

# **THREE RIVERS ATHLETIC CLUB**



## **Information Handout**

**2020 - 2021**

## **RULES & REGULATIONS**

**U13 AA**

**U15 AA**

**U18 AA**

## Three Rivers Athletic Club Rules and Regulations

### MISSION STATEMENT

The Three Rivers Athletic Club is committed to player development and providing young, talented, and dedicated hockey players in rural Alberta the opportunity to play a higher caliber of hockey.

### **Three Rivers Athletic Club Vision**

The objectives of the Three Rivers Athletic Club are: to promote, govern and improve organized Minor Hockey as a division of Hockey Alberta by authority of the Canadian Hockey Association.

- A. To promote, supervise and administer the operation of amateur hockey teams.
- B. To foster a sense of general community spirit among its members, supporters, and teams.
- C. To maintain and increase interest in the game of hockey.
- D. To exercise a general care, supervision, and direction over the playing interests of its teams and players.
- E. To raise funds as deemed necessary for the operation of the Three Rivers Athletic Club.
- F. To establish, maintain and interpret rules and regulations and to decide all matters in dispute in relation thereto.

### **THREE RIVERS ATHLETIC CLUB Committee Members 2020-21**

TRAC AA Director	Trevor Carter	<a href="mailto:trevorcarter44@hotmail.com">trevorcarter44@hotmail.com</a>
TRAC AA Head Scout	Chace Lamb	<a href="mailto:chace@rivaltrucking.ca">chace@rivaltrucking.ca</a>
TRAC AA U13 Director	Matt Tartal	<a href="mailto:matt.tartal@gmail.com">matt.tartal@gmail.com</a>
TRAC AA U15 Director	Sheldon Hillgardner	<a href="mailto:cshillguard@hotmail.com">cshillguard@hotmail.com</a>
TRAC AA U18 Director	Garry Lee	<a href="mailto:garry.lee@live.com">garry.lee@live.com</a>
TRAC Coach Player Dev.	Ashley Shrode	<a href="mailto:ashleyshrode@hotmail.com">ashleyshrode@hotmail.com</a>

### **TRAC COMMITTEE COMMUNITY MEMBERS**


## **PLAYER CODE OF CONDUCT AND RESPONSIBILITIES**

The Three Rivers Athletic Club is committed to providing hockey players in rural Alberta with a higher level of hockey and to player development. To have a successful hockey season it requires full commitment from players to the Players Code of Conduct, to the coach, fellow team members and to the Three Rivers Athletic Club. The following is the Player Code of Conduct that is to be followed and maintained by all players throughout the season.

### **DRESS CODE**

- **MANDATORY** - The Three Rivers Athletic Club dress attire minimum consists of: TRAC Wolverines jacket, black dress pants & White dress shirt with red tie, and black dress shoes. While players are not limited to the above, it will be at the discretion of the Head Coach on what is required and appropriate. All team players are required to be in dress attire for all games (home & away). Non-compliance will result in player not participating in game. The TRAC committee will assist new team managers in ordering dress jackets, track suits, and dry-land apparel for all players and work cost into the budget.
- Players may dress casually while traveling to games on the bus only if approved by the coaching staff.

### **CURFEW**

- Curfew will be established by the team coach and discussed at the first parent meeting.

### **BEHAVIOUR**

- While representing the Three Rivers Athletic Club players shall be self-motivated around conduct. Supervision should not be necessary to ensure conduct is acceptable.
- Zero tolerance for the use of ILLEGAL DRUGS, ALCOHOL, VAPING and TOBACCO PRODUCTS while REPRESENTING THE THREE RIVERS ATHLETIC CLUB.
- No profane language while representing the Three Rivers Athletic Club and the team.
- Players are always expected to know what is going on regarding games/practices.
- Show respect to the coaching staff, on ice officials, teammates, manager, and parents.
- Work equally hard for yourself and for your team... your team's performance will benefit and so will you. You are part of a team.
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### **BUSSING**

- Players are required to ride the bus for all road games unless permission from team officials is obtained for special circumstances well in advance of game day.
- Transportation costs will be divided equally among team members whether a player rides the bus or not. This fee covers a player, one parent or parents, and occasionally siblings if room permits.
- Girlfriends / Boyfriends will not be allowed to ride the bus.
- It is recommended that players pack a lunch to be eaten on the bus to and from games. The bus does not stop for meals unless prearranged by team officials.

### **ACCOMMODATIONS**

- Players are encouraged to stay in the same hotel as team officials.
- Parents and players must notify Managers of accommodations required for road trips one week in advance of game day.
- Should Parents & Players must notify team officials of any other accommodation arrangements.

### **ATTENDANCE**

- Players are required to participate in all practices, games, off ice sessions and special events of the team and the Three Rivers Athletic Club.
- Injured players are required to attend unless one of the following exemptions are met.

#### **EXEMPTIONS**

- ILLNESS / INJURY- Coach or manager must be notified if player is unable to attend.

- **SPECIAL CIRCUMSTANCES** - Special circumstances must indeed be "special" to override team commitment. Permission must be requested well in advance if a player is not able to attend a practice or a game.
- **SCHOOL WORK / STUDYING** - Required school attendance for special events, (award nights, science fair, etc.) is an acceptable excuse for missing practice. Advance notice must be given to the Coach or Manager.

## **SCHOOLING**

- The Three Rivers Athletic Club believes that education is priority.
- Occasionally some games overlap with school attendance. Players are encouraged to maintain quality performance and attendance in school so that an occasional missed day due to hockey will not be a cause for concern.
- Studying and homework may be done on the bus if needed.
- Attempts are made to keep school time missed to a minimum.

## **ELECTRONICS**

No cellphones or cameras permitted in the dressing rooms at any time. Coaching staff can collect all devices at every practice and game, the devices will then be placed on the bench with the coaches. The discipline for an infraction of this policy is as follows: 1<sup>st</sup> infraction – player will be benched the first period of the next game. 2<sup>nd</sup> infraction – player will be benched the entire next game. 3<sup>rd</sup> infraction – player and parents will meet with the TRAC Committee and the suspension will be determined. Offending player will be required to attend and dress for the game in which the suspension occurs. In all cases, the parents will be informed of the infractions. It is suggested that Phones or cameras be left with parents, at home, on the bus, or as outlined above.

Note: While many players use their cellphones as a music device, with permission from the Team Officials, this can be allowed. Note that the above policy still stands, and no pictures, texts, snapchat, Tik-Toks, or Social Media posts will be permitted.

**NON-COMPLIANCE OF THE ABOVE WILL NOT BE TOLERATED.  
THE COMMITTEE OF THE THREE RIVERS ATHLETIC CLUB  
WILL HAVE THE FINAL SAY ON MATTERS OF DISCIPLINE.**

## **COACH AND COACHING STAFF CODE OF CONDUCT AND RESPONSIBILITIES**

The responsibilities of the coach and his coaching staff are vital to the game of hockey. It is their responsibility to develop players to the best of their ability by providing them with the tools needed to improve their hockey skills and life skills.

### **GENERAL CONDUCT**

- Become familiar with the Three Rivers Athletic Club Rules and Regulations and ensure that they are followed.
- Understand that you have an obligation to abide by and enforce the Rules and Regulations set out by the Three Rivers Athletic Club Committee. Failure to do so could result in a loss of coaching privileges.
- The Three Rivers Athletic Club endorses the National Coaching Certification Program as required by Hockey Alberta.
- Model and develop respect towards the team, opponents, officials, parents, and all parties related to the game of hockey.
- Be generous with your praise when deserved and teach your players when they do things incorrectly.
- Be reasonable in your demands on the player's time, energy and enthusiasm.

- Follow the advice of a physician when determining when an injured player is ready to play.
- \*\*\* Follow TRAC bench dress code: shirt and tie, dark dress pants and TRAC dress coat (preferred option) or dress coat of choice –preferably dark with no affiliations.

### **DISCIPLINE**

- Zero tolerance for the use of any **ILLEGAL DRUGS, ALCOHOL or TOBACCO PRODUCTS WHILE REPRESENTING THE THREE RIVERS ATHLETIC CLUB.**
- Maintain a good working relationship between yourself and the Manager.
- Should problems arise contact the Three Rivers Athletic Club Team Director or the Three Rivers Athletic Club Committee Members.
- While representing the Three Rivers Athletic Club, players and coaching staff must respect both home and away dressing rooms by keeping them clean and free of damage.

### **PRACTICES & GAMES**

- Attend all practices and games. If unable to attend, make sure to inform coaches immediately.
- In the absence of a Team Manager, the coach will assume the Manager's responsibilities.
- Ensure that all players are in full equipment that is CSA approved.
- Players are not permitted to enter the ice surface until a member of the coaching staff is present.
- Ensure that all gates onto the ice surface are closed.
- Keep players informed of all team functions such as practices, games, team activities and changes.
- Responsible for the conduct of players during practices, games, and off ice team functions.

### **COMPLAINTS & CONFLICTS**

- Parent Grievances must be taken to the team manager. At no time shall a parent approach member of the coaching staff.
- It is recommended that all complaints be in writing and signed by the writer(s) then submitted to the team manager as well as the Three Rivers Athletic Club.
- All grievances will be handled in a manner that is respectful. If the Team Director and Coach are unable to conclude, the TRAC AA Director will be notified to review the issue and set a time to resolve the issue.

### **TEAM MANAGER CODE OF CONDUCT AND RESPONSIBILITIES**

The Manager is responsible for the operation and conduct of the team and coaching staff under the Rules and Regulations established by the Three Rivers Athletic Club.

- The manager should maintain a good working relationship with team officials, players, and parents.
- The Team Manager is accountable to the Three Rivers Athletic Club Board, Team Director, and the Coaching Staff.
- Work with the coaching staff to ensure team continuity by following the Rules and Regulation set out by the Three Rivers Athletic Club Board of Directors
- Understand that you have an obligation to abide by the policies of the Three Rivers Athletic Club, failure to do so could result in a loss of management privileges.
- Treat coaching staff, players, and parents with respect.
- Follow team dress code – when required to be part of the coaching staff.

### **PARENTS / MEETINGS**

- The Team Manager shall act as liaison between the Three Rivers Athletic Club, coaches, parents, and players.
- Conduct all parent meetings.
- Co-ordinate team executive and call parental information meetings as required.

### **DISCIPLINARY**

- Zero tolerance of the use of **ILLEGAL DRUGS, ALCOHOL, and TOBACCO PRODUCTS** while representing the Three Rivers Athletic Club.
- Ensure that your players' parents understand and abide by the **PARENT CODE OF CONDUCT**.
- No profane language will be tolerated.
- The team manager will handle any complaints by parents or other parties in a respectful and fair manner.
- Complaints will be reported to the Team Director and, if deemed necessary, to the Three Rivers Athletic Director.
- Report disciplinary problems to the Three Rivers Athletic Club Director if a serious matter presents itself.

#### **TEAM FINANCES**

- Assume responsibility of all team finances in conjunction with the team Treasurer.

#### **GAME / PRACTICES**

- Arrange games and practices both home and away.
- Arrange all transportation for away games.
- Responsible for the game sheets before and after each game.
- Fax all game sheets to the respected league Governor and to the League Statistician.
- Notify players and parents of practice and games times, time changes and special events and locations, with as much notice as possible.
- Notify WMHA Referee and Chief, WMHA Ice Convenor of game changes in a timely manner.
- Ensure that Referees are in place for all home games.

#### **WHITCOURT MINOR HOCKEY ASSOCIATION**

- Ensure that a good working relationship is always maintained.
- Supply a list of affiliated players/team to the Whitcourt Minor Hockey and to the Three Rivers Athletic Club.
- Should a player be added to the roster it is the manager's responsibility to ensure that the player is properly carded, and all paperwork is completed before said player participates in a game and or practice.
- Must always carry copies of all player cards.
- Report to WMHA ice convenor when ice times change, or an ice slot is not being used.

#### **PARENT CODE OF CONDUCT AND RESPONSIBILITIES**

The Three Rivers Athletic Club requires a full commitment from parents in adhering to the Three Rivers Athletic Club Rules and Regulations. All parties must work towards the common goal of the growth and development of each Three Rivers hockey player. The continuity of teams, parents, coaches and managers is a vital element to the success of a hockey team.

#### **GENERAL**

- **Zero tolerance of any ILLEGAL DRUGS, ALCOHOL or TOBACCO PRODUCTS, WHILE REPRESENTING THE THREE RIVERS ATHLETIC CLUB.**
- Respect and support players, coaches, managers, officials, volunteers, and other parents.
- Enforce the "Player Code of Conduct" regarding your hockey player.
- Attend all parent meetings called by the manager and keep informed regarding games, practices and other team functions.
- Turn defeat to victory by helping your child work towards good sportsmanship. Never ridicule your child or yell at any player for making a mistake or losing a competition.
- Congratulate your child on honest effort and skill improvement, not just goals and assists. Applaud all players.

#### **COACHES**

- The Three Rivers Athletic Club recruit's high calibre coaches with quality coaching expertise, excellent coaching skills and experience. They have the experience and knowledge of the game that enables them to teach and develop young hockey players individually and as a team. They

also have a desire to coach, and in the TRAC program, are currently volunteers. It is important that the parents support and encourage the coaches and the players. **LET THE COACHES DO THE COACHING.**

### **COMPLAINTS**

- Parent Grievances must be taken to the team manager. At no time shall a parent approach any members of the coaching staff to discuss. Respect in Sport Policy will be enacted and enforced.
- It is recommended that all complaints be in writing and signed by the writer(s) then submitted to the team manager as well as the Three Rivers Athletic Club.
- Any concerns with the operation of the league and /or officiating must be directed to the Team Manager.

### **GAMES & PRACTICES**

- Parents are to have players at the arenas at the specified time established by the coach, for all practices, games, and team functions.
- Responsible to inform the manager when players will not be attending practices or games.
- Responsible to maintain respectable behaviour while representing the Three Rivers Athletic Club.
- Parents are required to work as score/timekeepers, run music, and attend doors in the penalty box at home games. If you are unable to work, it is your responsibility to find a replacement.

### **FUNDRAISERS**

- All players/parents must participate in all fund-raisers.
- Ensure that all fund-raising projects are completed in the allotted time.

### **FEES**

Player fees must be paid after the team meeting has been completed and a plan outlined by the coaching staff and team managers. The level adjustment fees are a guideline of a cost per player based on previous years. It is recommended that a budget be completed to ensure all potential costs are captured.

**\*\*\*By permitting your child to be carded with a TRAC Wolverines team, you are consenting and agreeing to adhere to the policies, rules and regulations set forth in this handbook. No player will be carded until a parental/guardian signature is in place.**

### **TEAM EXECUTIVE RESPONSIBILITIES**

#### **Division Directors**

The Division Director is responsible for the operation of all team affairs and will report to the Three Rivers Athletic Club Committee, Coaches, Players, Parents, and other team officials, to maintain good working relationship with all the above parties. Once the teams have been established the Division Director is to call a parent meeting to select team executive and to review the Three Rivers Athletic Club Rules and Regulations. Division Directors are not required to be at all games but will aid the Coaching Staff in establishing effective and efficient communication lines with the team and parents.

## **TREASURER**

- **TRAC will provide a Club Treasurer to oversee all team finances throughout the season.**
- **All expenses throughout the season will be submitted to the Treasurer by the head coach, division director, Fundraiser Coordinator, Accommodations coordinator, and Equipment Manager.**
- **Can supply monthly and annual financial statements to TRAC Committee, Parents, Coaching Staff and WMHA on request.**
- **Review the budget with Division Director to communicate at the parent meeting.**
- **Refund any unused player fees to parents at the completion of the season.**

## **EQUIPMENT MANAGER**

- Ensure that team jerseys are at all games and practices.
- Clean and repair jerseys on a regular basis.
- Ensure name bars are removed at season end.
- Responsible for team apparel – sizing, getting order to TRAC Division Director, and distribution of apparel. TRAC Will arrange the apparel samples.

## **VOLUNTEER SCHEDULE COORDINATOR**

- Provide work schedules to parents for Scorekeeper, Timekeeper, Penalty Box Officials and Music for all home games.

## **FUNDRAISER (not always required)**

- The fundraiser oversees organizing all fundraising projects.
- Is accountable to the Three Rivers Athletic Club, Team Treasurer and must provide financial statements for each project.

## **MEAL COORDINATORS (2)**

Responsible to arrange for all team meals.

## **GAME-DAY PROGRAM PERSON**

Print and distribute game-day programs for all home games in compliance with League requirements.

## **ACCOMMODATIONS COORDINATOR**

Responsible for making booking arrangements for hotel rooms for players, bench staff and bus driver.

## **VIDEOGRAPHERS (2)**

Responsible for videoing games.



## **TRAC Financial Requirements & Level Adjustment Fees.**

### **TRYOUT FEES**

- Tryout Fees are in place to cover the costs of the Ice Rental and Referee Costs incurred by the TRAC program.
- While it is intended that the remaining fees fund the teams throughout the season, there are situations in which there is not enough left over after paying expenses.
- These Typically range between \$100 - \$150. These fees are communicated in advance on the website through the registration process.

### **TRAC TRYOUT DEPOSIT**

- The Tryout Deposit was agreed upon and implemented by the TRAC Committee for the 2020-2021 Season.
- All Deposits are held in Trust with the TRAC Committee Treasurer during the tryout process. As stated in the Level Adjustment Fees Document, these are in place to ensure the seriousness of the tryout is understood and accepted.
- This fee is required by all players & goalies attending tryouts. Deposits will only be refundable to players who do not make the team. Refunds are not applicable to players who withdraw after the final roster has been posted. Should your child be selected, the deposit will be applied to the Level Adjustment Fee due upon registration.

### **LEVEL ADJUSTMENT FEES**

- Level Adjustment Fees are the lifeblood of the TRAC Team. The cost to run a team can vary, but typically will range between \$30,000 - \$60,000 throughout the season.
- These fees cover costs such as: Bussing, Hotels, Jerseys, Coaches Expenses, Tournament Entries, Team Meals, Team Apparel, Development Camps and more.
- TRAC has set up dates to collect these funds from parents to ensure the team is able to operate throughout the season. Many expenses are due immediately as the season can sometimes start within 4 days of the team being finalized.
- Level adjustment fees are set based on the budget from the previous season as it is the most accurate way to predict the season costs. These may be adjusted if necessary.
- Should a parent require assistance in meeting these payment timelines, a discussion or meeting should be scheduled with the TRAC AA Director to find a solution. All discussions on this topic remain anonymous.
- The Level adjustment fees are also collected initially, as fundraising is not to be counted in the initial budget. This amount cannot be quantified. Once the end of the year is completed, the left over funds will be distributed back to the parents.