

# **PONOKA MINOR HOCKEY ASSOCIATION**



**POLICIES AND PROCEDURES  
HANDBOOK**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Central Alberta Hockey League and Rocky Mountain Female Hockey League”** – are the hockey leagues that Ponoka Minor Hockey Association teams participate in. Throughout this document these leagues may be referred to as CAHL or RMFHL. PMHA is a member of the CAHL and RMFHL. PMHA shall nominate one member of the Board of Directors to sit on the CAHL, RMFHL Board of Directors for each playing season. This member is responsible to communicate and correspond or liaise between PMHA and the leagues.

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

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

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

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

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

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

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

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

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

## **POLICY # 2.0 – BOUNDARIES**

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

### **North Boundary**

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

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

### **East Boundary**

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

### **South Boundary**

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

(County Line with Lacombe)

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

## West Boundary

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

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

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

### **Categorization of Teams 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 sent home 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 PMHA treasurer handbook for more 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 go 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 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.
- 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 to purchase 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 to 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 Ponoka Servus Credit Union.

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

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

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

- **The PMHA 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 will determine registration dates on an annual basis. This information will be presented to the Public Relations Director for advertisement (e.g., in the local paper, social media accounts, and on the PMHA website).
- 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 make payment arrangements with the PMHA Registrar prior to starting practice or playing in games with PMHA upon 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.
- The PMHA Board will accept applications from import players, on a case-by-case basis. All imports must present the appropriate completed Hockey Alberta player movement form prior to skating. If import players participate in the evaluation process for non-AA teams and then choose to leave (unless due to injury or illness) to play in another association, without full participation up to November 1st, they will forfeit eligibility to the PMHA refund policy.
- Refunds of registration fees will be given for 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.)
- 6) Certification
- 7) Officials must register and re-certify annually with Hockey Canada.
- 8) As part of the re-certification process, officials are required to attend a Hockey Alberta hosted clinic via classroom or virtual learning session as determined by Hockey Alberta, and complete or participate in a Hockey Canada curriculum assessment exercise.
- 9) Officials should consult with PMHA and/or Hockey Alberta for details on how to register, along with clinic dates and formats.
- 10) Education modules will be determined annually by the Hockey Canada Officiating Program and the Members to support the growth and development of officials.
- 11) 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.
- 12) Rule knowledge and proper execution of in-game procedures and duties will be vital to the success of officials.
- 13) 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/)
- 14) PMHA recommends that, where possible for U11 hockey and above, a (3) Three Official system to be used. U9 will use one official per half ice section on the large ice surface or one official for the small ice surface. Intro to Hockey (U7) will use a coach and no official will be required.

## **POLICY # 7.0 – TEAM STRUCTURE**

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

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

### *AGE CATEGORIES DESCRIPTIONS*

Unless otherwise stated in these Rules and Regulations.

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

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

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

U13 — this Division is open to players who are under the age of 13 years and over the age of 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 coordinator, and coaches at those levels.

For U11, if a team has two goaltenders that tried out in that position during evaluations placed on the team, the goaltender not taking the net for the game will fill a player skater position, provided there is a vacant roster spot. The only time a goaltender will not be offered a player skater position is if the roster currently holds 17 players + 2 goaltenders and all player skaters are in attendance for the game. In that case, the goalie will remain on the bench with the team and in full goaltending equipment for the duration of the game. The team coach cannot decide to have a non-playing goalie not dress as a player skater if there is a spot on the roster for them to dress. It is a PMHA position that no child will be healthy scratch from a game.

## **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> 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 10<sup>th</sup> of the current Hockey Season.

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

- The receiving team is part of the HA Elite Stream, or
- There is no PMHA team for that player to be registered with.
- We have more players trying out for a team than we have roster spots (e.g. U15 team has room for 17 skaters and 2 goalie positions and we have 21 skaters trying out in a given season)

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

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

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

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

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

## **Player Affiliation**

The purpose of 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. 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 amount 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 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 of player evaluations 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 permitted.

**Note:** Ponoka Minor Hockey Board of Directors motion and approval is required to deviate from Player Acceleration requirements for the purposes 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 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 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 coordinator 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/national-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 to obtain 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 permit and sanction requests from association members. The secretary will forward request(s) 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) An approved PMHA representative must travel with the team at all times. The individual represents the PMHA and Hockey Alberta, some of his/her responsibilities include:
  - a. Control and discipline of the players, coaches, managers, and parents.
  - b. Attend all meetings of the Team planning the trip.
- 6) All PMHA Bylaws, Policies and Procedures apply to all team members and their family while participating in this event. If a scenario arises with any suspensions from said event, the PMHA representative will immediately forward to both PMHA and Hockey Alberta.

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

- At the beginning of each season, the PMHA board will decide which teams will host home tournaments for the current season.
- Each team in PMHA will be eligible to compete in 3 tournaments, either one home and 2 away tournaments or 3 away tournaments if not selected by PMHA board to host home tournaments in the current season, prior to playoffs.
- 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 Ponoka Minor Hockey Association has an ice allotment policy in place. The ice block contract with the town of Ponoka is signed prior to the season starting and states that all ice allocated to our association must be used. Additional ice may be picked up if available, but any unused ice is still charged to the association.

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

- 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 initial face-off. Drop clock rules are governed as per league rules that PMHA are members of.
- If any team cannot use their allotted home game ice, all efforts should be made to reschedule or coordinate a trade to ensure all game slots are used.

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

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.

## **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 teams' 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. No smoking or swearing on the ice, in the box or in the dressing room.
3. Alcohol consumption by minors will not be tolerated at any league or team function.

4. The use of illegal drugs could result in a suspension for a MINIMUM of one (1) year.
5. Responsible for enforcing rules, discipline, and behavior of team.
6. Become thoroughly acquainted with league and association rules and regulations.
7. Attend all meetings with team and parents when required.
8. Attend all practices and games. If not able to attend, arrange for someone to take charge.
9. Assume responsibility of conduct of players and team officials during practices, games, and team functions.
10. Any games or practices are under the control of the coach or his designate, and the coach must ensure that ALL players have proper equipment on, including helmet and face mask. Goaltenders and players not playing but are on the bench MUST WEAR their helmet, face mask and skates during the game or practice.
11. Coach(es) must wear a helmet for all practices and on-ice activities.
12. Name affiliate players by current season deadline
13. Discuss problems with Parent Coordinator and relevant Category Committee or Coordinator.
14. Advise manager of what assistance he/she can be on the ice during practice.
15. Advise players of game times and at what time they are expected to be at the rink.
16. Be aware of any medical problems with players.
17. Encourage medical treatment, to the extent possible.
18. Abide by association rules and regulations.
19. Shall retrieve all PMHA equipment and report the condition of same to Equipment Manager within 30 days of the last day of March.
20. Before pucks are allowed on the ice, the coach must be present on the ice, and all ice surface gates are to be properly shut.

## **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 regards 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 ones 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 2022-2023 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 - that 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 President, is being assessed too many penalties of a serious nature.
6. A team member or team follower who repeatedly brings discredit to the team and the PMHA through violent, abusive, or gross behavior, on or off the ice.
7. The abuse of alcohol/cannabis or any illegal substances while representing PMHA through participation in any team activities.
8. A parent or guardian who exhibits conduct unbecoming to the integrity of the Ponoka Minor Hockey program; and

9. Any team that fails to utilize ice time without prior notification.
- 10) Violations of Hockey Canada Rule 11

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

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

### **PMHA SPECIFIC RULES**

1. All Coaches, players, parents, and officials shall ensure they complete the appropriate MANDATORY pledge form, before league play begins. 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. The use of illegal drugs or alcohol by any player, coach, parent, spectator or official (at any time during the season) at a sanctioned PMHA function is strictly prohibited. Offenders will face suspension and/or disqualification from the association. The length to be determined by the Discipline Committee.
3. All suspensions received from Hockey Alberta or league(s) that PMHA participates in shall be reviewed by 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.

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

3. Players and hockey personnel cannot use social media to make or promote any comments that could have a negative impact on the team; ask first whether the comments could cause a distraction for the team.
4. No photographs or videos posted from inside the dressing room or from team activities are allowed without consent from those appearing in the photo or video. Persons 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. All complaints at a team level shall be addressed to the parent captain first.
2. If resolution is not received at the parent captain level, the next level will be the team manager and/or coach.
3. If resolution is not received at the team manager/coach level, then the next level will be the coaching coordinator level.
4. If resolution is not received at the coaching coordinator level, then all complaints/grievances must be initiated in writing to the President or Vice President of the PMHA via email utilizing the proper complaint PMHA form. Email contact information for both the President 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.
5. Document the complaint/grievance/incident in writing, Verbal complaints / grievances will not be acknowledged. No anonymous complaints will be accepted nor reviewed by PMHA.
6. Upon receipt of written complaint/grievance, a Grievance complaint/grievance hearing date shall be set within seven (7) days.
7. 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).
8. The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.

**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 would 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, game, PMHA sanctioned events. Team coaches for U15-U18 should be within hearing distance from the change room to respond to any disruptions in a quick manner. Team coaches are responsible to check 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.

Two different enforcement of discipline stages are possible, namely:

STAGE 1 - The Discipline Process

STAGE 2 - The Appeal Process

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

### **STANDARD SUSPENSIONS**

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

### **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 Coordinator, and at least prior to the next game, for action.

The Category Coaching Coordinator, 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, or
5. 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 persons 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.

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

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

Any appeal of discipline must occur within seventy-two (72) hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President.

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

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

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

The Discipline Committee shall render a decision and communicate that decision to the PMHA Board for ratification and then communicated to the offending party(parties). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the PMHA Secretary.

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

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

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

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

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

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

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

### **Coaching Certification**

Coaching certification requirements are determined by HA. Refer to HA for current requirements. Coaches who do not register for and complete the required 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 Coordinator 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 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 current coaching season Criminal Record Check including vulnerable sector every two years or more frequently if directed by Hockey Alberta.
- All Team Officials are required to provide current coaching season Child Intervention Checks annually or more frequently if directed by Hockey Alberta.
- 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 players total hockey skills during both skill sessions and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team that is appropriate for their skill and development level for the current season.
- To form teams to maintain competitive play where the players can develop their skills and have fun playing hockey.
- To provide PMHA with the opportunity and flexibility to build teams based on players demonstrated individual and team skills, abilities, and aptitudes.

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

### **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 determine the top 70% of the players for the top tier team (Team A). The appropriate level coaching coordinator will provide the head coach with the list of eligible names for the top tier team head coach's 30% selection.
3. 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 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 coordinator and team coach.
- and the respective level coaching coordinator 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 coordinator's choice to not place the returning player on a PMHA team. If this is the case, the respective level coaching coordinator will be responsible to contact the player's family and explain the reasoning behind the decision.

It will be at the sole discretion of the respective level coaching coordinator if the coaching coordinator 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 coordinator 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 Coordinator Responsibilities / Organization for Evaluations:**

- Will identify and utilize a minimum of three evaluators per ice session. This will include a minimum of two forward/defense evaluators and a minimum of one goalie evaluator (for U11 and up). The evaluators cannot be a divisional coach, a member of any players' immediate or extended family, or legal guardian.
- 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 coordinators 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 coordinators will ensure scrimmage teams are evenly matched so a fair evaluation can be done on all players not just a select few.
- The drills will be gone over with the evaluators and on ice coaches prior to each ice session to ensure the evaluators and coaches knows what skill they are demonstrating.
- Be available to field questions and comments about the evaluation process.
- 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 coordinator 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 coordinators 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 coordinator after each session and follow each level's evaluation matrix.
- Refer any questions, comments, or complaints to the coaching coordinators.
- Ensure a fair and unbiased evaluation for every player.
- Do not share your results or comments with **any** player, parent, or other observer.
- Shall disclose any family relation to any evaluated player(s) prior to being selected as an evaluator.

### **Coach:**

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

### **PMHA Board of Directors:**

Will act as an independent party representative.

- For the team selection process fielding any direct questions from the coaching coordinators that they may not be able to answer/do not feel comfortable answering

- In the event of a dispute 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 Coordinator immediately. A doctor's note and/or other medical documentation will be required as part of notification to the respective coaching coordinator.

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

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

#### **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 coordinator may, if deemed necessary, request a spot be held on the top tiered team being formed to further evaluate the late arriving player. From subsequent evaluation sessions or team play the held spot will be filled by either the late arrival or the last cut from the team being formed.

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

If a registered Ponoka Minor Hockey Association player is injured or ill and is unable to attend the remaining portion of the Ponoka Minor Hockey Association evaluations due

to an injury, 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 coordinator will review the evaluators recommendations and decide whether or not to accept them, weighing the evaluation rankings in the sessions attended prior to the injury. If a member mentioned above has a conflict of interest with a child involved in this process, that board member will voluntarily remove themselves from the process and the Board of Directors will name a replacement board member to assist with the review.

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

### 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 coordinator 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 last cut from their team. The respective level coaching coordinator 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 Ponoka Minor Hockey Association evaluation process, the ill, injured, or absentee player, as described above, must be registered with Ponoka Minor Hockey Association for the current season, be in good standing in regard to Ponoka Minor Hockey Association registration fees and have provided a doctor's note as described above.

### 4) HEALTH ORDERS PROTOCOLS

Any health order protocols which prevent participation in the team formation process will be treated similarly as section 3 above, Illness/Injury/Absenteeism.

### Final Decisions

If coach and respective level coaching coordinator 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 & 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 \$200.00 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 the PMHA before teams will be allowed to proceed. Failure to follow this rule will see penalties or sanctions being assessed to the team, including but not limited to denial of any future fundraising activities.
2. It is the intent of the PMHA to monitor all fundraising projects by PMHA teams.
3. It is the responsibility of the PMHA Board of Directors to approve and/or endorse all fundraising projects within the association. Fundraising projects should be submitted to the Treasurer of PMHA, for review by the PMHA Board of Directors committee. It shall also be the Board of Directors Committee's responsibility to deny requests that could be detrimental to PMHA teams and its leagues.
4. It is the responsibility of the team treasurer of each team to submit an Income and Expenditure report to the Treasurer of the PMHA, for any fundraising events.
5. A tournament statement and sponsors list must also be submitted to the PMHA Board of Directors Committee following tournaments.
6. All teams in the PMHA must supply parents of their team and the PMHA with a regular financial statement of team operations. Three times per year and a final report is expected.
7. Signing authority for team accounts shall be by the team treasurer and team assist treasurer.
8. PMHA teams hosting home tournaments will submit 30% of all home tournament profits to PMHA.

## **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 nor tolerate harassment/bullying at any level, or by any person, player, coach, volunteer, or Board member. PMHA has a zero-tolerance policy when it comes to harassment/bullying. It is expected that any individual that feels 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 on 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 the helmet with face shield 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 to provide 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 to manage this safety bag throughout the season. Each team is to notify the equipment director of any deficiencies in the First Aid Safety Bag throughout the season. All teams are to return the First Aid Safety Bag at the end of the season in their assigned equipment locker
10. All equipment supplied by the PMHA will remain the property of the PMHA.
11. Team equipment is NOT to be used for non-team functions.

12. 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 repair or replacement of jerseys and equipment is the responsibility of the team.
13. 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.
14. 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.
15. 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.
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.) is prohibited without written consent of the Equipment Director.

## Document History

### Creation

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

### Document history

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

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.