



*Redcliff Minor  
Hockey Association*

*Handbook*

*Policies and Procedures  
Rules and Regulations  
General Information*

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## INTERPRETATION

Should there be discrepancies between this Members Handbook (“Handbook”) and the official Redcliff Minor Hockey Association (“RMHA” or “Association”) minutes, the contents of the Handbook will be superseded by the official minutes of the RMHA. In the event of any discrepancies between this Handbook and the Association’s Bylaws, the Bylaws will supersede the contents of this Handbook. In the event of discrepancies between either this Handbook or RMHA bylaws and the bylaws, policies, rules and regulations of the league in which RMHA registers its teams, Hockey Alberta or Hockey Canada (“Parent Organizations”), the bylaws, policies, rules and regulations of the Parent Organizations will supersede both the contents of this Handbook and RMHA bylaws.

Members can recommend changes or additions to this Handbook in writing to the RMHA Executive at any time, but the discretion to review and approve any recommended change lies with the Executive. The Association Membership will have 30 days to review and comment on any substantive changes to the Members Handbook. At the end of the notice period the Executive will approve the change if no one objects. All objections must be expressed in writing to the President and will be reviewed by the Executive.

The Handbook may be amended for factual and typographical errors or readability at any time by the Executive.

## ASSOCIATION POLICIES AND PROCEDURES

The RMHA is incorporated under the *Societies Act* of Alberta and operates under the Governance of its bylaw document registered with the Province of Alberta Registries and this Member Handbook, in conjunction with any League affiliated Memberships, Hockey Alberta and Hockey Canada guiding requirements.

The Association shall be managed by a committee of members who shall be known as the Executive. The position duties are assigned by the Executive and include, but are not limited to, the following:

### ***Executive Directors***

#### **PRESIDENT**

- responsible for supervising the administration and management of RMHS
- provides leadership and oversees the smooth operation of the Association
- establishes committees and is an ex-officio member of all committees
- acts as the spokesperson for RMHA

#### **VICE-PRESIDENT**

- preside at meetings in the President’s absence
- replace the President at various functions when asked to do so

#### **SECRETARY**

- attend all meetings of the Association and the Executive
- if unable to attend, recruit someone to take minutes at the meeting
- keep accurate minutes of meetings
- keep charge of the Executive’s correspondence
- ensure notices in relation to various meetings are sent

#### **TREASURER**

- ensure monies paid to RMHA are deposited in a chartered bank chosen by the Executive
- ensure a detailed account of revenues and expenditures is presented to the Executive as requested
- ensure an audited statement of the financial position of the RMHA is prepared and available for the AGM
- file the annual return, and any changes in the directors of the organization amendments in the bylaws and other incorporating documents with the Alberta Corporate Registry

### **REGISTRAR**

- arranges for and preside over registration opportunities for Members
- accepts registration forms and fees and distribute cheques to the Treasurer and Concession Director as appropriate
- ensures a record of the names and addresses of Members is kept
- completes registration of players and teams as required by Parent Organizations
- provides travel permits upon request

### **CASINO/FUNDRAISING DIRECTOR**

- act as a liaison with the Alberta Liquor and Gaming Commission
- complete all forms and duties as required by the Alberta Liquor and Gaming Commission
- coordinate all aspects of the Casino Fundraiser, including ensuring enough volunteers and backup volunteers are recruited
- coordinate other fundraising initiatives that the Executive chooses to pursue

### **CONCESSION DIRECTOR**

- adhere to all provisions within any concession contract with the Town of Redcliff
- decide what products will be sold, set the prices, and purchase required supplies
- maintain records of concession proceeds and report to the Treasurer
- maintain an accurate record of volunteers and ensure the concession booth is adequately staffed

### **CAHL DIRECTOR**

- act as a liaison with the league in which RMHA teams are playing
- carry out all duties as required by the league in which RMHA teams are playing, including attending all required meetings

### **CAHL GOVERNOR**

- act as a liaison with the league in which RMHA teams are playing
- carry out all duties as required by the league in which RMHA teams are playing, including attending all required meetings

### **EQUIPMENT DIRECTOR**

- monitors equipment inventory, to facility budgeting for replacement inventory
- coordinates all equipment related purchasing
- identifies equipment that needs to be repaired and manage the repair process
- manages the security processes of the storage facilities for the RMHA and will assign lockers and locks to each team as required

- distributes to, maintain and collect all equipment from assigned Coaches or Managers and maintains a record of equipment distributed to all teams

### **REFEREE SCHEDULER**

- ensure proper accreditation of RMHA referees
- investigate referee incidents and complaints
- assign referees for RMHA games up to and including the PeeWee level

### **ICE SCHEDULER**

- liaison between the Town of Redcliff and RMHA
- create a master ice schedule each season for submission to and approval of the Town of Redcliff
- follow up on ice use by teams and ensure full utilization
- follow up on complaints by ice users

### **TEAM DIRECTORS**

- attend monthly Executive meetings and provide team reports
- ensure that the team is informed of necessary information from the meetings using written communication sent to the coach and team manager
- deal with team issues at team level, if possible
- report any issues that cannot be dealt with to the Executive for further handling
- send team schedules to Ice Scheduler and Referee Scheduler

## ***Conflict of Interest***

A parent or legal guardian selected to coach or manage with a team on which their child is a player will not be considered in conflict of interest on the basis of that relationship alone.

No Director shall be allowed to engage in any role or activity within the Association that is a potential or actual conflict of interest under the RMHA bylaws. A potential or actual conflict of interest exists when:

- a Director's commitments and obligations to the Association could or are perceived to be compromised by that Member's other interests, commitments or obligations; or
- a Director is in a position to influence a team or teams with a view to personal or commercial gain to themselves or a family member or give improper advantage to others.

To avoid inherent conflict of interest situations:

- Members in the position of coach or assistant coach shall not serve in the following positions on the Executive:
  - a) Team Director at any level
  - b) Registrar
  - c) Referee Scheduler
- Members who are immediate family members of a head coach or manager of a team within RMHA shall not serve as Team Director of that team, but may serve in other positions on the Executive.
- Should controversial issues arise in relation to the coaching or management of a specific team, any Director who is the coach, assistant coach, trainer or manager or an immediate family member of the coach, assistant coach, trainer or manager

of that team shall declare a conflict of interest and will not be a party to the discussion.

### ***Resignation and Removal of Directors***

- Any Director may resign by giving one (1) month notice in writing. The resignation takes effect either at the end of the notice period or on the date the Executive accepts the resignation.
- Voting Members may remove any Director before the end of his term by a majority vote at a Special Meeting called for this purpose.
- The Executive shall have the power to fill any vacancy, excluding immediate past-president, occurring between AGMs and the persons appointed shall hold office until the next AGM.
- Any Director may be removed by a majority vote of the full Executive

### ***Finances***

RMHA shall maintain bank accounts and an electronic accounting ledger. The following is the intent of the association management of expenses:

- Whenever possible all expenditures shall be paid by cheque directly to the invoicing supplier or reimbursed by cheque to the individual who completed the purchase with the submission of an acceptable record of purchase.
- The President or any designated representative of the RMHA will be reimbursed for travel and actual costs of additional expenses associated with meetings or training sessions that are mandatory for the operation of the Association. Wherever possible, these will be approved in advance by the President. These events will include, but are not be limited to, all mandatory League, Hockey Alberta, Hockey Canada sessions and other sessions deemed by the President as vital to the operation of the RMHA (examples - meetings with adjacent associations, Executive / Team Volunteer Training and On Ice Officials Training Sessions). All expense claims must be submitted with acceptable receipts to the Treasurer for reimbursement.
- It is expected that usual signing authority for the RMHA Financial account(s) shall reside with the President and Treasurer. All Executive members can be authorized to have signing authority as the Executive chooses. In any case, any two signatories can authorize issuance of a payment.
- The financial accounts and records of the Treasurer shall be examined at least once each year by 2 members of the Association with adequate accounting knowledge to complete an assessment. A complete and proper statement of the standing of the books for the current year shall be submitted at the Annual General Meeting of the RMHA.
- The Executive shall appoint a chartered accountant or a duly qualified accountant as auditor to audit the books, accounts and records of the treasurer at least once each year, and a complete and proper statement of the standing of the books and finances of the Association for the previous year shall be submitted by such auditor for the AGM of the Association.

- All financial records will be stored by the Association for 7 years or as required for all reporting requirements.

Each team will have a separate bank account to be used for team donations, fundraising proceeds and expenses. The treasurer will set a date for the return of the team books, and audit them accordingly.

At the end of the season, a team is only allowed to refund any funds that were directly supplied by the members (i.e., amounts collected as “start-up” funds at the beginning of the season). Under no circumstances are excess donated or fundraised monies to be divided and distributed among the team parents at the end of the season. Each team will leave a minimum of \$1,000.00 in the team account at the end of the season for the next season’s team.

### ***Purchasing*** (Equipment, Uniforms, Consumable Supplies, etc.)

The objective of the RMHA is that all purchases are preapproved at an Executive meeting, or by the President and one other Executive Committee Member prior to any order approval being provided to a supplier, with the exception of the Concession Director who can make supply purchases necessary for the daily operation of the concession.

In all cases, the intent with respect to the purchasing activity is to obtain goods and services required at the lowest possible cost consistent with quality and delivery requirements of sound business practices. Factors to be considered in determining source of products and services will include but not be limited to:

- Purchase Costs;
- Firmness of price (e.g. fixed or otherwise);
- Terms of payment;
- Length of warranty or period of free maintenance;
- Operating costs (e.g. spares, consumable items, fuel, water, electricity);and,
- The likely resale or disposal value of purchase.
- The benefits of utilizing the local suppliers

With respect to payment, RMHA policy is that no payment shall be made in advance of receiving the goods or services being purchased without specific Executive approval in advance of the order being placed with the supplier.

Additional considerations:

- Competitive quotes must be obtained for all purchases having an estimated expenditure of \$1,000.00 or greater whenever practical. Competitive quotations should be obtained for purchases less than \$1,000.00 to the extent practical.
- Quotations/tenders must be kept for at least thirteen (13) months after the end of the financial year of purchase and the action taken (with reasons) must be documented by the person undertaking the purchase.
- The RMHA will not undertake to accept liability for the payment of any invoice where the provisions of the procedures described in this policy have not been fully



followed. In such instances, individuals ordering the goods and/or services may be responsible for the payment of the goods and/or services in question.

- All organizational purchases will be managed as identified in this section of this document unless otherwise approved by the membership at any general meeting.

### ***Ice Allocation***

- The team manager will be responsible to e-mail a contact name and information (only one) to the RMHA ice scheduler.
- All games are to be scheduled for Saturdays and Sundays. Games will not be scheduled on Friday nights unless it's absolutely necessary for a playoff or provincial game.
- All ice exchanges, trades or play-off games need to be reported to the ice scheduler.
- All ice borrowed must be "repaid" to the other team with an alternate time.
- When returning ice, the town requires RMHA to give 10 business days' notice. Insufficient notice given will result in the team being required to pay for the unused ice time. The Executive may, at its discretion, also impose a penalty over and above the cost of the ice time.
- Any parent/team meetings that take place upstairs in the arena must be booked through the ice scheduler in order to retain good relations with the Town of Redcliff.
- Any request to put information on the electronic sign by the Red Hat Coop must also go through the ice scheduler. A cost may be associated with any postings.
- Between Christmas and New Years the team manager will be responsible for advising the ice scheduler if ice will be required for a game.

### ***Tournament Ice***

- Tournament fees as set by the Executive are payable to the RMHA on the first day of the tournament. The cheque for the tournament fee will be drafted by the Treasurer and post-dated for the first day of the tournament. The team is responsible to ensure the team has sufficient funds to cover the cheque.
- Available tournament ice is dependent upon the age level and must be confirmed with the Ice Scheduler prior to scheduling any games. Friday ice is available from 6:30 p.m. to 11:30 p.m., with the exception of the Midget level which may start at 4:00 p.m. Saturday ice is available from 7:00 a.m. to 10:00 p.m., with the exception of the Bantam and Midget levels which may finish at 11:30 p.m. Sunday ice is available from 7:00 a.m. to 5:30 p.m.
- Ice over and above the allotted time may be requested, however it is not guaranteed that it will be approved by the Town. If extra ice is granted, the team may be required to pay for the extra ice time.
- Ice must be requested, or returned if not required, at least three weeks prior to tournament – the Town requires the advance notice in order to schedule appropriate staff. A charge may be levied to the team if the required notice is not provided.

- If a team requires a flood before 8:00 a.m. arrangements will have to be made with the rink attendant.
- Entering the arena before 8:00 a.m. will require obtaining a key.

## **Registration**

- Registration fees are set yearly by the Executive so that, when combined with any fundraising efforts, the cost of Association operation is covered.
- There are two options in relation to the concession requirement:
  1. In addition to the registration fee, a representative for each player is expected to work four (4) concession slots (4 hours each). At the time of registration, parents will provide four post-dated cheques as set out in that season's registration form.
  2. In addition to the registration fee, pay an additional fee of \$250.00 at the time of registration. RMHA prefers Option 1 as the concession is one of the major fundraisers. However, in those cases where parents are unable or unwilling to work concessions, option B is available **AT THE TIME OF REGISTRATION ONLY**.
- It is acceptable, but not necessary, to pay the full registration fee at the time of registration. A parent may post-date cheques so that half of the fee is paid by September 15 and the other half is paid by November 15. Please be aware that cheques will be cashed as close to the date as possible and there will be a charge for NSF cheques.
- Should the player leave the RMHA prior to January 10, a proportionate amount of the fee will be returned less an administration fee. The refund will be based on the date that RMHA receives proper written notice through the team director.
- No refunds will be issued after January 10.
- Players must live within the boundaries of RMHA, which have been agreed to by Medicine Hat Minor Hockey Association, Irvine Hockey Association and Redcliff Minor Hockey Association, as mandated by Hockey Alberta. Following is an excerpt from Hockey Alberta's Parent Declaration Form:
- "A player's residence shall be determined by reference to the residence of his or her parents/legal guardians (as defined in Hockey Canada Regulation F3). (See Hockey Alberta Regulation 6.2)
- A player may not register in another Local Minor Hockey Association that is of the same category as or a lower category than the Local Minor Hockey Association in which the Player resides. (See Hockey Alberta Regulation 3.6 – exceptions apply).
- Hockey Alberta reserves the right to request proof of residency documentation in accordance with Hockey Canada Regulation F3 requirements.
- Falsification of any information may result in discipline as per Hockey Canada / Hockey Alberta regulations."
- Parents must sign a Parent Declaration Form as required by Hockey Alberta and provide proof of residence (ie: Town of Redcliff property tax statement, utility bill,

- etc.) RMHA reserves the right to request further proof if the initially supplied proof is not considered satisfactory.
- A player is not considered fully registered and will not be allowed on the ice until all monies for registration/concession as set out in this document, the Parent Declaration Form and proof of residence are received.
  - Receipts will be mailed to the address provided at the time of registration and there will be a fee for replacement receipts if requested.
  - Subject to registration numbers, the following levels of player divisions will be operated by the Association (ages as of December 31<sup>st</sup> of the registration season)
 

Initiation	4, 5 & 6 years of age
Novice	7 & 8 years of age
Atom	9 & 10 years of age
Pee Wee	11 & 12 years of age
Bantam	13 & 14 years of age
Midget	15, 16 & 17 years of age
  - The players and teams at the initiation level shall participate in the program as outlined by Hockey Canada. The emphasis at this level is fun and learning skills. There will be 4 practices to each game scheduled and the team(s) at this level will not play any games until after December 1 in any season, or upon favorable assessment by representatives of the Executive. In any event, initiation teams shall play no more than 3 games per month with tournaments counting as 1 game.
  - Should registration numbers require two teams at any level, the Executive will determine the method of division at the beginning of the season. The Executive ruling is final and will be respected by coaching staff and parents.
  - RMHA reserves the right to manage player numbers to maintain effective team sizes and the safety of the players within confines allowed by affiliated league and Hockey Alberta policies and approvals. Parental or Guardian requests for player movement will be considered but may not be able to be accommodated based on safety or player numbers impacts to the teams of the RMHA. In all cases request for movement that results in team number of less than 11 players or leaves a team without a goalie will be refused by the President and can be reviewed and decided upon by the Executive on appeal.

### ***External Movement***

The RMHA President will, when requested by the parent or guardian of an eligible player, provide an approved permission to try-out form or its equivalent for all interested parties. In addition to this an approved player release form will be provided to players eligible to play in the Elite hockey stream, as identified by Hockey Alberta.

Any member of RMHA requesting a release to any level of play not identified as the Elite hockey stream will only be considered by written application stating the reasons to the President and will only be granted upon a favorable vote (51% or more) of the Executive of RMHA. It will not be granted if the Division of play the player wishes to move to is available within the RMHA and if granting of the request or release to the player leaves RMHA with insufficient numbers at the player's age division.

At the end of each season, the RMHA Registrar will take part in the recall process for all residents playing out of town within the Hockey Canada Registration system. This is mandated by Hockey Alberta and Hockey Canada.

### ***Internal Movement***

Parents or guardians of players registered in a division may apply in writing to the RMHA to play as overage players in a lower division in accordance with the Hockey Alberta Policy for Overage Players.

A coach or member of the Executive, after obtaining approval from the player's parent(s), may recommend that a player be moved to a higher division based on advanced skill level. The recommendation must be submitted to the President no later than 7 days following the team's first ice slot to allow the RMHA Registrar time to meet the deadlines required by any league, Hockey Alberta or Hockey Canada. Any correspondence received after that time will be considered but may not be possible after the deadline.

The RMHA Executive Committee shall make the final decision on any players assigned to any team other than their registered division and may utilize information from the players previous play and recognized abilities to make their decision.

### ***Player Selection***

In the event that more players are registered in a division than are allowed on one team, then the selection of players shall be done on an unbiased basis (e.g. numbers on sweaters, pinnies, etc.). The players will be chosen by a selection committee appointed by the Executive based on Hockey Canada and Hockey Alberta recommendations. Once the selection process has been completed the recommendations will then be reviewed and approved by the President and Vice President.

The placement of players will be based upon Hockey Canada and Hockey Alberta recommendations for skating skills, stick handling, overall performance, and all around knowledge and attitude towards the game.

After tryout selection and approval, the players will be called at their home residence and informed of the results. No information will be shared directly or indirectly during notification calls about any other player's status as it is confidential until all notifications have been completed.

### ***Coach Selection***

The Executive will set a deadline date for coaching applications, and will select head coaches and recommend assistant coaches prior to the start of the season. Head coaches will consider the recommendation of the Executive when choosing assistant coach(es) and will also choose trainers, team managers and team directors as required.

All selected coaches, known assistants and known trainers must submit a Police Information Check as well as a Child Intervention Record Check by September 1st of the upcoming season. If any initial Criminal Record Check is flagged, for any reason, it will be that individual's responsibility to obtain a Certified Criminal Record Check at their cost. This will have to be done annually to proceed as a coach within the RMHA. The RMHA Executive reserves the right to remove the coach from his duties until the Certified Criminal Record Check has been submitted, should they choose to do so.

Upon review of the Certified Criminal Record Check, the Executive may choose to reselect the coaching staff.

### ***Logo, Equipment, Colours and Insignia***

The RMHA has branded the Association teams as the Grizzlies and logos are available for print and publication use.

Uniforms for each team are provided by RMHA, and remain the property of the Association under the direction of the Equipment Manager and Team Volunteers. Team Volunteers are responsible for the management and washing of the uniforms. When getting assistance from Team Parents please ensure they understand proper washing and drying requirements for the uniforms.

The RMHA Uniforms are to be used for all league, playoff and exhibition games. These are not to be used as practice equipment and they are not allowed to go home with the players. Members are responsible for supplying the socks for the uniforms.

All team uniform jerseys will consist of one set dark uniforms and one set of light uniforms to use as listed above. Home and Away uniform statuses will be managed by Tournament Directors and Affiliate Leagues.

Team First Aid Kits, pucks and goalie equipment will be assigned to each Team in accordance with established procedures. The Coach/Manager is responsible for in-season care and return at season's end. Any needs or concerns regarding equipment/uniforms are to be brought to the attention of the team's Equipment Manager as soon as possible.

All players are required to provide and wear full hockey equipment that will meet or exceed current CSA, Affiliate League, Hockey Alberta and Hockey Canada approvals. All Association Members and Volunteers must advise players or their parents of improper fitting or illegal equipment. It is expected that on ice volunteers identify any player not suitably outfitted and they will not be allowed on the ice until the deficiency is corrected.

### ***Player Transportation***

It is expected that all Players, Parents and Team Volunteers will travel to games in a safe and timely manner. Teams are encouraged to car pool or use available larger multi passenger vehicles for out of town travel.

While it is covered under the Standard Hockey Alberta Insurance and Travel Sanctions, it is not recommended that players drive themselves to out of town games. In the event of an injury there is no guarantee that the players vehicle will be returned easily to their residence. Hockey Canada mandates that any registered participant will not be allowed to drive after any game activities where they are injured. The RMHA and Team Volunteers will not be responsible for a player's vehicle under any circumstances.

### ***Association Fundraising***

To maintain lower registration fees and maximize coordinated fundraising efforts the RMHA will utilize the following list of activities. The RMHA Executive will use other sources / methods of fundraising as the opportunities are presented to them:

### **Concession**

Each member who has chosen the concession option at registration will be required to work four (4) concession slots per player registered. Each time a concession has been worked, one cheque will be returned to the parent. Cheque(s) will be cashed in the following cases:

- Sign up for a shift and fail to work
- Sign up for a shift and show up more than ½ hour late
- Do not work the required four sessions by the end of the season
- Leave RMHA after the date of the cheque but no shift(s) worked. (Cheques post-dated after the date of leaving RMHA will be returned.)

### **Casino**

The Casino is our largest fundraising event. We require 5 parents from each team/level to participate. The Team Director will notify the team or manager as to when the next Casino will be held and where members will be able to sign up. If RMHA does not have enough parents to work a casino, it will result in suspension or loss of all future casino privileges. This will result in the RMHA having to dramatically increase fees to cover the loss of the casino income.

Any member(s) that refuse to participate as required in fundraising events will risk being assessed a financial penalty of up to equal the benefit they would receive. This would be decided by the RMHA executive on a case by case basis.

Non-Profit Grants sources will be utilized as the RMHA is eligible to participate at the discretion of the Executive.

All equipment purchased or donated by a sponsor shall become the sole property of the RMHA and subject to all Association policies and procedures.

## **TEAM POLICIES AND PROCEDURES**

### ***Team Roles and Responsibilities***

#### **HEAD COACH**

Head coaches are fully responsible for all of the activities of their team. Delegation of responsibilities to Assistant Coaches, Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach. In addition to these, Head Coaches are expected to:

- adhere to the Code of Conduct and Ethics listed in this document;
- respond to directives of Hockey Alberta, Hockey Canada and the RMHA. Then operate the team within established Policies and Procedures;
- respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop to their potential;
- recognize their responsibilities as leaders, educators, and role models for young players;
- conduct towards players, parents, officials and other people should be based on mutual respect and be fair and reasonable;

- be sensitive to parent concerns, and prepared to respond cordially when warranted;
- establish regular communication with parents via the Team Manager on games, practices, schedules, fundraising, etc;
- recognize that, while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family, educational and any employment responsibilities and reasonable accommodation of these situations may be needed;
- have a development plan for the season for each individual and the team by committing themselves to the continued development of all players for the full season, once players are selected to a team;
- deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations;
- ensure proper supervision of the team before, during and after games and practices and accept reasonable responsibilities for the conduct, safety and well-being of their players;
- develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- encourage and motivate their players toward enjoyment of the game, team concept, and skill development;
- comply with normal administrative directives by holding a beginning of season parent meeting; discuss the team volunteers philosophies and seasons planned activities;
- ensure that the team has adequate support personnel.

### **ASSISTANT COACH**

Assistant Coach positions are to be filled by the Head Coach. Duties are assigned by the Head Coach to assist in the operation of the team. The RMHA Executive will make recommendations in relation to Assistant Coaches based on applications received and will, when requested by a Head Coach, appoint Assistant Coaches and other Team Volunteers.

### **PLAYER ASSISTANTS**

A Coach may ask a player from another division to assist with practice(s). The player assisting must meet the following criteria:

1. Must be registered with RMHA.
2. The player must be in FULL equipment, no exceptions.
3. The player must be there for the benefit of the other players. He/She must be assisting the coaches and not on the ice for themselves.
4. The player that is helping out MUST be 2 levels higher in hockey than the team he/she is assisting.
5. The coach must ask the player for assistance and notify the President that this is happening.

6. Any player that is 16 years of age and wishes to help out MUST have their Respect in Sport Coach. No exceptions.

## **TRAINER**

A team trainer's primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. The trainer must play a leadership role in enhancing and managing the safety of players and all others involved with amateur hockey events. In addition to this the team trainer will:

- assist with maintaining confidential and accurate medical history files on all players and bringing or making these available for the coaches to all games and practices;
- maintain a fully stocked First Aid Kit and bring it to all games and practices;
- implement an effective Emergency Action Plan with their team and practice it to ensure all involved understand their roles;
- recognize life-threatening and significant injuries;
- manage minor injuries (to the extent qualified) and according to the basic injury management principles and referring players to medical professionals when necessary;
- recognize injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play;
- promote a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, nutrition and hydration;
- complete a facility inspection in the first week of the season and ensure that the Arena Safety Checklist recommended by Hockey Canada has been completed. Forward any concerns to the President.

## **MANAGER**

Team Managers are selected by and directly responsible to the Head Coach, who shall be responsible for delegating specific duties. Wherever possible, the manager should not be a spouse of a coach in order to eliminate bias in the complaint process. In general, Team Managers should assume responsibility for most of the organizational and administrative tasks, thus allowing the Coach to concentrate on instruction and player development. In addition to these, Team Managers are expected to:

- respond to directives of Hockey Alberta, Hockey Canada and the RMHA. Then assist with the operation of the team within established Policies & Procedures;
- ensure financial requirements of the team are fulfilled;
- assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community ambassador is maintained;
- establish, maintain, and enhance communication with league Governors, other Associations' teams

While the following is not a comprehensive list of all duties for Managers, it may serve as a guide for tasks, which the Head Coach may delegate:



- prepare and organize established team schedules and supply those schedules to all team players, parents and coaches; a 'Team Distribution List' will greatly facilitate his/her duties;
- assist coaching staff in arranging exhibition games;
- maintain copies of game reports; submit them as required by league and Hockey Alberta policy
- ensure that all accident medical reports and records are complete after any injury. This should be done in conjunction with the Team Trainer and Coaches if necessary;
- confirm and report all suspensions issued to players on RMHA teams to the Executive President and League Director as applicable, as soon as possible after the event but within twenty-four (24) hours of the suspension taking place;
- gathering of relevant player history, and establishment of a medical treatment permission waiver;
- organization and running of parent meetings;
- organize and manage parents or parent committees as may be required for fund raising, tournament committees, etc;
- participate in formulation of team objectives and rules;
- preparation of team budget (together with team treasurer) as required;
- supervise and monitor collection of money and fund raising;
- arrange team transportation, accommodation and subsistence;
- submit any sanction and Travel Requests (for other than League play) in accordance with the rules as identified by Hockey Alberta to the local Registrar for processing;
- act as team co-ordinator for the Hockey Alberta Provincial competition;
- Notice of any change in schedule must be provided to the concession director as soon as possible so that appropriate changes can be made in staffing the concession.
- **With regard to officials:**
  - provide their game schedule to the Ref Scheduler
  - provide two weeks notice of the need for officials – last minute requests may not be filled depending on the availability of officials
  - notify Ref Scheduler (and officials, if known) of cancelled games as soon as possible – if no notice of cancellation is provided and the officials show up at the rink prepared to officiate, the team must pay the officials in full
  - ensure that confirmation from the Ref Scheduler is received – leaving a message or sending an email is not considered notification unless responded to by the Ref Scheduler
  - complaints regarding officiating must be made IN WRITING to the Ref Scheduler
- **With regard to ice scheduling:**
  - Advise the Ice Scheduler of your team contact
  - Advise team contact that the Ice Scheduler must have at least two weeks notice to turn in ice slots. If insufficient notice is given, the team will be charged for the ice time.

## TREASURER

- Meet with the RMHA Treasurer at the beginning of the season to get the books for the team.
- Ensure that the Treasurer and the Manager attend the bank to change the signing authority on the bank account as soon as possible.
- Accept cheques/cash on behalf of the team and ensure all funds are deposited.
- Maintain an accurate record of all income and expenses to be provided to the RMHA Treasurer at the end of the season.
- Ensure that the books are provided to the RMHA Treasurer by May 1<sup>st</sup>.
- **At the end of the season, the Treasurer can only return any funds that the parents put in at the beginning of the year – other funds must remain in the account for the next year's teams.**

## EQUIPMENT MANAGER

The following goalie equipment is provided by RMHA to the Timbit, Novice and Atom Levels: Catcher, Blocker, Chest Protector and Pads

- Sign out equipment at beginning of the year
- Wash jerseys and bring them to each game
- Remind parents that no name badges are allowed on the jerseys
- Ensure the equipment is returned to the Equipment Director by April 7<sup>th</sup> (if necessary, a request for an extension may be made to Equipment Director)
- ADVISE TEAM THAT PLAYERS WILL NOT BE CONSIDERED REGISTERED AND WILL NOT STEP ON THE ICE THE FOLLOWING SEASON UNTIL EQUIPMENT IS RETURNED.

## ***Player Affiliation***

See Hockey Alberta Bylaws and Regulations.

Go to: [http://www.hockeyalberta.ca/index.php/ci\\_id/14236/la\\_id/1.htm](http://www.hockeyalberta.ca/index.php/ci_id/14236/la_id/1.htm).

View section titled Minor Regulations, Affiliations.

## ***Team Fundraising***

The RMHA recognizes that fundraising is an integral part of the individual team's activities and as such has implemented the following policy that teams will follow.

Each team shall have a team manager and team treasurer managing the teams account and it will be held in a local financial institution. All transactions shall require authorization of both the team manager and the team treasurer.

Methods of fundraising will be left at the discretion of the teams and their members, and all appropriate Alberta Liquor and Gaming Requirements shall be met.

In the event of any complaint regarding team fundraising or team finances, any hockey team operating under the authority of the RMHA shall, upon the request of the Executive, provide their financial statements and make available receipts of payment of all transactions on the account.

At the end of the season, a team is only allowed to refund any funds that were directly supplied by the members (i.e., amounts collected as “start-up” funds at the beginning of the season). Each team will leave a minimum of \$1,000.00 in the team account at the end of the season for the next season’s team. The Executive will direct the distribution of any excess funds raised by an individual team dependent on the financial position of the Association. Under no circumstances are excess funds to be divided and distributed among the team parents at the end of the season.

### ***Addition Team Operational Financial Responsibilities***

Certain costs are not part of the normal costs covered by the RMHA and will be covered by the individual teams. If a team chooses to host a home tournament, the team will be responsible for any costs associated with the event and the costs of on Ice Officials.

In order to make the ice scheduling and league activities go as smoothly as possible the RMHA expects that all teams participate in all league and other scheduled activities in good faith and as arranged. All Team Coaches and Managers must be aware of the league game cancellation process and in the event of inclement weather advise the President of any problems that are developing regarding the completion of games.

Any invoiced costs forwarded to or fines levied against any RMHA Team or any team actions that result in the RMHA being assessed fines or fees will be paid by the team causing the infraction.

The RMHA Executive reserves the right to review each event in question and, when warranted, adjust or waive the associated costs at its discretion. Any team receiving reduction in the fines or levies will be notified in writing the costs that the RMHA Executive will be covering on the team’s behalf.

### ***Team Participation in Hockey Alberta Provincials***

All teams within the RMHA are expected whenever possible to take part in the Hockey Alberta Provincials Program. If a team wishes to not participate then they must notify the President prior to the Provincials organizational meeting. This meeting is usually held at or near the beginning of December each year.

As Hockey Alberta’s Provincial Playdowns / Tournament participation requires additional commitment and effort, the RMHA, when financially able to do so, will consider a gift to the team players of any team that wins a Gold Medal at the Provincial Tournament. This token of appreciation will take into consideration any potential sentimental value and other items that will uniquely recognize the importance of the event.

### ***Team Rules***

All teams within RMHA shall require all parents and players to sign and comply with the Player and Parent Conduct Agreement found on the RMHA website under POLICIES AND PROCEDURES: <http://www.redcliffminorhockey.com/default.aspx?p=policies> .

Coaches must provide this document to all players and parents in a team meeting at the beginning of the season.

Members may recommend changes or additions to the Player and Parent Conduct Agreement in writing to the RMHA Executive at any time, but the discretion to review and approve any recommended change lies with the Executive.

### ***Travel Permits***

Redcliff Minor Hockey Association is in Zone 6 as defined by Hockey Alberta (see Zone Map). Teams do NOT need a travel permit to play league games outside of our zone. However, all teams MUST have a travel permit for any exhibition game or tournaments outside of Zone 6.

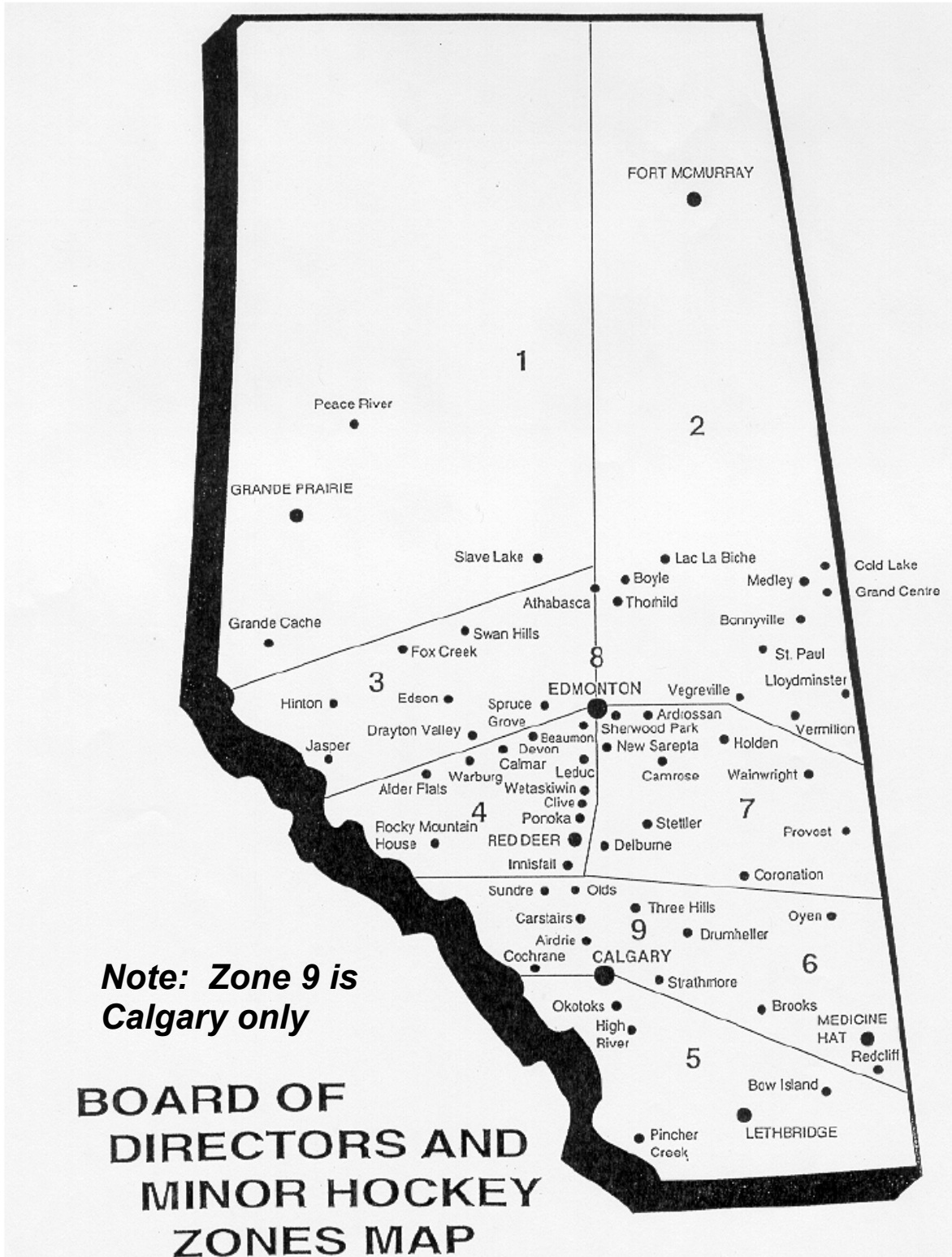
To obtain a travel permit, the team manager must email the Registrar the following information:

1. Date of Tournament / Exhibition Game
2. Level of Hockey
3. Place of Tournament / Exhibition Game
4. Tournament Sanction Number
5. Number of games you will be playing

The travel permit must be requested as soon as possible prior to the exhibition game or tournament. This request cannot be left until the last minute because NO TRAVEL PERMIT = NO INSURANCE!

The travel permit must be with the team at times during the tournament or exhibition game, as the team may be required to provide proof of the permit at many tournaments.

Zone Map



## RULES AND REGULATIONS

### ***Hockey Alberta – Bylaws, Rules and Regulations***

Online at: <http://www.hockeyalberta.ca/members>

### ***CAHL League – Bylaws, Rules and Regulations***

Online at: <http://www.cahlhockey.pointstreaksites.com/view/cahlhockey/home-page>

### ***Hockey Alberta Respect in Sport Parent Program***

By December 1, 2012 and beyond, completion of the Respect in Sport “Parent Program” will be required by each family of every player as a condition of the player’s eligibility to participate on a sanctioned hockey team. By the same deadline, each minor, junior and senior hockey team in the province must have all registered team officials certified by the Respect in Sport “Activity Leader” program or have completed the equivalent “Speak Out” program.

***Parent Program:*** [http://www.hockeyalberta.ca/index.php/ci\\_id/2573/la\\_id/1.htm](http://www.hockeyalberta.ca/index.php/ci_id/2573/la_id/1.htm)

*This program provides information on a parents' natural influence over a child, coach or leaders role in an activity, the role parents play in their child's enjoyment of a sport or activity, and protecting children when they are outside of a parent's immediate control. The program also provides parents with tools to evaluate their own behaviour by highlighting five key "behavioural traps" frequently exhibited by parents, particularly in competitive sports.*

***Activity Leader Program:*** [http://www.hockeyalberta.ca/index.php/ci\\_id/2541/la\\_id/1.htm](http://www.hockeyalberta.ca/index.php/ci_id/2541/la_id/1.htm)

*This program provides in-depth information on the subjects of bullying, abuse, harassment and neglect. It demonstrates negative behaviours and provides ideas of how a situation may be best handled, including valuable information from subject matter experts delivered in a clear and concise fashion, and asks questions of the leaders based on the scenarios presented.*

**For the purposes of an RMHA internal breach of policies, procedures, rules and regulations, “suspension” shall mean that the suspended individual will not be allowed to participate in any way, including as a spectator, in any hockey activities for a determined period of time. It is NOT to be confused with the suspension of a player by the league.**

### ***RMHA Code of Conduct and Ethics***

- All members and participants, involved in any and all RMHA activities and events, shall conduct themselves in accordance with standards of behavior set out in the RMHA Code of Conduct and Ethics and as mandated by Hockey Alberta and Hockey Canada.
- The RMHA has a “Zero Tolerance” position towards harassment, initiation rites or hazing and bullying as per the Hockey Alberta and Hockey Canada Policies. The RMHA Members, players and team volunteers will act immediately upon witnessing this activity or receiving a complaint. Once confirmed, any member, player or association volunteer having been party to the action shall be automatically suspended. The suspended individuals will not be allowed to

participate in any hockey activities until the suspension is dealt with at the next Executive Meeting.

- The RMHA has a “Zero Tolerance” position towards the use of drugs or alcohol during any of its activities. Therefore the RMHA does not consent to the use of drugs or alcohol before, during or after any activity by any coach or player. As ambassadors for the Town of Redcliff and the RMHA, good behaviour is expected whether at home or on the road. The RMHA Executive and other association volunteers will act immediately upon receiving a complaint of non-compliance. Any player that has consumed drugs or alcohol will be suspended immediately and will not be allowed to enter any dressing room, players bench, or penalty bench, and may be asked to leave the arena altogether. If a player’s parents are at the event, a player will be turned over to their care or they will be contacted to arrange for supervised care of the player. The suspended player will not be allowed to participate in any hockey activities until the suspension is dealt with at the next RMHA Executive Meeting. Coaches are expected to adhere to the same standard of behavior, and any coach that consumes drugs or alcohol before, during or after (while still acting in a coach capacity) any RMHA activity shall also be suspended and dealt with appropriately at the next RMHA Executive Meeting.
- Any team fundraising or other team function that requires the purchase of a liquor licence, must exclude any and all players as mandated by Hockey Alberta policy.
- All participants will ensure that any electronic devices or portions of a device that are capable of taking digital or photographic still pictures, sound or video recordings (iPods, cameras, cell phones, etc.) are not used in the dressing rooms at any time. Any abuse of this policy will result in a review by the Executive for further action and possible suspension, and the Executive may at its discretion pass the complaint to the RCMP for further review.
- In order to participate in Hockey Alberta and League activities the RMHA membership agrees to honour and support any governing body policies, procedures or suspensions that apply to any members of the RMHA. The RMHA Executive will review any reported incident(s) involving its members; but will not take any permanent action against any member until such a time as all governing bodies have ruled. This includes any Hockey Alberta and/or league rulings or police agency investigations. The RMHA Executive reserves the right to temporarily suspend any member under review. Upon completion of the review, the Executive reserves the right to apply additional penalty or suspension for any incident during a sanctioned event.
- No member or player of the RMHA will publicly, in a direct or indirect manner, criticize players, coaches, officials, volunteers and/or parents in any print publication or social media (i.e. blogs, Facebook, etc.). Doing so may result in suspension of membership rights until it is addressed at the next Executive Meeting.
- Parents and Guardians will communicate promptly and completely with the Team Manager and Head Coach regarding diagnosis of a medical issue by registered medical practitioner and will collaborate on treatment and management, ensuring the player’s future health and well-being is paramount when making decisions regarding a time frame for return to playing or training.

- Parents and Guardians will let the team volunteers manage both on-ice and off-ice activities. Coaches must have the latitude to make decisions for the best interest of the team without fear of reprisals from parents. The RMHA Executive supports each coach's philosophy and presented team rules. Aside from the requirement to make every effort to ensure equal ice time for all players, the coach has the responsibility of running his or her game strategies and managing the overall individual and team development for the season.
- When female and male players are playing on the same teams then there will be a process to manage pre-game, game and post-game dressing and hygiene needs of the team players in accordance with Hockey Canada's recommendations. Whenever possible, all female players will dress and shower in their own designated areas. If this is not possible, there will be a planned process for respectfully managing the changing and showering needs of the team's players. If at any time a female player will use the shower facility in the common dressing room, then there will be a woman, preferably from the player's immediate family to supervise this process. Other alternatives can be considered as long as one gender is not supervised during team activities by an opposite gender team volunteer.
- Membership in the RMHA is a privilege not a right and may be revoked by a 2/3 majority vote of the Executive at any time to any individual who has been deemed by the Executive to be in contravention of any of the code of conduct or RMHA policies.
- The Executive reserves the right to reject membership in such cases where a previous behaviour unbecoming a member of the Association has been evident.
- Any individual who has a complaint shall follow the RMHA Complaint Handling Rules and Procedure.

### ***RMHA Complaint Handling Rules and Procedure***

- **24 hour respect rule – allow 24 hours to pass after any incident to calm down and decide whether the incident was serious enough to make a complaint.**
- The first contact for any complaint is the Team Manager.
- If the complaint is about the coach, DO NOT approach the coach directly – always speak with the Team Manager.
- If the Team Manager cannot resolve the issue, the second contact is the Team Director.
- If the Team Director cannot resolve the issue, the Team Director will bring the issue to the executive level.
- Please follow this procedure at all times – the team does not have the opportunity to resolve the issue if these contacts are bypassed.
- It is always preferable to solve any issues at the team level without getting the RMHA Executive involved – however, the RMHA Executive will become involved if the team director deems it necessary



- If the RMHA Executive becomes involved the incident will go through the Disciplinary Committee.
- The Disciplinary Committee may hand down any punishment it deems necessary without a vote of the Executive, with the exception of expulsions.
- If the Disciplinary Committee decides that expulsion is warranted, the Disciplinary Committee will make a recommendation to the Executive. Any expulsion will be passed by a 2/3 majority of the full executive.

### ***Appeals***

- The outcome of the appeal is final and no further appeals will be heard. Any individual(s) suspended for a period longer than 60 days may make an application to be reinstated after 60 days have passed.



