking information will be given to team treasurer by the PMHA treasurer. Each individual team is responsible to provide their team and the PMHA treasurer a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season.

### Step One Creating the Team Budget

The team treasurer is to create the budget and have it approved by 85% of the players/caregivers (1 vote per player) and then sent to the PMHA treasurer for approval. A vote can take place in person, by email or through a survey. A record of all who approved and did not approve the budget must be kept. Parents should be given options for the budget including fundraising or no fundraising. See appendix A for sample budgets.

Budgets can only include expenses that are for the hockey season:

- Home Tournament (Raffle prizes, etc)
  - Refer to the Home Tournament Manual for further information
- Away Tournament
- Team Wear (Helmet Stickers, Practice Jerseys, Warm up Gear etc)
- Team Training (extra ice, dryland etc)
- Possible Team Bus Transportation

Income can come from four places:

- Slush Funds
- Home Tournament
- Fundraising
- Sponsorship

The initial budget should have net proceeds of \$0. Sample Budgets can be found in Appendix A.

The total budget shall not exceed the amounts outlined below without approval by the

PMHA Treasurer, and applicable Director.

Max Total Budget per team by division						
U7	U9	U11	U13	U15	U18	
\$4,500	\$7,000	\$9,500	\$9,500	\$9,500	\$9,500	

For greater clarity, these are not specified budgets but rather they are limits to ensure that playing hockey remains affordable for all team members.

Any amendments to the budget over the course of the season will require a new vote and must be approved by a 85% vote of the parents.

In regard to cash calls or contributions from parents, the team can only require parents to contribute the amount set out below. The balance must be obtained by fundraising or team sponsorship. All cash calls from parents must be paid by December 1 of the current season. The expectation is that all cash calls are returned to parents at the end of the year prior to spending money on any gifts (player, coaches) and paying for a team windup, unless at least 90% of the team is agreement to forfeit their cash call funds.

Max Cash Call per player by division						
U7	U9	U11	U13	U15	U18	
\$150	\$200	\$200	\$200	\$200	\$200	

Any concerns with a team budget or with the process by which a budget was approved should be directed to the appropriate Divisional Director and the PMHA treasurer.

Approved team budgets are due by November 1st. Once your budget is approved by your members it needs to be sent to the PMHA treasurer at [pmhatreasurer2019@gmail.com](mailto:pmhatreasurer2019@gmail.com)

\*Teams must use the PMHA Team Bank Reconciliation sheet to track deposits and expenses.

All payments must be receipted for the protection of Coaches and team officials. No expenses are to be paid without a receipt or, in the absence of a receipt, a written authorization from the Team Manager.

## Budget Guidelines

1. No expenses shall be paid to parent coaches, even when the player is injured.
2. Teams with unpaid non-parent coaches can cover reasonable expenses such as hotel costs as approved in the team budget.

3. Gifts given to team staff may not exceed \$50 per team staff member unless approved by 85% of parents.
4. Year-end wrap up events shall not exceed more than \$50 per player this includes any activities, food etc. unless approved by 85% of parents.

## Step Two End of Year

Complete the Team Bank Reconciliation sheet - ensure all cheques written are accounted for. A column with budgeted and a column with actual should appear.

Before issuing any cash calls/slush fund refunds, a final budget must be done with actual final amounts. Cash calls/slush funds can only be returned to parents to a max of what they contributed. \$150 cash call equals \$150 max return to parents. If there is an excess of funds after all team expenses have been paid, parents may be refunded to a maximum amount equivalent to the actual cash contributions provided by each parent to the team over the course of the season. As part of a non-profit organization, teams cannot refund a parent more than what was contributed "out of pocket" or for any fundraising amounts raised by parents over the course of the season.

The final Team Bank Reconciliation must then be submitted to the PMHA Treasurer via email prior to May 1. Along with all receipts, remaining cheques, etc.

No parent or family can provide goods or services to the team and/or players where the parent, relatives of the family, or their place of business profits from the sale of goods or services without divulging such conflict to the entire team. In such case the parents on the team must approve the use of such conflicted parents by 90% vote (excluding the conflicted parent) and must obtain the applicable divisional directors' approval.

PMHA is not responsible for any costs associated with banking, including bounced cheques, overdraft charges, cheque printing etc. Each team is provided with 50 free cheques.

## Special Event Budget

Should a team plan a large special event such as attending a tournament out of province or hosting provincials or another event of equivalent nature, a special event budget should be created and funds should be treated separate from team funds. This includes a separate cash call from parents and separate fundraising. The budget and approval to attend the event needs to be approved by executive prior to any fundraising or spending occurs and 90% of parent group (one vote per player).

### Fundraising

The purpose of fundraising and sponsorship is not to allow additional expenses to be added to the budget or purchase non-essential items. Successful fundraising or lower spending should result in a budget surplus which is to be refunded to parents at the end of the season up to cash call

1. The only contributions to a team's budget which are not considered as fundraising are contributions made by parents. Fundraising must be conducted in such a manner and at such time, as to cover actual expenses, or anticipated expenses only. In no case, shall any member

or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover team expenses as set forth in an approved budget. Any member of the Association who violates this Policy is liable to suspension or other sanction by the Association for a violation of the provisions hereof.

2. All fundraising must follow Hockey Alberta's or Hockey Canada's guidelines.
3. All fundraising activities shall be approved by the PMHA Fundraising representative prior to the date of such fundraiser.
4. It is the responsibility of the team to comply with all requirements, licenses and approvals as dictated by the Alberta Gaming Liquor & Cannabis Commission (AGLC) or equivalent. If not in compliance with the license guidelines, the team and its member may lose their fundraising privileges.

For clarity NO TEAM shall use the Association's Alberta Gaming Commission license number for any team fundraising activities but shall make such application under their own license.

## **Team Fundraising Sources**

All team fundraising must be approved by the Fundraising Director including bottle drives. If a team goes ahead with fundraising without approval they may be fined 25% of their fundraising profits or \$200 whichever is greater.

## **Soliciting Funds from Businesses (Sponsorships / Tournament Donations)**

1. In regard to fundraising, teams shall not approach any existing major PMHA Sponsor (listed on the PMHA website) for fundraising or sponsorship at any time unless permission is granted from the PMHA Fundraising Director. "Fundraising" includes any fundraising recognized as being a team effort to obtain funding including such activities as bottle drives, silent auctions, raffles, product sales, or team sponsorship. \* Please also reference Policy #23 for clarity.
2. If any team encounters a business which expresses concern over the amount of times that they have been approached to provide funds to the Association or a team of the Association, they shall advise the Association. The Association will then in turn request that teams refrain from approaching this business.

## General Guidelines

1. Community fundraising activities may include product sales like chocolates, raffles, bottle drives, flyer delivery, social funds and other activities which do not involve solicitation of businesses.
2. No team shall be involved in a fundraiser which involves the sale or consumption of tobacco products, marijuana or other substances not approved by the Association unless approval has been provided by the Association in accordance with this policy.

## Raffle / Fundraising Guidelines:

Raffle: \$20,000 and less

What is a Raffle?

A raffle is a lottery scheme where ticket purchasers pay for a chance to win a prize.

1. Any time you pay a price for a chance to win a prize, a raffle license is needed. It's the team Fundraisers responsibility to apply for a raffle license if one is needed for the team's chosen fundraiser(s).
2. Team fundraisers will attain their own individual license from AGLC, this license will be used for the team fundraiser(s) for the whole year and then the license will expire at the end of the season. Team fundraisers will be responsible for applying for their license, raffle approval, running the fundraiser, and completing the final report for AGLC or complete any and all requirements AGLC deems necessary.
3. Team fundraiser and treasurer will also be responsible with following guidelines set out by AGLC for how the licensed funds will be **spent** to ensure teams are in compliance. This information can be found on the AGLC website.
4. A copy of the final report for AGLC should also be emailed to the PMHA Fundraising Director.

Please reach out to the PMHA Executive Fundraising Director for any questions regarding raffles licenses.



**You do NOT need a licence or AGLC approval for:**

- silent auctions
- live auctions
- bottle drives
- receiving donations
- free giveaway contests
- fundraising sales – almonds, popcorn, meat

**You do need a licence for:**

- 50/50
- Grey Cup/NHL/sports draft pools
- Chase the Ace
- wine survivor
- gift basket draws
- wine basket draws (no liquor licence required)
- table draws
- poker rally
- squares board



# 2025-26 Team Budget Example

U\_ Team Name Account #

Revenue Description/Memo	Revenue	Expenses Description	Expense	Balance	Memo (chq #, cash, deposit)
Slush fund		Year end party		\$ -	
Raffle		Team apparel		\$ -	
Tournament proceeds		Name bars		\$ -	
		Extra training		\$ -	
		coaches gifts		\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	



# 2025-26 Bank Reconciliation

U\_ Team Name Account #

Date	Description/Memo	Revenue	Expense	Balance	Memo (chq #, cash, deposit)
1-Oct-24	OPENING Bank Balance			\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

## Document History

### Creation

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

### Document history

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

Date (mm/dd/yyyy)	Revised / Reviewed By	Description
May 2023	Peter Hillier, Jessica Loveseth, Mikki Scabar, Megan Pankewitz, Mike Wildeboer, Laine Van Blyderveen	General updates to all policies contained within this document.
Sept 2023	Peter Hillier	Policies 7 & 20. Updates were reviewed, agreed upon and motion passed by PMHA board members on September 12, 2023
April 16 and 25, 2024	Jessica Loveseth, Mikki Scabar, Megan Pankewitz	Entire document reviewed for grammar and formatting issues. Policy 9.0 altered to simply acceleration request process. All other policies generally updated.
April 28, 2025	Jessica Loveseth, Megan Pankewitz, Mike Wildeboer, Nansen Vold, Cole Butterfield	Entire document reviewed for grammar and formatting issues. Policies updated: 2, 4, 5, 7, 8, 13, 14, 16, 20, 22. Appendix A added.