



Redwater Rush Minor Hockey Policies and Procedures

**May 2023
RMHA Executive**

Overall Goal

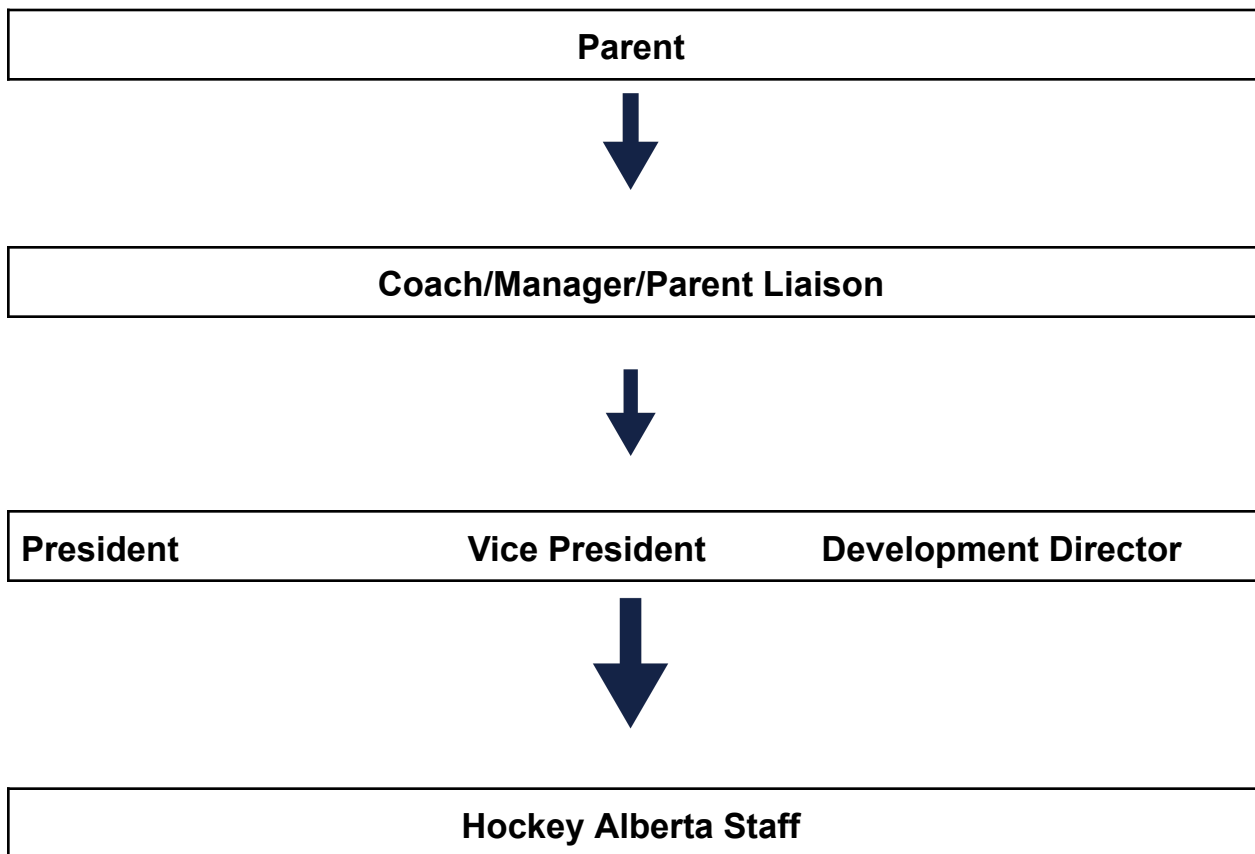
The Redwater Minor Hockey Association is established to develop and maintain a minor hockey program for the community of Redwater and the surrounding area within its Minor Hockey Boundaries.

The hockey program will at all times be based upon the following principles:

- Equality of opportunity for all participants regardless of ability, race or religion
- The primary purpose of the Association will be the promotion of the enjoyment of the game by the participants
- The programs offered by the Association and their delivery shall at all times hold the welfare of its participants paramount
- All programs will have as their emphasis the development of sound attitudes of sportsmanship, fair play and teamwork.

1. Communication Lines

1.1. The following diagram explains the proper communication lines to be used when a PARENT has a problem with hockey or needs a question answered regarding the hockey program.



It is an expectation that parents will observe the “24 hour rule” prior to engaging concerns that are not an immediate safety concern.

1.2 Guidelines for Hockey Alberta Concerns:

Coaches, and any team staff member or parent are not permitted to contact any Zone 2 or Hockey Alberta officials directly. The normal protocol is to notify your RMHA Referee coordinator of any issues and they will bring them to the attention of the appropriate Zone 2 or

HA reps. This is at the request of Hockey Alberta in order to keep phone calls and e-mail to them manageable

2. Player Registration/Fees

2.1. Players Fees for the Hockey Season:

U7	\$400
U9	\$600
U11	\$650
U13	\$700
U18	\$800

- 2.2. All fees and payment schedules will be assessed and set at the AGM, after season expenses are calculated
- 2.3. All player registration fees and fundraising cheques are due by September 30 of the current year. Registration fees can be paid in full or in 4 equal installment payments if approved by the executive board. Alternate Payment plans can be arranged with the RMHA President.
- 2.4. Unpaid fees and incomplete registrations will result in the immediate removal of the player. NO EXCEPTIONS.
- 2.5. Any arrears from previous season(s) will result in no registration for the current season being accepted and/or no player release being issued to play in another organization.
- 2.6. Any Goalie equipment needed during the off season (Goalie School, Hockey School...) will require a \$200 deposit, the equipment will be assessed after it is returned and determined by the executive board if a refund is approved.
- 2.7. Returning players must register by May 31 of the current year. A late registration fee of \$100 will be implemented after this date.
- 2.8. Player Tryouts: Notification to the RMHA President for TryOut is required for any player wishing to tryout for a AA or AAA team.
- 2.9. One player per family will receive \$50 off of fees for attending the Fall AGM.
- 2.10. Refunds will be as follows:
 - Prior to October 1- 100%
 - Before October 31- 85%
 - Before November 30- 45%

➤ **No refund after November 30 unless a motion is made by the RMHA Executive under special circumstances.**

3. Remunerations

- 3.1. Coaches will be reimbursed for any coaching certificates they complete, they must receive prior approval from the President or Development Director.
- 3.2. Managers will be reimbursed for Respect in Sport Activity Leader certification.
- 3.3. Teams will be reimbursed for Team communication apps memberships.

4. Fundraising

- 4.1. It is important for hockey parents to understand that registration fees do not cover the cost of our children playing hockey. Further, in order to grow the Redwater Minor Hockey Association (RMHA) and to continue to improve the conditions for our children to play hockey, it is necessary to either substantially raise fees or to do several fundraising activities throughout the hockey year. In the past, parent surveys have revealed that the majority of families wish to keep the fees at a reasonable level and to volunteer their time and do fundraising. With this in mind, fundraising activities will be required for the current hockey season. RMHA will evaluate the budget for the upcoming season and decide what and how many fundraisers will be required to meet the fundraising requirements for the successful operation of Redwater Minor Hockey. These activities may include (but not limited to) Casinos, Raffle tickets, Bottle Drive, Puck n Funny, Cash Calendars, volunteering for events (set up, clean up etc) ... Other activities as determined by RMHA. Each family will be required to meet the fundraising commitments as determined by RMHA. Due to Alberta Gaming regulations, volunteers for some activities must be a minimum of 18 years old.
- 4.2. It is expected that families follow through with activities that they are signed up for. Should an emergency arise, it is your responsibility to trade with someone for another activity and to notify the RMHA Fundraising Coordinator or your volunteer cheque will be cashed.

4.3. Please note that although RMHA encourages and appreciates the volunteer time of coaches, managers, etc Team volunteer time (such as 50/50's and Team Boards) does not count for revenue-generating volunteer time. Hockey executive and committee members will also participate in revenue-generating activities.

4.4. Fundraising Requirement Options:

Option 1(required per **family**)

- The following cheques will be required to accompany your child's registration, if we do not receive it by September 30 your child will not be allowed on the ice until RMHA receive the cheque: \$600 volunteer deposit - dated for the next spring - March 31 (will not be cashed if **ALL** volunteer time is provided) It is your responsibility to return any sold ticket stubs and money by the assigned due dates.
- I understand that I will be required to participate in **ALL** fundraising activities for the current hockey season as determined and approved by RMHA. If fundraising requirements set by the RMHA executive are not met your cheque will be cashed and only Option #2 will be available for the following hockey season.

Option 2(Required per **player**)

- Families will have the option of paying an additional \$400 per player and opting out of fundraising. Any team related fundraising or volunteering is still mandatory. This fee is per registered player.
- \$400 Opting out cheque per registered player dated September 30, current year. Include this cheque with each child registered in Redwater Minor Hockey.
- Time Box, Score Keeper, Manager, Coaching, Jersey Parent, 50/50 and Home Game Board are NOT considered fundraising. These are day to day team expectations and all parents are to be involved.

5. Tournaments

- 5.1. Each team is encouraged to host a home tournament
- 5.2. All raffle/ 50/50 money raised will be given to RMHA treasurer who will pay all tournament fees due and put the remainder in the teams account.
- 5.3. Teams must pay for their own away tournament, teams can request to borrow the fee amount from RMHA until they raise enough of their own funds to cover the cost.

6. Volunteer Duties

- 6.1. Players guardians are required to volunteer in various duties including, time box, 50/50 during home games, score keeper, jersey parents, Home tournament and any other volunteer duties needed by their players team.

7. Coaches

- 7.1. Coaches must sign up to coach a team on the Hockey Canada Sportle no later than September1 of the current year. The RMHA President and Development director will then take into consideration their past coaching experience, knowledge and any incidents when making their decisions. If the Coach being considered is the President or Development Director and it's necessary, a different member from the RMHA executive will help make the decision.

7.2. Expectations

- 7.2.1. Adhere to the Coaches' Code of Ethics, Coaches Guidelines Coaches Responsibilities and Coaches code of conduct listed on the RMHA website under "coaches"
- 7.2.2. Mandatory Criminal Record Check current within 3 years.
- 7.2.3. Mandatory Respect in Sport Activity Leader is required every 4 years
- 7.2.4. Teams coaching staff must have all the required qualifications defined by Hockey Alberta by November 1 of current season
- 7.2.5. Coaches pledge signed at the beginning of each season
- 7.2.6. Respect Athletes dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.

8. Manager Guidelines

- 8.1. 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 from most of the office organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.
- 8.2. Go on the HA Sanctioned League website and familiarize yourself with the manager guidelines and start of the season guidelines provided. (Filling in game sheets and uploading them, game changes, Ice Cancellations etc)
- 8.3. **BEGINNING OF THE YEAR:**
 - 8.3.1.1. Ensuring every player has a Hockey Medical completed and kept on hand at every game.
 - 8.3.1.2. Ensuring every player and parent has a signed player pledge and parent pledge.
 - 8.3.1.3. It is suggested to ask at the beginning of the year, how many socks will need to be purchased, collect a list and payment and forward it to the RMHA Equipment manager and they will ensure you get the socks needed. Rush socks can be purchased for \$20 a pair for knit and \$30 a pair for nylon. All 1st-year players receive their first pair of knit socks for free.
 - 8.3.1.4. Team list with contact information and ensure your coach and call parent have a copy.
 - 8.3.1.5. Every player has a copy of the schedule when it comes out and is aware of practices and exhibition games. Can be posted on Bench app or Team snap.
 - 8.3.1.6. There is no league for U7 and U9, the manager is responsible for booking games.
 - 8.3.1.7. Contact RMHA Secretary to get your team's username and password for the RMHA website. Contact your Governor for the username and password for the HA Sanctioned League website.
 - 8.3.1.8. Enter your team Roster and Coaching Staff along with all email addresses onto the website.

- 8.3.1.9. Once email addresses are entered managers can mass email the entire team, through the mail tab at the top of the page.
- 8.3.1.10. Contact RMHA registrar to receive a pdf copy of your team's HCR and upload it onto the website prior to stepping on the ice. Keep a copy for the team, you may be asked to prove that players are on your team.
- 8.3.1.11. Your tier governor must approve all affiliates for any playoff game. It is also suggested that you email your tier governor prior to league games with the affiliates information.

8.4. The Manager is also in charge of all the team's finances for the season. Team finance responsibilities:

- 8.4.1. Each Team Manager is accountable for the management of team funds. The responsibility for the bookkeeping can be delegated to a person designated as the team treasurer. The information contained in this document should be communicated to all parents on teams.
- 8.4.2. Each team will be given a team bank account, in the team name, separate from any personal funds of anyone on the team.
- 8.4.3. Each team must have two signing authorities, who cannot be spouses of each other.
- 8.4.4. Each team must maintain a set of financial records.
- 8.4.5. Bank accounts should be reconciled on a monthly basis.
- 8.4.6. Details of 50/50's, raffle and tournament prize winners must be kept and submitted within one week of hosting the tournament to the Treasurer.
- 8.4.7. Any issues or concerns over team finances should be communicated in writing as soon as possible to the President or Treasurer for investigation.
- 8.4.8. Teams must establish a team budget in order that the appropriate amount of fundraising can be achieved. For reference prior teams income/expense statements should be made available.

8.5. Team Fundraising:

- 8.5.1. Any fundraising done by team participation (i.e. bottle drive, 50/50's, square boards, tournament profits) is to be

considered team funds and need to be allocated equally to each player's account.

9. Player Guidelines

- 9.1. Respecting all players, volunteers and fans is a value we hold in high regard while we all have different abilities and goals, we all deserve respect and to have fun playing and cheering for our team. Our competitors also deserve respect, without them there is no sport.
- 9.2. Winning and losing can be one sided. Both are part of sport and good sportsmanship.
- 9.3. Team conduct, we expect respect towards our competition. This means treating all with respect. Sanctions will be brought to a player demeaning or bullying others for race, religion, orientation, gender, age or any other matter.
- 9.4. Respecting all of my teammates on the ice and in the dressing room. Sanctions will be brought to a player who is demeaning or bullying any other RMHA member.
- 9.5. Players Pledge must be signed at the beginning of the season.

10. RMHA Dispute resolution policy

- 10.1. The purpose of this policy is to facilitate the resolution of disputes between parents and team staff in cases where issues cannot be simply solved to both parties' satisfaction. During the season some issues may arise that are beyond the requirements of our volunteer coaches and team staff to be asked to resolve on their own. Time committed by coaches or parents should be limited to two 15 minute phone calls or equivalent. If a dispute cannot be resolved without a greater time commitment, then either party can invoke the dispute resolution policy. At this point communication between the team staff and RMHA members must stop and the grievances be routed through dispute resolution process. The process once initiated will proceed as follows:

The RMHA member and the team staff member will each send an email to the RMHA President who will then bring it to the discipline committee who consists of the President, Vice President and Discipline Development Coach. If one or more of

these members is affiliated with the complaint an RMHA Executive member will be picked to take their place. If three members can not be picked due to affiliation with the team involved than the President will ask a neighboring association or past president to step in. The emails from each side should outline the issue and the current status or sticking points. Each person can also outline their proposed solution. It should also name additional individuals that further information should be requested from. This information will be compiled and discussed by the committee. They will host a meeting with the two parties involved, the member who brought the complaint forward gets to speak first, then the second member. Both parties will be dismissed and the discipline committee will discuss the evidence and decide on appropriate actions to be taken. Both parties are delivered the outcome. Appeals can be made whereby a formal email will be sent to the president requesting an appeal. This will then be brought forth to the RMHA executive. The executive will review the case and decide if the appeal will go forward. The executive can then review the evidence and the decision, seek more information if needed and make a new ruling. Failure to abide by the rulings of the dispute resolution committee or the follow-up executive order in the case of an appeal will result in sanctions to that team official or RMHA member. This can include but is not limited to bans from RMHA activities including viewing of games or suspension from participation in games or practices. The goal of this policy is to reduce the strain on our volunteer staff while also improving dispute resolution to ensure fairness across the organization.

11. Affiliate Players

- 11.1. The primary purpose of affiliation is to fill a roster spot when a player becomes injured, ill or suspended. It is not intended to increase the overall structure and skill level of a hockey team. It is expected that all teams within RMHA will participate in the affiliation process as outlined below to ensure stability amongst all teams.
- 11.2. Following our HA Sanctioned League and Hockey Alberta affiliation guidelines.

- 11.3. The President of RMHA and the Head coaches of each team will decide who will be affiliated players.

12. Employer Contribution/Sponsorship:

- 12.1. RMHA encourages corporations, businesses and organizations to become sponsors of the RMHA program.

13. Uniforms/Equipment

13.1. Responsibilities:

- 13.1.1. Coaches/managers are responsible for goalie equipment, sweater bags, extra team jerseys, first aid kits, pucks and game sheets being returned. This can be requested by RMHA's Equipment Manager. Please give them as much notice as possible, as he is not always available.
- 13.1.2. All team uniforms are provided by RMHA, and remain the property of RMHA, under the direction of the Equipment Manager. These are to be used for all league, playoff and exhibition games. These items are not to be used as practice equipment.
- 13.1.3. Uniforms and equipment will be assigned to each coach 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 Equipment Manager.
- 13.1.4. The official uniform shall be Redwater Rush home and away colors.
- 13.1.5. If you have sweaters, bags or goalie equipment that is in need of repair, and cannot be repaired by someone on your team, please contact the Equipment Manager.
- 13.1.6. Please ensure sweaters are washed prior to taking them in for repairs.
- 13.1.7. Please have all sweaters washed in cold water turned inside out and repaired prior to summer storage.

- 13.1.8. Please do not make alterations to sweaters, (i.e. number changes, size alterations), without first contacting the equipment manager.

14. Officials/ Referees

- 14.1. Shadow Program: The RMHA will operate a shadow program for all first time referees. This program will consist of a senior/experienced referee paired with the new referee. It will be the Referee Coordinators discretion to decide when the new referee is capable of exiting this program.

14.2. Guidelines for Contacting Officials

- 14.2.1. All games that are to be assigned officials come to the referee coordinator through the ice Coordinator. Teams are not to be contacting assignors directly in regards to assigning officials as this may lead to confusion between what the ice allocator has sent and what teams may be sending. This will allow the coordinator to effectively manage the assignments if the information is only coming from one source.
- 14.2.2. If an exhibition game or game change is being made the manager of that team needs to contact both the Ice Scheduler and Ref Coordinator beforehand.
- 14.2.3. Be aware of cancellation policies for games. The coordinator requires 48 hours notice to cancel games, so you may want to give the coordinator notice 72 hours before the game to be canceled as so it travels the proper channels to the coordinator.
- 14.2.4. Failure to give 48 hours notice will result in your team being charged for officials as assigned.

NOTE: This is not in effect for playoffs as the next scheduled game may be inside that 48 hour time frame. In the playoffs we only ask that as much notice as possible is given.

14.3. Guidelines for Concerns Regarding Officials:

- 14.3.1. If you have any questions, comments or concerns about officials in RMHA, please contact the RMHA Referee coordinator directly through the email address posted on the RMHA website. The RMHA Referee coordinator will follow through with your email with the appropriate action.

- 14.3.2. Please let it be known that there are both supervision programs in place to ensure that officials are developing at an appropriate rate and that they are working assignments within their capability, and accountability measures in place for officials who are deemed to be breaking the Officials Code of Ethics.
- 14.3.3. We ask that you do not voice your opinions during the game to the officials, but that you contact the RMHA Referee coordinator with your concerns and the RMHA Referee coordinator will respond to your concerns in the appropriate manner.
- 14.3.4. Please remember that minor hockey is also for developing officials as well, so just like players and coaches, officials may make mistakes at times as well.

15. Guardians Commitment

- 15.1. At least one guardian of the player must have completed and have an up to date Respect in Sport certification, that is current with Hockey Alberta Standards.
- 15.2. Guardians pledge signed at the beginning of each season.