

# **Thunderstars Minor Hockey Association**

## **General Constitution and Policy Manual**

Amended February 2025

1. Purpose
2. Structure
3. Player Registrations
4. Player Tryouts
5. Player Movement
6. Hockey Jersey and Sock Policy
7. Team Jacket Policy
8. Sponsorship Policy
9. Fundraising Policy
10. Medical and First Aid Policy
11. Travel Permits and Sanction Policy
12. TMHA Goalie Equipment
13. Ice Allocation, Responsibilities and Payment
14. Game Cancellation and Rescheduling
15. Volunteer Requirements
16. Duties and Responsibilities of Coaching Staff
17. Duties and Responsibilities of Team Managers
18. Duties and Responsibilities of Team Treasurer
19. Duties and Responsibilities of Team Director
20. Duties and Responsibilities of Referee Allocator
21. Control of Cash Revenues
22. Start of Season
23. Tournaments
24. Minor Hockey Day
25. Hosting Provincials Tournament
26. Discrepancies/Complaints Protocol
27. Code of Discipline

## **1. PURPOSE**

It is the purpose of this manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the communities of Forestburg and Daysland.

## **2. STRUCTURE**

The Thunderstar Minor Hockey Association (TMHA) is a non-profit recreational sport society incorporated under the Societies Act of Alberta. The TMHA is responsible for all Minor Hockey activities within the boundaries established by Hockey Alberta. TMHA is responsible to; and receives its mandate from the AAHA which in turn receives its authority from Hockey Canada.

All Players will be placed on teams by TMHA and team management at playing levels commensurate with each player's age, playing skill, and experience. Age "DIVISIONS" within minor hockey are set by Hockey Canada and Hockey Alberta as follows: (Age is set at players age as of midnight December 31).

U7 - 6 and under

U9 - 8 and under

U11 - 10 and under

U13 - 12 and under

U15 - 14 and under

U18 - 17 and under

All teams in the TMHA will participate at competitive and recreational levels as from time to time are determined by the TMHA and the coaching staff of the affected teams.

## **3. PLAYER REGISTRATION**

No player may participate in TMHA activities unless he/she is properly registered. A player is registered when a completed registration form has been filed with the Registrar of the Association and registration fees have been paid, or arrangements made for payment in accordance with TMHA policy. Registration will be rescinded if fees are not paid in full. All NSF cheques must be made good within two banking days of notification or registration will be rescinded. Bank fees will be applied for NSF checks. Late registration fees of \$100 will be applied after July 31. First time U7 and U9 Players will pay half the current registration dues. The executive hopes this will aid in gaining registration numbers in younger age groups.

First consideration and priority of registration will be given to the Forestburg and Daysland players within the Association boundaries. They will automatically be registered up to and including the first 19 players.

A "grandfather clause" shall exist which specifies that players or siblings of players from outside of the TMHA boundaries that were previously carded by either the Forestburg or Daysland Minor Hockey Associations are considered TMHA carded players for registration purposes. Players from outside the TMHA boundaries that do not meet the "grandfather clause" that wish to join our Association will be considered on an individual basis. Consideration will take into account such things as the associated accumulated numbers involved in the player movement, negative impact to current players within our

Association, input from coaching staff, applicable Hockey Alberta rulings and any other factors that may from time to time become prudent to include in the evaluation. In all cases the well being and benefit of players within the TMHA boundaries will be of primary importance. The final decision will be made by the TMHA Executive and will be binding on all parties. As determined through Registration, the following shall serve as a guideline:

The numbers for the teams to run will be at the team's discretion for U7 and U9. We will follow the league's minimums for U11, U13, U15 and U18. This will be assessed on a yearly basis, depending on numbers for affiliating younger players:

- Teams are to consist of no less than 12 players and no more than 19 players including goaltenders.
- If a team's registration numbers are 14 to 19 players within the Association the team will be considered complete.
- A player from outside our boundaries may wish to register with the TMHA. If he has no home town team on which to play and is not crossing other association's boundaries and carrying numbers, he will be included in our Association's numbers. If, however, the team on which he would play already has 19 players registered from within our boundaries, the player's eligibility to register with the TMHA shall be withheld
- If registration numbers are 13 or below, outside players will be allowed to register with the TMHA on a first come first serve basis up to a number the coaches and TMHA Executive agree upon.
- If registration numbers are 20 to 29, an open tryout will be held. Up to 4 imported players will be allowed on the team playing at the higher tier level. All imported players will have his or her cards released at the end of the season.
- U11 and up will split practices and games 50/50 in arenas. If we have to combine U7 and U9 practice and games will be based on the percentage of players per town.

#### **4. PLAYER TRYOUTS**

It is the philosophy of the TMHA to provide the opportunity to play hockey for all players registered with the Association. The key premise upon which the Association bases its tryouts is that each player plays at a level compatible with his or her skill, ability, and attitude and experience level.

Tryouts will be conducted for U13, U11, U15, and U18 categories if registration numbers necessitate the management of more than one team within the category.

As required, the TMHA Executive will appoint adjudicators to evaluate players during tryouts. The Association endeavors to select persons that are the most appropriate, best qualified, and most responsible for the fair evaluation and assigning players to teams.

The coaches and adjudicators in consultation shall determine placement of players within TMHA teams. Community Vice Presidents and/or the Association Executive may aid final assessment and team assignments.

In order to assess and categorize each player, the following tryout procedure has been adopted:

- Each tryout hour should be limited to a maximum of 40 players on the ice, in order to avoid confusion and allow proper evaluation.
- Each player will be assessed while performing basic or advanced hockey skills.
- Player assignment should be done with the utmost dispatch.
- Sensitivity, respect, and consideration to the self-image of the players should be foremost.
- Coaches from each level will be available to assist in the selection and evaluation process.
- Coaches and Adjudicators will meet during the tryouts to review their observations, analyze and assign players.
- It is imperative that all players and their parents be informed of the process prior to the start of tryouts.

Target date to finalize team roster will be in accordance with the Hockey Canada and Hockey Alberta guidelines. Any further changes in the team roster can be made only with the approval of the Executive.

All players must try out for teams. No player is guaranteed a position on a team if he/she played on that team the previous year.

Players must all be registered in their appropriate age division. If a player wishes to:

- a. Play down an age division or
- b. Play up an age division

The following procedure must be followed. If the player is requesting to move up an age division, the following procedure will occur:

1. The player movement request must be made in writing to the president of TMHA. Once the request has been received by the president, they will present it to the board, where it will be discussed and decided upon if the numbers in both age divisions warrant it.
2. If the player's request is agreed upon by the board the player will then attend evaluations in the age division they have requested to move up to. That said player will then need to evaluate in the top half of that age division in order to play on the A team. (for example: if the A team will have 12 registered players that said player must evaluate in the top 6). If that player does not evaluate in the top half, that said player will then be placed on the B team or go back to play in their appropriate age category.
3. If the player is requesting to play down that said player will need to fill out the overage age application from Hockey Alberta and have the appropriate executive member sign the form and send it Hockey Alberta Zone 7 rep. That player can practice with the team but may NOT play any games until approval from Hockey Alberta is received. If Hockey Alberta does not approve the overage approval request, then that said player will play in their appropriate age category.

## **5. PLAYER MOVEMENT**

All player movement during the season must be in accordance with Hockey Canada and Hockey Alberta guidelines. Any player movements for practices or games, from any team, must follow these procedures.

- First communication must be between the coaches of the affected teams.

- All team head coaches and the parent(s) of the affected player must be in agreement to any player movement.
- If no agreement can be reached amongst the coaches and the player's parent(s), the TMHA Executive will arbitrate the situation.
- It is the position of TMHA that we do not release player under circumstances other than to play for Elite Stream teams ("AA" or "AAA"). Families who request the movement of their players for any other reason will be denied and asked to follow the Hockey Alberta Appeal Process.

## **6. HOCKEY JERSEY AND SOCK POLICY**

TMHA will provide each Thunderstars team with two sets of jerseys, home is dark and away is white. Individuals are required to purchase Association color hockey socks.

Periodically the TMHA may determine that jersey will be sold when their condition dictates that they be replaced for the next season. Such a jersey will be marked as being surplus.

Sponsor Name Bars and Player Name Bars will be sewn, or in the case of Sponsors may be silk-screened, on the back of team sweaters in a strictly consistent manner as determined by the team.

Name bars on jerseys. An additional \$20.00 (per player) seamstress fee will be applied for any teams wishing to have name bars placed on jerseys.

It will then be the teams responsibility to have name bars made up and paid for and have a THMA approved seamstress sew them on and take them off at teams cost. Washing of jersey's will be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the jersey, rendering them totally useless to the team. When not in use, jersey's should be stored in a warm dry place. The Association may not be able to replace a destroyed or lost set of jersey's until the following year and only through a relatively expensive and lengthy ordering process. Thunderstars jersey's are custom made to our specification.

When jersey's are issued, they are cleaned and ready for use. When returning jersey's at the end of the season, team management is responsible to see that player name bars have been carefully removed, that all sweater sets are complete (NONE missing), and that they have been carefully washed and are ready for storing.

## **7. TEAM JACKET POLICY**

The TMHA logo is private property of the Association. It and the "Thunderstars" name, may be used on products, jackets, other garments and written or printed materials, only with expressed prior written approval of the Executive through the President.

The basic approved colors for all Association purposes are - black, royal blue, white, and red. All authorized use of the Thunderstars name and logo will also reflect this color policy.

## **8. SPONSORSHIP POLICY**

Team sponsorship revenues are an important and integral part of Association budgeting each year. Many corporations make substantial contributions to our Association through sponsorship of teams,

tournaments, and other Association programs. Teams are encouraged to solicit sponsorship from businesses or corporations that desire to contribute to the individual teams or to the TMHA.

This sponsorship may be in the form of money donated. In this case, as the TMHA is a registered society, the sponsor shall receive appropriate receipts for taxation purposes.

In the case of equipment or sweater/sock sponsorship, sponsorship rights would normally be identified as a term of one playing season. Though this should be the norm, circumstances may vary. It is recommended that details of the sponsorship be documented clearly so as to not establish misinterpreted expectations on either party.

Teams may have as many sponsors as they may require to raise sufficient funds. In return for the sponsorship, it is recommended that the team manager explain to sponsors when the team plays and practices, and welcome the sponsor to visit at any time. It is important that the team Manager maintain regular verbal and/or written contact with the sponsor(s). In addition, it is recommended that a framed, engraved (showing the team name, sponsor name, and year the picture is taken) team picture is delivered to the sponsor, as early as possible.

## **9. FUNDRAISING POLICY**

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE OF THE TMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected to make direct contribution to meet team and Association expenses through fundraising efforts.

- Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided they are in good taste.
- All fundraising must be well supervised and controlled.
- Fundraising programs should be carried out within our Association boundaries.
- All plans for team fundraising must be discussed and approved at a team meeting. The TMHA Executive must then be advised of the event or project and dates prior to commencement. The TMHA Executive has the right to verify amounts raised.
- Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- Special team events outside the rinks, such as public fundraising, must be advised to Hockey Alberta through the President to ensure that the requirements of Hockey Alberta insurance are met.
- Teams may plan, budget and fund raise for the following purposes included:
  - Tournament team registration fees.
  - Team hockey socks, one away and one home set.

- The cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team.
- Additional ice time.
- Referees.
- Costs associated for a team year end function. Fundraising for other items not mentioned above must be approved by the TMHA Executive.

## **10. MEDICAL AND FIRST AID POLICY**

The Team Manager must obtain and organize a first aid kit.

First Aid Kit - Recommended contents is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, gauze and telfa pads, adhesive tape, and antiseptic solution, rubbing alcohol, hydrogen peroxide, Q-Tip's, Vaseline, 3" tensor bandage, slings(6), safety pins, tongue depressor, towel, tweezers, antacid tablets, diarrhea medicine, gauze rolls, small pocket knife. A Medical History and Consent Form, Parental Permission Form, and Hockey Alberta Accident Claim Forms are necessary.

Trainer qualifications will be in accordance with AAHA requirements.

## **11. TRAVEL PERMITS AND SANCTION POLICY**

All games must be sanctioned by Hockey Alberta for insurance purposes. Travel Permits must be obtained to ensure insurance coverage. Teams traveling without a permit may be disqualified from tournament play by the hosting Regional Director. Therefore, the permit must be available at all tournaments. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offense of a team traveling without an appropriate travel permit may result in a 14 day suspension to the responsible team officials. Second offense may result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

U7 and U9. Sanctions for all home games and tournaments are required. Travel permits for all away games and tournaments are required.

U11 and up: Sanctions are required for all home tournaments and exhibition games. Travel permits are required for all away tournaments.

CAHL completes all remaining regular season games.

Requests for Travel Permits must be made at least a week prior to game(s). The managers will submit the request by email to the Thunderstars Registrar ([thunderstarsmha.registar@gmail.com](mailto:thunderstarsmha.registar@gmail.com)) for the travel permits. The registrar will obtain the travel permits from CAHL and Alberta Hockey. Travel Permits MUST accompany a team to their game(s).

Upon completion of Exhibition game(s) or Tournament, a copy of the game sheet(s) must be returned to the Travel Permit Coordinator. Future Travel Permits may be withheld if game sheet(s) are not returned.

Travel Permits are required for all tournaments and games outside the Zone, as well as all Exhibition games outside the Zone.

Travel Permits are NOT required for:

- Regularly scheduled league games.
- Regularly scheduled league playoffs.
- Provincial Playdowns.
- Tournaments within the Zone.
- Exhibition games within the Zone.

The manager is responsible to maintain and have available the validated copy of the TMHA Player Cards or Team Lists when traveling out of the home Zone. As well, a copy of each player's Birth Certificate, or other acceptable proof of age, should be kept available. The coaching bench staff must also have evidence of TMHA registration.

Player and Team Management Suspensions received within Zone play are also in effect when traveling and apply to all tournaments and exhibition game activities.

The TMHA will allow U18 players to drive to practices and home games. The player must be accompanied by an adult to away games.

## **12. TMHA GOALIE EQUIPMENT**

TMHA provides goaltender gear for U7 and U9 players only. The TMHA or if appointed, the Association Equipment Manager will allow equipment to be signed out to the parents of a goaltender.

For summer use of goaltending equipment, a deposit cheque of \$200.00, post-dated September 1 of the current year will be required. The deposit cheque will be returned upon receipt of equipment in good condition.

## **13. ICE ALLOCATION AND RESPONSIBILITIES AND PAYMENT**

Prime time ice availability is the greatest asset of the TMHA. Its rental is the greatest single expense. Its well managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved:

- The Team Manager and/or Coach are the only persons who can book ice for the TMHA teams. An ice "hour" is 50 minutes plus 10 minutes for the time it takes for rink staff to clean and resurface the ice.
- Teams booking in additional ice times will be required to pay for those ice times out of fundraising money
- It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, make-up games, etc.



- The TMHA arranges with the applicable arena ice rental manager to schedule ice times. The usage of this ice is the full responsibility of the team in whose name it is booked. If the team cannot use the hour from time to time, it is the team's responsibility to find an alternate user. Exchange of ice between teams is their responsibility. Sale to outside parties is prohibited.
- Teams may not revise scheduled game hours. If game changes are required, approval must be made by consent of the applicable arena ice rental manager.
- An hour of ice may be shared by more than one team, subject to the scheduling arrangements by the applicable arena ice rental manager.
- If two teams, regardless of fault, arrive for the same hour of practice, this procedure will be adhered to:
  - each team will use half of the ice
  - coaching staff must ensure the safety for all players
  - the applicable arena ice rental manager should be informed of the shared ice as soon as possible
- If two teams arrive for the same ice hour, one for practice, the other for a game, the game team will have that hour of ice. The applicable arena ice rental manager must be informed as soon as possible.

#### **14. GAME CANCELLATION AND RESCHEDULING**

In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by the TMHA, the arena manager will contact the team managers and/or coaches of the affected teams. Team managers are responsible for notifying team members/players, referees, and the visiting teams.

Where necessary to reschedule a home game, the applicable arena's ice rental manager must be contacted early (in no case less than 24 hours before the event), preferably several days before, so that alternate arrangements can be made with other teams to possibly switch ice times and to notify other Association coaches and delegates.

#### **15. VOLUNTEER REQUIREMENTS**

CAHL League requests a Criminal Record Check to be done for every THMA volunteer (coaches, managers, treasurer and board members).

A Volunteer and all nonregistered players must sign a waiver provided by the TMHA or have respect in sport activity leader to be on the ice for practices only.

#### **16. DUTIES AND RESPONSIBILITIES OF COACHING STAFF**

The TMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials and in the image projected to participants and parents of the TMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the TMHA Bylaws and Policy Manual. The TMHA Executive has final

approval of the coaches for the teams within the Association. The criteria include coaching level attained through formal clinics, background and coaching experience, references, known or referenced reliability and integrity and coaching philosophy compatible with Association philosophy and policies.

For the Head Coach of all teams, interested parties will need to submit an application to the THMA executive by September 15 of that season. At this time the executive will assess all applications and coach evaluations to help suggest who should be head coach. From that decision the head coach will pick his/her assistant coaches. (Coach evaluations may be completed by parents at the end of the season to help decide if coaches should return to their position. TMHA executive will inform coaches if they have received an unfavorable review and if they are not returning as a coach by June 1).

The following is a list of items this Association expects from coaches:

- Full participation and promotion of the TMHA Fair Play program.
- Coaching at the minor hockey level should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship. Ice personnel in leadership positions in the divisions of U9 and below must successfully complete the U7 Program Instructor Course and follow the curriculum for Hockey Canada's U7 Program.
- It is the philosophy of the TMHA that all participants receive equivalent ice time. It is recognized that circumstances may not permit this on an individual game basis. However, it is expected that during the course of the season opportunities will exist to ensure that this objective can be achieved. Ice time lost due to disciplinary action and suspensions does not apply.
- The coach is to ensure that each of his or her players is properly protected and that team parents are advised of the necessity for players to wear properly fitting and approved equipment.
- All teams should shake hands with their opponents at the end of the game.
- The coaching staff must have a controlled attitude towards referees. Lack of coaching self control will not be accepted by the TMHA Executive and will bring review and possible dismissal.
- Each age division will be delegated an executive member to be their Director to the TMHA.
- Each team will select a Manager for the team who, in conjunction with the TMHA Director, will serve as a liaison with the TMHA board. (Either the Team Manager and the TMHA Director will be the same individual, though not necessarily)
- Practice times provided must be used for practices. A team wishing to use this time for exhibition games must obtain prior approval to the arena ice rental manager.
- Coaches are responsible for conducting practices with player safety as a priority. Only appointed and approved coaches are allowed on the ice at practice. Any other individuals require at least
- 48 hours prior notice and approval by the head coach(s) to be on the ice at practice.
- The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The President or a Vice-president must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Executive.
- All coaches must have proper credentials as required from Hockey Alberta before November 15 of each hockey season.

## 17. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The Team Manager is nominated by the team parents with the approval of the Team Coach. The Manager then works with the Coach and Assistant Coaches to appoint parents to other positions such as team Treasurer and Jersey Parent. The Manager is the first line of communication for the parents, with the Team Coach and others in the Association. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. There should be no relations (spouse, partners, x-partners,,etc) can not be Coach and Manager, or be on the team staff together. Your team can apply to the board for an exemption each year. No signing authority will be allowed if 2 people are in the same family.

The Managers duties include:

- Ensure that each player/family receives a game and practice schedule.
- Arranging and scheduling games.
- Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper, and goal judges as required for all game activities of the team.
- Make sure all game sanctions are in place before the game.
- Ensure that all team players and officials are properly registered or “Carded” for insurance and provincial competition, through the Registrar.
- Ensure that all meeting rooms are booked in advance for team meetings.
- Ensure that all the rules and policies of the Association are carried out and that any deviation from these is reported to the executive.
- Ensure the collection and remittance of all monies due to the Association Treasurer by invoice due dates.
- Managers are to ensure through direct confirmation with the team coaching staff that all Association goaltender equipment, sticks, pucks, pylons, and sweaters are returned to the TMHA at the end of the playing season. Parents who signed out the gear themselves should be given their receipt if returned to the team management. It is preferred that they be asked to deal directly with the TMHA to avoid misunderstanding the responsibility for equipment return.
- Make arrangements through the Forestburg or Daysland community arena ice rental Manager for all extra ice time.
- To ensure the safekeeping of the team copy of all game reports.
- Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes before each home game.
- Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
- Ensure that the necessary parental consent and medical history registration form is completed for each player on the team, signed by the parent, and kept handy for potential use with all team activities.
- To see that care is taken of uniforms and other team equipment before, after, and between games.

- Set up a basic team First Aid kit and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rink, keeping handy the phone numbers for ambulances and other emergency services.
- Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report is available for completion by the attending physician. Also, ensure that the proper advisement of the accident and the proper report is promptly filed with the Secretary of the TMHA.
- Make arrangements for all team fundraising in accordance with guidelines provided by the Association.
- Carry out all team obligations regarding Association Tournaments, Ticket Sales, and Minor Hockey Day as specified by the Executive.
- Making travel arrangements for away games as may be determined by the team parents through consensus.
- Follow all travel policies in #10
- Manager evaluations may be completed by parents at the end of the season to help decide if managers should return to their position. TMHA executives will inform managers if they have received an unfavorable review and if they are not returning to their position by June 1.

## **18. DUTIES AND RESPONSIBILITIES OF TREASURER**

The Team Treasurer is responsible for the team's finances. The TMHA Treasure will provide each team with a Team Financial Spreadsheet on Google for the Treasurer to input all fundraising income and team expenses.

Excess funds in the team account at the end of the season should be returned to those team parents who made out of pocket contributions, or turned over to the TMHA when the funds were raised through any form of public solicitation made in the name of the TMHA minor hockey. Under NO circumstances should excess funds be used in ways not allowed for under "Fundraising Policy Guidelines".

A Referee Allocator will be hired by the TMHA executive at the beginning of each season to organize referees for each home game. Their fee is to be paid from TMHA General Account. The TMHA Treasure will pay the Referees every two weeks out of the TMHA General Account.

## **19. DUTIES AND RESPONSIBILITIES OF TEAM DIRECTOR**

The Team Director is a board member that has been assigned to a Team that will be a liaison between the Coaches/Managers and the Board. The Director will carry out other duties as assigned by the President or the Board.

## **20. DUTIES AND RESPONSIBILITIES OF THE REFEREE ALLOCATOR**

The Referee Allocator is hired by the Board each season at the AGM.

The Referee Allocator duties include:

- Ensure there are sufficient referees in place to officiate all League Games, Playoff Games and Tournament games.
- Ensure refereeing complaints are addressed and solved in a timely matter
- Recruit, Train, Monitor, and Evaluate performance of referees
- Schedule referees, maintaining accurate records
- Recommend and organize referee clinics as required and by request of the Board
- Carry out other duties as assigned by the President or the Board

## **21. CONTROL OF CASH REVENUES**

TMHA, a non-profit organization under Alberta law, is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.

All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following:

- Bank accounts should be used for team, committee, and other association funds and these accounts should have monthly statements provided, with cheques returned.
- All funds, statements, and canceled cheques, as well as receipts, invoices, and other financial records are to be held in Trust for the Association Executive by a team committee, or event Treasurer. These documents should be kept safely and be made available on request by the Association President, Treasurer, or Vice President.
- Accounts will be opened under the TMHA Main Account "In Trust", or in the name of the team, committee, or event, etc., with cheques signed by two adults, one of whom must be the team manager or committee/event Treasurer.
- A receipt in writing should evidence all cash transactions.
- Ticket sales and 50/50 sales must be reconciled as to ticket numbers sold and cash received. This reconciliation should be kept with team records.

## **22. START OF SEASON**

There must be a coach/manager meeting with association leads and directors to discuss rules, roles, etc. This is where you will be given your hand books and go over policies, rules, and requirements.

## **23. TOURNAMENTS**

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. The

TMHA Executive encourages all teams to participate in and support tournaments at home, in the Association's area, other areas of the Province, and Nationally. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Executive for approval:

- All tournament arrangements must be in accordance with all Hockey Alberta, and TMHA rules and regulations.
- Tournament entry fees are paid through team budgeting and funding.
- Teams should enter officially sanctioned and reputable tournaments in which TMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff, and visiting parents, on the ice, in the rinks, and elsewhere.
- Will in advance of departure, if necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- Referees for home tournaments are to be organized thru the paid Referee Allocator, who is hired by the TMHA at the beginning of the season. Team hosting will pay the referees, not TMHA.

## **24. MINOR HOCKEY DAY**

The objectives for our annual Minor Hockey Day, the day for which is determined by the TMHA, are:

- A fun day for participants.
- To promote awareness of and support for our Minor Hockey and Fair Play program.
- To raise funds to help keep registration fees down, making hockey more available to more young people. Ticket selling, etc. for Minor Hockey Day is the only time that our players are asked to work to support their Association.
- To raise Association pride and spirit beyond the team level to all Association participants.
- Coaches and Managers should keep the date, typically the third Saturday in January (alternating years between Daysland and Forestburg), open for participation. Other fundraising activities should be organized around Minor Hockey Day ticket sales.
- Innovative ideas and organizing suggestions are welcomed.

## **25. HOSTING PROVINCIAL CHAMPIONSHIPS**

Each year, the Hockey Alberta asks Associations to host a particular level Provincial Championship Tournament, U13 to Minor Junior, levels, "AAA" to "BB". The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the Hockey

Alberta "Bylaws and Regulations" Handbook, a copy of which is made available to all teams at the beginning of the season.

The hosting of a particular level Provincial Championship Tournament is very much a Team organized effort, with the backing of the Association. Teams may apply to host a Provincial Tournament by obtaining an Application from the TMHA Executive. The Team must first establish an experienced, strong, and determined head by an energetic Chairperson. Specifics of Rinks to be used and times booked must be provided in an initial 'Report and Request' to the Association Executive. This submission must include a reasonable budget and source of financing for all costs. There is NO Tournament "Entry Fee" paid by participating teams since they have earned the right to attend by being among the best teams in the province. The best organized Tournament Plan will not necessarily be selected by the Association Executive for representation to the Regional Director. Selection at the Provincial level in January each year is made as outlined in the Hockey Alberta Handbook. Referees are paid by THMA when hosting a Provincial Tournament. Teams hosting Provincial tournaments are expected to pay for ice time to each arena.

If your team is interested, please do not hesitate to discuss this with your Vice-President and the President. Hosting a Provincial Tournament is a very challenging and worthwhile undertaking. We invite you to share the challenge.

## **26. DISCREPANCIES/COMPLAINTS PROTOCOL**

For further assistance and information, team management can refer to or obtain copies of these important handbooks etc. through their team Manager or Director. Parent, team, and coach inquiries should be made through the team Manager, to the TMHA Executive Board of Directors.

For complaints you must follow the chain of command - Manager to Director to Coach to Board Member President or Vice President.

## **27. CODE OF DISCIPLINE**

A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the President and a Vice President, the Discipline Committee or the Executive. The respective community Vice President shall be advised of all such suspensions.

Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to a Vice President. The Vice President shall document the complaint including the name of the complainant, the affected team, coach, assistant, trainer or manager and the nature of the complaint. When necessary, the Vice President may refer concerns to the Executive for resolution. Any serious concerns by coaching staff, or others, must be reported in writing to the TMHA Executive for consideration.

A Discipline Committee shall consist of, as a minimum: the President and/or a Vice President, and shall include additional members at the discretion of the Executive. The president, or his/her delegate, will Chair the meetings and may cast the deciding vote.

An appeal process shall be available to complainant(s). Subsequent to a ruling by the Discipline Committee that is unsatisfactory for the complainant(s), the complainant(s) may appeal the decision to a Discipline Appeal Committee. This committee shall be determined and set up by the TMHA Executive but shall consist of no common members of the Association. The Appeal Committee shall hear and be

given all relevant data necessary to reach resolution of decision the deem to be fair and just. The ruling of the Discipline Appeal Committee shall be binding on all parties.

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman calls a particular game, nor is it for questioning interpretations or judgment calls.

Any player given a suspension shall be required to attend the suspended game(s), either home or away before the association will recognize the suspension as being served. All suspensions must be forwarded by the manager to the President of the association. This shall include the game sheet from the game(s) the player sat out with the player's signature.

### **CODE OF DISCIPLINE: (for parents, coaches and players)**

Every coach, player and parent of TMHA will sign discipline guideline agreement as set out and agreed upon by the THMA. In many instances, offenses that are similar to those identified in the Hockey Alberta Minor Suspension Guidelines will be dealt with in the same manner. When an individual is suspended from TMHA, they are suspended from all Minor Hockey activities. This includes participating in other sibling's games if they are a parent with other children playing hockey. It also included refereeing games if they are a referee.

Severity of Discipline:

**A. Mild** (Reprimand to 2 game suspensions) This would be applied when it is a 1st offense, which is less severe in nature. The offending individual has shown true remorse and the actions are out of character.

**B. Moderate** (Minimum 3 game suspension) This is for offenses, which are mild to moderate in severity. Application of this type of discipline would be for a 2nd offense. It would also be applied to individuals who have not accepted responsibility for their actions or show no remorse.

**C. Severe** (Minimum 5 games to 3 years suspension) This is for the most serious offenses. An example could be physically threatening or assaulting an individual. Application of this type of discipline would be for individuals who have reoffended multiple times or not accepted responsibility for their actions or show no remorse.

TMHA expects full cooperation in signing the pledge form and code of conduct forms.