

STRATHMORE MINOR HOCKEY ASSOCIATION

POLICIES AND PROCEDURES

20.1 Registration

- a) All players that reside within the defined boundary of Strathmore Minor Hockey Association (hereinafter referred to as SMHA) are eligible to register with that said Strathmore Minor Hockey Association.
- b) SMHA registration is conducted either through a mail-in format or online.
- c) The deadline date for any player to register with SMHA is June 30th in any year, with exceptions given to those families that move into the defined boundary after this date. After June 30th players will be placed on a waiting list.
- d) After team selection has been completed, each player must then be officially registered on a CHAL registration certificate or on a Hockey Alberta team sheet.
- e) All teams must be registered with the Hockey Alberta office prior to their first league game or by November 15th, whichever occurs first according to Hockey Alberta regulations.
- f) Each player is responsible to pay an annual registration fee, set forth yearly by the SMHA Board of Directors. Fees are due in full by November 15th in any year. If at any time the player's financial obligation lapses to past due, then that player shall be suspended from any further activity (on or off the ice) with his/her team, until paid in full.
- g) Players may only register in their respective age division. No player can register in a division higher or lower than that of his own age.
- h) In special circumstances, the SMHA may apply to Hockey Alberta to seek approval to allow a player to play in an older or younger age group. Except in these special circumstances, SMHA will not allow players to play in an older or younger age group as per guidance from Hockey Alberta that players develop better playing within their own age group.

20.2 Fee payment Policy

1. Objective

- a) To ensure that all members of the association pay the fees in full. Even though SMHA offers payment plans and access to subsidy programs such as Jump Start it is the responsibility of each members to access the programs individually and not rely on the association to provide the assistance to them.
- b) It is up to each member to ensure that their payment schedule is maintained and up to date
- c) In the event payments are not maintained or up to date the board of directors and/or an appointed committee will have the authority to revoke all privileges offered by the association. These measures may remain in effect if necessary or as seen fit by the board of directors. Only under special provisions implemented by the president will any unique payment terms be allowed.
- d) Fee Payment Schedule
 - a. Fees may be paid in **one lump sum** (Cheque, Credit Card, E-Transfer), or **Up to 6 installments** (Cheque only).
 - b. If paying by installments, please date your cheques either the 1st or 15th of the month, June to November 2020.
 - c. NSF cheques - \$25 charge.

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- d. Do not mail cash ... purchase a money order or a bank draft instead. For credit card payments call Jody SMH Administrator at 403-934-0984 with credit card number. E-Transfers sent to info@smhockey.com with **an email to same address with the password and the PLAYER(S) NAMES.**
- e. LATE FEE OF \$100 WILL BE CHARGED IF REGISTRATION ISN'T RECEIVED BY JUNE 30, 2020
- f. IF REGISTRATION IS CANCELLED AFTER EVALUATIONS, SMHA MAY CHOOSE TO HOLD BACK 100% OF THE REGISTRATION FEES PAID

20.3 Coaching Committee

1. Committee Objective

- a) The SMHA Coaching Committee will be comprised of 2 - 4 members, selected from the SMHA Board of Directors and/or from the Strathmore hockey community at large, all of whom will be approved by the SMHA Board of Directors.
- b) The Coaching Committee was specifically designed to assist the SMHA Board of Directors with the overall organization and development of coaches within the SMHA system.

2. Committee Duties

- a) The Coaching Committee will directly report to the SMHA Board of Directors for direction and guidance.
- b) Oversee and manage the Coach Selection process, at all levels, ensuring that the procedures used are in accordance with the SMHA Rules and Regulations.
- c) Lead in the recruitment of coaches.
- d) Oversee the process of selecting coaches upon receiving team rosters after the evaluation process. Only coach applications received will be used for selection purposes. After completion of Coach selection and acceptance by coach, this information will be forwarded to SMHA Division Directors and Administrator.
- e) Assist division Directors and individual team coaches with practice planning, practice drills and player management throughout the season if requested.
- f) Ensure each selected coach and Assistant Coach obtains the following:
 - Vulnerable Section Check completed within the calendar year and submitted by October 15 of the current year.
 - Respect in Sport for Leaders prior to stepping on the ice.
 - Any Hockey Alberta Coaching clinics required to fulfill Hockey Alberta requirements

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20.4 Evaluation Committee

1. Committee Objective

- a) The Evaluation Committee will be comprised of 5-7 members, selected from the SMHA Board of Directors and/or from the Strathmore hockey community at large, all of whom will be approved by the SMHA Board of Directors.
- b) The Evaluation Committee was specifically designed to assist the SMHA Board of Directors with the overall organization of players within the SMHA system.

2. Committee Duties

- a) The Evaluation Committee will directly report to the President for direction and guidance, if deemed necessary.
- b) Oversee and manage the entire player evaluation process at all levels, with the assistance of the SMHA Division Directors. Ensure that the procedures used are in accordance with SMHA Rules and Regulations.
- c) Responsible for obtaining qualified evaluators for each division, with the assistance of the SMHA Division Directors.
- d) The SMHA Evaluation Committee is responsible for preparing the drills for tryouts. The Evaluation Committee is responsible for obtaining these pre-established drills and ensuring all evaluators, on-ice instructors, players and parents perceive a clear understanding of such drills. Drills will be obtained from Hockey Alberta, Hockey Canada or another approved body.
- e) Assist the SMHA Division Directors with any issues that may arise during or after the completion of evaluations and assist with any player-related issues that occur throughout the season.
- f) The selection of evaluators is an essential keynote in the completing of the tryout process. Therefor the SMHA Evaluation Committee (to the best of their ability) should try to select evaluators that are credible, qualified and have hockey knowledge. A minimum of five evaluators, per age group will be selected.
 - I. Evaluators cannot be related to any player in their group
 - II. Evaluators must be 18 years of age or older

3. Evaluator Duties

- a) Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skills with the same intent.
- b) Make sure all evaluators have the same evaluation form with same pinnie numbers and colors.
- c) Do not speak with fellow evaluators during the on-ice sessions about players, your job is to form your own opinions about players on your own and then discuss in the war room once the session is complete. Evaluators should conduct their evaluations in a reserved, segregated or designated section of the arena, not near parents or other observers.
- d) Evaluators are responsible for the observation of players during on-ice sessions and will provide a fair, unbiased and thorough analysis of all players.
- e) Evaluators are encouraged to understand the drills that are going to be conducted on-ice and the purpose of each drill. This will enable them with their ranking process. The SMHA Division Directors, in conjunction with the SMHA Coaching Committee and SMHA Evaluation

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- f) Committee will verbally explain the drills to all evaluators in group sessions. This explanation will be conducted prior to the first skating session.
- g) Will not share comments or opinions with any parent/players or other interested observers.
- h) Evaluators will not disclose any player assessments during on-ice sessions. All conversations will come in the War room at the end of each session.
- i) Always maintain confidentiality of player rankings.
- j) Lead Evaluator will retain all evaluation sheets until evaluations are complete, they will then file the evaluation sheets for a 1-month term in the SMHA lockable filing cabinet.
- k) Do not rush judgment on player. Players will have good days and bad days, good plays and bad plays. With five sessions you will have lots of time to properly assess their skill level. Remain focused but take your time.
- l) Provide every player with the opportunity to be selected to their appropriate team. Teams should be made of players that have balance and allows every player to be competitive. That goes both ways, you don't want to put a player with a very strong skill set with players below them, and you don't want to put kids on teams that they are not good enough to compete with.
- m) Evaluators must submit the player evaluation form to the Administrative Assistant or Evaluation Committee at the completion of every session. Only the Lead Evaluator and the Evaluation team for that age group, is permitted to view this completed form.
- n) Sign the yearly SMHA Evaluation waiver stating they have read and will adhere to procedures.
- o) Will actively use the Evaluation Forms and refer to the Evaluation Cue Card as best practice.

4. Evaluation Objectives

- a) To provide each player the opportunity to evaluate to the best of their ability.
- b) To provide a fair, consistent and comprehensive evaluation of a player's total hockey skills during the skating, skills and scrimmage sessions.
- c) The focus of team selection is to place each player in his or her competitive comfort zone, giving primary consideration to the factors of skill and ability.
- d) It is important that players are placed on the team that is suited to their composite ability and skill so that they may show significant contribution to the team effort, be reasonably challenged and be expected to achieve personal development and enjoyment.
- e) The final decision as to the placement of players will be based on the final ranking following the evaluation process.
- f) Player's rankings are confidential and will only be seen by the President, Vice President, respective Division Directors, Evaluation Committee, evaluation team, and the Administrative Assistant.
- g) Eliminate political maneuverings and interference from the player selection process and let players be evaluated on their own individual skills and development.

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5. Defining Evaluation Groups

- a) Depending on the number of registered players in each division, it may become necessary to split the players into two or more groups for tryouts. If split, for groups in the age group of U9 to U18 the groups will be split in the following way following Hockey Canada recommendations.
- b) In the U9 age group, second year players will be placed into one group, and first year players in the other.
- c) In the U11 age group, 2nd year players from the top tiers will be placed in one group (dependent on player numbers), players from middle tiers and U9 tier 1 will be placed in another with the balance in the final group.
- d) U13 through U18, second year players from Tier 1 and 2 teams and first year players from last year's Tier 1 team will make up one group.
- e) Second year players from Tier 3 and below, and First year players that Played Tier 2 and below will make up the second group. This group will contain any players new to the association.
- f) These groups can be modified by the evaluation committee as they see fit to ensure that the lower tiered group is larger than the higher tiered group in order to allow for upward player movement during the evaluation process.
- g) Following the initial day of evaluations, players will be regrouped based on their ranking. These groups do not indicate a final placement within the teams. Players may be moved at the discretion of the evaluators to best decide on the final placement of a player.
- h) The respective SMHA Division Directors will notify each player of the date and time of their first skating session by email only (notification delivered to the email address provided at the time of registration only).
- i) In divisions U11 and above, excluding Female, SMHA cards Goaltenders. As such, players evaluated as goaltenders MUST stay a goaltender for the entire season.
- j) The SMHA Secretary, or Evaluation Committee will prepare a players list including jersey numbers. Players/parents will be emailed (to registration email only) initially with team color and ice schedule. The Division directors/Evaluation Representative will have your jersey and number provided to you upon arrival at the rink
- k) The jerseys that are assigned to players MUST be worn by those players throughout the entire tryout selection process, unless instructed otherwise. Players CANNOT take the jersey's home.
- l) The SMHA Evaluation Committee will explain the tryout process to the players at the conditioning sessions. The evaluation process is available to members of SMHA as posted on the SMHA web site.

Please Note: Above stated evaluation groups are susceptible to change depending unforeseen factors. i.e. registration numbers.

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6. On-Ice Instructor

- a) Pre-established drills are prepared in advance by the SMHA Evaluation Committee Chairperson and the on-ice instructor must comprehend and follow these drills.
- b) The pre-established drills will be designed specifically for each division of U9, U11, U13, U15, U18 and Female.
- c) On Ice Coaches will be appointed by the committee and chosen from those candidates who have applied to be a coach within SMHA or have previous experience within other organizations.

7. Ranking of Players

- a) SMHA employs a committee-based approach to the evaluation process. No one person decides as to the placement of any one player, the decisions are made as a group. All processes are performed according to Hockey Canada Evaluation guide recommendations.
- b) During each tryout session, the evaluators will rank players according to the scale that is shown on the player evaluation form which includes the following attributes, Forward Skating, Backwards Skating, Skating Agility, Puck Handling, Passing Shooting, Compete Level, Aggressiveness, Positional Play, Hockey Sense, Work Ethic and Attitude.
- c) Evaluators are instructed to initially note players that are noticeably more skilled than and noticeably less skilled than their peer group and rank them accordingly at the top and bottom on their sheets. They are then instructed to spend most of the time on the closely skilled “middle group” of that peer group and provide comments and ratings to support their rank order.
- d) At the end of each on ice session, the evaluators, with the Evaluation committee member(s), along with any others the evaluation committee deems necessary to provide a fair and accurate evaluation, meet to discuss the results of their evaluations with the goal of determining by majority decision, the rank of the players in that evaluation session. Goaltenders must also attend all tryout sessions.
- e) Players U13 and up may have player position considered
- f) Once the evaluators have observed most ice sessions, they will have identified any player that falls within the bubble group. These “bubble players” are the players that haven’t clearly identified what team they belong on. The evaluation group will then collectively build a “bubble player” evaluation form by committee, this will allow us to more accurately define where a player belongs.

8. Player Movement

- a) After each evaluation skate or scrimmage the evaluators will make recommendations for players to move up or down a group for the next skate. Emails will be sent to the parent or guardian informing them of player movement. Note: Only email address(s) given during player registration will be used.

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- b) Only players that will be shifting teams will be notified of movement, all other players will remain on the same schedule.

9. Family Responsibilities

- a) **KNOW YOUR EVALUATION SCHEDULE.** Be aware of the importance of evaluations and the corresponding schedule. Please respect that September is the primary month for evaluations, and that players are required to attend all scheduled sessions. Missed sessions may alter the process for all players. Consult the Strathmore Minor Hockey website frequently, and if you are unclear about the process, refer to this document or contact your Division Director.
- b) **HELP YOUR CHILD BE PREPARED.** Upon arriving at the arena be sure to check in for the first skate at the table to receive required evaluation jersey. Ensure your child has all required equipment. Neck guards are **MANDATORY**.
- c) Help your child to stay positive and to always try their best. Help them understand the process: movement is how it works.
- d) Understand the process **YOURSELF**. Be as informed as possible about the evaluation process.
- e) If your child is sick or injured, please contact the division director.
- f) **RESPECT EVALUATORS.** Do not sit by an evaluator, ask evaluators for player information or interfere with the evaluators efforts to watch the players on the ice. Our evaluators and committees are made of volunteers and they are doing their best to have your children placed on the appropriate teams.
- g) **MAKE SURE YOUR CHILD HAS FUN!**
- h) You must notify the evaluation committee and division director if your child is absent for any reason.
- i) The 24-hour rule is in effect throughout the entire evaluation process.

10. Final Player Placement

- a) SMHA will attempt to maintain equal numbers on the teams, in some cases rankings may dictate one larger team in a division, the intention to place like players with like players in the best interest of the player.
- b) For a player to be placed on a team, they must attend all evaluation sessions. If this is not met, the player may be, at the discretion of the Evaluation Committee, be placed on the bottom team for possible re-evaluation if a clear evaluation rank wasn't able to be determined.
- c) Once it has been decided how many players are required for each team, the categorization of each team needs to be determined. This decision must be made jointly, between the SMHA Division Directors and the SMHA Evaluation Committee.
- d) Request to match a player with a specific coach or friend will not be accommodated. If at a family request to play on a sibling's team (within the same age group) we would look at moving one player down to a lower tier.

11. Categorization of Teams

- The categorization of teams is outlined under CAHL Regulations and RMFHL Regulations as a guideline but is not restricted to. The SMHA Evaluation Committee in conjunction with the

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Executive Committee will make the final decision as to the categorization of teams- Teams will be started in CAHL/RMFHL tiering rounds based upon previous year ranking and number of teams submitted. CAHL/RMFHL tiering rounds will ultimately decide what division your placed in and the team Manager will make recommendations.

12. Advising Players of Team Placement

- a) No player will be advised of their status in front of their peers, as this information could be disappointing and cause embarrassment for all parties present.
- b) All players who have submitted a correct email address will be contacted within 24 hours or as reasonably practicable of the final evaluation to the email provided at the time of registration to inform them of their team placement. This will be followed by a call from the Coach of the team to advise them of the first ice time.

13.1 Insufficient Evaluation Data

- Requests for re-evaluation will be permitted if a player misses part or all the tryout sessions due to an appropriate reason that is deemed acceptable by the SMHA Division Directors and the SMHA Evaluation Committee. Reasons such as injury, illness, and death in the family would be deemed acceptable.
- If a player were given the opportunity to be re-evaluated, the process would be first, evaluate the player with the lowest team. If it is determined the player is the top ranked player, he/she will have the opportunity to be evaluated with the next tier. This process is then followed at each subsequent level until the player is deemed as being on the appropriately skilled team. Unless it is deemed by the Evaluation Committee chair and the President that there is enough evidence denoting the player's ability and where they should start in the process. Once it has been determined where the player should be placed, the division directors will notify the parents of the final decision within 24 hours. No other player will be removed or 'bumped' from the team that the re-evaluated player is placed with. Division Directors, along with the Evaluation Committee chair and at least one member of the evaluation committee, will perform the evaluation and they have the final say on the placement of the player.

13.2 Request for Re-Evaluation

- If there is a protest of an evaluation, the form for a re-evaluation will need to be filled out, and a \$250.00 non-refundable payment in cash provided to the Administrator along with the form for the re-evaluation procedure to commence as per the guidelines listed in 13.1
- Division Directors will attend the team's practice to rank the players on the ice. If it is deemed necessary, they may request the player go to the next team to be evaluated there. Based on the sessions the Division Directors have the final say on where the player goes. Requests for re-evaluation will only be considered on the basis that the evaluation process was done incorrectly, unfairly, or a term of the evaluation process was breached which resulted in an incorrect ranking of the player. Proof of this breach must be provided prior to the re-evaluation being approved.

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- The following are not acceptable reasons for a re-evaluation and re-evaluations for any of these reasons will be denied:
 - Desire to play with player(s) on another team.
 - Desire to play for a certain head or assistant coach.
 - Desire not to play with a certain player or for a certain head or assistant coach.
 - Previous year(s) performance or placement alone.
 - Placement regarding another particular player.
 - On Results alone

- If a re-evaluation is still considered after the above:
 - The parent must provide a letter stating their concerns and issues as to outline why they are requesting additional evaluation.
 - The letter must be submitted to their Division Director.
 - The letter must be submitted between 24 and 72 hours of the player being placed on a team and otherwise, will not be considered for re-evaluation.

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1. **PLAYER RE-EVALUATION REQUEST FORM**

Parent Name _____ Date _____

Cell Phone _____ Email Address(s) _____

Player Name _____ Division _____ Team _____

Instructions: Complete Application form to be considered for re-evaluation by SMHA Executives and Evaluation committee only after reading and meeting the below criteria.

The following are not acceptable reasons for a re-evaluation and re-evaluations for any of these reasons will be denied:

- a. *Desire to play with player(s) on another team.*
- b. *Desire to play for a certain head or assistant coach.*
- c. *Desire not to play with a certain player or for a certain head or assistant coach.*
- d. *Previous year(s) performance or placement alone.*
- e. *Placement regarding another particular player.*
- f. *On Results alone*

If a re-evaluation is still considered after the above:

- a. *The parent must provide a letter stating their concerns and issues as to outline why they are requesting additional evaluation.*
- b. *The letter must be submitted to their Division Director.*
- c. *The letter must be submitted between 24 and 72 hours of the player being placed on a team and otherwise, will not be considered for re-evaluation.*
- d. *\$250.00 non-refundable payment to SMHA*

Parent concerns and issues outlining re-evaluation request: _____

Parent Signature _____ Date _____

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PLAYER SELECTION CRITERIA EVALUATOR CUE CARD

SKATING

Forward and Backwards
Turn Both Directions
Stop Both Directions
Crossovers
Edge Work and Agility
Are they stable and strong on their feet

PASSING

Forehand and Backhand
Pass to moving and stationary targets
Vision – do they look and select best option
Advances – uses board passes, chips, saucer passes

PUCK CONTROL

Can carry puck with speed
Can execute puck control with head up
Can handle the puck in high traffic or tight spaces
Ability to maintain control while being checked
Smooth and quick stick handling

SHOOTING

Forehand and backhand
Wrist shot, snapshot, slap shot
Power and accuracy
Shot selection – do they select the best shot for given opportunity

HOCKEY SENSE

Positional Play – With and without the puck
Positional Play – Offensive and defensive side of puck
Player communicates with teammates
Player has ability to read and react

WORK ETHIC

ATTITUDE

AGRESSION

COMPETE LEVEL

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Strathmore Minor Hockey Association Evaluator Conduct Form

Evaluator Duties

- Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skills with the same intent.
- Make sure all evaluators have the same evaluation form with same pinnie numbers and colors.
- Do not speak with fellow evaluators during the on-ice sessions about players, your job is to form your own opinions about players on your own and then discuss in the war room once the session is complete. Evaluators should conduct their evaluations in a reserved, segregated or designated section of the arena, not near parents or other observers.
- Evaluators are responsible for the observation of players during on-ice sessions and will provide a fair, unbiased and thorough analysis of all players.
- Evaluators are encouraged to understand the drills that are going to be conducted on-ice and the purpose of each drill. This will enable them with their ranking process. The SMHA Division Directors, in conjunction with the SMHA Coaching Committee and SMHA Evaluation Committee will verbally explain the drills to all evaluators in group sessions. This explanation will be conducted prior to the first skating session.
- Will not share comments or opinions with any parent/players or other interested observers.
- Evaluators will not disclose any player assessments during on-ice sessions. All conversations will come in the War room at the end of each session.
- Always maintain confidentiality of player rankings.
- Do not rush judgment on player. Players will have good days and bad days, good plays and bad plays. With five sessions you will have lots of time to properly assess their skill level. Remain focused but take your time.
- Provide every player with the opportunity to be selected to their appropriate team. Teams should be made of players that have balance and allows every player to be competitive. That goes both ways, you don't want to put a player with a very strong skill set with players below them, and you don't want to put kids on teams that they are not good enough to compete with.

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Strathmore Minor Hockey Association "Bubble Player" Evaluation Form													
Evaluation Group:							Bubble Group:						
Player Jersey Color/Number:							Date:						
Rate each player from 5-1 appropriately.													
5 = one of the best, 4 = above what is expected, 3 = on target, 2 = below what is expected, 1 = needs improvement													
Evaluator	Forward Skating	Backward Skating	Foot Speed	Skating Agility	Passing	Stick Handling	Shooting	Compete Level	Agressiveness	Positional Play	Hockey Sense	Effort	Notes
1													
2													
3													
4													
5													
Average													

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20.5 Referee Council

1. Council Objective

- a) The SMHA Referee Council will be comprised of the Referee-In-Chief and Referee Assignor selected from the SMHA Board of Directors and/or the Strathmore hockey community at large, all of whom will be approved by the SMHA Board of Directors
- b) The Referee Council was specifically designed to assist the SMHA Board of Directors and mainly the SMHA Referee-in-Chief with the overall organization and assignment of referees within the SMHA system.

2. Council Duties

- a) Assist the Referee-in-Chief with organizing the annual Referee clinic.
- b) Offer assistance for the recruitment of referees at all levels. Also, offer assistance in acting as mentors and supporters.
- c) Assist the Referee-in-Chief in creating a Referee Development Program for SMHA. Obtain assistance from the Zone Referee Committee for this project.
- d) Assist with the individual assessment that is to be conducted twice each season for each referee. Help with the completion of supervision sheets, if deemed necessary.
- e) Attend the Zone meetings with the SMHA Referee-in-Chief and report all activities and initiatives of these meetings to the SMHA Board of Directors. Ensure all resource materials that are available are being distributed to the SMHA Referees. Attend all SMHA Referee meetings and offer feedback, suggestions for improvement, praise, support, and general discussion.
- f) Work in conjunction with the SMHA Evaluation Committee and SMHA Coaching Committee with complaint issues. The Zone Discipline Chairman must be notified of any complaints and the action taken.
- g) Review any infractions or disciplinary issues with the SMHA Board of Directors and the action taken. If no resolution can be agreed upon, seek resolution from the SMHA Board of Directors and execute their decision.
- h) Submit a report each quarter to the SMHA Board of Directors, which will include a summary of all positive and negative progress and development of the SMHA Referee Council.

20.6 Steering Committee

1. Committee Objective

- a) The SMHA Steering Committee will be comprised of 2-4 members, selected from the SMHA Board of Directors and/or from the Strathmore hockey community at large, all of whom must be approved by the SMHA Board of Directors.
- b) The Steering Committee was specifically designed to assist the SMHA Board of Directors with the overall operations of all other SMHA Councils, including Coaching Committee, Evaluation Committee and Referee Council.

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2. Committee Duties

- a) Assist all other Councils with the development of their programs throughout the season.
- b) Oversee all other Councils to ensure that they are operating in accordance with the SMHA Rules and Regulations and promoting fun, fair play and skill development.
- c) Review the Rules of Conduct with division Directors and parent groups during the player evaluation process.
- d) Review any player, coach or parent infractions that occur during the season and report such infractions to the division Directors and SMHA Board of Directors and the action taken. If no resolution has been agreed upon, seek final resolution from the SMHA Board of Directors and execute their decision.

20.7 Coach Selection Process

- a) To be considered coaching candidates are required to complete a SMHA coach application form online.
- b) All coaching candidates must review and acknowledge on the application form of the SMHA Code of Conduct for coaches and to adhere to it.
- c) All coaches must complete any applicable courses required by Hockey Alberta or Hockey Canada to coach at their level.
- d) All coaching candidate will submit a Vulnerable Section Check which is obtained at the local RCMP office, any costs to be reimbursed by SMHA.
- e) Coaching candidates must be prepared to devote the expected time and effort required for practice and game sessions and, for team activities.
- f) Coaching candidates must be aware that they will be selected and assigned to a team based on the following.
 - The preferred level they are requesting to coach at and the availability of positions at that level.
 - The perceived level of competence, including education, experience and commitment.
- g) The SMHA Coaching Committee will conduct an interview process with all coaching candidates when deemed necessary.
- h) If no one applies to coach a particular team, the SMHA Division Directors and the SMHA Coaching Committee will approach the parent group of that particular team and request that someone volunteer.
- i) All coaches will be assigned after the team selection process is completed.
- j) All coaches applying for Head coach or Assistant Coach must be willing to assist with on ice evaluations

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20.8 Duties and Responsibilities of Coaches

1. Objective

- a) To provide a safe and fun atmosphere in the goal of developing young athletes and building the hockey program.
- b) The intent of the duties and responsibilities outlined below are offered as resources in assisting the coach to realize this objective.

2. Roles

- a) As **LEADER**, the coach is responsible for establishing an environment that allows each individual player to have fun, to understand the process of skill development, and to learn how to participate as a team member.
- b) As **TEACHER**, the coach is responsible for assisting with the development of each player on and off the ice. Resource materials will be provided by SMHA in the form of instruction manuals and through the organization of coach clinics but are not limited to just those. Coaches may acquire resource materials through various other methods and SMHA would encourage all coaches to gather as much information as they deem necessary. The role of **TEACHER** is the most important as it encompasses basic skills, discipline, positive attitude development, FAIR PLAY and the reinforcement of positive skill development for each player.
- c) As **ROLE MODEL**, the coach is responsible for his/her personal conduct as well as that of the players and the remaining coaching staff.
- d) As **ORGANIZER**, the coach is responsible for preparing practice plans, developing practice materials, and ensuring all practice activity is documented. Allow the assistant coaches to be actively involved with the preparation of practice and ensure all players completely understand the practice drills.

3. Acceptance

In accepting the role of coach, everyone must agree to follow any rule, regulation, policy or procedure set forth by SMHA. Further, by agreeing to follow all rules and regulations of SMHA, they are confirming that they will:

- a) Accept constructive criticism and are willing to make efforts to improve their coaching ability.
- b) Actively seek assistance in developing themselves and their team.
- c) Utilize all resources made available to them through SMHA Coaching/Development Committee and any other sources.
- d) Dedicate them to an entire season of hockey and assist in making a contribution toward the development of hockey in the Town of Strathmore and area.

4. Resources

- a) The SMHA Coaching/Development Committee will provide coaches with the necessary resource materials to assist them in working more effectively with the players. These materials

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may include various manuals and any other document or materials as deemed appropriate. The SMHA Coaching/Development Committee will also provide on-ice assistance with practice planning and skill development when requested. Other resource material available to coaches will be in the form of instructional videos and clinics.

- b) The SMHA Coaching Committee and the SMHA Development Committee, in conjunction with the SMHA Board of Directors will provide assistance and resolutions to all coaches dealing with player conflicts, parent conflicts or conflicts within the coaching staff.

5. Conduct and Behavior

- a) Coaches will conduct themselves in a professional, courteous manner always. As a representative of SMHA, coaches must ensure that they have control of their players, exhibit sportsmanship, and refrain from using excessive, abusive or profane language.
- b) Coaches are not permitted to 'scream or yell' at players, opponents or officials in a negative manner. Conduct of this behavior will not be accepted or tolerated by the SMHA Board of Directors.
- c) Coaches and assistant coaches will work jointly, ensuring that all players conduct themselves in a professional manner as well as exhibit sportsmanship and refrain from using excessive or profane language.

6. Skill Development

- a) The success of a team should be measured by team and personal accomplishments, by the level of development that players are displaying and by the enjoyment that is achieved by the players - not by winning at all costs. Winning is merely the result of a sound and comprehensive development program
- b) Teaching the basic skill of hockey is a fundamental task at all levels. The basics of skating position, passing, shooting and puck handling are primary functions that each skater continually needs to develop. They do not end at the U13 or U15 level. Goaltenders require fundamental development in skating, passing, positioning, angles, balance, puck handling and rebounds. Coaches should continually strive to focus on the basic developmental elements for all positions and at all levels.
- c) Aside from the key elements of basic skills, coaches are also responsible for the development of the fundamentals of team play. This can be much more than positioning, passing, finding the open ice, or taking the hit. Developing fundamentals can also include learning mutual respect among team mates, assisting the lower level players to achieve personal or higher goals and creating an environment that allows everyone to be satisfied with their achievements.

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- d) The measurement of success in creating a balanced team is recognized when:
 - i. Players are satisfied to be playing on that team.
 - ii. Players have a mutual respect for their teammates, regardless of the skill ability.
 - iii. Players understand that they have the right to offer an opinion, but first they are obligated to listen.
 - iv. Players can share in victory or loss in a sportsmanlike manner

7. Safety

- a) Safety of the players, both mentally and physically must be a coach's main priority while initiating and participating in activities.
- b) Focus on promoting the individual self-worth of the player, sportsmanship from the team and concern for safety of the opponent.
- c) As required by Hockey Alberta, one member of the coaching staff from each team must be assigned as the 'Safety Trainer' and must have successfully completed the Canadian Hockey Safety Program. This person must be on the bench at all games. It is important that the trainer have as much knowledge and awareness as possible for situations related to overall safety, injury prevention, and emergency planning and dealing with injuries until professional medical assistance can be obtained.
- d) Parents are ultimately responsible to ensure that their child's equipment is CHA approved, safe and undamaged. While on the ice, coaches are responsible to ensure that each player's equipment is safe and undamaged.
- e) Coaches will be ultimately responsible to ensure that players will not engage in any activity that deems unsafe.

8. Team Rules

- a) Coaches are responsible for establishing team rules
- b) Team rules are established as a means of portraying internal rules to the players and to act as a guideline for dealing with disciplinary problems

9. SMHA Team Rule Guidelines

- a) Players are expected to arrive for practices or games no later than 30 minutes prior to the scheduled start time and must be completely dressed no later than 15 minutes prior to the scheduled start time.
- b) No parent will be allowed into the dressing room 15 minutes prior to start time or 15 minutes after any game or practice, unless invited into the room by the coach.
- c) Players are expected to be attentive and work diligently at all practices and games. Players must be afforded the opportunity to speak, but first they must listen.
- d) No parent will interfere with the coaching staff during a practice or game, even though they do have the right to discuss player development and objectives with the coach. However, parents

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- are asked to wait for 24 hours to elapse from the conclusion of the practice or game to allow for a 'cooling off' period ... and thus, the parent and coach interview can be conducted in a more calming atmosphere. Parents must seek the assistance of the parent liaison as per item 20.9 #4
- e) No coaches, managers or parents are permitted to enter the official's dressing room at any time, before or after any game, unless specifically invited by the head referee.
 - f) Dress codes are left at the discretion of individual teams, but SMHA would encourage players to be neatly dressed when representing their team, their association and their Town.
 - g) Players must make all possible efforts to inform their coach if they are going to be absent from a game or practice. It is only common courtesy to give as much notice as possible.
 - h) All players in all divisions should be afforded equal ice time regardless of their skill ability. However, equal ice time during games is contingent with regular attended practices and with conducting him/herself properly within the Rules of Conduct. Coaches may limit the game playing time for any player as a legitimate disciplinary measure and are allowed to make reasonable decisions at their discretion
 - i) In the U13, U15 and U18 divisions, coaches are granted greater latitude to utilize players in accordance to how the competitive situation demands. However, these coaches are expected to be aware of the policy of FAIR PLAY in allowing each player reasonable opportunity for development and enjoyment. Coaches are reminded to exercise the use of their players with this in mind.
 - j) All players, parents and team officials must abide by any rules set forth by their individual teams

20.9 Duties of Team Manager

1. Position

- The person selected or assigned as Team Manager will act as the key administrative leader for the team and will be responsible for most or all the administrative duties.

2. Responsibilities

- Be attentive to the quantity of time that is required to perform this duty.
- Work co-operatively with other team officials and with the players and parents.
- Become familiar and knowledgeable of all rules, regulations, policies and procedures of each governing body of hockey. This includes SMHA, CAHL, Hockey Alberta and CHA.

3. General Duties

- Prepare a player roster list that includes player's names, jersey numbers, phone numbers, names of parents and any other information deemed pertinent. Distribute copies of such rosters to all persons involved with your team.
- Arrange for all exhibition and tournament games.

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- Prepare schedules and again, distribute copies to all persons involved with your team. Make necessary revisions to your schedule as required.
- Obtain the necessary travel permits as required. Any game not league, or provincials need a sanction number (home game) or a travel permit (away game)
- Ensure any tournaments your team attends are sanctioned through Hockey Alberta. Notify the respective SMHA Referee-in-Chief of any changes to your home ice times. Notify the respective SMHA Ice Coordinator of any changes with the ice times allotted.

4. Parent Liaison

- The head coach of each team will assign the position of Parent Liaison, which will be an individual deemed responsible and approachable.
- The object of the parent liaison program is to foster reasonable communication between coaches, players and parents within an individual team.
- If ever a situation arises whereby a parent is uncomfortable about communicating directly with a coach, that parent must contact the parent liaison with his/her concerns. In turn, the parent liaison will act as an effective medium of communication between a parent and the coach.
- The Parent Liaison program does not eliminate the fact that parents can directly approach the coach
- The Parent Liaison does NOT have control over the coaching policy of the team. They are only assigned to assist in avoiding serious problems that could develop between coach and player or coach and parent.
- The main purpose of the Parent liaison program is to recognize complications evolving and effectively deal with them before a serious issue arises.

20.10 Duties of SMHA Board of Directors

- a) At the SMHA Annual General Meeting, to be held end of May of each year (following our fiscal year end), an election of officers occurs.
- b) Those elected to office will now form the SMHA Board of Directors for the upcoming season. Previous Board members may let their names stand to be re-elected.
- c) The new SMHA Board of Directors will then schedule a meeting, at which time the positions of the officers will then be voted upon.
- d) The positions of Division Directors, CAHL Director, Referee-in-Chief and Equipment Director are appointed by the Board of Directors each season.
- e) It may become necessary to implement new or remove positions from time to time. The SMHA Board of Directors may approve any new positions that are created or remove positions that are no longer required.

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1. President (2 Year Term)

- The President attends and chairs all SMHA Board of Directors meetings.
- The President or delegate attends all Advisory Board meetings as scheduled by the Town of Strathmore.
- The duties of the President include: assisting with the business and operation of SMHA in its entirety and being responsible for such business.
- The President will also assist in any disciplinary matters associated with SMHA.
- The President will be an official member of all SMHA Councils and/or SMHA Committees.

2. Vice-President (2 Year Term)

- In the absence of the President, the Vice-President will assume the President's duties.
- The Vice-President will be responsible for any duties assigned to him/her by the President

3. Secretary (2 Year Term – Can let name stand)

- The Secretary will accurately record the minutes of all SMHA Board of Directors meetings and any other meetings which require recorded minutes. Copies of minutes are to be distributed to all other Board members 7 days prior to the next meeting.
- The Secretary will prepare the agenda for all SMHA Board of Directors meetings, with the assistance of the SMHA President.
- Send out communication to association via email and update website.
- Update website when teams are assigned after evaluation.
- The Secretary will arrange for a common meeting area.
- The Secretary will assist with any other duties as assigned by the SMHA President and/or the SMHA Board of Directors.

4. Treasurer (2 Year – Can let name stand)

- The Treasurer will manage and monitor all financial matters including bank accounts, revenues and expenditures.
- The Treasurer will prepare financial statements for each SMHA Board of Directors meeting and for the SMHA Annual General Meeting.
- At the end of each fiscal year, the Treasurer will submit the SMHA financial records to an auditor as appointed by the SMHA Board of Directors. The auditor can either be an accountant or to two members assigned by SMHA Board of Directors.
- Assist with any other duties as assigned by the SMHA President and/or the SMHA Board of Directors.

5. Division Directors (1 Year – Can let name stand)

- The SMHA Board of Directors will elect the Division Directors at the first regular meeting of the new Board.
- One Division Director is required for each division of U7, U9, U11, U13, U15, U18 and Female.

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- The most important duties of the Division Directors are to organize the operation of the conditioning and tryout process, as outlined under 20.7 Team Selection Process.
- The Division Directors act as the immediate liaison between their teams and SMHA and therefore they must ensure that they have identified themselves to their teams as such.
- The Division Directors are required to give an accurate report at each SMHA Board of Directors meeting on the progress of their teams, and report any disputes, concerns or team related issues that the SMHA Board of Directors should be aware of.

6. CAHL (Central Alberta Hockey League) and Rocky Mountain Female Hockey League (Hereinafter referred to as “RMFHL”) Directors (1-year term – Can let name stand)

- The SMHA Board of Directors will elect the CAHL and RMFHL Directors at the first regular meeting of the new Board.
- The CAHL Director and RMFHL Director act as the immediate liaison between the Central Alberta Hockey League, the RMFHL and the SMHA Board of Directors. The Central Alberta Hockey League and the RMFHL are the leagues that all SMHA teams participate in.
- The CAHL and RMFHL Directors are responsible for attending all CAHL and RMFHL meetings as scheduled and to report to the SMHA Board of Directors any related business arising from those meetings.
- The CAHL and RMFHL Directors must be responsible for ensuring that all league-related matters are addressed.
- The CAHL and RMFHL Directors must be or become knowledgeable with the CAHL and RMFHL Constitution and Bylaws, Regulations and Directives for Governors.
- The CAHL and RMFHL Directors must be prepared to speak on any league-related issues on behalf of the SMHA Board of Directors, whenever deemed necessary and must be prepared to vote on league related issues on behalf of SMHA Board of Directors.

7. Equipment Director (1-year term – Can let name stand)

- The SMHA Board of Directors will elect the Equipment Director at the first regular meeting of the new Board.
- The Equipment Director is responsible for keeping an accurate, detailed inventory record of all jerseys and equipment that is owned by SMHA. The inventory record must be submitted to SMHA Board of Directors at the start of each season, and again at the end of each season.
- The Equipment Director will assign jerseys to players during the tryout camp. Once the tryout camp is completed, the Equipment Director will collect all the jerseys, after which arrangements will be made to have all the SMHA jerseys cleaned. All SMHA jerseys must be cleaned and ready prior to the regular season commencing.
- Lockers and combo's will be assigned to the head coach of each individual team at the start of each season. The head coach becomes responsible for the assigned locker, the combo to that locker, the team jerseys and the inventory included within that locker for the entire season.

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- The head coach must return all jerseys and the end of each season. The jerseys must be clean and hung on hangers.
- The head coach must also return all other inventory at the end of each season. At this time, the Equipment Director will attest that the entire inventory stock is accounted for. Any missing jerseys, equipment or inventory must be reported to the SMHA Board of Directors.
- The Equipment Director is responsible for purchasing any equipment required by SMHA teams, with the approval of the SMHA Board of Directors. Goalie equipment is supplied to all U9 and U11 age Goaltenders and by SMHA and therefore, a complete review of goalie equipment must be conducted at the start of each season.
- The Equipment Director is responsible for the cleanliness of the SMHA Equipment room, which is located within the Strathmore Family Centre

8. Referee-in-Chief (Hereinafter referred to as “R.I.C.”)

- The SMHA Board of Directors will elect the Referee-in-Chief (R.I.C.) at the first Board of Directors meeting
- The R.I.C. reports and is responsible to the Referee Zone Chairman and links to the Hockey Alberta Zone Team Referee Representative.
- The R.I.C. attends all Zone R.I.C. meetings and reports all activities and initiatives to the SMHA Board of Directors.
- The R.I.C. will act as mentor and development coordinator with SMHA and recruit officials as required.
- The R.I.C. will act as the Referee Assignor for SMHA. Responsibilities for assigning include but are not limited to:
 - Evaluate the individual skill level of all officials and place them into the appropriate level of hockey.
 - Be fair when spreading out assignments.
- Place newer officials together with officials that have more experience. Responsibilities for the development of officials include but are not limited to:
 - Work with the Zone Supervision Coordinator in gathering or distributing supervision sheets
 - Each official is to be supervised at least twice each season. Once at the beginning of each season and then again toward the end of the season so as an assessment of their improvement can be conducted.
 - Implement a ‘buddy’ system, whereby a senior official is matched up with a junior official and can therefore offer guidance and supervision.

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- Implement a 'shadow program' whereby senior officials skates on-ice with the new official and assists with position and procedures. This is usually done in lower category games of Half Pint and Novice.
- The R.I.C. must contact the Zone Clinic Coordinator in July or August to request a Referee Clinic.
- Book the required ice time and classroom.
- Arrange to have the necessary teaching tools required for instructors (overhead, VCR, and whiteboard).
- Pre-register students so an accurate number attending can be given to the coordinator. Forward the number of students to the coordinator one week prior to the scheduled clinic dates.
- Attend or make yourself available to the instructor the weekend of the clinic.
- Ensure that arrangements are made to pay the instructors.
- The R.I.C. must deal with complaints of local officials by using the Zone Discipline Chairman as a resource. Notify the Zone Discipline Chairman of complaints and the action taken.
- Arrange for Referee meetings throughout the season, in conjunction with the SMHA Referee Council. Review the SMHA Referee Policy and allow open discussions on rates, advancement, dress codes, arrival times, attitudes, etc.
- Inform the Zone Executive of the top officials in your area. These people could be potential candidates for development camps.

20.11 Referee Policy.

1. Rules

- a) All officials must arrive at the arena 30 minutes prior to the scheduled game time and be within the timekeeping area 5 minutes prior to games commencing.
- b) Officials must set the nets and conduct an arena check during the pre-game warm up.
- c) Assigning of officials will be conducted by the SMHA Referee-in-Chief. Team managers or coaches are not permitted to arrange for referees on their own.
- d) The SMHA Referee-in-Chief has the sole authority to approve any requests by officials to switch games with a different official. This includes all exhibition, league, playoff, tournament and Provincial games. Officials that fail to notify the SMHA Referee-in-Chief of their request to switch games will be disciplined as deemed necessary, including possible fines or suspensions.
- e) Team managers are required to give the SMHA Referee-in-Chief 24 hours' notice of any schedule changes or the cancellation of any games. If 24 hours' notice is not given the team (not SMHA) will be responsible for paying the officials accordingly. Even if the official was notified after the 24 hours' notice is required, the team will still be responsible for paying.
- f) Further, all officials are required to give the SMHA Referee-in-Chief 24 hours' notice of any times that they are unable to officiate as assigned. Failure to give the 24 hours' notice to the

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SMHA Referee-in- Chief will be disciplined as deemed necessary, including possible fines or suspensions.

- g) All officials are required to arrive at the arena displaying a clean, neat and tidy appearance. It is encouraged to wear a shirt and tie when arriving to referee an “AA” game
- h) The proper officiating attire is mandatory for all on-ice sessions, which includes black helmet with CHA approved visor, referee jersey and official black ref pants. Black jeans or black sweats are not acceptable for on-ice sessions and will not be permitted.
- i) All the above rules are at the discretion of the SMHA Referee-in-Chief and the SMHA Referee Council.

20.12 Rules of Conduct

1. Objective

- a) The Rules of Conduct are aimed at all groups of the Strathmore Minor Hockey Association including players, coaches, assistant coaches, managers, parents and officials.
- b) The SMHA Rules of Conduct endorses all aspects of a FAIR PLAY program. The goal of the FAIR PLAY program is to enhance and promote safety and respect with all participants within SMHA.
- c) The SMHA Rules of Conduct are designed to eliminate and manage all elements of the game that go against the FAIR PLAY initiative. Some of these elements are such:
 - I. Lack of respect for opponents.
 - II. Verbal abuse of officials.
 - III. Inappropriate behavior of spectators.
 - IV. On-ice violence.
 - V. Increasing pressure on players to win at all costs.
 - VI. Lack of fun.
- d) By enforcing the Rules of Conduct, it is the intent of SMHA that the following will be achieved:
 - I. Increase the safety and respect of all participants, on and off the ice.
 - II. Increase team unity to become more positive.
 - III. Increase spectator behavior to become more positive and appropriate.
 - IV. Decrease the win at all costs attitude.
 - V. Encourage participants to take more responsibility for their actions.
 - VI. Encourage participants to become promoters of positive attitudes.
 - VII. Encourage fair and equal ice time for players.
 - VIII. Encourage new participants to register.
 - IX. Re-enforce the intent that SMHA offers a positive recreational program for all participants.

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20.13 General Rules of Conduct

1. Parent Conduct

- a) All SMHA participants including players, coaches, assistant coaches, managers, officials, parents and board members will conduct themselves in a sportsmanlike manner as outlined in the Fair Play pledges.
- b) All participants must show respect to opponents, coaches, officials, players, parents, and SMHA Board members.
- c) Abusive or profane language used by coaches, parents or players toward any opposing player, on-ice official, off-ice official, opposing coach or spectator will not be permitted.
- d) SMHA does not permit interference with the coaching staff during games or practices by parents. Coaches may be approached outside the activity sessions, should there be a need for discussion and only upon 24 hours after the completion of any game or practice.
- e) At no time is anyone permitted to enter the Referee Dressing Room, unless specifically invited by the Referee.
- f) Parents are responsible for the actions of their children, except while under the direction of the coaching staff. Team coaches and managers are ultimately responsible for the conduct of their players while in the dressing room and while on the ice.
- g) Parents are urged to impress upon their children the importance of following SMHA Rules and more importantly, following Team Rules.
- h) All parents must follow the steps outlined below with regards to complaint issues:
 - I. Discuss the issue with the team liaison, team coach or team manager.
 - II. If the issue cannot be resolved at that level, discuss the issue with the SMHA Division Directors.
 - III. If the SMHA Division Directors cannot resolve the issue, then a letter must be written to the attention of SMHA. The letter must outline all aspects of the complaint. The SMHA Steering Committee will review all written complaints and respond as quickly as possible.
 - IV. All of the above must be reported to the SMHA Board of Directors at the next monthly meeting.

2. Dressing Room Conduct

- a) Coaches should inspect the dressing prior to team arrival to ensure it is clean and free of all garbage and items that may be deemed harmful to the occupants. (this would include any garbage such as broken sticks empty bottles and or cans)
- b) Dressing rooms are to be left clean and tidy upon departure.

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- c) Under no circumstances is there to be any item brought into or used in the dressing room that may be generally considered a weapon. This includes such items as knives of any type or size, any scissor that has a pointed end that may be opened and used as a knife. This policy is not intended to limit or restrict the use of a blunt ended type scissor or any scissor normally used by a trainer or medical personal. Firearms of any kind, any explosives including firecrackers of any size or type are strictly prohibited. All items that could be used as an axe or hatchet are strictly prohibited.
- d) The use of and type if audio and/or video recording device is strictly prohibited. It is not the intend of this policy to restrict the use of cell phones, it is intended to restrict the use of cell phone apps that are commonly used to record video or audio.

3. Hazing

- a) Hazing is defined as “ an initiation practice that may humiliate, demean, of disgrace a person regardless of location or consent of the participant(s)”.
- b) **Hazing in any form is strictly prohibited by SMHA.**
- c) Any SMHA player, team official, or team participant found by an investigative process to have condoned, initiated or participated in hazing actions shall be subject to disciplined up to and including possible expulsion from SMHA.
- d) Discipline will be related to the degree of severity of the incidents. Any member failing to cooperate with the investigative process may be subject discipline along with the offending member.

20.14 Discipline Policy

- a) All participants of SMHA are required to conduct themselves according to the SMHA Rules of Conduct 20.13 and according their individual Team Rules. Failure to abide by these rules will result in discipline.
- b) Coaches have the authority to discipline players on their team for not adhering to team rules. However, the disciplinary action must be conducted in a respectable manner and will not portray abuse or severe reprimanding.
- c) If a player continues to show disruption or continues to disobey the team rules, a hearing will be conducted between the SMHA Coaching Committee, the player, the parents and the SMHA Division Directors. All decisions reached at this hearing will be considered final and could result in a minor disciplinary action, suspension or a recommended that the matter be brought forth to the SMHA Board of Directors for their ruling
- d) Continued disruption by that same player will result in releasing that player from any further involvement with the team or with SMHA. Further, this release would be submitted without any refund of fees.

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- e) The SMHA Discipline Committee has the authority to discipline coaches, assistant coaches, managers or any other team officials. Dependent on the severity of the disciplinary action that may be required, the SMHA Coaching Committee may call upon the assistance of the SMHA Evaluation Committee and the SMHA Steering Committee. The deemed Councils must conduct a complete investigation into any disciplinary matter regarding coaches, assistant coaches, managers or team officials. The findings and decisions of these investigations must be reported the SMHA Board of Directors for final approval. The results could include the termination of a coach, assistant coach, manager or team official.
- f) Parents are obligated to follow all SMHA Rules of Conduct and Team Rules. Failure to abide will result in a disciplinary decision as deemed appropriate by the SMHA Steering Committee.

20.15 Social Media Policy

1. Introduction

- a) For this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, LinkedIn, Foursquare and any other social media network that allows users to communicate online.
- b) The policy will be applicable to all members of the SMHA Community, including Directors, Teams, Hockey Alberta members and staff, on-ice and off-ice officials, billets, players, players' family members and supporters.
- c) SMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. SMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.
- d) The purpose of this policy is to educate the SMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Hockey Association, League and/or SMHA.

2. Social Media Guidelines

- a) SMHA holds the entire SMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner .
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

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- e) Always use your best judgment – pause before posting. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in SMHA, SMHA recommends that you request approval from the Team or the Association.

3. Social Media Violations

- The following are examples of conduct through social media and networking mediums that are considered violations of the SMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or SMHA:
 - a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
 - b) Divulging confidential information that may include, but is not limited to the following:
 - player injuries;
 - trades or another player movement;
 - game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
 - c) Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or SMHA staff, programs, stakeholders, players or any member of a SMHA Team.
 - d) Any form of bullying, harassment or threats against players or officials.
 - e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - drug use,
 - alcohol abuse,
 - public intoxication,
 - hazing,
 - sexual exploitation, etc.
 - f) Online activity that contradicts the current policies of SMHA or any of its member Associations.
 - g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the SMHA policies and regulations on these matters.
 - h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. Discipline

- The Team, Minor Hockey Association, League and/or SMHA will investigate reported violation(s) of this policy in the manner set out in the SMHA Handbook for other types of violations. If the investigation determines that a violation has occurred, the Team, Minor Hockey Association, League and/or SMHA will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a Minor Hockey Association, League and/or SMHA Handbook for other types of suspensions.

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5. Summary

- When using social media and networking mediums, the SMHA community should always assume they are representing SMHA and/or its member Associations or Teams. All members of the SMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the SMHA Community be used in Social Media and Networking without the Individual, Team or Association authorization, this is identity theft. Please notify your SMHA Team Management or the SMHA Office immediately. Any use of a player or team member's image or likeness without the written consent of SMHA is strictly prohibited.

20.16 Central Alberta Hockey League

- The Central Alberta Hockey League (CAHL) is the league that the SMHA mixed teams play in, excluding the SMHA Half Pint teams and female teams.
- All CAHL information including the CAHL Constitution & Bylaws, CAHL Regulations and CAHL Directives for Governors may be obtained from their website at www.cahlhockey.net
- All CAHL related matters must be directed to the Division Directors and then to the (SMHA) CAHL Director for discussion and follow up.

20.17 Rocky Mountain Female Hockey League

- The Rocky Mountain Female Hockey League (RMFHL) is the league that the SMHA female teams play in.
- All RMFHL information including the RMFHL Constitution & Bylaws, RMFHL Regulations and RMFHL Directives for Governors may be obtained from their website @ www.rmfl.com
- All RMFHL related matters must be directed to the SMHA RMFHL Director for discussion and follow up.

20.18 Affiliated Player Process

Please See the following links:

- HA - <https://www.hockeyalberta.ca/members/bylaws-regulations> - Section B #7
- RMFL - http://rmfl.com/page.php?page_id=119337

20.19 Travel Policy

1. Player Driving

Players are not to drive themselves to any out of town games, except where other travel arrangements cannot be provided. In those cases, the following guidelines will be in effect:

- a) Players MUST have WRITTEN consent of their legal guardian.
- b) While travelling to all out of town games, players must exhibit a “driving within the law” attitude and follow the rules of the road. Failure to do so could result in travelling privileges being revoked for that player and/or team.

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- c) Players must inform team management that they are driving and how many people are travelling with them.
- d) No other team members may be present in the vehicle during the trip.
- e) Should an injury during game play occur which constitutes an inability to operate a vehicle (head injury, broken bone) and alternate return transportation mode must be arranged.
- f) The CHA National Insurance program covers "Transportation directly to and from the arena or venue." This may include any reasonable team sanctioned stops. Sanctioned stops may include but are not limited to, team meals, vehicle consumables and vehicle repairs.
- g) Drivers must have a valid driver's license and adequate insurance.

