



ST. ALBERT MINOR HOCKEY  
ASSOCIATION

POLICIES, PROCEDURES AND OPERATIONAL GUIDELINES

St. Albert Minor Hockey Association  
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[www.samha.ca](http://www.samha.ca)

Contents	
DEFINITIONS .....	3
SECTION 1 - SAMHA IN GENERAL .....	5
1.1 PREAMBLE .....	5
1.1.1 Governing Bodies .....	5
1.2 VISION.....	5
1.3 MISSION STATEMENT .....	5
1.4 PHILOSOPHY.....	5
1.5 VALUES .....	6
1.6 BYLAWS .....	6
1.7 COMMUNICATION.....	6
1.8 EXECUTIVE BOARD OF DIRECTORS (“Board”).....	6
1.8.1 Executive Board of Directors Operations.....	7
1.8.2 Administrative Powers and Duties .....	7
1.8.3 Conduct of Meetings.....	7
1.8.4 Video Conference.....	10
1.9 STANDARDS OF CONDUCT .....	10
SECTION 2 - ADMINISTRATIVE OPERATIONS .....	12
2.1 PLAYER REGISTRATION .....	12
2.1.1 Player Eligibility .....	12
2.1.2 Registration Requirements .....	12
2.1.3 Payment of Fees .....	12
2.1.4 Refund of Fees.....	13
2.2 PURCHASING.....	13
2.2.1 Authority to Purchase .....	13
2.2.2 Major Purchases.....	13
2.2.3 Public Tender (Applicable to purchases greater than \$15,000.00).....	14
2.3 MEDIA RELATIONS .....	14
2.3.2 Media Enquiries.....	14
2.3.2 Social Media .....	15
2.4 LOGO, COLOURS, SUPPLEMENTARY CLOTHING .....	15
2.4.1 Logo & Colours .....	15
2.5 EQUIPMENT .....	16
2.5.2 Jerseys and Socks .....	16
2.5.2 Team Equipment.....	16
2.5.3 Safety .....	17
2.6 SPONSORSHIP .....	17
2.7 FUNDRAISING.....	17
2.8 SCHOLARSHIP PROGRAMS .....	18
2.8.1 Christopher Rogers Memorial Midget Scholarship	18
2.8.2 Referee Scholarship .....	19
2.9 PRIVACY.....	19
2.10 INSURANCE .....	19
2.11 FINANCIAL .....	20
2.11.1 Expense claims .....	20
2.11.2 Approval of Invoices.....	20
2.12 ELIGIBILITY TO COACH .....	21
SECTION 3 - HOCKEY OPERATIONS .....	22
3.1 DIVISION CATEGORIZATION .....	22
3.2 LEAGUES.....	22
3.2.1 Junior C – NJHL .....	22
3.2.2 Community Novice to Midget Leagues .....	22
3.2.3 Intro to Hockey, Initiation and Novice Minor Leagues22	
3.2.4 Novice for the 2018/2019 playing season: .....	22
3.2.5 Novice team involvement in the Community and Interlock leagues are subject to team formation. ....	23
3.3 SAMHA GOVERNED LEAGUES AND RELATIONSHIPS WITH OTHER ASSOCIATIONS .....	23
3.4 ICE ALLOCATION .....	23
3.4.1 Changes to Ice Allocations .....	23
3.4.2 Ice Allocation for Peewee AA Teams.....	24
3.4.3 Ice Rentals.....	24
3.4.4 Outdoor Ice.....	24
3.5 LEAGUE GAMES .....	25
3.5.1 Timing Regulations .....	25
3.5.2 Team Officials .....	25
3.5.3 Playoff Games.....	25
3.6.4 Playing Rules for Novice Community .....	25
3.6.5 Rescheduling League Games .....	27
3.7 GAME SHEETS .....	27
3.8 TOURNAMENTS AND EXHIBITION GAMES .....	27
3.8.1 Local Tournaments.....	27
3.8.2 Body Checking .....	28
3.9 PERMITS .....	28
3.10 HOCKEY OPERATIONS.....	29
3.10.1 Duties of Directors .....	29
3.11 TEAM OPERATIONS.....	30
3.11.1 Duties of Coaches.....	30
3.11.2 Duties of Managers .....	31
3.11.3 Duties of Treasurers/Managing Team Financial Accounts.....	32
3.11.4 Duties of Players.....	32
3.11.5 Parent & Fan Responsibilities .....	32
3.11.6 Dressing Rooms.....	33
3.11.7 Team Rosters.....	33
3.12 EVALUATIONS .....	33
3.12.1 Player Evaluations .....	33
3.12.2 Assessment Guidelines .....	34
3.12.3 Player Selection Process .....	34
3.12.4 General Procedure for Drafting Teams Sequentially	35
3.13 PLAYERS.....	37
3.13.1 Affiliation .....	37
3.13.2 Player Releases.....	37
3.13.3 Player Acceleration .....	37
3.13.4 Player Ice Time .....	38
3.14 PROVINCIAL TEAMS .....	38
3.14.1 Participation in Provincials.....	38
3.15 COACHES .....	38
3.15.1 Coach Selection .....	39

3.15.2	Coach Development.....	39
SECTION 4 – GAME AND CONDUCT MANAGEMENT .....		40
4.1	RISK MANAGEMENT .....	40
4.2	CODE OF CONDUCT .....	40
4.3	Team Management and Supervision .....	41
4.3.1	Supervisory Responsibilities .....	41
4.4	ABUSE, BULLYING AND HARASSMENT.....	42
4.5	Responses and Remedies .....	43
4.6	INCIDENT REPORTS.....	43
4.6.1	Officiating Incident Reporting Policy.....	44
4.6.2	Coaches and Officials Shared Respect Initiative ...	44
4.7	ISSUES, CONCERNS, AND GRIEVANCES .....	44
4.7.1	Evaluation Issues Concerns and Grievances .....	45
5.0	DISCIPLINE .....	46
5.1.1	Discipline Committee .....	48
5.1.2	Appeals Committee.....	48
SECTION 6 – INCLUSION .....		50
APPENDIX 1 – DISCIPLINE/APPEAL FLOW CHART .....		52

## DEFINITIONS

(A) "Affiliated Player"	A Player referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division than the team in the Category/Division with whom the Player is registered.
(B) "Chairperson"	The person responsible for leading and overseeing the SAMHA Board Meetings and/or the Annual General Meetings. Unless otherwise specified prior to a meeting, the President will act as the Chairperson for the SAMHA Board Meetings and the Annual General Meetings.
(C) "Divisions"	Age category of hockey for girls and boys as of December 31: Intro to Hockey 4 to 6 and 7 to 12 year-olds Initiation 5 and 6 year-olds Novice 7 and 8 year-olds Atom 9 and 10 year-olds Peewee 11 and 12 year-olds Bantam 13 and 14 year-olds Midget 15, 16 and 17 year-olds Junior 18, 19, 20 and 21* years-old *with some restrictions
(D) "Edmonton Federation Hockey Council"	Body responsible for all hockey administered by the District.
(E) "EMHA"	The Association or the Edmonton Minor Hockey Association or Hockey Edmonton.
(F) "HCR" or "Hockey Canada Registry"	The electronic registration system used by SAMHA, Hockey Alberta and Hockey Canada to register all players, coaches and teams.
(G) "Hockey Alberta"	The Alberta Amateur Hockey Association or HA.
(H) "Hockey Canada"	The Canadian Amateur Hockey Association or HC.
(I) "Hockey Season"	The period beginning August 1st and concluding April 30th of the next calendar year.
(J) "Import Player"	A player who resides outside of the boundaries of SAMHA.
(K) "Ineligible Player"	Includes, without limitation: (i) A Player improperly registered with Hockey Alberta in contradiction of the Bylaws and/or Regulations of Hockey Alberta; (ii) A suspended Player; (iii) A Player not properly released in accordance with Hockey Alberta Bylaws and Regulations.
(L) "League Game"	A scheduled game in a League recognized by HA (including tiering games but excluding pre-season games, exhibition games).
(M) "Legal Guardian"	A person that is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.
(N) "Member"	(A) Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with SAMHA as per Hockey Alberta regulations; (B) Any coach, assistant coach or manager that is officially registered with SAMHA; or (C) Any volunteer who has previously been a Member of SAMHA under Article 1.01 (a) or 1.01 (b) and who is approved by the Board to be a Member. (D) Any person holding a position of on the Board of Directors; (E) Any registered player over 18 years' of age.

(O) "Officer"	The elected members of the Executive Board of Directors.
(P) "Parent Declaration Form"	The designated HA form used by Players whose parent(s) change residence in situations where the Player continues to reside with the parent.
(Q) "Raiders" or "Club"	Includes all Bantam and Midget teams designated as 'AA', Elite, and 'AAA'. The St. Albert Raiders Hockey Club, operating as its own entity and incorporated as a separate Society, manages all the Local Minor Hockey Association (LMHA) (St. Albert Minor Hockey Association) Alberta Development Model (ADM) male and female players, following The St. Albert Raiders Hockey Club By-Laws and Polices ( <a href="http://www.raidershockey.ca">www.raidershockey.ca</a> ).The President of the St. Albert Raiders Hockey Club will report to the President of the St. Albert Minor Hockey Association.
(R) "SAMHA"	The St. Albert Minor Hockey Association.

# SECTION 1 - SAMHA IN GENERAL

## 1.1 PREAMBLE

These Operational Policies, Rules & Guidelines outline the regulations under which SAMHA conducts hockey operations. All members of the Association, including players, parents, coaches, team officials, or team follower and fan; are bound by the Bylaws, Operational Polices, Rules & Guidelines and Regulations of the Association, Hockey Alberta and Hockey Canada.

- (A) All members of the Executive Board of Directors shall complete a comprehensive review of this document in its entirety every two years, within the timeframe of November 1st to January 31st, with completion falling on odd years (i.e. 2017). With approval of the President or Vice President, Hockey Operations (“HOC VP”), recommended policy changes may be brought forward to ensure compliance with Hockey Canada, Hockey AB, and/or bylaws and policies of the leagues’ in which SAMHA teams participate. In the opposite years to the in-depth policy review, other suggested policy changes will be considered upon approval of the President or HOC VP.
- (B) Administrative policies, defined as all administrative-related matters falling within the scope of the Executive Board of Directors, shall be effective the date the policy is approved unless otherwise stated.

### 1.1.1 Governing Bodies

As a condition precedent to membership in Hockey Alberta, the Association agrees that:

- (A) Hockey Alberta is the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to Hockey Canada;
- (B) It shall unconditionally obey and abide by:
  - i. the Bylaws, Regulations and policies of Hockey Alberta; and the Rules and the bylaws and regulations of Hockey Canada; and any amendments thereto as are in force from time to time; and
  - ii. it will abide by the interpretation of the Hockey Alberta Board with respect to such Bylaws, Regulations and policies of Hockey Alberta and the Rules and the bylaws and regulations of Hockey Canada, subject only to the rights of appeal as provided for by the bylaws of Hockey Canada.

## 1.2 VISION

The vision of the St. Albert Minor Hockey Association shall be to be recognized as the premier minor hockey association in Alberta.

## 1.3 MISSION STATEMENT

The mission of the St. Albert Minor Hockey Association shall be to provide a full-ranged hockey program to enhance the abilities of participants at all levels.

## 1.4 PHILOSOPHY

The philosophy of the St. Albert Minor Hockey Association shall be to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all participants.

## 1.5 VALUES

The St. Albert Minor Hockey Association shall value the game of hockey and strive to operate under a set of bylaws, rules and policies which ensures a fair and equitable hockey program that provides for the development of participants at all levels. The St. Albert Minor Hockey Association shall value its volunteers and staff. The association shall value a committee approach to the operation of the association and value open communication to members. Decisions shall be made by the membership subject to Board approval under the current bylaws, rules and policies of the association. St. Albert Minor Hockey.

## 1.6 BYLAWS

The Bylaws of SAMHA shall be available at [www.samha.ca](http://www.samha.ca) and at the SAMHA office for perusal by any member of the association. Bylaws can only be changed or amended by vote as outlined in the Bylaws at the annual general meeting of the association.

## 1.7 COMMUNICATION

The SAMHA website, as well as various forms of social media, will act as the primary form of communication and mode of broadcasting information.

## 1.8 EXECUTIVE BOARD OF DIRECTORS (“Board”)

The current positions on the Executive Board of Directors of SAMHA are, as stated below. To be qualified to be nominated for the position of President, Vice President, Hockey Operations and/or Vice President, Administration (“ADMIN VP”), one must have served a minimum of a two-year term as a voting member on the Executive Board of Directors.

After the AGM, if any position remains vacant, the Executive Board of Directors has the power to fill any of the vacant positions.

### (A) Executive Board of Directors/Officers:

- President
- Vice President, Administration (ADMIN VP)
- Vice President, Hockey Operations (HOC VP)
- Secretary
- Treasurer
- Communications and Member Liaison Director
- Sponsorship Director
- Intro to Hockey Director
- Initiation Director
- Novice Director
- Atom Director
- Peewee Director
- Representative Director
- Bantam Director
- Midget and Junior C Director
- Evaluation Director
- Development Director
- Female Advocate

## B ) Non Voting Executive Board of Directors Members

- SAMHA Administrator
- Registrar
- Referee in Chief
- Ice Allocator
- Grant Writer

The names and phone numbers of the persons currently holding the above positions are available from the SAMHA office and on the SAMHA website.

### 1.8.1 Executive Board of Directors Operations

The Executive Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act, Association Bylaws, and the Operational Policies, Rules & Guidelines that may be enacted by the Board from time to time. In general, the Board supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member.

### 1.8.2 Administrative Powers and Duties

(A) Executive Board of Directors shall:

- i. Determine the general policies with respect to the organization, administration and operation of the Association.
- ii. Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners.
- iii. Operate the hockey programs at all levels.
- iv. Provide for the development of players, coaches and officials.

### 1.8.3 Conduct of Meetings

(A) Order of Business

- i. The items of Business at any regular meeting of the Executive Board of Directors shall address the following:
  - Call to order
  - Roll call and reception of visitors
  - Approval of Agenda
  - Consent reports
  - Applicable Director reports
  - Requests for decision
  - Old Business
  - New Business
  - In Camera
  - Adjournment



- ii. If there are agenda items which require specific members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

(B) Guests

Executive Board of Directors Meetings are open to any SAMHA Member upon two business days' (prior to day of meeting) notice to the SAMHA Office. This will give the SAMHA membership the opportunity to attend the meeting. There will be a 15-minute period, minimum, at the beginning of Executive Board of Directors Meeting for questions from the general membership in attendance. Guests must submit, in writing, a minimum of 7 days prior, materials for review.

(C) Minutes

- i. The minutes of Executive Board of Directors meetings shall include a record of visitors received, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting.
- ii. The Board shall make minutes available to SAMHA Members upon request, 30 days after approval.
- iii. Minutes from board meetings held within 30 days prior to AGM shall be approved and made available 10 days prior to scheduled AGM.

(D) Voting

- i. Every Officer present shall vote on every matter unless excused by resolution of the Board from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to 1.9.3 v. below.
- ii. A quorum at any Executive Board of Directors shall be 11 of the elected voting Executive Board of Directors.
- iii. On any motion, being general, or changing of a policy, guideline, procedure and regulation, a majority vote, unless specifically stated, of the quorum shall pass the motion. The Chairperson shall only vote when a tie occurs, unless they are an elected voting member of the Executive Board of Directors.
- iv. Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A Member may demand a poll on any vote which vote shall then be counted by a written ballot.
- v. Members of the Executive Board of Directors shall not vote on any question:
  - a. Affecting a private company of which they are shareholders
  - b. Affecting a public company in which they hold more than one percent of the number of shares
  - c. Effecting a partnership or firm of which they are members
  - d. A contract for the sale of goods, merchandise, or services to which they are a party
  - e. On any question in which they have direct or indirect financial interest, except questions of general benefit to a class of which they are by statute necessarily members
  - f. Any question directly effecting the placement or discipline of any player to whom they are 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.

- vi. No absentee or proxy voting shall be allowed.
- vii. Recording: a member may request his or her vote to be recorded in the minutes.
- viii. Where the Executive Board of Directors has determined that an electronic vote is deemed appropriate or necessary, such electronic vote will be conducted and will be ratified at the next scheduled Executive Board of Directors Meeting.

(E) Motions

- i. Each officer shall have the privilege of proposing motions for consideration with no requirement of a seconder. Motions must be submitted a minimum of seven days prior to the meeting.
- ii. Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled “out-of-order” by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.
- iii. On any questions, officers 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 officer choosing to speak has had an opportunity to do so.
- iv. No officer shall speak more than twice to the same question (only once to a question of order) or no longer than ten (10) minutes at one time. No officer 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 they 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 Chairperson shall poll each officer 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.

(F) Amendments

- i. Each officer 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, becomes part of the motion, and is not recorded separately in the minutes.
- iii. When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

(G) Decorum

- i. The nature or consequences of a motion may be stated or condemned in strong terms. However, a Officer has the right to discuss the motives of a proposer or other member during debate.

- ii. A speaking member shall respect the Chairperson's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairperson on such points.
- iii. Calling for the previous question may be ruled out of order by the Chairperson if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

#### 1.8.4 Video Conference

An Executive Board of Directors member may participate in a meeting of the Board by means of video conferencing, that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

### 1.9 STANDARDS OF CONDUCT

These standards of conduct shall apply to all officers of the Association, whether elected or appointed, and shall specifically apply to Members of the Board of Directors and Division Coordinators. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which officers are expected to observe. Violation of the standards by an officer may lead to a review by the Board and/or the Discipline Committee for subsequent exoneration, reprimand and/or expulsion.

#### (A) In relation to the Association:

- i. The Officers shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- ii. The Officers shall maintain the integrity of the Association at all times and will not initiate or participate in any activity that will place the Association in ill repute.
- iii. The Officers shall honour commitments made on behalf of the Association.
- iv. On matters not yet finalized by Board, officers shall not divulge to members of the general public, items under consideration, and/or that contravene applicable privacy acts.
- v. The Officers shall resign from their position immediately if they become unable to fulfil the duties or obligations of the position.

#### (B) In relation to colleagues (other officers):

- i. The Officers shall not criticize the sphere of operation of another officer except to that Officer or the President. Criticism or reports to the President shall only be made after the Officer has been made aware of the nature of the criticism to be levelled.
- ii. The Officers shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public.
- iii. The Officers shall refer to appropriate Association Officer's issues arising in the community with respect to their sphere of operation.
- iv. The Officers shall not undermine the confidence of Association members in other offices.

(C) In relation to the membership

- i. The Officers shall fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association.
- ii. The Officers shall treat members with dignity and respect and are considerate of their circumstances.
- iii. The Officers shall not use their position for personal benefit, or for the benefit of immediate family members.
- iv. The Officers shall not use their position to influence the placement of any players.
- v. The Officers shall not use their position to influence the selection of any coach or team official.

## SECTION 2 - ADMINISTRATIVE OPERATIONS

### 2.1 PLAYER REGISTRATION

Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.

#### 2.1.1 Player Eligibility

The Association shall provide programs for players, aged 4 to 21 years of age, in accordance with our stated bylaws and policies set out by Hockey Alberta and Hockey Canada. Non-resident players are only admitted to the program under special rules established by leagues for non-resident players and under specific direction of the Executive Board of Directors.

#### 2.1.2 Registration Requirements

- (A) All players must supply proof of age as set out by the Registrar.
- (B) No registration will be approved until all fees are paid, or an approved payment plan is in place, and required documentation is received.
- (C) Completion of the Respect in Sport "Parent Program" by at least one parent of every player shall be a condition of their child's eligibility to participate on a sanctioned Hockey Team.

#### 2.1.3 Payment of Fees

- (A) All players must be registered with SAMHA before participating in any on ice activity.
- (B) General registration fees, special program fees and league surcharges will be established annually by the Executive Board of Directors. This will include any late payment penalties.
- (C) In general, payment of the full registration fee is expected at the time of registration. The Association may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan as follows:
  - i. Shall be approved by the Admin VP.
  - ii. Shall be immediately suspended if a payment is annulled.
  - iii. Shall have last installment payment paid by December 15th of the current hockey season
- (D) For Peewee, Bantam and Midget Teams designated 'AA', 'Elite' and 'AAA', additional team fees are mandatory to agree to and accept, as a condition of play in these division. These fees will be collected by each individual team.

- (E) Registrants will be charged applicable fees for NSF cheques or declined credit cards. The President, ADMIN VP and the SAMHA Administrator will review accounts and have the option to:
  - i. Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan.
  - ii. Revoke the registration

#### 2.1.4 Refund of Fees

Refunds for players withdrawing prior to October 1st, from the program will be refunded, upon written application to the SAMHA Administrator:

- (A) A \$50.00 service charge fee, according to the following:
- (B) No portion of the late registration fee will be refunded.
- (C) Players suspended for disciplinary reasons shall be ineligible for a refund of fees.
- (D) For players withdrawing voluntarily for personal reasons, the refund will equal the registration fee less a \$50.00 service charge fee, less 15% of the regular registration fee for each month they are still registered with SAMHA.

Example: registration of \$685.00 withdraws as of November 2:

Registration fee =	\$685.00	
	-205.50	October, November @ 15%/month
	-50.00	Service Charge fee
	\$429.50	Total Refund

- (E) No refunds will be issued after January 10.
- (F) There will be no refund issued until all equipment assigned to the player, parent or team is returned in satisfactory condition.
- (G) Tryout fees are non-refundable.

## 2.2 PURCHASING

The Board is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures.

### 2.2.1 Authority to Purchase

Authority to Purchase shall be through established budget or by vote of the Board following outlined procedures and policies.

### 2.2.2 Major Purchases

- (A) All major purchases from \$500.00 to \$7499.99 must be approved by the President and one Vice President.

- (B) Items and services valued between \$7500.00 and \$14,999.99 must be supported by two written quotations and approved by the Board.
- (C) Items valued greater than \$15,000.00 must be supported by public tender and approved by the appropriate committee. and approved by the Board.
- (D) Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved in the current budget.

### 2.2.3 Public Tender (Applicable to purchases greater than \$15,000.00)

#### (A) Notice to Tender

- i. Preparation of the “Request for Proposal” (RFP) is the responsibility of the Board Member or employee under whose budget the purchase will be made (e.g. purchase of jerseys is the Equipment Administrator). Notice to Tender shall be complete and detailed and must contain a deadline date for submission of bids.
- ii. Requests for Proposals will be approved by the ADMIN VP, President and/or HOC VP prior to publication.

#### (B) Awarding of RFP

Tenders will be awarded by majority vote of the appropriate committee. Factors to consider when awarding a contract shall include items pursuant to evaluation criteria established for that particular RFP.

#### (C) Changes and Amendments

Changes to, or authority to exceed the terms of the contract after it has been awarded, require approval of the applicable committee.

#### (D) Limitations

- i. Committee members are prohibited from submitting quotes verbally or by tender.
- ii. No committee member or employee shall solicit or accept gratuities, favors, or anything of value from potential and current contractors.

#### (E) Contract Extensions

The Board will hold the authority to renew contracts with a current supplier.

## 2.3 MEDIA RELATIONS

The Association shall endorse the use of local media and social media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the President. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the association. Any transgression is subject to disciplinary action.

### 2.3.2 Media Enquiries

The President will prepare all required Press releases and submit to the Secretary for media release as required by the Association. No member is authorized to speak on behalf of the Association as a whole, to any media outlet.

### 2.3.2 Social Media

The Social Media Guidelines are governed by the principles of the player, parent, coach (team official) and staff codes of conduct.

- i. SAMHA holds the entire SAMHA 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.
- ii. Comments or remarks of an inappropriate nature which are detrimental to a team, SAMHA or an individual will not be tolerated and will be subject to disciplinary action.
- iii. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including SAMHA, its players, members and supporters can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- iv. Use your best judgement at all times-pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- v. If requested to participate in an online network, as direct result of your affiliation with or participation in SAMHA, SAMHA recommends that you request approval through the Communications Director at SAMHA.

## 2.4 LOGO, COLOURS, SUPPLEMENTARY CLOTHING

SMAHA recognizes that a standard set of colours may provide for recognition of teams.

### 2.4.1 Logo & Colours

- (A) The SAMHA logos are as follows:
- the distinct S T A design
  - the Junior C logo
  - and the S.A.R.H.C Raiders Logo



- (B) SAMHA logos are restricted to official material authorized and approved by the Board. Team representatives must purchase apparel bearing the logo from approved Sponsors as outlined in section 2.6 Sponsorship.



- (C) SAMHA logos may not be altered without approval by the Board. Teams must bring proposed changes to their respective Director who will arrange to include this item on the next Executive Board of Directors Meeting agenda.
- (D) SAMHA colours shall be blue, white and gold, or as approved by the Board.
- (E) Logos can and will be supplied through SAMHA upon request.

## 2.5 EQUIPMENT

### Assigned Equipment

- i. Intro to Hockey: hockey jerseys and socks.
- ii. Initiation Novice/Atom: hockey jerseys and socks, goalie equipment for goalies, pucks, games sheets and first aid kit.
- iii. Peewee/Bantam/Midget: hockey jerseys and socks, pucks, game sheets and first aid kit.

### 2.5.2 Jerseys and Socks

- (A) The Association shall provide each team with numbered jerseys and suitable socks.
- (B) Jerseys that are required to be returned to SAMHA must be cleaned and inspected on a regular basis. It is recommended by the manufacturer, that the jerseys be cleaned periodically. Should jersey condition be compromised, that team will be responsible for replacement of the jersey(s).
- (C) Jerseys and socks are to be used for games only. Players should not be wearing the game jerseys for practices.
- (D) The SAMHA provided jersey and full gear must be worn in any picture taken for the SAMHA yearbook.
- (E) Once jerseys are assigned by the Equipment Administrator alterations to any part of the jersey i.e. Numbers, Cresting, etc. is prohibited; unless approved by the Board.
- (F) Name bars are permitted provided they are removed, prior to the return.
- (G) Third Jerseys: Teams are not permitted to use "third jerseys" for exhibition, league, tournament or provincial games.
- (H) All teams are required to submit a \$1,000 deposit cheque dated to February 1st of the current hockey season.

### 2.5.2 Team Equipment

Any equipment that is damaged or missing, has not been repaired by the time of the equipment return, will be fixed or replaced at the team's expense. All equipment must be returned in its entirety, cleaned and in satisfactory condition. Hockey socks, used first aid kits are not to be returned.

- (A) All lost or stolen equipment must be reported to the Equipment Administrator

(B) Equipment and Jersey Returns

(C) Goalie Equipment

- i. Where appropriate SAMHA will provide goaltending equipment to teams.

### 2.5.3 Safety

Parents shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with Hockey Canada requirements and/or Hockey Alberta.

## 2.6 SPONSORSHIP

- (A) SAMHA shall champion and encourage the building of strong relationships with, local businesses, corporations, SAMHA Alumni and individuals to sponsor and support SAMHA, teams and other activities.
- (B) SAMHA encourages members, players, and parents to support all businesses, corporations, SAMHA Alumni and individuals who support SAMHA.
- (C) Team officials are expressly prohibited, without approval of the Board in advance, from affixing team sponsors names, logos or other recognition to SAMHA provided jerseys.
- (D) Team officials are expressly prohibited, without approval of the Board from the application of the SAMHA proprietary logos on any clothing or merchandise purchased in relation to SAMHA; from non-approved vendors or suppliers.
- (E) The Sponsorship Director shall oversee the day to day administration of SAMHA's sponsorship activities and programs. The full duties of the Sponsorship Director are outlined within the SAMHA Bylaws.

## 2.7 FUNDRAISING

- (A) Fundraising activities shall be a team activity and responsibility.
- (B) Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- (C) All fundraising activity is to be documented, collected, disbursed and recorded as outlined under section 3.11.3, Team Financial Accounts.
- (D) Any refunds to parents or players are not to exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.
- (E) Excess fundraising is to be turned over to SAMHA at the end of the playing year. These funds may be designated for specific purposes, such as the Scholarship Funds, equipment expense, etc.
- (F) Teams are discouraged from seeking funding and additional sponsorship from current SAMHA sponsors. The list of current sponsors can be made available from the Sponsorship Director.
- (G) Sale or resale of SAMHA scheduled ice is strictly prohibited.
- (H) Teams are encouraged to fully utilize the fundraising opportunities which benefit SAMHA.

- (I) Certain activities, such as raffles, require approval and licensing by the Alberta Gaming & Liquor Commission (AGLC). It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and SAMHA is not penalized.
- (J) Teams are prohibited from using SAMHA's AGLC ID number for the purpose of obtaining a license as required by AGLC. All teams, with SAMHA approval, MUST obtain their own annual AGLC ID -number as outlined on the AGLC website ([www.aglc.ca](http://www.aglc.ca)). This number will be referenced within the team budget.
- (K) Use of the name, logo or other property of SAMHA for fundraising purposes requires the prior approval of the Board. Teams must bring proposed changes to their respective Director who will arrange to include this item on the next Board agenda.
- (L) These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.

## 2.8 SCHOLARSHIP PROGRAMS

SAMHA believes that a local hockey program is an important community venture that develops in young people many skills and attitudes for their future lives. With this belief in mind, up to two \$1000.00 scholarships annually may be available to individuals in the Midget Interlock program and one \$1000.00 scholarship for midget aged officials who will be continuing their education in a post-secondary institution.

- (A) Applicants for both scholarships must provide 3 character references, one from each of the following fields:
  - i. Education
  - ii. Hockey
  - iii. General character reference
- (B) Scholarships will be awarded at the spring AGM. Information about the scholarship, application and deadlines can be found on the SAMHA website.
- (C) Scholarship recipients must submit a receipt showing payment to a post-secondary institution to receive their \$1000.00 award.

### 2.8.1 Christopher Rogers Memorial Midget Scholarship

- (A) The scholarship will be awarded based on consideration of academic achievement, hockey dedication, commitment and coachability.
- (B) All Midget aged players are eligible to apply for a SAMHA scholarship, however, all applicants:
  - i. Must be a resident of St. Albert or within the boundaries contained in the SAMHA bylaws.
  - ii. Should have played in the system for at least 5 years.
  - iii. Should be in their High School graduation year.
  - iv. Must have demonstrated satisfactory attitude and effort in high school subjects.

- v. Overall ability in hockey, specifically in respect to sportsmanship, team play, attitude and dedication to the game.

## 2.8.2 Referee Scholarship

- (A) To promote increased awareness of the St. Albert Referees Association and SAMHA encouraging membership and on-going commitment to the St. Albert Referees program.
- (B) To foster long term active membership and participation in the St. Albert Referees Association.
- (C) Eligibility criteria:
  - i. The applicant must be graduating or graduated from High School and or already attending an accredited institution of higher learning.
  - ii. The focus of the scholarship is for all around student achievement, community involvement and participation in athletics, rather than solely based on academic performance.
  - iii. The applicant must be a resident of St. Albert or reside within the boundaries of the St. Albert Referees Zone.
  - iv. The scholarship is redeemable for accessing programs at any accredited institution of higher learning.
  - v. The applicant must be an active member in good standing of the St. Albert Referees Association for a minimum of three consecutive seasons.
  - vi. The scholarship can only be awarded once per applicant.

*Definitions to Section 2.8 reviewed August 24 ,2018*

## 2.9 PRIVACY

The Association complies with all provincially and federally privacy legislation as it pertains to the collection, use, retention, safeguarding, disclosure and disposal of personal information of prospective and current members, players, coaches, referees, managers and volunteers.

The Hockey Canada Privacy Policy can be accessed on the Hockey Canada website.

*Last review: 2016-12-03*

## 2.10 INSURANCE

- (A) All players, coaches, assistant coaches, managers, officials, officers, directors, committee members, and volunteers are covered under Hockey Canada's national insurance program while acting within the scope of his/her duties. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.
- (B) Members must refer to the Hockey Alberta website for specific coverage details

- (C) A Hockey Canada injury report must be submitted within 90 days of the occurrence to be eligible for this coverage
- (D) The association will not be responsible for actions emanating from participation in unsanctioned events at any time. Such unsanctioned activity shall automatically void all medical and liability insurance coverage offered as a part of the membership. The responsibility for determining whether or not an event is sanctioned rests solely with the participant.
- (E) SAMHA obtains Commercial General Liability Insurance annually. Teams participating in Hockey Alberta sanctioned events are covered under this insurance policy.
- (F) Only coaches, managers and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team (with the exception of the “Big Brother” program.
- (G) Violation of this policy puts the coach, parents and players of the team and the association at a high level of personal financial risk.
- (H) Violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation.
- (I) External providers running SAMHA supported programs, must provide proof of their own insurance to the applicable Division Director, prior to stepping on the ice.

*Last review: 2016-12-03*

## 2.11 FINANCIAL

The Association complies with all fiduciary responsibilities as outlined in the Canada Not-for-Profit Corporations Act. The Treasurer oversees SAMHA’s Financials. The full duties of the Treasurer are outlined within the SAMHA Bylaws.

*Last review: 2016-12-03*

### 2.11.1 Expense claims

Expense claims must be submitted by April 30, or as otherwise specified in the policies, of the hockey season for which the expense was incurred. All expense claims must be supported by receipts and approved in accordance with Section 2.11.2.

*Last review: 2016-12-03*

### 2.11.2 Approval of Invoices

- (A) All Board Members shall be entitled to reimbursement for reasonable expenses incurred while engaging in approved business of the association.
- (B) The President, Administrator, Treasurer, ADMIN VP and HOC VP will act as signing authorities
- (C) To be eligible for a reimbursement, an expense form must be completed and accompanied by detailed receipts.
- (D) An individual having a cheque issued to them personally cannot sign the cheque
- (E) All cheques must be signed by two (2) signing authorities as outlined in 2.11.2 (B)

- (F) When representing SAMHA in an official capacity, mileage expenses will be reimbursed in accordance with the current government of Alberta reimbursement rate and policies as posted on the Government of Alberta website. Mileage will be paid per driver, per vehicle.

*Last review: 2016-12-03*

## 2.12 ELIGIBILITY TO COACH

- (A) Any member of the Board shall not participate in any team or division decisions wherever there is a conflict of interest.
- (B) The Vice President, Hockey Operations will;
- i. Ensure coach interviews consist of a minimum of 3 4 non-conflict committee board members for all new coaches and coaches that he/she deems to require a formal interview process; and
  - ii. forward nominations/candidates to the Board for approval
- (C) A Head Coach or an Assistant Coach may not be ratified if:
- i. they are not a member in good standing.
  - ii. they do not have or are not able to get a valid CRC.
  - iii. they do not have or are not able to get the appropriate coach qualifications by the deadline outlined by Hockey Alberta.
  - iv. they have deliberately broken a SAMHA policy in the past.
  - v. it is obvious that their player's skill is below that of the level that they are applying to coach. Level of the player's skill will be determined by: The Rep Director, HOC VP, previous year's coach.
  - vi. they have numerous written and confirmed parent/player complaints.
- (D) all coaches who are not ratified will be provided with appropriate reasoning as to why they weren't ratified so that they can rectify/correct the reasoning so that they may coach again at some point.
- (E) A Division Director cannot take on the position of Head Coach for any team belonging to the Division in which they are responsible for.
- (F) A Board Member shall belong to a team's roster, as registered with Hockey Canada, for any team within the Association.

## SECTION 3 - HOCKEY OPERATIONS

### 3.1 DIVISION CATEGORIZATION

- (A) The Association supports a comprehensive hockey program for all registered players residing within established boundaries.
- (B) All players registered in the association play at the category and tier consistent with their skills and abilities. The difference between categories within a Division reflects varying abilities and skill levels of players for that particular year, who are at various levels of development.
- (C) Divisions: The leagues are split into major divisions for the purpose of administration, each with its own director
- Representative Division (Peewee AA)
  - Junior Division
  - Midget Division
  - Bantam Division
  - Peewee Division
  - Atom Division
  - Novice Division
  - Initiation Division
  - Intro to Hockey Division

*Last review: 2016-12-03*

### 3.2 LEAGUES

#### 3.2.1 Junior C – NJHL

SAMHA's Junior C team participates in the Noralta Junior Hockey League (NJHL) and shall abide by all bylaws, policies, rules and guidelines set forth by that league.

*Last review: 2016-12-03*

#### 3.2.2 Community Novice to Midget Leagues

- (A) The Board will determine the external league(s) in which teams will participate.
- (B) A tier system strives to ensure teams in a division are competitive with each other.

*Last review: 2016-12-03*

#### 3.2.3 Intro to Hockey, Initiation and Novice Minor Leagues

Intro to Hockey, Initiation, and Novice Community league teams play in SAMHA managed leagues, normally within the City of St. Albert

*Last review: 2019-04-02*

#### 3.2.4 Novice for the 2018/2019 playing season:

- (A) The St. Albert Novice Community League; or
- (B) The Edmonton Federation Hockey League (EFHL).

3.2.5 Novice team involvement in the Community and Interlock leagues are subject to team formation.

*Last review: 2019-04-02*

### 3.3 SAMHA GOVERNED LEAGUES AND RELATIONSHIPS WITH OTHER ASSOCIATIONS

SAMHA shall consider allowing teams from outside Minor Hockey Associations to participate in the Association's governed leagues, when it is determined that the requesting association does not have a sufficient number of teams to support a viable hockey program within their community.

- (A) Those Minor Hockey Associations shall provide SAMHA with ice and pay fees to participate in SAMHA as set by the Executive Board of Directors.
- (B) A tiering process shall be applied when applicable. A committee including the Division Director, and the Evaluation Director, or designate, will assign the team to a particular level and then evaluate the team's performance.

*Last review: 2016-12-03*

### 3.4 ICE ALLOCATION

The SAMHA Ice Allocator shall assign all ice for the association. Ice allotment will be modeled after Hockey Canada's Participant's Development Model which can be found on the Hockey Canada website. Other considerations such as fees paid, number of teams and available ice are also factored into ice allotment at each division level.

- (A) The SAMHA Ice Allocator allocates game ice to all as required by the external leagues to which they belong.
- (B) The SAMHA Ice Allocator schedules all Development League practices and games. Development League practices are held on shared ice sheets (half sheets) and are normally one-hour in length.
- (C) The Ice Allocator assigns practice ice to all Interlock Divisions based on shared (half sheets) ice sheets from Atom and below and full sheets to Peewee and above. Practice ice slots are normally one-hour in length.
- (D) SAMHA teams may choose to partake in exhibition games, additional practices and tournaments. The number and cost of these is set by each individual team.
- (E) Division Directors are responsible for ensuring all teams within that division are given an equal amount of "undesirable" practice ice (weekday 4-5pm; weekday/weekend 10-11pm; weekend 6-7am). Teams must use this ice as assigned.
- (F) The Ice Allocator may make direct contact with coaches with respect to ice schedules. All communication from coaches to the Ice Allocator, with respect to the regular schedule or practice ice, shall be channeled through the Division Director.
- (G) The Ice Allocator will report at the annual general meeting, the actual allocation of ice time for the Representative, Interlock and Development Leagues in the most recently completed season.

*Last review: 2016-12-03*

#### 3.4.1 Changes to Ice Allocations



- (A) Practice ice returns: SAMHA teams are expected to make every effort to use all the SAMHA ice allotted to them. All hours allocated, even those returned or rejected, may be counted in the total allotment for the division and/or team.
- (B) In cases where Ice has been assigned to teams and not used, SAMHA will invoice the team for 1.5x the cost of the ice. To avoid this fee, teams must provide written notice, via email to the Ice Allocator at least 21 days before the ice time they are unable to use. When teams are unable to use short notice practice ice (given to them with less than 21 days' notice), they will not be charged a no-show fee if they provide written notice to the SAMHA Ice Allocator within 72 hours of the ice time being allotted.
- (C) Coaches may trade conflicting practice ice with other SAMHA teams as long as the Division Director and the Ice Allocator are informed of the trade. Under no circumstances can any SAMHA team ask another team for money in return for a SAMHA ice slot.

*Last review: 2016-12-03*

### 3.4.2 Ice Allocation for Peewee AA Teams

- (A) Peewee AA Teams will be given an opportunity to purchase a weekly practice ice slot in St. Albert. The Board will determine the number of Peewee AA Teams and the price of the weekly "contract" practice slots prior to the start of the hockey season. The weekly "contract" price must be sufficient to cover costs of renting replacement ice from outside of St. Albert.
- (B) Peewee AA teams must pay for "contract" ice according to the payment schedule outlined on the invoice. Teams failing to make payments on time may lose their contract slot, at the discretion of the Rep Director and the HOC VP.

*Last review: 2016-12-03*

### 3.4.3 Ice Rentals

- (A) Ice deemed in excess of program requirements will be posted on the SAMHA website, or emailed to Division Directors, and sold to coaches on a first come first serve basis. Recognizing that the coach is ultimately responsible for the team, invoices for ice slots purchased by the team will be emailed to the coach only. Invoices must be paid in full within 14 days of the invoice date.
- (B) Failure to pay an invoice will result in the following:
  - i. All future ice assigned to the coach, either as practice or purchased, will be cancelled until the invoice is paid.
  - ii. All future ice purchases by the team will have to be paid in full in advance at time of booking.
  - iii. All coaches wishing to purchase ice after March 1st will be required to pay for the ice in advance.

*Last review: 2016-12-03*

### 3.4.4 Outdoor Ice

The use of outdoor ice available from the City for practice. Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, ice conditions and age and stamina of players.

## 3.5 LEAGUE GAMES

All games will end at the scheduled time regardless of the time started, unless rink attendants or on-ice officials indicate otherwise.

### 3.5.1 Timing Regulations

- (A) For teams participating in leagues outside of SAMHA's Development and Community Leagues, game length will be specified by the leagues in which these teams play.
- (B) Development League game times are typically as follows:
  - i. Intro to Hockey and Initiation
    - 1-hour ice slots
    - Non-structured, determined by Initiation Director through consultation with the Vice President, Hockey Operations
  - ii. Novice Community
    - 1-hour ice slots
    - Three-minute warm-up
    - Two 24-minute halves, runtime
- (C) When 5 minutes remain in the scheduled arena time, the game clock will be reset to 2 minutes. This 2-minute period will be played out under runtime.

*Last review: 2019-04-02*

### 3.5.2 Team Officials

- (A) Each team will supply one team official for the purpose of scorekeeping and timekeeping.
- (B) All scheduled league and playoff games will take precedence over all other team commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff positions.

*Last review: 2016-12-03*

### 3.5.3 Playoff Games

- (A) Teams participating in leagues outside SAMHA (i.e. Hockey Edmonton) will follow the respective league playoff rules.

*Last review: 2016-12-03*

### 3.6.4 Playing Rules for Novice Community

- (A) Game Setup
  - i. 4 vs. 4 format – plus each team with a goaltender.
  - ii. Each team is required to have two goaltenders, one for each half of the ice.

- iii. Each team will play two side games simultaneously within the game.
- iv. Rink set-up:
  - One set of barriers or two sets of barriers with a space in between for spare players.
  - Coaches may be required to ensure barriers are set-up correctly.
- v. Scores will not be recorded on the game sheet.
- vi. Both games are to be synchronized.
- vii. Officials and coaches work together to keep the games synchronized.
- viii. No timeouts are permitted.
- ix. Blue 4 oz pucks shall be used.
- x. One team per dressing room.
- xi. If there are fewer than four players on the bench, the active player designated to stay out for the following shift must tag up at the bench prior to continuing play.
- xii. There will be two face-offs during the game:
  - The first face-off will start the game.
  - The second face-off will start the second half.

#### (B) Shifts

- i. Player shifts are to be one and a half minutes in length. A buzzer or whistle will sound to signal line changes.
- ii. On the buzzer/whistle sounds, players must relinquish control of the puck immediately and vacate the ice. The new players enter the ice immediately.
- iii. Players change on the fly.
- iv. Failure to immediately relinquish control of the puck or new players entering the ice surface prematurely may result in a penalty (see below) for the offending team.

#### (C) Change of Possession

- i. Goaltender freezes the puck – the official blows the whistle to indicate the attacking team backs off out of the attacking zone and defending team gets possession.
- ii. Puck shot out of play – the offending team backs off out of the attacking zone and the official gives the non-offending team a new puck.

#### (D) Penalties

- i. Minor penalties are noted with the official briefly raising their arm to indicate a penalty will be assessed. At the conclusion of the shift, the official notifies the coach of the infraction and the number of the offending player.
- ii. If the offending team controls the puck after the infraction, the official blows the whistle and calls for a change of possession; the non-offending team is given room to play the puck (three-metre cushion).

- iii. The offending player will sit out the next shift, but the team will play even strength.
- iv. Should an infraction occur that would normally require a player to be ejected from the game (game misconduct, match penalty or gross misconduct), the player will be removed from the remainder of that game. Even under these circumstances, teams will not play shorthanded and game incident report will be required.

*Last review: 2019-04-02*

### 3.6.5 Rescheduling League Games

(A) When a team cannot play:

- i. Game changes are to be arranged based on the requirements of the league in which the team is playing within.
- ii. A SAMHA assigned practice slot may be used as a replacement slot. If a team is able to use one of their assigned practice slots and the opposing team is agreeable, the team must notify their Division Director, and Referee Assignor.
- iii. If the team cannot use one of their SAMHA assigned practice slots, they must contact their Division Director for assistance in finding an ice slot

*Last review: 2016-12-03*

## 3.7 GAME SHEETS

- (A) Copies of ALL game sheets and corresponding write-ups from League, Exhibition and Tournaments shall be delivered per the rules set out by the Division Director and/or the league in which the team participates.
- (B) Game sheets must be signed by carded team officials in charge of the team before commencement of play, thus verifying the eligibility of the players under their charge and also showing who is responsible for their conduct during the game.
- (C) If a team does not appear for a regular scheduled game, the team in attendance will fill out the game sheet, as noted above, have a referee sign same and return to respective Director, recording the score of 3 to 0 in its favor.

*Last review: 2017-02-25*

## 3.8 TOURNAMENTS AND EXHIBITION GAMES

Teams shall only participate in sanctioned or approved tournaments and exhibition games.

*Last review: 2017-02-25*

### 3.8.1 Local Tournaments

- (A) Teams and/or Divisions (groups of teams) may, on approval of the Director, and subject to ice availability as determined by Ice Allocator, organize other tournaments, above and beyond the regular season.
- (B) All excess funds available after individual team fees are reimbursed shall be returned to SAMHA.

- (C) Request for tournament sanctions must be submitted 4 weeks prior to tournament date. Allowing 10 days for approval. Amendments to sanctioned tournaments must allow for a 10 day turnaround prior to tournament start for approval.

*Last review: 2017-02-25*

### 3.8.2 Body Checking

- (A) Teams eligible for body checking at the Bantam and Midget levels will be defined by the applicable league regulations.
- (B) SAMHA non-checking teams shall not be permitted to participate in a tournament in which checking is permitted.

*Last review: 2017-02-25*

## 3.9 PERMITS

### 3.9.1 Travel Permits

- (A) Travel permits shall be required by teams travelling to tournaments or exhibition games outside of our zone.
- (B) All teams must abide by the permit requirements outlined within the league in which they participate.
- (C) Travel permit applications must be received at least three (3) working days prior to the event
- (D) Receipt of the Travel Permit MUST be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game.
- (E) SAMHA teams must have a copy of their Travel Permit with them at the game or tournament and place the Travel Permit number on the/each game sheet.
- (F) Travel Permits will ONLY be available through the SAMHA website.
- (G) Game sheets for exhibition games or tournament games MUST be forwarded to the SAMHA Office and Division Director within twenty-four (24) hours of the completion of the exhibition game or tournament. The Office Administrator must fax the game sheets to Zone 3 Discipline Chairperson within forty-eight (48) hours of the completion of the exhibition game or tournament.
- (H) Failure to comply with the Travel Permit regulations may result in a complete suspension of travel permits for any non-compliant team.
- (I) SAMHA Teams are responsible to ensure that any exhibition or tournament game played outside of Zone 3 is accompanied with a Travel Permit.
- (J) Team MUST also ensure that their opponent has the appropriate travel permit if required and that they have placed the Travel Permit number on the game sheet.
- (K) If the Coach cannot confirm if his opponent has the appropriate documentation, THE GAME MUST NOT BE PLAYED.
- (L) Failure to abide by the above instructions and rules will result in the following penalties:

- i. First offence, a two-game head coach suspension
  - ii. Second offence, a four-game head coach suspension
  - iii. Third and subsequent offences, an indefinite head coach suspension.
- (M) Travel permits are not required for re-scheduled league games or for practices outside our zone.

*Last review: 2017-02-25*

## 3.10 HOCKEY OPERATIONS

### 3.10.1 Duties of Directors

Directors report to the Vice-President, Hockey Operations. Duties specific to each Director are included in the SAMHA bylaws. General Responsibilities are as follows:

- (A) Supervise and manage their respective Division and League(s).
- (B) Participate in the selection of coaches in conjunction with the Vice-President, Hockey Operations.
- (C) Conduct an orientation session with their Coordinator and head coaches.
- (D) Coordinate the player selection process.
- (E) Distribute practice ice.
- (F) Coordinate with Equipment Administrator in the assignment and collection of equipment for teams.
- (G) Assess periodic financial reports from the teams in the division for submission to the Vice President, Hockey Operations.
- (H) Monitor and approve requests by teams to play in tournaments outside St. Albert.
- (I) Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Vice President, Administration.
- (J) Ensure Incident Reports are completed and a report of resolution is sent to the Vice President, Administration .
- (K) Prepare a season end report for the Division, including appropriate statistics and submits to the secretary in preparation for the AGM.
- (L) Collect and maintain all game sheets for the division.
- (M) Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions.
- (N) Shall initiate corrective action to address any concerns relating to management of team funds. Such action may include a range of activities as follows:
  - i. Meetings with team officials and affected parties

- ii. General meeting of team parents
  - iii. Meeting of the disciplinary committee
  - iv. Involvement of other board members, President, Treasurer etc.
  - v. Should the above informal activity not bring the problem to resolution, the matter will be reported to the Board who may elect to take other action as deemed necessary.
- (O) Forward formal complaints or requests related to Board Members, Coaches, Players, and/or parents to the Vice President, Administration.

*Last review: 2017-02-25*

## 3.11 TEAM OPERATIONS

### 3.11.1 Duties of Coaches

Association Head Coaches, as chief team officials, shall be solely accountable for all activities of their team. Coaches are expected to:

- (A) Attend mandatory coaches meeting(s).
- (B) Operate the team within established SAMHA policies and guidelines.
- (C) Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is expressly prohibited.
- (D) Establish regular communication with parents for information pertaining to games, practices, schedules, fund raising, etc.
- (E) Deal fairly with players at all times.
- (F) Ensure proper supervision of the team, before, during, and after all team activities and functions and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
- (G) Establish a written set of team rules, which must comply with SAMHA policy guidelines, and enforced equally on all players. The coach must abide by the team rules that are agreed to with the team, which includes arrival times for games and practices
- (H) Establish a development plan for the season, while encouraging and motivating players towards enjoyment of the game, team concept and skill development.
- (I) Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or Association.
- (J) Comply with normal administrative directives by: submitting, on schedule, a budget and financial statements to parents and their Division Director
- (K) All coaches shall hold a meeting of parents of players prior to the first league game. Items to be covered include:

- i. Proposed budget, including ice rentals and other purchases, total financial commitment.
  - ii. Number of games and practices planned
  - iii. Relevant items of Association policy
  - iv. All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision
- (L) Team structure shall include: Head Coach, Assistant Coaches, Manager, Treasurer, Parent Liaison. The coach is responsible for ensuring that these members know their responsibilities and SAMHA policies, rules and guidelines.

*Last review: 2017-02-25*

### 3.11.2 Duties of Managers

Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.

- A) In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.
- B) Assist with operating the team within established policy, guidelines and regulations.
- C) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained.
- D) Establish, maintain and enhance communication with the team sponsor.
- E) Establish, maintain and enhance communication with other Association team managers at the appropriate level.
- F) Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coaches delegate:
  - i. Gathering relevant player medical history data, and establishment of a medical treatment permission waiver
  - ii. Obtaining travel permits
  - iii. Organizing parent meetings
  - iv. Participating in formulation of team objectives and rules
  - v. Arranging team transportation, accommodation and sustenance
  - vi. Arranging for additional ice and cancelled ice to be used by another team
  - vii. Confirm team off-ice officials for home games (league or exhibition).



### 3.11.3 Duties of Treasurers/Managing Team Financial Accounts

Team budgets and financial accounts shall be a team activity and responsibility. SAMHA assumes no liability or responsibility in the management of team accounts. The association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

(A) This official, typically referred to as the Team Treasurer is responsible for the following:

- i. Preparing financial statements for team parents 3 times a year and are available at any time upon request.
- ii. Preparing financial statements for submission to the Division Director and Vice-President, Hockey Operations according to the following schedule:

<u>Period Ending</u>	<u>Submission Date</u>
October 31 (Initial Budget)	Within 7 days of established parent approved budget
December 15	December 30
Year End	April 30

- iii. Establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained and up to date at all times.
- iv. Providing, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financials is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.

Last review: 2017-02-25

### 3.11.4 Duties of Players

Players must comply with all Team, Association, League, Hockey Alberta and Hockey Canada rules.

Last review: 2017-02-25

### 3.11.5 Parent & Fan Responsibilities

Parents and fans must comply with all Team, Association, League, Hockey Alberta and Hockey Canada rules.

Last review: 2017-02-25

### 3.11.6 Dressing Rooms

It is the responsibility of the coach to ensure all players are included in both the pre-game and post-game hockey activities.

*Last review: 2017-02-25*

### 3.11.7 Team Rosters

(A) Only four officials per team will be included in the team registration. The cost of additional officials will be the responsibility of the team.

(B) At least one team official on the roster must be the same gender as any of the team's members.

*Last review: 2017-02-25*

## 3.12 EVALUATIONS

### 3.12.1 Player Evaluations

(A) Evaluations shall be held for all registered players. The Evaluation Director, in consultation with the Board, will establish and communicate the evaluation process annually.

(B) SAMHA's Objectives in the Evaluation Process:

- i. to provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions.
- ii. to ensure consistency in the evaluation process

(C) In Novice, this process is used to form balanced and competitive teams in each division.

(D) Restrictions only apply to late registrants who may be placed on a waiting list; if playing levels are determined as full by the Division Director and Vice President, Hockey Operations.

(E) The Evaluation Director, in consultation with the Board, will assess the need for external evaluators on an annual basis.

(F) The Midget and Junior C Director and Coach (for Junior C) will determine the evaluation structure and criteria to be used.

(G) All skate and scrimmage criteria will be given to each player at registration, and be posted on the SAMHA Website.

(H) Expectations

- i. Late cuts from Rep or Raiders Club can only be evaluated on as many sessions as feasible. The Division Director and the head of the particular level have the responsibility of assigning a rating to these players on as equitable a basis as possible. These players will not be guaranteed placement at any specific level within the interlock category.

- ii. Should a player miss the evaluation process due illness, injury or a family emergency, a committee including the Division Director, and the Evaluation Director, (or designate) will assess the player's performance and determine the level in which the individual may play. Input will be solicited from the coaches who may be involved. Depending upon when the player returns to hockey for the current year, external factors such as the number of players per team at each division must also be taken into consideration.

*Last review: 2019-04-02*

### 3.12.2 Assessment Guidelines

- (A) The guidelines for evaluations are provided in the Tryout/Evaluation and Team Selection Guidelines manual and are to be tailored to fit the particular needs of each category.
- (B) Players are evaluated by a team of evaluators. SAMHA's preference is to have non-coach evaluators whenever possible.
- (C) Under no circumstances will evaluation results be released to parents. The evaluation rankings will only be made available to the Rep Director, Division Director, Evaluation Director, President, HOC VP and coaches (for their draft pool only) involved in the draft process. These members must sign a letter of confidentiality stating that under no circumstances will evaluation results be released.
- (D) Tryout fees, if applicable, shall be established annually by the Board and collected at the same time as registration fees. There is no reduction in rep tryout fees for players registering late for rep tryouts.

*Last review: 2017-02-25*

### 3.12.3 Player Selection Process

- (A) In interlock categories for Atom and above, players are selected to teams using the Player Selection Process. It is the responsibility of the Division Director and the HOC VP (or designate) to ensure that the Draft Rules & Guidelines are adhered to.
- (B) Draft objectives:
  - i. To ensure that players have a reasonable opportunity to make a team appropriate to their ability as determined by the SAMHA Evaluation process.
  - ii. To provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
  - iii. To ensure that players will be chosen on the basis of the SAMHA Evaluation process only.
- (C) In Initiation and Novice Divisions, players are selected to teams by the Division Director and HOC VP (or designate). It is the responsibility of the Division Director and the HOC VP (or designate) to ensure that the following objectives are adhered to:

Team Selection Objectives:

- i. To ensure only eligible players are placed on teams on the basis of the SAMHA evaluation results only.
- ii. To ensure teams are balanced to best provide equal development opportunities for all players.

- (D) Parents who do not want their child to play for a particular coach are required to make this request before completion of evaluations. Such requests must include supporting rationale and will be held in the strictest of confidence. In the event that the coach selects this child in the normal process of the draft, the coach may be notified that a request has been expressed for the child not to be on that coach's team. Rationale stated in the request will, under no circumstances, be shared with the Coach.
- (E) Player assignment to teams is as follows:
  - i. In the case of teams being placed individually into a tier system, the teams will be drafted sequentially. Should two or more teams be placed into a league or a division, they will be drafted equally as per 3.12.4.
  - ii. The only people permitted to attend the draft process are those invited by the Division Director.

*Last review: 2019-04-02*

#### 3.12.4 General Procedure for Drafting Teams Sequentially

- (A) The Evaluation Director, in conjunction with the Vice President, Hockey Operations, will provide a player evaluation list to the Divisional Director of their applicable division.
- (B) The Coach(s) will only receive a list of those players that are eligible for their player selection pool (tier).
- (C) The player selection pool for Atom, Peewee, Peewee AA, Bantam will consist of, to a maximum, one and a half (1.5) times the required skaters to form a team(s) for the tier. For scenarios that arise that are not listed below, the 1.5 ratio is to be applied in a manner consistent with this policy.
  - i. If 30 skaters are to be selected (2 teams), the player selection pool will be a maximum of 45 skaters.
  - ii. If 45 skaters are to be selected (3 teams), the player selection pool will be a maximum of 68 skaters.
  - iii. If 18 forwards are to be selected (2 teams), the player selection pool will be a maximum of 27 forwards.
  - iv. If 12 defencemen are to be selected (2 teams), the player selection pool will be a maximum of 18 defencemen.
  - v. If 4 goalies are to be selected (2 teams), the player selection pool will be a maximum of 6 goalies.
- (D) The player selection pool for Midget and Junior levels will consist of all evaluated players.
- (E) The first 1/3 of the number of skaters required to form teams at the tier being selected must be selected first based on the top-down numerical ranking of skater scores on the evaluation list. For scenarios that arise that are not listed below, the 1/3 ratio is to be applied in a manner consistent with this policy.
  - i. If 30 skaters are to be selected (2 teams), the top ranked 10 skaters must be selected first, based on the evaluation list. As per paragraph (C), the total eligible draft pool would be 45 skaters. The last 20 skaters selected will be picked from the remaining 35 eligible skaters.

- ii. If 45 skaters are to be selected (3 teams), the top ranked 15 skaters must be selected first, based on the evaluation list. As per paragraph (C), the total eligible draft pool would be 68 skaters. The last 30 skaters selected will be picked from the remaining 53 eligible skaters.
  - iii. If 18 forwards are to be selected (2 teams), the top ranked 6 forwards must be selected first, based on the evaluation list. As per paragraph (C), the total eligible draft pool would be 27 forwards. The last 12 forwards selected will be picked from the remaining 21 eligible forwards.
  - iv. If 12 defencemen are to be selected (2 teams), the top ranked 4 defencemen must be selected first, based on the evaluation list. As per paragraph (C), the total eligible draft pool would be 18 defencemen. The last 8 defencemen selected will be picked from the remaining 14 eligible defencemen.
  - v. v. If 4 goalies are to be selected (2 teams), the top ranked goalie (1) must be selected first, based on the evaluation list. As per paragraph (C), the total eligible draft pool would be 6 goalies. The last 3 goalies selected will be picked from the remaining 5 eligible goalies.
- (F) Where appropriate, based on Division and tier, goaltenders will be selected separately from skaters. If, based on Division and tier, there are no players designated as goaltenders, the skater selection policy will be followed.
- (G) No player can drop more than one tier below their evaluated ranking
- (H) The selection of players by coaches will follow a “snake” style format.
- i. The order in which coaches will select a player will be determined by a random process (i.e. Coin flip).
  - ii. The last coach to pick in each round will be the first coach to pick in the next round. This will proceed until the teams are completed.
  - iii. If 2 teams are being selected and skaters and goalies are selected separately, the same coach shall not have the first choice in both skaters and goalies.
  - iv. If 3 teams are being selected and skaters and goalies are being selected separately, the coach who selects first in skaters shall select last in goalies and the coach who selects first in goalies shall select last in skaters.
  - v. If 3 teams are being selected and forwards, defencemen and goalies are being selected separately, each coach shall select first in one category, second in one category and last in one category.
- (I) Prior to the draft, each Head Coach will be able to designate 1 Assistant Coach. The player (child) of the Head Coach and the Assistant Coach must be on the list of players eligible to be selected at the tier being selected. The players are then automatically placed on the team as being drafted in the position of their evaluation list ranking. The round the Coach’s player is drafted in will be determined by the application of paragraph (H).
- (J) In reference to paragraph (E), a Coach(s) may request to the Divisional Director that they not have to select a player on the top 1/3 protected list. In making this request the Coach(s) must supply written reasons, oral is insufficient, to the Divisional Director justifying this decision. This must occur prior to the draft. The Divisional Director will then forthwith consult with a panel comprised of: The Divisional Director, the Evaluation Director, the Vice President, Hockey Operations and the President. The draft may be delayed allowing this to occur. The panel will review the reasons and either allow the player to not be selected or enforce paragraph (E) and place the player on the team. If the panel allows the player to not be selected, paragraph (G) still applies in full effect. The decision of the panel will be final.

- (K) The HOC VP is responsible to ensure this policy is adhered to by the Divisional Directors.
- (L) Notwithstanding the foregoing, it is the responsibility of the Divisional Director, in conjunction with the VP of Hockey, to ensure the teams drafted at a given tier are drafted fairly. The Divisional Director and the VP of Hockey may adjust the rosters of teams to ensure overall fairness in the process. If this is done, a panel including the Evaluation Director, Divisional Director, the Vice President, Hockey Operations and the President, must review and provide specific written reasons for the change. The decision of the panel will be final.

*Changes approved: 2018-08-20*

## 3.13 PLAYERS

### 3.13.1 Affiliation

The Board shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations.

- (A) Teams must adhere to all affiliation policies for the league in which they play.
- (B) At the discretion of the Division Director and Vice President of Hockey Operations, the last drafted team in a division may affiliate from a division below.
- (C) Players affiliating from a Non-Checking team to a Checking team must sign the applicable SAMHA [“Named Player Affiliation Agreement.”](#)
- (D) Players affiliating from a lower Division to a higher Division must sign the applicable SAMHA [“Named Player Affiliation Agreement.”](#)

*Last review: 2018-11-06*

### 3.13.2 Player Releases

See Hockey Alberta Regulation: SECTION “B” RELEASES

*Last review: 2017-03-27*

### 3.13.3 Player Acceleration

Under age players in the categories Initiation second year and above, shall be permitted to tryout for the category immediately above their age group, but must make the top team in the category for which they are trying out.

- (A) To clarify:
  - i. Underage players will only be considered if they are one year younger than the age Division they are applying to participate in;
  - ii. A formal application must be submitted prior to the Evaluations. The player’s Divisional Director, President and HOCVP or LMHA as applicable must support the request for an Underage Player Exception by providing the necessary Notification of Tryout Form;
  - iii. Along with the Notification of Tryout Form, the Player must submit a letter outlining the rationale for being considered as an Underage Player;
  - iv. No underage players will be granted a second try-out;

- v. An underage player approved for participation in Evaluations, must evaluate in the top third of skaters by position; i.e. The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the team in question.
- (B) If the player cannot make the top team in the category for which they are trying out, they must return to their appropriate age category.
  - (C) The player trying out as an underage player must be eligible for the draft pool in the category for which they are trying out, (rank in the top third of players, by position, in the entire pool). This eligibility will be determined with input from the evaluators, the Rep Director, or Raiders Director (Bantam and Midget), and the coach(s). The final decision on eligibility for the draft pool will be made by the coach(s) and the appropriate SAMHA Director or Raiders Director. There is no appeal once the final decision is made.
  - (D) Parents wishing to have their child tryout as an underage player must get the written support of the SAMHA President and the approval of the SAMHA Director at the appropriate categories, the Raiders Board at the Bantam and Midget AA/AAA categories, as applicable, and sign an acceptance of this policy in advance before their child may tryout.

#### 3.13.4 Player Ice Time

Coaches shall give equitable playing time to all team members. There may be variations on the implementation of this depending on factors including level of team, discipline issues, player health issues and/or suspensions.

- (A) Goaltenders:
  - i. Initiation can play a maximum of 25% of the games for the team.
  - ii. Novice can play up to 50% of their games. No player shall be refused to play goalie should they request an opportunity. Timing of this opportunity will be at the coach's discretion.
  - iii. Atom, Peewee, Bantam Interlock & Midget Interlock: Can play approximately 50% of the games for the team. Goalies are to be assured equal ice time.

Note: In Atom through Midget teams where there is only one designated goaltender, these rules will not apply.

*Last review: 2019-04-02*

### 3.14 PROVINCIAL TEAMS

#### 3.14.1 Participation in Provincials

- (A) SAMHA Provincial teams shall be determined annually by the Board.
- (B) Teams that are designated as non-checking, Community or otherwise, will not be permitted to participate in Provincial Championships where checking is permitted.

*Last review: 2017-03-27*

### 3.15 COACHES

### 3.15.1 Coach Selection

- (A) People wishing to coach must complete a coaching application by any published application deadline.
- (B) The committee selects coaches and presents a list of eligible coach names to the Board for approval. Notwithstanding, some positions may be filled year to year at the discretion of the Board. The following provisions apply:
  - i. the Division Director may at their discretion, discuss the tentative coach appointments with the perspective coaches to provide notice that they may be appointed coach, subject to the evaluation of their child for the level at which their child evaluates. With the exception of Peewee AA, under no circumstances will a potential coach be confirmed until evaluations are complete. Once evaluations are complete and amalgamated player scores indicate a parent coach's child qualifies in the eligible player pool, the parent may be confirmed as a coach by the Division Director.

*Last review: 2017-03-27*

### 3.15.2 Coach Development

- (A) SAMHA will develop coaches to Hockey Canada's National Certification Coaching Program (NCCP) levels and cover the cost of registration at all coaching, training and coaching related clinics for SAMHA members.
- (B) The Development Director will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction.
- (C) SAMHA will not cover any non-registration costs incurred while completing clinics (e.g. meals, mileage)
- (D) SAMHA will ensure that, by November 15 of the current playing year, Coaches are qualified at the minimum NCCP level required.
- (E) Prior to taking a course, Head and Assistant Coaches must;
  - i. Obtain Director approval prior to taking a course. Assistant Coaches must also obtain approval from the Development Director.
  - ii. Provide a copy of their receipt and course completion certificate along with the email confirmation to the office for reimbursement. SAMHA will not reimburse for courses registered/paid for and not attended. All three items must be submitted to the SAMHA office before the first Wednesday of December of the current season. There will be no reimbursement for Team Officials failing to meet this deadline
- (F) Any course above \$200.00 must also be approved by the Vice President Hockey Operations.
- (G) Coach Support Program: The Development Director will establish and maintain a coach support program for all levels. At the end of the Development Director's two-year term, s/he will provide an evaluation outlining the effectiveness of the current program.
- (H) Coaches on any hard card are approved for all coach's courses required of them. Any course not required must be approved by the division director.

*Last review: 2016-06-02*



## SECTION 4 – GAME AND CONDUCT MANAGEMENT

### 4.1 RISK MANAGEMENT

Risk Management includes identifying, assessing and eliminating or minimizing risks in an activity, in this case, minor hockey. SAMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta.

### 4.2 CODE OF CONDUCT

This code of conduct identifies the standard of behavior which is expected of all St. Albert Minor Hockey Association (SAMHA) members and participants, including but not limited to players, coaches, team officials, parents, guardians, spectators, volunteers, directors and administrators.

- (A) Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies.
- (B) All members and participants of the Association shall be respectful of other members, officials, parents, players, fans, team officials, volunteers, board members, employees and property of the Association. Any inappropriate conduct, verbal threats, abuse, harassment or bullying including the use of profanity directed towards game or team officials, members, parents, players, fans, volunteers, board members, employee or damage to the property of the Association or of another association will not be tolerated.
- (C) All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- (D) The following Codes of Conduct will be adhered to:
  - a. Code of Conduct – Players
  - b. Code of Conduct – Coach (and Team Officials)
  - c. Code of Conduct – Parents (and spectators)
  - d. Code of Conduct – Dressing Room
    - i. Coach Obligations
    - ii. Player Obligations
  - e. Code of Conduct – Social Media
  - f. Code of Conduct – Arenas and Venues
- (E) The Association will not tolerate obscene, obnoxious behavior in its Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section.
- (F) Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game.
- (G) In no circumstances is a parent or fan to enter the opposing team's dressing room.
- (H) Coaches and other team officials, players, parents and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.

- (I) Violation by any member, fan or participant of any provision of the Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Bylaws or the Operational Policies, Rules and Guidelines of the Association.
- (J) Disciplinary action will follow Hockey Alberta Guide to Effective Conduct Management and Hockey Canada Investigation Guidelines (have links to site)

## 4.3 Team Management and Supervision

Throughout the hockey season appropriate player supervision should be a priority for all teams. As such, SAMHA endorses the use of the “Two Deep Method” of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. This list describes the “Two Deep Method”. It is imperative that these guidelines are followed by all.

- vi. The head coach shall at all times be responsible for the conduct of their team, including fans and players.
- vii. SAMHA mandates implementation of the ‘Two Deep Cover’ process for all team functions including dressing room supervision.
- viii. The head coach or designated team staff shall be responsible for supervision of the team dressing room before and after each ice time.
  - Dressing rooms are only available ONE hour before the game due to scheduling, available space, and supervision requirements.
  - They will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
  - Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images and videos is not permitted.
  - Failure to provide supervision may result in the suspension of the head coach.
  - Any stakeholder found complicit with any undesirable activity will receive an indefinite suspension.
- ix. In their absence, the head coach will designate another registered team official to take responsibility of the team.
  - The responsible person will prevent disorderly conduct before, during or after the game, on or off the ice, and any place about the rink.
  - Failure to provide this responsible person shall ensure an automatic forfeiture of the game.
- x. Minor aged players shall not be left unsupervised at any time while participating in any aspect of hockey activities whether at a game, practice, at a tournament, in a hotel or participating in a special event.
  - Players who must leave the ice for equipment repairs, injury, illness, game ejection etc. must be accompanied to the dressing room and supervised by an adult with use of the Two Deep Cover method of supervision.
  - The head coach may be suspended due to failure to provide adequate supervision at all times.
- xi. In compliance with Hockey Canada Rule 81(e), at the end of each period, all players must remain on their respective players’ or penalty bench until directed off the ice by the referee.

### 4.3.1 Supervisory Responsibilities

#### (A) Dressing Room

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) adults must be present

together; which is called the “Two Deep Method” of supervision. Additional consideration needs to be taken with respect to adherence to the Hockey Canada Directive on Co-ed Dressing Rooms.

(B) Injury Treatment

The trainer, coach, first responder or safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

(C) Female Players / Co-Ed Teams

Recommend that when using the “Two-Deep Method” with female players / co-ed teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. Please refer to the Hockey Canada Directive regarding co-ed teams.

(D) Road Trips

Ideally, team personnel should not share accommodations with non-family members, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times. If only one player and one personnel are alone in the room for a brief period of time, the outer door must be left open.

(E) Physical Contact

Team personnel should avoid touching a player; especially when out of sight of others. Use the “Two Deep Method” (two personnel, or two players) supervision system.

(F) Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

(G) Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

## 4.4 ABUSE, BULLYING AND HARASSMENT

St. Albert Minor Hockey is committed to providing a safe environment for everyone involved in the game, both on and off the ice. Any form of Abuse, harassment or bullying, whether physical, emotional or sexual of any participant is unacceptable.

### Who is responsible for Safety?

Each association, team, parent, volunteer and staff member are expected to take all reasonable steps to safeguard the welfare of participants – especially young participants – and protect them from any form of violence. There is a shared responsibility with parents and guardians to nurture the physical and emotional well-being of our players.

(A) Definition of Abuse

Abuse is any form of physical, emotional and/or sexual mistreatment, or lack of care which causes physical injury or emotional damages to a child, whether done in person or through technology, by a person in a position of power. In Alberta, a person is considered a child up to the age of 18 years

(B) Definition of Bullying

Bullying is repeated, unwanted aggressive behavior by one or more individuals towards another. Bullying involves an observed or perceived power imbalance, and can result in physical, social or academic harm or distress for the targeted individual. Bullying is typically behavior that is repeated. A bully is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult. A child is most vulnerable when she/he is alone with another person, or in a group setting where there is inadequate supervision.

#### (C) Definition of Harassment

Harassment is offensive behaviour – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction. It is conduct that is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Harassment may be a single event or a pattern of mistreatment. Harassment occurs when someone attempts to negatively control, influence or embarrass another person or group based on a prohibited ground of discrimination. Examples include blatant displays of favouritism, subtle put downs or ostracism. Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a “joke” by another person.

## 4.5 Responses and Remedies

- i. Abuse, Harassment and bullying cannot and should not be tolerated in any environment, including hockey. Both harassment and bullying are unacceptable and harmful. Hockey Canada recognizes the serious negative impact of all types of abuse, harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
- ii. At the same time, SAMHA recognizes that not all incidents of Abuse, Harassment and Bullying are equally serious in their consequences. Abuse, harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. Sanctions where as possible, will be directed to be corrective not punitive. The process of investigation and settlement of any complaint of abuse, harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Acknowledgement, Investigation and Due process will be followed with the Right to Notice and Defend, allowing the Right to Appeal if deemed necessary. Minor incidents of abuse, harassment or bullying should be corrected promptly and informally, taking a constructive collaborative approach with all parties involved will be the first step and with the goal of bringing about a change in negative attitudes and behaviour.
- iii. Incidents should be dealt with according to the relevant association, Branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential to the public or unrelated parties, except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Any accused party will have the right to be made fully aware of the details of the complaint and to receive a copy of the incident form and the first form of action will be a constructive collaborative approach between all party's involved.

## 4.6 INCIDENT REPORTS

The Incident Reporting Form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory. Please see the SAMHA Incident Report Form on the SAMHA website.

#### 4.6.1 Officiating Incident Reporting Policy

A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, the St. Albert Referees Association, the North Zone Referees Association, and Hockey Alberta govern the referees and other officials.

- (A) Complaints or incident reports about referees must be made in writing by team management to the Division Director (or equivalent). If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee-in-Chief.
- (B) Complaints or incident reports received by SAMHA about referees are passed to the appropriate Division Director who will pass it to the Referee in Chief to handle if warranted.
- (C) Reporting process:
  - i. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, nor contact the Referee in Chief or assignor.
  - ii. The complainant shall be provided in writing to the Division Director or Chairman, signed by the coach within 48 hours. The incident reporting form may be used for this purpose.
  - iii. The complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available) and rule infractions, rule interpretations or conduct incidents giving rise to the complaint.
  - iv. Upon receipt of the complaint the Division Director or Chairman shall forth with bring the matter to the attention of the Referee-in-Chief.
  - v. The Referee-in-Chief will investigate complaints and incident reports received about referees and respond to the complaint.

#### 4.6.2 Coaches and Officials Shared Respect Initiative

It is necessary to hold a series of three meetings during any given season between the Coaches and the Referees. These meetings are scheduled by the Division Director as determined by the Division Director. The meetings will be co-chaired by the Referee-in-Chief and the Division Coordinator who will together determine the participants required to attend.

### 4.7 ISSUES, CONCERNS, AND GRIEVANCES

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

- (A) General issues, concerns and grievances
  - i. Unless otherwise specified, the procedure for resolving issues, concerns and grievances in SAMHA is to take the issue, concern and grievance through the following levels in order with the use of the SAMHA Incident Report Form as the first step.
    - a. Coach
    - b. Division Director

- c. ADMIN VP
  - d. Discipline Committee (written or oral presentation) (May refer item directly to the Board)
  - e. President
  - f. Board of Directors (written or oral presentation)
- (B) SAMHA will not entertain lawyers being present at any meeting, or involved in any issues, concerns and grievances at any meetings, except for a lawyer representing SAMHA. If Legal Counsel is retained and involved within any step of the process, SAMHA reserves the right to have legal counsel act on behalf of the association with costs for the associations legal counsel to be covered by the complainant.
- (C) Team issues, concerns and grievances
- i. At the first parents meeting for the team each coach will outline their manner of dealing with parent's issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined at the parents' meeting.
  - ii. The coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parents; however, some practical etiquette and common sense must be remembered. If you have an issue concern or grievance about or at a particular game, discuss the issues after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.
  - iii. Coaches exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. They want to do the best job they can for the child, parent and team. Raising an issue, concern or grievance cannot be held against your child. The coach and team management need to know about the issue, concern or grievances so they can be dealt with effectively and in a timely manner.
  - iv. In the event you are unable to bring an issues, concern or grievance up to the individual as listed above due to a conflict, the next individual will accept and investigate based on the SAMHA Incident Report Form.
  - v. Please note, that the first step in resolving issues, concern or grievance will be to constructive collaboratively approach to discuss and work to resolve with all parties involved.

#### 4.7.1 Evaluation Issues Concerns and Grievances

The Evaluation Director shall investigate all Evaluation issues, concerns and grievances with the appropriate Division Director.

- (A) All evaluation issues, concerns and grievances must be put in writing, signed and delivered to the Division Director indicating: The complaint must contain a description of the event, its location, the division involved etc. and a contact name and phone number. The Division Director may contact this person and the Evaluation Director for clarification of the event in question to obtain further information.
- (B) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded on to the Vice President, Hockey Operations for future action.
- (C) SAMHA recognizes the need for privacy and discretion in the gathering of all information and will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

## 5.0 DISCIPLINE

- (A) Discipline may be applied to any member of the Association including Board Members, Coordinators, Team Officials (Coaches, Assistants, Trainers, Managers, Treasurers, etc.), Players, Parents and spectators and may take the form of, but are not limited to:
- i. A verbal reprimand
  - ii. A written reprimand
  - iii. A demand for an apology, either written or verbal, to any affected party
  - iv. A suspension from participation in or at Association activities
  - v. A recommendation for an expulsion from the Association
  - vi. Completion of a required course at your own expense
  - vii. A combination of two or more of the above.
- (B) The Board of Directors can temporarily deal with the issue at hand and a Division Director can issue an immediate temporary suspension for a maximum of one full game, one full practice or a combination of both if required, with approval of the ADMIN VP.
- (C) Head Coaches in the Associations are entitled to suspend any player on their respective team for individual discipline issues. In the event the Head Coach wishes to suspend in excess of one full game, one full practice or a combination of both, the Head Coach must first obtain the approval of the appropriate Division Director and ADMIN VP.
- (D) No appeal operates as a stay of any suspension.
- (E) No one can appeal an infraction assessed by an on-ice official, with St. Albert Minor Hockey directly.
- (F) No one can appeal a suspension or sanction assessed based on the league, tournament, Hockey Alberta and/or Hockey Canada minimum suspension guidelines, with St. Albert Minor Hockey directly.
- (G) Appeals for any suspension and/or sanction assessed based on league, tournament, Hockey Alberta and/or Hockey Canada must be dealt directly with the governing body that issues the sanction.
- (H) If any individuals within the Discipline process acting on behalf of the association, have a personal relationship or common interest with the affected parties; and/or has any actual or perceived bias or conflict surrounding the parties involved, the individual will be replaced by another member of the board or member in good standing decided by the President, Vice President, Administration and Vice President, Hockey Operations.
- (I) Please refer to the Raiders Club Team Discipline Policy ([www.raidershockey.ca](http://www.raidershockey.ca)) for all St. Albert Minor Hockey Players assigned to male and female Bantam and Midget Teams designated as “AA”, Elite, and ‘AAA’.
- (J) All Discipline matters are to be treated in a constructive collaborative approach with correction in mind when issuing sanctions, not punitive in nature.

## 5.1 Discipline Process

A flowchart is provided to document the discipline/appeal process to be followed, for matters outside of the suspension and/or sanctions handed down by governing bodies (SEE APPENDIX 1). Any deviation from this flowchart may result in the incident not being eligible for review and a minimum suspension of 2 weeks.

- (A) A 24-hour waiting period rule is required after any incident.
- (B) After the 24-hour waiting period, the player and/or parent discusses the incident with the Head Coach and/or Manager of the Team. If the issue is resolved, then the review is complete. All parties are to be involved in the discussion, when it involves off ice conduct and any form of issues, concern or grievance in a collaborative constructive manner.
- (C) If the issue is not resolved or can not be resolved as described in B), then the issue is put into writing with the “Incident Reporting Form” and submitted to the Division Director within 48 hours of the incident. The Division Director will review the complaint and attempt a resolution of the issue. If the issue is resolved, then the review is complete.
- (D) If the issue is not resolved, then the “Incident Reporting Form” and any additional information is submitted to the St Albert Minor Hockey Association’s VP of Administration within 72 hours of the incident. The VP of Administration will investigate the complaint based on Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and provide a decision in writing to the following parties within ten (10) days of the date the submission was made to the St Albert Minor Hockey Association office:

- Subject of the complaint
- Division Director
- Vice President, Hockey Operations
- President

The Complainant and any other interested parties included in the Incident Report (Coach, Manager, another Parent, Player, Official, etc.) shall be informed only that the process is completed and whether action has or has not been taken.

- (E) The Vice President, Administration can screen the complaint and disregard the complaint if the complaint is determined to be trivial or vexatious.
- (F) If the Vice President, Administration has any personal relationship or common interest with the affected parties; and/or has any actual or perceived bias or conflict surrounding the parties involved, the matter will be handled by the Vice President, Hockey Operations. In the event the HOC VP is unable to act on this matter, an appointed member of the Board of Directors will be assigned by the President.
- (G) If the issue is resolved, then the review is complete.
- (H) If the issue is not resolved, then any party as listed in D) has the right to appeal the decision to the Discipline Committee. A non-refundable appeal fee of \$200, payable to the St Albert Minor Hockey Association must be submitted with the “Notice of Appeal to the Discipline Committee” form and any additional information to the St Albert Minor Hockey Association office within seven (7) days of the written decision of the Vice President, Administration. The submission will be forwarded to the Chair of the Discipline Committee.
- (I) The Chair of the Discipline Committee is a member selected for a two-year term by the Board of Directors and approved by the Board of Directors on an annual basis at the second committee meeting following the Annual General Meeting.



### 5.1.1 Discipline Committee

- (A) The Discipline Committee is comprised of the Chair of Discipline and a minimum of four (4) members with no voting rights as a member of the Board, nor shall they attend and Board Meetings unless required to provide information regarding the Discipline Committee decisions. All members of the Discipline Committee will have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the appeal. The Discipline Committee will follow the principles and guidelines set forth in the in the Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and has the ability to call a hearing to review the appeal if required. All affected parties (noted in d) above) and the Vice President, Administration or replaced Board of Director Member, are required to be advised of the hearing and have the ability to attend the hearing.
- (B) The Discipline Committee will investigate the complaint and provide a decision in writing to the previously established affected parties (noted in d) above) and the Vice President, Administration or replaced Board of Director Member within ten (10) days of the date the office received the [Notice of Appeal to the Discipline Committee form](#).
- (C) If the issue is resolved, then the review is complete.
- (D) If the issue is not resolved, then any party may appeal the decision to the Appeals Committee. An appeal fee of \$500, payable to the St Albert Minor Hockey Association must be submitted with the "Notice of Appeal to the Appeals Committee" form and any additional information to the St Albert Minor Hockey Association office within seven (7) days of the written decision of the Discipline Committee. The submission will be forwarded to the Chair of the Appeals Committee.

### 5.1.2 Appeals Committee

- (A) The Appeals Committee is comprised of the President and two (2) other members of the board but will not include the affected Division Director, the Vice President, Administration or any member included on the Discipline Committee, or party involved in the process up to this point. All members of the Appeals Committee will have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the appeal. The Appeals Committee will follow the principles and guidelines set forth in the Hockey Alberta Guide to EFFECTIVE CONDUCT MANAGEMENT and has the ability to call a hearing to review the appeal if necessary. All affected parties (noted in d) above) and the Vice President, Administration or replaced Board of Director Member, and members of the Discipline Committee are required to be advised of the hearing and have the ability to attend the hearing.
- (B) The Appeals Committee will investigate the complaint and provide a decision in writing to the previously established affected parties (noted in d) above) and the Vice President, Administration or replaced Board of Director Member and members of the Disciplinary Committee within ten (10) days of the date the office received the [Notice of Appeal to the Appeals Committee form](#).
- (C) The Decision of the Appeals Committee is final and will be presented to the Executive Board of Directors.
- (D) All Member, including but not inclusive to Teams, Players, Team Officials, or Officials, by virtue and because of their status as such, shall accept the decision as final and binding the decisions of the Board, including, without limiting the generality of the foregoing, the Board's interpretation or

construction of the Rules, Regulations and Bylaws subject only to a right of Appeal to Hockey Alberta and/or Hockey Canada as provided for in the Bylaws of both governing bodies.

- (E) All Members, including but not inclusive to Teams, Players, Team Officials, or Officials, by virtue and because of their status as such, agree that any recourse to the law courts of any jurisdiction before all rights and remedies as provided by these Bylaws and the Bylaws of Hockey Canada have been availed and utilized, shall be prohibited. Further, any such recourse to the law courts as aforesaid shall be deemed by Hockey Alberta to be unsportsmanlike conduct enabling the Board to suspend and/or disqualify the said persons.

*Section 4.0 and 5.0 reviewed August 30, 2018*

## SECTION 6 – INCLUSION

Sport inclusion is a fundamental value for SAMHA and a True Sport principle. We also recognize that having a more diverse organization will only strengthen our sport. As a result, our organization is fully committed to providing a safe, supportive and respectful environment for all of our participants, members and staff regardless of any differences based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity and expression, or disability.

SAMHA is committed to ensuring that inclusion and access is incorporated across all aspects of its activities. In doing so, it acknowledges and adopts the principle that Sport is based on equity and access. Participants will have access to sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal growth and achievement.

### (A) Rights and Responsibilities of SAMHA

All Directors, Staff, Volunteers, Team Officials and Parents/Guardians of players of SAMHA will:

1. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of differences based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity and expression, or disability.
2. Ensure the achievement of equal opportunities is a key consideration when developing, updating or delivering SAMHA programs.
3. Ensure the concerns and needs of all people (including under-represented or marginalized groups) are identified, promoted and supported.
4. Ensure governance structures encourage and promote the full and equitable participation of all people, regardless of difference or circumstance.
5. Commit to ensuring everyone has the right to enjoy their sport in an environment free from threat of intimidation, discrimination, harassment and/or abuse.
6. Commit to ensuring everyone understands their responsibility to oppose discriminatory behavior and promote equality of opportunity.
7. Commit to developing mandatory education and training on “Gender Identity and Expression” for all Executive Board Members, Coaches and Team Officials.
8. Deal with any incidence of discriminatory behavior according to the Game and Conduct Management (Section 4.0) and Discipline (Section 5.0) sections of SAMHA policies.

### (B) Rights and Responsibilities of Players

All Players have the right to:

1. Be a respected and treated equally as a registered participant.
2. Have access to safe, inclusive, and equitable dressing room spaces, washrooms, and procedures that proactively anticipate and remove barriers to participation.
3. Define and express their sexual orientation, gender identity and/or gender expression without fear of discrimination, harassment, or penalization.
4. Request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation.

5. Utilize a change room, or mutually agreed upon equivalent changing area, that meets their individual needs, including their gender identity and gender expression.
6. Have all personal information kept confidential and disclosed only at the player's request and/or with the player's express consent.
7. Be protected from discrimination and reprisal in response to a request to access change rooms or washrooms based on gender identity and gender expression, or any related accommodation request.

(C) All Players are responsible for:

1. Treating all Directors, Staff, Team Officials, Volunteer and Parents/Guardians of players, and other players of all Associations with dignity and respect.
2. Asking for assistance and support, to the best of their ability, when experiencing discrimination (e.g. differential treatment/difficulty accessing dressing rooms, washrooms, and other gender segregated areas based on gender identity or gender expression), or when requesting related accommodation.
3. Working collaboratively with the SAMHA to find appropriate and equivalent accommodations (such as dressing areas) when faced with building limitations.

(D) Confidentiality and Privacy

All players have the right to privacy. SAMHA is responsible for ensuring that a player's private information, including, but not limited to, their sex assigned at birth, sexual orientation, gender identity or gender expression remains confidential. SAMHA is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's express consent.

For further information, see Alberta's Personal Information Protection Act:

<http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>

Any individual wishing to obtain more information about SAMHA's policies, is invited to contact the association directly.

(E) Additional Resources:

Canadian Centre for Ethics in Sport (CCES) (2016). Creating Inclusive Environments for Trans Participants in Canadian Sport - Guidance for Sport Organizations. Access at:

<http://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf> .

# APPENDIX 1 – DISCIPLINE/APPEAL FLOW CHART

