

SPS Fuzion Female Hockey Club POLICIES & PROCEDURES MANUAL

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Part 1

Statement of Goals

1.1 Overall Goals

The SPS Fuzion Female Hockey Club (the “**Club**”) is established to develop and maintain a junior female hockey program and a female minor hockey program for the County of Strathcona including Sherwood Park.

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

- a) equality of opportunity for all participants regardless of skill level;
- b) to promote the enjoyment of the game by the participants;
- c) the programs offered by the Club and their delivery shall at all times hold the welfare of its participants paramount;
- d) all programs will have as their emphasis the development of sound attitudes of sportsmanship, fair play and teamwork.

Part 2

Statement of Policies

2.1 Membership with Hockey Alberta and Hockey Canada

2.1.1 Membership in Hockey Alberta

The Club shall operate as a member of Hockey Alberta and Hockey Canada under Sherwood Park Minor Hockey Association (“**SPMHA**”). In accordance with the bylaw requirements of Hockey Alberta and Hockey Canada, the Club shall:

- (a) conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
- (b) unconditionally commit to obey and abide by Hockey Alberta’s and Hockey Canada’s Constitution, Bylaws and Regulations;
- (c) recognize Hockey Alberta as the governing body in the Province of Alberta subject only to a right of appeal to Hockey Canada;
- (d) work for the betterment of hockey by:
 - a. the promotion and use of Hockey Alberta and Hockey Canada training programs, facilities and literature where considered practicable by the Club;
 - b. making recommendations for improvement in rules, training programs, and all aspects of development by way of presentations to the various Hockey Alberta councils and attendance by the Club Executive at Hockey Alberta annual meetings.

2.1.2 Governing Hockey Rules

The Club shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada. The Club shall have the power to institute such additional rules to

apply to members of the Club so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta, Hockey Canada or governing league rules.

2.2 Club Membership

2.2.1 Membership Eligibility

Membership in the Club is open upon registration with the Club to all current and former parents or full time guardians of children, former players, and grandparents of current or former players, that are 18 years of age or older and that have permanent residency within the Club boundaries.

Membership in the Club entitles the Members to:

- (a) as determined by the President, attend and make presentations to the Club Executive, at scheduled or emergency executive meetings;
- (b) attend and vote at general and election meetings of the Club;
- (c) run for election to an executive or board position with the Club;
- (d) nominate a Member for election to an executive or board position.

2.2.2 Removal and Suspension from Membership

- a) Any Member of the Club who does not conduct him or herself in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or the Bylaws or Policies of the Club as established from time to time can be expelled or suspended as a Member of the Club for the remainder of the present hockey year or such longer period of time as may be determined in accordance with the terms of these Policies and the Bylaws.
- b) Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any Member or individual, before all the rights of appeal under these Policies have been followed, and all those of Hockey Alberta and Hockey Canada have been fully exhausted, shall be deemed to be a violation and breach of these Policies and shall result in the immediate and automatic indefinite suspension of such member from all Club related games and sponsored or organized activities.
- c) Anyone taking action as noted in subsection b) above against the Club or its officers and directors or any other organization in Hockey Canada, including but not limited to the Club, Hockey Alberta and Hockey Canada, before exhausting all rights of appeal shall pay all expenses, including all legal fees on a solicitor and his own client full indemnity basis, incurred by the Club and/or its officers and directors, or any other organization to defend such action before any application for reinstatement will be considered.
- d) The Board claims the right to bar any expelled, or suspended Member from any or all facilities where the Club functions including where meetings, games and practices are taking place for a specified period of time as defined by the Board and/or a committee appointed by the Board for discipline matters.

- e) The Board, or if applicable, a committee appointed by the Board for discipline matters may suspend any Member or any Club team official who fails to comply with these Policies or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the Board or, if applicable, a disciplinary committee.
- f) Any Member in arrears for fees or assessments for any year shall be automatically suspended after the expiration of three (3) months from the end of such year, but may be reinstated upon paying the annual fee and/or assessments.

2.2.3 Privacy Policy

The Club has developed a Privacy Policy which describes the way that Club collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

2.3 **Membership Boundaries**

2.3.1 Description of Boundaries

The boundaries of the Club shall be all players who reside within boundaries of either SPMHA or Strathcona Minor Hockey Association (“SMHA”).

2.4 **Program Organization and Delivery**

2.4.1 Program Organization

To provide and operate in accordance with the directions, bylaws and policies of Hockey Canada, Hockey Alberta and the Club one or more of the following programs:

- (a) a minor hockey program consisting of the following categories, Novice, Atom, PeeWee, Bantam, Midget;
- (b) an initiation, tom thumb and/or Junior Female, program as determined by the Executive Committee from time to time.

2.4.2 Program Delivery

The minor hockey and junior hockey programs shall be presented in accordance with the Policies and Procedures of the Club. All programs shall be presented in accordance with the bylaws, rules and regulations of Hockey Alberta and Hockey Canada.

2.4.3 Referees

The Sherwood Park Minor Hockey Association Officials Association (the “**Officials Association**”) shall annually set its fees for services to be rendered to the Club. Payment of fees shall be made from time to time as agreed by the Officials Association and the Club.

2.4.4 Junior Program

The Female Junior A Program is designed to promote and encourage the development of the players’ hockey skills and attitudes toward sportsmanship, education, citizenship, fair play, and teamwork.

Guidelines

- (a) Coordination – the Junior Director shall coordinate Program.
- (b) Player Selection – If practical 50% of the players should be resident in the Association’s boundaries as defined by Hockey Alberta. Players are selected into the program by coaching staff under the authority of the Junior Director. Such selections are based on player’s age category, direct observation of demonstrated skills, estimates of future potential and perceived dedication to the program.
- (c) Under Age Players – Under age players require the approval of the Association President.
- (d) Over Age Players – Over age players are permitted in accordance with the rules and regulations of the Female Junior Hockey League.
- (e) League Participation – The Female Junior A team shall participate in the Hockey League as determined by Hockey Alberta. Any change in league participation requires the endorsement of the Executive Committee.

2.5 **Discipline and Conduct**

2.5.1 Discipline by the Club

The President and/or the Board shall establish a disciplinary committee from time to time for the purposes of determining disciplinary matters (the “**Discipline Committee**”). The Discipline Committee may suspend, expel and/or impose sanctions and conditions of participation on any Club Member, parent, player or team official who fails to comply with the policies, Bylaws and/or regulations of the Club, Hockey Alberta or Hockey Canada or whose conduct shall be deemed to be improper or unbecoming of a Member, parent, player or team official of the Club. All disciplinary matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the Officials Association, the North Zone Referee Committee and/or Hockey Alberta.

2.5.2 Disciplinary Process

The Discipline Committee will be established and the disciplinary process commenced by the Discipline Committee only after a written report is prepared by game officials, the Division Director, a Member or any other interested individual which written report must be received within ten (10) days of the incident by the appropriate Division Director or Vice-President.

The Discipline Committee will be made up of the Vice-President, Administration and at least two other Members of the Club, which may include Board members. The Discipline Committee shall establish the manner in which it will review and investigate the reported incident on a case by case basis, provided that in no instance shall any person be sanctioned without the opportunity to understand the allegations being made against such person and the opportunity to respond to those allegations.

Following its review and investigation the Discipline Committee shall notify any individual receiving sanctions of such sanctions including suspension and/or conditions of participation in writing. Any suspension imposed by the Discipline Committee shall, upon the Discipline

Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee.

2.6 Discipline by a Coach

Coaches in the Club shall be entitled to suspend summarily any player on their respective team for individual discipline problems. In the event the coach wishes to suspend such player for one full game, one full practice or more, the coach must first obtain the approval of the appropriate Division Director. Any suspension by a coach may be appealed to the Discipline Committee.

2.6.1 Immediate Discipline by President, Division Vice President or Division Director

- (a) Where suspensions occur due to rule infractions on the ice or during game time as required by Hockey Canada Rule Book, the Division Director must review the referee's game report and suspend in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Club as a minimum.
- (b) In addition to suspensions which occur or must be imposed automatically in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Club, the President, Vice President Development/Operations, or Division Director (in consultation with the President or VP Development/Operations) shall have the power to suspend summarily for a term not exceeding three (3) games, practices or combination of games and practices, any player, coach, manager, team official, parent or member for any breach of the Bylaws or regulations of the Club or for any conduct determined to be improper or unbecoming by the President, Vice President Development/Operations, or Division Director.
- (c) Any such suspension may be appealed to the Discipline Committee.

2.6.2 Appeals In General

- (a) No appeal operates as a stay of any suspension.
- (b) Any appeal by a player younger than eighteen (18) years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.
- (c) The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing.

2.7 Criminal and Intervention Record Checks

2.7.1 Criminal Record Checks

All Club team officials (including coaches, assistant coaches, team managers, bench moms and trainers) shall be required by the Club submit their names to the RCMP for a Criminal Record Check. Criminal Record Checks will be completed by team officials on frequency as determined by the Board from time to time. All Criminal Record Checks must be submitted to the Registrar by

November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such has been completed. Criminal Record Checks shall be completed once every 3 years.

2.7.2 Intervention Record Checks

All Club team officials (including coaches, assistant coaches, team managers, bench moms and trainers) shall be required by the Club submit their names to Alberta Child and Family Services for an Intervention Records Check. Intervention Records Checks will be completed by team officials on frequency as determined by the Board from time to time. All Intervention Records Checks must be submitted to the Registrar by November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such has been completed. Intervention Record Checks shall be completed once every 3 years.

2.7.3 Criminal and Intervention Record Check Committee

- (a) The President and/or the Board shall establish a Criminal and Intervention Record Check committee (“**CRI Committee**”) from time to time to review the results of Criminal and Intervention Record checks arising from special circumstances. All information presented to and reviewed by the CRI committee will be held strictly confidential.
- (b) The CRI Committee as a whole, or any member thereof, shall speak to the team official respecting his or her criminal record to ascertain whether the nature of that team official’s criminal record poses any danger to children, based on the nature and circumstances of the criminal record, the length of time since the record came into existence, the team official’s marital status, work experience, and any other relevant information.
- (c) A CRI Committee decision that any team official poses a danger to children will result in immediate suspension of that team official’s role as a team official.
- (d) The team official can appeal a suspension imposed by the CRI Committee, to the Board, by giving notice to the Board within seven (7) days of the date of the suspension. Such appeal shall be heard by the Board at its next regularly scheduled meeting following the date of receipt of the appeal or, at any emergency meeting which may be called in accordance with the Bylaws of the Club, if applicable.
- (e) At his or her option, the team official shall have the opportunity at such Board meeting to address the Board prior to a decision being rendered.

2.8 Financial

2.8.1 Finances

The Club shall attempt at minimum to attain a balanced budget during each fiscal year with revenue arising from registration fees, grants, fundraising initiatives and sponsorship programs. The Club may also maintain an overall surplus in a substantial amount to allow for capital projects, unexpected decrease in revenues, unexpected increases in expenses or such other goals as established by the Board from time to time.

2.8.2 Maintenance of Adequate Records

The Club shall at all times maintain and have available for review by its Members, at reasonable times and upon reasonable notice, adequate financial records and shall ensure that the books, accounts and records of the Club are audited at least once each year by a duly qualified accountant.

2.8.3 Fiscal Year End

The fiscal year end of the Club shall be April 30th in each year.

Part 3

Executive Operations

3.1 Board

The Board shall ensure that the business and affairs of the Club are conducted in accordance with the *Societies Act* (Alberta), the Bylaws of the Club, and the policies and procedures that are enacted by the Board from time to time. In general, the Board supports a position transparency by its Members and shall give full consideration to the affairs brought to its attention by any officer or Member. The Board is responsible to the Members and players of the Club and has full control and management of the Club and for the administration of a female hockey program in the County of Strathcona, within the limits established in the Bylaws of the Club.

3.2 Policies and Procedures of the Board

3.2.1 Board Responsibilities

The Board shall:

- (a) determine the general policies and procedures with respect to the organization, management, administration and operation of the Club, the conduct and appointment of any director, team, official or player, the function and appointment of any committee, and any other matter which the Board deems necessary;
- (b) operate the hockey program at all levels defined in section 2.4;
- (c) provide for the development of players and coaches;
- (d) make rules respecting the registration of players and players' access to programs operated by the Club on a fee for service basis;
- (e) address all matters presented to the Board by the Members and players of the Club.

3.2.2 Meetings

- (a) General Meetings of the Board

Meetings of the Board shall be as determined by the President and held on a regular basis to ensure the efficient operation of the Club and unless otherwise directed by the Board. There shall be at minimum one Board Meeting every 45 days as per the Bylaws.

(b) Meetings by Telephone

A member of the Board may participate in a meeting of the Board by means of such telephone or other communication facilities that permit all persons participating in the meeting to hear each other and the member participating in such a meeting by such meeting shall be deemed to be present at the meeting.

(c) Special Meetings of the Board

The President may call a special meeting of the Board when he or she deems it necessary and shall call a special meeting of the Board within ten (10) days of receiving a written request, signed by at least 50% of the members of the Board, and in both cases such special meeting shall be on no less than 2 business days' written notice which written notice shall be given by the most efficient means, including by email to the email accounts given to the Secretary as members' preferred method of electronic correspondence. No subject shall be discussed or considered at any special meeting except that specified in the notice (unless otherwise unanimously agreed to by the entire Board (including Board members not present at the special meetings)).

(d) Conduct of General and Special Meeting

(i) Rules of Operation

Save as specifically stated otherwise in the Bylaws of the Club or as otherwise specifically provided in these policies and procedures, the meeting shall be conducted in accordance with Roberts' Rules of Order.

(ii) Order of Business

The order of business at any general meeting of the Board shall be as follows:

- (a) Approval of agenda;
- (b) Approval of minutes of previous regular and/or special meetings;
- (c) Reception of visitors;
- (d) Matters on the agenda;
- (e) New business;
- (f) Committee reports if appropriate;
- (g) Executive reports;
- (h) Adjournment

If there are agenda items which require specific Board members to be present, and such Board members are not present, the Chairman of the meeting shall immediately have these items tabled. If at the end of all other business, these Board members are still not present, those items shall be tabled until the next Board meeting unless the Board otherwise directs.

The agenda shall be prepared by, or at the direction of, the President including such items as are brought to the President's attention for inclusion on the agenda prior to its distribution. The agenda will be distributed to all Board members at least two (2) days prior to the meeting.

(e) Minutes

The minutes of all Board meetings shall include a record of visitors who attended, the name of the proposer and seconder of the motions considered, their disposition, members who wish their name recorded, a summary of verbal reports, and written reports as attachments. The minutes of each meeting shall be distributed prior to the next meeting.

(f) Voting

(i) Every member present shall vote on every matter unless he or she chooses to abstain, or is excused by resolution of the Board from voting on a specific motion, or is disqualified from voting by reason of a conflict of interest as contemplated pursuant to subsection (iii) below.

(ii) At all meetings of the Board, every motion shall be decided by a majority of votes cast on the motion, except as otherwise set out herein or in the Bylaws of the Club. In the case of an equality of votes the Chairman of the meeting shall not be entitled to a second or casting vote in addition to his ordinary vote, and the question shall be declared defeated.

(iii) No Member of the Board shall vote on any question:

(a) Affecting a private company in which he or she is a shareholder or in which his or her spouse is a shareholder;

(b) Affecting a public company in which he or she or his or her spouse holds in excess of one (1%) percent of the voting shares;

(c) Affecting a partnership or firm of which he or she or his or her spouse is a member;

(d) Respecting a contract for the sale of goods, merchandise or services to which he or she or his or her spouse is a party;

(e) Affecting the placement of any player to whom he or she is directly related; and

(f) Affecting the discipline of any player, coach, assistant coach, manager or other Member to whom he or she is directly related.

Any Member excluded by virtue of the above shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question. At the discretion of the President, such Member may be asked to leave the room during the Board discussion relating to such question.

(iv) No absentee voting, by proxy or otherwise, shall be allowed.

(v) A member of the Board may request that his or her vote be specifically recorded in the minutes.

- (vi) The Chairman of the meeting shall not be entitled to vote on any issue during a meeting except (i) when the vote is by ballot, or (ii) whenever his or her voice will after the result.
- (g) Motions
- (i) Subject to agenda requirements, each member of the Board shall have the privilege of proposing motions for consideration by the Board. Each motion must have a seconder before it will be submitted to the Board for consideration.
 - (ii) The Chairman shall rule on the validity of any question in terms of order. If a motion is ruled “out-of-order” by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling.
 - (iii) On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate, however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
 - (iv) No member shall speak more than twice to the same question, only once to a question of order and no longer than five (5) minutes at any one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
 - (v) A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against.
 - (vi) Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted.
 - (vii) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes, and business shall proceed as if the motion had never been proposed, provided that another member present may substitute his or her name for the proposer’s name in which case the motion shall not be withdrawn.
- (h) Amendments
- (i) Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.
 - (ii) An amendment, if accepted by the proposer of the original motion and its seconder, becomes part of the motion, and is not recorded separately in the minutes.
 - (iii) When an amendment is not accepted by the proposer and seconder of the original motion, all debate shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.
- (i) Decorum
- (i) In debate, a member shall confine comment to the motion.

- (ii) The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not malign the motives of a proposer or other member during debate.
- (iii) A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points.
- (iv) Calling for the motion may be ruled out of order by the Chairman if, in his opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

(j) Signed Resolution

A resolution signed by all members of the Board shall be as valid and effective as if it had been passed at a meeting of the Board, duly called and constituted.

(k) E-Motions

The Board may consider motions by email, provided such motion does not include an amendment or change to any policy of the Club and such motion is such that it could not simply be considered at the next regularly scheduled meeting, upon the following terms:

- (i) Any member of the Board of the Club may circulate a proposed motion for consideration for the Board to the President.
- (ii) If the President agrees that the motion is suitable for consideration by email based on this policy the motion will be circulated by the President or Secretary to all members of the Board to the email account they have given to the Secretary as their preferred method of electronic correspondence.
- (iii) If the President disagrees that the motion is suitable for consideration by email it shall be considered at the next regularly scheduled meeting of the Board.
- (iv) In the proposed e-motion, it must state how long each member of the Board has to respond to the proposed motion, with a minimum time of 2 days.
- (v) The proposed e-motion must then be seconded by another voting member of the Board by email for it to be properly considered.
- (vi) Each voting member is then afforded the opportunity to respond with their vote and/or add comments they wish to make with regards to the proposed e-motion.
- (vii) At the conclusion of the voting period specified in the e-motion, the results are to be tallied by the Secretary and the results shared with the Board.
- (viii) A quorum of responses as set out in these policies is required for the vote to be considered valid. If an insufficient number of responses are received (failure to reach quorum), the motion cannot pass but shall be considered again at the next regularly scheduled meeting.

- (ix) Any such e-motion passed by email vote are then to be ratified at the next regularly scheduled meeting of the Board.
- (l) General Meetings for all Members
 - (i) The Club shall hold an Annual General Meeting once per year:
 - (a) The Annual General Meeting shall be held on or before on or before May 31 in each year. The agenda at the Annual General Meeting shall at minimum include the following:
 1. Election of Directors
 2. Establish Qualification of Members
 3. Approval of Financial Statements
 4. Bylaw/Policy Changes (if any)
 5. Executive Report
 6. New Business from the floor (if included on Agenda)
 7. Introduction of Incoming Executive
 - (ii) A quorum for any general meeting shall be 20 Members eligible to vote.
 - (iii) Notice of the place and date of a General Meeting, unless otherwise stated in these policies, shall be posted on the Club's website not less than 30 days prior to the meeting and shall remain posted to and including the day and time of the General Meeting.
 - (iv) In addition to the General Meetings set out above, the President may call an emergency or special meeting at any time, and/or shall do so upon a written request signed by at least 20 Members of the Club, provided at least 10 days' prior notice is given by being posted on the Club's website and remaining posted to and including the day and time of the General Meeting. When the meeting is requested in writing by the Members, such meeting shall be held within 30 days of receipt of the request.

3.2.3 Code of Ethics

The following codes of ethics apply to all levels of participation in the Club program – parents, players, coaches and other team personnel, and members of the Board of Directors. These are minimum standards of behavior which participants are expected to observe. Violation of the standards by a participant may lead to a review by the Club Board of Directors for subsequent exoneration, reprimand or expulsion.

Executive Committee and/or Board of Directors Code of Ethics

In relation to Club:

1. Members adhere to Club policy and seek to change policy through the proper channels of Club.
2. Members maintain the integrity of Club at all times, and do not participate in any activity which places Club in ill repute.
3. Members honor commitments made on behalf of Club.
4. Members do not divulge to the general public any item which may cause personal embarrassment or humiliation.

5. Members resign from the position immediately should they become unable to fulfill the duties or obligations of the position.

In relation to colleagues (other members):

1. Members do not criticize the sphere of another member except to that member or the President, provided that criticism or reports to the President shall only be made after the member has been made aware of the nature of the criticism to be leveled.
2. Members do not offer comment, or render opinions or decisions, with respect to operations not under their control, when speaking with the general public.
3. With respect to issues arising in the community, members will refer matters to the appropriate Board member in whose sphere of operation the issue falls.
4. Members do not undermine the confidence of the general public in other members.

In relation to Club membership:

1. Members fulfill the duties and obligations of their position to the best of their ability, always serving the best interest of ALL players registered with Club.
2. Members treat the general public with dignity and respect and are considerate of their circumstances.
3. Members do not use their position for personal profit or special treatment, or for the profit or special treatment of members of their immediate family.
4. Members do not use their position to influence placement of any player.
5. Members do not use their position to influence the selection of any coach or team official.

Parents' Code of Ethics

1. There can be only one coach on the team, and that person is assigned by Club. DO NOT attempt to be the invisible coach for your son/daughter. Doing so will only confuse your child, and this confusion will result in frustration for you, the coach and your child.
2. Do be supportive of your child. Praise not just scoreboard success but attitudinal changes, cooperation of teammates, toleration, forgiveness of mistakes, team play, personal skill improvements, and even discipline.
3. You are raising a child, not a hockey player; all of the life skills your children learn in this or any organized activity will help them become a better person.
4. If a dispute between you and team officials or administration occurs, handle the dispute with dignity and through the proper channels. Gossip, infighting, grudges, etc. are not examples of mature behavior to your children and are not useful in achieving a resolution to any dispute.
5. Handle disappointment, whether it occurs through disputes, your child's skill, officials and their decisions, placement on a team, etc. with dignity, maturity and common sense. No one wins all arguments, plays his or her best all the time, or agrees with every decision, but everyone can rise above the pettiness and selfishness which often exists in minor hockey.
6. **Playing hockey is a privilege, not a right.** Undesirable conduct or deliberate infractions of rules can result in disciplinary action, which may lead to the revoking of your membership in this organization.
7. Help your child's team, the officials, and the Board of Directors whenever and wherever you are able. Your support and much needed assistance very often means the difference between a rewarding, productive season and a mediocre, frustrating one.
8. No abuse or degradation of any form by our parents will be tolerated. Yelling, screaming or physical abuse is not a solution.

9. If not already completed in a prior year, one parent from each family is required to complete the Hockey Alberta Respect in Sport online course prior to December 15th, or your child will be removed from the team.

Players' Code of Ethics

1. Always strive to give your best. Pride, esteem and respect are just a few of the rewards you can expect from your teammates, fans and coaches if you attempt to be the best you can be.
2. Never belittle or condemn another player, coach or referee. Bad calls, missed passes, short shifts or any of the other frustrations which occur in organized sports are not valid reasons to hurt or abuse someone else.
3. Do not use foul language. If you can't make your point without swear words, then you should reconsider whether or not you have a point to make.
4. Fighting will result in disciplinary action.
5. Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.
6. No abuse or degradation of any form by our players will be tolerated. Yelling, screaming or physical abuse is not a solution.

Coaches' Code of Ethics

1. The good coach believes his job is to teach hockey, develop his players, and put a team of sportsmen on the ice for every game. The keys to successful coaching are **LEADERSHIP, COMMUNICATION** and **EXAMPLE**. The coach points out what is right or wrong, fair or unfair. He stresses cooperation with authority and respect for it. How he acts is more important than what he says. A coach who is fair, who respects authority and the efforts of his players, will have a team that works hard for him.
2. A coach tries to give his team the will to win. He wants them to know the pride of winning as individuals and team members. They must also know how to lose like sportsmen – **AND SO MUST HE!!** A team that plays like this earns friends and respect everywhere it goes and so does the coach.
3. Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
4. Our coaches must be responsible for their own behavior. They are leaders and teachers and their actions reflect upon our total program.
5. Our coaches must be well organized and prepared, both on and off the ice. Our Association works very hard to provide funding for practice and game ice. Coaches do not have the right to misuse or abuse it.
6. No abuse or degradation of any form by our coaches will be tolerated. Yelling, screaming or physical abuse is not a solution.
7. A coach or team official that is reported to be impaired by alcohol or drugs while in his official capacity with the team will be suspended for a minimum of the remainder of the hockey season.
8. REMEMBER, coaching is a privilege, not a right and careful selection is made by the Coach Selection Committee. Treat the position and responsibilities with respect.

3.2.4 Amendments to Policies and Procedures Manual

The Board shall have the power to rescind, alter, or add to these Policies by a special resolution which should be binding on all Members. Such a resolution shall be passed at any meeting of the Board by a majority of not less than $\frac{3}{4}$ of such members of the Board entitled to vote as are present

in person at such meeting, provided that notice of a special resolution is received by the President in writing at least 14 days prior to the day of the meeting.

3.2.5 Expenses

All members of the Board shall be entitled to reimbursement for reasonable expenses incurred while engaged in business approved by the Board. The President or Vice President Finance shall countersign all expense claims and ensure their validity.

3.2.6 Election of Officers to the Board

(a) Annual General Meeting

The Board shall be elected by the members of the Club at a general meeting held on or before April 30th each year. For clarity, the newly elected members of the Board shall assume their roles as of the meeting following the Election General Meeting. The incoming board member shall meet with the outgoing board member and brought up to speed with issues and responsibilities.

(b) Nominations

Nominations for positions on the Board shall be submitted to the Secretary no later than 7 days before the Election General Meeting.

(c) Committee Members

The Board shall be comprised of at least seven (7) members and may consist of up to a maximum of fifteen (15) members including the immediate past president, and the Presidents of both SPMHA and SMHA all of whom are entitled to vote on any issue before the Board. The Board shall also include the RIC (Referee in Chief) for Sherwood Park as a voting member of the Board. The elected members shall fill at minimum the following positions on the Board:

President
Vice President Administration
Vice President Development/Operations
Vice President Finance
Secretary
SR Divisional Directors – (Bantam and Midget)
JR Divisional Directors – (Novice, Atom PW)
Steele Director
Equipment Director
Sponsorship/Fundraising Director

Together with such additional positions as may be established by the Board from time to time, provided that in order to fill such positions in any year, notice of the positions must have been given in the notice for that year's Annual General Meeting.

Notwithstanding the list above, the Board may hire any person(s) required to ensure the proper day to day running of the Club, and in each case where the position is a paid position, such person(s) may attend Board meetings but shall not be a voting position.

(d) Should a vacancy occur, either because a position was not filled at the Annual General Meeting or because of a resignation during the year, the Board may appoint a member of the Club to exercise the rights and privileges of that position for the balance of the term of office.

(e) Suspension

Should any member of the Board without reasonable cause absent himself from 3 or more Board Meetings during a single term, the Board at the discretion of the President can vote on whether it is warranted to suspend such member from the Board and declare the position to be vacant and thereafter may appoint a member of the Club to exercise the rights and privileges of that position for the balance of the term of office.

3.2.7 Description of Board Positions....See attached schedule A.

3.3 Registration and Membership

3.3.1 Guidelines for Resident Players

(a) “**Resident player**” means a player whose parent(s) resides in a residence located within the membership boundaries of the Club.

(b) “**Import player**” means any player who does not meet the above residential requirement.

(c) For purposes of these residency guidelines a “**parent**” of a player is:

(i) either of his or her parents where both of his or her parents have a common residence or if there is only one surviving parent, such surviving parent; and

(ii) in the event that a player’s parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, the mother of the player; and

(iii) in the event that both of the player’s parents are dead, the person who the legal guardian of the player, provided that if there is no legal guardian, then the person who is in loco parentis to the player.

Resident players are entitled to register with the Club. The Club shall have discretion as to whether to accept Import players for registration and any such players must meet the requirements of Hockey Alberta

3.3.2 Registration and Payment of Fees

(a) Guidelines

(i) General registration fees will be established annually by the Board, including any late payment penalties. Fees, penalties and payment schedules/plans shall be as determined by the Board on an annual basis provided that any payment plans shall:

- (a) consist of not more than 4 payments,
 - (b) be completed by September 1st of the playing year and
 - (c) be supported by post-dated cheques at the time of registration..
- (ii) General registration shall take place for the coming playing year in May of each year.
 - (iii) The Registrar may, at their discretion, accept a registration without full payment of fees or otherwise in accordance with the generally defined payment plan where extenuating circumstances prevail and a revised payment plan is defined.
 - (iv) A family defaulting on a payment plan shall have all registrations for all members of such family declared immediately null and void and such players shall be immediately suspended from further play.
- (b) Refund of Fees
- Refunds for players withdrawing from the program will be paid, upon written application based on the following:
- (i) For the purpose of these clauses, the operation year shall be defined as the months of September through March of any season.
 - (ii) A minimum administration charge of \$100 will be deducted from all refunds.
 - (iii) Refunds made prior to any participation in tryouts will be 100% of fees.
 - (iv) Refunds made after participation in try outs, but prior to team selection, will be 75% of fees.
 - (v) In recognition of the fact that Club budget decisions are made based on registration numbers, which creates administrative and team issues for the Club if there are post-registration withdrawals, refunds made after players participate in try outs and withdraw after team selection will be 50% of fees.
 - (vi) Refunds made between October 1 – October 31 will be 37.5% of fees.
 - (vii) Refunds made between November 1 – November 30 will be 25% of fees.
 - (viii) From and after December 1st no refunds will be provided.
 - (ix) Notwithstanding the foregoing, in a case where, after tryouts begin, an injury occurs which may cause a player to miss the balance of the season, the player may apply for consideration of a refund and in such a case, the VP Finance, the Division Director and the Registrar may agree upon some refund amount, which must be then be approved by the Board of Directors.
 - (x) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- (c) Late Registration

Any player registering after July 15 may be levied a late payment penalty as established by the Board from time to time and will only be able to register subject to availability of space. There will be no discount of fees on any registrations made prior to November 1st. If a player registers after November 1st, the Registrar may use his or her discretion in determining what discount, if any, will be allowed however no registrations will be accepted after January 10th in each year without the permission of the Board in consultation with Hockey Alberta.

3.4 Financial Matters

3.4.1 Borrowing Powers

For the purpose of carrying out its objectives, the Club may borrow, raise or secure the payment of money, including the issuance of debentures. This power shall be executed only upon approval of the Board, and in no case shall debentures be issued without a resolution of the Members passed at a duly called General Meeting of the Members.

3.4.2 VP Finance

The VP Finance shall receive all monies paid to the Club and shall be responsible for the deposit of same in the Club's bank accounts. The VP Finance shall properly account for the funds of the Club and keep such books as may be required for this purpose. The VP Finance shall present a full detailed account of receipts and disbursements to the Board whenever requested (at least every 45 days at meetings of the Board) and shall prepare a statement, duly audited, which sets out the financial position of the Club for presentation to the members at the Annual General Meeting.

3.4.3 Audit of Accounts

The books, accounts and records of the VP Finance shall be audited at least once each year by a duly qualified accountant. The auditors shall be appointed by the Board.

3.4.4 Maintenance of Records

All financial records for the Club, including but not limited to records of any sponsorship and fund raising activities, shall be kept under the supervision and control of the Vice-President Finance and shall be kept and maintained in the offices of the Club.

3.4.5 Inspection of Books and Records

The books and records of the Club may be inspected by any Member of the Club at the annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Vice President Finance. Each member of the Board shall have reasonable access to such books and records.

3.4.6 Approval of Invoices

All invoices shall be approved by the Board member initially incurring the indebtedness and the VP Finance or the President and shall be detailed in the Financial Report presented to the Board at each meeting for approval. Invoices which would result in exceeding the budget for any category require approval of the Board. All invoices pertaining to the current fiscal year should be submitted

to the VP Finance no later than April 15th. If any invoice is not part of the annual budget it must be approved by the President or VP Finance. Should the expense exceed \$400 it must receive board approval.

3.4.7 Annual Budget

It is the responsibility of the Vice-President Finance to prepare the annual budget in consultation with the President and such other Board members as required.

The budget for the upcoming fiscal year should be prepared no later than May 31 and in any event prior to the start of registration for the next hockey season. The budget shall be approved by the Board at a regular meeting or special meeting called for that purpose. Copies of the budget will be available for distribution at the Annual General Meeting of the Club.

3.4.8 Signing Authorities

All bank accounts of the Club shall be under the control of the VP Finance and shall require the signature of any two of the President, Secretary or the Vice-President Finance.

3.4.9 Bank Account Name and Purpose

The Club shall maintain one or more accounts as determined by the Board from time to time.

3.5 Insurance

3.5.1 Requirements

The Club shall maintain in force the following policies of insurance:

(a) Hockey Alberta/ Hockey Canada Coverage

The Club shall maintain insurance coverage for all teams including team management, as available from Hockey Alberta including liability and accidental death and disability, liability for volunteers/team, and medical/dental coverage for all its Members, including players, referees, coaches, trainers, official members of each team, Club/League Executives and volunteers. For clarity, a volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid and does not include a parent or person who drives hockey players to and from a game, practice or other team function unless a premium has been paid.

Additional information concerning coverages and insurance claim forms shall be available thru the Division Director, and/or on the Club website. The VP Administration, relevant Division Director and Vice President shall be responsible for processing insurance claims. Copies of all insurance claims made shall be kept at the Club office.

3.5.2 Club Coverage

The Club shall also maintain insurance from time to time as determined by the Board which it deems reasonably necessary, but shall at minimum include insurance on equipment including jerseys, pucks and puck bags, goalie equipment, and other hockey equipment for fire loss, theft and robbery coverage as the Board shall deem appropriate from time to time, directors and officers

insurance and liability coverage for non-hockey operations in the minimum amount of \$2,000,000 including all coverage not specifically included within the Hockey Canada policy.

3.6 Public Relations and Social Media

3.6.1 Policy

The Club endorses the use of local media and the Club website for disseminating information to its membership and recognizing significant achievement. Advertising for Registration, any tenders, Election Meeting, Annual General Meeting, any special meeting shall be done by the Director Communications. Any material of a sensitive or controversial nature shall be referred to the President or Board for approval prior to publication.

3.6.2 Social Media

- a) The Club shall hold the Board and all of its Member, players, coaches and officials 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, harmful or malicious, in the sole opinion of the Board, to a team, the Club or an individual Member or player, or another association/Club, team, or player, regardless of whether such comment or remark was made through Club social media channels or through an individual's private social media channels will not be tolerated and may be subject to disciplinary action.
- c) The following are examples of conduct through social media and networking mediums that are considered violations of this Policy and may be subject to disciplinary action by the Club:
 - (i) Any statement deemed to be derogatory, malicious or detrimental to the welfare of a Member, player, team official, or the Club.
 - (ii) **Any form of bullying, harassment, intimidation or threat against players, Members or officials.**
 - (iii) Inappropriate, derogatory, racist, or sexist comments of any kind.
 - (iv) Any activity that is meant to alarm or misrepresent the fact or truth.
- g) All such offences may be dealt with by the Club in accordance with the disciplinary procedure set out in these Policies and the Club may involve applicable authorities if the Board deems appropriate.

3.7 Colors, Logo, Apparel and Supplementary Clothing

3.7.1 Policy

The Club's policy provides for a standard logo for all minor hockey Club teams to provide cost benefits for equipment purchases and for recognition of the Club teams. Supplementary clothing is permitted at the teams' option, provided that it must comply with the Club's logo, colors and designs.

All minor hockey teams within the Club shall ensure that all of the following items if ordered in any given year, regardless of who is paying for the cost of such items, shall only display the Club's approved logo, the player name and number:

- Team jackets (all types)
- Team hoodies (all types)
- Track pants/sweats
- Team Hockey bags (if used)
- Pant shells (if used)
- Pre-game warm up gear (shirts, short, sweats)

If companies provided sponsorship their logo may be added in a tasteful manner and in a manner secondary to the Club's logo. Sponsor logos may not be displayed on the front of a jacket or hoodie. Acceptable examples of sponsor logos include applying company logos on the back collar area, arm, lower jacket or lower back of the pant leg.

The following items shall still be in the Club's colors and designs but sponsor's logos may be used more prominently:

- Toques
- Ball caps
- Practice jerseys

Teams are required to have Board approval prior to using any color, design and or logo other than the Club logo to confirm appropriate application of this policy. These requests are to be made through the Division Director.

The Junior A hockey team shall have a distinct logo and colors as approved by the Club from time to time.

3.7.2 Supplementary Clothing

All supplementary clothing is purchased by parents as a matter of personal choice and as a team decision. No requirement is to be made by team officials regarding the purchase of supplementary clothing and no player shall be penalized for not participating in the purchase plan.

3.8 Fund Raising

3.8.1 Minor Hockey Policy

- (a) Fund Raising by the Club – The Board shall be responsible to establish all fundraising initiatives be undertaken by the Club during each season and shall coordinate with the applicable Division Directors.

- (b) Fund Raising by Individual Teams – individual teams may conduct ongoing fund raising activities provided the following rules are followed:
 - (i) the team clearly indicates that fund raising is being done for a particular team and not for the Club in general;
 - (ii) the team refrains from any fund raising activity that may conflict with any major fundraising activity undertaken by the Club (Tournaments, Raffles etc);
 - (iii) no team may charge admission to the public for attendance to its games without the express written consent of the Board, and
 - (iv) teams intending to conduct fundraising activities (i.e. Tournament or bottle drive) are required to provide this in the team budget and receive approval of the parents by a majority. The Club may request a statement of funds raised by any team.

3.8.2 Fundraising Restrictions

The holding of any fundraising activity which includes, or the sponsoring of any team function where, alcohol is served, including but not limited to pub nights, are STRICTLY prohibited and are not sanctioned in any way by the Club. The use of the Club logo and the SPS Fuzion name are not permitted. An exception to this restriction is that if the Club hosts an appreciation event for its volunteers, it may hold fundraising activities, such as, but not limited to, a silent auction or a raffle, in connection with such event.

3.8.3 Operation of Committees

The Board may from time to time appoint committees or sub-committees, as it deems appropriate for the efficient operation of the Club, including without limitation, a coach selection committee and an evaluation committee.

The President shall be an ex-officio member of all committees.

3.8.4 Reporting of Incidents

Damage and/or injury incidents that occur during hockey activities must be reported, as applicable, to Hockey Alberta and/or to Occupational Health and Safety.

Part 4

Operational Regulations – Minor Hockey Program

4.1 General

Notwithstanding any item contained in these regulations, all members of the Club (player, parent, coach, team official or team follower) are bound by the bylaws, policies, and procedures of the Club, Hockey Alberta and Hockey Canada. Should a conflict exist the Bylaws govern.

4.2 Registration of Players

4.2.1 With Club

All players must be registered with the Club and, unless alternative arrangements have been made with the Registrar by way of a payment plan, have fees paid before participating in any on-ice activity.

4.2.2 Team Sheets

All Club teams shall be registered on Hockey Alberta registration sheets or equivalent.

4.2.3 Affiliation

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. The needs of the Kings Club, Junior Female program and the Club's Hockey Program must be taken into consideration. The Division Directors shall complete affiliation forms in consultation with the coaches, and shall submit affiliation forms to the President and VP Operations and Development for approval and registration with Hockey Alberta.

With the approval of the Division Director, the appropriate Vice President and the President, an "affiliating team" may affiliate from the team one level below the affiliating team, within the same Division (Category) or may affiliate from a lower division.

4.2.4 Use of Affiliates

The goal of affiliation is to provide players with an opportunity to compete and develop at a higher level while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player's regular team before extending an invitation to the player or the player's parents directly to attend a practice, game or tournament. Coaches on the player's regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff or tournament game commitment. Coaches must allow the player to compete with the higher level team if there is no practice or game conflict.

Disagreements in participation in the affiliation process shall be escalated to the Division Director for a final decision.

Special consideration must be given to allowing a goalie affiliate to play on the higher level team where the lower team has 2 goalies. In circumstances where the higher level team has no available goalie and the lower level team has two available goalies, then the lower level team will permit the affiliated goalie to play with the higher level team.

4.3 Evaluations

4.3.1 All evaluations of the Club shall be conducted in accordance with the Club's Evaluation Policy, as such policy may be amended from time to time, which policy shall be posted on the Club's website.

4.3.2 In circumstances where a player registers after tryouts are completed and/or is injured or otherwise unable to participate in tryouts, the player will be evaluated by the Division Director and placed onto an appropriate team.

4.4 Selection of Coaches

4.4.1 Preliminary Selection

All head coaches and assistant coaches shall be selected in accordance with the Club's Coach Selection Policy, as such policy may be amended from time to time, which policy shall be posted on the Club's website.

4.5 Replacement

Coaches, assistant coaches, managers and other team officials are subject to replacement should the Discipline Committee so direct.

4.6 Coaches' Responsibilities – Hockey Program

4.6.1 Policy

Club head coaches in the hockey program, as chief team officials, are fully responsible for all of their teams' on-ice activities and team organized off-ice activities. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged, however, ultimate responsibility for these activities rest with the head coach. Supervision over delegated responsibilities is a necessary function of the head coach.

4.6.2 Guidelines

Coaches (including head coaches and assistant coaches) and team managers shall:

- a) be 18 years of age and older unless prior approval is provided by the Division Director;
- b) be responsive to directives of the Board and operate the team within established policy and guidelines, and pursuant to the Coaches' and Manager's manuals;
- c) ensure proper supervision of the team before, during and after all games and practices, and accept reasonable responsibility for the conduct, safety and well-being of their players;
- d) develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- e) comply with normal administrative directives by:
 - i) complying with established Club policies and procedures including player selection, cuts, tryout procedures;
 - ii) holding a parent meeting at beginning of season including implementation of an Emergency Action Plan.
 - iii) ensure that regulation protective gear is worn by players at all times as required by Hockey Canada regulations;

- iv) ensuring all Club equipment, including jerseys and goalie equipment, is properly maintained and returned;
 - v) submitting a budget to parents and selecting a treasurer who shall be responsible for submitting financial statements;
 - vi) providing fair ice time for all players.
- f) Obtain and maintain all certificates and qualifications as required by Hockey Alberta.

4.6.3 Zero Tolerance

As an organization dedicated to excellence, the Club strongly discourages the use and/or consumption of alcohol, controlled substances and/or illegal drugs by all of its team officials and players at all hockey related activities where minors are present. Alcohol, controlled substances and/or illegal drugs are destructive to the minds and bodies of athletes and are destructive to our objective towards a safe and fun environment. Failure to abide by this policy will result in disciplinary action pursuant to this policy.

4.7 Placement of Players on Teams and Player Movement

4.7.1 General Player Movement

Division Directors shall use all reasonable efforts to ensure that when there are multiple teams at any level, those teams are balanced and competitive for that level. This may involve moving players between teams after initial placements have taken place. While it is expected that such movement will be kept at a minimum, the Division Director's authority on this question is final (subject only to approval by the VP Operation/ Development). Division Directors shall attempt to have all movement finalized by November 15. Players will be placed on teams based on the current year's on-ice evaluation process.

4.7.2 Placement Consideration

- a) Final player placements will be at the discretion of the Division Director.
- b) Where appropriate, at the discretion of the Division Director, parent requests for siblings to participate on the same team will be honoured unless this results in a player being expected to participate at a level above or below her evaluated ability. A player may be moved down to play with a sibling as long as the player can reasonably participate at the lower level. A player will not be moved to a higher tiered team to play with a sibling.
- c) Except as set out in b) preceding, no parent requests for a player to participate above or below his evaluated ability level will be honoured.
- d) Some accommodation may be made for parental requests in respect of teams playing at the same level, but in all circumstances, ability and balanced teams will be the primary criteria for player placement and the Division Director's authority on this question is final.

4.7.3 Number of Players Per Team

The normal guideline for all Novice, Atom and PeeWee, is 15 to 17 players per team. This may be varied at the Division Director's discretion (in consultation with the appropriate Vice-President) depending on total players in any division. In no case, however, will there be a significant difference between levels.

The normal guideline for Bantam and Midget divisions is 19 players per team (17 players and 2 goalies). This may be varied at the Division Director's discretion (in consultation with the appropriate Vice-President) depending on total players in any division. In no case, however, will there be a significant difference between levels.

4.8 Goaltenders

4.8.1 Pee Wee, Bantam and Midget

At the Pee Wee, Bantam and Midget levels, it is recognized that players may have made a conscientious decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time. In most cases, there will be two goaltenders on a team. If this occurs, players and parents must recognize that playing time will be reduced.

4.8.2 Atom

At the Atom level, it is recognized that some players may have made a decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time, but it is also recognized that at this level it might not be in the child's best interest to play goal on a full-time basis. Further, there are number of children who may wish to play goal on a part-time basis. Therefore, the following guidelines apply:

- a) Anyone who wishes to play goal should be given an opportunity to play goal in at least two practices and at least one game during the season and more often if practical.
- b) Any player who has made a decision to play goal on a regular basis should be encouraged to play a position other than goal from time to time. When this player is not the starting (game) goalie, then the player will play in a non-goalie position. Atoms teams are expected to only have one goalie dressed for each game, unless approval of the Division Director is granted in advance.
- c) No one player should be allowed to play goal for more than 50% of all games played, unless team circumstances require and approval of the Division Director is granted.

4.8.3 Novice

It is the Club's policy that every player should be encouraged to play goal on a regular rotation basis. Therefore, the following guidelines apply:

- a) Each player who wishes to try the position of goal shall be provided the opportunity;
- b) No one player should be allowed to play goal for more than 30% of all games played unless team circumstances require and approval of the Division Director is granted.

4.9 Ice Schedules

4.9.1 Overall Scheduling

Ice shall be allocated in a fair and equitable manner taking into consideration Hockey Canada Guidelines, curfew times, ice availability and such other factors as established by the Club from time to time.

4.10 Team Activities

No team shall have more than 18 activities (other than regularly scheduled games and practices) during a season unless approved by the Division Director and appropriate Vice President. Activities include, but are not limited to:

- a) practices other than regularly scheduled practice ice;
- b) exhibition games
- c) dry land training
- d) any other team organized activity whether voluntary or not.

A team must obtain the appropriate permit (travel or special events) for all activities not scheduled for them by the Club.

4.11 Abuse of Team Activity Limits

Coaches who exceed game and/or activity limits without the prior written consent of the Division Director and appropriate Vice President may not be eligible to coach the following year. Division Directors are responsible to ensure that coaches are aware of this policy.

4.12 Tournaments and Exhibition Games

4.12.1 Recognized Teams

Tournament and exhibition games are only permitted with Hockey Alberta, Hockey Canada and IIHF recognized teams.

4.12.2 Approval of League

The approval of the league must be obtained by teams prior to participating in exhibition games or out-of-town tournaments and the appropriate permits must be obtained. League games take precedence over Exhibition and Tournament games.

4.13 Game Officials

4.13.1 Home Games

The Club shall supply game officials for home games that are organized directly by a league that the Club is playing in. It is the responsibility of the Division Director to ensure that the referee coordinator of that division receives a complete schedule of games. It is the responsibility of the team manager to notify the Ref allocator if there are any changes.

4.13.2 Exhibition Games

Coaches or team manager shall arrange for officials to be present at exhibition games by contacting the referee coordinator for their division at the Officials Association. Teams shall be responsible to pay referees for exhibition games in accordance with the fee schedule agreed upon from time to time between the Club and the Officials Association.

4.13.3 Coaches Limitation

Coaches are not allowed to contact officials directly except in emergency situations where there are no assigned game officials at the arena at the time of a game. In these circumstances, the coach shall advise the applicable referee assigner after the game.

4.14 **Underage Player Movement Policy**

Hockey Canada programs and divisions are intended to focus on the overall quality of the hockey experience. Each age division has pre-defined goals and recommended focus areas of development. As a player moves through each age division, skills and knowledge learned in the earlier division are built upon in a systematic manner. There may be times when an individual player significantly exceeds the skill level of their age group and are also superior in skill and ability to the next division. In rare circumstances like this, it may be beneficial to the player and the Club to advance a division even though they are “underage”.

Movement of such a player will be considered under exceptional circumstances. Parents who, after discussion with their player, feel that their child is an exception, may make an application under this policy to advance their child. Players making successful applications under this policy will possess the physical, psychological, social and educational maturity to match their superior hockey skills.

Criteria:

Applications will only be accepted for players meeting the following criteria.

- The player is entering the final year of the top level in the playing division.
- The player evaluates in the top 1/3 (or top 33%) of the highest ranked team(s) in the division in which they are applying.
- No advancement will take place when the higher age category is capped or has an established waiting list of players.

Process:

All steps in the process must be followed or the player will be considered ineligible:

- The player must register in their appropriate age category.
- Parents/Guardians must apply in writing to the Club President by Aug 15th.
- The application must be accompanied by a letter of reference from the previous year's coach.
- The player may be invited to be graded in the higher division and be assessed by the standards of that division. An additional fee of \$125.00 shall be paid to the Club prior to the start of tryouts.
- The player must grade in the top 1/3 of the highest level team(s) in the division.
- Where the above criteria or process steps are not met the player will move back and grade with their appropriate age division.

- Should the player make the team as an underage they will be monitored throughout the year and where, if in the opinion of the executive, playing at the higher level has negatively impacted the player, the player will be moved back to her age appropriate division.

Goaltenders:

- Goaltenders must meet all of the criteria listed above. In addition, they must be ranked as the top goaltender in the higher division.

General:

- Approval will only be granted for one year.
- Player cannot be affiliated by higher divisions or teams.
- Player must play on the top tiered team(s) of the division,

Exceptions:

In the event that a player is new to the Club it will be left to the discretion of the Division Director in consultation with the VP Player Development to decide whether the player will move up.

4.15 Over-Age Players

The Club will follow Hockey Alberta and applicable league prerequisites and application processes in determining Overage Player Movement. However, if the movement would not work with registration numbers at the lower level the application will not be considered.

4.16 Player Releases

In general, player releases are not granted in the event the Club has a team for the player. In the event that a release is granted, it is the policy of the Club to follow the Hockey Alberta guidelines for providing player releases.

4.17 Team Expenses

4.17.1 Team by Team

Each individual team shall establish a reasonable budget and be responsible for levying fees to team members sufficient to pay for the team's operations during the season. The budget shall be submitted by the coach and endorsed by 3/4 majority of parents. A copy of the endorsed budget must be given to the Division Director.

4.17.2 Appoint Treasurer

Teams are encouraged to appoint a treasurer (the treasurer's position may be combined with that of the team manager if desired). The coach should not be the treasurer. The team treasurer must submit the proposed team budget for approval no later than October 15th of the current hockey season. The treasurer is to provide a statement of income and expenses to all parents at the season mid-point and at the end of the season. A statement of final income and expense must be given to the Division Director no later than March 31st.

4.17.3 Respect in Sport Activity Leader

Each activity leader shall pay the cost of the Respect in Sport Activity Leader program, as required, but may submit the receipt for such payment to the team treasurer who shall collect all such receipts for the team, and shall submit them altogether to the VP Finance for reimbursement.

4.18 Special Event Permit (SEP) Requirements

- a) An individual 18 years of age or older holding an approved carded position (coach, asst. coach, etc.) on a Club, SPMHA or SPKAC team in the current season may assist on ice with ANY Club divisional team during an assigned practice. The assistance of the carded individual must be approved by the practicing team head coach and there must be no known or perceived personal conflicts with any minor player on the practicing team. The carded individual must be in good standing with their current team and said individual cannot assist while serving a suspension.
- b) A minor player (under the age of 18 years as of Dec 31st of the current season) in the divisions of atom, peewee, bantam or midget, holding an approved team card assignment with a Club, SPMHA or SPKAC team in the current season, may assist on ice during an assigned practice in the role of a “visiting coach” with an Club team under the following conditions:
 1. In the event the minor player is within 1 category of play of the team that they are assisting the minor player must be in **full equipment** (including helmet with face mask) while participating on the ice. No exceptions. (ie. Bantam assisting with Peewee). In the event the minor player is more than one category of play of the team that they are assisting the minor player must have helmet with face mask, gloves, skates and neck guard (ie. Bantam assisting with Atom).
 2. The minor player is acting in the role of a “coach” and as such must demonstrate maturity, a positive attitude and good behaviour at all times. The minor player must be cognisant that the players on the practicing team are younger & less skilled so attention must be directed to all players, not just a select few. There is no role for slap shots or other unsafe hockey skills.
 3. The minor player can only assist on teams that are at least one division lower than where they are currently playing. For example, a midget player can assist with bantam or lower division; a bantam player can assist with peewee or lower division; a peewee player can assist with atom or lower division.
 4. The assistance of the minor player must be approved by the practicing team head coach and there must be no known or perceived personal conflicts with any minor player on the practicing team. The minor player’s primary team games and practices must always take priority over assisting with another team.
 5. The minor player must be in good standing with their current team and cannot assist while serving a suspension.
 6. A maximum of **two** minor players may assist at the same practice.

In consideration of the Hockey Canada risk management procedures, it is critical that these processes are followed as detailed above and as in the Hockey Canada *Safety Requires Teamwork*

document. The use of a visiting coach or player is a privilege and misuse of this procedure will result in suspension of this process.

4.19 Cell Phones

Due to the potential for cellular phones to be used as a photographic or video device, their use is prohibited in all restrooms and locker room areas except for the sole purpose of listening to music. All cell phones not being used for listening to music should be turned off while in the dressing room and/or the team should make use of a bucket or bag to keep the phones safe until after the ice time.

4.20 Bench Moms

Teams at the Pee wee level and older shall have designated Bench Moms whose roles as follows:

The Head Coach will select a minimum of two Bench Moms to be added to the team's HCR. One Bench Mom must be present on the bench during all games. On a team where the Head Coach or an assistant coach is female, the requirement of a Bench Mom being on the bench during the game may be waived so long as the female coach is present on the bench.

In the event of a player injury, a Bench Mom must be present on the ice with the injured player. Male bench staff are free to attend to the injured player but only with a Bench Mom present. Once the player is taken to the dressing room, she may be released into the care of the player's parent.

4.21 Provincial Playdowns

All teams choosing to participate in Provincial Playdowns must make their intent known to the Division Director on or before November 15. Any participation in provincials is subject to approval by the executive committee. If teams are approved for provincials they will be approved on the basis that league games are first priority and may not be cancelled for Provincial Playdowns. Teams participating in Provincial Playdowns must reimburse Club for all Hockey Alberta fees charged in connection with such participation.

4.22 Reimbursement of Third Party Expenses

Teams will be responsible for reimbursing the Club for all amounts billed to the Club by third parties in relation to the conduct of the team, including, but not limited to, charges related to damage of property, repair of dressing rooms, clean up of dressing rooms and forfeiture of games.

SCHEDULE A
JOB DESCRIPTIONS

Section 3.2.6

The following is a description of the responsibilities of each member of the Board. It is not intended that this job description be all inclusive and in addition to the items described in the job description annexed, the member shall carry out such additional duties as are assigned or required from time to time by the President, appropriate Vice President or by the Board as a whole

President

- 1) Establishes, presides over, and organizes all executive meetings, general meetings and special meetings.
- 2) Receive all Club correspondence and distribute to the Board where appropriate.
- 3) Manages and guides the overall operations of the Club.
- 4) Provides leadership and guidance to all members of the Board in the completion of their responsibilities.
- 5) Acts as an ambassador representing the Club to all other Clubs, organizations, Members and the public.

Past President

- 1) The position and title designated to the immediate past president of the Club. The Past President has full voting rights and is eligible to sit on any established committee.
- 2) Provides background information/data/material on all matters currently before the Board and provides guidance and assistance to the President.

Vice President Finance

- 1) Manages the financial resources of the Club and obtains professional advice with respect to financial matters when deemed necessary including obtaining professional input and at times paid services with respect to the nature of the accounting records to be maintained by the Club.
- 2) Ensures all Club books and records are properly completed and arranges for an independent audit of the Club's financial records on a yearly basis as required by the bylaws. And presents Financial Statements at the Annual General Meeting.
- 3) Assists the Registrar with record keeping and financial matters.
- 4) Prepares a proposed budget for presentation to and approval by the Board for the upcoming year.
- 5) Overseas the operations of the Sponsorship Director

Vice President Administration

- 1) Is responsible for the following areas: Communications, Discipline, and Communications.
- 2) Responsible for updating Bylaws and Policies and Procedures as necessary.
- 3) Responsible for maintaining all insurance required by the Club.

Vice President of Programs/Hockey Operations

- 1) Coordinates Directors of Hockey Improvement-Coach & Director and Hockey Improvement-Player to identify, develop and standardize coach and player developmental development and implementation policies and systems for the Club.
- 2) Communicates and coordinates with Vice President Senior and Junior and the Divisional Director on implementation of standardized hockey development programs and processes
- 3) Actively involved in evaluation program and coach selection process and Divisional Directors to establish grading processes and coach selections in accordance with Club policies
- 4) Liaise with Referee in Chief and the SPMHA Referee Club for development and improvement activities for referees, in conjunction with the President

Secretary

- 1) Records and maintains a record of all correspondence received by the Club, and of the Minutes of all Executive, Special, General and Annual General Meetings. Including e-motions
- 2) Records, prepares and distributes copies of minutes to the Board.
- 3) Assists the President and directors in booking facilities for meetings.
- 4) Reports to President

Referee-In-Chief (RIC)

The RIC is elected every two years under section 3.2.5 of the SPMHA Policies. And shall automatically have the RIC position with SPS Fuzion Club.

- 1) Ensures that referees are adequately trained, supervised and assigned to only those games that they are capable of officiating at, for sanctioned Club games.
- 2) Maintains a current list of all qualified officials.
- 3) Serves as a liaison with Hockey Alberta and the North Zone Referees Committee on behalf of the Club on all referee related issues.
- 4) Provides advice on rule interpretations to the Board, Division Directors, coaches and others as required.
- 5) Conducts all aspects of the annual referees' clinic.

- 6) Reports to President

Registrar – is a non-voting member of the Board if hired by the Club.

- 1) Maintains all players and volunteers within the prescribed registration database including preparation of all player cards and team sheets for all teams within the Club. Acts as the liaison with Hockey Alberta on all player/volunteer registration matters.
- 2) Responsible for working with director communications for posting of registration times and fees.
- 3) Reports to VP Finance.

Director fundraising/sponsorship

- 1) Seeks out and acquires sponsorship and fundraising opportunities for the Club in consultation with the Vice President Finance and Divisional Directors.
- 2) Ensures all sponsorship and fundraising activities are properly organized, completed, and recorded including the recording of all financial matters related thereto.
- 3) Reports to VP Finance.

Director Communications

- 1) Ensures that news items submitted by Members of the Board of Directors are posted on the website or emailed to members, as required.
- 2) Create and post notices for various events (AGM, Registration, Coach Applications) on the website.
- 3) Coordinate, create, maintain and manage Website content.
- 4) Create and maintain website use policy and website advertising policy (if applicable).
- 5) Act as liaison with website provider.
- 6) Maintain association email information.
- 7) Reports to the Vice-President Administration.

Division Directors

There are two Divisional Directors. One for Novice, Atom and Pee Wee (Jr Director) and one for Bantam and Midget (SR-Director).

Each division Director is responsible for the organization, implementation, disciplinary actions and overseeing of the hockey program in their divisions in conjunction with the appropriate Vice-President. Including but not limited to:

- 1) Attend Club registration days and provide information to prospective participants and liaise with VP Operation and development to determine registration numbers and the number of teams

required.

- 2) Organize grading and placement of players on teams and assist in the appointing of coaches and communication with parents.
- 3) Ensure the distribution of ice for games and practices, at the request of the ice allocator.

Ice Allocator – is a non-voting member of the Board if hired by the Club or ice allocation may be provided by SPMHA to the Club.

- 1) Responsible for working with SPMHA to ensure all ice allocation needs are met.
- 2) Represent the Club with all leagues Club teams participate in to arrange for ice availability for Club teams.
- 3) Responsible to secure ice for tournaments and other events either through Club contract ice or to purchase or trade ice as needed.
- 4) Will act as the Club's liaison with the SPMHA in order to provide them with game and practice slots and to ensure payment is received for such ice usage.
- 5) May be responsible to direct divisional ice allocators in policies and procedures regarding the allocation of ice to individual teams.
- 6) Shall provide the Board an ice budget per division prior to the start of each season with as much details as is required by the Board to forecast ice availability and shall provide a closing summary of ice usage at the end of each season.

Equipment Director

- 1) Is responsible for all administrative matters respecting sweaters and socks supplied to teams by the Club including the purchase, repair, cleaning and distribution of sweaters to teams and the return of sweaters after each season.
- 2) Prepares sweater and sock budget for upcoming seasons.
- 3) Arrange for the repair, cleaning and purchase of sweaters and socks for the upcoming season.
- 4) Presents the Executive Committee with an opening inventory of sweaters and socks on or prior to the start of each season and a closing inventory of sweaters and socks following the conclusion of each season.
- 5) Establish policies and practices from time to time in relation to deposit requirements for sweaters.