

# PROVOST MINOR HOCKEY ASSOCIATION BY-LAWS RULES & REGULATIONS

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## Preamble

WHEREAS THE PROVOST MINOR HOCKEY ASSOCIATION IS A VOLUNTARY ASSOCIATION OF INDIVIDUALS DESIGNED TO PROMOTE HOCKEY IN THE COMMUNITY OF PROVOST.

AND WHEREAS, INDIVIDUALS AND MEMEBERS PARTICIPATING IN THE ACTIVITIES AND GAMES SPONSORED BY THE ASSOCIATION HAVE CONFIDENCE IN THE EXECUTIVE OF THE PROVOST MINOR HOCKEY ASSOCIATION.

AND WHEREAS, IT IS DECLARED THAT THE PURPOSES OF THE CONSTITUTION, AND THE FOLLOWING OF BY-LAWS, REGULATIONS AND RULES SHALL BE TO CONFER UPON THE PROVOST MINOR HOCKEY ASSOCIATION, AND IT'S EXECUTIVE, THE POWERS OF A SELF-GOVERNING ORGANIZATION.

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## PROVOST MINOR HOCKEY CONSTITUTION

### 1.01 Name

The name of organization is Provost Minor Hockey Association, herein referred to as PMH. This association is the governing body of hockey in Provost from U7 to U18

Ages 4 (by December 31 up to and including 17 (at December 31).

- (a) For the remainder of the constitution, all players, male or female, will be referred to as he.

### 2.01 Members of the Executive shall be:

- A. President
- B. Past President
- C. Vice President
- D. Secretary
- E. Registrar
- F. Treasurer
- G. Equipment Manager
- H. Referee-In-Chief
- I. Ice Scheduler
- J. Advertising Manager
- K. Safety Advisor

### 3.01 Quorum

A quorum shall consist of:

- a) 50% plus one (1) at an executive meeting.
- b) Twelve (12) members in good standing and present in person shall form a quorum at the General Meeting or Special Meetings. In the event that twelve (12) members are not present within one (1) hour given notice of the said meeting, the chairman of the meeting shall adjourn the meeting to a date and time not less than twenty-one (21) days from the date of the original meeting.

### 3.02 Members: shall mean;

- a) Executive.
- b) Any volunteers who are willing to contribute their time and interest in the operation of PMH.
- c) Parents or Legal Guardians of players registered for the season.

### 3.03 General Meeting

The General Meetings of members shall be held Spring and Fall each year on a day to be set by the PMH Executive.

#### **3.04 Special Meeting**

Other General meetings of the members (hereinafter called "Special Meeting") shall be convened by the President at any time and at any place in Provost and District as determined by a majority vote of the Executive. In addition, the Executive, upon receipt of a written request for a Special Meeting signed by ten (10) members in good standing, shall instruct the President to convene a Special meeting within sixty (60) days of receipt of the request in Provost and District.

#### **3.05 Notice**

Notice of the time and place of all meetings of members and the general nature of the business to be transacted, shall be communicated to each member at least fourteen (14) days prior to the date set for the meeting.

#### **3.06 Agenda**

At every General meeting, in addition to any other business that may be transacted, the following shall be the order of business:

- a) Call to Order by the President.
- b) Reading of the Minutes.
- c) Business Arising from the minutes.
- d) Elections.
- e) Report of Officers and Managers, if any.
- f) Report of Committees, if any.
- g) Notice of Motions.
- h) Old Business.
- i) Adjournment.

#### **3.07 Voting Rights**

At each General Meeting of the Members (General Meeting or Special Meeting), each member will have one (1) vote.

##### **A. Voting (General Meeting)**

At the Meetings of Members of the PMH, every question shall be decided by a majority of the votes of the members present, in person unless otherwise required by the Constitution. Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any 50% plus one (1) members. Unless, a secret ballot has been demanded, a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the PMH shall be sufficient evidence of the fact without proof of number of proportions of the votes

accorded in favor or against such resolution. The demand for a secret ballot may be withdrawn, but if a secret ballot be demanded and not withdrawn, the question will be decided by a majority of votes given by the members present, in person and such secret ballot shall be taken in such manner as the President shall direct and the result of such secret Ballot shall be deemed the decision of the PMH in a General Meeting upon the matter in question.

B. No Proxy

Unless otherwise provided in the Constitution, only members that attend the meeting shall be entitled to vote, or make motions.

C. President's Casting Vote

In case of equality of votes at any meeting of the members, whether upon show of hands or at a ballot, the president shall be entitled to a casting vote.

D. Persons Entitled to Be Present

The only persons entitled to attend a meeting of the members shall be; Those entitled to vote thereat, the Executive and the Auditors of the PMH and others who, although they are not entitled to vote, are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws, to be present at the meeting. Any other person may be admitted only on invitation of the President.

E. General Power

The affairs and business of the PMH shall be managed or supervised by the Executive, who will have full control and management of the affairs of the PHM and may exercise all such powers and do such acts and things are not covered within the PMH Constitution.

F. Voting (Executive)

At an election of members of the Executive, each person is entitled to vote for such members of nominees as there are vacancies to be filled on the Executive provided however, that each member may only vote once for any particular nominee.

G. Election and Term

The Election of Executives shall take place at a Spring General Meeting of Members. It is the PMH belief that 75% of an existing Executive Board shall remain to provide an adequate knowledge base.

H. Resignation

An Executive Member may resign from office giving notice to the PMH and such resignation become effective in accordance with its terms or upon acceptance by the association.

I. Removal

An Executive Member may be removed as follows:

- I.1 The Members may, by resolution passed by a majority of the votes cast at a Special Meeting of Members duly called for that purpose, remove any Executive Member before the expiration of his/her term of office and may, by a majority of votes cast at the meeting, elect any person in his stead for the remainder of his/her term.
- I.2 The Executive may, by a two-thirds (2/3) vote, remove an Executive Member who, in the opinion of the Executive, has been or is being remiss or neglectful of his/her duty or by conduct tending to impair his/her usefulness and/or discretion as an Executive Member.
- I.3 Any Executive Member who fails to attend Executive Meetings on three (3) consecutive occasions, without just cause, which shall be determined solely by the Executive, on a motion passed by a majority of the Executive, may be removed as an Executive Member.

**4.01 President** – shall be elected and hold office for a minimum of three(3) years and up to a maximum of five (5) Consecutive years. Duties of the President shall be as follows:

- a) The effective administration and management of the PMH.
- b) The issuance of PMH Constitution to be made available for the opportunity of all members.
- c) Ensuring that statements of duties exist for all members of the Executive Committee.
- d) Scrutinizing and reporting of unpaid accounts as advised by the Treasurer.
- e) Convening an Executive Meeting monthly and General meetings, a minimum two (2) Times per year.
- f) Ensuring Executive duties and responsibilities are carried out.
- g) Designating a replacement during the absence by any Executive Member to whom such duties were allocated.
- h) Issuance of instructions in writing to members of sub-committees as their duties.
- i) Maintaining discipline in the PMH.
- j) As a director, is responsible to attend, or have representation at league association General meetings.

**4.02 Past President** – shall be a source of information and guidance to the Administrative Committee.

**4.03 Vice President** – is responsible to the President, duties shall be as follows:

- a) To assist the President in the performance of his/her duties.
- b) To officiate in the absence of the President.
- c) To be familiar with the Association Constitution.
- d) To ensure the handover of Committee Members duties are understood and any change of items are assumed by the incoming member.
- e) To carry out any duties as required by the President within the scope of the Constitution.

**4.04 Secretary** –is a three (3) year term and is responsible to the President, duties shall be as follows:

- a) Shall keep an accurate record of minutes at all Executive Meetings of the organization for duration of tenure.
- b) Shall notify the Executive of the time and place of the meetings.
- c) Shall publish the notice of annual meeting at least two (2) weeks in advance.

**4.05 Registrar** –is a five (5) year term and at the beginning of the 5<sup>th</sup> year to shadow their replacement. Is responsible to the President, duties shall be as follows:

- a) Shall maintain a registrar of all players of the association and their addresses.
- b) Shall be responsible for ordering, maintaining and dispersing cards and team sheets when needed.
- c) Shall be responsible for organizing registration.
- d) Shall be responsible for tournament sanctions, travel permits, tryout camps and conditioning camps.

**4.06 Treasurer** – is a five (5) year term and at the beginning of the 5<sup>th</sup> year to shadow their replacement. Is responsible to the President, duties shall be as follows:

- a) Shall collect and receive all dues and assessments levied by the association.
- b) Shall receive all monies paid to the Association, and be responsible for the deposit of same on whatever financial institution.
- c) Shall issue checks for the payment of the accounts payable by the Association, as orders by the Executive.
- d) Shall present detailed and accurate financial statement for submission to the Annual Meeting of the Association.
- e) Shall prepare a duly audited financial statement for the submission to the Annual Meeting of the Association.
- f) To maintain and safe keep accounts and records as prescribed in regulations.
- g) To prepare PMH Financial statements and PMH booth financial statements for the monthly meetings. Financial responsibilities and protocol: submit at each monthly meeting, proof of bank statement for its current month attached to a financial booth report.
- h) To handle and safe keep cash and banking, this include booth monies, bills and transactions.
- i) To be responsible for the sake keeping of the Book of Accounts and supporting data.
- j) To be responsible for the preparation of Financial Statements when required by the Association when the position of Treasurer is relinquished to the incoming replacement.
- k) To advise the President immediately if any returned checks are received.
- l) To carry out any duties as required by the President within the scope of the

Constitution.

**4.07 Equipment Manager** –is a three (3) year term and is responsible to the President, duties to be as follows:

- a) Shall be responsible for the purchase of hockey equipment for the Association.
- b) Shall at the beginning of each season, sign out said equipment to Team Reps, coaches or individual players as he/she sees fit.
  - b.b – each year, the equipment manager and the Executive will develop a monetary scale that includes a caution fee plus a rental fee for said goalie equipment per goal tender, starting at the peewee level.
  - b.c – team jerseys to be kept in jersey bags provided, not in hockey bags.
  - b.d – team socks shall be purchased by players from the booth. Player are required to have socks within two (2) weeks of commencement of the season. Any player not wearing matching team socks after this date will not be allowed to play until he/she has purchased and wears such socks.
- c) shall, at the end of each season, arrange for the recovery of said equipment from the people who have it.
- d) shall inspect the equipment annually and arrange for needed repair and storage.
- e) shall prepare, at the end of each season or on the request of the Executive, a report on equipment supply, condition and requirements.

**4.08 Referee-In-Chief** –is a five (5) year term and ongoing is encouraged to be a referee and is responsible to the President, duties to be as follows:

- a) shall have the authority to remove an incompetent referee from the list with the approval of the Executive and a meeting with all coaches about said referee.
- b) should a referee contest being removed from the list, he may appeal to the Executive of PMH.
- c) shall be available to sit on Tournament Committees, op appoint someone.
- d) shall develop close liaison with Ice Scheduler.
- e) refereed must be certified by December 15 of each year.
- f) shall line up official for scheduled games.
- g) Referee-In-Chief must be certified by December 15 of each year.

**4.09 Ice Scheduler** –is appointed by the Town of Provost (Recreation Director) to work with the Provost Minor Hockey Association. Is responsible to the President, duties to be as follows,

- a) Will work with the PMH and all other facility user groups prior to the hockey season
- b) shall be responsible for obtaining ice time.
- c) shall allocate ice to respective teams prior to scheduling games.
- d) shall approve ice time for exhibition games, skating camps, and requested tournaments prior to allocating ice times to respective teams.
- e) shall allow for senior hockey to schedule ice times prior to allocating ice times to respective teams.
- f) shall approve and record all ice time used by teams under the jurisdiction of PHM regardless of purpose.
- g) shall report to the Referee-In-Chief all scheduled games 5 days in advance and ensure the Referee-In-Chief receives a league schedule of all teams.



- h) priority bookings will be at the discretion of the Ice Scheduler and will be determined by the ice availability, ref availability, or other acceptable requirements as presented.
- i) when prioritizing ice bookings by age, younger groups will be required to use earlier ice times and older groups will receive later ice times.
- j) when prioritizing ice bookings, the following will have priority in this order: Provincial, Playoff, League, Exhibition.
- k) shall allocate ice times in a fair manner and distribute ice evenly among teams, additional ice times are to be allocated at the discretion of the Ice Scheduler.

**4.10 Safety Advisor/Manager Liason** – is a three (3) year term and is responsible to the president, duties to be as follows,

- a) shall meet with the team safety person, manager & coaches prior to the season
- b) shall provide templates for PMH ERP as well as Hockey Alberta & Hockey Canada injury reports
- c) shall act as a liaison between PMH and Hockey Alberta
- d) shall provide support to team safety personnel including guidance with injury reports and follow-up with injuries
- e) shall attend meetings and provide reports to the board

**4.11 Team Manager** – is responsible to the President, duties are as follows:

- a) shall, at the request of the Executive, render a report on any matter pertaining to his/her team.
- b) at the beginning of the hockey season, you MUST choose one of the duties and help head it up: e.g. team wear/picture night, Minor Hockey Week, or Fundraisers.
- c) to carry out any duties or task that may arise within the season as required by the President within the scope of the Constitution.

**4.12 Duties of Committee**

- a) Booth Convener – Manages booth at best interest of Provost Minor Hockey. Is a one (1) year paid position only and will be advertised on a yearly basis.
  - Obligated to report monthly to Minor Hockey Executives
- b) Advertising Representative – One person from the Executive shall organize this as they see fit, meaning he/she can appoint people to help.
- c) Fund Raising – At least two (2) people from the Executive shall organize this. Team individual fund raising is permitted. Consult Executive Corporate Fundraiser before approaching a Corporate Sponsor.
- d) Tournaments – Tournament weekends, if requested, shall be allocated by the ice convener at the beginning of the season. All teams hosting a tournament are responsible to collect all monies for fees. Home teams do not pay entry fees. All

other entry fees are to be submitted to the PMH Treasurer upon collection. They must have a sanction number for the tournament which can be obtained by the registrar. The team may approach sponsors for prizes and/donations.

- e) Evaluation Committee – responsible for setting up evaluation camps (registration, booking ice, camp set-up). Executive and Evaluation committee shall choose outside or unbiased evaluators for team selection, where needed.
- f) Team Directors – handles all problem brought forward by the manager. Mediate When issues with parents and coaches arise using the following procedure:
  - 24 hour “wait” time by person with grievance
  - Parent and manager
  - Director; if it goes past the director, it must be in writing and addressed to PMH Executive
  - Maintain confidentially when dealing with every situation

Once teams have been selected, the director will be assigned a team at the start of the Season. A Parent orientation meeting is to be held with the director present to:

- Introduce yourself
  - Welcome new parents to the association
  - Go over anything important pertaining to that specific team
  - Hand booth schedule out to the selected team representative
  - Give the team representative their one task (job) for the season (E.g.: Fundraising, Minor Hockey Week, Team wear/picture day, etc.)
- g) Grievance Committee – handles all grievances brought to the Executive by a team Director. This committee must consist of a total of no less than 3 acting executive members of the PMH. The President and/or Vice President, Team Director and potentially one more PMH Executive member selected by the PMH President and/or Vice President. This committee will be given the powers to enforce any disciplinary action as stated in the PMH Constitution.
  - h) Subcommittees can consist of selected executives or volunteers selected by the Executive. All subcommittees of PMH including Booth, Provincials and Fundraisers but excluding individual team fundraising must turn funds raised back to PMH at the end of every season.

#### **5.01 Guideline for Managers**

Rules and Regulations are as flows:

- a) No smoking, vaping or swearing on the ice, in box or dressing room.
- b) Responsible to help the coach in enforcing the rules, discipline and behavior of a team.
- c) On commencement of the season, obtain game schedule and practice times from relevant Ice Scheduler and provide team roster to the league.
- d) Team managers are responsible to ensure a copy of the game time is given to Referee-In-Chief.

- e) Responsible for the upkeep, storage and care of team's equipment. Make sure that equipment is ready and arrives at the location of the game.
- f) Shall in cooperation with the equipment manager, arrange with the coach for the distribution and return of PMH owned equipment.
- g) Become thoroughly acquainted with league and association rules and regulations.
- h) Learn proper procedures for filling put game report, etc.
- i) Make transportation arrangements.
- j) Arrange for a meeting to go over the objective, goals, conduct codes and expectations for the season.
- K) Notify players of practice time and location. Give players as much notice as possible.
- l) Make sure players are ready on ice, allowing coach to instruct for the entire length of time.
- m) Arrange for time keeper and scorekeeper.
- n) All correspondence, (e.g. practice times, exhibition games, etc.) should come from the manager.
- o) Make sure your players are carded or team sheeted by deadline.
- p) Advise team of dress codes as outlined in guidelines.
- q) Arrange for exhibition games both home and away. Follow proper channels.
- r) Arrange for tournaments – along with coaches and parents.
  - Make sure you have your player cards or team sheet with you at all times.
  - Assist coach with the team off the ice and try to keep them together.
  - Check dressing rooms to ensure they are left clean.
- s) When playing out of town teams, you must ensure that they are properly carded or team sheeted, because of insurance purposes.
- t) Managers are to try & resolve parental, player or team problems before it goes to the Team director.
- u) Shall be responsible to contact the ice scheduler to arrange or cancel ice times.
- v) Utilize ice time and report to ice scheduler immediately if the team is unable to use allotted time so that there is sufficient time to give ice to another team. Teams are responsible to the League first. If practice or game is cancelled give 48 hours' notice, within reason.
- w) Hold a parent meeting within thirty (30) days at the beginning of the season, and Whenever deemed necessary.
- x) Report disciplinary action to relevant Team Rep. and to parents, if serious.
- y) Familiarize yourself with the PMH Constitution.
- z) Provide a fun atmosphere for the players, as our first priority is that the players enjoy hockey.
- aa) Ensure all game sheets are turned in by home team within twenty-four (24) hours after game. Failure to do so will result in points forfeited or possible disciplinary action.
- bb) Managers and coaches of specific teams will take responsibility for any action taken against PMH performance bond to the league.
- cc) PMH will review the rights to registration for individuals of a team that have not met their obligation in the matter of a charge against PMH performance bond to the League.
- dd) The use of illegal drugs could result in a suspension for a minimum of one (1) year.
- ee) Arrange out of town games and tournaments and be responsible to inform relevant Team rep. of such.
- ff) Arrange out of town sanctions and permits.

## 5.02 Guidelines for Coaches

Rules and Regulations are as follows:

- a) The coach shall not assume manager's responsibilities, unless the manager is absent.
- b) PMH endorses the National Certification Program.
- c) NO smoking, vaping or swearing on the ice, in the box or in the dressing room.
- d) Alcohol consumption by players and team officials will not be tolerated at any league or team functions – before, on ice or after the game in the arena. At NO time should the coach condone, buy or influence kids to drink alcohol or drink with minors. Failing to do so may result in immediate dismissal. If it happens at our local arena the arena staff will deal with it first, then recreation director, recreation board and town council with the PMH President (depending how far it goes up the chain of command).
- e) The use of illegal drugs could result in a suspension for a minimum of one (1) year.
- f) Responsible for enforcing rules, discipline and behavior of team.
- g) Become thoroughly acquainted with league and association rules and regulations.
- h) Attend all meetings with team and parents when required.
- i) Attend all practices and games. If not able to attend, arrange for someone to take charge.
- j) The coach is responsible for his players when they arrive to the arena, during games and practices and ENDS when their players leave the dressing rooms following an event. This pertains to home games, away games and tournaments. If not able to attend, arrange for someone to take charge.
- k) Any games or practices are under the control of the coach or his designate.
- l) Set a good example for the team in action and dress.
- m) See that each of your players have proper equipment.
- n) Coaches will be responsible to the relevant Team Manager.
- o) Name affiliate team or player(s) by deadline where necessary.
- p) Obtain league schedule from relevant Team Manager, and become familiar with same.
- q) Discuss any problems with the Team Manager.
- r) If game is cancelled, the Referee-In-Chief is to be notified within 48 hours, within reason.
- s) Advise players of game time and what time they are expected to be at the rink.
- t) Develop a close liaison with the Team Coaching Staff and Team Manager.
- u) Beware of any medical problems with players.
- v) Encourage medical treatment, to extent possible.
- w) Abide by Association Constitution.
- x) A coach and assistant coach may only coach one team in a given year unless approved by the PMH Board of Directors. A coaching staff, coach and assistant coach should work in close unison for the betterment of the team.
- y) Before pucks are allowed on the ice, the coach should be present on the ice, and all gates are to be properly shut.
- z) In the absence of team Manager, the Coach will assume the Manager's responsibilities as well.
- aa) Coach and manager should be voted upon by the parents of the team when there is more than one (1) volunteer, once teams have been selected.
- bb) ALL persons conducting a practice or assisting must be registered with Hockey Alberta and wear at minimum a CSA approved helmet correctly.

- cc) Coaches shall be responsible to keep their team on the ice at the respective bench until the referee gives them permission to leave.
- dd) Coaching staff, Managers and team reps must abstain from voting on issues that concern the team they represent.
- ee) Complete and submit a Criminal Record Check annually as requested.

### 5.03 Coaches Code

1. I will be responsible when scheduling games and practices, remember that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, referees/officials and opponents.
3. I will ensure that all players get fair instruction, support and appropriate playing time regardless of skill level and ability.
4. I will not ridicule or yell at my players for making mistakes or performing poorly. I will remember that players play to have fun and must be encouraged to have **confidence** in themselves.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. A win at all cost attitude is not setting a good example for my players.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work on cooperation with referees/officials for the benefit of the game.

### 5.04 Volunteers Code

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

## 5.05 Parents Code

- a) Do not force unwilling players to participate in sports.
- b) Remember that participants should be involved in organized sports for their enjoyment.
- c) Encourage your child to always play by the rules.
- d) Teach your child that honest effort is as important as victory, and that if you give your best, then you have won, regardless of the score.
- e) Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule your child or yell at any player for making a mistake or losing a competition.
- f) Congratulate your child on honest effort and skill improvement, not just goals and assists.
- g) Remember that players learn best by example. Applaud good plays by either team.
- h) Do not publicly question the officials' judgment and never their honesty.
- i) Respect and support for players, coaches, officials, volunteers and other parents is expected.
- j) Actively support all effort to remove verbal and physical violence from hockey.
- k) Recognize the value and importance of volunteers. They give their time and resources to provide recreational activities for your child.
- l) Make an honest effort to attend all games. You are welcome to attend practices.
- m) To have their players at the rink at the time specified by the coaches before all practices and games or team functions. Be there to pick up their player following practices, games, tournaments or team functions.

## 5.06 Player's Code

- a) Play for the "fun of it".
- b) Play by the rules.
- c) Never argue with the officials' decision. Let your captain or coaches ask any necessary questions.
- d) Control your temper... no "mouthing off", or throwing tantrums, breaking or throwing sticks or other equipment.
- e) Work equally hard for yourself and your team... your team's performance will benefit and so, will you. You are a part of a team.
- f) Be a good sport, cheer all good plays. Show some class.
- g) Treat all players as you, yourself, would like to be treated on or off the ice. Don't interfere with, bully or take advantage of any player.
- h) Remember that the goals of the game are to have fun, improve your skills and feel good about yourself.
- i) Cooperate with your coach, teammates, officials and opponents.
- j) The use of illegal drugs, alcohol, vaping and all tobacco products will not be tolerated while in the dressing room, on the ice, in hotel rooms at tournaments or while representing PMH. The use of these substances will result in disciplinary action. If this happens at our local arena then it will be dealt with by our arena staff first, then recreation director, the recreation board and then Town Council working with the PMH President. (depending how far it goes up the chain of command)
- k) As representatives of PMH in Provincial Playoff Rounds, it is expected that players

comply with a dress code: E.g. dress pants and dress shirt (or sweater) or the alternative of black jeans and dress shirt (or sweater). Team track suits are acceptable.

#### **5.07 Team Officials Code**

1. Understand that you have an obligation to abide by the policies of PMH and that failure to do so could result in a loss of coaching privileges.
2. Make sure that your players understand and abide by the PLAYER'S CODE.
3. Make sure that your player's parents understand and abide by the PARENT'S CODE.
4. Be reasonable in your demands on the player's time, energy and enthusiasm. remember that have other interests and being able to pursue these interests, as well as hockey, will help maintain their enthusiasm and make them better hockey players.
5. Teach your players that rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
6. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
7. Develop team respect for the ability of their opponents, as well as for the judgment of the officials and opposing coaches.
8. Follow the advice of a physician when determining when an injured player is ready to play.
9. Remember that players need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
10. Make a personal commitment to keep yourself informed on sound coaching principles of growth development in children. Attend all clinics and functions, if required by Hockey Alberta, which PMH may hold from time to time.
11. Treat the players as you would like to be treated.
12. Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity or make a spectacle of themselves by abusing the game officials and players.
13. Coaches are responsible for the conduct of his players and team officials during practices, games and team functions.
14. Being under the influence of alcohol or illegal drugs during games or practice will not be tolerated and could result in disciplinary action.

#### **5.08 Player Eligibility**

Unless otherwise provided in these Rules and Regulations by Hockey Alberta:

- a) Age qualifications of players for Divisions shall be governed as follows:
  - i. **U18**– this division is open to all players who are the age of 18 years and under on December 31 in the season they wish to compete.
  - ii. **U15** – this division is open to all players who are the age of 14 years and under on December 31 in the season they wish to compete.
  - iii. **U13** - this division is open to all players who are the age of 12 years and under on December 31 in the season they wish to compete.
  - iv. **U13** Female - this division is open to all players who are the age of 12 years and under on December 31 in the season they wish to compete.
  - v. **U11** - this division is open to all players who are the age of 10 years and under

- on December 31 in the season they wish to compete.
- vi. **U9** - this division is open to all players who are the age of 8 years and under on December 31 in the season they wish to compete.
- vii. **U7** - this division is open to all players who are the age of 6 years and under on December 31 in the season they wish to compete.

b) Players must participate in the division of their age except:

- i. Players may play in a lower category with the approval of the PMH Executive and subject to proper sanctions by Hockey Alberta.
- ii. If there are enough players for more than one team or within reach, PMH will tier by ability starting at U11 age.
- iii. If an upper division does not have enough players in its division, players may tryout from a lower age groups.
- iv. In tiered division (U11 and up) a player may try out for a team of a higher division. If there are two teams in a category the player must try out for the upper tiered team only. The following will apply:
  - 1.4.1 Request must be indicated on registration form.
  - 1.4.2 A Fee of \$100 must accompany registration form, if the player makes the team The fee will be refunded.
  - 1.4.3 The player's position (forward, defense or goalie) they are trying out for must be indicated on the registration form.
  - 1.4.4 In U13 and Higher the player will only make the team if they are ranked as a "first line" player. Forwards must be ranked in the top three, defense in the top two and goalie must be first. In the case of goalies registered in that age group, they may not be allowed to tryout. In U11 the player must be ranked in the top five players.
  - 1.4.5 Ranking of the players by the evaluators shall be considered final, no appeals will be accepted.
  - 1.4.6 If the player(s) trying out for a higher division leaves the original division short of a minimum number of players, they may be disallowed to try out for the higher division with PMH Executive having final discretion.

Exception:

In the case where we have a shortfall of players only in a higher age group and an abundance of players in the lower age group the PMH executive has the final discretion to move up players from the lower age group to make a team or teams in a higher age group.

U11- to a maximum of ten (10) skaters and one (1) goalie. So with two teams that would be twenty (20) skaters and two (2) goalies.

U13- to a maximum eleven (11) skaters and one (1) goalie

U15&U18- To a maximum of thirteen (13) skaters and one (1) goalie.

The lower division player would still be under guidelines 1.4.4 to make the higher tiered team.

If the lower division players did not make the higher tiered team then they would still stay in that age category playing on the lower tiered team. The lower division players would be ranked through an ID skate prior to the higher division tryouts. PMH executive would go down the list of the lower division players in the rankings until they have the required amount. In this case the \$100 (One hundred) dollar tryout fee would be waived as they are staying in that age group, either on the top or bottom tier.

Note: It is expected by PMH that parents will be selective when choosing this option. It is not intended for a player to get an "extra skate" but rather promoting



development in PMH for players who excel and want to be challenged at a higher level.

- v. In non-tiered division (U7 and U9 ) a parent may request to move a player up a category due to exceptional circumstances. Ability or skill level will NOT be considered. Request must be in writing and must accompany the player's registration form. Player numbers in each category will be taken into consideration with PMH Executive having final discretion.
- c) Falsification of age and/or address shall result in one (1) year suspension of the Player from PMH and not more than three (3) years from date of suspension.
- d) Provincial Registration Eligibility:

All teams are eligible for provincial play based on Hockey Alberta format of inviting the league champion per tier from each participating sanctioned league.

Special Circumstances:

PMH Executive holds the final say on whether any team is approved or disapproved to participate in Provincials.

#### **5.09 Team Selection**

- a) PMH Executive will be responsible for the selection of team evaluators prior to tryout camps. Out of town evaluators will be used if they can.
- b) PMH Executive will be responsible for the choice of team on ice coordinator and a maximum of two (2) assistants prior to the beginning the tryout camp. Tryout camp will consist of 80% scrimmage and 20% skills.
- c) Evaluators will be paid if applicable ( out of town) Any parent discussion Re: player selection with the evaluators could result in players' release or automatically put on the lower tiered team.. IF you have any concerns, they should be addressed to PMH Executive or Director. Head coach of the higher tiered team will only have a conversation with the evaluators once the third (3<sup>rd</sup>) skate is completed.
- d) ALL players must be registered to PMH before trying out for Tier Teams
- e) ALL skaters must participate in all evaluation skates unless otherwise approved by PMH Executive or Director.
- f) In the event a player MOVES into town after the date set for finalizing team rosters, the participant is able to tryout with the team of their division and be placed on the appropriate team by the managers after evaluation.
- g) Evaluators will pick the top eight players and goalie and four (4) bubble players.
- h) Head Coach of higher tiered team will select the remaining two (2) players in consultation with the evaluators following the third (3<sup>rd</sup>) evaluation skate.

#### **5.10 Affiliation**

- a) As per Hockey Alberta Regulations and/or League rules.

b) Deadline November 15<sup>th</sup> affiliation list to be submitted to the Registrar by the team coach/manager for approval.

c) Protocol for affiliating a player:

- i. The Coach must first obtain permission from the Manager.
- ii. The Coach wishing to use an “affiliated player” must then speak to the player’s regular coach and obtain permission to speak to the player and his/her parents.
- iii. If permission is granted, the Coach must speak to the player’s parents and obtain the parent’s consent.
- iv. The Coach may then approach the player and inquire whether the player wishes to play the proposed game.

#### **5.11 Registration/Tryout Fees**

a) Registration will be accepted after advertising final registration date if:

- Transfer or move to Provost
- Players’ not a resident of Provost where a team is not being fielded in that out-of-town area; and
- Any late registrant must be submitted in writing and reviewed by the Executive committee

b) Each request for reimbursement must be submitted in writing and reviewed by the Executive Committee.

c) No player will be allowed on the ice until all registration cheques are received and the registration form is completed in full.

d) \$50.00 per child late registration unless authorized by PMH Executive

e) Refunds goes as follows:

November 1<sup>st</sup>: 100% refund less \$50.00 administration fee.

December 1<sup>st</sup>: 75% refund less \$50.00 administration fee.

January 1<sup>st</sup>: 50% refund less \$50.00 administration fee.

\* You are responsible for 50% of the booths caution fee\*

#### **5.12 Non-Resident Players**

Non-resident players are only admitted to PMH under specific approval of the Executive Committee. Non-resident players that do not have a place in their home associations may be accepted for registration, if PMH is the closest association to their home association. PMH will make the final decision which team the non-resident will be placed on. PMH has the final approval on all non-resident players.

#### **5.13 Sibling Participation Practices**

Any player attending a sibling’s practice must be registered in PMH, be 14 years of age or over and wear full equipment. A such player must be approved by the President and Head Coach prior to attending practice and only eligible to assist with practices a minimum of 2 age divisions below.

#### **5.14 Grievances**

Grievances will only be accepted in writing and 24 hours must have passed since the original incident has occurred. There is to be no team parent meetings dealing with grievance without the team director present to mediate the meeting. Proper protocol for submitting a grievance must be in the order as follows:

- a) After the 24 hour wait process has passed, parental, player or team problems not resolved by the team manager must then be addressed to the team director using the PMH Grievance Form.
- b) The team manager must submit the written grievance to the team director within 24 hours of receiving the grievance.
- c) The team director is to call a meeting with the party that has submitted the grievance, and/or with the team officials in an attempt to resolve the grievance. If the grievance still can't be resolved then the team director is to take the written grievance to the PMH Executive with a certified cheque from the grieving party payable to PMH in the sum of \$300.00 (nonrefundable)
- d) The PMH President or Vice President will form a grievance committee to proceed with handling the grievance within 7 days. A final decision by the committee will be submitted in writing to the party filing the grievance as well a copy will be submitted to the team director within 48 hours. An appeal of the decision can be made to Hockey Alberta within the guidelines of their bylaws if necessary.

#### 5.15 Discipline

PMH expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety towards opponents, game officials and spectators.

The discipline committee consisting from members of the executive shall be empowered to issue discipline against any member of PMH which includes but is not, limited to: Officer, Executive board member, team player, coach, assistant coach, trainer, manager, parent or spectator which it determines is guilty of a breach of the By-laws, Code of conduct or Operational Polices, Rules & Guideline as adopted by the association. Such discipline may take the form of, but not limited to:

- a) A Verbal reprimand
- b) A written reprimand
- c) A demand for an apology, either written or verbal, to any affected party,
- d) A suspension
- e) An expulsion
- f) A combination of the above

#### 5.16 Hockey Equipment

- a) All mandatory hockey equipment must be worn in accordance with C.A.H.A/C.S.A. approval, during Minor Hockey ice time. Mouthguards are **recommended** to be used at the U11 – U18 level.
- b) There is an annual rental charge for goaltender equipment starting at U13 level.

This fee will be in addition to the registration costs, at the time of registration.

#### **5.17 Insurance**

- a) Insurance coverage is provided by ~~BSL Canada Insurance~~ through Hockey Alberta
- b) To prevent any liability, PMH will not allow anyone to officiate a game unless certified by C.A.H.A. by December 15 of each year,
- c) ALL coaches should be the level required by Hockey Alberta
- d) ALL personnel on ice for practices must be registered with Hockey Alberta, have a minimum Respect in Sport Activity Leader and be approved by the Head Coach.

#### **5.18 Expenditures**

Teams travelling over 300 km to attend the Provincial Tournament will receive \$0.30/km to a maximum of \$1500.00/team for travel expenses or \$250.00/team for other expense if there are no travel expenses.

#### **5.19 Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

#### **Injury Treatment**

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

#### **Female Teams**

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players.

#### **Road Trips**

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

#### **Physical Contact**

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

### **Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

### **Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

### **Parents in Locker Rooms**

Except for players at the younger age groups, 5 – 10 years of age, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

### **Co-Ed Dressing Rooms**

PMH firmly believes in accommodating both genders. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

PMH stress the importance of coaches ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.

PMH recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.

PMH allows co-ed dressing room situations to exist at the U7, U9 & U11 levels, 4-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears. If facilities have appropriate changing rooms available

At the U13 – U18 (11 – 17 year old) level the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms.
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated by the coaching staff.
- The gender in the majority shall not begin changing (exception of helmets, gloves and skates) prior to the departure of the lesser represented gender.

## **5.20 Bullying, Abuse, Hazing, and Harassment**

PMH follows and enforces the principles, protocol, and intent of the Hockey Canada's Speak Out as well as the Respect in Sport Coach / Activity Leader and Parent programs which focuses on coaches, managers, safety people, parents, players and administrators. The PMH policy on this is not limited to but instead in addition to the Hockey Canada Speak Out program parameters and guidelines.

It is the policy of PMH that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. PMH expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Bullying, abuse, hazing, or harassment of any type and nature whatsoever, and whenever it occurs, will not be tolerated and will result in some form of sanction, which could include suspension of the athlete. PMH policy on these subjects include, without limiting the generality of the foregoing:

- PMH will support all Hockey Canada, Hockey Alberta, and league directives and sanctions regarding bullying, abuse, hazing, or harassment.
- Bullying, abuse, hazing, or harassment may occur in person, in dressing rooms, at schools or elsewhere. If it directly or indirectly relates to hockey, it will be dealt with whenever the bullying or hazing occurs. Bullying or hazing on web sites such as Facebook, Instagram, Twitter, Snapchat, etc. and the like online or through any social media, via email, or other electronic or written correspondence will be dealt with similarly.
- PMH will gather such information that it deems necessary from any and all available sources and decisions will be made accordingly.
- The consequences of bullying, hazing, abuse, or harassment will be as follows:
  - First offense – A verbal or written warning and or up to a maximum three game suspension.
  - Second offence – Minimum three game suspension to indefinite suspension.

If law enforcement authorities are investigating any incident involving an PMH member for bullying, abuse, hazing, harassment, or the like, PMH will co-operate fully and will provide all pertinent information to assist in the investigation.

## **5.21 Governing Hockey Rules**

The Association shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada. The Association shall have the power to institute such additional rules to apply to members of the Association so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta, Hockey Canada or governing league rules.

## **5.22 Amendment**

In the event that any revisions are to be made to the constitutions, an 80% vote in favor will be required and must be at a general meeting (spring or fall).

## **5.23 Selection of Coaches**

1. When 2 or more coaches apply for the same team.
  - Parents attend a meeting prior to the season- ONLY parents attending the meeting can vote.
  - One vote per family (player)- depending on if they have one or two.
  - Each coach gets 15 minutes to present their philosophy and coaching style and answer any parent questions.
  - Parents vote
  - Coach is selected
  - If there is a tie the PMH board will pick the coach they feel is best to fit the players needs.
  - this will be done through the director of that age group and one more member of the PMH board that has no ties to the team to act as mediators for the meeting to listen to each coaches philosophies and then the counting of votes and delivery of the results.
  - If there are two teams in that respective age group and two coaches are applying for the head coaching position, all parents will vote prior to the tryouts at the try-out information meeting. Only the players making the top tier and 4 bubble players will go towards the voting for top tier coach and vice versa. This is done so the selected coach can make their two picks on the 4 bubble players immediately after the three skates.
  - Parents MUST be notified 72 hours before the meeting is to take place so they can make arrangements to be there.

