

STONY PLAIN MINOR HOCKEY
ASSOCIATION



OPERATIONAL POLICIES AND PROCEDURES

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ARTICLE I: GENERAL

1.0 PREAMBLE

- 1.1 The Operational Policies and Procedures outline the regulations under which Stony Plain Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies and Procedures, all participants (individuals and teams) in Stony Plain Minor Hockey, all members of the Association, including player, parent/guardian, coach, team official or Team, follower and fan, are bound by the Bylaws, Operational Policies and Procedures and Regulations of the Stony Plain Minor Hockey Association, Hockey Alberta and Hockey Canada. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method the policy is to be employed or followed.
- 1.2 The Operational Policies and Procedures may be revised or amended from time to time as determined by the Executive Board of Directors. However, prior to any revision or amendment to the Operational Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision or amendment is in the best interests of the membership and the association as a whole. The Executive Board of Directors using voting procedures outlined in the Bylaws shall vote upon any changes, amendments or revisions to the Operational Policies and Procedures. The Director of Policy and Procedures shall have the responsibility of updating the Operational Policies and Procedures and shall be responsible for ensuring current Operational Policies and Procedures are available to the membership. Further, revisions or amendments made to the Operational Policies and Procedures must be indicated by date (i.e. Updated/adopted January 2008) at the bottom of the applicable section, which has been revised or amended.

2.0 MISSION STATEMENT AND PHILOSOPHY

The Mission and philosophy of Stony Plain Minor Hockey Association is to foster and promote minor hockey, and to provide a minor hockey program designed to develop the abilities and skills of participants at all levels.

3.0 VALUES

- 3.1 The Stony Plain Minor Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, guidelines and procedures which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels. The Stony Plain Minor Hockey Association shall value its volunteers and staff and shall value open communication to its members. Decisions shall be made by individuals subject to Executive Board of Directors approval under the current Bylaws, policies, guidelines and procedures of the Association. Stony Plain Minor Hockey Association shall strive to apply the Bylaws, policies, guidelines and procedures of the Association consistently.

4.0 STONY PLAIN MINOR HOCKEY ASSOCIATION

4.1 Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca

4.2 Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is www.hockeycanada.ca

5.0 BYLAWS

5.1 The Bylaws of SPMHA are available on the website of SPMHA. The Bylaws are governed by the Societies Act of Alberta and can **only** be changed or amended by vote by the membership as outlined in the Bylaws at a General Meeting of the Association.

6.0 MANUALS

6.1 All manuals or such other written information pertaining to SPMHA shall be available at the SPMHA website or as provided by the Association.

7.0 POSITIONS OF THE EXECUTIVE BOARD OF DIRECTORS

7.1 The current positions on the Executive Board of Directors of SPMHA are listed below and the responsibilities of such positions shall be as described in the Bylaws.

- President
- Past President
- VP Hockey Administration
- VP Hockey Operations
- Director of Player Development
- Director of Coach Development
- Director of Policies and Procedures
- Treasurer
- Registrar
- Director at Large
- U7 Director
- U9 Director
- U11 Director
- U13 Director
- U15 Director
- U18 Director
- Referee in Chief

7.2 The names and email addresses of the persons currently holding the above positions are available from the SPMHA website.

- 7.3** A member of the Executive Board of Directors shall be eligible to receive a \$150 credit towards their player's registration the following season, provided such Executive member has fulfilled their duties as Director of the Executive Board of Directors as determined by the remaining Directors of the Executive Board of Directors. In recognition for their efforts in support of the SPMHA, a \$150 credit will likewise be offered to members that fulfill the duties as head coach for an SPMHA team, with that credit going towards their player's registration the following season.

8.0 THE EXECUTIVE BOARD OF DIRECTORS

- 8.1** The Executive Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act of Alberta, the Stony Plain Minor Hockey Association Bylaws and the Operational Policies and Procedures that may be enacted by the Executive Board of Directors from time to time. In general, the Executive Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any Director or member.

- 8.2** The Executive Board of Directors shall do the following:

- a) Determine the general policies and procedures with respect to the organization, administration and operation of the Association;
- b) Operate hockey programs at all levels;
- c) Provide for the development of players, coaches and officials;
- d) Make policies and guidelines respecting the enrolment of players and their access to programs operated by the Association on a fee for service basis;
- e) Consider questions brought before it with due consideration of the opinions of petitioners.

- 8.3** Regarding the Order of Business for meetings of the Executive Board of Directors, the following shall apply:

- a) The items of Business at any regular meeting of the Executive Board of Directors shall be as follows:
 - i. Call meeting to order;
 - ii. Determine quorum;
 - iii. Introduction of guest;
 - iv. Approval of the Agenda;
 - v. Approval of minutes of previous regular or special meetings;
 - vi. Business arising from the Minutes;
 - vii. Reports by Directors;
 - viii. New business;
 - ix. Correspondence;
 - x. Next meeting date;
 - xi. Adjournment

- b) If there are agenda items, which require specific members to be present, and they are not present, the Chairperson shall immediately have those items to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting;
- c) Meetings of the Executive Board of Directors are open to any SPMHA member upon **24 hours'** notice to the President of SPMHA. This will give the SPMHA membership the opportunity to audit the meeting without making a presentation. There will be a 15-minute period, minimum, at the Executive Board of Directors meeting for questions from the General Membership;

8.4 Minutes of the Executive Board of Directors shall meet the following criteria:

- a) Include a record of attendance, motions considered and their disposition, reports received – either explicitly or as attachments and shall be distributed to members of the executive as soon as possible and at the latest prior to the onset of the next regular meeting;
- b) Be presented for approval at the next scheduled Executive Board of Directors meeting;
- c) Shall be posted on the SPMHA website within a reasonable amount of time of the Minutes being adopted by the Executive Board of Directors.

8.5 Voting privileges at the Executive Board of Directors meetings:

- a) Every member present shall vote on every matter unless excused by resolution of the Executive Board of Directors from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to paragraph 8.6 c) below;
- b) At all meetings of the Executive Board of Directors every question shall be decided by a majority of the votes cast on the question. Each Member of the Executive Board of Directors shall be entitled to one vote on every question. In the case of a tie vote, the President of Stony Plain Minor Hockey Association, or acting Chairperson of the meeting, shall be entitled to a second or casting vote;
- c) Members of Executive Board of Directors shall not vote on any question meeting the following criteria:
 - i. Affecting a private company of which they are shareholders;
 - ii. Affecting a private company in which they hold more than one percent of the number of shares;
 - iii. Affecting a partnership or firm of which they are members;
 - iv. A contract for the sale of goods, merchandise, or services the which they are a party;
 - v. On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are by statute necessarily members; or

- vi. Any question directly affecting the placement or discipline of any player to whom they are directly related.
 - vii. Any member excluded by virtue of the above shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question.
- d) No absentee voting shall be allowed;
 - e) A member may request their vote to be recorded in the Executive Board of Directors Minutes.

8.6 Motions regarding Executive Board of Directors meetings:

- a) Each Executive Board of Directors member shall have the privilege of proposing motions for consideration by the Executive Board of Directors. Each Executive Board of Directors member with the exception of a member proposing a motion shall have the privilege of being a seconder of the motion;
- b) The Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling;
- c) On any questions, members shall observe parliamentary courtesy as provided for in "Roberts Rules of Order, Revised". The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so;
- d) No member shall speak more than twice to the same question (only once to a question of order), or no longer than 10 minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken;
- e) A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against.
- f) Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted;
- g) A Proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

9.0 AMENDMENTS TO MOTIONS:

9.1 Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application;

9.2 An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes;

- 9.3** When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

10.0 DECORUM:

- 10.1** In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion;
- 10.2** The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate;
- 10.3** A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points;
- 10.4** Calling for the previous question may be ruled out of order by the Chairman if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.
- 10.5** A member may participate in a meeting of the Executive Board of Directors by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.
- 10.6** A resolution signed by all members of the Executive Board of Directors, as such, shall be as validated effectual as if it has been passed at a meeting of the Executive Board of Directors, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.
- 10.7** E-mail resolutions of the Executive Board of Directors shall be deemed to have the same effect and process as resolutions passed in person at an Executive Board of Directors meeting. A vote held by e-mail shall only occur in urgent circumstances where time does not permit an Executive Board of Directors meeting and must be passed with a two thirds majority, or the resolution shall be returned to the Executive for further discussion.

11.0 EXPENSES:

- 11.1** All members of the Executive Board of Directors shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Executive Board of Directors. The President and Treasurer shall countersign all expense claims and ensure their validity.
- 11.2** Expense claims for the Treasurer or President shall be approved by the Executive Board of Directors;
- 11.3** An individual having a cheque issued to them personally cannot sign the cheque;
- 11.4** SPMHA cheques will not be issued without a detailed receipt;

- 11.5** All directors are authorized to make purchases in an amount not to exceed \$500.00 or not to exceed \$100.00 per month for miscellaneous items required for the operations of their respective program not covered by the budget. The Treasurer and SPMHA Admin must be notified in the event purchases in excess of that amount will occur and require approval of the Executive Board of Directors at a regular meeting.

12.0 EXECUTIVE BOARD OF DIRECTORS STANDARDS OF CONDUCT

- 12.1** These standards of conduct shall apply to all Directors of the Association, whether elected or appointed, and shall specifically apply to the members of the Executive Board of Directors. The statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior, which Directors are expected to observe. Violation of the standards by a Director may lead to a review by the Executive Board of Directors and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.
- 12.2** Members of the Executive Board of Directors must be members in good standing with SPMHA.
- 12.3** Members of the Executive Board of Directors must be members in good standing with Hockey Alberta. In the event a member of the Executive Board of Directors is found to be not a member in good standing with Hockey Alberta, as determined by Hockey Alberta, such member shall not be permitted to serve as an officer or director of SPMHA. In the event a member is found to be not in good standing with Hockey Alberta and that member currently hold a position on the Executive Board of Directors, that member shall be required to resign from their position
- 12.4** Members of the Executive Board of Directors shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- 12.5** Members of the Executive Board of Directors shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
- 12.6** Members of the Executive Board of Directors shall honor commitments made on behalf of the Association.
- 12.7** Members of the Executive Board of Directors shall ensure confidentiality of all Executive Board of Director business through the decision-making process, to ensure that a safe environment exists to allow honest, open and uninhibited discussion to occur. This requirement for confidentiality shall remain beyond the completion of their tenure as a member of the Executive.
- 12.8** An Executive Board of Directors member shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.
- 12.9** In relation to other members of the Executive Board of Directors, a member shall do the following:
- a) Not criticize the sphere of operation of another Director except to that Director or the President. Criticism or reports to the President shall only be made after the Director has been made aware of the nature of the criticism to be leveled;

- b) Not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public;
- c) Refer to appropriate Association Director's issues arising in the community with respect to their sphere of operation;
- d) Not undermine the confidence of Association members in other offices.

12.10 In relation to the Membership, a member of the Executive Board of Directors shall:

- a) Fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association;
- b) Treat members with dignity and respect and be considerate of their circumstances;
- c) Not use their position for personal profit, or for the profit of immediate family members;
- d) Not use their position to influence the placement of any players;
- e) Not use their position to influence the selection of any coach or team official.

12.11 A review and sign-off of the Executive Board of Directors Standards of Conduct will occur annually at the Executive changeover meeting.

13.0 COMMITTEES AND SUB-COMMITTEES

13.1 The Executive Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees shall be composed of Members of the Association and all Committees or Sub-Committees shall report to and be governed by the Executive Board of Directors. Notwithstanding the foregoing, all Members of Committees or Sub-Committees must be Members in good standing of the Stony Plain Minor Hockey Association and of Hockey Alberta.

13.2 Any recommendations, activities or projects undertaken by a Committee or Sub-Committees are subject to approval by the Executive Board of Directors.

13.3 At the discretion of the Executive Board of Directors, each Committee or Sub-Committee member approved by the Executive Board of Directors shall be eligible to receive two concession shift credits for each position they hold on the Executive Board of Directors following one year of service.

13.4 Committees or Sub-Committees subject to appointment by the Executive Board of Directors may include, but are not limited to the following:

- a) **Secretary** – Attend all General Membership, Annual General Membership and Executive Board of Directors meetings and shall maintain accurate Minutes of the same; have charge of all Executive Board of Directors records; be responsible for all Executive Board of Directors correspondence; maintain the safekeeping of all committee reports and Minutes; and perform such other duties as designated by the President;

- b) **Website and Publicity** – Promotion of the Association and the Association’s activities to the community at large through appropriate promotional vehicles; responsibility for the maintenance of the Associations website; and preparation of all required press releases and advertising to the media;

- c) Administrator: Duties include the following:
 - a. Set up and maintain online registration system which includes, activating registration system, reconciling registration payments, and processing registration (including verifying all necessary requirements of registrants are completed before evaluations commence).
 - b. Request Suspension Deferrals in August.
 - c. Administer Player Movement Form requests.
 - d. Communicate and coordinate with the ice scheduler, and referee assigner to ensure ice and game referees are allocated to teams monthly.
 - e. Compile and maintain a directory of players, coaches, managers, and trainers with name, address and phone numbers in conjunction with SPMHA Registrar.
 - f. Input all player/coach/manager/trainer data and maintain the data system as per Hockey Alberta criteria in conjunction of SPMHA Registrar by November 15. Confirm all affiliations are registered by December 15.
 - g. Confirm SPMHA team(s) Provincial Play down entry and their registration with Hockey Alberta.
 - h. Determine evaluation process schedule with the VP Hockey Operations, and coordinate times with ice scheduler.
 - i. Assist Directors in inputting evaluation scores from evaluators.
 - j. Provide team lists to Division Directors and Operations Committee once evaluations are completed.
 - k. Maintain player/coach/manager/trainer (hard copy) files in the office.
 - l. Organizing Coach/Manager meetings and providing necessary information for those meetings.
 - m. Maintain registration records and management.
 - n. Handle all liability and insurance claims.
 - o. Obtain all travel permits, through Hockey Alberta. Obtain Tournament Sanction Permits.

- p. Submit game sheets with permit numbers to Hockey Alberta, and tracking of any suspensions.
 - q. Manage all accounts payable and receivable; inputting and record management, in conjunction with SPMHA Treasurer. Propose following season budget based on projections of league requirements, costs, and player registrations.
 - r. Attend Executive meetings, submitting a written report.
 - s. Maintain and manage the SPMHA website.
 - t. Attend along with Designated Director all Hockey Alberta Zone Meetings, Leagues Meetings, and Annual Hockey Alberta AGM.
 - u. Be the liaison for promotional activities in the Community for the Association as required; as directed by the President.
 - v. Maintain online system for concession and bingo shifts, as well as attending Bingo meeting.
 - w. Process applications for Casino's and coordinating volunteers.
 - x. The Administrator will forward information to the following individuals:
 - i. President and Treasurer: Monthly financial statements
 - ii. Coach Director: Coach applications, updates on bench staff registered and bench staff requirements that are still outstanding
 - iii. Division Directors: Coach applications, evaluation scores, initial team lists with coaches, and final HCR team Rosters
 - iv. Secretary: Any issues regarding concessions, bingo's, and end of season summary
- d) **Bingo** – attendance at all Parkland bingo Association meetings on behalf of the Association; collection of revenues and pay out of expenses at all Association bingos; provision of detailed accounting of bingo profits and disbursements to the Treasurer;
- e) **Ice Allocation** – responsibility for the scheduling of ice times for all practices and for all league, provincial, playoff and tournament play for all teams in the Association; attendance at all ice user meetings; and submission of a report regarding the allocation of ice at the Annual General Meeting;
- f) **Concession** – responsibility for scheduling of workers in staffing the Centennial Arena concession; maintenance of a detailed record of hours worked in the concession by individuals; provision of an accounting of concession profits and disbursements; recommendation of product pricing and menu items to the Concession Manager; and submission of a report regarding the concession operation at the Annual General Meeting of the Association;

- g) **Referee-in Chief:** - Arrange training programs for all on-ice officials; monitor supervision of all on-ice officials; ensure that all games are handled in accordance with Hockey Canada rules; responsible for conducting an annual Referee Clinic in conjunction with the Zone Referee Clinic; attendance at North zone Referee-in Chief meetings; suspend or discipline on-ice officials as required.
- h) **League Delegates:** – Representation of the Association regarding the applicable Leagues; attendance at all League meetings on behalf of the Association and provide a reporting of all League meetings to the Executive Board of Directors as required.
- i) **Fundraising/Events:** – Assist with fundraising and sponsorship programs; coordinate and schedule team photographs; maintain and display team photographs; coordinate and schedule year end hockey banquet.
- j) **Equipment:** – Submit a list of required equipment for the upcoming season and meet with the Executive Board of Directors regarding same; arrange for handling, storage, repairing, cleaning and inventory of equipment; ensure that all equipment is returned to stock by June 30th.

14.0 PLAYER ELIGIBILITY AND BOUNDARIES

- 14.1 The association shall provide programs for players in the U7 through U15 levels, resident in the boundaries of Stony Plain Minor Hockey and its associated rural areas as determined by Hockey Alberta. The Association may accept players who reside outside of SPMHA boundaries who have obtained a standard release from their Association and wish to move to our association.

ARTICLE II: OPERATIONS AND GUIDELINES

15.0 REGISTRATION AND PAYMENT OF FEES/WITHDRAWAL & REFUND POLICY/RELEASES

- 15.1 The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees, rep fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the co-operation of a number of community organizations and agencies.
- 15.2 All players must be registered with SPMHA and, according to the Registration Coordinator, provided payment or a payment plan is completed before participating in any on-ice activity.
- 15.3 General registration fees, special program fees, withdrawal fees and league surcharges will be established annually, including any late payment penalties.

15.4 In general, payment of the full registration fee is expected by the registration deadline. If full payment isn't received by the registration deadline, the player will not be allowed onto the ice, including for evaluations.

15.5 Any outstanding balance on a player account from a previous season (penalties for missed bingo, concession, tournament and/or Edmonton Minor Hockey Week shifts, any fundraising obligation, seed money, etc.), will be carried forward and must be paid in full prior to commencing registration for a new season.

15.6 A family not fulfilling their registration obligations by the registration deadline shall have all registrations declared immediately null and void. Late fees will be in effect, if applicable.

15.7 SPMHA will only consider Hardship Applications from those applicants who have completed an application with Kid Sport. If Kid Sport determines an applicant has genuine financial hardship, SPMHA will contribute to 50% of the balance of registration fees not contributed to by Kid Sport. All Hardship Applications must be received by the Registration Coordinator of the SPMHA prior to August 1st of the current season. The maximum allocation of fees to be contributed by SPMHA in any season shall be \$3,000.00, which funds shall be distributed amongst all eligible applicants.

15.8 Payment plans:

- a) The payment of registration fees will be made in equal instalments.
- b) The payment plan must be completed by the registration deadline.
- c) If full payment isn't received by the registration deadline, the player will not be allowed onto the ice, including for evaluations.

15.9 NSF Cheques:

The NSF fee for a returned cheque is \$25.00. On receipt of a NSF cheque, the Registration Coordinator has the option to do the following:

- a) Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan; or
- b) Revoke the registration.

15.10 Refund of Fees:

Refunds for players withdrawing from the program will be paid, upon written application to the Registration Coordinator, on a pro-rated basis as determined by the Executive Board of Directors as follows:

- a) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees;
- b) The Executive Board of Directors will be charged with the responsibility of using reasonable discretion with respect to determining the pro-rated refund;

- c) For withdrawals/refunds requested prior to evaluations, the online registration transaction fee, if applicable, will be charged. For withdrawals/refunds requested after evaluations have started, an administration fee of \$100 will be charged before a pro-rated refund (if applicable, and as per 15.10b) is calculated. Late payment penalties are non-refundable.

15.11 Return of Jersey Fees:

There will be no charge levied for the return of jerseys or SPMHA equipment if returned in good condition. The Equipment Delegate shall be responsible for determining the condition of returned jerseys and SPMHA equipment.

15.12 Release due to Division Size:

In the event that any Player or Goalie needs to be released due to division sizes, a decision on player release will be made by SPMHA executive based on a number of criteria including but not limited to:

- a) Payment of outstanding fees
- b) Attendance in the player evaluation process
- c) Date of registration

The team formation date will be shared with these divisions in advance. The Division Director will communicate with family's who haven't returned from tryouts in other associations, to understand their status and to discuss risks of not being back at SPMHA prior to team formation. SPMHA will make attempts to have a home for every player returning, but that may not always be possible.

16.0 E-TRANSFER POLICY

16.1 A SPMHA e-transfer bank account, separate from SPMHA's main bank account, will be the only account supporting the use of e-transfers to SPMHA.

- a) The signatories for SPMHA's e-transfer bank account will match the signatories for SPMHA's main bank account.
- b) Online account information (including passwords) will be managed consistent with SPMHA's main bank account.

16.2 This separate SPMHA e-transfer bank account will have its entire balance transferred to SPMHA's main bank account every 2 weeks by a cheque requiring two SPMHA signatories. The responsibility for this transfer of funds falls under the accountabilities of SPMHA's Treasurer.

- a) During times of expected increases in e-transfer use (such as during player registration), SPMHA's President (or delegate) may request SPMHA's Treasurer transfer funds from SPMHA's e-transfer bank account to SPMHA's main bank account at a frequency shorter than every 2 weeks (ex: weekly). Should SPMHA's President desire such a request, the request should be made by email to SPMHA's Treasurer with a cc to SPMHA's bookkeeper, and the email should stipulate from which starting date to which ending date the increased frequency at which

cheque-based transfers from SPMHA's e-transfer bank account to SPMHA's main bank account should take place

16.3 SPMHA's main bank account will not support e-transfer functionality.

17.0 PURCHASING POLICY

17.1 The Executive Board of Directors is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Directors shall adhere to Purchasing Policies and Procedures. Any Director found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Board of Directors.

17.2 Authority to purchase shall be through established budget or by vote of the Executive Board of Directors following outlined policies and procedures.

17.3 All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Board of Directors.

17.4 Contracts will be awarded by majority vote of the Executive Board of Directors. Factors to consider when awarding a contract should include, but are not limited to the following:

- b) Quality of presentation;
- c) Total cost;
- d) Reputation of supplier;
- e) Guaranteed delivery date;
- f) Cost of replacement and/or extra items
- g) Location (if a local supplier is within 5% of an out of town bid, preference should be given to the local bid, all else being equal);
- h) Sponsorship.

17.5 Authority to purchase items under the contract is restricted to those items specified in the Tender and is also restricted to the member responsible for the contract (i.e. a contract to purchase equipment; the Equipment Delegate is the only authorized purchaser). In the event that the person specified in the tender is unavailable, then the Executive Board of Directors shall assign an appropriate person.

17.6 Changes to, or authority to exceed the terms of the contract after it has been awarded, require approval of the Executive Board of Directors.

17.7 A member of the Executive Board of Directors is prohibited from submitting quotes, verbally or by tender.

18.0 ADVERTISING IN THE MEDIA

18.1 The Association may endorse the use of local media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the Website and Publicity delegate with accountability to Executive Board of Directors. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the Association. Any transgression is subject to disciplinary action.

18.2 Through the Website and Publicity delegate, the Association shall establish the following:

- a) Liaison contact with the local media setting criteria for the submission of advertising material, processing and checking of accounts and transmitting accounts payable to the Treasurer.
- b) Standards for advertising formats utilizing the Association logo;
- c) That the official logo shall be used on all advertising material relating to Association business or operations;
- d) An annual file of all advertising material for future reference;
- e) That all advertising material pertaining to a particular divisional operation or activity receives the endorsement of the Category Director.
- f) That all advertising material is worded to represent the Association and not give the impression of representing any member, group, subcommittee or official;
- g) That multiplicity of material on the same activity is consolidated;
- h) That material of a sensitive or controversial nature is referred to the President or Executive Board of Directors for approval prior to publication.
- i) Responsibility for payment and ensure that receivables are transmitted the Treasurer.

19.0 ASSOCIATION LOGO, COLORS AND SUPPLEMENTARY CLOTHING

19.1 The Association recognizes that a standard set of colors provides for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing (i.e. third jerseys, coats or track suits) is entirely optional, however, explicit specifications for products bearing the Association logo are designed to provide season-to-season continuity and reduce costs to parent/guardians.

19.2 The association logo shall be “Predators” depicting a bear swatting a hockey puck. The SPMHA logo shall be restricted to official material authorized and approved by the Executive Board of Directors only. No team may use the logo without written consent of the Executive Board of Directors. The president or their delegate must approve all correspondence bearing the SPMHA logo.

19.3 The Association colors shall be black, gold and white.

19.4 Supplementary clothing:

- a) All supplementary clothing is purchased by parent/guardians as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing, and no player shall be penalized for not participating in a purchase plan.
- b) Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parent/guardians. SPMHA recommends the team not subsidize the purchase of supplementary clothing for coaches and other team officials.
- c) Supplementary clothing, purchased as team wear, shall comply with Association colors and specifications to qualify bearing the Association logo (if the team chooses to use the logo);

20.0 EQUIPMENT

20.1 SPMHA will provide equipment including game jerseys SPMHA will provide team equipment including game jerseys and game socks within set guidelines. All game jerseys shall bear the SPMHA logo and all game jerseys and game socks shall be of Association colors namely black, gold and white, excepting U7 (Timbits) and U11 (McDonalds).

20.2 Parent/guardians shall have the responsibility to ensure their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full safety equipment including an approved CSA helmet, a face guard and a neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games. Where league rules require the use of mouth guards, mouth guards shall be mandatory. Otherwise, the use of mouth guards shall be at the parent/guardian’s discretion.

20.3 The Association shall provide each team with two numbered sets of game jerseys – away and home. The Association requires that at the commencement of the season, each team shall appoint “Jersey Parent(s)”. The Jersey Parent(s) shall be responsible for the care, maintenance and distribution of all team jerseys. Players shall be in possession of jerseys during league, exhibition, tournament and provincial games only. The Jersey Parent(s) shall distribute the jerseys to the players prior to game time and shall collect all the jerseys from players at the end of the game. At no time shall players be permitted to keep game jerseys and at no time shall game jerseys be used for practice purposes.

20.4 Team game jerseys are the property of the Association and shall be cared for accordingly.

- 20.5** Sewn-on name bars and letters are not permitted on jerseys. Damage to the jerseys are the expense of player/team to which they are issued, as determined by the Equipment Director.
- 20.6** The Equipment Delegate will allocate Jersey sets to categories. Jersey sets will not be traded across divisions or categories once this designation is made.
- 20.7** Team officials shall ensure all team equipment (including jersey sets) is returned to the Equipment Delegate at the date and time determined by the Equipment Delegate.

21.0 SPONSORS

- 21.1** SPMHA shall seek the support of local businesses and individuals to sponsor SPMHA. Every dollar received through sponsors means one less dollar required through registration fees.
- 21.2** SPMHA encourages members, players and parent/guardians to support local businesses and individuals who support SPMHA.
- 21.3** Team officials are expressly prohibited, without written consent from the Director of Events in advance, from soliciting additional financial support from sponsors recruited by the SPMHA Director of Events.
- 21.4** The names of sponsors and level of sponsorship shall be displayed in a manner approved by the Executive Board of Directors.

22.0 FUNDRAISING

- 22.1** Fundraising for individual teams shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.
- 22.2** Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- 22.3** All fundraising activity is to be documented, collected and disbursed.
- 22.4** Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain. Refunding of seed money from excess fundraising will only go to those who participated in the fundraising, unless otherwise agreed to by the team.
- 22.5** Excess fundraising is to be turned over to the Association at the end of the playing year. These funds may be designated for specific purposes such as equipment expenses, donation etc.
- 22.6** Fundraising and additional sponsorship from an individual team sponsor, other Association sponsors and Stony Plain businesses is discouraged. Interest in this type of sponsorship should be referred to the Fundraising and Special Events Delegate or the Director of Events

- 22.7** Sale or resale of Association scheduled ice is **strictly prohibited**
- 22.8** Teams are encouraged to fully utilize the fundraising opportunities, which benefit the Association.
- 22.9** Certain activities, such as raffles (i.e. 50/50 tickets), require approval and licensing by the Alberta Gaming Association. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized. Any penalties are the responsibility of the applicant.
- 22.10** Use of the name, logo, or other property of the Association for fundraising purposes requires the prior approval of the Executive Board of Directors.
- 22.11** These guidelines apply to groups of teams (i.e. tournament committees and their constituents) as well as individual teams and their members.

23.0 CENTENNIAL ARENA CONCESSION

- 23.1** SPMHA supports the Centennial Arena Concession and in providing staffing for the operation of the Concession the following applies:
- a) The parent/guardian of a player registered with SPMHA shall be required to work two mandatory Concession shifts. At the time of registration, the parent/guardian of a player must provide two postdated cheques (January 1 and January 1) of \$300.00 per shift regarding the mandatory concession shifts. A concession shift shall be deemed to be a minimum of four (4) hours. One weeknight shift and one weekend shift. No registration credit shall be given for the mandatory concession shift.
 - b) The SPMHA Admin shall maintain a recording of all fulfilled and unfulfilled concession shifts. Once the parent/guardian has worked the mandatory concession shifts, the concession cheques provided at the time of registration shall be destroyed. However, if the parent/guardian does not work the mandatory concession shift, the concession cheques shall be deposited to the credit of SPMHA. Further, should the parent/guardian be scheduled to work in the concession but fail to work the mandatory concession shift or does not make suitable arrangements for a replacement worker with SPMHA Admin, to work at an alternative date, the concession cheque shall be deposited to the credit of SPMHA.
 - c) The SPMHA Admin shall maintain a listing of names and phone numbers of those parents/guardians who wish to work additional concession shifts (the "Spares List") at the arena concession. However, those persons listed on the Spares list shall be at liberty to accept or decline additional concession shifts at their discretion.
 - d) Concession shifts are meant to be worked by the parent/guardian of registered players, if an older sibling of the player is working a concession shift, they must be accompanied by one of the parent/guardians working the same shift. At no time shall any person under the age of 16 years be permitted to work in the arena concession. Further, at no time shall a person be permitted to have their children, or any under-age persons, present in the arena concession while working for safety reasons;

- e) Any shifts worked in the Concession by a parent/guardian of a registered player, over and above the two mandatory 4-hour shifts, shall be applied as a credit to the following season's registration fees. Such credit shall be determined by the Executive Board of Directors based on the Concession profit and credited at an hourly rate, and be drawn from general revenues of SPMHA. There shall be no restriction as to the amount of concession credits that can be earned as credit towards the following season's registration fees. Should the amount of concession credit earned in a season exceed the amount of registration fees owed in the following season, such concession credit shall be carried over from year to year;
- f) SPMHA shall allow concession credits to be transferred to another sport association. Further concession credits may be transferred to the credit of another player registered with SPMHA. Such credits shall be drawn from general revenues of SPMHA. Volunteer credits for any purpose will not be returned in cash.
- g) Concession and bingo shifts are deemed the responsibility of the individual which originally signed up for the shift and any needed changes remain the responsibility of said individual. These changes must be communicated via email to the SPMHA Admin

24.0 BINGO

24.1 The SPMHA Admin shall be responsible for arranging bingos on behalf of the Association and the following shall apply:

- a) As per Section 2.19.1, the parent/guardian of a player registered with SPMHA are offered the opportunity required to work bingos for additional credit. These shifts do not count towards the two mandatory concession shifts each player must fill. If the parent or guardian does not show up for their bingo shift, they will be assessed a \$300 penalty or the cashing of one concession shift cheque.
- b) Individual Credit -The parent/guardian of a player registered with SPMHA may volunteer to work a bingo or bingos and shall receive a credit towards registration fees for the following hockey season. To qualify for a full bingo credit, a parent/guardian working a bingo must work from open to close, such hours to be determined by Spruce Grove Bingo, unless released by the Bingo Chairperson. Further, SPMHA shall allow bingo credits to be transferred to another sport association. Bingo credits may be transferred to the credit of another player registered with SPMHA. Such credits shall be drawn from general revenues of SPMHA;
- c) During the hockey season (September – March), any Bingo credit(s) earned towards registration fees will be applied when registration opens for the upcoming season. Any credits earned towards registration fees in the off season (April – August), will not be applied until the registration opens for the following season.

Example: Working a bingo in May 2022 – the credits will apply to the 2023/24 season.

- d) Maximum number of Bingo shift per player will be determine by the Executive annually.

25.0 SPMHA WEBSITE

- 25.1 The SPMHA Admin shall be responsible for the SPMHA website and coordinating/delegating tasks to the SPMHA Webmaster.
- 25.2 The SPMHA website shall be the primary information source for the membership and players in relation to registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information.
- 25.3 Any sponsorship for www.spmha.net which is secured by Stony Plain Minor Hockey Association ("SPMHA") shall be used to cover website costs for the benefit of SPMHA.
- 25.4 All Stony Plain Minor Hockey Association teams will post all coach, assistant coach and team manager names, phone number or email addresses to the team's webpage on www.spmha.net.
- 25.5 All player's information may be added into the team site including parent/guardian information.
- 25.6 All scheduled games and practices must be posted on the team website in a timely manner.
- 25.7 No player statistics are to be posted in the U7 Level team websites. The posting of player statistics is optional for teams at all other levels.

ARTICLE III: HOCKEY OPERATIONS

26.0 HOCKEY OPERATIONS

- 26.1 The Executive Board of Directors shall be charged with the responsibility of managing SPMHA's Hockey Operations as set out in the Bylaws, Operational Policies and Procedures and any other manual of the Association relating to hockey operations to ensure the orderly operation of all hockey programs. The Executive Board of Directors shall set the operational parameters for each program. This will include among other items, ice allocation per division, evaluation scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.

27.0 DIVISIONAL ORGANIZATION (CATEGORIZATION)

- 27.1 The Association shall support a program for all players residing within established boundaries, irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development.
- 27.2 Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues based on community size and population. The Executive Board of Directors annually reviews SPMHA participation in various leagues and will determine the entrance into such leagues based on what is "best for SPMHA"

27.3 The year of birth shall determine the category in which a player can play.

27.4 It is SPMHA's view that all players registered in the Association play at the level consistent with their skills and abilities, and that as players move from level to level, the emphasis is on developmental hockey. The difference between competitive and recreational level hockey within a division simply reflects varying abilities and skill levels of groups of hockey players for that particular year, who are at various levels of development. It in no way reflects any negative connotation on any child's future ability as children grow and develop from year to year. There are as many instances where a child has never played Rep Level in U11 or U13 but do not play Rep level in U15. In order for hockey to be both fun and developmental, all players need to play at the level consistent with their skills and abilities.

27.5 SPMHA shall have teams in the following divisions:

- a) U7 Division (formerly Initiation)
- b) U9 Division (formerly Novice)
- c) U11 Division (formerly Atom)
- d) U13 Division (formerly Peewee)
- e) U15 Division (formerly Bantam)
- f) U18 Division (formerly Midget)

27.6 Subdivision:

- a) Each division may be further split into subdivisions to support the objective of providing a recreational and developmental and competitive experience for players at a variety of skill and commitment levels;
- b) Within any division player selection to subdivisions shall be on the basis of demonstrated skills, estimates of developmental potential and perceived commitment;

28.0 TEAMS

28.1 House league teams shall participate in leagues in which the teams are competitive.

28.2 Player evaluations: The process and objectives of player evaluations is outlined in detail in the Player Evaluation and Coach Selection Process Manual available on the SPMHA website.

28.3 Generally, the following shall apply:

- a) Players must report to player evaluations within their own category;
- b) All players must be registered and have provided payment or a defined payment plan to the Association before participating in any on-ice activity;

- c) Additional team fees shall be established at the first meeting of team parent/guardians at the beginning of the season, and be based in the budget submitted by the Team Manager and endorsed by a majority of parent/guardians. Parent/guardians who cannot commit to payment of additional team fees will advise the Category Director, who may arrange to move the player to a more suitable program.
- d) Rosters on all teams – U9 through U15 - are to a maximum of 19 players in accordance with Hockey Canada Bylaws.;
- e) Player movement is only permitted through affiliation. Head Coaches shall inform the Head Coach of the player they wish to move, preferably through the use of the managers, who will then make the appropriate contact with the parent/guardian and the player;
- f) All games shall end at the scheduled time, except in the case of provincial games;
- g) No person, other than those invited by referees working the game, will be allowed in the Games Official's room at any time;
- h) The SPMHA Admin will distribute ice schedules as soon as they become available.
- i) Coaches shall report all incidents regarding league, exhibition and tournament games that may result in disciplinary action to the Category Director, as soon as reasonably possible after they occur. Coaches or Team Managers failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
 - i. Profanity by players, team officials or club representatives;
 - ii. A player who receives a game misconduct, gross or match penalty;
 - iii. A team assessed two or more bench minors in one game;
 - iv. A coach, or bench assistant, who is ejected from a game;
 - v. A team, who in the opinion of the Category Director, is being assessed too many penalties of a serious nature;
 - vi. A team member or a team follower who repeatedly brings discredit to the team and the Association through violent, abusive or gross behavior on or off the ice.
- j) Players, team representatives and team followers are expected to conduct themselves in a fashion consistent with their status as representatives of the Association and the community. In order to enhance this image the following apply:
 - i. The dress code of the team members shall be at the discretion of the Head Coach.
 - ii. Behavior in or at hotels shall be the team's responsibility;
 - iii. The use of alcohol or illegal substances by team members is not condoned and may be subject to disciplinary action;

- iv. The consumption of alcohol on team busses or in any arena is prohibited;
- v. The team will be held accountable for any charges or damages incurred.

29.0 RELATIONSHIPS WITH OTHER ASSOCIATIONS

29.1 SPMHA shall consider, when asked by a Minor Hockey Association outside Stony Plain, to allow a player to participate in SPMHA if that particular association has an insufficient number of players to form a team. SPMHA may accept registration from a player outside SPMHA boundaries provided the player has no other place to play within their own Association and provided SPMHA has space available within that player's age category. SPMHA will accept players as long as our provincial categorization is not affected by numbers.

30.0 ICE ALLOCATION

30.1 The SPMHA Admin shall assign all ice for the Association. Ice is allocated the teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournament and related issues.

30.2 Practice ice

- a) One hour (shared or alone) per week between Monday and Friday will be scheduled to each team U9 to U15. The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot;
- b) Shared practices, should they be required, will be begin with the U9 Teams, then the U11 Teams, then the U13 teams, and then the U15 teams;
- c) Each week will vary based on ice availability and no team is guaranteed the same practice day and time each week.
- d) U7 teams will share ice beginning with the first slot of the day on Saturday and/or Sunday. Additional U7 ice slots late in the day will be made available on an equitable basis. U7 teams will not be allocated ice Monday to Friday;

30.3 Extra practice ice: Teams requiring additional practice ice must secure and pay for the ice on their own.

30.4 Any team interested in playing an exhibition game is required to apply for a game permit from the SPMHA administrator for all games.

30.5 Scheduling of League Games:

- a) All league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The venue of home games will depend solely on the best use of the ice available. The days and times will be based on availability of the ice and age of the team;

- b) Once league games are scheduled, changes must be made either through trades or through slots posted as they become available.

30.6 Exhibition Games: all ice on weekends not allocated for league games will be given to teams for exhibition games, practices or to reschedule league games. Over the season, this allocation will be on an equitable basis and teams will be chosen based on their league games scheduled. The cost of the on-ice officials (referees and linesmen) for all exhibition games will be paid by the team to the officials in cash prior to the start of the game.

30.7 Outdoor ice

- a) The use of outdoor ice available from the Town of Stony Plain for practice is encouraged;
- b) Coaches shall use discretion when using outdoor ice with respect to varying weather conditions; ice conditions, and age and stamina of players.

30.8 Schedule:

- a) The schedule will be made available no less than on a weekly basis. This is due to changes in the ice availability from other users and other events such as ice shows, non-SPMHA tournaments, Flyers or Eagles games and practices, Winter Games SPMHA host Exhibition games or clinics, Provincial Play Downs and League Play Offs.

30.9 Unused ice

- a) With available ice being recognized as one of the association's most valuable commodities, it is the responsibility of all members of the association to ensure that no association ice remains dark. Any team that is deemed responsible for dark ice will be charged the penalties and associated ice costs imposed upon the Association
- b) Teams when planning for away tournaments or other events shall advise the Ice Allocation Delegate a minimum of fourteen (14) days in advance of such tournament or other event. This allows the SPMHA Admin to not assign ice to the team during the period of the tournament or other event. If this notice is not given and ice is allocated to a team which is attending a tournament or other event and the ice remains dark, the team to which the ice was assigned will be invoiced for the full amount and will not be assigned extra ice until such time as the invoice is paid in full. If ice is traded, the SPMHA Admin must be made aware of the trade as soon as it is made as this directly affects other teams and the schedules of the arenas;
- c) Teams unable to use ice must turn it back to the SPMHA Admin with a minimum of four (4) days' notice. Ice turned back with less than four (4) days' notice that is not used by another team (or sold to another ice user) will be charged to the team to which it was originally assigned and no additional ice will be scheduled until such time as the invoice is paid in full;
- d) One ice contact will be designated from each team (Manager or Coach) at the start of each season. No other person will be allowed to make changes;
- e) Teams that forfeit ice allocated for a league game in favor of a tournament will not be given special consideration for additional ice and may have to forfeit their league game.

- f) Teams may request and be assigned extra ice at the discretion of the ice scheduler to ensure the Association does not have Dark ice

30.10 Ice allocation reports shall be provided to the Association membership at the Annual General Meeting.

31.0 LEAGUE GAMES

31.1 All games will end at the scheduled time regardless of the time started, unless rink attendants indicate otherwise.

31.2 Player boxes: maximum of 5 team officials allowed in the player box at any time.

31.3 Precedence: all provincial games, league games and playoff games scheduled by the Association will take precedence over all other commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff position.

32.0 TOURNAMENTS

32.1 Teams shall only participate in a Hockey Alberta sanctioned tournament.

32.2 With respect to local tournaments:

- a) SPMHA shall host tournaments as determined by the Executive Board of Directors and the Tournament Delegate shall be responsible for the organization and recruitment of volunteers of SPMHA hosted tournaments;
- b) All SPMHA teams **must** participate in and support tournaments hosted by SPMHA in the relevant age category;
- c) Each SPMHA team shall be required to pay the applicable tournament entry fee prior to the tournament date. At the conclusion of the tournament, the tournament entry fee, in whole or in part, shall be refunded to each team from tournament revenues;
- d) Head coaches shall be responsible to invite and solicit teams to participate in a tournament hosted by SPMHA two (2) months prior to the date of the tournament. After that time, the Tournament Delegate shall invite and solicit teams to ensure the appropriate number of teams attend and participate in the tournament.

32.3 With respect to out-of-town tournaments and exhibition games, competition is only permitted with Hockey Alberta recognized teams for divisions U19 through U15.

33.0 TRAVEL PERMITS

33.1 Processing and issuing of Travel Permits is the responsibility of the SPMHA Administrator.

33.2 Teams travelling to tournaments or exhibition games outside of Zone 3 shall require travel permits. Travel permits shall be obtained from the SPMHA Admin and as per Hockey Alberta regulations.

33.3 The following rules are to be adhered to by the coaches of SPMHA. Failure to comply with the Travel Permit regulations will result in a complete suspension of Travel Permits for the entire Association:

- a) All hockey Alberta sanctioned teams must be in possession of a Travel Permit when travelling outside their Zone for exhibition games or tournaments;
- b) Receipt of the travel permit must be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game;
- c) SPMHA teams must have a copy of their travel permit with them at the game or tournament and must indicate the travel permit number on game sheets;
- d) SPMHA Travel Permits will only be available through the SPMHA Admin;
- e) SPMHA will not give out emergency Travel Permits;
- f) Each Member Association in cooperation with the Zone 3 Executive Board of Directors will be responsible for the administration of Travel Permits;
- g) Game sheets for exhibition games or tournament games MUST be forwarded to the SPMHA Registrar and faxed or emailed to the Zone 3 Discipline Chairperson within forty -eight (48) hours of the completion of the exhibition game or tournament;
- h) SPMHA teams are responsible to ensure that any exhibition or tournament game played outside of Zone 3 is accompanied with a Travel Permit;
- i) There are no exceptions to the Travel Permit Regulations.

33.4 SPMHA teams wishing to play exhibition and tournament games (this rule does not apply to regular league games) outside of Zone 3 must have an authorized travel permit before participating in these games. The process to request and secure a travel permit is to email Admin.

- a) Once Hockey Alberta has issued the travel permit, an email will be sent to the individual requesting the travel permit indicating the travel permit number.

33.5 Please note, failure of a team to abide by the above instructions and rules will result in the following penalties:

- a) First offence shall result in a two (2) week ban on travel permits;
- b) Second and subsequent offence shall result in a four (4) week ban on travel permits.

34.0 DUTIES OF COACHES

34.1 Association Head Coaches, as team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in the staff in consultation with the Category Director or the VP Hockey Operations.

34.2 Coaches are expected to do the following:

- a) Be responsive to directives of the Executive Board of Directors and operate the team within established policies and guidelines;
- b) Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;
- c) Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action.
- d) Be sensitive to parent/guardian concerns and be prepared to respond cordially;
- e) Establish regular communication with parent/guardians regarding games, practices, schedules, fundraising etc.;
- f) Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to the other factors is expected;
- g) Commit to the continued development of all players for the full season, once players are selected to a team;
- h) Abide by the SPMHA Fair Play Code and as such deal fairly with players at all times. Rewards or considerations to players or parent/guardians should be those reasonably available to all members of the team. Coaches should not accept gifts, favors or other considerations from players or parent/guardians or place themselves in a situation where their actions may be compromised because of such considerations;
- i) Ensure proper supervision of the team before, during and after all games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players. Also, ensure proper supervision and take responsibility of the team during all team functions whether such functions are at home or away;
- j) Develop a set of rules for the team, which are clearly communicated and enforced equally on all players;

- k) Have a development plan for the season that is congruent with the Associations' player development objectives;
- l) Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association.
- m) Comply with normal administrative directives by doing the following:
 - i. Holding a beginning of season parent meeting;
 - ii. Submitting a budget to parent/guardians and Category Director;
 - iii. Submitting financial statements on a schedule;
 - iv. Completing a coaching application and declaration;
 - v. Submitting a team directory;
- n) Hold a meeting of parent/guardians of players as soon as the team is formed. Items to be covered include:
 - i. Proposed budget, including ice rentals and other purchases, total financial commitment;
 - ii. Number of games and practices planned;
 - iii. Relevant items of Association policy;
 - iv. All activities above and beyond Association planned program, i.e. exhibition games, tournament, additional practices etc., is a team decision.
- o) Encouraged to foster an environment between parent/guardian, player and themselves that communicate continued development throughout the season;
- p) Must have a practice plan prepared for their practices;
- q) Abide by the team rules that are agreed to with the team, which includes arrival times for games and practices;
- r) Upon accepting a coaching position, the coach is provided with the policies listed above and understands their responsibilities;
- s) Responsible to ensure that the Team Manager and treasurer also know their responsibilities and SPMHA policies and procedures;
- t) Fulfill their duties and if a coach is unable to fulfill their duties then they must assign a team official registered with Hockey Alberta to act in their absence.

34.3 Underage On-Ice Assistants

As defined in separate policy.

35.0 DUTIES OF TEAM MANAGERS

35.1 Team Managers shall be directly responsible to the Head Coach who shall be responsible for delegating specific duties.

35.2 In general, Team Managers should assume responsibility for most of the office organizational and administrative tasks thus allowing the Head Coach to concentrate on instruction and player development.

35.3 Team Managers are expected to the following:

- a) Be responsive to directives of the Executive Board of Directors and operate the teams within established policy, guidelines and regulations;
- b) Ensure financial requirements of the Association are fulfilled;
- c) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;
- d) Establish, maintain and enhance communication with other Association team managers at the appropriate level;
- e) Establish, maintain and enhance communication with League commissioners, representatives and participants;
- f) While the following is not a comprehensive listing of all duties for managers, it may serve as a guide for tasks which the head coach delegates;
 - i. Hockey Canada, Hockey Alberta registration;
 - ii. Gathering of relevant player medical history data and establishment of a medical treatment permission waiver;
 - iii. Obtaining of travel permits;
 - iv. Obtaining Special Event Sanctions;
 - v. Organization of parent meetings;
 - vi. Participate in formulation of team objectives and rules;
 - vii. Preparation of team budget;
 - viii. Supervise and monitor collection of money and fundraising;

- ix. Present financial statements to parent/guardians and Association as required;
 - x. Arrange team transportation accommodation and subsistence;
 - xi. Arrange for additional ice;
 - xii. Confirm officials for home games and exhibition play
 - xiii. Confirm scheduled away games;
 - xiv. Confirm any changes to team schedules with regards to officials and ice times;
 - xv. Act as coordinator for Provincial competition;
 - xvi. Organize and manage parent/guardians or parent committees as may be required from time to time – Treasurer, Fundraising Coordinator, Statistician, etc.
- g) Collect and record player medical forms and have them in the team binder at each game and tournament.
- h) Fulfill their duties and if a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence

35.4 The Team Manager upon accepting their position as Team Manager is provided with these policies and agrees to and understands them.

36.0 DUTIES OF TREASURERS FOR MANAGING TEAM FINANCIAL ACCOUNTS

36.1 Team Financial accounts shall be a team activity and responsibility. SPMHA assumes no liability or responsibility in the management of team accounts Team budgets shall be a team responsibility however, all teams must submit a team-approved budget to the applicable Category Director. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc. are placed in a position of trust with respect to the Association, parent/guardians and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parent/guardians are aware of the following rules and guidelines before team budgets are finalized.

36.2 The normal line of communication is through the Head Coach, who acts as the chief team official. Specific duties may be delegated by the Head Coach to other team officials. However, the final responsibility for the team's financial affairs resides with the Head Coach. Team budgets are to be approved by a majority vote of team parent/guardians. Every family having a player on the team gets one vote and must participate in this vote.

36.3 One team official, other than the Head Coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.

36.4 This team official does the following:

- a) Prepares financial statements for team parent/guardians 3 times a year (start of the season, midpoint of the season and conclusion of the season), and are available at any time upon request;
- b) The financial statements will also be submitted to SPMHA Executive Board of Directors via the Treasurer according to the following schedule:
 - i. October 31st - Initial Budget submitted within 7 days of establishing a parent approved budget
 - ii. December 15th – Season midpoint check
 - iii. April 15th – Season’s end
- c) Follows proper financial procedures including establishing an official team account at a financial institution for the security of team members’ funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained up to date at all times;
- d) Provides, under their immediate supervision, any parent/guardian or team member to review the team’s financial operation. Any parent/guardian or team member who requests to review the team’s financial records is to be provided, without question, within 3 business days of making the request, full access to the team’s financial records including original bank statements and records, original expense receipts and any other related financial items of the team’s financial operation so as to perform a full and complete audit of the team’s accounts and financial operation.

36.5 Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach, Category Director or a member of Executive Board of Directors immediately.

36.6 Head Coaches or Executive Board of Directors members becoming aware of such a problem will immediately report the matter to the appropriate Category Director.

36.7 Category Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:

- a) Meetings with team officials and affected parties;
- b) General meeting of team parent/guardians;
- c) Meeting of the Disciplinary Committee; or
- d) Involvement of other Executive Board of Directors members, President, Treasurer, etc.

Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Board of Directors who may elect to take other action as deemed necessary.

36.8 The Team Treasurer, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them.

37.0 DUTIES OF PLAYERS

37.1 Players shall recognize that coaches, managers and other team officials are placed in a position of “loco parentis” (acting as a responsible and reasonable parent) by the Association. As such they are charged with controlling and directing player behavior both on and off the ice, all hockey or team activities, while representing the Association. Players are, therefore, subject to **disciplinary action** at the team, league or Association level, should they exhibit behavior that transgresses these guidelines/expectations.

37.2 Players shall do the following:

- a) Comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
- b) Protest unreasonable direction in a respectful, courteous fashion;
- c) Comply with all Association, League, Hockey Alberta and Hockey Canada rules;
- d) Demonstrate a positive attitude to the game, practice and learning in general;
- e) Arrive for games, practices and other team functions at the time specified by the team;
- f) Have all equipment maintained in good repair and ready for use prior to games and practice; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
- g) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;
- h) Demonstrate respect for the game officials, team mates opposing players and officials by refraining from profane verbal physical or other abuse (including physical gestures) at all times;
- i) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;
- j) Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
- k) Strictly refrain from the use of; or associating with those (excluding parent/guardian or guardian) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity;
- l) Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any

road trip from the time the bus leaves Stony Plain to its time of return. Further, any road trip is a fully functioning team activity and behavior in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

38.0 PARENT/GUARDIAN AND SPECTATOR RESPONSIBILITIES

- 38.1** Parent/guardians and spectator responsibilities shall be centered on commitment and support. Registering in SPMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team. Parent/guardians must be committed to their team for the beginning of the season until the completion of the team's hockey season.
- 38.2** Parent/guardians shall make every effort to ensure their child attends all practices and games for the team.
- 38.3** SPMHA will not tolerate inappropriate behavior by Coaches, Managers, Assistants, Players, Parent/guardians, or fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- 38.4** Conduct of Spectators and Team Followers:
- a) Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary committee.
 - b) Excessively loud cheering as well as parent coaching will not be tolerated.
- 38.5** Parent/guardians must sign and abide by the "SPMHA Parent Expectations – Code of Conduct" Transgressions of the Code of Conduct will be subject to discipline as determined by the Disciplinary Committee.

39.0 TEAM RULES

- 39.1** Players are representative of their team and of Stony Plain Minor Hockey at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to team activities, which shall also include team functions. Players may be suspended indefinitely for violation of the following rules:
- a) All athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies and guidelines regarding the team operations;
 - b) Devices taking photographs or video in dressing rooms may result in criminal charges if utilized inappropriately.

- c) Alcohol, smoking, sunflower seeds and chewing tobacco will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on busses during road trips;
- d) Players will refrain from using profanity at all times;
- e) Road trips are a team activity for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and the Coaching Staff and/or delegated parent/guardians. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Manager or a member of the coaching staff;
- f) Curfews will be established by the coaching staff and must be strictly adhered to;
- g) All players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules;
- h) Proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation;
- i) Dressing rooms will be left clean and tidy after every game. All players are expected to do their part in cleaning up the dressing room after the game. Should any part of a dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the team;
- j) Fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action.
- k) It is the sole responsibility of the players and parent/guardians to ensure they know, understand and obey all Hockey Canada, Hockey Alberta, SPMHA and league rules, regulations, policies and guidelines.

40.0 MIXED DRESSING ROOM POLICY

- 40.1** In Accordance with Hockey Canada, SPMHA firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.
- 40.2** SPMHA stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
- 40.3** Hockey Canada allows co-ed dressing room situations to exist at the U7 Program, U9 and U11 levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

40.4 At the U13 level (11 years old) and above the following conditions will apply in all co-ed team environments:

- a) Stony Plain Minor Hockey Association recognizes the importance of equal participation of male and female players at all levels of league play and in pursuit of this goal will implement policies to ensure the protection of reasonable privacy and safety of all players while ensuring equal access for all players to coaching time and team participation.
- b) It is the responsibility of each individual coach to ensure that no gender is segregated from the rest of the team and no athlete is present in the dressing room in less than his or her hockey equipment base layer when mixed genders are present.
- c) In all cases where members of a team include both male and female players, the following parameters will be adhered to:
 - I. When separate facilities exist for both male and female athletes, they shall make use of these separate facilities in order to change to their hockey base layer and then all athletes will be permitted to come together in the dressing room.
 - II. When separate facilities do not exist for both male and female participants players shall dress and undress in shifts determined by the coach. No athlete is present in the dressing room in less than their hockey base layer in a mixed dressing room environment. If no base layer is worn, players will not be present in the dressing room in less than a shirt and shorts.
 - III. Parents will be made aware of the policy at the beginning of the season as well as presented the coach's plan to ensure that their team is in compliance with it. They will have an opportunity to discuss any concerns they have with the coach prior to implementation.
 - IV. Players wishing to shower will wait until the opposite gender has left the change room to do so. Showering will be done by the greater represented gender first then the lesser. Coaches in this circumstance will ensure that changing is done quickly.
 - V. No recording on devices will be permitted in the dressing room. If used, they will be confiscated by the coach and reported to Division Director immediately.
 - VI. There will be supervision by the coaching staff in the dressing room at all times.
- d) In the event that a team cannot agree upon a reasonable plan of action, the following procedure will be followed:
 - All players will show up to the dressing room in his or her well maintained hockey base layer (no holes). Any player not compliant with this will be requested to use another room to change. After the game is completed, players will remove their equipment down to nothing less than their hockey base layer before exiting the change room.

40.5 As an association we are committed to every athlete feeling like an equal member of their team and for the coaching staff to create an environment of respect and tolerance among all players.

41.0 EVALUATIONS

41.1 Evaluations shall be held for all players registered in SPMHA.

41.2 Stony Plain Minor Hockey Association recognizes that the evaluation process is important to players, parent/guardians, evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey abilities and skills.

41.3 The objective of the evaluation process is the following:

- a) To provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as determined during the on-ice evaluations. The Association also wants to provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude;
- b) Although it is impossible to eliminate subjectivity or previous coach/player experiences, the selection process will reflect on-ice performance during the evaluation period. Again, as an Association, our goal in team formation is to have players of similar ability playing together to maintain balanced teams where the athletes can participate equitably and have fun playing hockey during the season.
- c) The selection criteria will be the same for all players at each level from U9 to U15 and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of SPMHA's programs.
- d) Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Under no circumstances will evaluation results be released to parent/guardians or players. Further, SPMHA does not have the resources to release this information in a form that will educationally benefit and develop the player. This education and development is the responsibility of the coach and parent/guardian. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee and the President of SPMHA. The Evaluation committee at each level will be comprised of the VP Hockey Operations, Director of Player Development, Director of Policies and Procedures and the Category Director. A member of the Evaluation Committee will remove himself from any discussions or decisions that are required to be made regarding his or her own child. Members of the Executive Board of Directors will not release evaluation data. As well, all members of the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released;

- e) Any new player that registers with our Association will have the opportunity to try out for the highest level in their division as long as the tryout is prior to the cut-off date as determined by the Association.
- f) Any injury, which prevents a player from completing the evaluations, will be dealt with on a case-by-case basis by the Executive Board of Directors.

41.4 The Procedures for player evaluation can be found in the Player Evaluation and Coach Selection Manual posted on the SPMHA Website.

42.0 AFFILIATION

42.1 SPMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta, Northern Alberta Interlock and Hockey Canada regulations. The Executive Board of Directors will establish affiliations annually.

1. Affiliation Template:

- i. The Executive Board of Directors will create and release the Affiliation Template, which will indicate allowable player movement between divisions.
- ii. Any requested deviations from the published template will require additional justification and approval and must be noted on the Affiliation Form.
- iii. The allowable player affiliation movement will be based on rules and guidelines set out by Hockey Canada, Hockey Alberta and NAI.

42.2 As per Hockey Alberta regulations, no player shall play more than ten (10) games for the affiliated of any season.

42.3 Any player's registered team's must be granted from the player's registered team coach for the player to attend any activity of the affiliated team.

42.4 Affiliated players should be encouraged to attend practices of the affiliated team at the request of the affiliating team's coach, which do not conflict with their own team's practices. This allows the affiliated player to become more familiar with the players and coaching style of the team to which they are affiliated and builds confidence in the affiliated player playing at a higher level.

42.5 Only teams U9 and above may affiliate.

42.6 No lateral affiliation is allowed.

42.7 When considering affiliation, the following benefit/drawback factors will be taken into account and priority given as follows:

- 1. To the athlete.
- 2. To the resident team.

3. To the affiliate team.
4. To the Association, in particular as it pertains to classifying the affiliate as an “impact” player.

42.8 All reasonable efforts will be taken to avoid the affiliation of “impact” players and when in question, those players may be monitored by the Executive to ensure the Association’s reputation is protected.

42.9 In the event a U13 player is affiliated to a U15 team, it is recommended that the U13 player have completed a checking clinic prior to playing in a U15 game.

42.10 A call and/or agreement must be made and permission granted from the Head Coach the player is registered to. An affiliation form must be completed by the Head Coach of the team wanting to affiliate players and must be signed by the Head Coach of the player’s registered team wanting to affiliate players and must be signed by the Head Coach of the player’s registered team and the player’s parent/guardian, as well as the division director and either the President or SPMHA Administrator.

Regular season games have precedence over all other hockey activity. This means that if the player has a regular season game with their own team and is called up for a game, the player has a responsibility to play for their own team. Head Coaches should, at every opportunity, encourage players to play at a higher level.

43.0 PLAYER MOVEMENT

43.1 Players may request a “**Permission To Try Out Form**” from SPMHA in effort to play U13/U15 AA/AAA for another Association.

43.2 The sole intent of moving players to other Associations is to allow U13/U15 AA/AAA players to play at the AA/AAA level if they are capable. All efforts must be made to keep Stony Plain resident players playing in Stony Plain.

43.3 Only U15 age players may apply for player movement forms.

43.4 Players will only be given permission to tryout at the AA/AAA level. Players must make the designated U13/U15 AA/AAA team indicated on the “Permission to Try Out Form” before the Player Movement Form will be completed. The Movement Form will be forwarded by SPMHA to the new minor hockey association on the player’s behalf once it has been confirmed between associations that the player has made the team for which they were trying out.

43.5 Should the player exhaust all opportunities to make designated teams, they must immediately report back to SPMHA.

43.6 Players may request additional “Permission to Try Out” forms, provided they have met the Hockey Alberta conditions for Player Releases, under the Minor Hockey Section.

43.7 The “Permission to Try Out Form” may only be signed by the SPMHA President or their designate.

43.8 Player Movement Forms other than for Permission to Try Out (i.e. player is moving outside of SPMHA boundaries) are to be requested by the player's new minor hockey association along with the completed Hockey Alberta Parent Declaration form.

44.0 HOCKEY CANADA, HOCKEY ALBERTA, AFFILIATION AND PROVINCIALS

44.1 The Association recognizes Hockey Canada and Hockey Alberta as governing bodies of the sport of hockey, and abides by all rules and regulations instituted by these bodies.

44.2 Registration of players:

- a) All teams in the representative Division shall be registered on the Hockey Canada Registration System.
- b) All teams in the house leagues shall be registered on the Hockey Alberta Registration System.

44.3 Team Affiliation:

- a) The responsibility for recommending team affiliation shall be that of the Category Director, in consultation with coaches, President and the Registrar.
- b) The affiliation document shall be signed by either the President or SPMHA Administrator.

44.4 Participation in Provincial playdowns;

- a) Participation in Provincial playdowns by Representative Division teams shall be at the discretion of the Category Director
- b) The amount of grants to Representative teams for such participation shall be determined annually by motions of the Executive Board of Directors
- c) Organization and participation in Provincial Playdowns by SPMHA teams shall be at the discretion of the Head Coach and Category Director and subject to the approval of the President, under the following conditions;
 - i. No formal team organization shall take place prior to January 10 of any year;
 - ii. All financial aspects of the activity will be assumed by team members.

45.0 PLAYER ACCELERATION

45.1 Hockey Canada programs and divisions are intended to focus on the overall quality of the hockey experience. Each age division has pre-defined goals and recommended areas of focus. As a player moves through each age division, skills and knowledge learned in the earlier division are built upon in a systematic manner. However, there may be times when an individual player is so gifted that they

exceed the skills of their age group and are superior in skill and ability to the next division. It may therefore be beneficial to the player to advance a division though they are underage.

45.2 Accelerated players in the categories U9 and above shall be permitted at the written request of a parent/guardian. The Operations Committee will determine the player's eligibility. Movement of such a player will be considered under exceptional circumstances. Parents who, after discussion with their player, feel that their child is an exceptional player may make an application under this policy to advance their child. Players making application under this policy must also possess the physical, emotional and social maturity to match their superior hockey skills.

45.3 Criteria:

To minimize the administrative effort that would be involved in evaluating a large number of applications every year. Applications will only be accepted for players meeting the following criteria.

- i. The player is a second-year player.
- ii. In the previous year in the younger division the player ranked in the top 10% of evaluation drills.
- iii. Player has shown an increased aptitude for the game.
- iv. Player has an above average to excellent hockey skill set.
- v. No advancement will take place when the higher age category is capped or has an established waiting list of players

45.4 Process:

45.4.1 All steps in the process listed below must be followed or the player will be considered ineligible:

- i. The player must register in their appropriate age category.
- ii. Parents/Guardians must apply in writing to the VP Hockey Operations by Aug 15th using the "Player Acceleration Application Form".
- iii. A letter of reference from the previous year's coach and Division Director must accompany the application in support of the try out.
- iv. Written acceptance of the Conditions of Player Acceleration will be submitted by the parents with the application and supporting documentation.
- v. The player will be invited to try out in the higher division and be assessed by the standards of that division.
- vi. The selected coach of the highest team will prepare and submit to the Operations Committee their evaluation matrix for the team no later than 7 days prior to evaluations. This matrix will need to be approved by the Operation's Committee and kept on file by the Division Director.

- vii. The evaluation process and grading matrix that will be used during evaluations will be shared with the players and parents who will be trying out for the team at least 48hours prior to evaluations commencing.
- viii. Evaluations will be conducted using this matrix by non-biased, volunteer members accepted by the coach and Operational Committee.
- ix. The applicant must grade in the top 5 of the highest-level team(s) in the division for U11 and in the top 3 of their position in U13 and U15.

45.4.2 If the above criteria or process steps are not met, the player will move back and grade with their appropriate age division.

45.4.3 The player will be monitored throughout the year and where, in the opinion of the SPMHA executive, playing at the higher level has negatively impacted the player, the player will be moved back to their age appropriate division.

45.5 Goaltenders:

Goaltenders must meet all of the criteria. In addition, they must be ranked in the top two goaltenders in the higher division.

45.6 General:

45.6.1 Acceleration will not be approved for the following reasons:

- i. Dislike of coach or team members
- ii. Ice times
- iii. Parent wishes

45.6.2 Approval will only be granted for one year.

45.6.3 Higher divisions or teams cannot affiliate Player.

45.6.4 Player must play on the top tiered team(s) of the division.

45.6.5 If approved the highest level team will carry this player as part of their season's roster.

45.6.6 At no time, can the movement of a player, either up or down, affect the minimum or maximum number of players required to form a team.

45.7 Exceptions:

In the event that a player is new to SPMHA and therefore does not meet the previous season's grading criteria then the following must be submitted as part of the application in place of the criteria:

- a) Letters of recommendation from the coach (of the team the player played in the previous year), Division Director (from the level where the player played), and the President of the previous association.

46.0 PLAYER ICE TIME

- 46.1 Coaches shall, within reason, give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions, attendance, and other matters, but these should generally have a minimum impact on final playing time.
- 46.2 **U18 house, U15 house, U13 house, and U11 house and U9 and U7** players will receive equal playing time. There may be variations on the implementation of this in terms of penalties, discipline issues, suspensions, attendance, and other matters, but these should generally have a minimum impact on equal playing time.
- 46.3 **U7 and U9** Level players will receive equal playing time. There are no designated goaltenders and all players shall be given the opportunity to play at all positions.
- 46.4 Goaltenders
 - a) **U11, U13, U15 and U18** can play approximately 50% of the games for the team. Goalies are to be assured equal ice time like all players on the team. Where there is only one designated goaltender on a team, this rule will not apply.

47.0 COACH SELECTION

- 47.1 SPMHA shall use a formal coach selection process. The procedures for this process can be found in the Player Evaluation and Coach Selection Process Manual posted on the SPMHA website.
- 47.2 All Head Coach appointments are subject to ratification by the Executive Board of Directors.

48.0 COACH DEVELOPMENT

- 48.1 SPMHA shall strive to develop coaches to Hockey Canada coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics for SPMHA members.

49.0 ASSOCIATION FUNDRAISING EVENTS

- 49.1 All SPMHA teams are required to participate in annual Association fundraising event(s). Failure to do so exempts the offending team from access to player development funding or programs, additional green ice and any Association sponsored funding for the duration of the season.

ARTICLE IV: DISCIPLINE

50.0 RISK MANAGEMENT

50.1 SPMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety and Abuse Issues.

50.2 Insurance Issues:

- a) Insurance is purchased by SPMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team;
- b) Only coaches, managers, and players registered or affiliated to that team are protected. Under no circumstances are players not registered with SPMHA or affiliated with the team allowed to practice or play with that team;
- c) Violation of this policy puts the coach, parents/guardians of the team and the association at a high level of personal financial risk;
- d) Violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation;

50.3 Regarding Abuse:

- a) Hockey Canada has adopted a zero-tolerance policy on abuse. SPMHA supports this policy;
- b) Hockey Canada provides extensive definitions and examples of abuse harassment, which should be reviewed. Hockey Canada has provided the following information booklets; SAFETY FOR ALL and SAFETY REQUIRES TEAMWORK and the brochures SPEAK OUT, and HOCKEY SHOULD BE FUN, RIGHT? Which further discusses this issue. Copies of these booklets may be available from the SPMHA office. This information is also available on Hockey Canada's Website <http://www.hockeycanada.ca> and Hockey Alberta's Website <http://www.hockeyalberta.ca>
- c) It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. SPMHA and its members will follow this policy. The reporting member shall advise the SPMHA president if such reports occur.
- d) Stony Plain Minor Hockey Association (SPMHA) is committed to providing a sports environment which promotes equal opportunities and prohibits discriminatory practices.
- e) Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

- f) This policy applies to all categories of members in SPMHA, as well as to all individuals participating in SPMHA activities, including, but not limited to, players, officials, Coaches, Team Officials, and Executive members.
- g) This policy applies to harassment which may occur during the course of all SPMHA business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meeting and travel associated with these activities.
- h) Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive, or physically harmful, regardless of how it is delivered, e.g., directly or indirectly, verbally, in writing, physical or through social media. Types of behavior which constitute harassment include, but are not limited to the following:
 - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
 - ii. Condescending, patronizing threatening or punishing actions which undermine self-esteem or diminish performance.
 - iii. Unwanted or unnecessary physical contact including touching, patting, or pinching.
 - iv. Any form of hazing.
 - v. Any form of physical assault or abuse.
 - vi. Any sexual offense.
 - vii. Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- i) When any person in authority has a reasonable belief that in the course of SPMHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Alberta child protection authorities or the RCMP and shall immediately advise the VP Hockey Administration of having made this report.
- j) SPMHA shall take no further action until such time as the authorities and/or police have concluded their investigation.
- k) The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

51.0 INJURY REPORTS

- 51.1 The Hockey Canada Injury Report form shall be used to report injury incidents.

51.2 Instructions on completing the Hockey Canada Injury Report form are contained in the document called Accident Report Forms Reporting forms. All coaches are given a supply of these forms. Additional copies are available from the SPMHA office.

51.3 Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy files in the SPMHA office.

52.0 CODE OF CONDUCT AND ZERO TOLERANCE POLICY

52.1 Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association, and behavior is expected to mirror the spirit of the Bylaws, Policies and Procedures, and this Code.

52.2 All members and participants of the Association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive Board of Directors members, employees, property of the Association, as well as the property/guidelines/requirements of rental facilities used by the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, Executive Board of Directors members, employees, SPMHA stakeholders, or damage to the property of the Association, to the property of another association, or to the property of rental facilities used by the Association will not be tolerated. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

52.3 The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.

52.4 Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Category Director and/or Coach to assist their child in changing before or after a game.

52.5 In no circumstances is a parent/guardian or fan to enter the opposing teams dressing room.

52.6 Officials are not to be consulted regarding any suspendable infraction.

52.7 Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the Bylaws or the Operational Policies and Procedures of the Association.

52.8 Any player, parent, or spectator found to be participating in harassment or abuse of any kind (including, but not limited to cyber-bullying, emails, social-media chatter or texting) will be dealt with immediately and will face disciplinary action as follows:

- a) **First Offence:** automatic 3 game suspension
- b) **Second Offence:** (minimum) suspension to be determined by an in-person hearing.

53.0 INCIDENT REPORTS

- 53.1** The Incident Reporting form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory.
- 53.2** All coaches are given a supply of these forms. Additional copies are available from the SPMHA office.

54.0 OFFICIATING INCIDENT REPORTING POLICY

- 54.1** A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. SPMHA is not responsible for officials. Hockey Alberta Referee in Chief of Zone 3 is responsible for all referees.
- 54.2** Complaints or incident reports concerning referees must be made in writing by the Head Coach or Team Manager or the Referee in Chief with copies forwarded to the Category Director and VP Hockey Administration.
- 54.3** Reporting process:
- a) Team members and team representatives shall not speak to the officials about officiating concerns during or after the game, nor contact the Referee-in-Chief or person responsible for assigning referees;
 - b) The complaint shall be provided in writing to the Referee In Chief, signed by the Head Coach or Team Manager, within 48 hours. The incident reporting form may be used for this purpose;
 - c) The complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available), and rule infractions, rule interpretations or conduct incidents giving rise to the complaint;
- 54.4** The Referee in Chief will investigate complaints and incident reports received concerning referees and respond to the complaint.

55.0 ISSUES, CONCERNS AND GRIEVANCES

- 55.1** All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.
- 55.2** Regarding general issues, concerns and grievances:
- a) Unless otherwise specified, the procedure for resolving Issues, Concerns and Grievances in SPMHA is to take the Issue, Concern and Grievance through the following levels in order.
 - i. Team Manager;
 - ii. Head Coach;
 - iii. Category Director;

- iv. Disciplinary Committee.
- b) SPMHA will not entertain lawyers present at Executive Board of Directors meetings, with the exception of a lawyer representing SPMHA;

55.3 Regarding team issues, concerns and grievances:

- a) At the first parents meeting for the team, each Head Coach will outline their manner in dealing with parent/guardian Issues, Concerns and Grievances. If there is a team Issue, Concern or Grievance, begin by addressing it with the process outlined in the parents meeting;
- b) The Head Coach has the ultimate responsibility for the team and will discuss Issues, Concerns and Grievances with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue, Concern or Grievance, about or at a particular game, discuss the issue after waiting for 24 hours following the game.
- c) The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues, Concerns or Grievances. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.

55.4 Regarding evaluation issues, concerns and grievances:

- a) The VP Hockey Operations shall investigate all Evaluation issues, concerns and Grievances with the appropriate Category Director;
- b) All Evaluation issues, concerns and grievances, must be in writing, signed and delivered to the VP Hockey Operations. The complaint must contain a description of the event, its location, the division involved and a contact phone number. The VP Hockey Operations may contact his person for clarification of the event in question to obtain further information and shall conduct an investigation.
- c) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the complainant feel that the issue is still not resolved, the issue will be forwarded onto the President for future action.
- d) SPMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The VP Hockey Operations will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

56.0 DISCIPLINE

- 56.1** All members, players, participants and fans are expected to abide by SPMHA's Code of Conduct. Violation of the Code of Conduct will result in disciplinary action being taken.

56.2 The Association expects members to exhibit qualities of leadership in an effort to promote player' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

57.0 STANDARDS OF BEHAVIOR

57.1 Standards of behavior should be clearly defined and maintained throughout the season. It is recognized, however, that behavior may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive Board of Directors, Delegates, Team Officials (Coaches, Assistants, Trainers, and Managers etc.), Players, Parent/guardians and spectators and may take the form of, but are not limited to the following:

- a) A verbal reprimand.
- b) A written reprimand.
- c) A demand for an apology, either written or verbal, to any affected party.
- d) A suspension from participation in or at Association activities.
- e) A recommendation for an expulsion from the Association; or
- f) A combination two or more of the above.

58.0 COMPLAINT PROCEDURE

58.1 A complaint may be raised by any member of the Association, by members of another association (through their association's Executive Board of Directors), by league officials or by members of the Association's Executive Board of Directors acting in response to a report from game officials or by any other party.

58.2 A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.

58.3 Complaints or other Discipline Issues forwarded in writing to the Executive Board of Directors will be separated into one of two categories:

- a) If the issue requires the assessment of discipline for conduct matters, the item is turned over to the Discipline Committee;
- b) If the issue is policy or program related, including discipline to be issued for on-ice conduct, it will be turned over to the Executive Board of Directors.

58.4 The VP Hockey Administration will perform the separation of issues into those to be dealt with by the Executive Board of Directors and those to be directed to the Discipline Committee.

58.5 The Discipline Committee will be comprised of the VP Hockey Administration, the Director of Policies and Procedures, the Director at Large and the President. Other applicable Directors (i.e. Division Director, Coach Director, Treasurer, etc.) may be required to participate with the Discipline Committee depending on the nature of the complaint.

58.6 Examples of incidents which may warrant disciplinary action are as follows:

- a) Profanity by any member of the Association;
- b) A player or team official who receives a game misconduct, gross or match penalty;
- c) A team assessed two or more bench minors in one game;
- d) A coach, who in the opinion of the Category Director, is being assessed too many penalties of a serious nature;
- e) Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice;
- f) Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;
- g) Communication with a member and/or Executive member that does not follow the code of conduct, e.g., 24-hour rule, use of profanity, bullying, harassment, abuse, etc.
- h) Any other inappropriate incident.

59.0 COMPLAINT ESCALATION PROCESS

59.1 Individual has issue with something other than an on ice-official related incident.

59.2 Individual's issue still remains after a 24h cooling down period.

59.3 If issue is with other parent on team the approach should be to discretely and privately resolve it between the two parties.

59.4 If the issue still remains, the issue or complaint must be verbally sent AND followed up with email or written signed letter to the team manager. Manager will respond to this and work with the parents to resolve, within 48h of notification.

59.5 If a resolution is not reached within 48h of being communicated to the manager, the parent can forward a copy of the original email or letter to the Head Coach and request a meeting with the manager and coach to resolve with the issue within 7 days.

59.6 If resolution is not reached within the 7 days of being communicated to the coach, the Division Director will be informed of the issue by the coach and/or parent and a meeting between the Parent, Coach and Division Director will be scheduled within 7 days of the Director being notified.

59.7 If resolution has not been reached at the outcome of this meeting either party may choose to escalate this to the Disciplinary Committee via the SPMHA Complaint Intake Form. Incomplete forms will not be accepted. The VP Hockey Administration will chair this Committee and will respond within 48 hours of receiving this complaint to advise of the investigative process and to provide a copy of this process. The two parties involved with the issue will be spoken to by two members of the Discipline committee by face to face conversation or a phone conversation if this is not possible. After these have been completed, the Discipline Committee will convene as a whole to determine if an informal hearing is sufficient or if a formal hearing is warranted.

59.8 If three members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may thoroughly investigate the complaint by speaking to both parties and any witnesses, accept submissions in writing or recorded from first hand verbal conversations with the Complainant, person being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide a written notice of its decision to both the Complainant and the party being investigated.

59.9 Should either the complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing within 72 hours, that the Discipline committee undertake a formal hearing.

59.10 If the formal route is requested, the Discipline Committee will acknowledge the request within 24 hours of receipt and a formal hearing will be convened within 14 days of the formal complaint form being received. If no request has been received within 72 hours of the Discipline Committee sending the notice of decision, the matter shall be considered closed.

59.11 Formal Hearing:

The Discipline Committee shall establish a date and time for the formal hearing in the following manner:

- a) At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing;
- b) The Respondent and the Complainant shall provide the requested information prior to the hearing;
- c) At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing;
- d) The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing;

- e) If either the Complainant or the Respondent shall fail to appear at the Hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

59.12 Conduct of the Hearing:

- a) Prior to the hearing, any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the Hearing;
- b) The Chairperson of the Discipline Committee shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the Chairperson is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing;
- c) Prior to the commencement of the hearing, the chairperson may either provide each witness with an information sheet on the hearing process or, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process;
- d) The witnesses will not be sworn, nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape recording of the proceedings;
- e) The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this rule is that a parent or guardian must accompany minors.
- f) The Discipline Committee comprises volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing;
- g) The complainant and the complaint's witness shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The Respondent shall be present during these presentations and shall have the right to ask questions of each witness through the Committee Chairperson.
- h) The Committee Chairperson may determine if a question asked by the Respondent is irrelevant to the investigation. The Chairperson may then instruct the witness not to reply to the question and inform the Respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference;
- i) The respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.

59.13 The Discipline Committee shall render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal, at the outset, but shall be confirmed in writing. Any complaint initiated by the SPMHA Complaint intake form, a follow up notice

of closure will be communicated to all parties at the end of the complaint process and a copy provided to the President within 15 days of the conclusion.

59.14 The Discipline Committee shall maintain a paper file and an electronic file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by both the Discipline Committee President and VP Hockey Administration. The electronic repository for the discipline files will be maintained by the Administrator and the folder is owned by both the President and VP Hockey Administration. The owners of the discipline folder will be responsible for familiarizing themselves with the discipline records prior to the AGM and then again at the start of a new season.

60.0 COMPLAINTS AGAINST GAME OFFICIALS

60.1 The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, any local association regarding referees and Hockey Alberta govern the referees and other officials.

60.2 Written complaints about game officials must be reported in writing to the Referee-in-Chief of SPMHA, setting out the particulars of the incident and must be signed by the individual making the complaint. If the complainant is not satisfied by the decision of a local referee association, the decision can be appealed to the North Zone Director of Referees for Hockey Alberta.

61.0 GAME AND RULE RELATED INFRACTIONS

61.1 Complaints arising from violation of the rules of hockey in a game situation shall be referred to the Executive Board of Directors.

61.2 Generally, there are three stages to the Discipline Process:

- a) Informal Process;
- b) Formal Process;
- c) Appeal Process.

61.3 Without restricting the foregoing, the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded under the Informal Process;
- b) Unless specifically addressed in the league rules, second infractions by players will normally proceed directly to the Formal Process.
- c) Suspension: when applied to players shall specify:
 - i. The number of games to which the suspension applies, both league and exhibition, or

- ii. The time period for which the suspension applies,
 - iii. Suspension includes no activity in the dressing room or bench area, prior to or after the specified games or during the specified time period.
- d) Suspension: when applied to parent/guardians, coaches or team followers, shall normally restrict the access of those persons to dressing rooms, bench areas, spectator areas of arenas, or the arena itself.

61.4 The Informal Process:

- a) The Executive Board of Directors may delegate the responsibility for discipline under the Informal Process to the Category Director;
- b) Standard suspensions:
 - i. Where Hockey Canada Current Rule Book dictates a suspension for a player, for a rule transgression, and game officials determine, by write-up, that such a transgression occurred, the suspension should be implemented by the coach, in consultation, with Division officials as a matter of routine.
 - ii. Teams that play within leagues affiliated with the Hockey Canada Association, Hockey Alberta, Edmonton Minor Hockey Association or any other governing body must adhere to the discipline policies and guidelines of such body. Discipline assessed by these governing bodies must be appealed through each body's proper channels. Procedures are found in coach's handbooks available through the SPMHA office.
 - iii. Coaches are expected to familiarize themselves with the discipline and suspension guidelines of the league in which their team participates. In some circumstances (representative and interlock) leagues may have their own discipline and suspension procedures. In such circumstances, the league policies must be followed;

61.5 The Association may apply its own discipline process should conditions warrant and may issue its own discipline, which shall be in addition to any discipline imposed by the league governor.

61.6 The greater penalty always takes precedence.

61.7 Non-standard suspensions:

- a) When incidents occur that warrant disciplinary action, they must be reported to the Association as quickly as possible, and at least prior to the next game, for action;
- b) The Category Delegate and Team Official(s) shall meet to discuss and investigate the incident;
- c) In investigating the incident, they may consult such game officials, players, parent/guardians other observers that they deem necessary to gain relevant facts of the incident.

- d) If the incident is program related (rules violation, abuse of officials etc.) by a coach or player in a situation covered by hockey rules, they shall be forward a report and their preliminary assessment to the Executive Board of Directors.
- e) The coach is responsible for imposing discipline for player(s) or other team officials.
- f) Notwithstanding the above, should a team official, player or parent/guardian feel that the Informal Process has not satisfactorily resolved the issue, it may be appealed to the Formal Process in writing with the stipulation that:
 - i. Discipline imposed under the Informal Process remains in effect until the Formal Process is complete;
 - ii. For incidents of a very serious nature, the VP Hockey Administration may impose an interim suspension to members(s) and proceed directly to the Formal Process.

61.8 The Formal Process:

- a) Serious infractions or repeat infractions of a serious nature may require that the Executive Board of Directors convene a disciplinary hearing into the matter;
- b) Such disciplinary hearing requires a panel of not less than three members of the Executive Board of Directors;
- c) The hearing shall proceed in the same manner as that set out for the Discipline Committee.

62.0 APPEAL PROCESS

62.1 Should either the Complainant or Respondent feel that a decision of the Discipline Committee, has not satisfactorily resolved the issue, the decision of the Discipline Committee or Executive Board of Directors may be appealed to the Appeal Committee by filing written application to appeal, within three (3) days of the verbal rendering of the decision of the Discipline Committee or Executive Board of Directors.

62.2 The application must be accompanied by an Appeal Fee of \$150.00 in cash, bank draft, money order or certified cheque payable to the Stony Plain Minor Hockey Association.

62.3 Members of the Appeals Committee shall consist of one member of the Executive Board of Directors and two members at large. Participation on the Appeals Committee by members of the Executive Board of Directors shall be rotated with each Appeal Hearing and no member of the Executive Board of Directors shall sit on more than one consecutive Appeal Hearing.

62.4 The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time.

62.5 The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the written material and summaries before the Discipline Committee or Executive Board of Directors. The Appeals Committee may request further written material from the Complainant and/or Respondent or their witnesses. The Appeals Committee may

also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow adequate time for each of the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed, or some variation of the decision of the Discipline Committee or Executive Board of Directors should be undertaken.

62.6 The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Discipline Committee or Executive Board of Directors to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all of the circumstances.

62.7 Regarding refunds:

- a) If the appeal to Appeals Committee results in an endorsement of the decision of the Discipline Committee or Executive Board of Directors, or an increase in penalty, the fee shall be forfeited; or
- b) If the Appeal to the Appeals Committee results in a modification or lesser penalty than that imposed by the Discipline Committee or Executive Board of Directors, the fee shall be refunded.

62.8 Further appeal:

- a) The decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, Hockey Canada or legislation;
- b) Any member who feels that the discipline levied by the Appeals Committee is excessive may appeal to Hockey Alberta in accordance with the regulations and policies in place by Hockey Alberta in respect to the filing of appeals;
- c) Three members of the Executive Board of Directors will form the Appeal Committee and the appellant should provide a \$150.00 fee.