

# Slave Lake Minor Hockey Association Rules and Regulations

Revised April 2020



# **Rules and Regulations of SLMHA**

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## **GENERAL INFORMATION**

### **Player Selection Committee**

#### **Player Selection Criteria**

1. The Player Selection Committee is responsible for set up of Player Evaluators. Evaluators cannot evaluate their own child's Division or any relative's children's division. If there are any discrepancies, the Coaching Director will make the final decision.
2. SLMHA will make all attempts necessary to have 3 Evaluators to evaluate the Players.
3. Evaluators will choose the top group of players based on an assessment of the entire division player registrations.
4. One goaltender will be selected by a Goaltender Evaluator. If no adequate Goaltender Evaluator is available, then the Player Evaluators will pick the goaltender.
5. The Player Selection Committee will choose two people per bench to open doors during the scrimmages to ensure equal ice time and that players are rotated each shift.
6. The Player Selection Committee can choose remaining players for the coach for the next scrimmage if Head Coach requests this.
7. There will be an optional skate once the Head Coach is chosen.
8. The Player Selection Committee is responsible for the selection of equally split teams, coach's involvement will be at discretion of the Player Selection Committee
9. A goalie is a goalie as long as she/he tried out as a goalie. Special considerations will be given but at the discretion of the coaches.

#### **Player Selection Process:**

1. Players will be divided into two equal teams by the Division Coordinator for weeknight evaluations. This will be age generated with half first-year players and half second year players for each team.
2. Players will be given a jersey number prior to going on ice. The Division Coordinator will write out the list of players and their assigned jersey number. Jerseys will be collected after evaluation on first night and given back to the correct player on second night for evaluations.
3. There will be 2 evaluated scrimmages. If numbers or skill level dictates, players may be asked to not return for second scrimmage evaluation.
4. Evaluators will choose the players moving on to the next ice session at the end of the second evaluation. The number of players moving on will be a minimum 3

skaters more than the expected roster size. The number of goalies moving on will be determined by the Selection Committee. All decisions are final. Coordinator will inform these players and notify them of the next scheduled ice time.

5. The Coach will select the team from the Players available, based on the evaluations, as well as past attendance and behaviour history after the Coach's skate. If the coach wishes, the Player Selection Committee can select the team based on the evaluation numbers. The team must be finalized within 24 hours of the final skate.
6. The team size (number of players) will be determined by the Player Selection Committee, based on registration numbers. First priority will be to split teams equally based on numbers. However skill level will be also considered when determining the team size (number of players).
7. Once the highest tiered team is selected, the process will be repeated the following week for the next lowest tiered team.
8. Registration may be denied based on past history.
9. Goalies will be expected to show up at all tryouts regardless of rotation.

### **Coach Selection Committee:**

This committee shall consist of Vice President or designate, three other Board members and one member at large. This committee is responsible for the interview process and selection of the head coach. Committee members may change for each Division due to conflict of interest.

### **Coach selection criteria:**

1. Coaches cannot be Division Coordinator and Head Coach within the same division.
2. All Coaches and Assistant Coaches must fill out a Coach's Application, to be considered for any position. All applicants must obtain a criminal record check including a vulnerable sector check.
3. Coach applicant must be approachable and willing to work with the SLMHA Coaching Director, as well as follow the SLMHA's principles and objectives in a positive manner.
4. Applicant must sign and abide by the Coach's Fair Play Pledge as set out by HC and supported by SLMHA.
5. Applicant must meet HA guidelines regarding coaching level requirements. See coaching requirements as outlined in the HA By-Laws.
5. Applicant must be willing to represent SLMHA in a positive manner both at home and away.
6. Failure of a Coach to abide by the Rules and Regulations of HC, HA, and SLMHA may result in disciplinary action or removal of the Coach at the discretion of the Disciplinary Committee.

7. Any team that has female players should have a female Coach, Manager, or parent that has taken the Respect In Sport Coach course.
8. The Administrator must supply the Coach Selection Committee with the HCR Coaching Qualifications prior to the selection process.

### **Coach Selection Process:**

1. Committee is to meet to review all coaching applications after the 2 evaluated scrimmages.
2. Coach's application as well as any other information about the coach will be reviewed.
3. Head Coach will be chosen with consideration given to the following criteria:
  - Coaching Experience
  - Coaching Qualifications
  - Hockey Experience
  - Past History with the Association on record
  - Only when the above criteria are found to be equal between two or more Coaches, will the Committee consider any disciplinary action or written complaints about a potential Coach.
4. Coach selection will be made at the discretion of the Player/Coach Selection Committee.
5. Once chosen, the Head Coach is then invited to assist in selecting Assistant Coaches, with the Selection Committee, utilizing the same criteria used for the Head Coach selection.

## **REGISTRATION**

### **Fees and Registration**

Payment of all fees should be made at the time of registration by cash or cheque. All fees are due by August 31 for anyone who was a Member the previous year. Players with unpaid fees will not be permitted to practice or play games after August 31 or first day of evaluations, whichever comes first.

1. Any registrations received after August 31<sup>st</sup> may ONLY be accepted if needed for numbers prior to evaluations.
2. For new members to the Association, a photocopy of Alberta Health Care Card and Birth Certificate for each player must be presented at registration.
3. Players must be registered prior to going on the ice for evaluations. Players will only be eligible to be evaluated if all fees are paid in full.
4. In cases where a player has just moved to town and is new to SLMHA, the early bird registration fee will be charged.
5. MAXIMUM OF \$1725 per family with 3 children or more, must be paid by August 31 or late fees apply.

6. A request for refund of Registration fees must be submitted in writing to the Administrator. Reimbursement is not mandatory but may be considered based on the following:
  - First ice session up to October 31<sup>st</sup> of the current year - 100% of the Registration fee less the HA Registration Fee
  - November 1<sup>st</sup> through November 30<sup>th</sup> of the current year – 75% of the Registration fee less the HA Registration Fee
  - December 1<sup>st</sup> through December 31<sup>st</sup> of the current year – 50% of the Registration fee less the HA Registration Fee
  - After December 31<sup>st</sup> of the current year – no refund
7. Full registration entitles the player, U7 and above, up to two practices per week as well as League registration and HA insurance.
8. Ice time for all League games will be paid for by the Association.
9. Only cash will be accepted following an NSF cheque.
10. When an NSF cheque is realized, the Player's parents/guardians will be notified immediately by a Board Member and that player is no longer permitted to play or practice until fees are paid in cash plus a \$45.00 NSF handling charge.
11. New registrants to hockey (must not have played previous years) will be given a 25% discount on Registration Fee only.
12. Any player registering as a goalie will be given a 100% discount on Registration Fee only, for U13 and higher.
13. Payment plan options are available by contacting the Administrator before July 31<sup>st</sup> of the registration year and all payments must be completed by August 31.

### **Registration after Evaluations – Player Placement**

1. If a Player joins SLMHA after the teams have been selected, the Player will be placed on the lowest team in the division. The Coaching Director, along with the Coaches of the next higher team in the Division, will be asked to observe the practice to see if this is an appropriate placement for the Player.
2. If the player's skill level is above the lowest team then he/she will practice with the next highest team with the Coaching Director and coaches of the next higher team in the division observing the practice.
3. This process will be repeated until the player is placed on the team that allows the player to play and compete at their skill level.
4. If it is necessary to move a player up to the higher team because of numbers after the new player has joined then consideration will be given to all players that tried out for the top team at the beginning of the season, not just the new player. The Player Selection Committee will have final say in this decision.

## **Registered Head Office and Records Office**

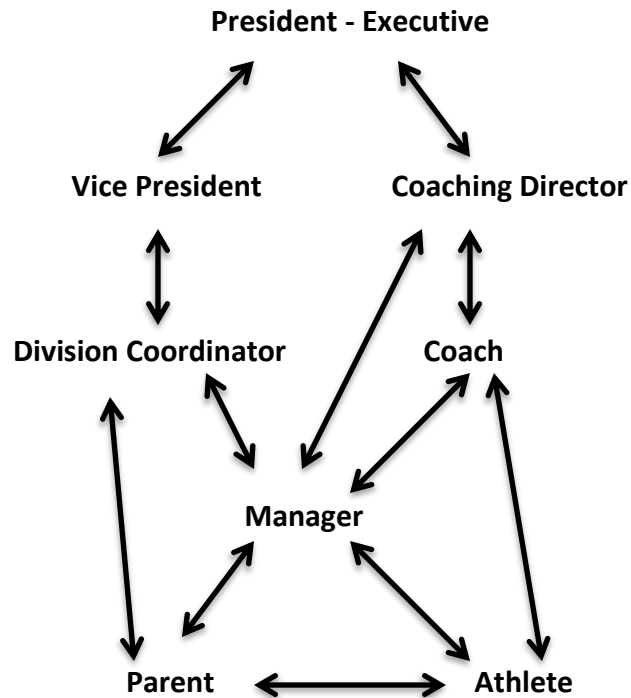
The location at which the Society shall maintain its registered head office and its record office is the Multi Rec Center, 305-6<sup>th</sup> Ave SW.

## **PLAYER INFORMATION**

### **Age Divisions**

1. Slave Lake Minor Hockey Divisions are based on the ages of the players prior to December 31<sup>st</sup> for the Season.
2. All players must register in their own age division
3. Age Divisions are:
  - U7 5-6-year old
  - U9 7-8-year old
  - U11 9-10-year old
  - U13 11-12-year old
  - U15 13-14-year old
  - U18 15-17-year old
  - U15-18 11-17-year old
4. SLMHA does not support any registered player playing in an adult recreation or commercial League. Any player who chooses to, does so at their own risk and expense.

## Conflict resolution



1. Conflicts can start or end at any point on the above chart. A parent or athlete has many avenues for issues to be resolved. If they are not happy with the decision from their first level of resolution they can appeal to the next. This should be done in writing. The written decision of the Board is final and binding.
2. If there is a concern about confrontation, any issues of unacceptable conduct and behaviour are to be handled by the processes outlined in the Game and Conduct Manual.

## Practices

1. No player is allowed on the ice without a Coach being present. No players are allowed on the ice until the large maintenance gates are closed.
2. Dressing rooms must be left neat and tidy.
3. All players must wear full hockey protective equipment, including throat protectors, before stepping onto any ice surface, either in a practice or a game. Goalies throat protectors (dangler) are required for Novice and up.
4. No hazing or initiation will be allowed. Suspensions will be ordered by the Executive if there are any such incidents.
5. SLMHA will pay for Teams to practice until their final League or Provincial game is complete. SLMHA will pay for practice times for teams that booked into tournaments or exhibition games prior to February 15<sup>th</sup> of the current season,



until the date of the tournament or exhibition game. Any practices utilized after this time will be paid for by the individual Team. Division Coordinators are to inform the Ice Manager when their Teams have completed League or Provincial play.

6. Teams losing practices due to Clinics will be allowed to schedule make up practices. This must be done through the Ice Scheduler. Missed practices due to holidays are NOT eligible for rescheduling at SLMHA cost. PLEASE NOTE: Personal bookings are not covered by Hockey Canada insurance.
7. Players are only allowed to practice with a team they are rostered to unless special approval has been given by the Division Coordinator and Administrator. This includes the players regular team and any team that player may be affiliated to.

### **Affiliation**

1. Affiliations shall be approved by the President and Administrator in consultation with coaches, or individual players where required, after all the team carding has been completed. Copies of affiliations will be given to each Coach and Manager when complete.
2. Team to Team affiliation will be done in all cases except:
  - If there are two equal teams in one division. In this case, the coaches of the higher team will be asked to select up to five players from the two equal teams to affiliate. The two equal team coaches will be asked to select 5-6 players from the team below them to affiliate to their teams.
  - Female players will be given the choice to affiliate to the division higher, and the Minor female team.
3. To use an affiliated player, the Coach must first check with the affiliated player's Coach to ensure the player is not needed for a game with his own team. The player can be approached for affiliation if there are no scheduling conflicts. It is up to the individual player and his/her parents to choose if he/she would like to play with the team that he/she is affiliated to.
4. Affiliated players are only to practice with the team they are affiliated to, upon request by the Coach. There must be open communication between the coaches for players and practices.
5. Coaches are to track players used by affiliation.

### **Player Advancement**

1. Where a player has special reasons for seeking advancement to another division, a written request must be submitted to the Player Selection Committee. The player's hockey skills shall be objectively rated by evaluators at the requested level. Players requesting to move up will only be approved if the player evaluates in the top 5.

2. Any advancement requires the consent of the player and of the player's parent (s)/guardian(s).
3. Before any consideration of advancement, there must be deemed an available position for the player to advance to in the higher division and must be beneficial to the Association.
4. Requests to move up will not be accepted after evaluations have commenced.
5. SLMHA on occasion may request players to advance. Based on evaluations, the Board and/or Player Selection Committee will have final discretion for player placement. Under those circumstances the above procedure would be used to determine the correct player(s).

## **COACHING INFORMATION**

### **Coaching Requirements**

1. These courses are to be completed prior to December 31<sup>st</sup> of the current hockey season. All coaches must have Respect In Sport Coach (RISC).  
Division requirements are listed on the Hockey Alberta website: ([www.hockeyalberta.ca/coaches/coaching-requirements/](http://www.hockeyalberta.ca/coaches/coaching-requirements/))
2. Coaches must sign and take responsibility for equipment for the duration of the hockey Season. Equipment is to be returned at the end of each season to Division Coordinators. Loans of equipment, jerseys or other Minor Hockey property in the off-season must be through the Equipment Manager. Jerseys must be kept and maintained by the Coaches/Managers during the hockey season, then returned to the Equipment Manager at the completion of the season.
3. Players, Initiation, Novice and Atom are to have fair and equal ice time during practices, games and tournaments.
4. Coaches must attend meetings as required by the Executive.
5. Coach's spouse shall not be Managers of their spouse's team due to potential conflict. Assistant Coach's spouses may be a Manager only if there are no other volunteers.
6. Coaches over the age of 18 years are required to get a criminal record check. As per Hockey Alberta regulations, these must be obtained from the [www.backcheck.net/hockeyalberta](http://www.backcheck.net/hockeyalberta) website or the local RCMP detachment.
7. Coaches must follow all Hockey Alberta coaching guidelines.

### **Equipment**

1. A charge of \$200 per jersey will be applied to Coaches who do not return their jerseys at the end of the Season.

2. First aid kits will be given to each Team at the beginning of the season by Division Coordinators. Teams will be responsible for replacing them if they are not returned.
3. All equipment shall be returned to the Division Coordinator prior to the AGM.
4. One set of goalie equipment will be supplied to each team in U9, U11, U13, U15-18 if needed. U15 and U18 aged goalies will be required to provide their own equipment. (Special consideration will be given to U15 aged players based on availability of equipment owned by SLMHA). Goalie equipment is to be returned to the Equipment Manager at the end of each season.
5. Any equipment borrowed in the off-season such as for hockey school, must be arranged through the Equipment Manager.

### **Ice Cancellation**

1. Ice cancellations (games or practices) must be given to the Ice Manager 72 hours prior to assigned time.
2. Cancellations due to inclement weather must be reported to the Ice Manager and Ref-in-Chief as soon as possible. This will be done by either the Manager or Coach via email or text. The Ice Manager will then inform the MRC Staff of the cancellation so SLMHA will not be charged for the ice time. Managers must send ice cancellation email or text as well as email or text Division Coordinator with Treasurer's month end paperwork, to have as reference for the cancellation.

### **Tournaments**

1. Fixed Tournament dates for each Division in the Association are as follows (Teams/Divisions may decline their allotted time with proper notification to the Ice Scheduler via email):
  - U7– 2<sup>nd</sup> weekend in December (1 day)
  - U9– 1<sup>st</sup> weekend in December (1 day)
  - U11 – 3<sup>rd</sup> weekend in November (2 days)
  - U13 – 1<sup>st</sup> weekend in November (2 days)
  - U15-18– 4<sup>th</sup> weekend January (2 days)
  - U15 and U18 are to make arrangements with the Ice Scheduler, using the proper channels if they would like to host a tournament.
2. Any teams interested in hosting a Provincial Tournament must have Board approval prior to application. All inquiries must be vetted through the Division Coordinator to present to the Board.

### **FUNDRAISING**

1. Teams are required to maintain accurate records of all fundraising, including how the funds are spent, as per Alberta Gaming requirements.
2. All required monthly forms, are due to the Division Coordinator or SLMHA Treasurer by the 7<sup>th</sup> day of the month. Failure to do so will result in a \$25.00 fine.

Cancellation of ice time will occur if the required forms and fines are not paid by the next scheduled ice time.

3. All money left over at the end of the Hockey season must be returned no later than the AGM.
4. All cheques that are written out to SLMHA or cheques that are over \$1000.00 are to go through the SLMHA Treasurer. The Treasurer will call the Company and verify whether the money is meant for the Team or for the Association.
5. All Teams, Novice and higher, have the option to apply for a loan from the Association for up to \$1000 in order to pay for Team costs (tournament registration fees or bussing fees) at the start of the season. All loans MUST be paid back to the Association by January 30<sup>th</sup> of that season. Loans unpaid after this date will result in loss of team's regular practice times until the loan is paid in full.
6. The Association will reserve the right to host an Association wide wind up party at the end of the Season.

## **APPAREL/LOGO**

1. Logo is not to be used by anyone without permission from the Apparel Committee.

## **TIME BOX**

Minimum 12 years of age to be in the time box. It is recommended that off ice officials in the timebox be equivalent or older to the age of players competing in the game. One off ice official in the timebox must be 18 years or older.

## **FINANCIAL**

1. Purchases for SLMHA over \$250.00 need to be pre-approved by the Board before made. Purchases under \$250.00 need Presidential approval.
2. Reimbursement for members traveling for board business will be as follows:
  - Mileage: \$0.47 per kilometer
  - Breakfast: \$7.00
  - Lunch: \$15.00
  - Supper: \$25.00
  - Hotel: \$150.00
3. Board members must submit detailed email to both treasurer and president for reimbursement. All reimbursement claims must be approved by President or Vice-President before claim will be paid.

## **TRAVEL**

1. Slave Lake Minor Hockey Association recommends to all teams that they follow these steps before deciding to travel:

- a) Check the weather at [www.theweathernetwork.com](http://www.theweathernetwork.com). If the weather is colder than -40 degrees Celsius, do not travel.
  - b) Check road condition reports two hours prior to leaving Slave Lake.
  - c) Listen to the local radio station 92.7 BOOM FM for reports on travel. If police recommend no travel it will be updated on the radio station hourly or call 849-2577 for information.
2. Use common sense, if you feel travel should not occur, the coach is to cancel the game and ask the opposition to reschedule due to inclement weather conditions.
  3. Travel is not recommended by SLMHA in poor weather conditions. Please, keep our children safe and do not travel when Police, AMA or any other source of media advises against travel.
  4. SLMHA does not allow any player to drive him/herself to any out of town games, as per Hockey Alberta Insurance rules.
  5. When any team uses a group method of transportation, such as a bus, SLMHA, HA and HC rules will apply to all of those traveling. The consumption of alcohol on the bus is strictly prohibited.
  6. Any Slave Lake Minor Hockey team may rent a chartered bus for their away games. Payment for bussing is the responsibility of team. Before the season starts the team will determine how bussing will be paid for; either by fundraising or cash calls on a per use basis. The team officials will set all deadlines. Failure to pay bussing fees may result in the player being suspended from practices and games until the balance is paid in full.

## **CELLPHONES**

1. The inappropriate use of any form of camera, cell phone camera, video camera, or personal digital accessory capable of photographs or taking video images is prohibited in any recreational facility change room during an SLMHA sanctioned event.

## **HONORARIUMS**

1. Elected Board Members will receive 100 % off the registration of one child per year of service providing the incumbent has fulfilled the requirements of the position as outlined in the By-Laws. These Members must adhere to the Code of Conduct and the By-laws of SLMHA to receive this honorarium.
2. The Referee In Chief is entitled to 10% of monies paid to the referees for all games that he/she schedules/provides referees for throughout the hockey Season.
3. The Ice Manager is entitled to \$1500 at the end of each hockey season providing the incumbent has fulfilled the requirements of the position as outlined in the By-Laws. This is in conjunction with the paid registration honorarium.
4. Other honorariums may be decided upon by the Executive to show appreciation for extraordinary contributions made to SLMHA by Members and non-Members.

5. Volunteers who represent SLMHA on outside Leagues Boards will receive 50% off of one child's registration for the following year.
6. Webmaster is entitled to \$500 at the end of each hockey season providing the incumbent has fulfilled the requirements of the position as outlined in the By-Laws.
7. Honorariums are not able to be "gifted" to other Members; must be for the Member's child only and do not carry forward.