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TOFIELD MINOR HOCKEY ASSOCIATION POLICIES AND PROCEDURES

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Tofield Minor Hockey Association1.
Policies and Procedures

1. Preamble

- 1.1 The Policies and Procedures outline the regulations under which the Tofield Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Policies and Procedures, all participants (individuals and teams) in Tofield Minor Hockey, all members of the Association, including player, parent/guardian, coach, team official or team, follower and fan, are bound by the Bylaws and the Policies and Procedures of the Tofield Minor Hockey Association, Hockey Alberta and Hockey Canada. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method the policy is to be employed or followed.
- 1.2 The Policies and Procedures may be revised or amended from time to time as determined by the Tofield Minor Hockey Association, Executive Board of Directors. However, prior to revision or amendment to the Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision or amendment is in the best interests of the Membership and the Association as a whole. Any changes, amendments or revisions to the Policies and Procedures shall be voted upon by the Executive Board of Directors using voting procedures outlined in the Bylaws. Further, revisions or amendments made to the Policies and Procedures must be indicated by date (i.e. Updated/Adopted May 2009) at the bottom of the applicable section which has been revised or amended.

2. Definitions

- 2.1 "TMHA" means the Tofield Minor Hockey Association.
- 2.2 "Board" means the Executive Board of Directors acting as a body.
- 2.3 "Director" means any person elected or appointed to a position on the board.
- 2.4 "Level" means a particular age category as outlined by Hockey Alberta.
- 2.5 "VP" means Vice President.
- 2.6 "Members" means member of the association who is in compliance

1.0 Program Purpose

- 1.1 In accordance with the provisions of Article 2 of the Tofield Minor Hockey Association Bylaws, and in the context of good sportsmanship and citizenship, the purpose of the Association is to: “facilitate and further the physical, mental, emotional and social development and well-being of program participants through the sport of hockey”.

2.0 Values and Principles of Operations

- 2.1 The following values will guide decision making in the Minor Hockey program.

- Respect.
- Fair play and sportsmanship.
- Commitment/dedication and hard work.
- Skill development – mental, emotional, social, physical.
- Personal discipline and self-control.
- Acceptance of responsibility.
- Excellence/fulfillment.
- The team comes first. Without the team there is no opportunity for the individual.
- Safety of program participants is paramount.

- 2.2 The Tofield Minor Hockey program will operate in accordance with the following Principles:

- Participation in the program should be an enjoyable experience for all – executive, coaching staff and team management, players and parents.
- TMHA organization determines the hockey program for each level within the system. Coaches deliver the program identified by TMHA.
- To hold a coaching position, coaches require at least the minimum level of certification specified by Hockey Alberta for the level coached.
- Conflict will be resolved at as early a stage as possible in all situations.
- Use of ice time will be optimized.
- Success on the ice is a by-product of the life and other skills - physical, mental, social and emotional – taught to program participants.
- Every participant in the program will have an equal opportunity to learn.
- Every participant will play at the right/appropriate skill level.
- Participant risk of injury will be minimized.
- Financial hardship should not be a reason for exclusion from the program. The organization will find ways and means of providing an opportunity for participants to “pay their way”.

- Abuse of officials, coaching staff, program participants and members of the Board of Executive will not be tolerated.
- As an organization dedicated to excellence, and in keeping with the notion that our athletes should participate in an enjoyable and safe environment, the use and/or consumption of alcohol, cannabis, vaping, illegal drugs, tobacco and tobacco products by players, members, coaching/management staff and members of the Board of Executive will not be tolerated during hockey related activities where minors are present as per HA guidelines.

3.0 Program Outcomes

3.1 The success of the Tofield Minor Hockey program will be evaluated each year against the following criteria:

- The development of each child in the program is maximized.
- Player satisfaction is at a high level and shows improvement from year to year.
- Parent satisfaction is at a high level and shows improvement from year to year.
- Participation in the program improves/increases each year.
- Dropout rates from one year to the next within a level, and from one level to another, are reduced. That is, participants have acquired the skills necessary to be successful in each successive year of the program and at each successive level.
- Conflicts are resolved in an efficient and mutually acceptable manner.
- Program costs are reasonable and reflect the cost of program operations.

4.0 Program Components/ Elements

4.1 There are five major components in the TMHA hockey program including:

- Power skating – While skating is an individual skill, consistent with the notion that skating is the most important skill in the game of hockey, TMHA has chosen to place a high emphasis on the development and reinforcement of skating skills at all levels.
- Individual skill development – physical, mental, social, emotional
 - Physical – skating, shooting, passing, puck control, checking
 - Mental – thinking skills, values
 - Social – the ability to work cooperatively to produce a result – team play.

- Emotional – personal discipline and self-control – the ability to not let others take one out of the game.
 - Positional play – skills associated with a particular position and on-ice relativities.
 - Team systems – the coordinated play of all six players who are on the ice at any given time.
 - Games
- 4.2 The U7 and U9 levels are considered to be “Intro to Hockey” levels within the Association.
- 4.3 The U11, U13, U15 and U18 levels are considered to be competitive levels within the Association.
- 4.4 At the U7, U9 and U11 levels in the hockey program, participants will have the opportunity to learn the skills associated with all positions. As participants progress through the levels, greater positional specialization will be the norm.
- 4.5 At all levels and with the program emphasis on development, coaches are expected to identify individual player weaknesses, teach the skills that address those weaknesses and, during games, provide participants with the opportunity to demonstrate skills acquired.
- 4.6 While participation in the TMHA program does not guarantee equal ice time during games, it is expected that all players shall receive ice time in a fair and equitable manner. Coaches may vary ice time for individual players for the purpose of reinforcing established Association values. As one moves up through the competitive levels, greater importance may be placed on “earning” ice time, particularly during league playoffs and the Provincials. It is up to the Coaching Staff to decide in which situations and how such “earned” ice time is implemented. i.e.: penalty killing, power play etc.

5.0 Ice Allocation and Utilization Guidelines

- 5.1 To ensure that the five major components of the program are addressed appropriately at each level, the TMHA Board of Executive has approved the ice time allocations and ice utilization guidelines identified in **Appendix I**
- 5.2.1 Coaches shall attempt, to the best of their ability, to plan practices and schedule games in accordance with the time guidelines outlined in the Appendix. While it is acknowledged that coaches require some flexibility in the development and execution

of practice plans when responding to identified individual and team needs, altering the time allocated to the development of skating skills is not an option.

- 5.2.2 Coaches shall attempt, to the best of their ability, to complete, and implement, annual and individual practice plans in accordance with formats provided by the Association (**See Appendix II**). It is acknowledged that annual and individual practice plans will require modification based on team and individual development over the course of the season.
- 5.4 Cancellation of ice slots must have the approval of the VP of On Ice Operations.
- 5.5 Provincial Play downs take precedent over all other scheduled ice times. League playoffs take precedent over exhibition games and other on ice activities. Teams shall work in a mutually respectful manner with the Ice Scheduler to accommodate each team's needs.

6.0 Power Skating Program

- 6.1 Power skating will be incorporated into the regular practice schedule (in accordance with specified time guidelines) as an integral component of the hockey program at each level.
- 6.2 Coaches, at all levels, are encouraged to learn power skating techniques and provide power skating instruction to players. Coaches will be assisted in their efforts to learn power skating skills through clinics and/or workshops provided by the TMHA.
- 6.3 Content of the power skating program is outlined in **Appendix III**.

7.0 Establishing Tiers and Holding Tryouts

- 7.1 To ensure that developmental opportunities are maximized, and in keeping with the principle that every participant will play at the right/appropriate skill level, when there are enough players to warrant the formation of two or more teams, teams will be tiered.
- 7.2 Tryouts will be held with players assigned to the various tiers according to skill. Consistent with Hockey Alberta policy, where there is a legitimate concern for the safety of a participant playing at a higher skill level, that player will be assigned to a lower skill level where the danger to the player is minimized.

- 7.3 Criteria for the evaluation of participants in the hockey program will include, but may not be limited to, skating, passing, checking, thinking and positional skills as well as commitment and the willingness of participants to take instruction.
- 7.4 Insofar as it is possible and practical to do so, drills will be simplified and skills will be isolated for evaluation purposes.
- 7.5 Evaluations will consist of timed drills and/or judged evaluation drills and /or inter squad exhibition game. Evaluations will be conducted in a fair and respectful manner by impartial evaluators. Participants will be evaluated on a scale.
- 7.6 The Evaluation Team for each level shall be made up of impartial evaluators consisting of TMHA Coaches from other levels, outside individuals with coaching experience, other hockey knowledgeable individuals and/or the Coach Mentor, including evaluators specific to goaltending.
- 7.7 Tryouts will be coordinated by Level Directors with tryout formats, drill selection and evaluation criteria determined by the Coach Mentor and VP of On Ice Operations. (See **Appendix IV** for guidelines of try out drills)
- 7.8 Decisions on team assignments will be finalized by VP of On Ice Operations in consultation with the Coach Mentor and the Evaluation Team. All team assignments will be subject to ratification by a committee comprising the President and the VPs of On Ice and Off Ice Operations. Those on the executive committee shall not make decisions related to their own son/daughter. Level Directors are responsible for contacting members with their team assignment.
- 7.9 Sometimes evaluations are not conclusive or there is need for further analysis of a player or players. Typically, players in the center of the cut between an A and B team of the same level, players “on the bubble”, as it is often referred to. In such cases it is advisable that such a player or players be placed on the B Team to allow further analysis and ensure proper placement for those specified players. This must be done and mutually agreed on by all parties involved in the team assignment process in consultation with the Coach of the A team and the Coach of the B team. Such decisions shall be made within a reasonable timeline.
- 7.9.1 Individual player evaluations are confidential, and the results are not available to parents/guardians, players or any other Members during or after the team selection process. All results shall be retained by the VP of On Ice Operations for the remainder of the current season and then destroyed.

8.0 Conditioning, Try Outs session and Tiering:

- 8.1 The hockey season comprises three separate components including:
- . Conditioning and Tryout Sessions
 - . The Regular Season
 - . League and Provincial Playoff
- 8.2 All players must be registered (submit all required registration information and fees) with the Association before participating in any on ice activity.
- 8.3 Typically, the Conditioning and Tryout component takes place during the last two weeks of September and may, under some circumstances, carry over into the first week of October. The Conditioning phase of this component will consist of not fewer than four on ice sessions designed to prepare participants for Tryouts. The Tryout phase of this component will consist of a minimum of one on ice session designed to assess the relative skills of participants as well as a minimum of one inter-squad game or exhibition game designed to assess positional and team play skills.

The Regular Season

- 8.4 The Regular Season is about development and commences with league play in early October and finishes with the conclusion of league play, typically in early to mid-February. During the regular season, coaching staff are expected to allocate ice time during games and practices in a manner that facilitates participant development, and which reflects participant subscription to Association values.

League Playoffs and Provincials

- 8.5 While the regular season is about maximizing player development, during League Playoffs and Provincials the emphasis shifts to a demonstration of excellence. Coaches shall coach for a winning result but at the same time try to balance achievement with the need to provide a positive experience for all players.
- 8.6 Since League and Provincial Playoffs are about achievement, coaches may choose to reward players with extra ice time if they have subscribed to Association values and acquired the skills necessary to compete at their level.

9.0 Movement between Levels within the Association

Team Formation – GENERAL

- 9.1 While Hockey Alberta specifies a minimum of 10 players and a maximum of 19 players on a roster, Tofield Minor Hockey considers a minimum of 12 and a maximum of 15 players at Novice and Atom levels and a minimum of 14 and a maximum of 19 players at the Pee Wee, Bantam and Midget levels as ideal.
- 9.2 When there are more than 19 players available at the Novice, Atom, Pee Wee, Bantam and Midget levels but insufficient numbers available to form two teams, the Association will, at the discretion of the Board of Executive:
- Hold evaluations, attempt to find other associations who can accommodate the lowest ranked players and release those players;
 - Approach a neighboring association and attempt to form two teams by combining players from both associations.
- 9.3 General Player Movement

Team Formation – ACCELERATED DEVELOPMENT

- 9.4 Consistent with the expressed purpose of the maximizing the development of the program participants, upward movement from one level to another in the program will be encouraged and facilitated under one of the following circumstances:
- When there are an insufficient number of players at the higher level to permit the formation of the team/teams at the level and there are players available at the lower level with skills sufficient to compete, without undue risk of injury, at the higher level. This can only be done with the Player and his/her Parent/Guardian's permission.
 - When a player at a lower level has the skills necessary to compete at a higher level, without undue risk of injury, and the movement to the higher level does not result in an inability to form a team at the lower level.
 - Players who request to play in a higher age category are required to register at their own age level and request a tryout at the higher age level with the approval of their Parent/Guardian. This request must be approved by the President, VP of On Ice Operations, Coach Mentor and communicated to both affected Level Directors. The player's previous years Head Coach shall also be consulted. Such requests shall only be granted to players who have displayed above average

ability and such movement would allow that player to play at the proper level of his/her ability. Players will try out at both levels.

- 9.5 Tofield Minor Hockey will consider team roster size “ideals” when making final decisions relative to accelerated player movement and assignment to teams within the program. Assignment to a higher level than one’s age level will be approved by a committee comprising of the President, the VP of On Ice Operations, Coach Mentor and the Level Directors and Head Coaches from the two levels affected by the movement. Players cannot be forced to move to a higher level than their age category.

Affiliation

- 9.6 Players who are properly affiliated may move between levels over the course of the hockey season consistent with the rules governing such movement as provided by Hockey Alberta.
- 9.7 A request to use an affiliated player at a higher level must be made by the Head Coach at the higher level and approved by the Head Coach at the lower level, the Player and his Parent/Guardian. In no case will a request to use an affiliated player result in the inability of the lower level team to remain competitive during their designated league or Provincial commitments. Alternatively, the Coach from the lower level shall not unreasonably withhold players at the Atom, Pee Wee, Bantam and Midget levels from participating in affiliation opportunities. In the case of a disagreement between the affiliated team’s Coaches the VP of On Ice Operations shall render a decision.
- 9.8 Before any affiliated player is permitted to play up for a sixth game after January 10th, as per HA affiliation rules, approval must be obtained from a committee comprising the President, VP of On Ice operations, as well as the Coaches, Parents and the Level Directors, from the two levels affected by the movement.

10.0 Player Releases

Consistent with the notion of maximizing the development of players, a registered participant may complete a “Permission to Try Out” Form from the Hockey Alberta website, to try out with a team in another association, that is at the “AAA” or “AA” level of his/her age category. If a player at the U13, U15 or U18 level does not make the “AAA” or “AA” level in another association but has been offered a position on an “A” or “Tier 1” team by the head coach that player may request, via letter from the other association President explaining why they feel said player will benefit from joining the team and playing at that level for the year, to be released to said team for the season upon review by the TMHA Executive Board. Points of review shall include the players

age, ranking on the "A" or "Tier 1" team, potential to make a higher category in the next season and that the release does not violate 10.1 as outlined below.

A "Permission to Try Out" Form can only be approved by the President of the TMHA in consultation with the VP of On Ice Operations.

- 10.1 If the participant makes a "AAA", "AA" or in special cases a "A" or "Tier 1" category in another association, the participant may be released to that association provided that the release of said player does not jeopardize the ability of the TMHA to form a team in the current season. TMHA will not unreasonably withhold any player from maximizing his/her development opportunity in such cases.
- 10.2 Unless exceptional circumstances prevail, typically, try out releases and player releases by the Association will only be considered at the U13, U15 and U18 levels.

11.0 Coaching Credentials and Coach Selection

Coach Credentials

- 11.1 Coaches within the TMHA program will possess:
 - As a minimum, the level of coaching certification required by Hockey Alberta for the assigned level within the program (to be acquired during the qualifying period in the season of appointment if necessary).
 - The skills and ability to provide players with power skating instruction.
 - The ability to provide a practice plan for an entire season that addresses the "program" identified by Minor Hockey for the applicable skill level.
 - The ability to develop written individual practice plans consistent with an annual practice plan.
 - The ability, and willingness, to develop and deliver joint practices.
 - A coaching philosophy that is consistent with the purpose, values, principles and ice allocation/utilization guidelines identified by Tofield Minor Hockey.
 - Coaching experience that demonstrates an ability to deliver the program at the desired level.

Coach Recruitment and Selection

- 11.2 Prior to the commencement of the hockey season, the TMHA will invite applications for coaching positions at all levels in the program for the coming season.

- 11.3 Every candidate for a coaching position will be required, each year, to submit an application for a coaching position in accordance with a format (**Appendix V**) determined by the Association. All coach applications shall include RCMP (every 36 months) and Intervention Record check (yearly). The submission of an application each year permits the Association to track coach training and development.
- 11.4 A Coach Selection Committee headed by the Coach Mentor and comprising the VP of On Ice Operations and two other hockey knowledgeable individuals with no conflicting relationship with an applicant, one of whom will be an independent person from outside the Association, will review applications, identify suitable candidates, interview and appoint candidates for head coach positions.
- 11.5 Standard interview questions will be developed. Each candidate for a head coaching position will be asked the same questions and evaluated based on responses to those questions.
- 11.6 The Coach Selection Committee will interview coaching candidates and summarize coach credentials using the following criteria:
- Coaching training;
 - Coaching experience;
 - Coaching success;
 - Interview results.

In addition, and for candidates who have coached in the program in previous years, the Committee will consider coach evaluations conducted in seasons past.

- 11.7 If any of the Coach Selection Committee is applying as coaches themselves, then it will be necessary to use other appropriate and knowledgeable Executive Board Members or outside individuals in the evaluation process for that level.
- 11.8 When there is only one applicant for a head coach position for a team at any level, and that applicant has coached previously and been evaluated favorably within the Association, the Coach Selection Committee may, if it is satisfied that the applicant can fulfill the responsibilities of the position.
- 11.9 In the case where an age level has more than one team, Head Coaches shall not be allocated to either the A or B team until the completion of the Player Evaluation Process. This is to eliminate any preconceptions during the player evaluations in relation to a Head Coach's own child's team placement.
- 11.10 All applications, interview results and coach assessments are confidential and will be retained on file by the VP of On Ice Operations from season to season.

- 11.11 Candidates for Assistant Coach Positions will also be required to complete a coaching application. Assistant Coach Applicants may be nominated by designated Head Coaches or selected from the ranks of head coach applicants who were not successful in a bid to become a head coach.
- 11.12 Assistant Coach appointments for each team will be determined by the team's designated Head Coach in consultation with the VP of On Ice Operations.
- 11.13 All carded personnel appointed to coaching and other team positions, or working directly with children in the hockey program, must provide proof of application and/or obtain a RCMP and Intervention Record Checks before they engage in such activities.

12.0 Coach Evaluations

- 12.1 Coaching staff will be evaluated throughout the regular hockey season. Evaluations will be forwarded to the VP of On Ice Operations, to be reviewed, summarized and filed for future reference. **Appendix VI**
- 12.2 Level Directors will oversee, coordinate and collect coach evaluations for the VP of On Ice Operations.
- 12.3 While coach evaluations will be used primarily to improve the quality of coaching, coach evaluations will also be used in the coach selection process.

13.0 Officials

- 13.1 **Referee Clinics**
TMHA and its RIC will organize and host a Referee Clinic at the start of each season to certify and educate its referees. Clinic space will give preference to TMHA members and then will supplement with outside referees. Costs for the clinic and certification or re-certification are payable by each individual attending.
- 13.2 **Shadow Program**
The RIC will operate a shadow program for all first-year referees. This program will consist of a senior/experienced referee paired with the new referee under the supervision of the RIC. It will be the RICs discretion as to when the new referee is capable of exiting this program.

13.3 **Association Referee Assigning**

The TMHA Referee in Chief shall be responsible for assigning all referees for all games played within TMHA. Should TMHA not have qualified referees available then the RIC may contact outside associations and hire outside referees. Referees outside the association may also be required in the event of family relations between team and officials if deemed a conflict of interest.

Teams cannot request to choose their game referees. Only requests for outside referees can be made in writing to the TMHA President by a League Tier Governor or Hockey Alberta.

League Games

TMHA will automatically schedule officials for all scheduled league games. Should there be any game changes, the ice allocator and referee assigner must be notified immediately. Failure to contact the Referee Assignor, and the referees arrive for the ice time, will result in that team paying the referee fees to TMHA. When scheduling games please provide date, time, division and tier.

Play Off Games

Please contact the ice allocator and referee assignor for all Play Off games with at least 3 days' notice to allow for time to find officials.

When scheduling games please provide date, time, division and tier.

You will receive a confirmation email that officials have been assigned. If you do not receive an email, officials are not assigned and follow up is required. Only team managers and head coach can make the request.

Exhibition Games

Please contact the ice allocator and referee assigner for all exhibition games with at least 3 day's notice to allow time to find officials.

Teams are responsible for referee payment for all exhibition games. Please see Hockey Alberta website for current season rates.

When scheduling games please provide date, time, division and tier.

You will receive a confirmation email that officials have been assigned. If you do not receive an email, officials are not assigned and follow up is required. Only team managers and head coach can make the request

13.4 **Referee Rate Schedule**

All referees will be paid according to Hockey Alberta's current Referee's Rate Schedule each season. In addition to this, outside referees will be paid mileage and travel time.

The referee assignor will record all games officiated including the assigned officials name, game duties and division/level and on a monthly basis will issue to the Treasurer a report of games completed to serve as a timesheet for payment.

13.5 Referee Complaints

A Head Coach or team Manager may report on incidents or games where the officiating is thought to be less than satisfactory. Such complaints shall be detailed in writing to the TMHA RIC with copies forwarded to the Level Director and the VP of On Ice Operations. Such complaints will be reviewed with a response from the RIC. TMHA is not responsible for disciplining referees. Hockey Alberta's North Zone Discipline Coordinator is responsible for all referees.

14.0 Organization Structure and Position Responsibilities

14.1 The organization structure for the Tofield Minor Hockey Association is depicted in **Appendix VII**.

14.2 Responsibilities of positions on the Board of Executive and other key positions in the organization are described in **Appendix VIII**.

15.0 Codes of Conduct

15.1 Codes of conduct and ethics guidelines for members of the Board of Executive, Members of the Association, players and coaching and team management staff are described in **Appendix IX**.

15.2 Members of the Board of Executive, coaching and team management staff, players and members are all required to subscribe to the applicable code of conduct and sign off on said code.

16.0 Zero Tolerance Policy

16.1 Discipline

Appendix X outlines the disciplinary action that will be applied to players, coach and management staff, members and members of the Board of Executive for the offenses listed. Clearly, it is not possible to list all of the possible offensive behaviors in the Appendix. If other offensive behaviors occur, coaches and/or members of the Board of Executive are expected to assess the similarity between the offense in question and those offenses listed in the Appendix and apply an appropriate and justifiable disciplinary penalty.

16.2 Complaint Resolution

Appendix XI outlines the complaint resolution processes to be used when attempting to resolve issues/disputes arising related to TMHA operations. To submit a written complaint, use the Complaint Resolution Form found in **Appendix XII**.

17.0 Registration

All players must be registered (submit all required registration information and fees) to the TMHA before participating in any on-ice activity, including conditioning camp. Any misrepresentation or misinformation on the registration form may result in the removal of member privileges in addition to a one to three-year Hockey Alberta suspension. Registration forms shall be available on the Tofield Titans Minor Hockey website or from the TMHA Registrar.

17.1 General registration fees, concession buyout fees, late payment penalties, fundraising fee, annual general meeting fee and late registration penalty fees will be established annually and outlined in the registration package.

17.2 Refund of Fees: Refunds for participants withdrawing from the program will be paid, upon written application to the Registrar, on a pro-rated basis

- A) Participants suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- B) The Registrar and Treasurer shall determine on a pro-rated basis the amount to be refunded to Participants who leave for legitimate reasons. i.e.: Moving out of the TMHA boundaries or a season ending injury. Participants who “drop out” of the program will receive a pro-rated refund minus a Processing Fee of \$60. No refund will be given after December 15th of the playing season.
- C) Introductory Rookie Fee- Once on ice sessions have commenced the introductory Rookie fee of \$60 will not be refunded. The \$60.00 rookie fee applies to U7, U9 and U11 players that have never played minor hockey with any association before and is available once per child.

18.0 Purchasing Policy

The Executive Board of Directors is responsible for ensuring the proper expenditure of TMHA funds and to achieve the best possible cost in relation to such expenditures. This

policy covers ice rental, goalie equipment, coaching clinics, player development programs, socks, team pictures and all other normal operating and maintenance costs of the association. Special Fund-Raising Initiatives are covered under Fund Raising and Sponsorship.

- 18.1 Authority to expend funds shall be established in a Financial Delegation of Authority Policy or by a vote of the Executive Board of Directors.
- 18.2 Any purchase or contracted services exceeding \$1,000.00 require at least two cost quotes. Any purchase or contracted services exceeding \$5,000.00 require at least three cost quotes.
- 18.3 Purchases or contracts of over \$1000.00 will be awarded by majority vote of the Executive Board of Directors. Factors to consider when making a purchase or awarding a contract should include, but are not limited to:
 - (a) Quality of materials;
 - (b) Total cost;
 - (c) Reputation of supplier;
 - (d) Guaranteed delivery date;
 - (e) cost of replacement and/or extra items;
 - (f) location Example: if a local supplier is close in price to an out of town bid, preference should be given to the local bid, all else being equal;
 - (g) Sponsorship.
- 18.4 Changes to, or authority to exceed the terms of the purchase or contract after it has been awarded, requires approval of the Executive Board of Directors.

19.0 Fundraising and Sponsorship

All fundraising and sponsorship initiatives by TMHA and its Members must be approved by the Executive Board of Directors. This is to ensure that local community groups, businesses and individuals are not unduly inundated with fundraising and sponsorship requests from several different representatives of TMHA. TMHA needs to present an organized and effective fund raising and sponsorship program that involves the community in a positive way.

- 19.1 Each year the VP of Off Ice Operations shall head a Fundraising Committee to explore Major Fundraising options and present them to the TMHA Executive for approval. The annual Major Fundraiser is needed to offset the costs of running the TMHA program and help make hockey affordable to everyone in our community. Once the Major

Fundraiser is determined, members and parents are given the option of participating in the Major Fund Raiser so that they may reduce their initial registration fee. If members do not wish to participate in the Major Fundraiser, they will receive no refunds on their registration fee. Major Fund Raiser options may include but are not limited to: The TMHA Raffle. Other ideas for the annual Major Fund Raiser will be entertained and should be submitted to the Fundraising Committee.

- 19.2 Other Fund Raising such as the Oilers 50/50, casinos or bingos are available to TMHA but are subject to application and competition from other non-profit groups and cannot be counted on in the annual budgeting and operation of the TMHA program. Monies from these types of fundraising opportunities shall be set aside for annual budgetary shortfalls and or for Special Initiatives as outlined in 19.5, under Special Fundraising and Sponsorship Initiatives.
- 19.3 In addition to the Major Fundraiser, each team will be required to raise funds during their home tournament with all proceeds going directly to TMHA. A “minimum” monetary goal shall be set by the TMHA Board of Directors each year. Fund raising activities during tournaments are important in that they provide a more interesting and enjoyable experience for those attending our tournaments.
- 19.4 All corporate and individual donations shall go directly into Tofield Minor Hockey General Fund. No private accounts may be held in individual team names. Anyone or any level found holding private accounts may be subject to disciplinary measures from Tofield Minor Hockey Association.
- 19.5 Any team who wins Zones and qualifies to play in the HA Provincial Tournament is eligible to apply for financial assistance from TMHA.

Bus transportation and/or accommodations will be considered priorities. Travel distance and game schedules will be used to determine if financial assistance will enhance the team’s opportunity to compete. Teams must submit a detailed Tournament Plan and budget. The Executive will consider the amount of funds it allocates based on the Association’s current financial health, previous Provincial Tournament allocations and proposal quality. Funds cannot be paid directly to individual Members, only suppliers.

A Tournament Plan should include but not be limited to:

1. Player and Coaching staff dress code.
2. Accommodation and travel plans.
3. Guidelines for off-ice player activities i.e.: Amount of time players are allowed in swimming pools; other non-hockey activities; curfew times.

4. A parent/player hospitality room for extracurricular events such as team meals or parent social activities. Motel/Hotel rooms subsidized by TMHA are to ensure players receive proper rest and sleep. They are not party rooms.

Attending the Provincial Tournament should be an enjoyable experience for players and parents, but the overriding goal must be to ensure that the players are able to compete to the best of their abilities during the tournament. The Provincials are about excellence on and off the ice. Members must be in good standing and adhere to the TMHA P & P at all times as they are representing the Association. Failure to do so could result in TMHA revoking its monetary contribution or demanding repayment of allocated funds.

19.6 Special Fund Raising or Sponsorship Initiatives

TMHA may embark upon a special fundraising or sponsorship initiative i.e.: Building an outdoor practice rink or participating in facility upgrades or any other project that requires funds above and beyond TMHA's normal operating and maintenance costs. Excess funds from general fundraising may be used to help achieve such goals, as long as the financial health and goals of the TMHA's hockey program are not affected. The General Membership shall be apprised of such initiatives and allowed to vote on such, either at the annual AGM or at a special meeting of the General Membership.

20.0 Concession

One of the TMHA main fundraisers is the operation of the concession. The revenue that is generated from our concession helps offset the cost of our registration fees. It is important to offer a concession service to our own membership and our visiting teams.

- 20.1 Every family shall work a specific number of concessions shifts per registered player as determined by the TMHA Executive Board. The number and type of concession shifts will be stated in the Registration package each year.
- 20.2 Failure of any member to work his/her shift or find an approved replacement will result in a fine. The amount of the fine shall be determined each year by the TMHA Executive Board. All buyout fees and fines shall be outlined in the annual TMHA Registration Package.
- 20.3 Concession payments are part of registration and must be received before a participant's registration is considered paid. A deposit cheque dated for October 15 of the current year, in the amount determined by the TMHA Executive, is required at the time of registration for each player. On completion of a member working his/her shifts,

the deposit cheque will be returned or destroyed. Should a member choose not to work his/her shifts their cheque will be cashed and duties will be fulfilled by someone else. Should these stipulations not be met, on-ice privileges may be withheld. No person under the age of 15 years of age is allowed to work in or enter the concession.

21.0 Tournaments

Each age level shall hold a tournament each season. Under the supervision of the Level Director, a Tournament Committee shall be formed to manage and operate the tournament. The Tournament Committee, in consultation with the Head Coach(es), shall determine the number of teams invited, which teams are to be invited, play down format, tournament rules and procedures. Tournament schedule, format, rules and regulations shall be posted in the arena lobby during the tournament. Tofield Minor Hockey VP of Off Ice Operations shall obtain Tournament Sanction Numbers from HA. Tournament sanction numbers must be posted in the arena lobby.

- 21.1 TMHA shall establish annual weekends for each level Tournament i.e.: The Pat Donnan Memorial Tournament held the second weekend of December of each year. The ice allocation for a Tournament is usually Saturday to Sunday 8:00 AM - 8:00 PM. Sometimes a Friday evening game may be necessary. Tournament ice times should be given to the Ice Scheduler two weeks in advance. The Ice Scheduler reserves the right to adjust the Tournament Schedule if required. Tournaments **will not** be held during February through to mid-March (with the exception of Initiation/Tom Thumb as approved by the Board of Directors) as ice time demand for League and Provincial playoffs can cause difficulty in scheduling. Tournaments **will not** be hosted on back to back weekends as it can complicate scheduling for other TMHA teams.

- 21.2 Tournament Fees must be high enough to cover all of the following expenses:

of ice use hours X Ice Fees
Referees cost for all games
Trophies or prizes for all players
All additional expenses

Total expense dollars divided by invited teams = TOURNAMENT FEE

- 21.3 Each level is required to make a minimum profit per team. The TMHA Executive Board shall determine this amount each year. This can be done with tournament fundraising such as bake table, toonie stick, puck toss, 50/50 sales, raffle items donated by each family, etc.

- 21.4 The Tournament Director has the authority to make decisions on any discipline or tournament suspensions. All infractions or referee write-ups must be faxed to the Zone 7 Discipline Co-coordinator.
- 21.5 The U13 Tournament for Tofield Minor Hockey will be designated as the ***“Pat Donnan Memorial Tournament”*** This tournament will take place the second weekend in December each year. The Trophy will remain in Tofield with the Tournament Winner’s Team Name engraved on the trophy. A write up on Pat Donnan will be put in the Program for the Tournament. The Pee Wee Tournament Committee is to invite a member(s) of the Donnan Family to present the trophy to that year’s winner.

22.0 Travel Permits

Travel permits shall be required by any TMHA team traveling to tournaments or exhibition games outside of Zone 7. Managers must submit requests for Travel Permits to the VP of Off Ice Operations a minimum of 5 days prior to the travel date. VP of Off Ice Operations shall send the request to HA and notify the Manager when the Travel Permit number is received. TMHA teams must have a copy of their Travel Permit with them at the game or tournament and must indicate the Travel Permit number on game sheets. Game sheets MUST be faxed or emailed to the Zone 7 Discipline Chairperson within twenty-four (24) hours of the completion of the exhibition game or tournament.

- 22.1 Tournament Sanction Numbers must be applied for by the VP of Off Ice Operations once all annual tournament dates are confirmed.

23.0 Travel Policy

Hockey Alberta insurance covers Participants and Coaches during hockey activities including travel to and from such activities. NOTE: During travel, the primary insurance coverage is the standard vehicle insurance held by the vehicle owner and Hockey Alberta insurance coverage is secondary. Any Participant who holds a valid driver’s license and driving a properly insured vehicle may self-drive to and from games/practices. He/she may not taxi other Participants (team members) without proper written permission from the other Participant’s Parent/Guardian.

- 23.1 Prior to all road games, Coaches and or Team Managers should check travel conditions for weather advisories and road conditions. If team management determines that road conditions are too severe for travel, they shall notify all parents and the opposition team of cancellation. If road conditions are questionable, team management should discuss travel with parents and make a decision collectively. It is up to each individual parent/guardian to decide if they will travel, based on their observation of road conditions. No player shall be forced to travel with someone else if their

parent/guardian decides travel conditions are not safe, nor shall they be penalized in any way for not attending a game under such conditions. The above shall also apply to home games and practices.

23.5 Social Media and Networking Policy

TMHA shall adhere to the Social Media and Networking policy as laid out in **Appendix XIV**.

24.0 Publicity and Promotion and Tofield Titans Website

All Publicity and Promotion (P&P) for the TMHA shall be approved by the Executive Board of Directors. The TMHA may assign or appoint a Website Manager so that consistent and updated information is presented through all electronic or written media. Individual teams may submit pictures and or articles related to their team's activities to the media as long as those activities fall within acceptable TMHA guidelines. Example: Tournament write up and pictures; league standings; activities etc. All website additions or other media should be monitored and/or authorized by the Website Manager.

- 24.1 TMHA shall operate and maintain an official Tofield Titans Minor Hockey Association website. The website shall include but not be limited to the following: TMHA Bylaws; Policies and Procedures; Registration Forms; Executive Board of Directors listing; Head Coaches and Team Managers listing ; Ice schedules; Team sites and league schedules; Tournament updates and information; Special Events; Clinics; Hockey Alberta link; etc.
- 24.2 FOIP -Freedom of Information and Protection of Privacy Act, is to be followed in all electronic and media activities. The TMHA Registration Form will allow parents/guardians to accept or decline the use of their child's image or name on the Tofield Titans Minor Hockey website or in any related media. Such authorization, when given, shall be limited to TMHA activities only.
- 24.3 The website shall be operated and maintained by the Web-Site Manager. All information sites posted on the website must be approved by the TMHA Executive Board. All updates and maintenance shall be the responsibility of the website Manager under the supervision of the President or VP of Off Ice Operations.

25.0 TMHA Titans Logo, Colours and Supplementary Clothing

The Association recognizes that a standard uniform design provides TMHA teams with a consistent and recognizable image during competition; cost benefits for equipment

purchase; and a unifying image for players, coaches, team officials, executive and followers. Supplementary clothing (i.e. coats or track suits) are entirely optional, however, explicit specifications for products bearing the Association logo are designed to provide season-to- season continuity and reduce costs to parent/guardians.

- 25.1 The TMHA logo shall be “Tofield Titans” with the Titan helmet and flame design. The logo shall be restricted to official material approved by the Executive Board of Directors. The President or his/her delegate must approve all correspondence bearing the TMHA logo.
- 25.2 The Tofield Titan colors shall be forest green, gold, white and black
- 25.3 Supplementary clothing:
 - a) All supplementary clothing can be purchased by parent/guardians, players, coaches and other team officials as a matter of personal choice. No player shall be penalized for not participating in a purchase plan.
 - b) All supplementary clothing, purchased as “team wear”, shall comply with Association colors and specifications to qualify bearing the TMHA logo;
 - c) Each season TMHA shall appoint a Team Wear Committee to organize and facilitate a “Team Wear” order and sizing session.

26.0 Equipment and Jerseys

Parent/guardians are responsible to ensure that their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games. Mouth Guards are highly recommended for all levels in TMHA. Mouth guards can be generic types but properly fitted, custom mouth guards are recommended. All jewelry including head piercings, rings, necklaces etc. are prohibited during practices and games.

26.1 Jerseys

TMHA will provide game jerseys and two sets of game socks for each player. All game jerseys shall bear the TMHA logo and all game jerseys and game socks shall be of TMHA colors: Green, gold, black and white. Game socks provided by TMHA should only be worn during games. TMHA shall provide each team with two numbered sets of game jerseys – home and away. Jerseys are to be kept in garment bags only and cleaned on a regular basis. Each team will assign parents with the cleaning, storage and general care of the jerseys. The Team Manager shall be responsible for the jersey count at the

beginning and end of the season in co-operation with the TMHA Equipment Manager. All jerseys are the property of TMHA.

- 26.2 TMHA shall replace jersey sets for each level on a rotating basis so that the Association is not forced to replace all jersey sets at once. Jersey wear and replacement shall be monitored by the Equipment Manager.

26.3 Goalie Equipment

TMHA shall supply all necessary goalie equipment for levels up to and including U11. All equipment shall be the property of TMHA and distributed by and returned to the Equipment Manager. However, it is recognized that special circumstances may occur, where a U13, U15 or U18 Player may require equipment. Those special circumstances must be discussed with the TMHA Executive Board. Each team is responsible for the proper use, care and return of all goalie equipment. The TMHA will maintain, replace and update the goalie equipment to ensure that it is safe, in good condition and meets the demands of current playing styles and needs. A seventy-five-dollar goalie stick subsidy is offered to all U11, U13, U15 and U18 goalies, per annum.

26.4 Other Equipment

TMHA shall supply other equipment such as pucks, white boards and medical kits for each team. Pucks shall be assigned to each team at the beginning of the season and it is the team's responsibility to maintain their puck supply. Medical kits are to be replenished at the beginning of each season. Each team's assigned Safety Person shall ensure that the medical supplies are complete and request missing items from the Equipment Manager, as needed.

27.0 Annual Banquet

A banquet and awards presentation shall be held each year for all players, coaches, referees, arena staff, guest speakers, media and the TMHA executive and members. The VP of Off Ice Operations shall form a Banquet Committee utilizing TMHA Members from each team to help organize and manage the banquet: arranging for a suitable facility, setup, food, cleanup and the Awards Ceremony. If applicable the annual TMHA Raffle shall be drawn on the same evening. The Banquet Committee may change the format of the banquet with approval of the TMHA Executive Board.

28.0 Awards

Awards shall be presented at the TMHA annual banquet. Traditionally all players receive the Esso Certificates of Achievement. Players in Atom up to and including Midget receive the Esso Medals of Achievement. The VP of Off Ice Operations shall order and coordinate the Esso Awards.

MASON AWARD is presented annually to the player who displays on ice excellence, sportsmanship and leadership. Each Coaching Staff shall name a player from their team and submit a written description of why they feel their Nominee deserves the Mason Award.

COLIN RUDE MEMORIAL AWARD shall be presented each year to a player who displays, PERSEVERANCE “Steadfast in purpose through adversity”. Each coaching staff may submit a written description of why they feel a particular player should be chosen for this award.

COACHING STAFF OF THE YEAR AWARD shall be presented to the Coaching Staff that best exemplifies the following:

1. Commitment to the values and principles adopted by the TMHA.
2. Development and implementation of a clear development program consistent with TMHA policy.
3. Set a strong positive leadership example for players.
4. Management of on-ice activities in a manner that minimizes player/parent/coaching staff conflict.
5. On-ice success measured by the amount of development/improvement that has taken place over the season and /or League, Provincial Tournament or Invitational Tournament titles.

- 28.1 All awards winners will be determined by the Awards Committee comprised of the President, VP - On Ice and the Coach Mentor. The Mason Award will be decided by the Awards Committee in consultation with a Masons’ representative.
- 28.2 All awards winners will be determined by the Awards Committee comprised of the President, VP - On Ice and the Coach Mentor. The Mason Award will be decided by the Awards Committee in consultation with a Masons’ representative.
- 28.3 OTHER AWARDS may be created and presented to individuals or groups within or associated with the TMHA. Proposals for such awards may be submitted by any Member of the TMHA to the Executive Board for consideration and approval. The TMHA Executive Board will make the final decision on any such proposals. i.e.: Tofield Titans Award of Merit.

APPENDIX I

- U7** - Two ice times each week for a total of 2.25 hours
1 one hour skill session and a 1.25 hour slot

First Session - 1.0 Hours- Skills
- Skating- 40 minutes
- Other skills- 20 minutes

Second Session
- Skating- 20 minutes
- Other Skills- 15 minutes
- Shinny- 40 minutes

Number of games per season:

- U9** - Two one hour practices and a game slot of 1.25 hours

First Session - 1.0 Hours- Skills joint/ shared practice
- Skating 40 minutes
- Other skills- 20 minutes

Second Session
- Skating- 20 minutes
- Other skills- 20 minutes
- Positional play- 20 minutes

Game slot - 1.25 hours minimum

Number of games per season:

- U11** - Two one hour practices and a game slot of 1.25 hours

First Session - 1.0 Hours- Skills joint/ shared
- Skating- 40 minutes
- Other skills- 20 minutes

Second Session 1.0 Hours
- Skating- 15 minutes
- Other skills- 20 minutes
- Positional and team play- 25 minutes

Game Slot - 1.25 hours minimum

Number of games per season:

U13 - Two one hour practices and a 1.75 hour game slot

First Session -1.0 hours- skills joint/ shared
- Skating- 30 minutes
- Other skills- 30 minutes

Second Session 1.0 hours
- Skating (with skills incorporated)- 15 minutes
- Positional play- 15 minutes
- Team systems- 30 minutes

Game Slot - 1.75 hours minimum

Number of games per season:

U15 - Two one hour practices and a 2.0 hour game slot

First Session -1.0 hours- skills joint/ shared
- Skating- 30 minutes
- Other skills- 30 minutes

Second Session 1.0 hours
- Skating (with other skills incorporated)- 15 minutes
- Positional play- 15 minutes
- Team Systems- 30 minutes

Game Slot- 2.0 hours minimum

Number of games per season:

U18 - Two one hour practices and a 2.5 hour game slot

First Session - 1.0 hours- skills
- Skating- 30 minutes
- Other skills- 30 minutes

Second Session 1.0 hours
- Skating and positional play (with other skills incorporated)- 20 minutes
- Team systems- 40 minutes

Game Slot - 2.25 hours minimum

Number of games per season:

APPENDIX II

Annual and Individual Practice Plan Formats

TOFIELD HOCKEY PROGRAM- ANNUAL PLAN FORMAT								
PROGRAM ELEMENT			SESSIONS					
			#1	TIME	#2	TIME	#3	
Skating								
Forward		Starting						
		Stopping						
		Sculling						
		Striding						
		Tight Turn						
		Crossovers						
		Front to back						
Backward		Starting						
		Stopping						
		Sculling						
		Striding						
		Crossover start						
		Crossover striding						
		Crossovers	circles					
		Back to front						
Passing								
Forehand		Giving						
		Receiving						
Backhand		Giving						
		Receiving						

Shooting		Wrist						
		Snap						
		Slap						
		Backhand						
		Deke						
Body Checking		Corner check						
		Board check						
		Open ice						
Stick Check		Poke Check						
		Sweep Check						
		Lift the stick check						
Positional Play		Defense						
		Center						
		Wing						
		Goal						
		Puck Protection						
Team Play								
Defensive		Our zone						
		Their zone						
		Neutral zone						
		Cycle						
Special Teams		Power Plan						
		Penalty Kill						

APPENDIX III

Power Skating Program Content

The following are power skating program concepts and elements that must be taught at each level in the minor hockey program.

Concepts

Basic skating position – forward and backward

Inside and outside edges

Balance

Agility

Flexibility

Stride

Developing power

Muscle memory

Stick positioning

Repetition

Skills

- Starts

- T Start
- V Start
- Hockey start – or cross over start – left and right
- Backward start – crossover and “C” start

- Stops

- T Stop
- Snow plow – frontward and backward
- Hockey stop – left and right
- One foot stops – left and right – frontward
- One foot stops – left and right – backward

- Turns

- Tight turn – right and left
- Slide turn – one foot ahead of the other – inside edge of rear skate and outside edge of lead skate
- Cross over turn – left and right
- Frontward to backwards
- Backward to frontward
- Sculling turn

Sculling

- **Frontward and backward**
 - Left leg only
 - Right leg only
 - Both legs together - alternating

Crossovers

- Walking – left to right and right to left
- Skating – right and left – backward and frontward

Striding

- Frontward

Backward Skating

- “C” cuts
- Crossovers – both sides

APPENDIX IV

TMHA Tryout Guidelines

1. Line up four or more impartial evaluators.
2. Use two evaluation stations for each skill drill.
3. Place three evaluators at each evaluation station.
4. Give each child a number. Always run the players through the drills in the same order.
5. Each child does the drill two times in front of each evaluation station and is rated two times – i.e.: given a numerical. All marks are totaled for each player and averaged on each skill.
6. All marks are totaled for each player and averaged on each skill.
7. Averaged totals for each child are added giving a grand total.
8. Grand totals for each player indicate the final mark.
9. Keep the number of skills measured to a minimum.
10. Don't mix skills except for puck control and giving/taking a pass on the fly.
11. Determine in advance with your Coach Mentor how scrimmages or games will be used to evaluate players - what criteria will be measured during the scrimmages and how much weight should be given to scrimmages vs. how much weight should be given to skill evaluations.

TMHA Tryout Drills Guidelines

Frontward Skating Drill – repeat 2 times

Using both sides of the ice (two stations) instruct players to skate from one goal line to the other and stop with a hockey stop.

Crossovers – Front – repeat two times

Use two circles – two stations, one at each end. Instruct players to skate backwards around the two circles two times each.

Turns – repeat two times

Place 4 pylons equal distance apart down each side of the ice (two stations). Start players below the goal line. Instruct them to do a tight turn around each pylon, alternating the direction of the turn each time

Backwards – repeat two times

Use the same format as for frontward skating (two stations). Instruct players to skate backwards from goal line to goal line using big C cuts only on the first pass and using crossovers on the second.

Backwards Crossovers – circles – repeat two times

Same format as for frontward crossovers. Again, instruct players to exaggerate their steps and go as slow as possible.

Front to Back and Back to Front – two times

Use both sides of the ice and full length of the ice surface. Start below the goal line. At first blue line, turn backwards. At red line, turn front wards. At second blue line, turn backwards – proceed to far goal line.

Agility – repeat two times

Place five or six pylons in a zigzag pattern. Instruct players to skate through the pattern under control but as quickly as they can (could use three stations for this one).

Puck Control – repeat two times

Use the agility drill but player proceeds with a puck.

Passing – repeat twice

Use both sides of the ice – two stations.
Players start below the goal line with a puck and make passes to coaches standing on the two blue lines. Player makes initial pass as drill commences. Receives and gives subsequent passes on the move.

Shooting – repeat twice

Use both ends of the ice – two stations.
Each player takes three wrist shots at the goalie from a distance of 12 – 15 feet.

Goalie Tryout Guidelines

To be determined by VP-On Ice in consultation with Coach Mentor

APPENDIX V

TOFIELD MINOR HOCKEY COACHING APPLICATION

Name:

Phone #:

Address:

Cell #:

Email Address:

Present Occupation:

Position(s) applied for: (in order of preference)

Hockey Playing Experience: (Summarize)

Hockey Training:

NCCP Coach Level: _____

Date: _____ RCMP Records Check

Theory of coaching level: _____

Date: _____ Intervention Records Check

U7 Program: YES NO

Date: _____

Safety Program: YES NO

Date: _____

Speak our Program: YES NO

Date: _____

List of other relevant training:

Hockey Coaching Experience

Year	Team	Level
1.		
2.		
3.		
4.		
5.		

Other coaching experience:

Related volunteer experience:

Why do you want to coach?

What is your hockey philosophy?

Why do you think you would be a good coach?

What has been your most successful coaching experience? Why was it the most rewarding?

What constitutes “success” for a player in the hockey program?

How will you measure your own success, as a coach, at the end of the season?

APPENDIX VI

Coach Evaluation Formats

DIRECTOR EVALUATION OF HEAD COACH

Coach Name: _____ Level: _____ Date: _____

1. Does this coach subscribe to, teach and/ or practice the values and principles identified by TMHA?
2. Are practices well organized?
3. Do practices make good/ effective ice time?
4. Has the (head) coach assigned appropriate responsibility to the assistant coaches?
5. Does the coaching staff exhibit personal discipline and self-control on the bench and in the dressing room?
6. Does the coach communicate well with: The director, other coaches, players, parents?
7. Has the coach been fair/ consistent in matters of player discipline?
8. Has the coach allocated ice time during games in fair and equitable manner?
9. Identify the primary strengths of this coach.
10. Identify two or three areas of potential improvement for this coach.
11. Is this coach able to devote appropriate time to the function?

Comments/ Observations:

Director: _____ Date: _____

DIRECTOR EVALUATION OF ASSISTANT COACHES

Asst. Coach Name: _____ Level: _____ Date: _____

1. What are the strengths of this Assistant Coach?

2. What are key areas for improvement for this Assistant Coach?

3. What training and/ or experience are required before this Assistant Coach is ready to be a Head Coach?

Asst. Coach Name: _____ Level: _____ Date: _____

1. What are the strengths of this Assistant Coach?

2. What are key areas for improvement for this Assistant Coach?

3. What training and/ or experience are required before this Assistant Coach is ready to be a Head Coach?

Asst. Coach Name: _____ Level: _____ Date: _____

1. What are the strengths of this Assistant Coach?

2. What are key areas for improvement for this Assistant Coach?

3. What training and/ or experience are required before this Assistant Coach is ready to be a Head Coach?

PARENT EVALUATION OF THE HEAD COACH

(Scale of 1- 5 with 5 being the highest ranking)

Head Coach: _____ Date: _____

The Coach demonstrates the ability to teach and correct in a positive/ effective manner

Practices are organized and make good/ effective use of ice and time.

My skater has shown skill development during the evaluation period.

The team has demonstrated improvement during the evaluation period.

The coach provides effective leadership to the team.

The coach treats players with respect and in a fair and equitable manner.

The coach established and maintains effective team discipline.

The coach serves as a positive role model for the team on the bench, during practices and off the ice.

The coach communicates clearly and effectively with my child and with me/ us.

My skater has had an enjoyable hockey experience during the evaluation period.

From your perspective, what might be done to improve the program delivered to the players?

Comments/ Observations:

PARENT EVALUATION OF ASSISTANT COACHES

Asst. Coach: _____ Date: _____

1. What are the strengths of this Assistant Coach?

2. What are the key areas for improvement for this Assistant Coach?

Asst. Coach: _____ Date: _____

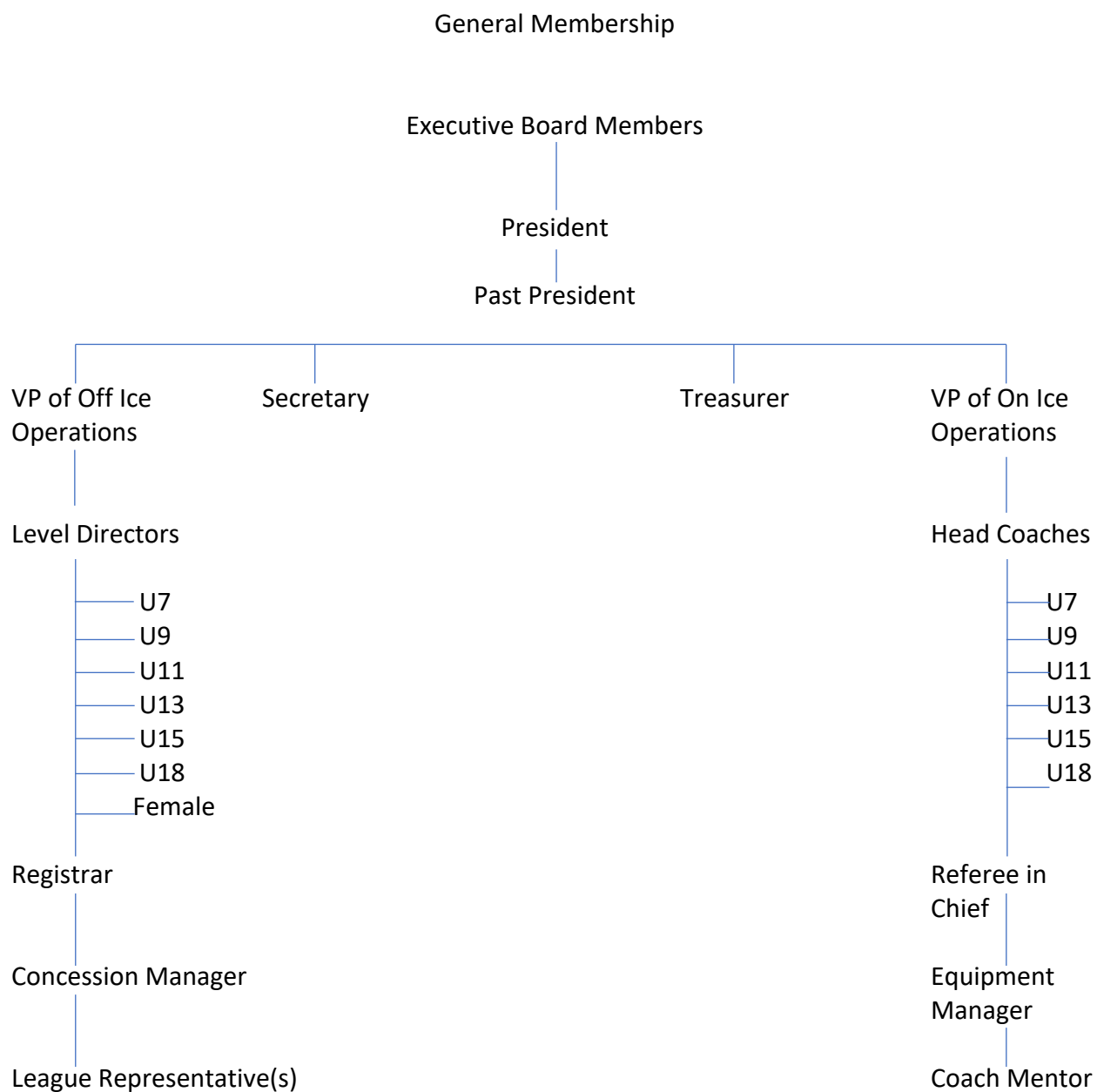
1. What are the strengths of this Assistant Coach?

2. What are the key areas for improvement for this Assistant Coach?

Parent Name:: _____ Date: _____

APPENDIX VII

TOFIELD MINOR HOCKEY ASSOCIATION ORGANIZATION STRUCTURE



APPENDIX VIII

Responsibilities of Positions

Executive Board of Directors

Reporting annually to the general membership, and in accordance with the bylaws of the Association, the Executive Board of Directors is responsible and accountable for:

- Developing and approving the organization structure and the administrative, program and operational policies and procedures of the Association.
- Ensuring that policies, programs and procedures of the Association, Hockey Alberta, Hockey Canada and leagues are properly implemented.
- Providing the Association with appropriate financial stewardship.
- Recommending approval of Association bylaws to the general membership.
- Recommending approval of special resolutions to the membership.
- Determine fees for registrants deemed appropriate to efficiently and effectively carry out the business of the Association.
- Consider questions or issues brought before the Board by petitioners with dispatch and due consideration.
- Fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full slate of officers.
- Suspending the privileges of participants, members, Executive members or team officials in accordance with Association policy.
- Establishing the time, place and date of the Annual General Meeting and Special General meetings.

PRESIDENT

In accordance with the Bylaws of the Association, the President is responsible and accountable for: The general management, direction and control of the day-to-day activities of the Association.

- Calling and chairing meetings of the Executive Board of Directors and chairing the Annual General Meeting and Special General Meetings of the membership.
- Acting as the principle signing officer of the Association.
- Chairing discipline committee hearings at the highest level internally.
- Acting as the primary communications officer of the Association.
- Leading policy and program development initiatives.
- Liaison with Hockey Alberta zone and head office officers and officials.
- The President is an ex-officio member of all Association committees.

PAST PRESIDENT

- Attend all Executive Board meetings
- Shall be a source of guidance for the executive

VICE PRESIDENT- ON ICE OPERATIONS

Reporting to the President, the Vice President - On Ice Operations is responsible and accountable for organizing, directing, coordinating, monitoring and controlling all Association on ice activities. Specific responsibilities of the Vice President, On Ice Operations include:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Providing leadership to, and supervising all head coaches, the Referee in Chief, the Equipment Manager, the Ice Scheduler and the Coach Mentor; advising coaching staff on all on ice issues.

- Ensuring that coaching and other team management staffs are in place on a timely basis each season.
- As the second step in the complaint resolution process related to player/parent/guardian issues, resolving disputes/issues that arise over the course of the hockey season relative to on ice operations.
- Sitting as a member of discipline appeals committees dealing with issues related to on and off ice operations.
- Overseeing the implementation of disciplinary action assessed by leagues or by the Association.
- Overseeing, and monitoring, the implementation of Association on ice programs and policies.
- As required, liaison with Hockey Alberta zone and central office officers, officials and with league officials.
- As required, acting for the President in the absence of the President.

VICE PRESIDENT- OFF ICE OPERATIONS

Reporting to the President, the Vice President - Off Ice Operations is responsible and accountable for organizing, directing, coordinating, monitoring and controlling all Association off ice activities. The work includes:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Providing direction to, and coordinating the work of, Level Directors, the Registrar, Concession Director and League Directors.
- Providing leadership for fund raising and sponsorship activities undertaken by the Association.
- Providing risk management leadership for the Association.
- Sitting as a member of discipline appeals committees dealing with issues related to on and off ice operations.

- Through the Level Directors, monitoring the implementation of on ice programs and operations to ensure that Association, Hockey Alberta, Hockey Canada and league policies are properly implemented.
- As required, liaison with Hockey Alberta zone and central office officers and officials and with league officials.
- Developing and recommending approval of concession operating hours.
- Ensuring that the concession is staffed during operating hours.
- As required, acting for the President in the absence of the President

SECRETARY

Reporting to the President, the Secretary of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Recording and distributing the minutes of Annual and Special General Meetings of the membership and minutes of meetings of the Executive Board of Directors.
- The preparation of Association correspondence.
- The maintenance and safe keeping of files related to all areas of Association business including but not limited to minutes of meetings, coaching applications, coach evaluations and audited financial statements.
- Under the direction of the President and/or the Executive Board, the production of amendments to bylaws and policies and procedures of the Association and the preparation of resolutions of the Executive Board.
- The maintenance and distribution of policy and procedure manuals of the Association.
- Notifying Executive Board members and the general membership of meetings of the Association.
- Ensure code of Conduct of Executive forms are signed.

TREASURER

Reporting to the President, the Treasurer of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- The development of an appropriate code of accounts for the Association.
- Recommending approval of financial authorities for various members of the Executive Board of Directors.
- The receipt and deposit of all Association funds.
- The maintenance of comprehensive financial records (payables, receivables, capital and other assets).
- The production of timely financial reports related to Association business.
- The investment and management of Association funds.
- In conjunction with the President, or other authorized Officers of the Association, acting as a signing authority on cheques and other financial instruments drawn on the accounts of the Association.
- Coordination of the year-end audit of the financial affairs of the Association on behalf of the Executive Board of Directors.
- The production and presentation of audited year-end financial statements to the general membership.

LEVEL DIRECTORS

Reporting to the Vice President – Off Ice Operations, and operating within policy parameters approved by the Association, Level Directors are responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.

- Debating and determining the application of policy to circumstances that arise over the course of the hockey season.
- Ensuring that Minor Hockey policies and programs are properly implemented and administered within the age category. This may entail explaining Minor Hockey policies and programs to coaches and other team management staff and/or holding meetings with parents and players. The work also includes monitoring and evaluating program and coach effectiveness by: reviewing annual and individual practice plans; monitoring the implementation of Minor Hockey policy and programs by coaching staff; evaluating the effectiveness of coaching staff by coordinating the collection of player/parent feedback and preparing summarizing information for presentation to coaching staff.
- Reporting to the Executive Board on the application of policies and programs within the assigned level and bringing coaching concerns from within the level to the Executive Board.
- Ensuring that Hockey Alberta and Hockey Canada policies and programs are properly implemented and administered.
- Ensuring that league policies and rules are properly implemented and administered.
- Organizing and supervising or overseeing fund raising activities for teams within the level and ensuring that teams meet their financial obligations to the Association.
- Ensuring that parents/guardians meet their financial and concession obligations to the Association.
- Taking a leadership role in the organization/administration of tournaments.
- Coordinating player evaluations during tryouts and overseeing the allocation of players to teams within a level within approved evaluation policies and procedures.
- Monitoring, and ensuring, that team registrations for teams within the level are completed properly and on a timely basis: ensuring that no player proceeds onto the ice without the completion of proper documentation.
- Facilitating the resolution of complaints registered by players and/or parents: participating in the final stage of complaint resolution by sitting on internal discipline appeal committees; and ensuring that disciplinary decisions are implemented within the level.

- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies to the Executive Board, reporting incidents or violations of Hockey Alberta or Hockey Canada policies to the Executive Board.
- Represents the Association in the community.

REGISTRAR

Reporting to the Vice President - Off Ice Operations, the Registrar is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Registering program participants with Hockey Alberta using the computer registration system.
- Deregistering participants who leave the hockey program.
- Check and report coaching qualifications to the VP On-Ice once coaches are assigned.
- Monitor 'Respect in Sport' registrations

COACH MENTOR

Reporting to the Vice President - On Ice Operations, the Coach Mentor is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Providing leadership in the development, and recommending approval, of the on ice hockey program of the Association.

- Developing and recommending approval of annual and individual practice plan formats and other tools designed to facilitate the evaluation of coaching staff and the delivery of the hockey program.
- Providing coaching staff with advice, direction and support in all areas of hockey program delivery including advice on how to manage player or parent relationships.
- Attending practices and delivering on ice instruction as requested or required.
- Planning local coaching seminars, participating in the delivery of local seminars by providing instruction to coaching staff and/or players.
- The acquisition and maintenance of a hockey reference library.
- The identification of player and coach development, the identification of development programs and resources and coordination of the delivery of development programs for players and coaching staff and parents.
- The administration and coordination of the coach selection process.
- The provision of advice to the President, Vice Presidents, discipline appeal committees and the Executive Board of Directors related to the application of disciplinary policy.

EQUIPMENT MANAGER

Reporting to the Vice President - On Ice Operations, the Equipment Manager is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Developing and recommending approval of policies and procedures related to the acquisition, maintenance and repair of uniforms and equipment.
- The coordination, and compilation, of pre and post season inventories of uniforms and equipment for each team.

- The pricing and purchase of uniforms and equipment required for the operation of teams over the season.
- The maintenance of uniforms and equipment.
- Management of an equipment budget.

CONCESSION MANAGER

Reporting to the Vice President - Off Ice Operations, the Concession Manager is responsible and accountable for the day to day operation of the food service concession. Coordinating, overseeing and managing the distribution of work among the Members of the Concession Committee. The work includes:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Developing and recommending approval of policies and procedures related to the acquisition and storage of concession supplies, the pricing of concession products and the operation of the concession.
- Taking, or overseeing the taking of, inventory of food, drink and candy supplies at the start of each season, regularly over the course of the season and on the conclusion of the season.
- Identifying appropriate sources of supply and purchasing concession supplies on a timely basis, storing supplies in a safe and effective manner.
- Developing, recommending approval of, and implementing pricing schedules for concession products.
- Managing the concession budget and revolving fund.

LEAGUE REPRESENTATIVE

Reporting to the Vice President - Off Ice Operations, League Representative are responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs.
- Assessing the competition levels within the various levels, discussing league placement with team management staff and recommending to the Executive Board, placement of teams within tiers.
- Acting as the Association liaison with the league(s) and attending league meetings with a view to representing the best interests of the Association during those meetings; ensuring that league fees are paid.
- Communicating league requirements to the Executive Board and to team management staff.

HEAD COACHES

Reporting to the Vice President, On Ice Operations, and in accordance with approved Association policies, Head Coaches are responsible and accountable for the planning and delivery of the Association's hockey program at the team level. The work includes:

- Determining the developmental needs of the team and team members and developing/modifying an annual practice plan and daily practice plans that reflect the purpose, values and objectives of the Association.
- Implementing practice plans, providing instruction and feedback to players related to individual skill development, positional play and team systems, providing instruction to players in relation to Association values and principles of operation.

- Managing the bench during games and providing instruction to players and feedback on-ice performance, applying and enforcing disciplinary measures in a consistent manner.
- Ensuring that hockey program requirements are appropriately balanced with other considerations (health, education, family priorities, etc.) in player's lives.
- Ensuring the development of assistant coaches and the team manager by assigning and delegating work and monitoring work performance.
- Acquiring the credentials necessary to coach at assigned levels within the Association.
- Communicating regularly with parents/guardians in relation to team activities and expectations.
- Providing proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Develop and enforce, uniformly, rules governing team operation, implementing disciplinary action applied by referees, league officials, the Association or by Hockey Alberta.
- As the first step in the resolution of player/parent/guardian issues, responding to player/parent/guardian concerns with respect and due consideration on a timely basis.
- Subscribing to the Coach Code of Conduct.

ASSISTANT COACHES

Reporting to the Head Coach, Assistant Coaches are responsible and accountable for:

- Assisting with or developing daily practice plans or components of daily practice plans when required.
- Providing instruction to players related to individual skill development, positional play, team play and Association purpose, and values and operating principles.

- Assisting with bench management during games and the provision of instruction to players and feedback on performance; assisting in the application and enforcement of disciplinary measures in a consistent manner.
- Acquiring the credentials necessary to coach effectively at the assigned level.

TEAM MANAGERS

Reporting to the Head Coach, and operating within approved Minor Hockey policies and procedures, the Team Manager is responsible and accountable for:

- Ensuring that coaching staff, players and parents are in receipt of game and practice schedules.
- Ensuring that uniforms are clean and in a reasonable state of repair and distributed to players for games; ensuring that the team is supplied with pucks, safety and first aid supplies over the course of the hockey season.
- In conjunction with the Equipment Director, taking inventory levels at season start up and season's end.
- Arranging for referees for exhibition games and ensuring that parents are available to work in the time keeper's box.
- Notifying the Referee-In-Chief and Ice Scheduler of league game schedules and schedule changes or the cancellation of ice times so that unwanted/not needed ice slots are available for other teams.
- Obtaining /arranging ice times within the level to accommodate additional practices or rescheduled league or provincial games; canceling ice slots that are not needed in accordance with Association policy.
- Applying for all team travel permits through the VP - Off Ice.
- Arranging for team transportation, accommodation and meals as required.
- Ensuring that parents/guardians meet their concession obligations.

- Ensuring that game documentation is submitted to league officials following completion of games.
- Assisting the Level Director in the implementation of fundraising activities and ensuring that the team meets its financial obligations to the Association.
- Assisting coaching staff in the organization/administration of tournaments.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies; reporting incidents or violations of Association, Hockey Alberta or Hockey Canada policies to the Level Director.
- Working closely with the Level Director, ensures that the financial obligations of the team are met.
- Performing any other related duties as assigned by the Head Coach.

Note: The Team Manager may be assisted in any of the foregoing responsibilities by parents/guardians or other volunteers associated with the team.

APPENDIX IX



TMHA Code of Conduct

Members of the Executive Board of Directors

As a member of the Executive Board of Directors I will:

- Adhere to Association policy and seek to change policy through the proper Association channels.
- Treat the general public with dignity, respect and consideration.
- Maintain the integrity of the Association at all times and not participate in any activity which places the Association in disrepute.
- Honor commitments made on behalf of the Association.
- Not divulge to the general public any item which may cause personal embarrassment or humiliation to any person.
- Fulfill the duties and obligations of the position held to the best of one's ability and resign immediately if unable to do so.
- Serve the best interests of all program participants, members and the Association when participating in decision making.
- When concerned with, or unhappy about, the actions of another member of the Board, discuss the reasons for said unhappiness with the member before raising the concern with the President.
- Refer to the appropriate Board of Executive member issues arising that relate to the Board member's sphere of responsibility and not comment on, or render opinion or decisions, with respect to operations not under their control, to the general public.
- Not undermine the confidence of the general public in other members of the Board of Executive.
- Not use the position held for personal profit or the gain of immediate family members.
- Not use the position held to influence player placement or the selection of coaching and team management staff.
- Observe the tenants of fair play as identified in the HC Fair Play Code and sign a pledge to that effect.

Date: _____

Signature: _____



TMHA Code of Conduct

Members of the Association (primarily parents/ legal Guardians)

As a member of the Association I will:

- Remember that my child plays hockey for his/her enjoyment.
- Encourage my child and other players to play hockey by the rules and resolve conflict without resorting to hostility or violence.
- Teach my child and other players that doing one's best is as important as winning so that all participants never feel defeated by the outcome of a game.
- Cheer and encourage individual and team performance in a positive manner and not ridicule or yell at any child for making a mistake or for losing a game.
- Make my child and other participants feel like winners every time by offering praise for competing hard in a fair and sportsmanlike manner.
- Support and reinforce Association values with my own child and other players in the program by setting a good example for your child and other players.
- Support all efforts to remove verbal and physical abuse from our minor hockey program.
- Recognize the value and importance of volunteer coaches and team management staff, not criticize the coaching staff or team management staff in front of my child, the team or in a public setting and follow proper procedure for resolving disputes with coaching and team management staff.
- Not attempt to coach my child during practices or game situations.
- Not criticize the judgment or honesty of officials in public. Minor hockey officials are no different than players when it comes to development and deserve respect for performing a thankless task.
- Acknowledge that participation in Association activities is a privilege and not a right and that abuse of privilege may result in expulsion from the Association.
- Observe the tenants of fair play as identified in the HC Fair Play Code.
- Agree and adhere to the TMHA Covid Return to Hockey Guidelines for 2020/ 2021

Date: _____

Signature/s: _____



TMHA Code of Conduct

Registered Participants (Players)

As a registered participant (player) I will:

- Subscribe to, and make every effort to live by, the values of the Association.
- Play the game of hockey in a fair and sportsmanlike manner.
- Exercise personal discipline and self-control by avoiding loss of temper, throwing sticks, fighting and the use of foul language. (The TMHA has a Zero Tolerance Policy in regards to such behavior and may, at its discretion, impose additional penalties beyond those implemented by Hockey Alberta and individual leagues.)
- Treat opponents, on ice officials, coaching/team management staff, members of the public and the Board of Executive with respect and consideration.
- Acknowledge and encourage the good performance of teammates.
- Carry out the instructions of coaching staff during practices and games.
- Remember that how one plays the game is as important as winning the game. Life lessons, the development of friendships, skill development and the sheer enjoyment associated with playing the game are just as important as winning games.
- Remember that I represent my team, my Association and my community during competition and that my off ice behavior is as important as my on ice conduct.
- Remember that playing hockey is a privilege and that this privilege may be revoked if abused.
- Observe the tenants of fair play as identified in the HC Fair Play Code.
- Agree and adhere to the TMHA Covid Return to Hockey Guidelines for 2020/ 2021

Date: _____

Signature: _____



TMHA Code of Conduct

Coaching and Team Management Staff

As a coach or other member of team management I will:

- Carry out the purpose and policies of the Association in a manner consistent with Hockey Alberta and league policies and procedures.
- Remember that players have responsibilities and interests other than hockey and be reasonable in demands on player's time and energy.
- Subscribe to the principle that winning in life and in the game of hockey is a function of skill development and the application of effort and appropriate values.
- Teach players to play in a sportsmanlike and fair manner in accordance with the rules of the game of hockey.
- Teach players to respect the values and decisions of the Association, coaching staff, officials, opponents and teammates.
- Provide a positive learning environment and ensure that all players receive equal instruction, discipline, support and appropriate and fair playing time.
- Remember that players play the game for enjoyment and skill development and that ridiculing or yelling at players for making mistakes or performing poorly is unacceptable.
- Set a good example for players and members. Ultimately, respect is earned.
- Ensure that equipment and facilities are safe for participants bearing in mind the level of competition.
- Ensure the acquisition of coaching principles and skills necessary to provide proper and appropriate instruction to the level of team coached.
- Develop and implement annual and individual practice plans that reflect the hockey program approved by the Association.
- Implement the hockey program developed and approved by the TMHA.
- Ensure an appropriate balance between games and practices in accordance with the guidelines provided by the Association.
- Abstain from the use of alcohol and tobacco products prior to and while engaged in hockey program activities involving minors.
- Observe the tenants of fair play as identified in the HC Fair Play Code.
- Agree and adhere to the TMHA Covid Return to Hockey Guidelines for 2020/ 2021

Date: _____

Signature: _____

APPENDIX X

Zero Tolerance Policy

Offenses and penalties specified in this appendix apply to players, members, coaching/team management staff, members of the Executive Board of Directors and to spectators in and around playing facilities and before and after games and practices.

Players - Practice Related Behaviors

<u>Offence</u>	<u>Penalty</u>
Unauthorized shooting of pucks	1 st - 5 minutes in the penalty box
Pushing, shoving, tripping, taunting teammates	2 nd - 10 minutes in the penalty box
Laziness and lack of effort Disruption of practice/ not ready for practice General foul language	Next Game
Similar behaviors	

Note: The above offences are primarily practice disruption offences. If a player regularly or consistently disrupts practices, that player may be denied additional game time at the discretion of coaching staff. Before a player is denied game time, coaching staff and/or the level Director will provide an explanation to parents/guardians.

Any act of disrespect including:	1 st - Not allowed on the ice or sent off the ice
Foul language- directed at coaching staff	2 nd - Not allowed on the ice, or sent from the ice
- Spitting on dressing room floors/ hallways - General disrespect for facilities	and miss a game.
- Obscene gestures	3 rd - Not allowed on ice or sent from the ice and
- Ignoring instruction or arguing with coaches	miss two games.
- Bullying/ harassment of teammates - Theft of property	4 th - Indefinite suspension.
- Destruction of property	
<u>Players- Game Related Behaviors</u>	
<u>Offense</u>	<u>Penalty</u>
Disrespect for coaching staff, game officials Spectators, arena management staff, teammates and opponents.	Over and above any penalties imposed by game officials, coaching staff may apply the following penalties (Penalties may be applied when game officials miss a call).
Un- sportsmanlike behavior's including deliberate attempts to injure, spearing, head shots, butt ends, refusal to shake hands, spitting on hands prior to shaking hands, throwing sticks in anger.	1 st - One Game 2 nd - Two games 3 rd - Indefinite suspension.
Similar acts of violence or disrespect.	

Missing Practices and/or Games

Players are encouraged to make attendance at practices and games a priority. Players who regularly miss practices hurt their own development, the development of teammates and the overall progress of their team over the season. For these reasons, missing practices is discouraged by the Tofield Minor Hockey Association.

Notice of Absence

Out of respect for coaching staff and teammates, players and/or parents are required to contact coaching staff, the level Director or team manager regarding a pending absence. Notice of absence (any absence) should be provided as far in advance as is reasonably possible under the circumstances.

Failure to provide reasonable advance notice of an absence may result in loss of ice time during game play at the discretion of coaching staff.

Bearing in mind that there are legitimate reasons for missing practices/games and that balance in the life of players is important, missing practices/games for the following kinds of reasons is acceptable.

- School exams or other major school events
- School marks not up to standard
- Illness
- Planned family vacations
- Bereavement
- Unforeseen events outside the control of players/parents, such as weather or road conditions, that prevents attendance at practices.

Coaches and other team management staff are expected to use their judgment when determining the reasonableness and legitimacy of an absence.

Miss a Practice/Miss a Period Protocol

In those instances where a player regularly misses practices but expect to play in subsequent games, coaching and team management staff may, in consultation of the Level Director, implement the miss a practice/miss a period protocol for that player.

When a significant number of players regularly miss practice but expect to play in subsequent games, coaching and team management staff may, with the approval of the Executive Board of Directors, implement the miss a practice/miss a period protocol for the entire team.

When team management feels there is a requirement to implement the miss a practice/miss a period protocol, the matter will be discussed with parents/guardians prior to implementation.

General Unacceptable of Disreputable Behavior

Any player whose behavior in the community is deemed totally unacceptable by the Executive Board of Directors and discredits or brings the team, Association and community into disrepute may be removed from the Association. Any player whose behavior is grossly unacceptable to his/her teammates and/or the coaching staff may be removed from the team with the approval of the Executive Board of Directors.

Penalties Handed Out by Game and/or League Officials

In addition to penalties handed out by game and/or league officials in league, exhibition, playoff or sanctioned tournaments, players may receive additional penalties, at the discretion of the Vice President on Ice Operations.

	<u>Offence</u>	<u>Penalty</u>
1.	Verbal or physical abuse of players, coaches, managers and other team officials	1 st - Warning (recorded) 2 nd - Remainder of game, plus 3 additional games 3 rd - Remainder of game, plus indefinite removal from arena premises
2.	Un- sportsman like behavior, disrespectful behavior or conduct unbecoming to the TMHA during on ice activities and in the stands/ lobby outside.	1 st - Warning (recorded) 2 nd - Remainder of game, plus 3 additional games 3 rd - Remainder of game, plus indefinite removal from arena premises
3.	Failure to live by and reinforce the values and codes of TMHA	1 st - Warning (recorded) 2 nd - Remainder of game, plus 3 additional games 3 rd - Remainder of game, plus indefinite removal from arena premises
4.	Failure to follow proper protocols in resolving disputes (complaint resolution process)	1 st - Warning (recorded) 2 nd - Indefinite suspension from team activities 3 rd - Removal from association.

All members of the Executive Board of Directors are authorized to approach any member or spectator whose behavior falls within the forgoing policy guidelines and implement the penalties associated with offences numbered one through three (1 – 3). In those instances where a member or spectator is advised that a penalty of indefinite suspension from team activities or indefinite removal from arena premises is imposed, the duration of the suspension or the removal will be determined by the Executive Board of Directors.

Any member or group of members, or individual or group of individuals that witness unacceptable behavior by players, members or spectators may register a complaint, in writing with the Level Director, a Vice President or the President of the Association. When the unacceptable behavior is witnessed by a group of individuals, all should sign the complaint.

The written complaint must identify the individual (s) involved in the incident, the time and place of the incident and the nature of the unacceptable behavior.

The Board will investigate the complaint and may impose penalties consistent with the foregoing guidelines. All incidents and penalties imposed will be recorded.

Note: In those instances where physical threats or other forms of extreme behavior are exhibited, a member or spectator may be suspended from team activities or removed from the arena on a first offence.

If behavior exhibited by any member of the Association is considered to be absolutely reprehensible, the Executive Board of Directors may recommend to the membership, at any time that a member is removed from the membership in accordance with provisions of the Bylaws of the Association.

Coach and Other Team Management Behavior

Coaches and other team management personnel are expected to abide by the appropriate TMHA Code of Conduct.

Any member of the Board of Directors, member or member of the general public, who has an issue with the behavior of a coach, or the behavior of other team management personnel, should register a complaint, in writing, with the Vice President - On Ice Operations. The complaint must specify when (time and place) the incident took place, the nature of the incident and the expected outcome and be signed.

The Vice President - On Ice Operations will investigate the matter and come to an agreement with the coach or other team management personnel as to an appropriate course of action. If disciplinary action is required, the Vice President may impose whatever penalty he/she deems appropriate.

Agreements between the Vice President and the coach/management personnel, as well as any disciplinary action taken, will be communicated to the individual who originated the complaint.

If the coach or other member of team management is not satisfied with the penalty imposed, the matter may be referred, in writing, to the President, TMHA.

The President will chair a three person committee comprised of appropriate members of the Board. The Committee will investigate the matter and render a final and binding decision.

APPENDIX XI

TMHA – Complaint Resolution Processes

Prior to registering a formal complaint with the Association, members/players will observe a twenty-four (24) hour cooling off period. If one still wishes to register a complaint on conclusion of this cooling off period, members/players must use the following process.

Section I – Process for Resolving Complaints by a player and/or Parent /Guardian in Relation to the Treatment of the Player.

Step 1 The player and/or parent/guardian will contact the Level Director who will arrange a meeting between the Coach and the player/parent/guardian for the purpose of discussing and resolving the complaint. The player/parent/guardian will complete the attached format outlining the nature of the complaint and the remedy sought.

The Level Director will make the Coach aware of the nature of the complaint and the remedy sought, arrange a meeting and ensure that all parties are aware of the time, date and place of the meeting. The meeting will take place with 48 hours of the registering of the complaint or at such other time as is mutually agreeable to the parties.

The Level Director will chair the meeting. The player/parent/guardian will present his/her complaint. The Coach will explain the reasons for his/her actions. The Level Director will facilitate and ensure that the discussion between the parties is civil and respectful.

On conclusion of the discussion, the Coach will provide his/her decision with respect to a remedy along with supporting rationale.

If the player/parent/guardian is in agreement with the remedy, the Level Director will record both the remedy and the agreement on the remedy and file the documentation with the Association Secretary.

If the player/parent/guardian is not satisfied with the remedy proposed by the Coach, the Level Director will record that disagreement and the remedies expected, and then forward the complaint (all documentation) to the Vice President - On Ice Operations.

Step 2 The Vice President - On Ice Operations will discuss the issue with the Coach, interview the player/parent/guardian, interview the Level Director and collect such other additional information as is deemed appropriate in the resolution of the issue.

On completion of the information gathering process, the Vice President - On Ice Operations will call, and chair, a meeting of the player/parent/guardian, the Coach and the Level Director, hear the input of all parties and render a decision as to an appropriate remedy. The rationale supporting the decision will also be provided at the time the decision is given.

The Level Director will record the remedy and the agreement, or non-agreement of the player/parent/guardian or the Coach, with the decision of the Vice President - On Ice Operations.

If there is agreement on the remedy proposed, all documentation related to the complaint will be filed with the Association Secretary.

Step II activities should be completed within one week (seven days) of receipt of the complaint by the Vice President - On Ice Operations. The decision of the Vice President will be provided within 72 hours of conclusion of the meeting

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If the player/parent/guardian, or the Coach, is not satisfied with the remedy proposed by the Vice President - On Ice Operations, the Level Director will record that disagreement and the remedy expected and forward the complaint (all documentation) to the President of the Tofield Minor Hockey Association.

Step 3 On receipt of the complaint, the President will form a three person Complaint Review Committee. The Committee will be chaired by the President and include two other hockey knowledgeable members of the Board of Executive. (One of these members should be a Level Director from a different level than the level giving rise to the complaint.)

The Committee will set a place, date and time for a meeting/hearing of the complaint and notify the parties.

The Committee will hold a hearing; provide the parties with the opportunity to present, examine and cross examine each other. The Committee may also seek input from anyone else (Coach Mentor, for example) whose opinion is considered relevant to resolution of the complaint.

On conclusion of the hearing/meeting, the Committee will deliberate and render a decision. A decision of the majority of the Committee is a decision of the committee and is final and binding on the parties.

All decisions of the committee will be given in writing including reasons for the decision. When a decision is given orally, that decision will also be given in writing.

All activities within Step III of this process will be completed within two weeks of receipt of the complaint by the President. The written decision of the Committee will be provided within 72 hours of conclusion of the meeting/hearing.

All documentation, including the final decision, will be filed with the Association Secretary.

Where more than one player/parent/guardian has what is essentially the same complaint regarding player treatment by the coaching or team management staff, the players/ parents/ guardians are encouraged to file a joint complaint signed by all parties to the complaint.

Section II – Process for the Resolution of Complaints by Association Members Related to Actions/Behavior of Members of the Board of Executive.

Step I Association Members who are displeased with or offended by the behavior or actions of a Member of the Board of Executive are encouraged to speak directly with the Member of the Board of Executive in an attempt to resolve the issue.

Step 2 If the two parties are unable to resolve their differences, the Association Member should file a complaint with the Vice President - Off Ice Operations. The complaint should be filed within five (5) days of the meeting with the Member of the Board of Executive, be in writing and state clearly the nature of the offensive behavior, the remedy sought, the response of the Member of the Board of Executive to the complaint and why that response is unacceptable.

The Vice President - Off Ice Operations will investigate the matter and bring the parties together at a mutually acceptable time in an attempt to facilitate/mediate a resolution.

If the parties are able to agree on a resolution, the Vice President will record the agreement and file the agreement and all other documentation related to the complaint with the Association Secretary.

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Step 3 If the parties are not able to agree on a resolution, the Vice President - Off Ice Operations will record that disagreement and refer the matter, including all relevant documentation, forthwith to the President of TMHA.

Within seven (7) days of receipt of the complaint, the President will investigate the complaint, interview the parties, interview the Vice President - Off Ice Operations, review relevant documentation, seek input from others as deemed appropriate and provide the parties with a written decision including the rationale for the decision.

Step 4 If either of the parties is not satisfied with the decision of the President, either may direct the President to place the issue before the Board of Executive.

The Board of Executive will meet as soon as possible, and preferably within seven (7) days of receipt of the complaint, hear the parties, consider any other information of relevance to the situation and provide the parties with a written decision including a rationale for the decision.

The decision of the Board of Executive is final and binding on the parties.

**Section III – Process for the Resolution of Complaints by a Member of the Board of Executive
Regarding the Actions/Behavior of another Member of the Board of Executive**

Step 1 When a Member of the Board of Executive has an issue with the actions/behavior of another Member of the Board of Executive, the Member with the issue should discuss the issue with the other Member in an attempt to resolve the issue.

Step 2 If the two Members of the Board of Executive are unable to resolve their differences, the matter should be referred to the President of TMHA.

The President will meet with the parties and attempt to facilitate/mediate a resolution to the issue.

If the President is not able to facilitate/mediate a resolution, the President will render a decision on the issue.

Step 3 Where there is disagreement with the decision of the President, either party may refer the matter to the Board of Executive by notifying the Secretary of the Association in writing of the nature of the complaint and requesting that the issue be placed on the agenda of the next meeting of the Board of Executive.

The Board of Executive will hear the positions of both parties, review the decision of the President and render a decision that is final and binding on all the parties

Section IV – Process for Resolving Complaints by a Member of the Association in Relation the Behavior/Actions of another Member of the Association.

Step 1 Any Member who feels the behavior/actions of another Member of the Association are not consistent with the values of the TMHA may put that complaint in writing to the President of the Association.

Step 2 The President will investigate the allegation and determine an appropriate course of action. The President may use whatever process (es) and/or mechanism(s) as are deemed appropriate in resolving the issue.

APPENDIX XII

Player/ Parent/ Guardian Complaint Form

Step 1

Nature of Complaint:

Proposed Remedy:

Signature:_____ **Date:**_____

Coach Decision/ Rationale:

Player/ Parent/ Guardian Response:

Level Director Signature

Date

Step 2

Date Referred to Vice President: _____

Nature of Complaint:

Proposed Remedy:

VP Decision/ Rationale:

Player/ Parent/ Guardian Response:

Level Director Signature

Date

Step 3

Date Referred to President: _____

APPENDIX XIV

TOFIELD MINOR HOCKEY SOCIAL MEDIA AND NETWORKING POLICY

TOFIELD MINOR HOCKEY ASSOCIATION SOCIAL MEDIA AND NETWORKING POLICY

1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as 'iMessage' or 'texting'. The policy will be applicable to all members of the TMHA Community, including Directors, Teams, TMHA members and executive, on-ice and off-ice officials, billets, players, players' family members and supporters. TMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. TMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the TMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, League and/or Tofield Minor Hockey Association.

2. SOCIAL MEDIA GUIDELINES

- a) TMHA holds the entire TMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the TMHA, the TMHA recommends that you request approval from the Team or the Association.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the TMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, League and/or TMHA.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, League and/or TMHA executive, members, programs, stakeholders, players or any member of a TMHA Team.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing sexual exploitation, bullying etc.
- f) Online activity that contradicts the current by-laws and policies of the TMHA or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the TMHA policies and by-laws on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

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

5. SUMMARY

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