

VERMILION MINOR HOCKEY ASSOCIATION



ASSOCIATION HANDBOOK

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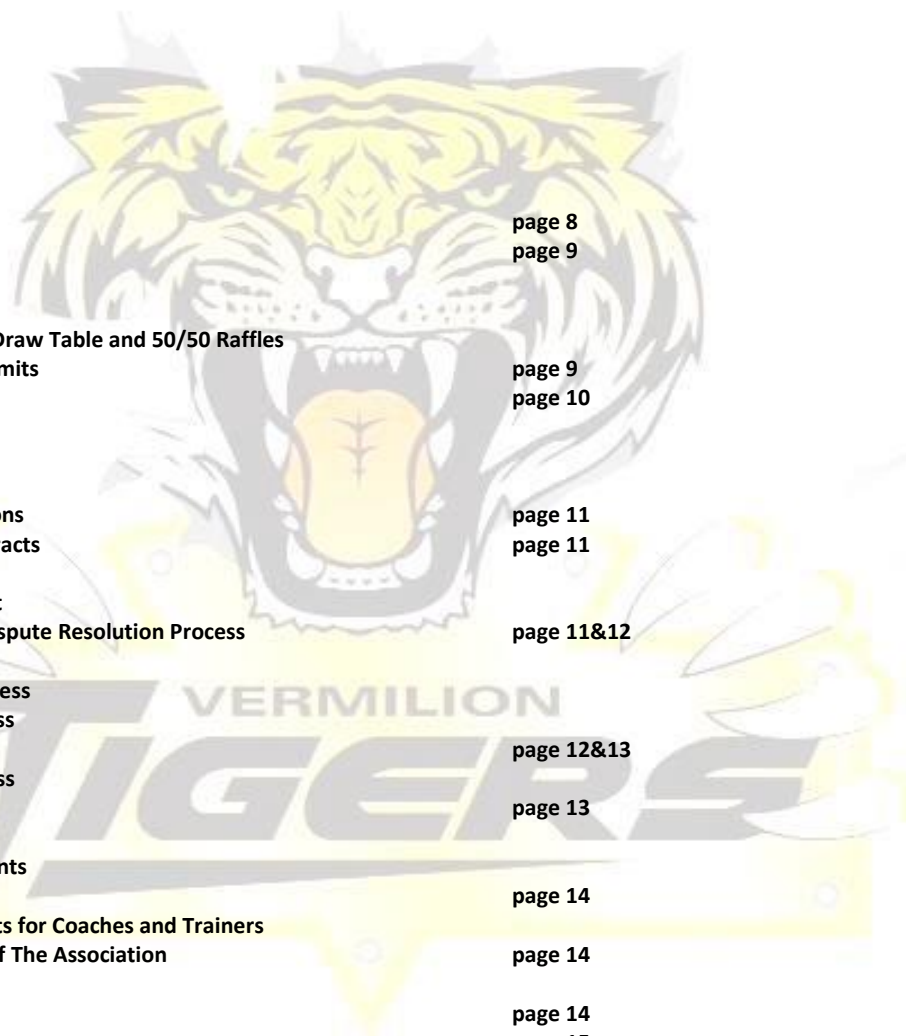
Amended November 2018

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Introduction

The Vermilion Minor Hockey Association follows the models and principles of Hockey Canada and Hockey Alberta. Both of these organizations utilize the Long Term Player Development Model.

The Long Term Player Development model sets out a vision for hockey in Canada that takes advantage of the history and culture of the game to increase participation and to lay the foundations of International success long into the future. This model for hockey has been developed based on the following principles:

- doing the right thing for the player at the right stage in their development
- adopting a player-centered approach and not treating the development of all players the same way
- the broader the foundation of players the more successful the game of hockey will be in Canada
- viewing player development as a long term process
- aligning player development resources (skills manuals, DVDs) with coach development and education resources so that coaches are doing the right things at the right time
- a need to better educate parents on the hockey development of their child – it is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it

1. Association Culture

The Association culture consists of the Vision and Mission statements for the Association along with the stated Values and Beliefs about how we will operate the business of minor hockey in our community.

A VISION OF OUR ASSOCIATION

“Ensuring the development of Hockey and Life skills”

A MISSION TO ACHIEVE OUR VISION

“To provide positive, progressive leadership, open, honest and consistent communication, quality programs, resources and opportunities within a fair, positive, enjoyable and safe environment for all the stakeholders and participants of Vermilion Minor Hockey association”

THE VALUES & BELIEFS OF VERMILION MINOR HOCKEY

We believe that the values stated below should be demonstrated in all that we do:

Responsibility	Respect
Integrity	Trust
Honesty	Discipline
Communication	Pride
Fun	Positive Attitude
Fairness	Commitment
Structure	Enthusiasm
Development	Cooperation
Openness	

PURPOSE AND OBJECTIVE OF VERMILION MINOR HOCKEY

The objectives of Vermilion Minor Hockey Association are to:

- To promote, encourage and foster minor hockey in the Vermilion area of Alberta
- To protect the mutual interests of all its members and/or players
- To strive for the development of high caliber coaches, referees and facilities
- To assist in the formation of leagues within Vermilion and district
- To act as the governing body of minor hockey within Vermilion
- To work together with the Town of Vermilion to accomplish the objectives of the Association
- To encourage good sportsmanship

2. DEFINITIONS

Hockey Alberta means

Hockey Alberta is the governing body for amateur hockey in the province of Alberta. VMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations in Alberta who register with Hockey Alberta.

Hockey Canada means

Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of the Hockey Canada. Hockey Canada is made up of member branches from the provinces.

Hockey Canada Coach Mentorship Program means

Hockey Canada and Hockey Alberta have worked to implement a major mentorship program where experienced coaches are trained to work with younger less experienced coaches. It is felt that new or inexperienced coaches will benefit from a supportive coach willing to mentor and assist in the coach's development.

Hockey Canada Program Curriculum means

Hockey Canada has designed a package of progressive drill for every level of the game U11, U13, U15, U18. The lesson plans have been designed along with the "recipe" approach where coaches can see what is appropriate at each level and time of year. Many up to-date drills are included in these programs and coaches will benefit significantly if they incorporate them into their coaching program.

Individual Tactics means

Skills that individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be a player using skating skills with puck handling skills to maintain puck control.

Team Tactics means

Skills that two or more players use to gain or take away an advantage. These tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2.

ECAFHL means

East Central Alberta Female Hockey League

NEAHL means

North Eastern Alberta Hockey League

3. VMHA Organization and Structure**The Executive Committee**

President

Vice-President Business

Vice President-Development

Past President

Secretary

Treasurer

Registrar

Discipline Coordinator

The Board of Directors

The Executive Committee listed above

Fundraising Coordinator

Bond Coordinator

Equipment Manager

Coach Liaison

Division Directors (8 in total)

Website Director (non voting)

Referee Coordinator (non voting)

4. Program Expectations and Outcome for Minor Hockey

General Expectations

- That all will have a fun and enjoyable experience.
- Skill development for all athletes is a priority over games and competitions.
- That all participants will learn Team Work and how to play as a team.
- That all will learn and demonstrate respect towards coaches, parents and other players.
- That all coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play & Respect. That all learn to work hard to do their best at all levels.
- To develop life and social skills including respect for others.
- To create positive and lasting good memories.

U7

- Follow the Canadian Hockey Long Term Player Development Model.
- Ensure awareness & understanding of respect.
- Have fun and enjoy their participation.
- Players and parents to appreciate their responsibility in ensuring a fun environment.
- Teach and reinforce that giving 100% effort can be linked to fun.
- Stress skating skills as a priority.
- Learn basic fundamentals of the game including an introduction to basic positions.
- First half of season will focus on skill development.
- U7 will utilize half ice surface for game play.
- Divided into teams in December.
- Team concept-winning and losing as a team effort vs individual focus.
- Equal Play=Ice time with a common sense approach at U7.
- Appropriate discipline.
- No power plays or penalty killing plays or units.

U9

- Follow Hockey Canada's Long Term Player Development Model.
- Team Work-reinforce that team contribution equals team success.
- Develop good passing and puck handling skills.
- Skating is priority.
- 75% focus on skill development, 15% focus on individual tactics and 10% focus on team tactics.
- Work of learning fundamentals of the game and positions.
- No power plays or penalty killing plays.
- Ice time can be used as a tool for discipline. Good communication between parents and coaches is essential.

U11

- All from U9.
- Have fun and enjoy their participation.
- Team Work-reinforce that team contribution equals team success.
- Develop good passing skills & improve skating.

Angling and stick checks.

- Teach Individual Tactics.
- Simple breakout and defensive zone play.
- Basic game and team concepts.
- Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations.

U13

- All from U11.
- Have fun and learn Team Work- Learn to work with others.
- Respect for the game and others including fellow players, opponents and officials.

Team Work-reinforce that team contribution equals team success.
Develop good passing skills & improve skating.
Angling and stick checks.
Teach Individual Tactics.
Simple breakout and defensive zone play.
Basic game and team concepts.
Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations.

U15

All from U13.
Have fun and enjoy their participation.
Team Work-reinforce that team contribution equals team success.
Develop good passing skills & improve skating.
Angling and stick checks.
Teach Individual Tactics.
Simple breakout and defensive zone play.
Basic game and team concepts.
Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations.

U18

All from U15.
Have fun and enjoy their participation.
Team Work-reinforce that team contribution equals team success.
Develop good passing skills & improve skating.
Angling and stick checks.
Teach Individual Tactics.
Simple breakout and defensive zone play.
Basic game and team concepts.
Power Play and Penalty Kill play and units allowed with the expectation that all players will have the opportunity to participate in PP & PK situations.

5. Player Registration

Each year registration will be from June 1-June 30. This is an important date as it gives the Board as well as the Town of Vermilion a clear idea of anticipated numbers of players, teams and ice requirements. VMHA will only accept late registrations if numbers within the division will accommodate them.

Fees

Registration fees are calculated annually as follows:

All registrations will be paid according to the following options:

Payment in full at registration.

Payment via two post dated cheques.

1 dated Sept 1

1 dated November 1

Four payments by post dated cheques.
September 1st/October 1st/November 1st/December 1st

Late Fees

There will be an additional \$100.00 late fee for every child that is registered after the online registration closes. This also includes those who have registered but their fees have not been received by the stated closing date. Any previous fees or charges due to VMHA from the previous season will need to be paid in cash or bank draft before being registered in the current season.

Refunds

Should a player withdraw from Vermilion Minor Hockey refunds will be granted based on the following schedule. Withdrawal before registration deadline-Full refund.

Before any ice time – 100% refund

After skating but prior to evaluation-Full Refund minus \$25 per ice time

After Evaluation Weekend – 50% refund minus \$50.00 administration fee.

1st year player – Up until November 15th Full Refund minus \$50.00 administration fee.

After December 1st No Refund.

If a player is withdrawing for a medical issue (with a medical note) refund will be processed in accordance with the last time the player was on the ice and VMH was informed the player was unable to play. In this fashion they will remain registered with VMH in hopes of returning this season. If unable they would still qualify for a refund in accordance with the schedule above. In the event a player is suspended by VMHA for the season, no refund will be granted.

NSF Cheque

Upon receipt of a NSF Notice, the Treasurer is to contact the person and allow 5 days to receive cash or certified cheque as replacement. If payment is not received, the Treasurer is to send a letter to the parent/guardian notifying them that the player is not allowed on the ice until the matter is cleared up within 5 days. The treasurer must contact the coach/manager to advise them of the situation.

Divisions and Ages

U7	Under 7 years old (must be the age of 4 By December 31 st of the current hockey year)
U9	7-8 years old
U11	9-10 years old
U13	11-12 years old
U15	13-14 years old
U18	15-17 years old

Age is determined by the child's age as of December 31st of the playing season as per Hockey Alberta.

Player Release

Players will only be released to a team at a higher level that does not exist in VMHA = AAA or AA or Board Approval.

All released players must conform to Hockey Alberta and Hockey Canada Rules and Regulations.

Levels refer to Hockey Alberta provincial categorization as opposed to league play levels.

Any VMHA player who is attending out of town camps must fill out a VMHA registration form before the 15th of September to avoid late fee penalty.

Volunteer Bond

Each family must contribute volunteer time toward VMHA level activities. By assisting with these activities you will become more involved, gain a better understanding of our Association and enjoy a better hockey experience. As part of the registration process, you are required to provide one \$500.00 bond cheque per family. The cheque will not be cashed if you volunteer to assist with association level activities. Volunteer shifts are not covered by the following unless included in the list of concession shift exceptions.

Volunteer Bond Positions Covered

1. Board of Director Member
2. Any member of VMHA who takes a league level position
3. Picture Day 2 positions
4. Tournament Coordinator 2 per team
5. Head Coach 1 per team
6. Assistant Coach 2 per team
7. Team Manager 1 per team
8. Individual Team Website Reporter/Social Media 1 per team
9. Jersey Carrier (both sets of jerseys) 1 per team
10. Minor Hockey Week 2 positions
11. Vermilion Fair Parade 2 positions
12. Banquet/Awards 4 positions
13. AGLC Coordinator 50/50's etc. 1 position
14. Travel Permit Coordinator 1 position
15. Good Deed Coordinator 1 per team
16. Goalie Development Coordinator
17. Ice Scheduler
18. Other Activities as determined by the Board of Directors TBD

6. Ice Allotments

This is an indication of the amount of ice time that is provided for each category and is paid through registration fees.

TEAM	PRACTICE ICE	GAME ICE	COMMENTS
U7	2 per week 30 minute/1.0 hour slots	10 home games per year	A home game vs another Vermilion team may be counted as a home game for both
U9	2 per week 1.0 hour slots	10 home games	same as above
U11	2 per week 1.0 hour slots	10 home games	
U13	2 per week 1.25 hour slots	10 home games	
U15	2 per week 1.25 hour slots	10 home games	
U18	2 per week 1.25 hour slots	11 home games	

If a team participates in Provincial competition VMHA will provide additional practice ice time. To inquire about booking any open ice you must contact the VMHA Ice Scheduler. If cancelling any ice booking the coach or manager must contact the Ice Scheduler 4 days in advance (the Monday prior to the game). The only exception is when a visiting team has cancelled a game.

7. Tournaments

Busing Policy

There is no alcohol on buses that are transporting people to and from Vermilion Minor Hockey events.

Tournament Sponsorship

Letter of donation request- to be presented to Vermilion businesses annually

Maximum of one business per player may be solicited for a tournament donation. If a parent/guardian does not wish to approach a business for a donation a \$25.00 gift/cash donation per player may be accepted in lieu. All parents are expected to contribute to tournament fundraising either through soliciting a donation or a minimum personal cash donation of \$25.00. Individual teams may choose to donate more but this is a voluntary donation by each parent.

Minor Hockey members and parents/guardians shall not solicit any business or person for a personal team gain such as team clothing, team busing or hockey equipment. However, any business or person may voluntarily donate to any team at any time if they wish. Unsolicited sponsorship of any kind may be accepted and does not need to be approved by the executive. The Executive must be informed in writing of any such donation.

Vermilion Minor Hockey members and parents/guardians shall not solicit any business for a donation other than for regular home tournaments unless approved by the executive.

Tournament Guidelines: Draw Table and 50/50 Raffles

Cash box with \$150 float will be issued to the tournament coordinator 2 days before tournament. The cash box needs to come back with the appropriate allocated coins and bills.

A key to VMH office, the coach's room, and the cash box will be given to the tournament coordinator and must be handed back in when cash box is handed in no later than two days after tournament ends.

The tournament coordinator will need to get the raffle license # prior to the tournament from the team accounts coordinator. Alberta Gaming and Liquor Commission issue our raffle license for both 50/50 and the raffle table. In accordance to their requirements for issuance of the licenses, we need to provide them with:

The number of tickets sold, the cash received, and the amount to be deposited into the team account.

Name of the winner(s), winning ticket number(s), the amount won or for the raffle table the approximate \$\$ amount of the item After the tournament is held a completed income and expense sheet needs to be handed in to the tournament coordinator no more than 1 week after the tournament along with the deposit slip and expense receipts.

8. Travel and Tournament Permits

Hockey Alberta requires a travel permit be in place for all travel situations. A travel permit must be taken out whenever a team travels to play an exhibition game or tournament.

Important to note: you do not have to obtain a travel permit when they are league games.

Team manager to apply to the Travel Permit Coordinator for a travel permit for all non league games. Application found under Resources tab manager resources.

Any Non-League games require a sanction.

9. Team Selection Process

Tiering

Tiering in VMHA will start at the U11 level.

Depending on the player evaluations the expectation for all categories at the U11 and above levels is that there will be one top team and the balance to be divided into equal teams.

Sufficient ice sessions, games and scrimmages will occur to ensure player selections are conducted to ensure equality within reason. The purpose of this operating regulation is to provide the VMHA some guidelines and structure pertaining to the operation of our tiering process. It is not intended to provide answers to every situation that will come up. In such situations, decisions by the VMHA Executive will seek to meet the best interests of the Players and the Association and all decisions of the Executive will be Final.

a. VMHA tiering process shall strive for the highest level of competence in selecting coaches and evaluators. While the evaluation process may vary slightly year to year and depending on the age divisions, all VMHA teams that need to be tiered shall strive to meet the following outcomes when conducting player evaluations.

To create an environment & to establish an evaluation & selection process where each player has an opportunity to be selected for the level appropriate to their skill, physical maturity & ability where they may continue to grow & develop as a player. To ensure all evaluators are objective, unbiased, free of conflict of interest and trained in player evaluation.

Should a player be released from an Elite level try out after VMHA evaluations are complete, these players may try out for the Top Tiered team. Final decision will rest with the Coach and Board.

Should there be extenuating circumstances that prevent a player from participating in the Tiering process AND the player lets the President and/or the Vice President of Development know in advance, that player may try out for the Top Tiered team. Final decision will rest with the Coach and Board.

Team Selections

- U7 equal teams decided by coaches and Division Director
- U9 equal teams decided by coaches and Division Director
- U11 Two teams-1 top and 1 lower, must follow the U11 Pathway put out by Hockey Alberta
- U13 Two teams-1 top and 1 lower, four to six ice sessions to evaluate
- U15 Two teams-1 top and 1 lower, four to six ice sessions to evaluate
- U18 Two teams-1 top and 1 lower, four to six ice sessions to evaluate

Team selections will be accomplished by all coaches at the initiation/novice levels who will meet in person as a group to split the teams fairly and equally using a combination of skill and age of the players. In the event a fair and equal group consensus is not reached, the selection process will then be determined by a committee consisting of the Vice President Development, Discipline Coordinator & 1 other Executive Member chosen by the President.

Team Selections at U11 and up will be accomplished through the use of external (to the team/division/coach) facilitators to assist in providing impartial selection. At these levels the final decision rests with the head coaches & VP Development & Discipline Coordinator as they will ultimately be responsible for the team.

Player acceleration

No player movement outside category will be allowed without Board approval & at the Board's discretion, except for goalies when a goalie is not available in the Division above. The affiliation process will be used to move players upward if applicable.

10. Team & Player Affiliations

The executive of VMHA will determine affiliation processes each year as required.

The intent of affiliation is to provide short term temporary assistance to a team due to injury, illness or absence; it is not intended to provide additional players for a team that is consistently below the league and/or Hockey Alberta player minimum.

Player affiliation protocol will be initiated between coach to coach and/or manager to manager. The requested coaches first obligation is to their team and player. If the requested coach allows the player to be affiliated the final and most important decision rests with the parent who has the right to approve the affiliation.

VMHA promotes the opportunity for players to be selected as Affiliated Players (AP) and have the ability to practice, and in some instances play games at a higher Tier or age division. The intent of the AP process is to provide additional opportunities for players selected as an AP. The main priority of the AP system is to provide skill development opportunities during practice.

AP players should Not take time away from regular team members, instead they should only be used to fill out a roster as games are also an important part of the AP system.

Directors will have the final say on which AP's go to if multiple teams are involved and wish to have the same AP.

Not every VMHA player will be selected as an AP. While VMHA encourages the AP system there will not be enough AP positions for every player in the Association.

An AP may not play with the affiliated team if it will cause the AP to miss a game (or portion of) with his/her regular team unless the coach submits a written exception request to the Division Director and is approved by the regular teams coach.

At the regular team's coach's discretion, a player may miss a practice with that team in order to play a game with the affiliated team.

After December 15, the AP roster is complete and can not be changed on the Hockey Canada roster.

Directors will monitor AP usage throughout the season and have the authority to make final decisions on any issues that arise. If there is a conflict, the Director will bring it to the Board and a final & binding decision will be made.

11. Codes of Conduct and Contracts

All families are required to complete Respect in Sport Parent.

Cell Phone Policy

There is a zero tolerance for the use of cell phones or any picture taking device in the dressing rooms. These devices are to be put away for the entire practice and violators will be subject to discipline up to and including suspension.

Zero Tolerance Statement

The VMHA will not tolerate the abuse of officials, coaches, other players and volunteers. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The Town of Vermilion has a Bylaw that supports the removal of abusive fans from the arena facility. The Association and town work together to ensure a Zero Tolerance attitude is reinforced in our community.

12. Discipline & Dispute Resolution Process

General Policy

The VMHA expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviors should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

- A verbal reprimand
- A written reprimand
- A suspension
- An expulsion
- A combination of the above

The VMHA, through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three stages of Discipline are possible, namely;

STAGE 1- The Informal Process

STAGE 2- The Formal Process

STAGE 3- The Appeal Process

Some incidents that may warrant disciplinary action are as follows:

Profanity by players, team officials or club representatives.

A player who receives a game misconduct, gross or match penalty.

A team assessed two or more bench minors in one game.

A coach or assistant who is ejected from a game.

A team, who in the opinion of the President, is being assessed too many penalties of a serious nature.

A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice.

Use of alcohol or other illegal substances while representing VMHA through participation in any team activities.

A parent or guardian who exhibits conduct unbecoming of the integrity of VMHA. Any

team who fails to utilize ice time without prior notification.

Stage 1- The Informal Process

Standard Suspension

Where the CHA current rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write up, that such a transgression took place, the coach in consultation with the Division Director, as a matter of routine will implement the suspension.

Non-Standard Suspensions

When incidents occur which may warrant disciplinary action, the coach shall report the incident as quickly as possible, and at least prior to the next game, for action to the Division Director.

The Division Director and the coach shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain relevant facts of the incident.

The coach implements the sanctions with the players. A file must be created and established with the Division Director until the end of the season when the file will remain with the Secretary of VMHA. The Division Director must inform the Vice President Development of the sanction or discipline as soon as possible.

Appeal of Discipline

Notwithstanding the above, should a player, coach or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until stage 2 is complete.

For incidents of a very serious nature, the Division Director may elect to suspend the player indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President Development.

Stage 2- The Formal Process

The Vice President Development, on receiving a written appeal or request shall convene a Discipline Committee Meeting. The Discipline Committee shall consist of a Division Director (appointed by the President) but not the Division Director involved in the Stage 1 decision, the Discipline Coordinator and the Vice President Development.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party. Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the VMHA Secretary. The Vice President Development reports the outcome to the President and the Executive Members.

13. Appeal of Discipline

Notwithstanding the above, should a player, coach, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the VMHA Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated. **Stage 3- The Appeal Process**

The VMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice-President Development and respective Director of its receipt.

The VMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given the executive will discuss the case in private.

The VMHA Executive shall render its decision by motion and a simple majority of those members in attendance shall suffice.

Notwithstanding the above, should a player, coach or parent feel that Stage 3 has not satisfactorily resolved the issue, it may be appealed in writing to the VMHA Secretary, requesting an Appeal of the decision. This appeal must occur within 72 hours of the decision being communicated.

The VMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the VMHA Executive, The Secretary must inform the President, Vice president Development and the Division Director of its receipt.

The VMHA Executive may provide up to thirty minutes of meeting time for the appeal to make their case.

The VMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice. The decision of the VMHA Executive shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guidelines apply:

- a) First infractions by players will be satisfactorily concluded at Stage 1
- b) Second infractions by players proceed directly to Stage 2 under extreme circumstances
- c) Infractions that involve coaches, team followers or parents normally proceed directly to Stage 2
- d) Suspensions when applied to players shall specify:
 - The number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
- e) Player suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas and possible spectator areas or arenas.

14. Grievances

Fair Play Concerns

All issues should be dealt with through the Grievance Committee listed below.

In the event that a player is not provided equitable play time, according to the Fair Play Code for Coaches outline by Hockey Alberta to the extent where it is brought to the board member either by a person or by letter, substantiated by facts and the Grievance Committee determines appropriate action will be taken, the following must occur:

- a) The Division Director will immediately contact the coach involved and provide direction to this coach. A report by the Division Director is required for the next meeting.
- b) If unresolved the coach will receive a letter from the Board asking him to attend the next available Board meeting
- c) In the event where a coach chooses to ignore the Board's request, he/she faces suspension by the board.

Other Grievance Statements

Parental, player or team problems not resolved by the Team Manager shall be addressed to the Director.

Resolution not received at the above level shall be directed to the Grievance Committee via the Director.

All Grievances shall be initiated in writing to the Grievance Committee within 14 days of the Member's reasonable knowledge of the act or omission.

Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.

The Vice President Development shall convene the Grievance Committee, members of the Grievance Committee shall be the Vice President Business, Discipline Coordinator, Respective Director, & one other Division Director not associated & appointed by the President.

In the event of conflict of interest, the Vice President Development will name another designate.

The decision of the Grievance committee shall be given in writing within forty-eight (48) hours.

All decisions shall be subject to appeal of Hockey Alberta as provided in Bylaw XIII of Hockey Alberta. Pursuant to Bylaw 13.19 of Hockey Alberta.

All People by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as prohibited by these. Bylaws and the Bylaws of CHA have been availed of and utilized, shall be provided.

Furthermore, any such recourse to the courts as foresaid shall be deemed by the VMHA to be unsportsmanlike conduct enabling the President to suspend or disqualify the said persons.

15. Coach Selection Process

All individuals interested in coaching must complete an application form each year in which they wish to coach. The application process is important for the association to develop its database. All coaches may then participate in an interview process facilitated and determined by the coach selection committee. (The committee will consist of the Vice President Development, Discipline Coordinator & the Coach Liason OR in the absence of a Coach Liason a 3rd Executive member appointed by the President with the Coach Liason OR Vice President Development leading the process and recruitment of all coaching staff. Directors will be consulted for input into final coach selections).

Each year as required an advertisement would be placed inviting coaches to apply. All coaches, where possible, will be finalized before the season starts. The intent of VMHA is to seek non-parent coaches at the tiered levels of play.

Certification Requirements for Coaches

LEVEL	Coach 2-Coach level	Checking Skills	Safety	Respect in Sport Leaders/Criminal Record Check
U7	for every 10 players a Coach 1 certificate & Safety is needed			All Team Officials
U9	for every 10 players a Coach 1 certificate & Safety is needed			All Team Officials
U11	Head coach	Head Coach	One Team Official	All Team Officials
U13	Head Coach	Head Coach	One Team Official	All Team Officials
U15	Head Coach	Head Coach	One Team Official	All Team Officials
U18	Head coach	Head Coach	One Team Official	All Team Officials

All people on the player's bench need to be carded with the league. Five (5) carded team officials are allowed per team; any team requiring more than five carded officials require permission of the Board of Directors. With the exception of U7 & U9 Level and ALL Female levels, VMHA will pay for & allow Seven (7) carded team officials on their respective team.

All Team Officials who will be on the bench are required to have a Criminal Record Check every three years. Letters can be obtained from the team manager to submit to the RCMP to waive cost. The costs associated with training and development of coaching staff and team officials will be reimbursed by VMHA for required courses.

16. Development Programs of the Association

VMHA will reimburse any goalie (U11, U13, U15, U18 male/female) up to \$500.00 for player development, with the condition that they commit to the next season as a goalie for VMHA to be paid by January 15th of the current playing season.

17. Minor Hockey Equipment

The priority for VMHA is to provide goalie equipment to players at U7 and U9 levels. The Association expectation is that most U11 players have their own goalie equipment. Goal equipment will be provided only when there is a shown need and when it is within the budget of the Association. Loaned equipment only includes; pads, chest protector, throat/neck protector, glove and blocker. Goal sticks will be provided for Novice and below. VMHA requires a \$300 deposit to sign out goalie equipment; this will be returned when all equipment is returned in good condition.

Players must supply their own CSA Helmet and skates, pants and cup protectors. All teams will receive an adequate number of pucks at the start of the season.

Carded On-ice Team Members

All on-ice participants, which would include coaches and assistants, are required to wear a CSA approved, properly fastened helmet for all on-ice sessions.

18. Provincial Participation

All provincial games overrule any league or other games.

Coaching staff, parents and Vice President-Development, makes provincial participation decision.

19. Program Evaluations**Coach Evaluation**

All coaches will be evaluated at the end of the season. Details of the evaluations are as follows:

Evaluations will be based on Participation Outcomes and Expectations of Coaches. The coach's rating will be set by how well he/she teaches/reinforces the outcomes and meet the coach expectations.

The Vice President Development will coordinate the process and work with the Coach Mentor and Directors to implement A summary of each coach evaluation will be kept on file.

U11 and above will see players, parents and officials contribute to the evaluation process.

U9 and below will see parents, officials and executive contribute to the evaluation process.

Risk management & Liability Insurance

It is the policy of VMHA that the Handbook will be available to all parents.

20. Co-Ed Dressing Rooms

From U9 and down mixed genders may change in the same dressing room at the same time in the presence of two adults.

Mixed gender U11 and higher are not permitted to change in the same dressing room at the same time.

When both female and male players are utilizing their gender specific dressing rooms, it is the responsibility of the coach to ensure both genders are involved in the pre-game and post-game activities.

When both male and female dressing rooms are available players shall utilize separate facilities.

When both male and female dressing rooms are not available, players shall dress, undress and shower in shifts. It is the responsibility of the team to develop an arrangement that will ensure the safety and privacy of each player.

Teams must keep a written record of any relaxation or deviation from this policy.

21. Awards***Stan Hartwell Memorial Award***

To be awarded annually to the most dedicated volunteer in Vermilion Minor Hockey

The recipient is to be nominated by the community and or minor hockey participants. The executive committee will determine each year's winner. Acceptable nominations will include; coaches, assistant coaches, managers, parents, fans or other volunteers.

Nominations will not be accepted for current minor hockey executive and board, businesses or individuals who are paid for their services.

A member of the Hartwell family, or approved designate, will award the trophy and plaque each season. (time and place to be determined by Minor Hockey)

The Memorial Trophy will remain at the Stadium for public viewing. A Memorial Plaque will be given to each winner.

Vice President Business will place ad in paper seeking nominations in January of each year. A reminder will be sent out to all VMH members seeking nominations. BOD will decide on appropriate time/place to present the award. VP Business will arrange for a plaque to be made and recipient's names added to trophy at Diamonds For You. Tiger Pride Account will pay for these. Website Person will add recipient's name and photo to award section on website.

Gary Ferbey Award

Sportsmanship awards will be given to one player from each Atom level team. A plaque will be presented to the award recipients from each team and their name will be added to the Gary Ferbey Memorial Trophy to be displayed in the VMH's trophy case.

Criteria established includes:

Open and visible displays of sportsmanship (see checklist below).

Attends 90% of team practices.

Attends 90% of team games.

Open and visible displays of enthusiasm for the sport.

Open and visible displays of enjoyment and fun during the sport.

Player abides by the rules of the game. Part of good sportsmanship is knowing the rules of the game and playing by them. If a player decides to play a given sport, it is the responsibility of that player to learn not only how to play but how to play according to the rules which have been established and standardized to allow competitive games to be played in an orderly fashion. The more a player knows the rules the more that player can enjoy the sport.

The player always plays fair. Honesty and integrity should be an integral part of sports. A player with good sportsmanship does not want a hollow victory, which comes as a result of cheating or poor attitude.

The player follows the directions of the coach. A player with good sportsmanship listens to and follows the directions of the coach, realizing that each player's decisions affect the rest of the team.

The player respects the other team's effort. Whether the other team plays better or whether they play worse, the player with good sportsmanship does not use the occasion to put the other team down. In the field of competition respect of opponents is central to good sportsmanship. If an opponent out-performs a player, that player accepts it, learns from it, offers no excuses and moves on. If a player out-performs an opponent, that player enjoys the victory, but does not gloat, does not belittle, and does not minimize the opponent's effort.

The player offers encouragement to teammates. A sign of good sportsmanship is a player who praises teammates when they do well and who comforts and encourages them when they make mistakes. Criticizing teammates in the heat of battle simply distracts from the focus of working together and gives the advantage to the opponent who develops a sense of confidence when seeing signs of weakness or a lack of unity in the midst of the competition. Further, good sportsmanship implies that the player on a team is a team player and that his or her behavior reflects on the team in general. A team player does not condone unsportsmanlike conduct for teammates, but instead promotes good sportsmanship among teammates.

The player accepts the judgment calls of the game officials. Part of the human condition is making mistakes. Arguing with an official over a judgment call simply wastes energy. The player with good sportsmanship knows that errors may be made, but the player also knows that a game is made up of all the plays and calls from the beginning to the end of the game, not just the call in dispute. The player with good sportsmanship may be upset, but that player also has learned to focus his/her energies back on the game and on doing the best he/she can do for the rest of the game.

The player ends the game smoothly. When the game is over, pouting, threatening, cajoling have no place in the life of the players with good sportsmanship, who emphasize the joy of participating, regardless of outcome. They're not devoid of emotions but they know that their efforts to end the competition smoothly, without antagonistic emotional display, will help ensure the games will continue in the future.

The player's skill level should not be a factor in the award. "Sports do not build character. They reveal it" Heywood Hale Brown U11 Boys Director and U11 Female Director are to have coaches select players to receive awards. Directors to have plaques made up with name of award, year and recipient's name engraved on them.

1967 Vermilion Kinsmen Heart and Hustle Award

The 1967 **Vermilion** Kinsmen Pontiacs Award is given to a third year player from the Tier 2 U18 team each year. The player chosen is one who is talented but who also has lots of heart and hustle, one who demonstrates hard work, dedication, and a role model on and off the ice.

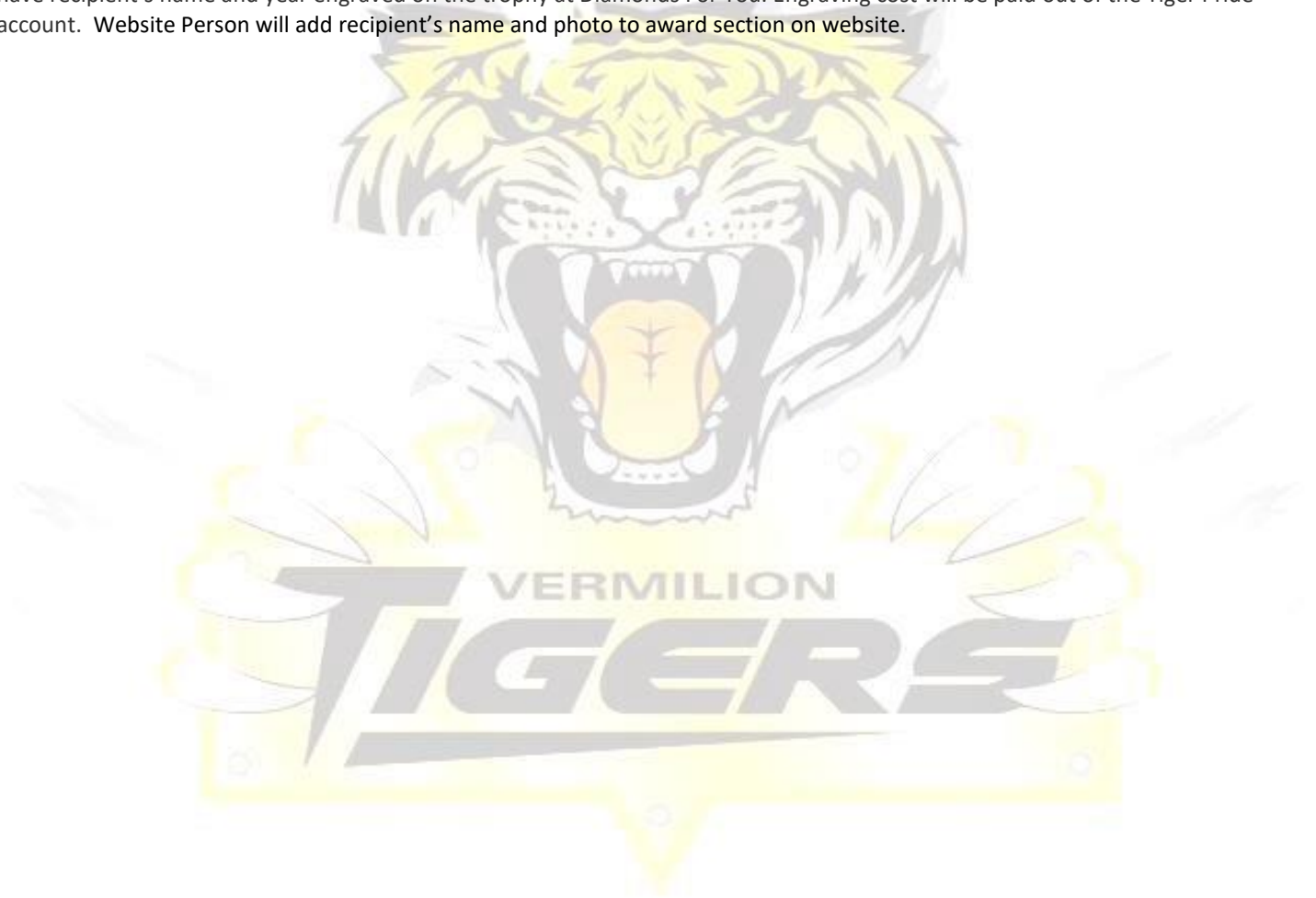
The Vermilion Kinsmen Pontiacs 1967 season, the team won 28 of 29 games played while scoring 276 goals and only allowing 46 to be scored against them.

When the group got together during their school reunion in 2004 they decided they wanted to give something back to the local hockey community.

The people who were a part of the 1967 Pontiacs were coach Stan Manyluk, Ernie Semeniuk, Ernie Heinemann, Ken Woywitka, Ron Jones, Bernie Olsen, Don Brennan, Bud Baddock, Bob Miller, Ron Malin, Jim Williams, Lorne Wasylshen, Dean Manyluk, Robert Farkash, Robert MacPhee, Mu

rray King, D'Arcy Donald, Lyle Farkash, Ervin Strome, and Gordon Hubbard

U18 Director to have Tier 2 coach select player to receive the award and decide on where/when it will be presented. U18 Director to have recipient's name and year engraved on the trophy at Diamonds For You. Engraving cost will be paid out of the Tiger Pride account. Website Person will add recipient's name and photo to award section on website.



JOB DESCRIPTIONS

President

Term is two years and elected in even numbered years.

The President is the Chief Executive Member of the Association. His/Her major responsibility is to ensure that members work together to meet the objectives and goals of the association.

The President works closely with the Vice Presidents to ensure the smooth operations of the Association.

Generally manage and supervise the affairs and operations of the Association.

No person may be elected President unless that person has served as a member of the Board of Directors for a period of no less than two years or served as Vice-President for one year.

Duties and Responsibilities:

In general the President manages the day to day affairs of the association including but not limited to:

Represents the association at Hockey Alberta meetings.

Be a signing officer for the Association.

Preside and act as Chairman for all meetings of the Board and members.

Exercises the power of the Executive, in case of emergency.

Discipline up to and including suspension of any club, coach, manager, player, trainer and or other official connected with the Association, subject to the ratification at the next meeting of the Executive.

Sit on committees as an ex-officio voting member.

Together with the Secretary, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers and releases.

Shall not be a member of the coaching staff or manager of any VMH team, unless otherwise approved by the Board of Directors.

General Timelines:

Spring-Summer

Attend Hockey Alberta meeting

Hold executive meeting to set registration date and fees

September-October

Conduct meeting with Directors

Conduct Fall Annual General meeting of the membership

January-February

Set date of Special Spring Meeting

March-April

Hold Special Spring Meeting- elect new executive

VICE PRESIDENT-BUSINESS

Two year term elected on odd numbered years.

Duties and Responsibilities:

The Vice President-Business Operations works closely with the President to ensure the smooth operations of the Association.

Oversees and manages the Directors within the Hockey Business Operations Stream.

Conducts meetings of the Stream.

Assists the Directors upholding their responsibilities.

Ensures that Hockey Business Issues are conducted as per the Association Bylaws and Handbook.
Liaison with the Town of Vermilion to co-ordinate ice schedules in co-ordination with the VP Development Oversee Social Media accounts.

General Timelines:

June

Meet with executive to organize registrations

September

Report number of teams to the Town Ice Time coordinator

Hold Fall Annual General Meeting

October

Ensure Directors Liability Insurance is paid and up-to-date

October- April

Monthly meetings

Schedule Special Spring Meeting

July

Contact Treasurer to close books and arrange Audit

VICE PRESIDENT-DEVELOPMENT

Two year term elected in even numbered years.

Duties and Responsibilities

The Vice President-Development works closely with the President to ensure smooth operation of the Association

Oversees and manages the Directors within the Hockey Development Stream

Conducts meetings of the Stream

Oversees & organizes clinics for VDMH

Ensures that Hockey Development Issues are conducted as per the Association Bylaws and Handbook

General Timelines:

September

Work with Operations to set coaching clinic dates and other clinics for players as required

October-February

Ensure that Hockey Development issues are running smoothly

March-April

Initiates recruitment program for coaches and directors for upcoming season

Secretary

Two year term elected in even numbered years

Duties and responsibilities:

Provides an accurate account of the yearly AGM meetings & monthly meetings held by the Minor Hockey Executive.

Provides support for the President, Vice Presidents and other committee members as needed. Attend all meetings of the Board and Executive.

Take accurate and detailed minutes.

Ensure all board members receive copies of the minutes a maximum of 7 days after meeting.

Keep records in an orderly fashion.

Let everyone know of upcoming meetings. Keep track of incoming correspondence.

Provide new Board members with current information needed to fulfill their roles.
Type any correspondence needed by the Executive.
Assist with activities undertaken by the Board.
Update and back up computer files.
Organize and update files as needed.

General Timelines:

March

Advertise the Spring Special Meeting Date, time and location to the membership

May

Advertise for Concession Manager, coach applications and Hockey Registration dates

June

Advertise for coaches for upcoming season

September

Advertise for Annual General Meeting

Treasurer

Two year term elected in odd numbered years

Duties and responsibilities:

Pay Alberta Hockey Directory.

Pay Provincial Treasurer-Corporate and Consumer Affairs Process all registrations.

Deposit registration monies.

Separate concession cheques and give to Bond Coordinator.

General Timelines:

General Account bookkeeping

Pay Insurance, Hockey Alberta, Advertising for VDMHA, Equipment, Office Supplies etc.

Coach's clinic refunds with receipt

Pay for referees for games other than tournaments (paid from Team Accounts)

Pay for ice-Town of Vermilion (verify Ice time use with Directors)

Pay for sanctions

At each meeting provide account balances

Once yearly have account audited (can be done by a Director or vice-President)

Registrar

Two year term elected in odd numbered years.

Duties and Responsibilities:

The Registrar has the major responsibility to coordinate and manage the entire player registration process for VMHA using the Hockey Canada Registry System (HCR)

The Registration works closely with all members of the Executive when coordinating the registration process Attend all Hockey Alberta Zone meetings as required

Ensure all dates and important information about "Registration" is communicated in a clear and timely manner Ensure all players, coaches and helpers are registered in HCR

Assist parents with online registration as required

Ensure that affiliation process is conducted according to Hockey Alberta regulations and timelines

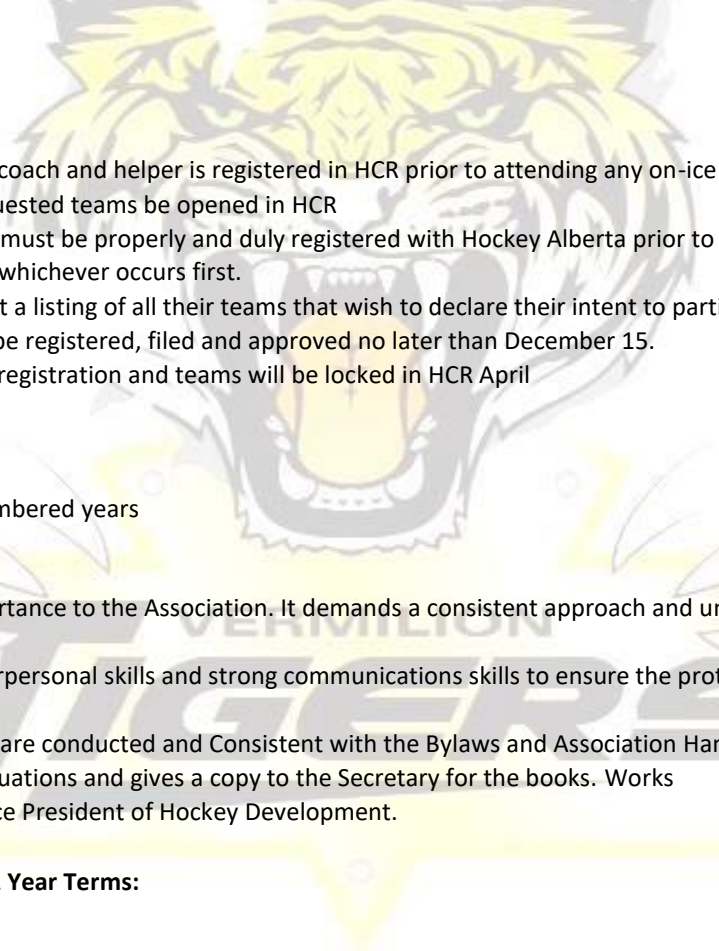
Be an active member of VDMHA Executive and attend all meetings

Distribute rosters from HCR to divisions for submission to leagues prior to first league games

Run reports from HCR showing qualifications deficiencies and distribute to executive members as required to ensure compliance in the association

Important Timelines:

Hockey Alberta Critical Dates found in Section B "Minor" 2. Critical Dates of Hockey Alberta Regulations



September: ensure every player, coach and helper is registered in HCR prior to attending any on-ice sessions
October 15-deadline to have requested teams be opened in HCR
November 15 – All hockey teams must be properly and duly registered with Hockey Alberta prior to their first league game (including Tiering Games) or November 15, whichever occurs first.
December 1 – MHA’s must submit a listing of all their teams that wish to declare their intent to participate in Provincial Play.
December 15 – Affiliations must be registered, filed and approved no later than December 15.
January 10 – deadline for player registration and teams will be locked in HCR April
and September: Zone meetings

Discipline Coordinator

Two year term elected in odd numbered years

Duties and Responsibilities:

This position is one of great importance to the Association. It demands a consistent approach and understanding of the Discipline Process.

This director will have good interpersonal skills and strong communications skills to ensure the protection of the Association and its members.

Ensure that all Discipline matters are conducted and consistent with the Bylaws and Association Handbook.

Keeps a record of all discipline situations and gives a copy to the Secretary for the books. Works closely with the Secretary and Vice President of Hockey Development.

The following positions are ALL 1 Year Terms:

Fundraising Coordinator Duties and Responsibilities:

Should also be prepared to head up sub committees to advance the fundraising efforts of the association Attend monthly meetings of the board

Actively participate in activities that the Executive may undertake from time to time

Research and bring forward fundraising ideas

Oversee and ensure the smooth operation of all fundraising activities

Bond Coordinator

Duties and Responsibilities:

Is the liaison between VDMHA and the Concession Contractor
Is responsible to ensure that the Concessions are adequately staffed by parents as required to fulfill bond obligations
Responsible that all families fulfill their volunteer bond obligations
Actively participate in meetings and activities of VDMHA
Attend meetings of the Board
Ensure the smooth operations of the concession
Maintain a positive relationship between VDMHA and the Concession Contractor
Collect cheques from parents to cover required number of shifts to be worked
Keep track of shifts worked

Equipment Manager

Duties and Responsibilities:

Attend all Board meetings
Distribute equipment and maintain inventory of VMH equipment
Establish an equipment inventory at the start of every season (collect and store equipment at the year end, keep jerseys in complete sets)
Purchase new equipment as required
Ensure first aid kit for every team
Maintain sign out and return sheets
Recruit assistants to volunteer as required
Distribute equipment to teams as required
Order and distribute pucks
Apply for & organize Atomic jerseys

General Timelines:

Spring

Collect all equipment and complete an inventory status report for the spring meeting

June-July

Order any new equipment needed for the upcoming season

Coach Liason

Recruits coaches

Is the contact person for prospective coaches

Collects coaching applications

Creates and chairs the screening committee for coaches- Interviews
and helps to make the final selection of coaches

Contact successful and unsuccessful candidates

Provides new coaches with their initial instructions

Ongoing evaluation of coaches

Distributes and collects player/parent coach evaluations

U7 Director

Duties and Responsibilities:

The Director shall act as liaison between the Association and the teams, coaches, managers and parents

The Director communicates events or issues related to their level of play to the coaches, parents or managers and vice versa The

Director will mediate between the above mentioned parties

The Director shall coordinate activities for their division

The Director shall be involved in game scheduling
The Director shall be involved in the team selection
Attend all Board meetings
Assists coaches in team selections
Monitor volunteer bond requirements and inform parents of the requirements & team positions as needed Send team rosters to the Registrar
Attend league meeting
Orientate managers, parents and coaches
Make sure tournament is on the website with sanction number. You are the main contact for your division's tournament - be prepared to answer questions (such as cost, caliber, games). You are responsible for finding the teams to fill the tournament.
Find teams to fill the tournament
Mediate any issues that arise between the parents and coaches
Maintain strict confidentiality
Ensures ice expenses are correct
Monitors website is being updated weekly

General Timelines:

September/October

Assist in team selection
Conduct orientation meeting with parents (go over volunteer requirements, concession shifts, complaint process, fill Team Manager positions, Two Jersey Carriers, Team Website Reporter, Tournament Coordinator) **Ongoing**
Communicate information to Team Managers in a timely manner

U9 Director

Duties and Responsibilities:

The Director shall act as liaison between the Association and the teams, coaches, managers and parents
The Director communicates events or issues related to their ~~initiation~~ level of play to the coaches, parents or managers and vice versa
The Director will mediate between the above mentioned parties
The Director shall coordinate activities for their division
The Director shall be involved in game scheduling as per league requirements
The Director shall be involved in the team selection
Attend all Board meetings
Monitor volunteer bond requirements and inform parents of the requirements & team positions as needed Send team rosters to the Registrar
Attend league meeting as required including scheduling meeting
Orientate managers, parents and coaches
Make sure tournament is on the website with sanction number You are the main contact for your division's tournament - be prepared to answer questions (such as cost, caliber, games). You are responsible for finding the teams to fill the tournament.
Find teams to fill the tournament
Mediate any issues that arise between the parents and coaches
Maintain strict confidentiality
Ensures ice expenses are correct
Monitors website is being updated weekly
Maintains control of allowable number of ice sessions for home games & practices
Organize sponsorship fundraising from Dodge

General Timelines:

September/October

Assist in team selection

Conduct orientation meeting with parents (go over volunteer requirements, concession shifts, complaint process, fill Team Manager positions, Two Jersey Carriers, Team Website Reporter, Tournament Coordinator) **Ongoing**

Communicate information to Team Managers in a timely manner

U18, U15, U13 and U11 Director Duties

and Responsibilities:

The Director shall act as liaison between the Association and the teams, coaches, managers and parents

The Director communicates events or issues related to their level of play to the coaches, parents or managers and vice versa The Director will mediate between the above mentioned parties

The Director shall coordinate activities for their division

The Director shall be involved in game scheduling as per league requirements

The Director shall be involved in their division's team selection

Attend all Board meetings

Monitor volunteer bond requirements and inform parents of the requirements & team positions as needed

Send team rosters to the Registrar

Attend league meeting as required including scheduling meeting

Orientate managers, parents and coaches

Make sure tournament is on the website with sanction number You are the main contact for your division's tournament - be prepared to answer questions (such as cost, caliber, games). You are responsible for finding the teams to fill the tournament.

Find teams to fill the tournament

Mediate any issues that arise between the parents and coaches

Maintain strict confidentiality

Ensures ice expenses are correct

Monitors website is being updated weekly

Maintains control of allowable number of ice sessions for home games & practices

General Timelines:

September/October

Assist in team selection

Conduct orientation meeting with parents (go over volunteer requirements, concession shifts, complaint process, fill Team Manager positions, Two Jersey Carriers, Team Website Reporter, Tournament Coordinator)

Ongoing

Communicate information to Team Managers in a timely manner

Female Director (U18/U15) AND (U13/U11) Duties

and Responsibilities:

The Director shall act as liaison between the Association and the teams, coaches, managers and parents

The Director communicates events or issues related to their level of play to the coaches, parents or managers and vice versa

The Director will mediate between the above mentioned parties

The Director shall coordinate activities their division

The Director shall be involved in game scheduling as per league requirements

The Director shall be involved in the Female team selection

Attend all Board meetings

Monitor volunteer bond requirements and inform parents of the requirements & team positions as needed Send team rosters to the Registrar

Attend league meeting as required including scheduling meeting

Orientate managers, parents and coaches

Make sure tournament is on the website with sanction number You are the main contact for your division's tournament - be prepared to answer questions (such as cost, caliber, games). You are responsible for finding the teams to fill the tournament.

Find teams to fill the tournament

Mediate any issues that arise between the parents and coaches

Maintain strict confidentiality

Ensures ice expenses are correct

Monitors website is being updated weekly

Maintains control of allowable number of ice sessions for home games & practices

General Timelines:

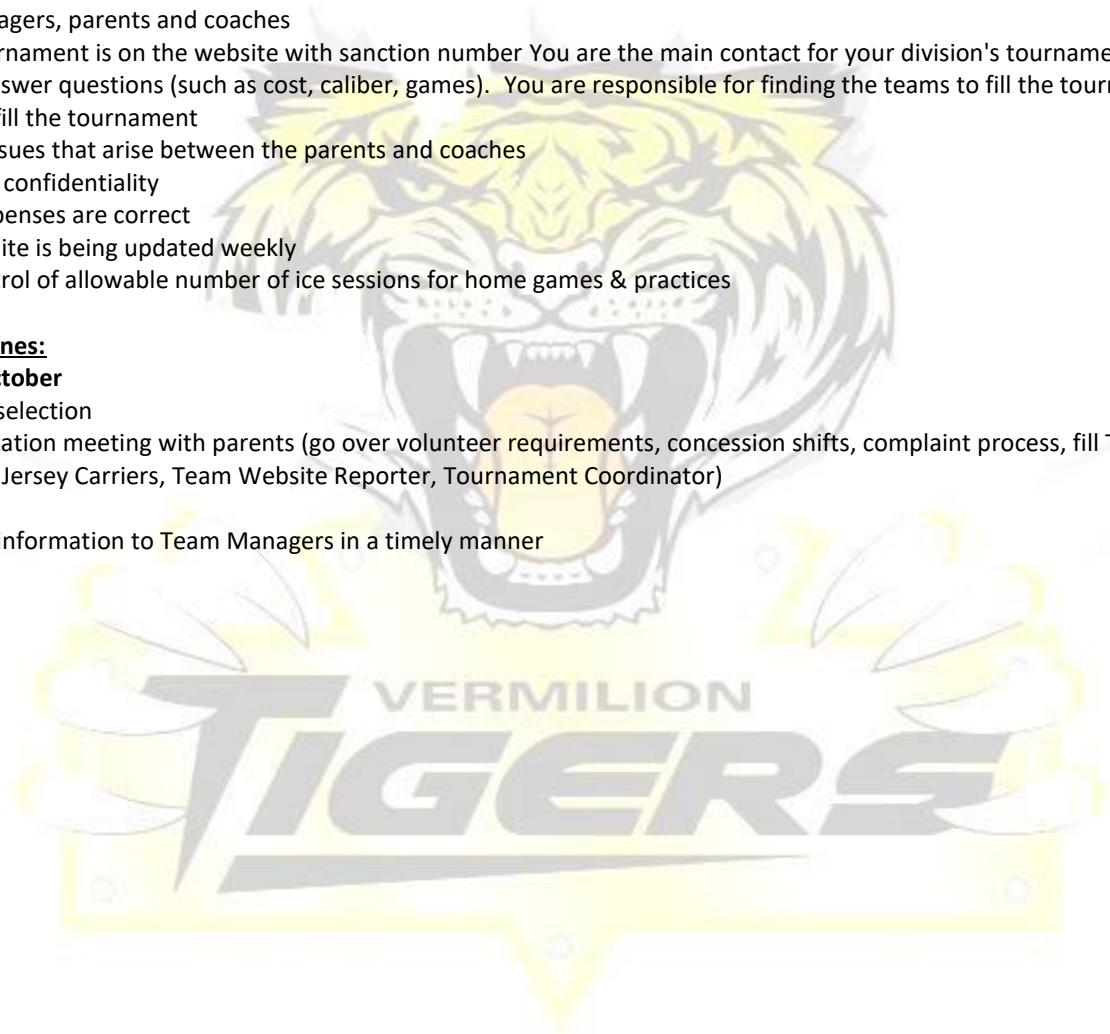
September/October

Assist in team selection

Conduct orientation meeting with parents (go over volunteer requirements, concession shifts, complaint process, fill Team Manager positions, Two Jersey Carriers, Team Website Reporter, Tournament Coordinator)

Ongoing

Communicate information to Team Managers in a timely manner



Website Manager (Non-Voting Position)

An impartial, non-voting position on the board

Works with the other Board members toward improving communication and information distribution within the Association through the use of the website

Provides support to the team website reporters and division directors on the use of and problem solving and acts as liaison between RAMP Interactive and the Association

Attend all Board meetings

Organize, maintain and update the information on the main website pages

Communicate Association news, events and other information through website news article and email

Assist the team level website reporters and division directors with team and division microsites Maintain website & update as required

General Timelines:

September/October

Set up new season on website (refer to RAMP instruction manuals)

Add Teams when Jersey Sponsors are known

Provide Team manager and website reporter with login and password

Post ice schedules on website and email parents/players

Hold website orientation session

Update all teams with Team Photos once they are taken by photographer (distribute the CDs to the Standard and Voice for print)

Update tournament page

Update Executive page

Update forms page

Update sponsor page

Ongoing

Post events, news and informational articles on the website as required

Email newsletters, articles and events as required

Assist team website reporters with issues which may arise

Attend Board meetings and other meetings to identify communication and information needs

Review website pages to ensure links are functional, information is current, etc Update

ice schedule as updated by Town office

All VDMHA Positions

Overlap of meetings to transfer information

Out of common courtesy when a new executive is installed it is advisable to have outgoing executive hand over any information they have at the last meeting of the season so the new executive has everything they need to start the year.

APPAREL

Approved Apparel Line (coats, track suits, hoodies, etc.) may be determined each year by the VMHA Executive Committee in accordance with agreements with approved provider(s)

Teams, VMH members, parents or those wishing to support VMH may place an approved logo(s) on any apparel outside the Approved Apparel Line, provided the VMHA logo(s) are not applied to apparel with: negative messaging or goes against VMH's Values and Beliefs.

APPENDIX

ICE ALLOTMENT

Vermilion Minor Hockey has a strict ice policy in place to ensure we have, even allocations between division and teams, ensuring all ice is used and used in an effective manner. Because VMH must sign an agreement with the Town for ice prior to the season starting, any ice allocated to the association must be used. Additional ice may be picked up if available, but any unused ice is still charge to the association and makes it difficult to secure additional slots when we are not using current allocated ice to its fullest.

Returning Ice:

- All ice for VMH teams are allocated by VMH. Teams can not secure their own ice but may contact VMH for ice.
- Any ice a team can not use must be returned to VMH to be reallocated.
- Prior to returning practice ice to the association, check with your divisional director to see if there is another team within your division that can trade ice times with.
- Ice returned to the VMH must be done a **minimum of 7 days prior to allotted ice time.**
- Ice returned will be posted as "available ice" on the VMH website with the date and time details.
- **Any ice returned to VMH in side of 7 days, will remain the responsibility of the team.** If an alternate user for the ice is not found, the team remains responsible for the use.
- Teams may be charged ice fees if ice goes unused. (see unused ice)

Claiming Ice

- When ice becomes available it will be emailed to all team managers (Directors??). Ice will be booked first come, first serve.

It is not your ice until you received a confirmation email from the Ice Scheduler.

- If ice is not claimed by a team then the ice may be assigned to a team with no events that day.- Bad users of ice (teams causing un-used ice) will lose priority for claiming ice.

Fines and Penalties

- Ice returned inside the 7 days period not claimed (unused) may result in the team being fined. Amounts will be calculated by the amount of ice time multiplied by the user rate. A grace period shall be given at the start of the season established by the VMH executive.
- All ice time fines charged by VMH shall and must be paid in full by the team within 14 days after the fine is assessed or additional fines and/or disciplinary actions may be taken by VMH. Disciplinary actions could result in all practice ice being suspended until fines are paid.

- Offending team shall be required to provide an explanation to why ice was un-used to the Executive through the Division Director.
- Fines will be determined by the VMH executive.
- Unused ice will be tracked and posted on the VMH website.

SOCIAL MEDIA POLICY (comment on the above section to expand or clarify)

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.

- The use of cellphones is prohibited in all dressing rooms (including home and away venues) - All players and parents must sign the social media policy document every year.

ANTI BULLYING & HARASSEMENT POLICY (*this statement can be in addition to or replace "Zero Tolerance Statement"*)

Vermilion Minor Hockey will follow all Hockey Alberta and Hockey Canada policy and regulations with regards to Bullying and Harassement. we will take all allegations seriously. As such:

- any player or hockey volunteer found to be participating in bullying of any kind will face disciplinary action up to and including removal from VMH.
- Players who have engaged in cyber bullying could face a minimum 2 game suspension. All suspended incidents will be reviewed by the Discipline Committee

COMMUNICAITON FLOW CHART

VMHA Executive - President, Vice President(s), Past President, Secretary, Treasurer, Registrar, Discipline Coordinator

VMHA Board of Directors - Executive, Fundraising Coord, Bond Coord, Equipment manager, Coach LiDivisionsal
Directors, Ice Scheduler , Division Directors, Website Director, Referee Coordinator