

**VERMILION & DISTRICT  
MINOR HOCKEY  
ASSOCIATION (VMHA)  
HANDBOOK**



Revised August 2024

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## Introduction

The Vermilion Minor Hockey Association follows the models and principles of Hockey Canada and Hockey Alberta. Both 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

#### 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.

VMHA Organization and Structure (See Appendix #2 for chart)

**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 and:  
Coach Liaison  
Division Directors (as needed)  
Referee Coordinator (RIC)  
Ice Scheduler (non-voting)

**Bond Positions Reporting to the Board (Non-Voting-meetings not mandatory. Come as requested)**

Bond Coordinator	Picture Day (2)	Assistant registrar
Team Accounts	Parade (2)	Assistant to VP Development
Equipment Manager	Social Media Coordinator	Fundraising Coordinator
Gala Coordinator	AGLC Coordinator	Website Director (non-voting)
Rec Board Delegate	Minor Hockey Week (2)	Tournament Coordinator
NEAHL Representative	ECAHHL Representative	Clothing Coordinator

**2. 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 Teamwork 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.

**ALL Hockey Alberta and Hockey Canada Development programs will be followed and adhered to.**

**3. Player Registration**

Each year registration will happen 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 in full via postdated cheque for September 1. Payment via two postdated cheques.

1 dated September 1<sup>st</sup>

1 dated November 1<sup>st</sup>

Four payments by postdated cheques. August1<sup>st</sup>/September1<sup>st</sup>/October 1<sup>st</sup>/November1<sup>st</sup>

E-transfer available for full payment only. Guidelines and timeframe set out by registrar annually.

### Goaltenders

VMH will give special registration rates to goaltenders that play in Vermilion. The first year will be charged at full price. If the goalie completes the year, a refund of \$200 will be given. In year 2 a goalie that plays in Vermilion will be given a \$200 credit towards registration. Each year that the goalie continues to play in Vermilion an extra \$200 credit will be applied, until a maximum credit of \$600 is given. If a goalie chooses to play in any leagues or teams outside of Vermilion and they decide to return to VMH they will start at year 1 again. Any goalies that opt to try out for AA and AAA teams are not eligible for the credit for that year, but if they do return to play that season, will be eligible for the \$200 refund at the end of the year.

On teams that have no goalies, and the board needs to recruit from other communities, the president or their delegate will have the option of offering credits, waving fees or making alternate arrangements as needed if a goalie is needed to ensure formation of a team.

VMHA will reimburse any goalie (U11 - U18 male/female) up to \$500.00 for any approved third-party player development camps or sessions. The goalie must have played in Vermilion the previous year and be on a VMH roster for the current year to be eligible. Payment will be made by January 15<sup>th</sup> and all receipts must be submitted no later than December 31<sup>st</sup> of the current hockey season.

### 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. This only refers to players from Vermilion that have previously played hockey with VMH.

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. If there are no evaluations the date will be October 7<sup>th</sup>.

1<sup>st</sup> year player – Up until November 15<sup>th</sup> Full Refund minus \$50.00 administration fee. After December 1<sup>st</sup> No Refund.

If a player is withdrawing for a medical issue (with a medical note) a 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. There will be a minimum \$25 fee for any NSF cheque, if the bank charge is more than this it will be the same as the bank charge.

### Divisions and Ages

U7 Under 7 years old (must be the age of 4 By December 31<sup>st</sup> 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 31<sup>st</sup> 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 registration closing to avoid a late fee penalty as per our registration guidelines. Payment can be delayed until after try-out camps are completed. If no registration was completed late fees will be added.

**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 Bond Positions Covered**

- |     |  |              |
|-----|--|--------------|
| 1.  | Board Member/Bond position reporting to board as per above |              |
| 2.  | Any member of VMHA who takes a league level position.      |              |
| 3.  | Tournament Coordinator                                     | 2-3 per team |
| 4.  | Head Coach   | 1 per team.  |
| 5.  | Assistant Coach  | 2 per team.  |
| 6.  | Team Manager   | 1 per team.  |
| 7.  | Individual Team Website Reporter/social media              | 1 per team.  |
| 8.  | Jersey Carrier (both sets of jerseys)                      | 1 per team.  |
| 9.  | Good Deed Coordinator                                      | 1 per team.  |
| 10. | Goalie Development Coordinator                             | 1 position.  |
| 11. | Other Activities as determined by the Board of Directors   | TBD.         |

**4. Ice Allotments**

This is an indication of the amount of ice time VMHA strives to provide for each category and is paid through registration fees. At any time throughout the year VMHA reserves the right to cancel/shorten practices as needed for league games, pictures, JR B, etc. These times are after the Arena ice is in. Before this there will be one ice slot per week as much as possible.

<b>TEAM</b>	<b>PRACTICE ICE</b>	<b>GAME ICE</b>	<b>COMMENTS</b>
U7	2 per week 45-60 min 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 60 min slots	10 home games	same as above
U11	2 per week 60 min slots	10 home games	
U13	2 per week 75 min slots	10 home games	
U15	2 per week 75 min slots	10 home games	
U18	2 per week 75 min slots	11 home games	

To inquire about booking any open ice you must contact the 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.

From the time that practices begin, until the Arena opens all U15 and U18 teams will be allocated a total of 3 extra practice slots per team. These may be used in other towns if needed, but the preference is to use the Stadium ice first.

Exhibition Games-all male teams U11 and up will be offered 1 home exhibition game before NEAHL tiering games begin. All female teams U11 and up will be offered 2 games. The reason for this being that the female teams do not begin their season until November, whereas the male teams begin the weekend after Thanksgiving.

## 5. Tournaments and Busing

### Busing Policy

There is no alcohol on buses that are transporting people to and from Vermilion Minor Hockey events. Female teams that must travel to Fort McMurray for league games will be given ½ the bussing cost up to a maximum of \$2500 per year. If a team must go to Fort McMurray twice in the same hockey season due to playoffs this will not be covered by VMH.

### Tournament Overview

Vermilion Minor Hockey will provide each tournament One Thousand (\$1,000.00) Dollars to purchase items for the tournament raffle table. The funds must be used locally (to the team), and only for raffle items. Please ask your Director for confirmation if you are unsure what to use the funds for. Receipts must be provided, this is mandatory. This money will be returned to Vermilion Minor Hockey out of tournament proceeds. Parents and players are not to solicit tournament donations, but they may accept donations offered. Tournament Coordinator(s) can ask parents to provide up to \$25.00 cash per player, as well as an additional bottle of alcohol and/or a lottery ticket. Each Tournament will offer 50/50 sales with 75% of profits going back to the Tournament host team(s). Tournament tasks (timebox, 50/50 sales, raffle table sales, etc) are not bond positions, it is mandatory for all team parents to participate. Please remember, Tournaments are Vermilion Minor Hockey's biggest fundraisers and they should be treated as such.

### Tournament Guidelines: Raffle Table and 50/50 Sales:

The Team Accounts Coordinator will provide the cash box with \$150.00 float to a Tournament Coordinator a minimum of 2 days prior to the Tournament, the cash box must be returned with appropriate allocated coins and bills.

The cash box will include a key for the VMH Office, a key for the Coaches room, and a FOB for the Stadium Auditorium. Tournaments will have access to the Stadium Auditorium from the Friday to Sunday of the Tournament.

The cash box, keys, and FOB must be returned to the Team Accounts Coordinator within two business days following the tournament. Tournament Coordinators are responsible to contact the VMH AGLC Representative to provide their raffle and 50/50 plans. The AGLC Representative will then provide the tournament licenses and instruction on reporting and requirements. AGLC licenses are mandatory for all fundraising.

Tournament Coordinators are responsible for providing the Tournament Balance Sheet, receipts, AGLC reporting, and money to the Team Accounts Coordinator within 2 business days following the tournament.

## 6. Travel Permits for Tournament and Festivals and Exhibition Game Sanctions

Hockey Alberta requires a travel permit be in place for all travel situations when attending tournaments or festivals (U7-U9).

Important to note: you do not have to obtain a travel permit for any other games.

Any exhibition games for U11 and up require a sanction number.

Credentials-will be given to each team to go onto the HA website to obtain necessary travel permits and sanctions.

## 7. 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 all teams will be tiered. 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. The 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. The 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 using 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. If any of these positions have a conflict of interest the president will take their place or appoint a board member to take the position.

Player split-Teams will be split into teams with the same number of players when it is an even amount of players. When it is an odd amount it will be up to the discretion of the higher tiered coach as to whether they take one more or one less player.

Goalies-when there is an even amount of goalies the teams will have the same number of goalies. When there is an odd number of goalies the higher tier team will take only goalie. The two goalies on the lower tier team will be affiliated to the higher team. It will be expected that the higher team coach bring out the lower tier goalies for a minimum of 4-6 practices each throughout the year. The lower team goalie should also be brought to 2-3 games each and allowed to play 1-2 games each to allow for growth and development. This will also help to spread the ice time out and give the top tier goalie some time to watch and learn from the bench as well.

### **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.

## **8. 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 team's 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 January 15, the AP roster is complete and cannot 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.



## **9. Codes of Conduct and Contracts**

All participants of VMHA will be required to read and sign a Code of Conduct Contract indicating their understanding and commitment to the accepted behaviors of the association. It is expected that all codes will be signed prior to the registration date. 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. The 24-hour rule is to be followed.

## **10. 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:***

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 on 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.

## **11. 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.

## **12. 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.

## **13. 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. If a person does not complete the application process they will only be considered for a coaching position if there are not enough qualified applicants.

All coaches may then participate in an interview process facilitated and determined by the coach selection committee if needed. (The committee will consist of the Vice President Development, Discipline Coordinator & the Coach Liaison OR in the absence of a Coach Liaison a 3<sup>rd</sup> Executive member appointed by the President with the Coach Liaison OR Vice President Development leading the process and recruitment of all coaching staff. Directors will be consulted for input into final coach selections).

Assistant coaches must be approved by the committee. As per the above assistant coaches will be chosen from those that apply first.

People that do not apply will only be considered if there are spots open after this.

Each year as required there will be a Facebook post and email sent out 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.

The committee will do its best to recruit recent minor hockey graduates and involve them in a mentorship program. U11 and U13 would be considered the best spot for these mentorships to occur.

### **Certification Requirements for Coaches**

Coaching requirements can be found on the Hockey Alberta website. Follow the link below.

<https://www.hockeyalberta.ca/coaches/clinic-information/>

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 requires permission of the Board of Directors. Except for 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 VMHA 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.

#### **14. Development Programs of the Association**

The Board of Directors believes that it is important to provide resources and mentorship support to coaches. Video and online resources are available to all coaches. A mentorship program where experienced coaches will work with new and inexperienced coaches will be implemented. This program will be modeled and designed after the model developed by Hockey Alberta and Hockey Canada. Mentors will be asked to reinforce and encourage coaches to implement VMHA Guidelines and Program Expectations and work under the direction of the Coach Liaison.

#### **15. 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. The loaned equipment only includes pads, chest protector, throat/neck protector, glove and blocker. Goal sticks will be provided for U9 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 helmets for all on-ice sessions. Under the age of 13, full equipment is mandatory.

#### **16. 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 Liaison 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 every parent, coach and player should receive a handbook at the start of the season by email.

#### **17. 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.

No use of cell phones will be permitted in VMHA dressing rooms, this includes camera function. Phones must remain away.

## **Appendix #1**

### **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.

The 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. The VMHA Board 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 the trophy locally. 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 U11 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 during 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, etc. 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 highest tier 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 Wasylishen, Dean Manyluk, Robert Farkash, Robert MacPhee, Murray King, D'Arcy Donald, Lyle Farkash, Ervin Strome, and Gordon Hubbard. U18 Director to have highest Tier 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 locally. 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.



**Appendix #2**  
**Organizational Flow Chart**

