

**POLICIES AND PROCEDURES
MEMBERS HANDBOOK**
2023 Version

**Vulcan & District
Minor Hockey Association**

Updated September 2023

This is a working document and will be updated at the VMHA Board of Directors discretion.
Every effort will be made to inform the membership when new versions are available.

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VULCAN & DISTRICT MINOR HOCKEY ASSOCIATION

HISTORY

The original writing of this document was introduced to the membership for the 2004-05 season. The 2003-04 season was a trying year for the Board, and they felt that steps must be taken to improve operations. The Association had seen significant growth in minor hockey and felt that it was time to bring together all the various policies and procedures into one document. Our Association completed an evaluation of our Board operations including a membership survey, which has provided significant direction for our association to move forward.

In the 2016-17 season, the board felt the need to update the policies and procedures manual in order to keep things current and clear for its members.

INTRODUCTION

In 2023, the current board members recognized that there had again been significant changes in the membership, league play, the introduction of Intro to Hockey Programs, and Hockey Canada/Hockey Alberta regulations (specifically maltreatment) over the last several years. These changes needed to be reflected in our Policies and Procedures to ensure a smooth transition from one season to the next while maintaining operational transparency. Our main goals are to enhance the Association operating policies and dissemination of the knowledge and experiences we have gained as a collective over the last several years. This is our way of paying it forward to the next generation of hockey volunteers.

ASSOCIATION CULTURE

The Association culture consists of the Vision and Mission statements of the association along with the stated values and beliefs about how VMHA will operate the business of minor hockey in our community. Our Vision statement below is our long-term idea of the hockey organization we aspire to be in Vulcan. The Board believes that being well organized and progressive in our operations will promote long-term viability and sustainability will be enhanced, providing significant benefit to our members and our communities. VMHA's mission statement and guiding values are the vehicle by which our association will achieve success. It will be important for all our members to work together to build our program into the best it can be for our community.

A VISION OF OUR ASSOCIATION

"To be a sustainable, well organized, transparent, and progressive association that focuses on long term player development with both life and hockey skills for our players, referees, coaches, and volunteers."

A MISSION TO ACHIEVE OUR VISION

VMHA will provide opportunities and ensure an environment that results in:

- Participation that is safe, fair, positive, inclusive, and fun.
- Participation and learning through teamwork, respect, pride, accountability, and commitment.
- Educational opportunities that develop and reinforce life skills.
- Connect with Community members and encourage them to participate in the game of hockey.

THE VALUES & BELIEFS OF VULCAN MINOR HOCKEY

We believe that is important to demonstrate the following value actions to ensure our success as an organization:

- **Responsibility and Commitment** to maintain good governance structure, planning, and accountability within the organization.
- **Integrity & Honesty** will be an important foundation of our association. “Walking the talk”, doing as we say, is critical for our success.
- **Trust, Respect, & Confidentiality** in working with each other and our members will determine our future.
- **Consistency** in our communications will ensure everyone has the information and knowledge to participate and make our association the best that it can be.
- **Enthusiasm and Pride in our Communities** demonstrated through positive attitudes to help all stakeholders contribute to the growth of our community.
- **Fun, Fairness, Inclusiveness, and Cooperation** in all that we do will ensure positive experiences for all.

PURPOSE AND OBJECTIVES OF VULCAN MINOR HOCKEY

The objectives of Vulcan Minor Hockey Association are:

- To organize and promote minor hockey in Vulcan & District for the benefit of participants in the sport.
- To teach and encourage the development of individual skill and sportsmanship within a team environment.

ANNUAL GENERAL MEETING

In compliance with VMHA Bylaws, the AGM will be held in the Town of Vulcan between March 1 and September 30 of each year. Notification of the AGM will be given in writing at least 14 – 21 days in advance of the meeting via email, VMHA social media accounts, and any other methods deemed appropriate by the Board of Directors. *(Bylaws 6.2.5)*

VMHA members are invited and encouraged to attend. A person becomes a member of the Association when they have paid a registration fee, joined the coaching staff, become a team manager, referee, or are a parent/legal guardian in good standing with a player currently registered with VMHA. *(Bylaws 4.1)*

Quorum for the AGM (or any other special meeting) shall consist of not less than 10 members in good standing. *(Bylaws 6.2.6)*

AGM will be run in accordance to Roberts Rules of Order as indicated in the Bylaws.

REGULAR MEETINGS

A minimum of 6 Board of Directors Meetings per year shall be held or at least once every 2nd month. The board may decide to meet more than once every 2nd month and may decide not to meet in a particular month. *(Bylaws 6.7.2)*

Quorum for the transaction of business shall consist of no less than 7 members of the Board of Directors. Only members of the Board of Directors present in person, are eligible to vote. *(Bylaws 6.7.5)*

Meetings will be run in accordance with Roberts Rules of Order as indicated in the Bylaws.

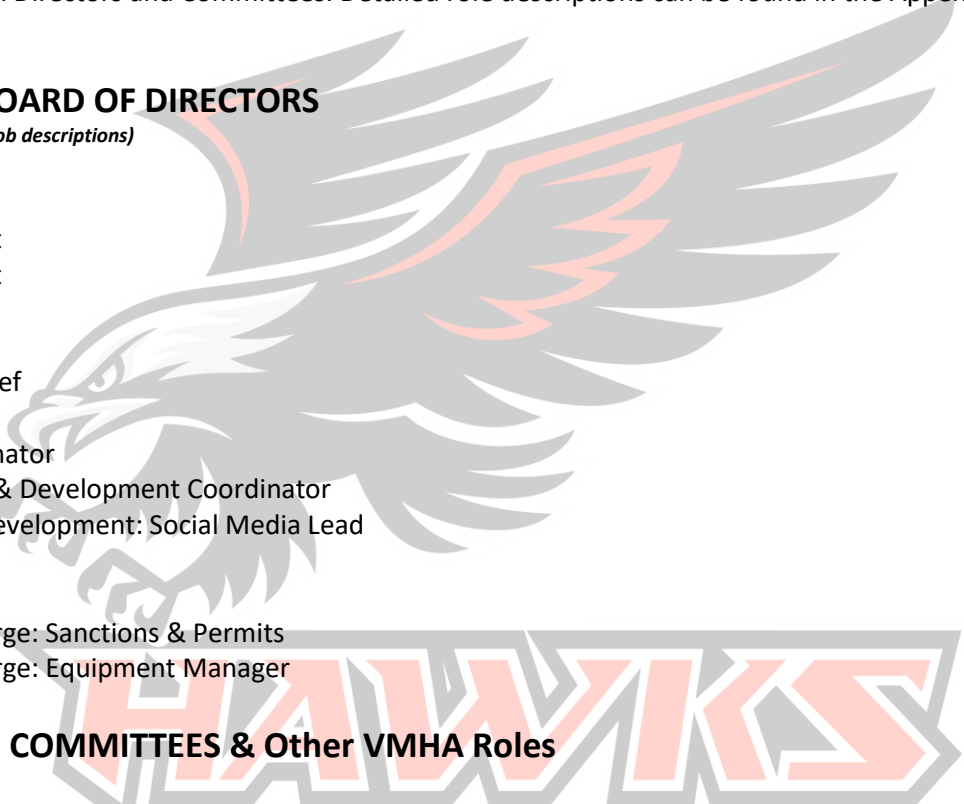
VMHA BOARD OF DIRECTORS: ROLES, & RESPONSIBILITIES

The Board of Directors of the Association consists of 13 Directors who are elected at the Annual General Meeting of the Association by members in good standing. All positions are 2 year terms, except for President, Vice President, & Past President which are 1 year terms. A member can only be elected as President if they have been a member of the Board of Directors for at least 1 year. *(See VMHA Bylaws or Roles of the Board of Directors in the Appendix.)* An outgoing President may be eligible to participate as Past President for a 1 year term, if still in good standing, at the end of their term as President.

The roles and responsibilities, along with detailed job descriptions, are continuously being developed and updated for all Directors and Committees. Detailed role descriptions can be found in the Appendix.

ELECTED BOARD OF DIRECTORS

(see appendix for job descriptions)



President
Vice President
Past President
Secretary
Treasurer
Referee in Chief
Registrar
Coach Coordinator
Player Safety & Development Coordinator
Association Development: Social Media Lead
3 Directors:
CAHL Director
Director at Large: Sanctions & Permits
Director at Large: Equipment Manager

EXECUTIVE COMMITTEES & Other VMHA Roles

1. Discipline & Grievance Committee

Ensure that discipline within the Association is handled fairly, consistently, and with confidentiality in accordance with the Rules and Regulations of VMHA.

The Discipline Committee handles all discipline, complaints, & grievances as required.

This committee consists of the Chairperson (*current Vice President*) and at least 2 others appointed. Conflicts of interest must be addressed in order to maintain the integrity of the committee. Family members or directors directly involved with the team or individual/issue brought forward must step down from the committee. Committee members with a conflict of interest will be replaced by another from the Board as chosen by the collective Board Members.

2. Coach Selection Committee

Ensures that all coaches complete the entire application process.

Make recommendations to the Board of Directors of the Association for coaching positions at the start of the year. Final decisions will be made through a committee. This committee shall include members as follows: the Chairperson of the committee is the Coach Director/Coordinator and at least 2 other Board members agreed on by the rest of the Board of Directors.

VMHA Coach Selection Committee Considerations

The following statements reflect VMHA's commitment to ensuring quality coaching and a good, safe, and fun experience for all youth and volunteers involved in our program. (*Further detailed process for coach selection on page 16.*)

- a) Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
- b) Ensure that all coaches have the required certifications and courses as identified by Hockey Alberta and Hockey Canada by November 15 of each new season. Respect in Sport Activity Leader programs must be completed before stepping onto the ice, bench, or into the dressing rooms as a coach.
- c) Encourage the use of ice time to its maximum potential.
- d) Coaches will provide instruction that is suited to the level of ability, age, and capability of our youth.
- e) VMHA will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops, and training sessions.
- f) *All* coaches are required to complete a coach application *each year*. Part of this application process is a RCMP Security Check and Vulnerable Sector Check, which *must* be submitted prior to stepping onto the ice, bench, or dressing rooms as a coach. Record Checks are non-negotiable as they maintain our compliance with insurance through Hockey Canada, as well as ensuring our youth are protected. Although the Criminal Record Check and Vulnerable Sector Check are two separate checks, the results are reported on the same document.

3. Appeal Committee

Consists of a Chairman, appointed by the President from the Board of Directors, and at least 2 or more members of the VMHA Board as appointed by the President and Chairman. A board member may not be appointed if there is a conflict of interest such as:

- a. Directly involved in the incident.
- b. Have a family member involved in the incident.
- c. Be part of the team in involved as a coach, manager, or parent.

4. Team - Board Representatives

Each team will be assigned a Board Representative prior to October 15th of each new season. The Board Rep will be an important liaison between the Team and the Board. The Rep is encouraged to foster a healthy working relationship between all team staff, parents, and the VMHA Board.

- a. Board Reps will be chosen from the Board of Directors, by the collective VMHA Board of Directors. Every attempt will be made to avoid conflicts of interest.
- b. Board Reps will initiate contact between themselves and the team by setting up a meeting with the coaches, manager, and parents within the first couple weeks of the season. The Rep will go over the Codes of Conduct and introduce themselves. They will also provide their contact information and identify their role on the Board.
- c. Board Reps are responsible to relay important information to and from the Board.
- d. Board Reps are also responsible for being available to answer or seek out answers to any questions the team may have regarding team governance, VMHA Policies, league play, and Hockey Canada/Hockey Alberta or RMFHL / CAHL regulations.
- e. If there are disciplinary issues, complaints, or conflicts that arise within the team, Board Reps are responsible to first include the President and Vice President (as Disciplinary Chair) in the discussion to ensure all appropriate measures are taken to resolve conflict tactfully and fairly,

within the scope of VMHA Policies & Procedures and Bylaws. In instances where there is potential for significant conflict and/or discipline situations, the entire Board of Directors will be notified by the Disciplinary Chair. If the situation escalates, the Discipline Committee will then be formed to manage the Discipline process.

- f. Board Reps are strongly encouraged and expected to adhere to VMHA Board of Directors Codes of Conduct and Oath of Confidentiality.

5. AA Representative

VMHA is currently expected to provide 2 Representatives to the AA Committee within our draw zone. This Reps are not required to be part of the Board of Directors, but must be a member of VMHA. It is encouraged to provide a rep that has previous experience with AA programs or current good working relationships with other MHAs within our draw zone. AA Reps are expected to adhere to VMHA Codes of Conduct as they represent our Association within the program and League.

6. Intro to Hockey League Representatives

When VMHA is part of an Intro to Hockey League, VMHA will supply representatives as required by the League. Currently, VMHA is a member of the Foothills Intro to Hockey League and supplies 2 Representatives. It is expected that the 1st representative be a current Board Member and the 2nd will be a parent or coach from our VMHA Intro to Hockey teams. Intro to Hockey League Reps are expected to adhere to VMHA Codes of Conduct as they represent our Association in the League. Intro to Hockey League Representatives will be chosen at the beginning of each new season. VMHA Members interested in becoming a non-Board representative must apply in writing to the Board of Directors at the time of player registration deadlines.

7. CAHL Governor

A Governor is required by CAHL to be supplied by each member MHA. Governor will be appointed by the Board (President) for a 2 year term. Governor duties are outlined in CAHL policies. Governors are expected to adhere to VMHA Codes of Conducts as they represent our Association within the League.

PLAYER REGISTRATION

Registration Deadline for ALL Levels will be August 1st of each new year unless the Board of Directors recognizes a need to adjust the date due to accommodate outside factors. Registrations before and up to these dates will be penalty free. Any registration received between August 1 and the end of tiering will be subject to a \$50 late registration fee. Any registrations after tiering break may not be accepted and that child may not be eligible to play hockey until the following season at the Board of Directors discretion.

Late Fee Exceptions:

1. Intro to Hockey – U7 is an exception, as we will take registrations right up to the start of the season into October and there are no penalties for late fees in U7. Players new to hockey or to VMHA (such as transfers, moving, etc) may also be exempt from late fees at the Board of Directors discretion.
2. Player transfers from other Associations due to new players moving into VMHA boundaries.
3. New hockey players registering with VMHA for the first time.

The Board of Directors will communicate registration dates to the community via email and social media accounts. The registration date of August 1st is an important deadline as it gives the Board, as well as the Town of Vulcan, a clear idea of anticipated numbers of players, teams, and ice requirements.

Registration Forms are made available online only and are accessible through the VMHA website.

The Board of Directors for VMHA reserves the right to refuse an application for registration should the applicant not fulfill the requirements as outlined or in special circumstances on a case by case basis.

Fees & Deadlines

A \$100 deposit is due by August 30th.

Payment in Full is required by October 15th.

All registration fees may be paid according to the following options:

- Via Cheque or E-transfer. (*please reach out to Treasurer for updated address*)
- Other options include postdated cheques written for remaining monies or scheduled e-transfers as agreed upon by pre-arrangement with the VMHA Treasurer.

PLEASE NOTE: Players will not be allowed on the ice for practices or games until payment arrangements have been made with the Treasurer. Ice Privileges will also be revoked if payment is in arrears or default.

The Board of Directors for VMHA determines the appropriate fees each year. The registration fee will be indicated on the registration forms. Every effort will be made to maintain reasonable fees, while also ensuring financial planning for the future of VMHA.

Player registrations received after the announced deadline do not have to be accepted by VMHA if the team that they are registering for is full. If a late registration is accepted, the player is subject to an additional late fee of \$50. There will also be a late payment fee of \$50/player for outstanding payments after October 15 (or if arrangements made fall into arrears).

NSF Cheques

Upon receiving a NSF Notice, the Treasurer will contact the parent/guardian and determine when payment can be made. Applicable bank service charges will be charged to the member.

If payment is not received, the Treasurer will contact the coach/manager to advise them that the player is not eligible to participate in team activities, including practices and games, until payment is made.

Refund Policy

Refunds will be based on date of written notification to VMHA Treasurer. The refund rates are as follows:

Prior to November 1 80% of annual fees less \$50

Prior to December 1 60% of annual fees less \$50

Prior to January 1 40% of annual fees less \$50

Monies held back are to cover the various applicable fees from Hockey Alberta and Hockey Canada, including insurance. Remaining fees are prorated to cover the cost of ice time and referees used by the team.

Kids Sport Youth Assistance Program

To ensure that our minor hockey program is available to all youth, the Kids Sport Program in Alberta is made available through our local Recreation Department. Those requiring financial assistance are asked to contact the Town of Vulcan Recreation Department to access applications forms and additional information.

Divisions & Ages

<u>Division</u>	<u>Age as of December 31</u>
INTRO TO HOCKEY U7	4, 5, & 6
INTRO TO HOCKEY U9	7 & 8
U11	9 & 10
U13	11 & 12
U15	13 & 14
U18	15, 16, & 17

Age is determined by the child's age as of December 31st in the playing year.

No player shall be allowed to move up more than one age division at a time. Players must register in their appropriate age category at the time of registration. Player movement is determined by the Board of Directors as described on Page 15.

Player Releases

The role of the VMHA Board of Directors is to first and foremost direct and protect our Association and our members. The Board of Directors will make every effort to build and maintain our teams prior to considering player movement to other programs.

- VMHA will comply with all Hockey Alberta Player Movement Regulations and Policies.
https://www.hockeyalberta.ca/uploads/source/Forms/Player_Movement_Process_%26_Form_-_FILLABLE.pdf
- The President's signature is required to complete any approved player release requests.

Player releases from VMHA are not required for the following:

- AA/AAA Camps, Tryouts, or Teams
- Female Camps, Tryouts, or Teams *(Unless VMHA has registered an equivalent team)*
- U11 HADP

Board Approved Player releases from VMHA are required before player is released in the following situations:

- Player movement to another Association
- VMHA cannot register a team in the players age division due to lack of numbers
- Oversized Teams *(Team registration numbers are over 17 players & 2 goalies)*
- Regional Team Programs

Special Considerations:

- VMHA Board of Directors will consider releasing players based on special circumstances as outlined by Hockey Alberta in their Player Movement Process. Each unique situation will be dealt with on a case by case basis. VMHA Board of Directors requires a 2/3 vote of approval to provide player releases in these instances.
- VMHA Board of Directors will consider releasing players to Regional Initiatives in our AA/AAA Draw zones. Each situation will be dealt with on a case by case basis. VMHA Board of Directors requires a 2/3 vote of approval to provide player releases in these instances.

The Board is also encouraged to build healthy working relationships with neighbouring communities, in the event that MHA's may be able to collaborate to form teams together when registration numbers are insufficient.

- If VMHA chooses to collaborate with another MHA to form a team, it is mandatory to have all details in writing. Including, but not limited to:
 - Practice locations and times
 - Game locations and times
 - Jersey Selections
 - Coach Selections
 - Manager Selections
 - Ice and Ref Payments

VMHA ADMINISTRATIVE DETAILS

VMHA LOGO & COLORS

VMHA colors are black, red, and white. All purchases will reflect these colors. Teams will not be permitted to wear colors (jerseys) that are contrary to this policy.

VMHA is striving to ensure a consistent color and team dress while representing our community. This applies to team hats, jackets, and track suits. The Board of Directors of the Association reserves the right to approve all use of the VMHA logo. The Board will make every effort to provide an up to date merchandise list that reflects current styles and member preferences.

FUNDRAISING

General

Annual membership fees generally fund the Association; however, other fundraising schemes play an integral part in providing operating funds to fulfill association commitments.

To raise additional operational dollars the association is regularly involved in the following opportunities:

- 50/50
- Casino Fundraising
- Cash Calendar

Team Fundraising: Including Tournaments

- The Board of Directors for VMHA reserves the right to impose conditions, as they deem necessary, to any fundraising application.
- Each team may operate fund raising projects on its own if permission is obtained from the Board of Directors prior to commencing the fundraising initiative. This does not include 50-50 draws at league games.
- Fundraising initiatives, including games & tournaments, cannot involve the sale or raffling of alcoholic beverages or charge entrance fees to league games without Board approval as special rules and licensing apply.
- To ensure that tournaments are conducted in a self-sufficient manner, strict budgetary practices will be encouraged. Team entry fees should be sufficient to eliminate door entry fees.

Sponsorships

The management of teams are not permitted to approach team sponsors for additional funds, goods, or services without Board of Directors approval. Should additional funds be deemed necessary, the Team can approach their Board Rep who will relay the information onto the Board of Directors for discussion and approval.

ICE ALLOTMENTS

This is a guideline of the general amount of ice time that is provided to each category and is paid for through registration fees. This is a guideline to assist in planning the financial needs of our Association for the year. The number of players and teams registered in VMHA each year determines the quantity of ice time available. While the number of ice slots listed below is our goal, the number of slots may be subject to change based on number of teams, league schedules, and ice availability with the Town of Vulcan throughout the season.

PRACTICES & GAMES

TEAM	PRACTICE ICE	GAME ICE
U7	1 hour / week	1 hour / week
U9	1 – 2 hours / week	1 game slot / week
U11	1 – 2 hours / week	1 game slot / week
U13	1 – 2 hours / week	1 game slot / week
U15	1 – 3 hours / week	1 game slot / week
U18	1 – 3 hours / week	1 game slot / week
Female	1 – 3 hours / week	1 game slot / week

Each game slot includes referee costs.

If a team participates in Provincial Competition, VMHA will provide appropriate ice time based on ice availability.

Ideally, when canceling ice bookings, the coach or manager must contact the Ice Coordinator 5 business days in advance when possible.

Number of Tournaments & Ice Times

The Board of Directors of the VMHA believes in the following principles when making decisions about how much hockey is adequate for minor hockey.

- That players should practice more than they play competitive games & competitions.
- That minor hockey should be teaching individual skills and tactics before team skills.
- Max 2 away tournaments for teams, unless otherwise approved by Board of Directors. Intro to Hockey – max 2 away tournaments per player, per season. *(Please see Intro to Hockey supplement in the Appendix for more information regarding U7 & U9.)*

A limited number of tournament dates are provided for VMHA teams to host. The VMHA Board encourages teams to consider hosting. Dates are encouraged to be selected as early as possible in order to book the ice, fill the tournament spots, and conform to League blackout dates. *(See Hosting Tournament rules later on in this document)*

If for some reason the team to host a tournament cannot proceed, they must either find another team who will use this date or give at least 15 days notice to the Vulcan Recreation Office of the cancellation. If the 15 days is not given, that team may be penalized by the Town of Vulcan for late cancellation notice.

All away tournament fees are paid at the team's expense. In addition, Hockey Alberta and league rules state that league commitments come before tournament commitments. Other arrangements must be made with the leagues and opponents before making a commitment to participate in a tournament.

VMHA TEAMS: PROGRAM EXPECTATIONS

The Board of Directors for Vulcan Minor Hockey Association are expected to ensure that all parents, coaches, and players are aware of the VMHA program including expectations for participation at all levels. This will help guide both coaches and parents in their efforts to make minor hockey a very positive and enjoyable experience for all. VMHA believes that progressive, respectful coaching is necessary for our youth to enjoy their hockey experience and to learn and develop their skills in a fun environment.

General Outcome Expectations

- That all involved will have fun and enjoyable experiences.
- Skill development for all athletes is a priority over games and competitions.
- That all participants will learn team work and will learn how to play as a team.
- That all will learn and demonstrate respect towards coaches, officials, parents, and other players.
- Participants develop life & social skills that lead to success in life.
- Coaches will demonstrate and model behaviors of Fair Play and Respect.
- Coaches will ensure that players learn and demonstrate these behaviors on and off the ice.
- That all learn to work hard to do their best at all levels.
- To create lasting, positive memories for all involved.
- Coaches will be fair to every player; not playing favorites.
- Coach responses to discipline situations will be consistent.
- Written rules, including those from Hockey Canada & Hockey Alberta, as well as Leagues, will be established and followed consistently.

Specific Outcome Expectations by Age Category

Intro To Hockey (U7 & U9)

***Please refer to the Detailed Program Information for Intro to Hockey located at the end of this document in the Appendix. ***

U7

Goals for the U7 age category are:

- Having fun & being active
- Learn fundamental hockey skills
- Develop and refine basic motor skills
- Practice Cooperation & fair play
- U7 hockey serves as the foundation upon which the entire hockey experience is built. It is a crucial piece in building the skills of players at every level – players benefit from getting the 'right start' in the game.

U9

Goals for the U9 age category are:

- Have Fun & focus on long term player development
- Review & Refine basic skills learned in U7

The U9 Hockey Canada program recommends the following practice time allotment:

- 75% technical skills
- 15% individual tactics
- 10% team tactics
- 0% team play
- 0% strategy

U11

Have fun and enjoy their participation.

Team Work – reinforce that team contribution equals team success

Develop good passing skills & improve skating

Teach Individual Tactics

Teach simple breakout and defensive zone play and basic game and team concepts

Goal Setting to excel

Power play & penalty killing should see equitable opportunities for all players to participate

Being fair to every player; not playing favorites

Treating all players consistently

Consistent coach responses to discipline situations

Written rules will be established and followed consistently.

May Use Hockey Alberta/Canada Pathways as a curriculum guideline:

<https://www.hockeyalberta.ca/players/u11-pathway/>

FAIR AND EQUAL ICE TIME is a key principle of the U11 Player Pathway. Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability.

- A coach's responsibility is to develop all players to contribute.
- Shortening of the bench is not permitted.
- All players should receive as close to equal ice time as possible, including opportunities on special teams (power play and penalty killing).
- All skaters should rotate through all positions to ensure each player can try each position. (LW/C/RW/LD/RD)
- Full-time goaltenders are allowed. If a team has two goalies, they should rotate for equal playing time and the goalie not playing in net should be allowed to play out as a skater.

U13

All expectations from U11.

Have fun & learn Team Work - Learn to work with others.

Respect for the game and others including fellow players, opponents, & officials.

Use Hockey Alberta Skills Program as a curriculum guideline.

Discipline and respect reinforced by coaches and expected of players and coaches.

Player commitment to attend dryland training (where applicable), practices and games.

Goal Setting

Power Play & Penalty Kill plays and units are allowed.

- There is an expectation that all players will have the opportunity to participate in PP & PK situations.

Introduce correct checking skills including angling, stick checks and body contact skills

Improve skating, passing, and shooting skills, and Individual Puck Control Skills.

Learn basic game concepts & an awareness of the game, including defensive & offensive Play.

Individual and Team Tactics & Face-offs.

Hockey Canada Goals for the U13 age division are:

- Fun
- Refining of individual tactics
- Introduction to team play

The U13 program recommends the following practice time allotment:

- 45% technical skills
- 25% individual tactics
- 10% team tactics
- 10% team play
- 10% strategy

U15

All expectations from U13 - Improve on skills learned previous year.

Have fun & learn Team Work - Learn to work with others.

Discipline and respect will be reinforced by coaches and expected of players and coaches.

Use Hockey Alberta Skills Program as a curriculum guideline.

Player commitment to attend and be on time for practices and games is expected, as well as dryland training (*if applicable*).

Good work ethic is expected from all participants.

Team Play skills are taught.

Life Skills are taught, modeled, and reinforced.

Goal Setting is required for teams and individual players.

Hockey Canada Goals for the U15 age division are:

- Fun
- Refining team play
- Introduction to team strategy

The U15 Hockey Canada program recommends the following practice time allotment:

- 40% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy

U18

All expectations from U15 level - Improve on skills learned from previous year.

Have fun while ensuring discipline & respect for teammates, coaches, officials, and the game.

Team Work

Treating all players consistently.

Consistent coach responses to discipline situations.

Written rules and followed consistently.

Player commitment to attend dryland training (where applicable), team games and practices is expected.

Goal Setting is required for teams and individual players.

Hockey Canada Goals for the U18 age division are:

- Fun
- Refining team play and strategy

The U18 Hockey Canada program recommends the following practice time allotment:

- 35% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy

CODES OF CONDUCT AND CONTRACTS

All participants of VMHA will be required to read and sign a Code of Conduct Agreement indicating their understanding of and commitment to, the accepted behaviors of the Association. It is expected that all agreements will be signed at the 1st coach's team meeting with the Board assigned Team Representative in attendance. *Copies of the Codes of Conduct and Contracts are included in the Appendix of this document. (Please note: this may be provided electronically at the time of online registration)*

Zero Tolerance Statement: Maltreatment, Bullying, Harassment, & Abuse

- The VMHA will not tolerate the abuse of officials, coaches, players, parents, and volunteers.
- The Board of Directors for VMHA reserves the right to remove any person from the arena facility whose behavior is detrimental to the association and its members.
- The association and town will work together to ensure a Zero Tolerance attitude is reinforced in our community.
- The Discipline Committee will deal with any behavior deemed inappropriate and abusive.

The Board of Directors for the Association also believes that all members have the responsibility to conduct themselves with high standards and to ensure that fellow members conduct themselves appropriately as well. The values expected under Zero Tolerance are inline with Hockey Alberta rules. All forms of Maltreatment have been brought under Section 11 of the Hockey Canada Playing Rules. <https://www.hockeyalberta.ca/members/maltreatment-bullying-harassment/>

SELECTION PROCESSES: COACH, MANAGER, & PLAYER

Team Selections

INTRO TO HOCKEY PROGRAM: U7&U9

(see Intro to Hockey Supplement in the Appendix for more information)

- Player evaluation/selection events must be a minimum of **3 formal sessions**. Recommendation is 1 skills session, 1 small-area games session, and 1 half-ice game.
 - Players need a chance to be evaluated. Standardization ensures transparency, fairness, and consistency. This provides coaches with the foundation for a solid and quantifiable evaluation.

- Team/player evaluations will be completed by Board selected evaluators. The Board will ensure there are no conflicts of interest between the evaluators and teams.

Intro To Hockey: U7

- Teams are typically divided to ensure as close to equal teams as is possible.
- All Hockey Alberta Intro to Hockey Rules apply. *(Please see seasonal structure for U7 in the Appendix)*

Intro to Hockey: U9

- Teams may be divided into equal skill levels, age categories, or major & minor categories.
- All Hockey Alberta Intro To Hockey Rules apply.
- See season structure for U9 in the Intro to Hockey supplement in the Appendix for all details.

U11 / U13/ U15 / U18

- Minimum of 3 and up to a Maximum of 4 ice sessions to evaluate.

Evaluation Process

In the event evaluations are required to divide a team in the U11, U13, U15, or U18 age divisions, the following process shall be followed:

1. A minimum of 2 evaluators from **outside VMHA** shall be contracted to perform the evaluations of the players. Evaluators will be given a list of jersey numbers that have previously been assigned to each player by the VMHA president and one other board member, the list given to the evaluators will not have the player names listed.
2. Goalies will be evaluated as goalies during the evaluation process. If there are 3 goalies trying out 2 will be placed on the lower tiered team and 1 on the higher tiered team. If 4 goalies try out - 2 will be placed on each team.
3. The evaluation process shall consist of **3 on ice sessions** as follows, skills session (which will include small area games), followed by 2 inter-squad games. Upon the completion of the final inter-squad game the evaluators will compile their list of player evaluations and present it to the VMHA President and one other board member. This shall conclude the evaluation process.

Please Note:

In the event that a player is unable to participate in the evaluation process due to an injury or other approved absence, the player shall be placed on the lower tiered team. However, The VMHA Board may request a second evaluation of the lower tiered team with the intent to provide an opportunity to all players on that team an equal chance for one player to be moved to the higher tiered team if needed.

Player Acceleration & Movement (ALL Age Divisions)

The Association reserves the right to move players, as required, to ensure teams can be formed. This may occur where players are moved downwards based on physical size and skill levels/development or upwards based on skill levels/development and numbers. Hockey Alberta Overage Rules are followed where applicable.

The criteria by which someone may be considered for acceleration to a category above their proper Age Division are as follows:

- The youth must be initially registered in the proper age category.
- A written request is submitted by the player's parents/guardians to the Board of Directors for discussion prior to approval.

- The player must be evaluated and placed according to their skill level. The player will be placed in the age category where it will most benefit not only their own long term development, but that of the teams they are requesting to move to and from as well.
- Advancement would not result in the elimination of a position held by a youth playing in their proper age category.

The Board of Directors for VMHA will thoroughly assess all player movement requests before deciding. Player movement/acceleration decisions will comply with current Hockey Alberta Rules & Regulations. No player shall be allowed to move up more than one age division at a time.

Co-Ed Association

Vulcan Minor Hockey Association is a co-ed association. When the numbers allow and there is interest, the Board is encouraged form female teams.

Separate dressing rooms are to be provided when requested by parents, players, or teams in order to provide a safe, welcoming, and inclusive environment for all players.

Teams are encouraged to give Rink Staff advance notice when female or additional dressing rooms will be needed by VMHA or visiting teams.

TEAM & PLAYER AFFILIATIONS

The Board of Directors for the Vulcan Minor Hockey Association will determine the affiliation process each year as required, and within Hockey Alberta rules & regulations. The following statements indicate the position of VMHA regarding player and team affiliations:

1. Affiliations serve two purposes:
 - a. To supplement a team that is deficient in numbers due to lack of registration, injury, or sickness.
 - b. To recognize or reward players at a lower level. Player movement upwards is a privilege and not a right.

Affiliation to reward should only be encouraged when the player exhibits strong individual skills and play, team commitment and dedication.

2. The process of affiliation includes:
 - a. The coach of the team wishing to use affiliated players must first contact the coach of the team an affiliated player might come from and request a player.
 - b. *A player's first commitment must be to the team he is registered on.*
 - c. The coach of the affiliated player has the right to determine which player is used or rewarded by playing on an upper team.
 - d. Should the coaches disagree on which players should be used by an upper team, the matter shall be referred to the Board Representative for discussion and decision.
 - e. If the coaches & team reps fail to agree, the matter will then be referred to the President whose decision will be final.
 - f. U11, U13, U15, & U18 Teams must obtain permission (through CAHL Rep) from the CAHL President
 - g. The player can only play the number of games allowed by Hockey Canada and Hockey Alberta rules and regulations. (see Hockey Alberta-section A Minor Hockey rule 7)
 - i. maximum of 10 games
 - ii. Playoffs may have special rules. Please see Hockey Alberta Rules for clarification.
 - h. It is the responsibility of both coaches to ensure the maximum number of games is not exceeded.

COACH SELECTION PROCESS

OBJECTIVE:

Coach selection procedure has been put in place to create a fair, open, and objective process.

COACHING NOMINATIONS (All):

VMHA asks that any individual interested in coaching shall indicate their intentions at the time when Player Registration opens prior to each new season, for both Head Coach and Assistant Coach applicants. All Applications must be re-submitted annually.

The Board of Directors is responsible for advertising when nominations for coaching positions are open. This can be done via email, website, and other social media platforms the Association utilizes.

- Prospective coaches will contact the Coaching Coordinator via phone or email to let the Board member know they are interested.
- Once contact has been initiated, the Coaching Coordinator will ask for the applicant to fill out and send in a coaching application and current Criminal Record Check. Both applications are found on the VMHA homepage.
- *Please Note:* Head Coach & Assistant Coach applications can be initially submitted without the completed Criminal Record Check and Vulnerable Sector Check in order to begin the selection process. However, both record check results must be submitted to the Coach Coordinator at least 2 weeks prior to the first team practice. (*Practices typically begin the first week of October*). Coaches will not be allowed onto the ice without it, as this maintains compliance with current insurance and safety requirements. Any applicants who do not receive a clean Vulnerable Sector Record Check will not be considered for any coaching positions in VMHA.
- Once applications are received, the applicant is considered 'nominated'.
- All coaches may then be asked to participate in an interview process, if required, facilitated, and determined by the Coach Coordinator and **Coach Selection Committee**.
 - A minimum of three (3) people will form the Committee. The committee makes recommendations to the Board of Directors for a final decision for head and assistant coaches.

HEAD COACH PLACEMENT CONSIDERATIONS:

To ensure fairness and equality in the selection process, the following key areas are examined for individuals competing for Head Coach positions.

1. **Coaching Credentials:** Nominees applying for coaching positions should be recognized for ANY HOCKEY coaching certificates currently held and valid, in addition to any other coaching certificates (*i.e. basketball, volleyball, baseball, soccer, lacrosse etc.*) If a nominee has no prior experience coaching youth sports, it will be recommended that they first spend a season as an assistant coach, *if* there are more qualified nominees able to take on the Head Coach position.
2. **Coaching Progression:** Recognition of skill a nominee would gain while progressing through coaching divisions and positions attained and how this will benefit VMHA going forward.
3. **Playing Experience:** Nominees should be recognized for playing experience. As nominees who participated in hockey at various levels will have a unique insight into the game.
4. **Prior Evaluations:** Past performance evaluations and/or official grievances must be utilized in the selection process.
5. **Coaching Philosophy:** The nominee's philosophy must emphasize long term player development. Nominees must also be able to demonstrate healthy leadership on the bench, especially with strong regard to Hockey Albertas rules on Maltreatment. Respect towards players, officials, other coaches, and parents is paramount.

6. **Instructor/Teaching Experience:** The nominee's ability to pass information to others is a prime undertaking of a volunteer coach. Nominee must have a healthy working relationship with the assistant coaches and parents on the team.
7. **Growth and Continuing Education:** A nominee must show eagerness to update their hockey knowledge and skill base through seeking out additional opportunities to improve themselves.

ADDITIONAL HEAD COACH REQUIREMENTS:

1. Head coach(es) must be able to attend at least 80% of practices and games.
2. Head coach will choose the assistant coaches. However, the Coach Selection Committee will have the opportunity for additional input on final selections to ensure a well-rounded coaching staff with good working relationships. The Coach Selection Committee will ensure there are no outstanding discipline issues that may prevent someone from coaching.
3. All coaching staff will be mentored throughout the season by outside resources if initiated by the Board of Directors.
4. Coaches will comply to outside development criteria (ex. power skating) *during* practice times.
5. Head and assistant coaches must ensure that the first aid kit is on the bench for all practices and games.

ASSISTANT COACH SELECTION & REQUIREMENTS:

1. Assistants must also comply with Hockey Canada/Hockey Alberta rules on certification.
2. Assistants are encouraged to foster good working relationships with the Head coach, other assistants, manager, and parents.
3. Assist with planning, organizing, and conducting practices when requested by the Head Coach.
4. Assist with pre-game preparation and operation of the team during the games.

NON PARENT COACH CONSIDERATIONS:

VMHA recognizes the value that having nonparent coaches on teams, specifically U13 and above, can contribute to the development of the players. VMHA encourages nonparent coach involvement with a few boundaries.

1. Coach applicants must still comply with all VMHA Policies & Procedures, Code of Conduct agreements, and the Coaching requirements in place by Hockey Alberta/Hockey Canada.
2. Reimbursements will be provided on a per kilometer basis for travel to away games and tournaments. However, car pooling is encouraged when logistically possible. VMHA Board of Directors will determine and revisit the per kilometer \$ value, annually.
3. Tournament Housing: VMHA is willing to reimburse nonparent coaches for hotel room accommodation during team tournaments. *Please note: room share is encouraged when possible and will be evaluated by the Board of Directors on a case by case basis.*

TEAM MANAGER SELECTION & REQUIREMENTS

The Team Manager is a central figure in creating the flow of communication – not only within the team (parents, coaches, & players), but between the team and all their support systems such as the MHA, Board, Officials, League, and Hockey Alberta. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. They also have a very important role of being the mediator for team decisions between parents and coaches. Any team manager is strongly encouraged to download and read Hockey Canada's Team Managers Manual. The link is available on our website.

VMHA values our volunteers who take on this integral role. Some considerations for the manager selection process are:

- Managers will be chosen by the Head Coach.

- Managers are not permitted to be a spouse of the Head Coach.
- Managers are expected to comply with all Codes of Conduct VMHA utilizes.
- Managers are responsible for game sheets, medical information sheets, data entry, team communication to and from the Board, appropriate League delegates, and other teams.
- Managers are encouraged to delegate other team related tasks to spread the work load out among the parents. Tasks may include: music, time box, 50/50, data entry (if manager chooses), etc.
- Managers are strongly encouraged to foster good working relationships with parents, coaches, officials, Board Members, league delegates, and other teams.
- Managers are not expected to be carded as a coach, however, if they intend on being on the ice or bench at any time they *MUST* be carded to the team to do so.
- Managers are not permitted to volunteer in the timebox as time keeper or score keeper.

CERTIFICATION REQUIREMENTS FOR ALL COACHES AND TRAINERS

To clarify selection of coaches and the expectations the Association has for coaches; a chart is shown below indicating certification requirements for coaches in Alberta. All certifications **MUST** be completed by **November 15** each season to be compliant with Hockey Alberta and Hockey Canada. These requirements are non-negotiable.

Please note: while it is not required, it is highly recommended that any coaches assigned to Female teams or have female players on their Co-Ed team, consider completing the 'Respect in Sport: Keeping Girls in Sport' course.



		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (incl. female)	U11		Head Coach				All Team Officials	One Team Official
	U13					Head Coach		
	U15							
	U18							
ELITE FEMALE	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach			All Team Officials	One Team Official
	U15*					Head Coach		
	U16*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U17							
	U18 Female							
	U18							
ACCREDITED SCHOOLS	All							
JUNIOR	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
SENIOR	Female						All Team Officials**	One Team Official
	Male							

*For U15 & U18 AA and Elite Female, where D1 is required, any Head Coach that posses HP1 will also be eligible. Coaches to be either CERTIFIED or be within their one-year TRAINING period.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

(chart updated April 2023. Source: Hockey Alberta Website)

PLEASE NOTE: Neither Individuals carded to the team nor the Manager are permitted to volunteer in the timebox/scorekeeping positions as per CAHL rules.

TRAINING REIMBURSEMENT

Individuals selected for Head and Assistant coaching positions for the season are eligible for reimbursement for training requirements, as outlined above, in the year they complete them.

REFEREE & GAME OFFICIALS

- The Board of Directors fully understands the importance and value the recruitment and retention of Referees and Officials brings to VMHA. All coaches, parents, players, and volunteers are encouraged and expected to treat our officials with dignity and respect at every opportunity.
- The Referee in Chief will organize a training event early in the season for our local officials.
- **10 Game Bonus Structure:** Referees who participate in officiating at least 10 games, in Vulcan, through the season may be eligible for a bonus at the end of the season. The bonus will be based on their whole season earnings from game fees. The bonus does *not* include mileage fees.

DEVELOPMENT PROGRAMS: COACHES & PLAYERS

Coach Mentorship

The long-term goals of VMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of the Board of Directors each year and will be dependent on financial resources available. The Board will be willing to consider training opportunity suggestions from coaching staff.

Skill Development

Skill development sessions will be implemented each year as determined by the Board of Directors.

Development sessions may include:

- Powerskating or Skills Sessions
- Checking Clinics for players & coaches
- Goaltending Clinics/Coach Sessions

VMHA EQUIPMENT: TRAINING AIDS, LOCKERS, & GOALIE

VMHA will endeavor each year to provide each team with adequate and good quality equipment. The equipment/lockers will be managed by the Equipment Manager. This Includes purchases, repairs, and requests, as well as the up-to-date inventory of equipment, its condition and location. The Equipment Manager is also responsible for handing out the locker keys and ensuring they are returned at the end of the season.

- Team managers are asked to provide the Equipment Manager & Registrar with a list of Players and their Jersey numbers at the start of the season, prior to league play. All Jerseys are to be returned by the players after the completion of their season. It is encouraged to allow the second-year players to choose their Jersey numbers first at the start of the season.
- All teams may elect to have 1 to 2 parents in charge of taking care of the jerseys for the season or have each player responsible for their own jerseys. If players decide to manage their own jerseys, it is expected that jerseys will be kept in a jersey/garment bag or something similar in order to protect the jerseys from damage that would occur in their hockey bags.

TEAM LOCKERS:

- Each team has a locker assigned to them for the season. Coaches/Managers are encouraged to maintain the equipment included. (ie: pucks, goalie equipment, training aids, jerseys, etc)
- Keys are to be assigned to Head coaches and the Manager at the start of the season. Key copying is **NOT** permitted, and keys must be returned to the Equipment Manager at the end of the season.
- No one is permitted to access another team's locker nor remove items without prior permission of the Equipment Manager and/or Head Coach. This includes jerseys and goaltender equipment.
- Teams are encouraged to pick up any pucks that have ended up outside the ice surface during practice and return them to a VMHA locker.

INTRO TO HOCKEY: U7

1-2 complete sets of sweaters (Typically from the Timbits program)

If socks are not provided by the Timbits Program, VMHA will provide a game set for each player.

First Aid kit

2 dozen blue pucks

INTRO TO HOCKEY: U9

2 lockers

First Aid Kit

2 dozen black pucks

2 sets of jerseys to share between the two lockers. 1 home and 1 away set. Jersey Numbers range from 2-24. Numbers 1&31 for goaltenders.

At least 1 set of Goaltender equipment will be provided for each locker. Collaboration between each teams' coach/managers will be required to ensure each locker has the equipment they need throughout the season.

U11

1 set of goaltending equipment.

First Aid Kit

2 Dozen black pucks

2 sets of jerseys. 1 home and 1 away set. Jersey Numbers range from 2-24. Numbers 1&31 for goaltenders.

U13

1 set of goaltending equipment.

First Aid Kit

2 Dozen black pucks

2 sets of jerseys. 1 home and 1 away set. Jersey Numbers range from 2-24. Numbers 1&31 for goaltenders.

U15

First Aid Kit

4 Dozen black pucks

2 sets of jerseys. 1 home and 1 away set. Jersey Numbers range from 2-24. Numbers 1&31 for goaltenders.

U18

First Aid Kit

4 Dozen black pucks

2 sets of jerseys. 1 home and 1 away set. Jersey Numbers range from 2-24. Numbers 1&31 for goaltenders.

GOALTENDING EQUIPMENT

- Goaltending equipment may be used in the off season for summer camps (not summer leagues). Equipment use in the off season must first be signed out by the Equipment Manager and approved

by the Board of Directors. Detailed lists of the equipment borrowed will be maintained by the Equipment Manager. Members are expected to treat the borrowed equipment with respect and understand that they will be responsible for replacing any equipment that becomes damaged, lost, or stolen while in their possession.

- Goaltending equipment in the locker is to be available and accessible for any player who assumes the role of goaltender on the team. If a player does not wish to share the team's equipment, they are encouraged to purchase their own.
- One set of goaltender equipment is provided for each locker for U9, U11, & U13 teams, including a goaltender stick. This applies to both male & female teams.

OPERATIONAL PROCEDURE: BOOKING GAMES & TOURNAMENTS

Travel Permits (Exhibition Games & Tournaments)

Hockey Alberta requires that a travel permit be in place for travel situations.

CAHL TEAMS: Travel permits are not required for regular CAHL league play. A travel permit must be taken out whenever a team travels to play an away exhibition game or away tournament. Travel permits must also be in your possession when in an "out of province" tournament. Travel permits must be with the team at all times during their travel to and from games.

INTRO TO HOCKEY TEAMS U7&U9: Travel Permits are required for *all* games, jamborees, and tournaments.

To apply for a Travel Permit, please contact the Sanctions & Permits Director on the VMHA Board.

Exhibition Games

As per a Board decision in Spring of 2023, each team in U11, U13, U15, U18 are permitted to book up to 2 additional HOME exhibition games outside of regular league scheduled games (tiering included). () *See Intro to Hockey supplement in the Appendix for U7 & U9 rules*) Dates for exhibition games must comply with dates and deadlines set out by the leagues. *(See RMFHL & CAHL important dates on their websites for up to date information)* Teams wishing to book more than 2 HOME exhibition games is asked to reach out to their Board Representative for consideration from the Board of Directors. Special provision for more than 2 may also be allowed for Into To Hockey Teams depending on how their games/league play develops and if they are still in compliance with the Hockey Alberta Non-Negotiables total number of games. There is no limit on Away Exhibition games, however, it is strongly encouraged for team management and parents to agree on when and where they will book additional games.

If the opposing team offers to "split" the cost of the referees and ice time, please contact the Board of Directors for details and approval.

Any team wishing to host an Exhibition game must contact the VMHA Board Director for Ice Scheduling (typically the Registrar). The Ice Scheduler is the main contact for the Town of Vulcan and will confirm open ice slots available. The Team will then contact the VMHA Board Member for Permits and Sanctions, who will apply for permission from Hockey Alberta to host a game. Once approved, they will be given a Sanction # from Hockey Alberta. All completed game sheets must be sent in by the hosting team to Hockey Alberta's Discipline and Sanctioning Member and entered into the digital platform specified by the League. Please refer to the League (CAHL & RMFHL) guidelines for the expected timelines for entry. *(Exceptions may apply for Intro to Hockey)*

Booking Referees/Officials

When booking home games/tournaments, the host team will need to contact the Referee in Chief on the VMHA Board. They will book the appropriate referees for the scheduled game. Please note that if the game is cancelled, the Referee in Chief will need to be notified ASAP.

Booking Ice

When booking home games/tournaments, the host team will also need to contact the VMHA Ice Scheduler. The Scheduler will assess available ice times and provide the host team with options. Please note that if the host team cancels the game, they must also notify the Ice Scheduler ASAP in order to avoid being charged for unused ice and opens the time slot for other teams if they need it.

Ice Usage Guidelines for VMHA

If an outside team cancels a VMHA home game with less than 72 hours notice, the Team Manager must advise the Treasurer and the Referee Coordinator of the date, time, and the team who cancelled, so VMHA can recover the ice rental costs and /or referee costs from the team &/or association that cancelled.

If a VMHA team needs to cancel an outside game, they must give 72 hours notice to the outside team, so that we do not get billed for the ice time and or referee costs. If proper notice is not given, the team at fault will pay these fees.

For U11, U13, U15, and U18 teams, please refer to the CAHL and Hockey Alberta websites for league specific rules regarding cancelling games.

Tournament Policy

Away Tournaments

- No team shall participate in more than 2 away tournaments in a season, unless the Board of Directors has approved additional tournament attendance. *(this includes ALL LEVELS including Intro to Hockey Teams).*
- Each team is responsible for paying their own way and entry fees to attend a tournament.
- Each team is responsible for applying for a Travel Permit to the tournament. Please contact the VMHA Board Member in charge of Sanctions & Permits to apply. *(this includes Intro to Hockey Jamborees)*

Please Note: CAHL typically allows up to 2 requests for weekends off, prior to a league specified date. If weekends off are requested after this date, teams would need to reschedule games with the ice scheduler and opposing teams. This route is discouraged, any forfeited games would incur a fine from CAHL. This fine is then passed along to the team cancelling the games.

Home Tournaments

Teams are strongly encouraged to host home tournaments as they benefit our teams and the local community. Any team hosting a tournament which generates a profit, may use the money for away tournament fees, to purchase apparel/items for their team, or fund a year end windup party. Decisions on how to allocate the profits will be an amicable decision between all team staff, parents, and players.

Teams choosing to host a Home Tournament are encouraged to consider the following:

- Teams choosing to host a Home Tournament are required to provide 2 x Co-Chairs to act as Tournament Coordinators.
- Co-Chairs cannot be related.

- Co-Chairs are expected to deal with issues concerning the tournament and report to VMHA Board of Directors when necessary or asked by the Board.
- Ice booking with the VMHA Board Ice Scheduler should be encouraged as early as possible in the year, while abiding by CAHL & RMFHL Blackout dates as well as Hockey Alberta regulations. (*example: Hockey Alberta Rules for Intro to Hockey – NO tournaments prior to Nov 1*)
- The Co-Chairs will assemble a Committee to help organize and plan the tournament. The Committee will gather volunteers for set up, cleanup, raffles, timebox, 50/50, etc.
- The Tournament Committee is responsible for approaching the Treasurer in order to apply for the appropriate licences for 50/50 and Raffles.
- Co-Chairs must obtain a Tournament Sanction # through the Permits & Sanctions Director. They must also ensure all teams registered have their travel permits in place prior to attendance.
- Notify Ref in Chief as soon as possible to secure Refs for the duration of the tournament.
- Officials Fees can be paid in cash during the tournament out of the 50/50 collections. The Officials can be paid after each game or at the end of the tournament if refs are working the entire tournament.
- Team Entry fees will be paid directly to the Tournament Organizers. These funds will be used to book and pay for ice.
- 50/50 profits after paying the Officials belongs to the Host Team.
- Tournament profits after paying for ice also belong to the Host Team.
- Teams are responsible for promoting transparency and accountability with funds during the tournament. Teams will be asked to provide the Board of Directors with a Tournament Report including a spreadsheet showing *all* transactions including income and expenses, receipts, invoices, and net profits. This report must be given to the Treasurer within 3 weeks after the Tournament completion. (*Please note: The Treasurer will not be responsible for any Tournament funds.*)
- All monetary transactions will be recorded and maintained by Tournament Co-Chairs or another appointed individual from the Tournament Committee. This record keeper will be accountable to the Host Team, Tournament Co-Chairs, Committee, and the Board of Directors.
- If Tournament organizers wish to post event photos on our social media pages, they can reach out to the VMHA Social Media Director. All VMHA social media codes of conduct apply. (*See page 30*)

Provincial Participation

Hockey Alberta oversees Provincials. Attendees are determined by becoming end of season tier champions in U13 to U18.

As part of the implementation of the U11 Pathway, Hockey Alberta has decided to remove Provincial Championships from all streams (Minor and Minor Female) at the U11 division effective for 2020-21 season. This change will allow for less disruption to the end of the season's league play, will provide more time for teams to celebrate the season with year-end tournaments, and will remove the unnecessary pressures of a "Provincial Championship" from 9 and 10-year old players.

COACH & PROGRAM EVALUATION

Coach Evaluation

The Board recommends that all coaches be evaluated at the end of the season. This provides an opportunity for players, parents, and other volunteers to provide both positive and constructive feedback to continue to

improve our programs and provide a progressive, safe environment for our players. The data received would also provide the Board with the appropriate rationale when choosing coaches for the next season.

Details of the evaluations are as follows:

- Evaluation will be based on Participation Outcomes and Expectations of Coaches.
- The coaches rating will be set by how well they teaches/reinforces the outcomes and meets the coach expectations.
- The Coaches Selection Director coordinates the process and works with Board Representatives to implement the program evaluation process.
- A summary of each coach evaluation will be kept on file by the Coaching Coordinator.
- U15 & U18 categories will see players, parents, Board Representatives, and possibly officials contribute to the evaluation process.
- U7, U9, & U11, U13 will see parents, Board Representatives, and possibly officials contribute to the evaluation.
- It is encouraged that a summary will be provided to each coach, as well as the VMHA Board. This allows coaches to grow, enhance skill sets, and understand their value to the Association.
- Evaluations may be done anonymously to provide a venue for tact and candor from our participants.

Consideration should also be provided to offer the chance for coaches to provide end of season feedback as well. This would assist the Board in understanding what the coaches need to further grow their hockey coaching skills.

Recognition Programs

- **President's Award** for "Significant Contribution" to the Association. Recipients are chosen by the VMHA President.
- **Long Term Service Award** for Volunteers and Coaches who make a significant long-term contribution to the association. At least 5 years of service are required to be eligible. Board Members, coaches, officials, team reps, managers, governors, and other volunteers are eligible.
- **Coach Recognition Awards** for those coaches who model the values of the Association, and who ensure that program objectives and expectations are met.

DISCIPLINE PROCEDURE & RESOLUTION PROCESS

Conflict Resolution

VMHA adheres to a strict conflict resolution protocol. If there are issues or perceived problems on a team then the parents, players, coach, and manager will deal with the problem on a one-on-one basis and find a fair and equitable solution. If required, the Board Representative and Vice President (as Discipline Chair) or President will become involved in mediating a solution. VMHA requires a **mandatory** 24-hour cool down period before anything will be addressed.

Discipline Committee

The VMHA Discipline Committee will be chosen and convened on a case by case basis to review any issue where a player, parent, coach, manager or any other VMHA member has violated VMHA codes of conduct, guidelines, bylaws or policies and procedures. Any allegations against any member must be submitted in writing and signed by the accusing member. The person that submits a complaint must make themselves available to the Discipline Committee for questions and review of the complaint.

The VMHA Discipline Committee will not act on the basis of “third hand” information, innuendo, or rumor. This ensures a fair and equitable process for all parties involved.

General Policy *(In alignment with VMHA Bylaws 18.2-18.8)*

The Vulcan Minor Hockey Association expects all team officials & members 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 behaviour 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 behaviour that transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand from a Board member.
2. A written reprimand from the Discipline Committee.
3. A suspension from the Discipline Committee.
4. An expulsion from the team or Association.
5. A combination of the above.

Vulcan Minor Hockey Association through its elected or appointed officials, has the authority to discipline any player, team official, team follower, parent, or member.

The VMHA Board of Directors must ensure that written regulations exist that ensure each disciplinary incident is dealt with consistently within the process set out below.

Two different Discipline Stages are possible:

STAGE 1 - The Informal Process:

- The Informal Process means that rules are automatic and based upon the playing rules of the game, League, Hockey Canada, and Hockey Alberta regulations.

STAGE 2 - The Formal/Appeal Process:

- The Formal Process means that a more serious action has occurred and the Discipline Committee of VMHA is involved to make decisions that are consistent and in line with the Policies and Procedures of the Association. This also includes the Appeal Process, which is the process members must follow to appeal decisions of the Discipline Committee of the Association.

Examples of incidents that may warrant disciplinary action:

- 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 bench assistant who is ejected from a game.
- A team who, in the opinion of the President or Board, 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 to the integrity of Vulcan Minor Hockey program.
- A team that fails to utilize ice time without prior notification.
- A team that fails to show up for league and exhibition game commitments.

(See Bylaws 18.2)

The Informal Process - Stage 1

Standard Suspensions

Where the current Playing Rule Book dictates a suspension to a player for a rule violation, and game officials write-up the incident, the coach in consultation with the Manager/Board, will automatically implement the suspension.

Examples of these rulebook infractions include: match penalties and game misconducts.

Non-Standard Suspensions

This category of suspension is applied to incidents that may involve parents, coaches, and players.

An Incident Report Form should be used to bring serious behavior concerns to the attention of the Discipline Committee. *(Form found in the Appendix)* This form must be given to the Discipline Chair and Secretary. When incidents with players occur which may warrant disciplinary action, the coach(s) shall report to the Discipline Chairperson, the incident as quickly as possible, and definitely prior to the next game.

- The Discipline chair shall convene the Discipline committee.
- The Discipline Chair, Discipline Committee, and coach(s) shall meet and investigate the incident. If necessary, the Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Committee. In investigating the incident, they may consult game officials, players, parents, or other observers to gain the relevant facts of the incident.
- The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset but shall be confirmed in writing and copies, along with the Incident report form, should be maintained in a file by the Discipline Chair/Secretary.
- The Discipline Chair reports the outcome of the hearing to the board.
- The Coach and Discipline Committee implements the sanctions with the player(s).

The Formal / Appeal Process - Stage 2

(Bylaws 18.4)

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

For incidents of a very serious nature, the Discipline Chair or Committee may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

- *Please note:* Any Appeal of discipline must occur within **72 hours** of notification of the original discipline. The Appeal must be in writing to the Vice President/Discipline Chairperson.
- All appeals regarding disciplinary actions taken are subject to a fee of \$150.00. This fee will go into the general account. If the appeal is upheld, the \$150.00 fee will be refund. This fee must be submitted with the written appeal before an appeal committee will be appointed.

- The appeal committee will only review written submissions from any parties that are directly involved or impacted by the disciplinary action taken. The appellant will receive a written response from the appeal committee within 7 days of receiving the written appeal. The appeal committee decision shall be final and binding. If the parties are not satisfied with the final decision brought forth, they can further appeal to Hockey Alberta in accordance with *Bylaw XIII- Appeals, Paragraph 13.03*. Hockey Alberta bylaws can be obtained from their website (www.hockeyalberta.ca).

The Appeal Committee will consist of a chairman, appointed by the president from the Board of Directors, and 2 or more members of the VMHA board as appointed by the president and chairman. These members must not have been involved with the previous decision. No members can be appointed if there is a conflict of interest or if such members were directly involved in the disciplinary action taken. The appellant may be provided with up to 30 minutes of time to present their appeal in front of the appeal committee. After the appeal is presented, the committee shall discuss the case in private and come to a decision by a majority vote. The chairman can only vote if a deciding vote is required in the event of a tie.

(see Bylaws for further details regarding the Appeal Process)

Any legal actions against VMHA, by any member, will result in an immediate suspension from the association and all member privileges revoked, including on ice privileges, until the action is resolved. This suspension will apply to the player, parents and/or legal guardians, and any other family members who are also players, coaches, or managers.

The decision of the Board of Directors shall be final and binding on all parties, except where there is an avenue of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing, the following general guidelines apply: *(Bylaws 18.7)*

- First infractions by players will normally be satisfactorily concluded at Stage 1.
- Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.

(Bylaws 18.8)

- 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 including its application to practices or other team functions.
- Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
- Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

GRIEVANCES

Grievance Statements

Parental, player, or team problems not resolved by the Team Staff, including the Team manager, or Board Representative, will be addressed by the Discipline Chair and possibly the Discipline Committee.

All Grievances shall be initiated in writing to the Discipline Committee. Upon receipt of written notification, a Discipline/Grievance hearing date shall be set within 7 days.

- The Vice President will act as the Chair of the Discipline Committee.

- Members of the Discipline Committee shall be composed of the Discipline Director and 2 other members as described earlier in this document. In the event of a conflict of interest, the Vice President will name another designate.
- The decision of the Discipline Committee shall be given in writing within 48 hours. All decisions have the right of appeal as per the process identified within this document. All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law 13.02 of Hockey Alberta.

Specific Grievances: Fair Play Concerns

All issues should be dealt with through the Discipline & Grievance Committee.

- Example: A complaint of inequitable ice time is outlined by VMHA Codes of Conduct.

When a written or verbal complaint, substantiated by facts, is brought to the attention of a team manager, it shall be referred to the Discipline Director/Committee.

The Vice President shall convene the Discipline Committee. In the event of a conflict of interest, the President will name another designate.

If the Discipline Committee determines that action should be taken, the following must occur:

1. The Discipline Chair will immediately contact the coach involved and discuss the situation/complaint & provide appropriate direction to this coach.
2. A report by the Discipline Chair is required for the next meeting of the Board.
3. If unresolved, the coach will receive a letter from the Board asking him to attend the next available Board meeting. In the event, where a coach chooses to ignore the Board's request, he/she may receive a suspension by the Board.

COURT ACTIONS

It is understood that membership in VMHA is voluntary.

The Board of Directors for Association, including elected officials and team representatives and the membership, where the case may be, have exclusive jurisdiction to deal with all matters arising by virtue of membership in the association. No decision, order, direction, declaration, or ruling of the Executive, Board of Directors, or membership, as the case may be, shall be questioned or reviewed by any court.

Any member bringing legal action against the Executive, Directors or appointed team representatives or the Association before all rights and remedies as provided by these regulations and the Association Bylaws, as well as those as provided for by Hockey Alberta and Hockey Canada, will be deemed by VMHA to be unsportsmanlike enabling the President to suspend and/or disqualify the person or persons bringing legal actions against the association or its representatives.

OTHER POSSIBLE DISCIPLINE SITUATIONS

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Board of Directors or Discipline Committee to explain their side of the situation.

Examples of serious situations include:

Players

- Poor Sportsmanship including Respect Issues

- Bullying, Harassment, Abuse, or Lack of respect to coaches, officials, facilities, or Volunteers of VMHA as indicated under Hockey Alberta Maltreatment Rules. This includes online behaviour.
- Drug and Alcohol Concerns or significant school problems

Coaches

- Abuse and/or lack of respect shown towards VMHA volunteers or Board Members
- Abuse and/or lack of respect shown towards League Directors or officials
- Not following Rules and Regulations of VMHA
- Not following Rules and Regulations of Hockey Canada and Hockey Alberta.

Drug & Alcohol Concerns

Adults (Coaches, Parents and Volunteers)

Zero Tolerance with coaches, managers, directors, staff, officials, and spectators / parents:

- 1st Incident Asked to leave facility. Written Notice and file created.
- 2nd Incident Suspension for a time period to be assigned by Discipline Committee.
- 3rd Incident Suspension or Expulsion from Association.

Players

Zero Tolerance for athletes with alcohol:

- 1st Incident -- Suspension and Written Notice, Meeting with Parents Discipline Committee or Executive Committee.
- 2nd Incident -- Suspension for remainder of season.

Hazing

* Hazing is defined as “an initiation practice that may humiliate, demean, or disgrace a person regardless of location or consent of the participant(s)”.

*** Hazing in any form is strictly prohibited by VMHA.**

* Any VMHA player, team official, or team participant found by an investigative process to have condoned, initiated or participated in hazing actions shall be subject to disciplined up to and including possible expulsion from VMHA.

* Discipline will be related to the degree of severity of the incidents. Any member failing to cooperate with the investigative process may be subject discipline along with the offending member.

SOCIAL MEDIA CONDUCT

VMHA wants to ensure our online community is safe and enjoyable for everyone. Our social media platforms – ie website, Instagram, & Facebook – allow fans to interact with one another and share their experiences, stories, and love of the game. One of the Directors will be responsible for updating our accounts as directed by the Board of Directors. We stand strongly against any offensive or discriminatory content and want to ensure everyone feels like they have a place in VMHA.

VMHA does not allow any of the following:

- **Personal attacks:** Name-calling, insults, threats, hurtful comments about appearance, voice or style, and all other forms of attacks.
- **Discriminatory or derogatory language:** Racism or other forms of discrimination.
- **Harassment:** Intimidation, or use of sexual or discriminatory imagery, comments, or jokes.
- **NSFW images and comments:** Language and images that are generally offensive in nature.
- **Commercial:** Selling a product or service or recruiting fans.
- **Spam:** Repetitive and/or disruptive content not applicable to VMHA
- **Photo Release:** Board of Directors will make every effort to avoid posting recognizable photos of people or their children without prior consent.
- Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- Always use your best judgment – pause before posting. Ultimately, you are solely responsible for your comments, and they are published for the public record.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in VMHA, VMHA recommends that you request approval from the Team or the Association.

In order to create a positive and engaging environment, we ask fans to treat their online teammates with respect. Fans may disagree with an idea; however, they must be always respectful of others. Our social media platforms require the same respectful behaviour as any arena in any province or territory from coast to coast to coast. If someone violates our guidelines, those comments will be deleted, and their account could be banned from participating on our platforms. These decisions will be made at the discretion of VMHA Board. If existing fans refuse or are unwilling to abide by these guidelines, they can "unlike" or "unfollow" our social media accounts by clicking the link "Unlike" on Facebook or clicking the link "Following" on Instagram.

VMHA reserves the right to amend these guidelines at any time. *(Guidelines adapted from Hockey Canada's Social Media policies.)*



APPENDIX

DEFINITIONS

Hockey Alberta- 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 registered with Hockey Alberta.

Hockey Canada – HC - Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of Hockey Canada. Hockey Canada is made up of member branches or the provinces.

Individual Tactics- 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 the player using skating skills with puck handling skills to maintain puck control.

Team Tactics- 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.

Conflict of Interest- a potential or actual conflict of interests exists when commitments and obligations to the association are likely to be compromised by that person's other interests or commitments. A conflict arises when a board member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member or give improper advantage to others to the associations' detriment.

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item. **(Bylaws 1.4)**

CAHL - Central Alberta Hockey League

- The Central Alberta Hockey League (CAHL) is the league that the VMHA mixed teams play in from U11 up to U18.
- All CAHL information including the CAHL Constitution & Bylaws, CAHL Regulations and CAHL Directives for Governors may be obtained from their website at www.cahlhockey.net
- All CAHL related matters must be directed to the (VMHA) CAHL Director for discussion and follow up.

RMFHL- Rocky Mountain Female Hockey League

- The Rocky Mountain Female Hockey League (RMFHL) is the league that the VMHA female teams may join.
- All RMFHL information including the RMFHL Constitution & Bylaws, RMFHL Regulations and RMFHL Directives for Governors may be obtained from their website at www.rmfhf.com
- All RMFHL related matters must be directed to the VMHA - RMFHL Director for discussion and follow up.



CODE OF CONDUCT : VULCAN MINOR HOCKEY ASSOCIATION BOARD OF DIRECTORS

As an Executive member of the Vulcan Minor Hockey Association, I agree to:

- Make decisions for the good of all players, parents, and the Association.
- Help create an atmosphere where there is a high level of cooperation, candor, and trust.
- Put my personal differences aside so that I may work with others towards a common goal knowing that each person must support the group consensus.
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision.
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced.
- Ensure that the task is clearly understood, accepted, and completed.
- Ensure that all decisions I make are consistent and within the scope of the Vision, Mission, and Values of our Association.

Name: _____

Signature: _____ Date: _____

OATH OF CONFIDENTIALITY: VMHA Board of Directors

While I am working on the Board for the Vulcan Minor Hockey Association, I realize that I may become privy to information relating to players, coaches, or volunteers that should not be shared or repeated outside of our meetings. I agree that I will keep confidential any information that I know through my position with the non-profit unless authorized by the Board of Directors. This applies while I am a member of the Board for the non-profit *and* when I am no longer a member of the Board for the non-profit.

I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature. I promised to be tactful and respectful of the individuals and sensitive information involved.

Name: _____


Signature: _____ Date: _____



Circle One: Injury Ejection/Misconduct Personal Conduct

Home Phone: _____ Work Phone: _____

Name: _____ Team: _____ Phone: _____



The logo for the Hawks is displayed in a stylized, blocky font. The word "HAWKS" is written in a light red or pink color with a thick grey outline. The letters are slanted to the right, giving it a dynamic, forward-moving appearance. The logo is positioned at the top of the page, above the main body of text.



Vulcan & District Minor Hockey CAHL Communication Protocol

Updated April 2023

Parents and guardians of Vulcan Minor Hockey players,

Vulcan Minor Hockey teams within U11, U13, U15, and U18 fall under the umbrella of the Central Alberta Hockey League and as such, follows the bylaws and rules of CAHL. There is a process that your CAHL director, who sits on the Vulcan Minor Hockey board, follows to effectively communicate with the mother association. So too is there an outlined and required protocol that parents, guardians, and teams are to follow when addressing concerns to V.M.H.A or C.A.H.L. CAHL has required us to communicate the process and address the repercussions of not following the communication process.

CAHL has always expressed the fact that there should be no reason for a team fan, parent or guardian, or player to contact a league volunteer or league web administrator. Furthermore, a team should have no reason to contact the league web administrator or CAHL executive members without going through their CAHL director.

Parents, guardians, team fans and players may, after a **MANDATORY** twenty four (24) hour cool down period, relay concerns to the team manager. The manager will escalate the issue to the coaching staff if required. If at that juncture, the complainant deems the resolution to be unsatisfactory; with written notification, the grievance will be heard by the Vulcan Minor Hockey Association board. If there is still no resolution, the matter will then be relayed to C.A.H.L. through the C.A.H.L director present on each local board. The concern will be escalated up through the Tier governor and division lead governor as required and only through that channel will the CAHL Executive get involved. Communications not following these protocols will not be heard, and will be subject to the disciplinary action out lined in the next section.

The VMHA bylaws allow for a 30 day suspension to parents, guardians, players or team fans upon the first violation of this protocol, a second offense will result in a board hearing with action TBD by the board.

Respectfully,

VMHA Board of Directors



**Vulcan District Minor Hockey Association
Player & Parent Conduct Agreement
Update April 2023**

Dear Parent and Player,

As a representative of Vulcan and District Minor Hockey Association during games and practices, the members of this association expect players and parents to act in an appropriate manner. They must follow direction given by their coaches and/or adults while in the arena. Unbecoming behaviour and conduct is something that Vulcan and District Minor Hockey is not prepared to tolerate. *This applies equally to players and their parents.*

PLEASE GO OVER THE FOLLOWING POINTS WITH YOUR CHILD as this is an example of the type of conduct that will not be tolerated.

- SWEARING
- ABUSIVE LANGUAGE (to teammates, adults and opponents)
- DISRESPECT OF COACHES OR ADULTS- ON OF OFF THE BENCH
- SLAMMING OF STICK (on the ice, against the boards, on the bench)
- UNSPORTSMANLIKE CONDUCT (on or off the ice- at any arena or social media platforms)

Coaches will have the authority to discipline players that violate these rules or any other rules the coach may have set down. For example, players may be required to miss a shift or a period, do extra laps, or get dressed and go home.

If necessary, further action may be taken by the discipline committee on behalf of the Vulcan and District Minor Hockey Executive. Penalties to the offenders will include suspensions, probations, or a combination of both.

Respectfully,
Vulcan & District Minor Hockey Board of Directors

BOARD OF DIRECTORS: ROLES & RESPONSIBILITIES

PRESIDENT (*Bylaw IX*)

- The President, in consultation with at least two other Directors, and in agreement, may exercise the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the VMHA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Vulcan Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- Further the President, in consultation with at least two other Directors and in agreement, may exercise the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- The President may delegate this authority to such Association Directors, officials or Committees as he designates.
- No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- The President, within the jurisdiction of the Association, shall:
 - Be a signing officer for the Association
 - Shall be elected for a term of one year.
 - Exercise the powers of the Executive, in case of emergency
 - Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive
 - Sit on committees as an ex-officio voting member,
 - Generally manage and supervise the affairs and operations of the Association.
- Together with the Secretary, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers, and releases.
- The President attends and chairs all VMHA Board of Directors meetings.
- The President or delegate attends all Ice User Group meetings as scheduled by the Town of Vulcan.
- The duties of the President include assisting with the business and operation of VMHA in its entirety and being responsible for such business. Including signing off on cheques as presented by the Treasurer and approved by the Board of Directors.
- The President will also assist in any disciplinary matters associated with VMHA.

PAST PRESIDENT

- The current outgoing president is permitted to sit on the Board of Directors for 1 year to ensure a seamless transition.

VICE PRESIDENT (*Bylaw X*)

- The Vice-President will be responsible for any duties assigned to him/her by the President.
- No person may be elected a Vice-President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.

- In the absence of the President, or in the event of his inability to act, the Vice-President shall first have and exercise all the powers, authority, and restrictions of the President. The Vice-President will be appointed President by the executive committee to be ratified at the next Board of Directors meeting.
- The Vice President is the Chairperson of the Discipline Committee.

TREASURER

- The Treasurer will manage and monitor all financial matters including bank accounts, revenues, and expenditures.
- The Treasurer will prepare financial statements for each VMHA Board of Directors meeting and for the VMHA Annual General Meeting.
- At the end of each fiscal year, the Treasurer will submit the VMHA financial records to an auditor as appointed by the VMHA Board of Directors. The auditor can either be an accountant or to two members assigned by VMHA Board of Directors.
- Assist with any other duties as assigned by the VMHA President and/or the VMHA Board of Directors.
- Apply for any Gaming Licenses as required for raffles and 50/50.

SECRETARY

- The Secretary will accurately record the minutes of all VMHA Board of Directors meetings and any other meetings which require recorded minutes. Copies of minutes are to be distributed to all other Board members prior to the next meeting.
- The Secretary will prepare the agenda for all VMHA Board of Directors meetings, with the assistance of the other members of the Board.
- Send out communication to Association via email.
- The Secretary will arrange for a common meeting area.
- The Secretary will assist with any other duties as assigned by the VMHA President and/or the VMHA Board of Directors.

REFEREE IN CHIEF

The R.I.C. reports and is responsible to the Referee Zone Chairman and links to the Hockey Alberta Zone Team Referee Representative.

- The R.I.C. attends all Zone R.I.C. meetings and reports all activities and initiatives to the VMHA Board of Directors.
- The R.I.C. will act as mentor and development coordinator with VMHA and recruit officials as required.
- The R.I.C. will act as the Referee Assignor for VMHA. Responsibilities for assigning include but are not limited to:
 - Evaluate the individual skill level of all officials and place them into the appropriate level of hockey.
 - Be fair when spreading out assignments.
 - Place newer officials together with officials that have more experience. Responsibilities for the development of officials include but are not limited to:
 - Work with the Zone Supervision Coordinator in gathering or distributing supervision sheets
 - Each official is to be supervised at least twice each season. Once at the beginning of each season and then again toward the end of the season so as an assessment of their improvement can be conducted.
 - Implement a 'buddy' system, whereby a senior official is matched up with a junior official and can therefor offer guidance and supervision.
 - Implement a 'shadow program' whereby senior officials skates on-ice with the new official and assists with position and procedures.
- The R.I.C. must contact the Zone Clinic Coordinator in July or August to request a Referee Clinic.
- Book the required ice time and classroom.
- Arrange to have the necessary teaching tools required for instructors (DVD, TV, whiteboard, etc).

- Pre-register students so an accurate number attending can be given to the coordinator. Forward the number of students to the coordinator one week prior to the scheduled clinic dates.
- Attend or make yourself available to the instructor the weekend of the clinic.
- Ensure that arrangements are made to pay the instructors.
- The R.I.C. must deal with complaints of local officials by using the Zone Discipline Chairman as a resource. Notify the Zone Discipline Chairman of complaints and the action taken.
- Arrange for Referee meetings throughout the season, in conjunction with the VMHA Referee Council. Review the VMHA Referee Policy and allow open discussions on rates, advancement, dress codes, arrival times, attitudes, etc.
- Inform the Zone Executive of the top officials in your area. These people could be potential candidates for development camps.

REGISTRAR

- Responsible for maintaining coach, player, and other carded member files with Hockey Canada and Hockey Alberta.
- May also be responsible for scheduling the ice times required by VMHA teams.
- Register teams with Hockey Alberta/Canada.
- Card coaches/trainers to their associated team
- Make appropriate changes with Hockey Alberta/Canada to reflect player movement, affiliations, etc.

COACH COORDINATOR

- Initiate coach selection process and work alongside the Coach Selection Committee to provide the Board of Directors with viable candidates.
- Ensure that all coaches complete the application process, including all required training.
- Maintain records of criminal record checks, coach complaints, and surveys.
- Identify and organize coach training opportunities as approved by the Board of Directors.
- Initiate opportunities for coaches and parents to provide feedback through surveys at the end of each season.

ASSOCIATION DEVELOPMENT - Social Media Coordinator

- Responsible for maintaining Facebook, Instagram, and website accounts/passwords.
- Post content approved by the Board of Directors, including but not limited to, important dates, registration info, team updates, and game outcomes.
- Promote the game and Association to the Community.
- Coordinate Photo Day & Merch Orders.

PLAYER SAFETY & DEVELOPMENT COORDINATOR

- Identify and provide opportunities for player development in skills, powerskating, & goalie training.
- Facilitate preseason/postseason camps or clinics as approved by the Board of Directors
- Provide in season training opportunities with outside instructors for teams as requested by coaches, parents, players, and approved by the Board of Directors.
- Follow up with instructors to ensure payment is completed.
- Coordinate Checking Clinics where applicable.
- Review any player/volunteer Safety related Protocol within the Policies & Procedures & initiate changes.

3 DIRECTORS:

CAHL DIRECTOR

- The CAHL Director acts as the immediate liaison between the Central Alberta Hockey League and the VMHA Board of Directors.
- The CAHL Director is responsible for attending all CAHL meetings as scheduled and to report to the VMHA Board of Directors any related business arising from those meetings.
- The CAHL Director must be responsible for ensuring that all league-related matters are addressed.

- The CAHL Director must be or become knowledgeable with the CAHL Constitution and Bylaws, Regulations, and Directives for Governors.
- The CAHL Director must be prepared to speak on any league-related issues on behalf of the VMHA Board of Directors, whenever deemed necessary, and must be prepared to vote on league related issues on behalf of VMHA Board of Directors.

DIRECTOR AT LARGE: Sanctions & Permits

- Responsible for coordinating with Registrar/Ice Scheduler and Team Managers to ensure each game/tournament has the appropriate sanctions/permits in place.
- Work with Player Development Coordinator to ensure all additional development sessions have appropriate sanctions/permits.

DIRECTOR AT LARGE: Equipment Manager

- Equipment Director is responsible for keeping an accurate, detailed inventory record of all jerseys and equipment that is owned by VMHA. The inventory record should be submitted to VMHA Board of Directors at the start of each season, and again at the end of each season – for the Secretary to keep a digital record on file.
- The Equipment Manager is responsible for maintaining the keys to all lockers. The Equipment Manager will ensure that keys are handed out to Head Coaches & Managers at the beginning of the season and subsequently returned at the end of the season. The Equipment Manager has the authority to make copies of the keys if necessary to maintain the key inventory. The President and Equipment Manager will have possession of the Master Keys to the lockers.
- Lockers and keys will be assigned to the head coach of each individual team at the start of each season. The head coach becomes responsible for the team locker, the key to that locker, the team jerseys, and the inventory included within that locker for the entire season. MORE MIN
- The head coach must ensure the return of all jerseys and goalie equipment at the end of each season. The jerseys must be clean and hung on hangers.
- The head coach must also return all other inventory at the end of each season. At this time, the Equipment Director will attest that the entire inventory stock is accounted for. Any missing jerseys, equipment, or other inventory must be reported to the VMHA Board of Directors.
- The Equipment Director is responsible for purchasing any equipment required by VMHA teams, with the approval of the VMHA Board of Directors. Goalie equipment is supplied by VMHA to all U9, U11, & U13 age Teams to be shared among the goalies. A complete review of goalie equipment must be conducted at the start and end of each season.



Intro To Hockey (U7 & U9)

Operations Manual

Vulcan Minor Hockey Expectations

Coaches & parents have a collective responsibility to follow the Hockey Canada & Hockey Alberta - Intro to Hockey Rules.

Everyone must also ensure awareness & understanding of mutual respect for players, coaches, and officials. Parents and coaches are asked to appreciate their responsibility in ensuring a fun environment that fosters long term player development.

Teams are encouraged to foster good working relationships with other teams/neighbouring towns.

- Including putting precedence on attending local Jamborees.
- Maintaining initial season schedule to the best of the teams ability within any League VMHA has officially joined.
- Teams are encouraged to seek out additional exhibition games with teams outside of the League when ice time and player participation is available and approved by the Board of Directors.
 - To book exhibition games, please see the section BOOKING ICE & EXHIBITION GAMES at the end of this supplement.

Only Players & Coaches carded to the team are permitted on the players bench or on the ice during practices, games, or tournaments. This ensures we are compliant with our insurance providers.

Parents, coaches, & managers are most importantly expected to foster positive working relationships between one another when making decisions that affect the team. *(Examples: Booking additional Exhibition games, jamboree selection, windups, off ice events).* VMHA is run exclusively on volunteers and working together for the common goal of encouraging players to grow in the game of hockey is paramount.

Teams are expected to abide by the VMHA Half Boards Use & Maintenance Policy. (see page 48)

Please note: Parents are expected to bring their players to practices regularly in order to allow the players to develop, as well as show respect to the coaches time and effort into volunteering. Players who do not show up to practice, regularly, may not be permitted to play the weekend games at the Coaches discretion. VMHA understands that players and families experience sickness, family commitments, and emergencies that may occasionally affect their ability to attend team events/games. Please understand that open communication between families and coaching staff will ensure each player's unique situations are fully understood.

(As of August 2023, the following information is up to date with Hockey Canada and Hockey Alberta Intro to Hockey Models and Rules. The VMHA Executive will make every effort to annually evaluate the programs to ensure we are compliant with any changes.)

NON-NEGOTIABLES - Hockey Canada & Hockey Alberta: Intro to Hockey

- Follow General Administration Rules from Hockey Alberta.
- HALF ICE playing surface: Maximum 8,500 sq./ft (100' x 85')
- Travel Permits are required to be carried by the team at all times.

- 1 on ice official required in U9. (\$20 recommended payment per game)
- Full goaltenders equipment required in U9.
- NO Jamborees or Festivals Prior to November 1 for U7 or U9.
- Players and Team Officials (coaches) can be registered as a program or as a team.
- No affiliation required.
- No players from other outside programs or MHA's may play in games or practices. Players & Coaches must be carded with VMHA to play in games or tournaments or be on the bench with a registered VMHA team. As per Hockey Alberta Rules:

PLEASE NOTE:
NOT ADHERING TO
NON-NEGOTIABLE ITEMS WILL PLACE
AN MHA IN VIOLATION OF HOCKEY
CANADA POLICY, AND SUBJECT TO
DISCIPLINARY ACTION.

NEGOTIABLES - HOCKEY CANADA & HOCKEY ALBERTA: GENERAL ADMINISTRATION GUIDELINES

- Age groups: one- or two-year age groups are acceptable
- Seasonal Structure: recommend 2:1 practice to game ratio.
- Practice Format: recommend multiple stations. This ensures all kids keep active for the majority of the practice session. This helps maintain young players attention and maximize their opportunities on the ice.
- Player Acceleration & Movement: determined by MHA policy (see in separate section of VMHA Policies & Procedures)

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HOCKEY CANADA & HOCKEY ALBERTA: PLAYER/TEAM STRUCTURE

In the event of having significant registration which allows us to make 2+ teams, team player selections must be made under the following conditions:

HOCKEY CANADA RECOMMENDS: *(VMHA Board of Directors may have additional conditions depending on current circumstances))*

- Player evaluation/selection events must be a minimum of **3 formal sessions**. Recommendation is 1 skills session, 1 small-area games session, and 1 half-ice game.
 - Players need a chance to be evaluated – standardization ensures transparency, fairness, and consistency. This provides coaches with the foundation for a solid and quantifiable evaluation.

Team/player evaluations will be completed by Board selected Evaluators. Board will ensure there are no conflicts of interest between the evaluators and teams.

HOCKEY ALBERTA GAME PLAY GUIDELINES:

<https://www.hockeyalberta.ca/players/intro-hockey/>

- Shift Length:
U7 recommend 3 minutes or less
U9 recommend 1.5 minutes or less
- Blue Puck: recommended for U7 & U9 game play however, U9 is permitted to use black pucks.
- Game Length: recommend no longer than 60 minutes total recommended. 2 x 24-27-minute halves recommended. *This includes time required for setup and take down of the Half Boards.*
- Net size:

recommend 3' x 4' for U7

recommend either 3' x 4' or regulation size (4' x 6') for U9

Scheduling Exhibition Games & Tournaments for U7 & U9

1. Hockey Alberta recommends a 2:1 ratio for practices to games. Up to 23-28 regular season games total – this includes the games at Jamborees.
 2. Scheduling exhibition games with teams outside of our Foothills League can be beneficial as it promotes working relationships with other towns and the kids get to play teams they haven't seen all year. VMHA is willing to pay for ice at home for exhibition games as long as it falls within 23-28 games total for the season, and they do not begin before November 1. *Board approval is required for games that push the team over this number.*
 3. Choosing to pursue additional Exhibition games is a partnership between parents and coaches – with the manager as the liaison. There should be a consensus within the group as to how many extra games they are willing to play and how far they are willing to travel.
 4. Games cannot start before 8:00am and it is asked that we avoid games far enough away that families need to leave home *before 6am.*
 5. To schedule a HOME Exhibition Game:
 - 1) Please contact our Registrar/Ice Scheduler to see if there is ice available.
 - 2) Once you have your ice booked and team lined up – contact our Permit/Sanction Coordinator. They will use that info to apply for a Sanction number from Hockey Alberta.
 6. To schedule an AWAY Game: The opposing team needs to provide you with a HA# sanction number from Hockey Alberta that the Sanctions/Permits VMHA Director will need to apply for your Travel Permit. The travel permits must *always* be with your team at all away games.
 7. Please try to keep as many of the Foothills League games on your schedule as you can. If we start cancelling too many, it may jeopardize our good standing in that league.
 8. SCHEDULING TOURNAMENTS: See page 23 for details regarding hosting home tournaments. Intro to Hockey Players are permitted to attend 2 away tournaments per player, per season unless otherwise approved by the Board of Directors.
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U7

IMPORTANT VMHA DATES & CONSIDERATIONS:

- Games do not begin prior to November 1 of each new season. This includes Jamborees or Festivals.
- Season End: March 15.
- VMHA is willing to pay for ice for home exhibition games as long as it falls within the 23-28 game max for the season as set by Hockey Canada. Tournament and Jamboree games count towards this max game limit.
- VMHA recommends supporting our local jamborees from within the Foothills League first if possible, however, if you decide to pursue additional opportunities, VMHA allows up to 2 away jamborees/tournaments max per player, per season in U7, unless otherwise approved by the Board of Directors.

Please note: VMHA permits 4 year olds to register for U7, even though Hockey Alberta recommends waiting until 5 years old. In VMHA experience, we find that the 4 year old players generally progress quickly and catch up to their peers near the Christmas time mark of the season. That being said, it is recommended that parents

and coaches have open and honest communication about the expectations for 4 year olds and game play. Each year is unique to the registration numbers and relative to the abilities of the players registered. Coaches may decide to evenly split the young players between teams and allow game play right away to accommodate the number of players available. Coaches may also allow 4 year olds or brand new players to practice for the first part of the season and build their confidence before joining in on games.

If teams/coaches cannot come to a mutual agreement, the VMHA Board of Directors can be asked to step in and provide guidance to come to an amicable solution.

Goals for the U7 age category are:

- Having fun & being active
- Learn fundamental hockey skills
- Develop and refine basic motor skills
- Practice Cooperation & fair play
- U7 hockey serves as the foundation upon which the entire hockey experience is built. It is a crucial piece in building the skills of players at every level – players benefit from getting the ‘right start’ in the game.

HOCKEY CANADA Cross-ice Game Play Rules

- 4-on-4 (plus a player defending the goal) – a player may play goal, but full goaltender equipment is *not* required.
- Game format: two periods with a run-time clock, not to exceed 60 minutes total.
- Timed buzzer or whistle for line changes:
 - If there are fewer than four players on the bench, the active player designated to stay out for the following shift must return to the bench area prior to continuing play.
 - On the buzzer/whistle, players must relinquish control of the puck *immediately* and vacate the ice. The new players enter the ice immediately. Failure to immediately relinquish control of the puck or new players entering the ice surface prematurely may result in a penalty (see Penalties).
 - Game does not stop; players change on the fly at buzzer/whistle.
- Shift length will not exceed 3 minutes.
- Incidental contact may happen, but body-checking is *not* permitted.
- No icing or offside.
- Face-offs to start each half.
- Change of possession:
 - Continuous play – when whistles lead to a change in puck possession, the official (or coach) will signal the attacking players to back off three metres. Once the attackers have moved back, play may resume as soon as the possession team has control of the puck.
- Goaltender freezes the puck – the official (or coach) blows the whistle to indicate the attacking team backs off three metres and the defending team gets possession.
- Puck shot out of play – the offending team backs off three metres and the official (or coach) gives the non-offending team a new puck.
- Net size – 2x3, 3x4
- Penalties:
 - Minor penalties are noted, with the official (or coach) briefly raising their arm to indicate a penalty will be assessed. At the conclusion of the shift, the official (or coach) notifies the team of the infraction and the number of the offending player.

- Major Penalties require an Officials Report from Hockey Alberta. **
- If the offending team controls the puck, the official (or coach) blows the whistle and calls for a change of possession; the non-offending team is given a three-metre cushion.
- The offending player will sit out the next shift, but the team will play even strength.
- Should an infraction occur, that would normally require a player to be ejected from the game (game misconduct, match penalty, gross misconduct), the player will be removed for the remainder of that game. Even under these circumstances teams will not play shorthanded, and no game incident report will be required.

Fair and Equal Ice Time

- Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute, regardless of skill or ability. A coach's responsibility is to develop all players. Shortening of the bench in an attempt to win games is not permitted. All players should receive fair and as close to equal as possible ice time.
- Goaltender rotation:
 - Players can play goal during practices and games with no goaltender equipment required. However, a Goaltender stick is recommended.

Game Play

- One official per game – coaches may also act as official for games.
- Blue puck (4 oz) is preferred.
- Positional rotation:
 - All players play all positions – forward/defence/goaltender.
 - All players get a chance to start the game or start the second half if numbers allow.
- Goaltender rotation:
 - No full-time goaltenders.
 - All players get a chance to defend the goal.

U9

VMHA GAME PLAY, EQUIPMENT, & DATES

- VMHA is willing to pay for ice and refs for home exhibition games as long as it falls within the 23-28 game max for the season as set by Hockey Canada. Tournament and Jamboree games count towards this max game limit.
- Games do not begin prior to November 1 of each new season. This includes Jamborees or Festivals.
- VMHA recommends supporting our local jamborees from within the Foothills League first if possible, however, if you decide to pursue additional opportunities, VMHA allows up to 2 away jamborees/tournaments max per player, per season in U9, unless otherwise approved by the Board of Directors.
- Goaltending Gear is provided by VMHA. The Equipment Manager is responsible for inventory, repairs, and requests. VMHA will provide enough equipment to ensure both U9 Lockers have adequate gear to fully outfit at least one goalie each.

Goals for the U9 age category are:

- Have Fun & focus on long term player development
- Review & Refine basic skills learned in U7

The U9 Hockey Canada program recommends the following practice time allotment:

- 75% technical skills
- 15% individual tactics
- 10% team tactics
- 0% team play
- 0% strategy

Hockey Canada U9 Player Pathway

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u9-program/downloads/2022/u9-player-pathway-e.pdf>

Fair and Equal Ice Time

- Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute, regardless of skill or ability. A coach's responsibility is to develop all players. Shortening of the bench in an attempt to win games is not permitted. All players should receive fair and as close to equal as possible ice time.
- Goaltender rotation:
 - VMHA provides full goalie equipment for the U9 Teams. It is encouraged that all players willing to try the goaltender position in U9 get the opportunity to try the position in practice and games.

HOCKEY CANADA & HOCKEY ALBERTA: HALF ICE PLAYING RULES for U9:

- 4-on-4 (plus a goaltender in full goalie equipment).
- Game format: two periods with a run-time clock, not to exceed 60 minutes total. *(including 3-5 minute warmup)*
- Minimum of 1 official per game.
- Timed buzzer or whistle for line changes:
- Game does not stop; players change on the fly at buzzer/whistle.
- If there are fewer than 4 players on the bench, the active player designated to stay out for the following shift must return to the bench area prior to continuing play.
- On the buzzer/whistle, players must relinquish control of the puck immediately and vacate the ice. The new players enter the ice immediately. Failure to immediately relinquish control of the puck or new players entering the ice surface prematurely may result in a penalty (see Penalties).
- Shift length will not exceed two minutes.
- Incidental contact may happen, but body-checking is not permitted.
- No icing or offside.
- Face-offs to start each half
- Change of possession:
Continuous play – when whistles lead to a change in puck possession, the official will signal the attacking players to back off three metres. Once the attackers have moved back, play may resume as soon as the possession team has control of the puck. Goaltender freezes the puck – the official

blows the whistle to indicate the attacking team backs off three metres and the defending team gets possession.

- Puck shot out of play – the offending team backs off 3 metres and the official gives the non-offending team a new puck.
- Blue puck (4 oz) or black puck (6 oz). (BOTH ARE ACCEPTABLE)
- Net size – 2x3, 3x4, 4x6. (ALL ARE ACCEPTABLE)

- Penalties:

Minor penalties are noted, with the official briefly raising their arm to indicate a penalty will be assessed. At the conclusion of the shift, the official notifies the team of the infraction and the number of the offending player.

- If the offending team controls the puck, the official blows the whistle and calls for a change of possession; the non-offending team is given a three-metre cushion. The offending player will sit out the next shift, but the team will play even strength. Should an infraction occur that would normally require a player to be ejected from the game (game misconduct, match penalty, gross misconduct), the player will be removed for the remainder of that game. Even under these circumstances, teams will not play shorthanded and no game incident report will be required.

Coaches at the Intro to Hockey levels may use ice time as a tool for discipline.

- Where discipline is implemented, there must be healthy communication between coaches and parents.
 - Examples of situations that may warrant discipline are: swearing; lack of respect towards others, temper tantrums, ignoring coaches etc.
 - Parents are expected to bring their players to practices in order to allow the player to develop as well as show respect to the coaches' time and effort in volunteering. Players who do not show up to practice regularly, may not be permitted to play the weekend games at the Coaches discretion.





Vulcan & District Minor Hockey Association

Half Board Use & Maintenance Policies

August 2023

Due to a very generous donation from the Farmers Tournament in Vulcan, VMHA has been able to purchase Half Boards for use beginning in October 2023. The following are policies put in place to ensure that the boards are well cared for and will benefit many future generations of hockey players in Vulcan County.

- Each family in Intro to Hockey Programs (U7&U9) will be required to provide 1 adult to participate in training for setup/takedown/care of the boards. Training will be set up by the VMHA Board of Directors at the beginning of the season before games begin.
- Each adult who will be assisting with setup/take down will be required to sign a waiver indemnifying VMHA and the Town of Vulcan of any accidents or injuries sustained while participating in the setup/takedown of the half boards. Waivers will be provided to teams at the beginning of each new season.
- Team Managers will set up a team schedule ensuring enough individuals are available to assist with setup/takedown of the half boards at each practice/game they are used for.
- Half Boards will be used at all U7/U9 games.
- Half Board use is optional for practice sessions.
- Teams must set up and take down Half Boards within their team's scheduled ice time. Setup/Take down *may not* occur during another team's ice time or interfere with scheduled Rink Staff operations such as floods or maintenance. This applies to all practice and game ice times.
- Any damage to the boards or cart will be promptly reported to the VMHA Board of Directors as soon as possible for repairs to begin.

Thank you for your participation in maintaining and caring for the equipment.

Sincerely,

VMHA Board of Directors

