

# **REDWATER MINOR HOCKEY POLICIES, PROCEDURES AND BYLAWS**

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## **1.0 MISSION STATEMENT**

In that the game of hockey is a team sport that provides a means for bringing people together in a healthy atmosphere of competition.

The objectives of the Redwater Minor Hockey Association shall be:

- to promote minor hockey with in the Town of Redwater and the surrounding area.
- to promote hockey as a means of providing an enjoyable and rewarding learning experience for players and participants
- to promote and develop player skills and abilities
- to promote and develop sportsmanship, fair play, pride and achievement through involvement
- to promote and environment where each player has equal opportunity to participate and develop
- to recognize and address the needs of player development for both recreational and professional purposes
- to promote and develop players towards being responsible adults that the Town of Redwater can be proud to have as ambassadors
- to maintain affiliation and abide by the constitution and bylaws of the:

Redwater Minor Hockey Association (RMHA)  
Canadian Hockey Association (CHA)  
Alberta Amateur Hockey Association (Hockey Alberta)  
Town of Redwater

- to abide by the policies and regulations of those leagues in which Redwater Minor Hockey Association teams participate, providing these in no way contravene the preceding outlined governing bodies.

## **1.1 TERMS OF REFERENCE**

The Redwater Minor Hockey Association (RMHA) was formed to organize and administer all minor hockey and its operations within the Town of Redwater.

## **2.0 MEMBERSHIP**

1. Membership in the RMHA shall consist of the mother and/or father and/or legal guardian of the child(ren) registered.
2. Membership shall be extended to individuals other than mentioned above where they may be involved as board members of RMHA, managers, coaches, trainers, or listed on provincial cards or team sheets.
3. All members will abide by the constitution and bylaws of RMHA, AAHA and CHA.

### **3.0 RMHA EXECUTIVE**

#### **3.1 Policy:**

RMHA shall ensure that the business and affairs of Redwater Minor Hockey Association are conducted in accordance with the RMHA Policies and Procedures Manual. In general, the Executive supports a position of open access to MSA members and shall give full consideration to the affairs brought to its attention by any member.

Guidelines:

The Executive shall:

- determine the general policies with respect to the organization, administration and operation of Redwater Minor Hockey at all levels
- provide for the development of players, coaches, referees and officials
- consider questions brought in written form with consideration
- have the power to fill by appointment any office of vacancy which may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate
- have the power to suspend or discipline any player, team official, league representative, team follower, parent or MSA member for conduct in contravention of MSA/RMHA policies and procedures, as well as those of the CHA, Hockey Alberta and league associations which govern rules of play
- elect Executive members from the general membership at the annual meeting
- members of the Executive shall hold office until their successors are duly elected, re-elected or appointed
- have the power to rescind, alter or add to its main Policies and Procedures Manual at routine or special meetings. Such a resolution must be passed by a majority of not less than 2/3 (two-thirds) of the RMHA Executive present

#### **Meetings**

##### **3.2 Regular Meetings**

Meetings of the RMHA shall be held at least every 6 – 8 weeks and/or as often as necessary, unless canceled for summer recess.

##### **3.3 General Meeting**

\* Redwater Minor Hockey Association shall hold a general meeting open to the RMHA membership on or before the end of May. Due notice of the general meeting will be advertised by newspaper, town sign etc., to all participating members and those interested in the hockey program. This meeting is in place mainly for early registration of players

\* RMHA will fill the executive positions at the AGM which is held in August.. The Executive should then form RMHA until successors are elected, appointed and installed

\* Members have the privilege of standing for or nominating a representative for election for each position. Positions, terms and duties thereof are detailed in Article 4.3

- amendments to the RMHA Policies and Procedures cannot be made at the annual general meeting. However, attendees at the annual general meeting can express their concerns and elect members dedicated to working on RMHA to promote and institute their consensus.
- RMHA should use annual general meeting to respond to concerns and report details as to their ideas, initiatives and policy changes in relation to the operations of the minor hockey program.
- RMHA membership can petition RMHA at least 14(fourteen) days prior to an annual general meeting with a written request to the President for any topic they wish to have added to the agenda.
- An annual report from all Executive and Coordinator positions is to be made available and filed with the minutes of the annual general meeting
- The agenda for the annual general meeting will be finalized at least 7(seven) days prior to the meeting. RMHA executive members shall have access to the agenda with copies available to the general public if requested.

### **3.4 Conduct of Meeting**

#### **Order of Business:**

The order of business at any regular meeting shall be as follows:

1. Call to Order
2. Acceptance of Previous Meeting Minutes
3. Acceptance of Agenda
4. President's Report
5. Treasurer's Report
6. Fundraising Report
7. Equipment Manager Report
8. Ice Schedulers Report
9. Ref Coordinators Report
10. Registrars Report
11. 50/50 Report
12. Old Business
13. New Business
14. Adjournment with date of next meeting

#### **3.5 Minutes:**

The minutes of RMHA meetings shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments.

The minutes shall be distributed to Executive members prior to the onset of the next regular meeting. Copies of the meeting minutes shall be kept on file by the secretary and be available for review by any MSA members

#### **3.6 Voting:**

Every Executive member present shall vote on every matter unless excluded by a majority of the Executive from voting by reason perceived conflict of interest.

### **3.7 Motions:**

- each member shall have the privilege of proposing motions for consideration by the Executive with a requirement of a seconder
- on any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate, however, closure shall not take place until every member choosing to speak has had the opportunity to do so
- each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer
- a proposer has the right to withdraw the motion at any time

### **3.8 Policies and By Laws.**

- To be reviewed annually at every September meeting.

## **4.0 ADMINISTRATION**

### **4.1 Election/Appointment**

It shall be the duty of the Executive Committee to call a General Meeting in May of every year at which time any open positions will be filled via a volunteer and motion process, for the upcoming season.

Nominations of officers will proceed after the reports of officers and new business has been tabled and addressed. If more than one person comes forth to fill the open position, than a vote will be carried out via private ballot where required. A re-vote maybe required in any case where a tie must be broken. Any uncontested nominations will be acclaimed.

The positions can only stand for a maximum three year term. Executive members may stay on to fill any position that has not been filled.

### **4.2 Positions Available**

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Coordinator
- 50/50 Coordinator
- Equipment Manager
- Ice Scheduler
- Referee Coordinator
- Registrar

Note: all positions are voting positions except the President who will only cast a vote to determine the outcome of a tie. Each position on the executive will be for a term not to exceed three years, between elections. At that time Executive members may stay on to fill any position that has not been filled.

## **4.3 Roles / Responsibilities**

### **President**

- ensure that the activities of RMHA are in accordance with the aims and objectives mentioned in the constitution
- supervision and direction of all Executive members, including standards of performance, sphere of control, and disciplinary action
- schedules, presides over and controls Executive meetings
- maintains contacts with other hockey oriented regulatory and resource groups
- serves as a member of coach selection, grievance and disciplinary committees
- signing authority
- exercises powers of RMHA in cases of emergency
- attends or appoints a designate to MSA, HA, league and other meetings
- performs as required press releases through the media as required by the Executive
- oversees the operations of all level teams
- oversee all changes and amendments to the constitution and bylaws and to ensure all changes are registered with AAHA
- coordinate and set up team selection in conjunction with Executive committee
- ensure coaches and managers fulfill obligations
- Prepare and propose changes or amendments to hockey program as needed
- report monthly to RMHA
- monitor player movement between teams

### **Past President**

Shall stay on the executive, as a non-voting member for a period not to exceed three months to ensure the transition of executive members is smooth and effective. The three month period will not commence until the first annual general meeting of the hockey season. The past president is also responsible to turn over any and all records or documentation collected during his/her term(s). Including a copy of the current registered constitution and bylaws pertaining to RMHA specifically.

### **Vice President**

- perform and carry out the duties of the President during extended absence
- ensure members understand and carry out responsibilities in accordance with RMHA constitution and objectives
- runs meetings in the President's absence
- serves as an alternate in attendance at various hockey oriented regulatory, league and resource groups
- reports to the President
- help the President coordinate and set up team and coaching selection in conjunction with the Executive committee
- serve on grievance and disciplinary committees
- help with proposed changes and amendments to hockey program as needed

- report monthly to RMHA
- monitor player movement between teams

### **Secretary**

- keep accurate minutes of all executive and general meetings and to present these minutes to all Executive members
- maintains files with all previous pertinent data
- attends all Executive and general meetings
- has charge of all Executive records
- notify committee members of meetings within a reasonable amount of time to attend meetings (48 hrs)
- take attendance at all executive and general meetings
- counts votes of all motions and record them, and to count votes with another committee member of all elected officials and record them
- administer the public relations program and ensure hockey constantly remains in the public eye
- coordinate advertising for RMHA, registration, general meetings, events
- register RMHA with organizations that will promote our tournaments and programs
- performs other duties as designated by the President
- reports to the President

### **Treasurer**

- will keep a proper set of books showing accurately the financial position of the RMHA for presentation to the executive at all executive meetings and all General meetings
- the fiscal year for RMHA is to run from June 1<sup>st</sup> to May 31<sup>st</sup>
- responsible for all minor hockey accounts, which includes accounts payable and receivable
- to present a tentative budget to the General membership at the August meeting in accordance with the years activities
- present all records and financial statements for an annual review
- final yearly financial statements will be provided by an accredited accountant with a Notice to Reader that will be filed with the Annual Returns
- extraordinary items dealing with revenues/expenditures in the form of a resolution approved by the Executive during regular or special meetings
- a year end report should be made available and tabled at the annual general meeting
- in accordance with Hockey Alberta, Policies and Procedures shall be presented yearly showing approved accounting principles
- reports to President

### **Fundraising Coordinator**

- research and organize fund raising events in accordance with executive committee approval
- arrange for temporary volunteer to assist RMHA with projects
- assist with tournament support
- assist with application for government and industry grants (Casino)



- keep statements and records of fundraising events to present to Treasurer to include on yearly financial report, or by request of the executive committee
- reports to President

### **Referee Coordinator**

- schedule referees for all league, exhibition, tournaments and provincial games
- assures proper accreditation of RMHA referees to perform and carry out tasks required, to evaluate referees and to coordinate/schedule training as required
- appoint out of town referees where required
- submit monthly bills, statements to 50/50 coordinator and disperse monthly checks to referees
- investigate incidents and complaints
- reports to President

### **Ice Scheduler**

- schedule all game and practice ice times for Redwater Minor Hockey teams
- reports on a regular basis to the Executive concerning problems
- follows up on ice use by teams and ensures full utilization
- fairly distributes extra/available ice among minor hockey teams
- oversees scheduling of special events (tournaments, ect)
- follows up on complaints by ice users
- reports to the President

### **Equipment Manager**

- purchases and maintains all equipment
- maintains a record of current inventory
- maintains reasonable access for equipment inquiries by teams
- extraordinary, non-budgeted equipment needs must be approved by RMHA before purchase
- ensure all equipment is kept in good repair
- purchase of socks for sale in the concession at RMHA cost

### **Registrar**

- register all players in Redwater Minor Hockey
- ensure all children registered with RMHA are registered with AAHA and that these cards and team sheets are filled out correctly and sent to AAHA promptly and in accordance with AAHA guidelines
- attend fall zone meeting
- communicate any deficiencies in provincial cards and team sheets to RMHA executive promptly, and resolve same with the executives in accordance with AAHA
- to be the holder of all cards, empty and full, deal with the according to AAHA guidelines
- keeps all documentation relating to registration of players
- prepares annually (September) an analysis of registered players concerning age, level

- complies a directory of all players regarding name, address, phone number
- reports to President

## **5.0 HOCKEY TEAMS/PERSONNEL**

### **Accreditation**

RMHA teams are required to adhere to the standards of accreditation as set by Hockey Alberta to insure eligibility for Provincial play, and the development and safety of our Minor Hockey Program.

### **5.1 Coaching Staff - Selection**

- selection of team personnel (coach, assistant coach, managers) is overseen by RMHA
- all individuals desiring a coaching position should put forward their name at the annual general meeting in August
- a committee consisting of the President, Vice President and at least 2 other Executive members will review the submission and make coaching selections if necessary
- in the event that there is more than one coaching submission and the committee can not decide on the head coach then a meeting will be called and the applicants will elect to work together or a team parent vote will be held to name the Head Coach
- while the head coach will make the final selection of supporting personnel (assistant coach, manager) that personnel must be given final endorsement from RMHA
- all team personnel are required to provide a criminal record check to RMHA. All first year personnel must provide a criminal record check before starting any position on a team. A criminal record check can be requested of any personnel by the RMHA at any time. Once provided it will be valid to a max of 3 years.

### **Policy**

Redwater Minor Hockey Association Head Coaches are fully responsible for all the activities of their team. Delegation of responsibilities to Assistant Coaches, Managers and Parents is necessary, desirable and encourage. However, ultimate responsibility for these activities rests with the Head Coach, who may make changes in their staff when deemed necessary.

### **5.2 Duties of Coaches**

- adhere to the Coaches' Code of Ethics ( refer to Article 11.6)
- respond to directives of RMHA and operate the team within established policy and procedures
- respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential
- recognize their responsibilities as leaders, educators, and role models for young players
- conduct towards players. Parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is not condoned

- establish regular communication with parents on games, practices, schedules, fund raising
- 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 and education
- deal fairly with players at all times
- ensure proper supervision of the team before, during and after games and practices and accept responsibility for the conduct, safety, and well-being of their players
- develop a set of rules for the team which clearly communicated and enforced equally on all players
- ensure that the team has adequate support personnel
- any concerns regarding officiating of a game should be directed to the Referee Coordinator
- notify the Ice Scheduler a minimum 3 days prior for ice changes
- book ice times if necessary following Appendix 1
- commit for the entire season

### **5.3 Manager**

#### **Policy**

Redwater Minor Hockey Association Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the office organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

### **5.4 Manager Duties**

- respond to directives of RMHA and operate the teams within established policies and procedures
- ensure financial requirements of RMHA are fulfilled
- assist the Head Coach in monitoring off ice conduct by team members to ensure that the team's role as a community ambassador is maintained
- establish, maintain and enhance communication with league commissioners, representatives, participates, and other Associations team members at the appropriate level

#### **Specific Tasks**

- Hockey Alberta cards or team sheets
- gathering of relevant player history data, and establishment of medical treatment permission waiver
- obtaining travel permits
- organization of parent meetings
- supervise and monitor collection of money and fund raising
- present financial statements to the Parents and RMHA if requested
- arrange for additional ice following Appendix 1
- notify Ice Scheduler a minimum of 7 days prior to any ice changes
- confirm officials for home games

- confirm scheduled away games

## **5.5 Assistant Coach**

### **Policy**

The Assistant Coach position is to be filled by the Head Coach. Duties are assigned by the Head Coach. The Assistant Coach will adhere to the same Code of Ethics as the Coach outlined in Article 11.6.

## **6.0 TEAMS**

### **Team Selection**

Teams will have the number of players per team set by RMHA at the beginning of the hockey season, based on the player registrations for each level. RMHA will stay within the Hockey Alberta regulations for minimum and maximum number of players per team allowed.

### **6.1 Team Formation Procedures**

The team formation process for selection of players will be with the support of the President, the coaching staff and evaluators if required. Such selections are based on players' age category and observation of demonstrated skills.

Coaches will adhere to RMHA policies, as outlined below:

1. Number of players allowed at each level
2. RMHA will communicate the time frame for completion of team formation
3. Under-aged and over-aged players, at any level are only permitted, with the approval of RMHA and AAHA where as:
  - a player exhibits such talent and skills, that their presence in a higher level is beneficial to both player and their peers
  - RMHA has an overage/shortage of players registered at the lower/higher level and a overage/shortage of players for sufficient team formation
4. In general over-aged players are not permitted in any level unless special circumstances warrant consideration by RMHA, in accordance with Hockey Alberta and specific league rules, whose decision will be final.
5. **The RMHA release level is set at AA Level.**

### **6.2 Program Details**

#### **Division / Level**

Redwater Minor Hockey provides programs for players aged four (4) to seventeen (17) in the following levels

Initiation: open to all 1<sup>st</sup> year players up to the age of six (6) until January 1<sup>st</sup> of the current season. Before registering a 4 year old, the Registrar must be consulted

Novice: open to players up to 7 years of age until January 1<sup>st</sup> of current season

Atom: open to players up to 10 years of age until January 1<sup>st</sup> of current season

PeeWee: open to players up to 12 years of age until January 1<sup>st</sup> of current season  
Bantam: open to players up to 14 years of age until January 1<sup>st</sup> of current season  
Midget: open to players up to 17 years of age until January 1<sup>st</sup> of current season

### **6.3 Eligibility**

An eligible player shall be one who:

1. Has a current membership
2. Resides within the boundaries of Redwater Minor Hockey
3. Is the correct age for the division/ level. All players must register according to age. Any moves will occur during the selection process as stated in Article 6.1
4. Has not been suspended
5. Has been correctly registered and has paid the designated fees.
6. Residents who leave the program after September 1<sup>st</sup>, then wish to return, may re-register provided there is space available in the program

### **6.4 Boundaries**

The boundary for the Redwater Minor Hockey is as set by Alberta Minor Hockey.

### **6.5 Non-resident (Import) Player**

A non-resident (import) player is defined under the regulations of Hockey Alberta as a player that resides outside the boundaries of Redwater Minor Hockey.

While RMHA operates programs for the town and area residents there are several conditions for which RMHA allows registration of non-resident (import) players:

1. When there is insufficient resident registration to create teams needed to fulfill league requirements. Non-resident players can register after August 31<sup>st</sup> by paying the regular registration fees provided there is room available. Non-resident players who wish to play must supply a letter of intent from their home organization. The letter of intent should state that the player is authorized to tryout to play hockey in Redwater. In addition, player verification forms must be completed and signed by the player's parent.
2. Where as the situation of a formal working agreement between neighboring Associations, players who have registered with another Association, and where due to insufficient registration numbers at the players' level, shall be allowed to register with RMHA as a non-resident player providing there is room available.

**Please note: Over riding all these provisions, if the player is considered an import according to Hockey Alberta verification process, then the player will be considered an import by RMHA. In addition, all Redwater teams must be eligible to compete in provincial playoffs.**

### **6.6 Ineligibility**

Those players who do not meet the qualifications as set out in Article 6.3

## **6.7 Uniforms / Equipment**

- all team jerseys are provided by RMHA under the direction of the Equipment Manager. Socks are to be purchased thru RMHA.
- team jerseys are to be used for all league, playoff and exhibition games
- jerseys and equipment will be assigned to each coach in accordance with established procedures. The coach is responsible for care and return at season's end. Any needs concerning equipment/jerseys are to be brought to the attention of the Equipment Manager
- failure to return team jerseys in a timely fashion may result in fines, to the team, being issued

## **7.0 REGISTRATION**

### **Registration Timeline**

May - new fee schedule is determined and communicated to the general public and local registered players. Early registration takes place by May.

August - late registration process begins for residents

- communicate with the new team coaches regarding registration procedures for local/import players
- collect fees and ensure registration form is collected

September - Registrar, with the approval of the President, will provide lists of registered players to coaches

- Registration after May 1<sup>st</sup> will constitute late registration and extra fee will be applied to fees. Extra fee will be decided upon by the Executive at the May meeting.
- Non-residents (imports) must supply: registration form, letter of intent(not a release)unless RMHA holds their card, player verification form with the first section completed and signed by a parent

Prior to 1<sup>st</sup> league game - releases obtained from players making the teams. New resident players and those who did not play with RMHA last season:

- player verification form are received back from Hockey Alberta
- these will indicate whether the player is eligible to play with RMHA
- registration fees are collected
- cards are signed and submitted to Hockey Alberta

Registration once the season has started:

- contact Registrar - who will determine the registration fee and notify coach
- inform registrant of coach's name and phone number
- contact treasurer to inform of late registration and amount to be paid
- pay registration
- get appropriate forms filled out as applicable

## **7.1 Registration Fees**

Prior to the completion of the current hockey season, RMHA will consider current and projected operating costs and prepare a fee schedule for the upcoming season. This information will be available at the May general meeting.

Until players are registered, they will not be allowed to participate in any program activities unless other arrangements have been made with the Registrar. The player will not be allowed on the ice if payment has not been received by September 1<sup>st</sup> of the current hockey season. If necessary, special payment plans can be worked out on an individual basis with the treasurer.

Players who move to Redwater after September 1<sup>st</sup> are eligible for the early registration rate.

If the hockey season has begun the appropriate rate will be prorated by the number of months remaining. The hockey season is considered to run from October 1<sup>st</sup> to February 28<sup>th</sup> or 29<sup>th</sup> for the purpose of prorating refunds and late registrations.

## **7.2 Payment**

Payment of registration fees shall be made payable to the RMHA by cash, cheque or money order. The date of payment should be the same as the date of registration unless other arrangements have been made.

A post payment plan is available to individuals who register prior to the end of August. The payment plan consists of equal payments, post dated May 1, June 1, July 1, August 1 and September 1.

All cheques returned from the bank will be levied a \$35.00 surcharge. NSF cheques should be cleared up as soon as possible.

## **7.3 Refunds**

All refunds will be assessed a fee equal to the cost of the players' card to a maximum of \$20.00. Refund of fees for individuals dropping out of the program shall be rendered upon request to the Registrar as per the following schedule:

1. 100% if refund is requested before October 1<sup>st</sup>
2. 85% if refund is requested before October 31<sup>st</sup>
3. 45% if refund is requested before November 30<sup>th</sup>
4. No refund after November 30<sup>th</sup>

In cases where reasons beyond the control of the participant require them to leave the program, RMHA may authorize a refund based on the percentage of time left in the regular season upon written request.

## **8.0 TEAM FUND RAISING / TOURNAMENTS**

### **Policy**

Redwater Minor Hockey recognizes that fund raising is an integral part of the teams and as such has set the following policy that teams will follow.

### **8.1 Team Budgets**

Teams must establish a team budget in order that the appropriate amount of fund raising can be achieved. For reference prior teams income/expense statements should be made available.

### **8.2 Team Fund Raising**

Any fund raising done by team participation (i.e., bottle drive, 50/50's, tournament profits) is to be considered team funds and need to be allocated equally to each player.

### **8.3 Employer Contribution / Sponsorship**

RMHA encourages corporations, business and organizations to become sponsors of the Redwater Minor Hockey Association program.

Sponsorship fees and guidelines for sponsors shall be set by RMHA. Each sponsor will be recognized, which will be decided by the current Executives.

### **8.4 Tournaments**

Through out the current season teams may hold a tournament to raise funds for their team. Appendix 2 is a package that should be followed when setting up a tournament. Funds earned at the tournament are for the team but must pay \$500.00 to RMHA.

#### **8.4.1 Tournament expenses.**

All tournament expenses are to be paid by the teams (ice, referee, ect).

### **8.5 End of Season Funds**

No rebates will be issued until all disbursements have been made relating to the teams' year including post-season tournaments, final ice bills, referee changes, team wind ups, ect. Total team expenses must be equally distributed per player. These expenses are deemed to be paid from fund raising money first and then from out-of-pocket. No refunds of excess funds will be dispersed over actual out-of-pocket expenses. Excess funds will be donated to RMHA for a designated purpose.



## **9.0 DISCIPLINE**

### **General**

RMHA will follow and uphold the minimum requirements as stated by Hockey Alberta. RMHA may increase any suspension at their discretion.

### **Policy**

RMHA expects Executive members, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels propriety towards executive members, game officials, opponents and spectators

As such, standards of behavior consistent with RMHA, Hockey Alberta, the CHA, and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, that, from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, parent or executive member and may take the form of:

- first offense sanction would require the offender to complete the Respect In Sports Program again at their expense.
- second offense sanction would be banning the offender from the arena for the current hockey season.
- third offense sanction would be suspending his or her child(ren) for the current hockey season

RMHA, through its elected or appointed executive members, have the authority to discipline any player, team official, parent or executive member. The President shall ensure that each disciplinary incident is:

- dealt with by a committee of not less than three people
- treated fairly and the consistency is maintained
- the right of appeal is extended
- handled in such a way that the integrity and stature of game officials are respected

### **9.1 Grievance Policy:**

1. The parent(s) have a meeting with the Team Manager and Coach. A decision is made.
2. If unsatisfied, the parent(s) should contact the executive by means of a written letter.
3. The executive will meet and discuss options. Decision made.
4. If unsatisfied, the parent(s) could appeal to Hockey Alberta.

### **9.2 Standard Suspensions:**

Where the CHA, Hockey Alberta, or league policies dictate a suspension of team officials for a rule transgression and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the Coach as a matter of routine.

### **9.3 Non-Standard Suspensions:**

When incidents occur, which contravene RMHA policy and procedures and are not covered by CHA, Hockey Alberta, league policy, game officials; coaches and team officials may report the incident to the President, who will bring it to the attention of the Executive for their dispensation. Incidents should be reported as soon as possible.

### **10.0 Insurance**

Liability, Indemnity and Accidental Death and Disability Insurance is mandatory for all Redwater Minor Hockey players, teams, coaches, managers and referees, executive members and minor officials performing under the umbrella of Hockey Alberta and the CHA who are members of Hockey Alberta in accordance with Hockey Alberta's Regulations and bylaws.

In order to provide affordable/comprehensive insurance coverage, the CHA and its provincial and local affiliates will participate in a self-funded National Insurance program. Premiums will be assessed annually and added to the price of CHA and Hockey Alberta card sets and Hockey Alberta team sheets.

In order to be insured the participants of Redwater Minor Hockey must have their assessment paid and their names recorded in the Hockey Alberta office or designated office.

### **10.1 Policy**

All annual registrations will henceforth include an assessment to cover the cost of the CHA/Hockey Alberta insurance premiums. Funds collected will assure coverage within terms and extent of the CHA/Hockey Alberta policy limits for all Redwater Minor Hockey members.

No players will be allowed to participate in any Redwater Minor Hockey Program unless they are registered.

### **11.0 CODE OF ETHICS**

#### **Policy**

The following codes of ethics apply to all levels of participation in the Redwater Minor Hockey program...parents, players, team personnel and executive members. They are minimum standards of behavior which participants are expected to observe. Violation of the standards by participant may lead to a review of RMHA for subsequent exoneration, reprimand or expulsion.

#### **11.1 Executive Code of Ethics**

- members adhere to Executive policy and seek to change policy through the proper channels of the Executive

- members maintain the integrity of the Executive at all times, and do not initiate or participate in any activity, which will place the executive in ill repute
- members honor committees made on behalf of the Executive
- members do not divulge to the general public any item, which may cause personal embarrassment or humiliation
- members resign from their position immediately when they become unable to fulfill duties or obligations of their position

### **11.2 In Relation to Colleagues (other members)**

- Members do not criticize the sphere of operation of another member except to that member or the President. Criticism or reports to the President shall only be made after the member has been aware of the nature of the criticism to be leveled
- members do not comment, render opinion or decisions with respect to operations not under their control to the general public
- members refer to appropriate Executive members' issues arising in the community with respect to their sphere of operation
- members do not undermine the confidence of the general public in other members

### **11.3 In Relation to Membership**

- members fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of ALL players registered with Redwater Minor Hockey
- members treat the general public with dignity and respect and are considerate of their circumstances
- members do not use their position for personal profit, or for profit of immediate family
- members do not use their position to influence placement of any player and selection of any coach or team official

### **11.4 Parent's Code of Ethics**

- there can be only one coach on the team
- do be supportive of your child
- handle disputes with dignity and through proper channels
- handle disappointment with dignity, maturity and common sense
- playing hockey is a privilege, not a right! Undesirable conduct or deliberate infractions of rules can result in disciplinary action
- help your child(ren)s team, officials, and the Hockey Executive whenever and wherever you are able to

### **11.5 Player's Code of Ethics**

- always strive to give your best
- never battle or condemn another player, coach or referee

- do not use foul language
- fighting will result in disciplinary action
- be on time for your games and practices

## **11.6 Coaches Code of Ethics**

- the good coach believes that their job is to teach hockey, to develop their players and to put a team that displays good sportsmanship on the ice every game
- lead by example
- give your team the will to win
- show good sportsmanship
- administer discipline fairly, to the superstar as well as the developing player
- be responsible for your own and your teams behavior
- be well organized and prepared, both on and off the ice
- no abuse by the coaches to referees will be tolerated
- a coach or team official that is reported as being inebriated while in his/her official capacity with the team will be suspended for the remainder of the year
- **Remember coaching is a privilege, not a self-serving obligation, and the positions are not handed out lightly!** Treat the position and responsibilities with respect.

## **12.0 REDWATER MINOR HOCKEY EMERGENCY ACTION PLAN**

Redwater Minor Hockey is implementing an Emergency Action Plan to ensure coaches, players and parents are prepared in the event of an injury. The Emergency Action Plan is designed for teams in Redwater to follow, it must be established by each team at the beginning of the year and followed to ensure effective and timely care in the event of an injury.

Three people, and alternates, must be identified, as they will have defined roles to follow in the event of an injury.

### **Person in Charge**

This is the most qualified person available with training in First Aid, doctor or nurse. The person in charge takes control of the emergency situation and assess the injury status of the player. If it is established that the next level of care is needed this person shall signal the call person to react. The person in charge will continue with first aid until ambulance team arrives. When the season begins the person in charge should make themselves aware of qualified medical people that may be associated with the team, such as doctors, nurses or paramedics.

### **The Call Person**

Needs to know the location of the emergency phone or has a phone at his/her disposal, with preference given to a land line. This will ensure that there is no delay in response due to a rerouting of the call. The call person will dial 911 when signaled by the person in charge. They must know the address and directions, as well as the best route in and out of the arena. When making the call the call person should give details to the dispatcher as

to the mechanics of the injury. After the call has been made and the ambulance team is on their way, please signal to the person in charge that the call has been completed.

### **Control Person**

The control person is responsible for controlling the crowd and participants to ensure that the emergency action plan can be executed effectively. This includes ensuring that the parents or guardians do not attempt to go on the ice as this could lead to another injury. This control person shall also ensure that the arena staff, officials and opponents are aware of the emergency action plan. If the player can be safely moved, the control person should make room available for first aid. The control person will also ensure that the ambulance team are met at the arena entrance and brought to the injured player using the most convenient route. The control person will also ensure that the Hockey Canada Injury Report form is given to the parent and to ensure that the form is filled out.

All positions should continue assisting where necessary until the situation has been resolved, remembering to do a follow-up.

### **Ice Schedule**

All ice scheduling will be done through the ice scheduler and RMHA.