



NEW SAREPTA MINOR HOCKEY

ASSOCIATION

POLICIES AND PROCEDURES

Adopted: September 2023

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## 1. Preamble

The Policies and Procedures outline the regulations under which the New Sarepta Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Policies and Procedures, all participants (individuals and teams) in New Sarepta Minor Hockey, all members of the Association, including player, parent/guardian, coach, team official or team, follower and fan, are bound by the Bylaws and the Policies and Procedures of the New Sarepta 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.

The Policies and Procedures may be revised or amended from time to time as determined by the New Sarepta Minor Hockey Association Executive Board of Directors. However, prior to revision or amendment to the 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. Any changes, amendments or revisions to the Policies and Procedures shall be voted upon by the Executive Board of Directors using voting procedures outlined in the Bylaws. Further, revisions or amendments made to the Policies and Procedures must be indicated by date at the bottom of the applicable section which has been revised or amended.

## 2. Glossary of Terms

**NSMHA:** New Sarepta Minor Hockey Association

**Association:** New Sarepta Minor Hockey Association

**Board:** Executive Board of Directors acting as a body

**Director:** any person elected or appointed to a position on the board

**Level:** particular age category as outlined by Hockey Alberta.

**VP:** Vice President.

**Members:** member of the association who is in compliance

**Coaching Staff:** consists of head coaches & their assistants

**Team Management:** consists of manager & assistant manager

### **3. Program Purpose**

In the context of good sportsmanship and citizenship, the purpose of the Association is to facilitate and further the physical, mental, emotional, development and well-being of program participants through the sport of hockey.

### **4. Values and Principles of Operations**

#### **4.1. Values**

The following values will guide decision making in the Minor Hockey program.

- Respect.
- Fair play and sportsmanship.
- Commitment/dedication and hard work.
- Skill development – mental, emotional, social, physical.
- Personal discipline and self-control.
- Acceptance of responsibility.
- Excellence/fulfillment.
- The team comes first. Without the team there is no opportunity for the individual.
- Safety of program participants is paramount.

#### **4.2. Principles**

The NSMHA program will operate in accordance with the following principles:

- Participation in the program should be an enjoyable experience for all including but not limited to executive, coaching staff, team management, players and parents.
- To hold a coaching position, coaches require at least the minimum level of certification specified by Hockey Alberta for the level coached.
- Conflict will be resolved as early a stage as possible in all situations.
- Use of ice time will be optimized.
- Success on the ice is a by-product of the life and other skills - physical, mental, social and emotional – taught to program participants.
- Every participant in the program will have an equal opportunity to learn.
- Every participant will play at the right/appropriate skill level.
- Participant risk of injury will be minimized.
- No child shall be refused registration if they meet the basic requirements as stated by Hockey Alberta.
  - See registration exceptional circumstances
- Abuse of officials, coaching staff, program participants and members of the Board of Executive will not be tolerated.

- As an organization dedicated to excellence, and in keeping with the notion that our athletes should participate in an enjoyable and safe environment, the use and/or consumption of alcohol, cannabis, vaping, illegal drugs, tobacco and tobacco products by players, members, coaching/management staff and members of the Board of Executive will not be tolerated during hockey related activities where minors are present as per HA guidelines.

## 5. Program Outcomes

The success of the NSMHA program will be evaluated each year against the following criteria:

- The development of each child in the program is maximized.
- Player satisfaction is at a high level and shows improvement from year to year.
- Parent satisfaction is at a high level and shows improvement from year to year.
- Participation in the program improves/increases each year.
- Dropout rates from one year to the next within a level, and from one level to another, are reduced. That is, participants have acquired the skills necessary to be successful in each successive year of the program and at each successive level.
- Conflicts are resolved in an efficient and mutually acceptable manner.
- Program costs are reasonable and reflect the cost of program operations.
- Annual satisfaction surveys will be conducted.

## 6. Program Components/ Elements

### 6.1. Components

The major components in the NSMHA hockey program will be guided by both Hockey Canada & Hockey Alberta guidelines. The basis of which include:

- Player and Goalie Clinics
  - NSMHA provides multiple opportunities for players and goalies to participate in clinics focused on developing individual and team skills. These clinics will be provided by NSMHA at no cost to players.
- Individual skill development – physical, mental, social, emotional
- Physical – skating, shooting, passing, puck control, checking
- Mental – thinking skills, values
- Social – the ability to work cooperatively to produce a result
- Emotional – personal discipline and self-control – the ability to not let others take one out of the game.
- Positional play – skills associated with a particular position and on-ice relationships.



## **6.2. Elements**

### **6.2.1. Intro to Hockey**

The U7 and U9 levels are considered to be **Intro to Hockey** levels within the Association and will follow the Hockey Alberta **Intro To Hockey** Model.

### **6.2.2. Pond Hockey Program**

To operate and offer a Pond Hockey Program to children between the ages of 4-18 years of age. The program will offer the opportunity to families looking for a safe hockey option but without the full commitment and financial obligation of mainstream hockey. All participants must register with the association, but MHA boundaries do not apply when accepting players. The program will teach basic hockey fundamentals but will focus on the fun of the game. Players must always wear full equipment on the ice.

### **6.2.3. Development Pathway**

The U11, U13, U15 and U18 levels are considered competitive levels within the Association and will be tiered within the league.

At the U7, U9 and U11 levels in the hockey program, participants will have the opportunity to learn the skills associated with all positions. As participants progress through the levels, greater positional specialization will be the norm.

At all levels and with the program emphasis on development, coaches are expected to identify individual player weaknesses, teach the skills that address those weaknesses and, during games, provide participants with the opportunity to demonstrate skills acquired.

### **6.2.4. Game Play & Ice Time**

While participation in the NSMHA program does not guarantee equal ice time during games, it is expected that all players shall receive ice time in a fair and equitable manner.

Coaches may vary ice time for individual players for the purpose of reinforcing established Association values. As one moves up through the competitive levels, greater importance may be placed on “earning” ice time, particularly during league playoffs and the Provincials.

It is up to the Coaching Staff to decide in which situations and how such “earned” ice time is implemented (i.e.: penalty killing, power play, time of game situations, etc.) and it is expected of the coaching staff to communicate the parameters as such to the players.

## **7. Association Boundaries**

New Sarepta Minor Hockey Association Boundaries - Official Boundary Map may be found on NSMHA Website or by contacting the President directly

## **8. Team Ice Allocation and Utilization Guidelines**

To ensure that the major components of the program are addressed appropriately at each level, the NSMHA Board of Executive has approved the ice time allocations and ice utilization guidelines identified in [Appendix I](#).

Coaches shall attempt, to the best of their ability, to plan practices and schedule games in accordance with the time guidelines outlined in the Appendix I. While it is acknowledged that coaches require some flexibility in the development and execution of practice plans when responding to identified individual and team needs, altering the time allocated to the development of skating skills is not an option.

### **8.1. Ice Return**

The Association ice contract allows for the return of ice times should teams not require. We are bound by contract, which each team signs, to notify the Ag Society of the ice return 14 days prior to the scheduled time. The following rules will apply to all teams:

- Team Managers wishing to change or cancel allotted ice times must give at least 15 days' written notice (email) to the Ice Allocator & Level Director. If this is done, the team is not responsible for ice costs and may be given another ice slot to make up missed slot.
- If less than 15 days' notice is given, the following may apply:
  - the returned ice is tracked against your team and may be responsible for costs and must reimburse NSMHA
  - may be given or sold to another team if they are owed or request extra ice used by Association for special events or training.
  - the returned ice, if given back to the Ag Society and they can resell, therefore NSMHA does not incur costs, the team will not be responsible for costs.
- Team Managers returning or changing scheduled games slots must give the Referee Assignor at least 72 hours' notice of cancellation for officials. If referees are not cancelled in time, this associated fee may be charged to your team.

The Executive understands that short notice on games and re-scheduling does occur and will look at late returns on a case by case basis. Special consideration will be given both at the beginning and end of the year to account for persons new to the manager roles and also for league playoffs and provincials. Game cancellations due to adverse weather conditions will not be charged back.

## **8.2. Team Ice Chargeback**

The NSMHA Ice Allocator & Vice President shall be responsible for determining whether a chargeback to team is required at end of each month and inform the NSMHA Treasurer of details. The NSMHA Treasurer will then invoice teams for chargebacks and payment due immediately. Should teams not pay in a timely manner then all future allocated ice will be suspended until the Treasurer has secured payment.

## **8.3. Ice Allocation Priority**

League playoffs take precedent over all other ice activities. Teams shall work in a mutually respectful manner with the Ice Allocator to accommodate each team's needs. Any disputes will be resolved by the Level Director(s).

# **9. Player Evaluation Process**

The Player Evaluation Process will be utilized to tier players when there are enough players to create multiple teams at a single level. Use of the tiering process results in players of similar hockey caliber playing together which NSMHA believes maximizes player development.

## **9.1. General Process**

- For the purposes of player evaluations an Internal NSMHA Evaluation Committee shall be formed by the associated Level Director. Conflict of Interest will be closely considered when choosing committee members. When possible, the committee will be made up of a minimum of the associated Level Director, the Vice President and the Player Development Director. It is recommended that all other Level Directors and the President also represent the Executive in the evaluation review if possible.
- Should a conflict of interest be present then that committee member shall be removed for that level and replaced by a nonpartisan member. Board members will be chosen first for the committee before choosing other association members.
- The associated Level Director shall be responsible for the planning and execution of all evaluation activities. Support shall come from the Evaluation Committee and other members of the Association as the Level Director requires.
- Outside (non-association) hockey evaluators selected by the Player Development Director will observe players through evaluation sessions consisting of drills and/or game play. Evaluation results will only be provided to the Level Director (if no conflict of interest applies) and the Internal NSMHA committee.
- The evaluation results by the outside evaluators will provide the primary basis for players to be split into teams. When there are 2 teams at any level the top 33.3% will be considered locked on the A team and the bottom 33.3% will be locked to

the B team, the players in between will be open to Internal NSMHA committee discussion.

- A minimum of 2 evaluation sessions shall be utilized to allow players multiple opportunities to demonstrate their hockey skills. More may be deemed necessary if needed.
- Players that take part in a portion of the evaluation sessions will be evaluated based on the portion of evaluation that they took part in and based on the best information available on the player's hockey skills.
- Players that do not take part in the evaluations will be assigned to a team by the Evaluation Committee based on the best information available on the player's hockey skills.
- Families that want siblings who are within the same level to be together on one team will need to indicate that in writing to the appropriate Level Director prior to the evaluations. An "Internal Player Movement Form" must be received prior to the start of evaluations. Best efforts will be made to accommodate the request. Should the evaluation results indicate that the siblings are on different teams the siblings will typically be assigned to the lower of those tiered teams, team assignment is at the discretion of the Evaluation Committee.
- The Evaluation Committee does have discretion to assign a player to any team should it be determined that the player will have significant impact on the evaluated team which will jeopardize the intent of the tiering process.
- Families will be informed of team rosters prior to their team's first practice. Notification will be done electronically (via email or website) so as to avoid immediate discussion on the results (i.e. 24 hour communication rule shall be followed).
- The Evaluation Committee reserves the right to move a player to a different team in the event that the player has been deemed to have been assigned to the wrong team (i.e. skill set is not appropriate for the assigned team), or in the event that a re-balancing of team player numbers is deemed to be required. Such moves can be made up until the Hockey Alberta roster freeze deadline.
- At the conclusion of the evaluation process, parents/guardians can request information on their own player's evaluation and any notes made by the outside evaluators by contacting the Level Director in writing.

## **9.2. Day of Evaluation Process**

- For purpose of the evaluation sessions the players shall be split into as even of teams as possible by the appropriate Level Director so evaluation game play is fair.
- Impartial coaches (i.e. coaches that are not within the same immediate family as any of the evaluated players) will manage the players on the ice and / or benches during the evaluations. The Coach Development Director will select these coaches and work with them to plan appropriate drills and scrimmage to showcase the players' skills.

- Ice time will typically consist of 1 hour sessions with 15-20 min of drills and the remaining time controlled scrimmaging.
- Players shall be assigned jersey numbers for the evaluation days. Numbers and player names shall be documented for the Evaluation Committee's review. Only numbers (not names) can be shared with evaluators.
- Typically players retain the same jersey number for the duration of the evaluation. Any changes made shall be documented and provided to the evaluators.
- Prior to players going onto the ice surface for each of the evaluation sessions the name and number of each player shall be verified and documented by Level Directors.

### **9.3. Exceptions**

All exceptions to this process shall be approved by the NSMHA Executive and declared in writing prior to the start of the evaluation process.

### **9.4. Team Formation**

When there are more too many players available for one team but insufficient numbers available to form two teams, the Association will, at the discretion of the Board of Executive:

- Hold evaluations, attempt to find other associations who can accommodate the lowest ranked players and release those players;
- Approach a neighboring association and attempt to form two teams by combining players from both associations.

### **9.5. Underage Level Advancement**

Consistent with the expressed purpose of the maximizing the development of the program participants, upward movement from one level to another in the program will be encouraged and facilitated under one of the following circumstances:

- When there are an insufficient number of players at the higher level to permit the formation of the team/teams at the level and there are players available at the lower level with skills sufficient to compete, without undue risk of injury, at the higher level. This can only be done with the Player and his/her Parent/Guardian's permission.
- When a player at a lower level has the skills necessary to compete at a higher level, without undue risk of injury, and the movement to the higher level does not result in an inability to form a team at the lower level.

- Players who request to play in a higher age category are required to register at their own age level and request a tryout at the higher age level with the approval of their Parent/Guardian. This request must be approved by the President, Level Director, Coach and communicated to both affected Level Directors. The player's previous years Head Coach shall also be consulted. Such requests shall only be granted to players who have displayed above average ability and such a movement would allow that player to play at the proper level of his/her ability.

New Sarepta Minor Hockey will consider team roster size "ideals" when making final decisions relative to accelerated player movement and assignment to teams within the program. Assignment to a higher level than one's age level will be approved by the NSMHA Executive. Players cannot be forced to move to a higher level than their age category.

## **9.6. Overage Requests**

Consistent with the expressed purpose of the maximizing the development of the program participants, overage movement from one level to another in the program will be facilitated under one of the following circumstances:

- Formal request is received by the Parent/Guardian either through the Hockey Alberta Overage Player Submission process or through communication with the Association President and/or Level Director(s).
- Overage request agrees with the criteria detailed by Hockey Alberta's Overage Player policy.
- This request must be approved by the President, Level Director and communicated to both affected Level Directors. The player's previous years Head Coach shall also be consulted.

New Sarepta Minor Hockey will consider team roster size "ideals" when making final decisions relative to accelerated player movement and assignment to teams within the program. Assignment to a higher level than one's age level will be approved by the NSMHA Executive. Players cannot be forced to move to a higher level than their age category.

## 9.7. Affiliation

Players who are properly affiliated may move between levels over the course of the hockey season consistent with the rules governing such movement as provided by Hockey Alberta & league policy.

A request to use an affiliated player at a higher level must be made by the Head Coach at the higher level and approved by the Head Coach at the lower level, the Player and his Parent/Guardian. Coaches wishing to affiliate must follow the following steps:

- Speak to players regular coach first and receive permission
- Speak to the player's parents/guardians and obtain their consent
- Approach the player and inquire whether the player wishes to play for the proposed team.

In no case will a request to use an affiliated player result in the inability of the lower level team to remain competitive during their designated league or Provincial commitments. Alternatively, the Coach from the lower level shall not unreasonably withhold players at the from participating in affiliation opportunities. In the case of a disagreement between the affiliated team's Coaches the Level Director shall render a decision.

## 10. Player Releases

### 10.1. Elite Levels (AA & AAA)

Consistent with the notion of maximizing the development of players, players within NSMHA boundaries may choose to try out for an elite level team at the "HADP", "AAA" or "AA" level of his/her age category within the defined Hockey Alberta recruitment area.

NSMHA recruitment area for elite levels is below:

- HADP/AA = Beaumont Minor Hockey Association
- AAA = Leduc Junior Athletic Club (division of Leduc Minor Hockey Association)

The details of the elite level tryouts can be found on Hockey Alberta's website.

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

While not required by Hockey Alberta, NSMHA wishes all players within the boundary to advise the President and/or Level Director(s) of intention to tryout for elite levels to aid in tracking player achievement & tryout status for upcoming season planning.

If the player. makes an elite level team, NSMHA will not unreasonably withhold any player from maximizing his/her development opportunity in such cases.

## **10.2. Non-Elite levels**

If a player at the U13, U15 or U18 level does not make the “AAA” or “AA” level in another association but has been offered a position on a "Tier 1" team in that association, that player may request a player movement.

Unless exceptional circumstances prevail, non-Elite level player movements will only be permitted by the Association at the U13, U15 and U18 levels. Player Movement in those levels will follow the review process detailed below.

If no evaluations at the elite level have been completed, NSMHA will not consider the request.

Player movement review requirements:

- completed Hockey Alberta player movement form provided to the President.
- Letter from the parent(s) or guardians of the player explaining the reasoning & benefits that such a release is granted.
- letter from the other association President explaining why they feel said player will benefit from joining the team and playing at that level for the year.
- review will be conducted by the NSMHA Executive Board, points of review shall include:
  - players age
  - evaluations having been completed
  - ranking on the "Tier 1" team
  - potential to make an elite level team in the next season

Importantly, the review will also include if a release of the player jeopardizes the ability to either form a team at their age level or create a situation that NSMHA is unable to form the appropriate number of teams at that age level.

NSMHA will not unreasonably withhold any player from maximizing his/her development opportunity, but the Association must also ensure viability of the hockey season at that age level for the remainder of the players registered.

## **11. Coaching Credentials and Coach Selection**

### **11.1. Credentials & Requirements**

Coaches within the NSMHA program will possess:

- As a minimum, the level of coaching certification required by Hockey Alberta for the assigned level within the program



- Or able to be acquired during the qualifying period in the season of appointment.
- The skills and ability to provide players with appropriate instruction for the age level.
- The ability to provide a practice plan for an entire season that addresses the “program” identified by Hockey Alberta for the applicable skill level.
- The ability to develop written individual practice plans consistent with an annual practice plan.
- The ability and willingness, to develop and deliver joint practices.
- A coaching philosophy that is consistent with the purpose, values, principles, and ice allocation/utilization guidelines identified by NSMHA.
- Coaching experience that demonstrates an ability to deliver the program at the desired level.

## **11.2. Recruitment and Selection**

Prior to the commencement of the hockey season, the NSMHA will invite applications for coaching positions at all levels in the program for the coming season. Every candidate for a coaching position will be required, each year, to submit an application for a coaching position in accordance with a format (Appendix VIII) determined by the Association.

All coaching applications shall be received by September 15 of each hockey season to be considered for head coach. In the event no head coach application is received for an age level, the Executive may recruit & appoint a head coach with consideration of requirements within Sections 11.2.1 & 11.2.2.

### **11.2.1. Head Coach Selection**

NSMHA Coach Development Director along with the Executive will review each application.

The Executive will consider past coaching experience, knowledge, evaluations and incidents when approving applications.

If a member of the Executive is applying for a Head Coaching position they will be excluded from participating in the Executive review, discussion and decision regarding coaching of that division.

NSMHA Executive approved Head Coach Applications will be presented to each team at the first team meeting at which the team may choose their Head Coach.

All Head Coaches shall be responsible for obtaining their own staff (choosing Assistants), subject to the approval of the Executive of the NSMHA. The coach may delegate operations as he/she sees fit, however he/she has the overall responsibility for the safety, well being, conduct and development of all members of his/her team.

### **11.2.2. Youth Coach Opportunity**

Teams in need of coaches can utilize players from a higher level to help with their on-ice practices.

This is not meant to improve the skills or get extra ice time for the kids helping to coach but to provide aid to those teams that are in need of extra coaches on the ice.

All Junior Coaches must be an active registered player of NSMHA or within NSMHA AAA/AA draw region and registered with Hockey Canada. If at any time #4 below is not being met, the Head Coach can end the junior coaching opportunity.

1. Each team wishing to participate in this program must use coach to coach communication.
2. Coaches requiring players to help may only utilize up to a maximum of 2 players at one time from any team above theirs.
3. Players are only be utilized for practices. They are not allowed on the bench for any games.
4. Players must not be a distraction on the ice to the team they are helping.

The Youth Coach application form can be found in Appendix VIII and must be completed and approved by both the player's current head coach and the accepting head coach prior to the Youth Coach attending any ice times.

## **12. Team Official Background Screening Requirements**

At minimum, NSMHA must uphold the requirements directed by Hockey Alberta for background screening & criminal record checks.

All carded personnel appointed to coaching and other team positions, or working directly with children in the hockey program, must provide proof of application and/or obtain a Criminal Record with Vulnerable Sector Check before November 15 of each season.

All managers, assistant managers & safety officials (trainer) are required to obtain a criminal record with vulnerable sector check before November 15 of each season due to the nature of their position to ensure safety of the players.

At any time, if a team official has an unacceptable conviction as defined by Hockey Alberta, they will be removed from their position immediately.

If a team official has been charged (but not convicted) with an unacceptable conviction, or convicted of a discretionary conviction as defined by Hockey Alberta, the Executive will review as per the Code of Conduct policy & may result in removal of the team official from their duties for the remainder of the season.

## **13. Officials**

### **13.1. Referee Clinics**

NSMHA and its Referee-In-Chief (RIC) will organize and host a Referee Clinic at the start of each season to certify and educate its referees. Clinic space is administered by Hockey Alberta through their online clinic registration. The Referee-in-Chief will attempt to place priority on officials located within NSMHA boundaries. Costs for the clinic and certification or re-certification are payable by each individual attending.

### **13.2. Shadow Program**

The RIC will operate a shadow program for all first-year referees. This program will consist of a senior/experienced referee paired with the new referee under the supervision of the RIC. It will be the RICs discretion as to when the new referee is capable of exiting this program.

### **13.3. Association Referee Assigning**

The NSMHA Referee Assignor shall be responsible for assigning all referees for all games played within NSMHA. Should NSMHA not have qualified referees available then the assignor may contact outside associations and hire outside referees. Referees outside the association may also be required in the event of family relations (if deemed a conflict of interest) between team and officials.

Teams cannot request to choose their game referees. Only requests for outside referees can be made in writing to the NSMHA President by a League Official or Hockey Alberta.

### **13.3.1. League Games**

NSMHA will automatically schedule officials for all scheduled league games. Should there be any game changes, the ice allocator and referee assigner must be notified immediately. Failure to contact the Referee Assignor and the referees arrive for the ice time, will result in that team paying the referee fees to NSMHA. When scheduling games please provide date, time, division and tier.

### **13.3.2. Play Off Games**

Please contact the ice allocator and referee assignor for all Play Off games with at least 3 days' notice to allow for time to find officials.

When scheduling games please provide date, time, division and tier.

You will receive a confirmation email that officials have been assigned. If you do not receive an email, officials are not assigned and follow up is required. Only team managers and head coach can make the request.

### **13.3.3. Exhibition Games**

Please contact the ice allocator and referee assigner for all exhibition games with at least 3 day's notice to allow time to find officials.

Teams are responsible for referee payment for all exhibition games. Please see Hockey Alberta website for current season rates.

When scheduling games please provide date, time, division and tier.

You will receive a confirmation email that officials have been assigned. If you do not receive an email, officials are not assigned and follow up is required. Only team managers and head coach can make the request.

## **13.4. Referee Rate Schedule**

All referees will be paid according to Hockey Alberta's current Referee's Rate Schedule each season. In addition to this, outside referees will be paid mileage and travel time. The referee assignor will record all games officiated including the assigned officials name, game duties and division/level and on a monthly basis will issue to the Treasurer a report of games completed to serve as a timesheet for payment.

### **13.5. Complaints**

A Head Coach or Team Manager from either team may report on incidents or games where the NSMHA officiating is thought to be less than satisfactory.

Such complaints shall be detailed in writing to the NSMHA RIC with copies forwarded to the Vice President. Such complaints will be reviewed with a response from the RIC. NSMHA is not responsible for disciplining referees.

Hockey Alberta's North Zone Discipline Coordinator is responsible for all referees.

In addition to this, all league protocols must be followed for any complaints regarding officiating outside of New Sarepta.

## **14. Organization Structure and Position Responsibilities**

Responsibilities of positions on the Board of Executive and other key positions in the organization are described in **Appendix II**.

The Executive are governed by the NSMHA Bylaws.

All Board of Executive positions must provide proof of application and/or obtain a Criminal Record with Vulnerable Sector Check (for those working directly with children in the hockey program) before November 15 of each season.

## **15. Codes of Conduct**

Codes of conduct and ethics guidelines for members of the Board of Executive, Members of the Association, players and coaching and team management staff are described in **Appendix III**.

Members of the Board of Executive, coaching and team management staff, players and members are all required to subscribe to the applicable code of conduct and sign off on said code.

### **15.1. Responsibilities**

- The Secretary is responsible for ensuring all members of the Executive sign their code of conduct before the start of the season.

- The Level Directors are responsible for ensuring that the managers and coaches on their teams have signed their codes of conduct before the first team practice.
- Team managers are responsible for ensuring all players and their parents/guardians have signed the code of conduct before the first team tiering game.

## **15.2. Zero Tolerance Policy**

### **15.2.1. Discipline**

**Appendix IV** outlines the disciplinary action that will be applied to players, coach and management staff, members and members of the Board of Executive for the offenses listed. Clearly, it is not possible to list all of the possible offensive behaviors in the Appendix.

If other offensive behaviors occur, coaches and/or members of the Board of Executive are expected to assess the similarity between the offense in question and those offenses listed in the Appendix and apply an appropriate and justifiable disciplinary penalty.

### **15.2.2. Complaint Resolution**

**Appendix V** outlines the complaint resolution processes to be used when attempting to resolve issues/disputes arising related to NSMHA operations.

To submit a written complaint, use the Complaint Resolution Form found in **Appendix VI**.

## **16. Registration**

All players must be registered (submit all required registration information and fees) to the NSMHA before participating in any on-ice activity, including conditioning skates or pre-season camp. Any misrepresentation or misinformation on the registration form may result in the removal of member privileges in addition to a one to three-year Hockey Alberta suspension. Registration shall be available on the NSMHA website.

The registration process must adhere to all Hockey Alberta policies & procedures.

Registration will start on June 15 for the upcoming season.

All registration forms must be received, recorded and approved by the NSMHA Registrar.

Complete Registration consists of:

- NSMHA Online Registration Form
- Freedom of Information Form
- Completion of Respect in Sport – Parent Program (at least one parent or guardian per household of each player registered in minor hockey in Alberta is required to complete the online RIS Parent Program as per Hockey Alberta Regulations , see Hockey Alberta website)
- Hockey Alberta Parent Declaration Form completed (if coming from another Minor Hockey Association and now living within NSMHA boundaries)

## **16.1. Registration Fees**

General registration fees, late payment penalties, volunteer commitment fee, Spring Annual General Meeting fee and late registration penalty fees will be established annually and outlined in the registration package. It is the goal of the Executive to ensure the fees are fair and reasonable in order to ensure a healthy balance for both the players and the Association.

### **16.1.1. First Time Player Policy**

It is the policy of the NSMHA to offer a registration fee of \$99.00 which will apply to any first-time player who has never been registered with Hockey Alberta or Hockey Canada regardless of age and skill level. This policy applies only to NSMHA residents.

### **16.1.2. Commitment Policy**

Each year as part of player registration each family shall commit to volunteering a minimum of 10 hours to assist NSMHA with operating its teams, association events or fundraising. A \$300 bond is due at time of registration to guarantee this commitment.

The NSMHA Treasurer will refund the bond once all volunteer commitments are met. Families may elect at time of registration to pay the commitment bond with no return versus volunteering.

The NSMHA Volunteer Coordinator is responsible for tracking all volunteer hours and reporting to the Executive at end of season deficiencies. Only those families who have fulfilled the required 10 hours will have their \$300 commitment bond refunded at the end of the season no later than April 30. Any partial volunteer hours completed will be reimbursed to families at the prorated rate of \$30.00 per volunteer hour by the NSMHA Treasurer.

Any disputes will be settled through Executive review.

### **16.1.3. Meeting Bond Policy**

Each year, as part of player registration, each family shall commit to one parent/guardian attending the Spring Annual General Meeting (AGM) held in April of each year with a \$50 payment made upon registration. The meeting bond shall be held by the NSMHA Treasurer until after the meeting. Proof of attendance shall be made via signing the meeting attendance sheet. Meeting Bond refunds will be issued once attendance is confirmed no later than April 30<sup>th</sup>.

### **16.2. Fee Payment**

Late fees of \$200 will be applied to all late registrants after July 31st.

Executive reserves the right to waive late fee depending on circumstances.

Registration of a new player or a player registering from an outside association to NSMHA will not be subject to late fees no matter when they register.

All registration fees are due no later than December 1 of the current hockey season. Instalment payments (maximum of 4) with post-dated cheques or credit card charges can be arranged at the time of registration with the NSMHA Registrar & Treasurer. Cash is not accepted.

All players must be registered and a minimum payment of 50% of the player's registration fee must be paid by September 15<sup>th</sup> to NSMHA prior to participating in any on-ice activity, including conditioning skates or pre-season camp.

All NSF cheques will carry an additional \$50 charge. If fees are still outstanding after due date that player is deemed ineligible and cannot participate on or off the ice for any team functions until fees are paid in full.

Outstanding fees remain payable for all future years.

### **16.3. Exceptional Circumstances & Financial Assistance**

No child shall be refused registration if they meet the basic requirements as stated by Hockey Alberta.

Where applicable, information on available grants and/or funding will be provided.

In such extreme circumstances, the President shall have full and absolute authority to waive full or partial fees to any player wishing to register with the Association during a hockey season, commencing in September and ending in March.



The President shall advise the Registrar and the Treasurer only for record purposes. All cases are to be reviewed at the Executive board level at the commencement of each season.

#### **16.4. Refund of Fees**

Refunds for participants withdrawing from the program will be paid, upon written application to the Registrar, on a prorated basis.

- a) Participants suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- b) No refunds will be issued after December 1 of the current season, except for medical reasons diagnosed and documented by a doctor. To qualify for the refund, the parent/guardian must apply in writing to the NSMHA Registrar & President stating the reason. Furthermore, the player's last ice time must be stated and verified by the coach.
- c) All registrations are subject to a non-refundable fee of \$99.00 to cover Hockey Alberta, League fees and NSMHA administration fees once registered with Hockey Alberta. Refunds or reduction in fees will be given out using a formula based on complete weeks missed. The season will be based on twenty four (24) weeks

### **17. Purchasing Policy**

The Executive Board of Directors is responsible for ensuring the proper expenditure of NSMHA funds and to achieve the best possible cost in relation to such expenditures. This policy covers ice rental, goalie equipment, coaching clinics, player development programs, socks, and all other normal operating and maintenance costs of the association. Special fundraising initiatives are covered under Fundraising and Sponsorship.

Authority to expend funds shall be established by a vote of the Executive Board of Directors.

Any material purchases or contracted services (excluding player development costs) exceeding \$2,500.00 require at least two cost quotes. Any purchase or contracted services (including player development costs) exceeding \$10,000.00 require at least three cost quotes.

Purchases or contracts of over \$2500.00 will be awarded by majority vote of the Executive Board of Directors. Factors to consider when making a purchase or awarding a contract should include, but are not limited to:

- a) Quality of materials;
- b) Total cost;
- c) Reputation of supplier;
- d) Guaranteed delivery date;
- e) cost of replacement and/or extra items;
- f) location Example: if a local supplier is close in price to an out of town bid, preference should be given to the local bid, all else being equal;
- g) Sponsorship.

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

## **18. Fundraising, Team Accounts and Sponsorship**

### **18.1. Fundraising**

All fundraising and sponsorship initiatives by NSMHA and its members must be approved by the Executive Board of Directors. This is to ensure that local community groups, businesses and individuals are not unduly inundated with fundraising and sponsorship requests from several different representatives of NSMHA. NSMHA needs to present an organized and effective fundraising and sponsorship program that involves the community in a positive way.

Each year the Fundraising Coordinator will explore major fundraising options and present them to the NSMHA Executive for approval. The annual major fundraiser is needed to offset the costs of running the NSMHA program and help make hockey affordable to everyone in our community. An example of a major fundraiser may be a large cash raffle or a fundraising event. In addition to this major fundraiser, the Fundraising Coordinator and the Events/Volunteer Coordinator will form a committee to organize and execute the annual Demolition Derby held annually in September. All planning will be conducted in conjunction with the New Sarepta and District Agricultural Society.

Other fundraising such as the Oilers 50/50, casinos or bingos are available to NSMHA but are subject to application and competition from other non-profit groups and cannot be counted on in the annual budgeting and operation of the NSMHA program. Monies from these types of fundraising opportunities shall be set aside for annual budgetary shortfalls and or for Special Initiatives as outlined in 18.3, under Special Fundraising and Sponsorship Initiatives.

## **18.2. Team Accounts & Fundraising**

The NSMHA Treasurer will assign team bank accounts. The team treasurer will be responsible for the funds in the account for the season. Anyone or any level found holding private accounts may be subject to disciplinary measures from New Sarepta Minor Hockey Association.

In addition to the major fundraiser for NSMHA, each team will be required to raise funds during their home tournament with a portion of the proceeds going directly to NSMHA to assist with player development clinics. At the conclusion of each team's home tournament, each team is required to provide NSMHA \$750.00 from the funds raised. Of these funds, \$650.00 will be allocated to the player development fund and remaining \$100.00 will be deposited into next season's team account to help startup teams. U7 Teams will be exempt from providing \$650.00 to the fund as participation and use of equipment is minimal at this level but will still be required to pay \$100.00.

Any additional funds raised will be used at the discretion of the teams' players, parents and coaches. Fundraising activities during tournaments provide team funding and a more interesting and enjoyable experience for those attending our tournaments.

## **18.3. Special Fundraising or Sponsorship Initiatives**

NSMHA may embark upon a special fundraising or sponsorship initiative i.e.: Building an outdoor practice rink or participating in facility upgrades or any other project that requires funds above and beyond NSMHA's normal operating and maintenance costs. Excess funds from general fundraising may be used to help achieve such goals, as long as the financial health and goals of the NSMHA's hockey program are not affected. The General Membership shall be apprised of such initiatives and allowed to vote on such, either at the annual AGM or at a special meeting of the General Membership.

## **19. Tournaments**

NSMHA will endeavor to ensure that each team will be able to host a home tournament each season by securing ice for an allotted time. Tournaments may be shared/split with other levels or divisions as determined by NSMHA. Under the supervision of the Level Director and at the season start meeting, a Tournament Coordinator will be assigned to manage and operate the tournament. The Tournament Coordinator, in consultation with the Head Coach(es), shall determine the number of teams invited, which teams are to be invited, play down format, tournament rules and procedures. Tournament schedule, format, rules and regulations shall be posted in the arena lobby during the tournament.

Teams hosting must obtain the Tournament Sanction number through the NSMHA Secretary. Tournament Sanction Numbers must appear on all game sheets and be submitted to HA within 24 hours of each game ending. Teams are responsible for planning all aspects of their tournament and pay all costs associated with hosting including the required ice fees (to be invoiced from the New Sarepta Ag), referees and referee assigning fees (as per HA Referee's Rate Schedule). Teams must budget accordingly when hosting a tournament and must contribute to the NSMHA Player/Coach Development Fund at end of tournament (excluding U7) as per section 16.3.

### **19.1. Tournament Weekends**

NSMHA shall establish annual weekends for each level's Tournaments. A tournament schedule must be submitted to the NSMHA Ice Allocator, Referee Assignor, AG Society and Concession a minimum of 3 weeks before the tournament. The Ice Allocator reserves the right to adjust the Tournament Schedule if required. The NSMHA Board will ensure tournaments are not hosted on back-to-back weekends or during League and Provincial playoffs.

### **19.2. Tournament Fees**

Tournament Fees must be high enough to cover all of the following expenses:

- # of ice hours x hourly ice fee
- Referees cost for all games
- Trophies or prizes for all players
- All additional expenses in order to operate tournament

### **19.3. Tournament Fundraising**

Additional funds may be raised by organizing a loonie/toonie stick, puck toss, 50/50 sales, raffle items donated by each family, silent auction etc.

Any funds raised in excess of the tournament expenses minus \$750 for player/coach development is to be used at the team's discretion & must be used against hockey-related activities. Examples are team bus for playoffs, team windup, team apparel, additional player development clinics, etc.

### **19.4. Tournament Administration**

Tournament Governor has the authority to make decisions on any discipline or tournament suspensions. All infractions or referee write-ups must be sent to Hockey Alberta as per the Tournament Sanction guidelines.

Each level has an Annual Trophy, provided by the Association, which remains on display in the NSMHA trophy case. Teams are responsible for any other costs including but not limited to any repairs and engraving required.

At the beginning of each season, a Tournament Coordinator meeting will be held for all team Tournament Coordinators to ensure all required information is provided including such items as AGLC accounts/licenses for all gaming requirements, special notes, templates for posters, coupons etc. and general processes for hosting a tournament.

## **20. Travel Permits**

In 2023, Hockey Alberta eliminated the need for the visiting team to obtain travel permits for any scheduled exhibition game taking place within Alberta. The host team will be responsible to obtain the Exhibition Game Sanction. Travel Permits are still required for any Jamboree or Tournament a team attends.

Travel permits shall be required by any NSMHA team traveling to tournaments or exhibition games outside of the province.

Managers must submit requests for Travel Permits to the NSMHA Secretary a minimum of 5 days prior to the travel date. The NSMHA Secretary shall send the request to HA and notify the Manager when the Travel Permit number is received. NSMHA teams must have a copy of their Travel Permit with them at the tournament and must indicate the Travel Permit number on game sheets.

Tournament Sanction Numbers must be applied for by the NSMHA Secretary once all annual tournament dates are confirmed.

## **21. Travel Policy**

Hockey Alberta insurance covers Participants and Coaches during hockey activities including travel to and from such activities.

NOTE: During travel, the primary insurance coverage is the standard vehicle insurance held by the vehicle owner and Hockey Alberta insurance coverage is secondary. Any Participant who holds a valid driver's license and is driving a properly insured vehicle may self-drive to and from games/practices. He/she may not taxi other Participants (team members) without proper written permission from the other Participant's Parent/Guardian.

### **21.1. Travel Considerations**

Prior to all road games, Coaches and or Team Managers should check travel conditions for weather advisories and road conditions. If team management determines that road conditions are too severe for travel, they shall notify all parents and the opposition team of cancellation. If road conditions are questionable, team management should discuss travel with parents and decide collectively. It is up to each individual parent/guardian to decide if they will travel, based on their observation of road conditions. No player shall be forced to travel with someone else if their parent/guardian decides travel conditions are not safe, nor shall they be penalized in any way for not attending a game under such conditions. The above shall also apply to home games and practices. League bad weather policies will also apply.

## **22. Social Media and Networking Policy**

NSMHA shall adhere to the Social Media and Networking policy as laid out in **Appendix VII**.

## **23. Publicity, Promotion and Website**

All Publicity and Promotion for the NSMHA shall be approved by the Executive Board of Directors. The NSMHA will assign a Website Coordinator so that consistent and updated information is presented through all electronic or written media. Individual teams may submit pictures and or articles related to their team's activities to the media if those activities fall within acceptable NSMHA guidelines.

Example: Tournament write up and pictures; league standings; activities etc. All website additions or other media should be monitored and/or authorized by the Website Coordinator.

### **23.1. Website**

NSMHA shall operate and maintain an official New Sarepta Eagles Minor Hockey Association website. The website shall include but not be limited to the following:

- NSMHA Bylaws;
- Policies and Procedures;
- Registration Forms;
- Executive Board of Directors listing;
- Head Coaches and Team Managers listing ;
- Ice schedules;
- Team sites and league schedules;

- Tournament updates and information;
- Special Events;
- Clinics;
- Hockey Alberta link; etc.

By extension, official social media channels (ex. Facebook) will augment the official website as a method of member engagement & communication.

The website shall be operated and maintained by the Website Coordinator. All information sites posted on the website must be approved by the NSMHA Executive Board. All updates and maintenance shall be the responsibility of the Website Coordinator under the supervision of the President or Secretary.

### **23.2. Freedom of Information & Protection of Privacy**

Freedom of Information and Protection (FOIP) of Privacy Act, is to be followed in all electronic and media activities. The NSMHA Registration Form will allow parents/guardians to accept or decline the use of their child's image or name on the New Sarepta Eagles Minor Hockey website or in any related media. Such authorization, when given, shall be limited to NSMHA activities only.

## **24. NSMHA Identity Management Policy**

NSMHA has exclusive rights to all usage of the New Sarepta Minor Hockey Association name, New Sarepta Eagles name and Association logo. Any usage for keepsake or promotional items like clothing, bags, signs, etc., requires prior NSMHA executive approval.

This process is intended to ensure that the identity (the official name, logo and team colors) of the NSMHA is managed and protected in a consistent manner. With many association teams looking to utilize the name and logo each season there is a risk that the name, logo or team colors get used incorrectly or inappropriately which is not in the best interest of the association.

### **24.1. Review Requests**

The requesting individual or team shall request, in writing, NSMHA executive review prior to any usage of the Association or New Sarepta Eagles names and / or Association logo. The requester shall provide a written description of their proposed usage.

NSMHA Executive will supply teams with electronic copies of the NSMHA logo and EAGLES lettering.

## **24.2. Designated Executive Reviewers:**

Designated executive members will review and provide a written response (be it approval, changes required or rejection) to the requestor.

A minimum of 1 of the following can review and approve / reject requests (with Cc: on their response to the others): President, Vice President, Level Directors.

## **24.3. Review Criteria:**

No alterations to the New Sarepta Minor Hockey Association (NSMHA) name, the New Sarepta Eagles names and / or NSMHA logo shall be allowed.

Items deemed inappropriate or not in the best interest of NSMHA will be rejected. Target review time is within 1 week from date of the receipt of the written request.

## **25. Equipment and Jerseys**

Parent/guardians are responsible to ensure that their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games.

Mouth guards are highly recommended for all levels in NSMHA. Mouth guards can be generic types but properly fitted, custom mouth guards are recommended. All jewelry including head piercings, rings, necklaces etc. are prohibited during practices and games.

### **25.1. Jerseys**

NSMHA will provide game jerseys and two sets of game socks for each player. All game jerseys shall bear the NSMHA logo and all game jerseys and game socks shall be of NSMHA colors: red, black and white. Game socks provided by NSMHA should only be worn during games. NSMHA shall provide each team with two numbered sets of game jerseys – home and away. Jerseys are to be kept in garment bags only and cleaned on a regular basis. Each team will assign parents with the cleaning, storage and general care of the jerseys. The Team Manager shall be responsible for the jersey count at the beginning and end of the season in cooperation with the NSMHA Equipment Manager.

All jerseys are the property of NSMHA. These can only be used for on-ice games and not for practices. No name bars or other badges are permitted on the jerseys, unless approved by the NSMHA Executive (ie. Jersey Sponsors, Dodge Caravan, Scotia bank, etc.)



NSMHA shall replace jersey sets for each level on a rotating basis so that the Association is not forced to replace all jersey sets at once. Jersey wear and replacement shall be monitored by the Equipment Managers.

**Jersey Retirement** – Jersey numbers may be “retired” by NSMHA Executive and will not be used by any teams within the association. These are often determined and decided upon by the loss/death of a player or outstanding hockey achievement. The following numbers are currently retired:

**#2** – U15 only in memory of Thane Fiebich

**#7** – U18 only in memory of Ray Knopp

**#17** – U18 only

**U18 - 3rd year Jersey Protocol** – At the end of the U18 players 3rd year, that player shall receive his or her black Eagles jersey to be presented at the seasons end Awards Day. This is available to any player who plays a minimum of 2 years of U18 hockey in New Sarepta. Players that are playing at AA/AAA level may be eligible upon approval of the Executive if they have played 2 of the 3 of their U18 aged years within the association. If a player begins their 3rd year of U18 and quits prior to January 1, that player is not eligible. (Exception to injured players and subject to Executive approval)

## **25.2. Goalie Equipment**

NSMHA shall supply all necessary goalie equipment for levels up to and including U9. All equipment shall be the property of NSMHA and distributed by and returned to the Equipment Manager.

However, it is recognized that special circumstances may occur, where a U11, U13, U15 or U18 Player may require equipment. Those special circumstances must be discussed with the NSMHA Executive Board.

Each team is responsible for the proper use, care and return of all goalie equipment. The NSMHA will maintain, replace, and update the goalie equipment to ensure that it is safe, in good condition and meets the demands of current playing styles and needs.

## **25.3. Other Equipment**

NSMHA shall supply other equipment such as pucks, white boards and medical kits for each team. Pucks shall be assigned to each team at the beginning of the season and it is the team’s responsibility to maintain their puck supply.

Medical kits are to be replenished at the beginning of each season. Each team’s assigned Safety Coordinator shall ensure that the medical supplies are complete and request missing items from the Equipment Manager, as needed.

Any equipment donated to NSMHA either from individual or team donations, will be allocated & managed as NSMHA sees fit.

## 26. Annual Awards Banquet

A banquet and awards presentation shall be held each year for all players, coaches, referees, arena staff, guest speakers, media and the NSMHA executive and members. The Events / Volunteer Coordinator shall organize and manage the banquet: arranging for a suitable facility, setup, food, cleanup and the Awards Ceremony.

### 26.1. Awards

Awards shall be presented at the NSMHA annual banquet. Traditionally all players receive the Esso Certificates of Achievement as well as the Esso Medals of Achievement. The Events / Volunteer Coordinator shall order and coordinate the Esso Awards.

**Each team will award 3 medals. These medals are:**

- Most Sportsmanlike
- Most Improved
- Most Dedicated

**\*\*Coaches must submit their nominations at the end of the season.**

In addition to the Esso Medals, each year the following awards will be presented:

- **Dennis Sloan Memorial Award** - Most Determined U13 Player as determined by the U13 coaches
- **Thane Fiebich Memorial Award** - Most Dedicated U15 Player as determined by the U15 coaches, parents and players
- **AJ Best Memorial Award** - Fair Play U18 Player as determined by the coaches, parents and players
- **Tina Best Memorial Award** - Most Dedicated U18 Mom as determined by the Midget coaches, parents and players
- **Coach of the Year** – voting will be coordinated online and monitored by the Coach Development Director.
- **Dennis Levasseur Volunteer of the Year** – voting will be coordinated online and monitored by the President and/or Vice President.

### 26.2. Other Awards

Other Awards may be created and presented to individuals or groups within or associated with the NSMHA. Proposals for such awards may be submitted by any Member of the NSMHA to the Executive Board for consideration and approval. The NSMHA Executive Board will make the final decision on any such proposals. i.e.: New Sarepta Eagles Award of Merit.



## APPENDIX I

Below are the minimum practice allotments per division. Game times at minimum will meet league requirements for each division.

Ice allocation will be maximized.

- U7 game slot will be shared in the event of 2 teams in division.
- U9 game slot may be shared with other U9 team(s) dependent on number of teams in NSMHA & available weekend game slots.
- U11-U18 teams will on average receive 1.5 hr of practice time per week, distributed equally. Effort will be made to schedule repeatable ice times throughout the year but may not always be possible.
- In years where ice is available, additional full ice practices may be scheduled for U13-U18 divisions above the minimum states below.
- Additional practice times may be made available if ice is allocated as “Association Ice”. These will be distributed on an equitable basis.

Division	Practices	Games
U7	2 – 1 hour practices	½ ice game slot of 1 hour
U9	2 – 1 hour practices	½ ice game slot of 1.25 hour
U11	Week 1: 1 - 1 hour full ice practice Week 2: 2 - 1 hour full ice practices	1.75hr game slot 1 flood
U13	Week 1: 1 - 1 hour full ice practice Week 2: 2 - 1 hour full ice practices	2 hr game slot 1 flood
U15	Week 1: 1 - 1 hour full ice practice Week 2: 2 - 1 hour full ice practices	2.25 hr game slot 2 flood
U18	Week 1: 1 - 1 hour full ice practice Week 2: 2 - 1 hour full ice practices	2.25 hr game slot 2 flood



## **APPENDIX II**

### **Responsibilities of Positions**

#### **Executive Board of Directors**

Reporting annually to the general membership, and in accordance with the bylaws of the Association, the Executive Board of Directors is responsible and accountable for:

- Developing and approving the organization structure and the administrative, program and operational policies and procedures of the Association.
- Ensuring that policies, programs and procedures of the Association, Hockey Alberta, Hockey Canada and leagues are properly implemented.
- Providing the Association with appropriate financial stewardship.
- Recommending approval of Association bylaws to the general membership.
- Recommending approval of special resolutions to the membership.
- Determine fees for registrants deemed appropriate to efficiently and effectively carry out the business of the Association.
- Consider questions or issues brought before the Board by petitioners with dispatch and due consideration.
- Fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full slate of officers.
- Suspending the privileges of participants, members, Executive members or team officials in accordance with Association policy.
- Establishing the time, place and date of the Annual General Meeting and Special
- General meetings.

\*\*All Board Members (voting and non-voting) receive the full 10 hours towards their volunteer commitment.

## **EXECUTIVE – voting members**

### **President - 2 year term, re-elect in odd years**

In accordance with the Bylaws of the Association, the President is responsible and accountable for: The general management, direction, and control of the day-to-day activities of the Association.

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- The President is an ex-officio member of all Association committees.
- Presides over all meetings of the Association
- Able to vote on Executive motions only in the event of a tie
- Calling and chairing meetings of the Executive Board of Directors and chairing the Annual General Meeting and Special General Meetings of the membership.
- Acting as the principal signing officer of the Association.
- Ensure the operation of the association is in accordance with the Bylaws and/or Policies of the Association
- Sign all resolutions and membership certificates
- Administer suspensions to coaches and/or players. Overseeing the final implementation of disciplinary action assessed by leagues or by the Association.
- Attend Hockey Alberta, general and zone meetings
- As required, liaison with Hockey Alberta zone and central office officers, officials and with league officials
- Liaison with neighboring associations
- Acting as the primary communications officer of the Association.

### **Vice President – 2 year term, re-elect in even years**

Reporting to the President, the Vice President is responsible and accountable for organizing, directing, coordinating, monitoring and controlling all Association activities.

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs

- Assist any member of the executive with their assigned duties and take over the position of the President in the case of the President's absence.
- Attend all board and general meetings
- Work with level directors to Assist members in resolution of conflicts & chair discipline committee if needed.
- Sitting as a member of discipline appeals committees dealing with issues related to on and off ice operations.
- Providing risk management coordination and leadership for the Association.
- Through the Level Directors, monitoring the implementation of on ice programs and operations to ensure that Association, Hockey Alberta, Hockey Canada and league policies are properly implemented.
- Develop, promote and administer programs designed to assist in a players development & safety.
- Prepare monthly reports to the Ag Board regarding facility safety concerns
- Report to the Executive and Board for funding and progress of the programs
- Attend Monthly Board and General Meetings if requested by Board.

### **Secretary– 2 year term, re-elect in odd years**

Reporting to the President, the Secretary of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Attend all meetings of the association, board of directors and Executive meetings
- Keep accurate minutes of such meetings
- Assist with association communication including messages, social media, etc.
- Administer & apply for all travel and/or special event permits and /or tournament sanctions for association teams.
- Operate under the direction of the President, the board of directors and the Executive
- Advise and monitor teams on the appropriate use of permits.
- Organize and execute the annual NSMHA Picture Day.
- Seek and apply for any applicable grant money available for the association.
- Complete all final spending reports for grant money received and ensure they are submitted according the grant deadlines.
- Recording and distributing the minutes of Annual and Special General Meetings of the membership and minutes of meetings of the Executive Board of Directors.

- The maintenance and safe keeping of files related to all areas of Association business including but not limited to minutes of meetings, coaching applications, coach evaluations and audited financial statements.
- Under the direction of the President and/or the Executive Board, the production of amendments to bylaws and policies and procedures of the Association and the preparation of resolutions of the Executive Board.
- The maintenance and distribution of policy and procedure manuals of the Association.
- Notifying Executive Board members and the general membership of meetings of the Association.
- Ensure Code of Conduct of Executive forms are signed.
- Ensure Criminal Record Checks are maintained for all active board members. All Board of Executive positions must provide proof of application and/or obtain a Criminal Record with Vulnerable Sector Check (for those working directly with children in the hockey program) before November 15 of each season.

### **Registrar - 2 year term, re-elect in even years**

Reporting to the President, the Registrar of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Coordinate registration Day(s)
- Ensure registration on Team Snap is complete and accurate
- Input and monitor registration fees with association Treasurer.
- Follow-up on incomplete registration information
- Un-register participants who leave the hockey program
- Order Team Registrations-provincial/non-provincial
- Complete Team / Player Registrations for submittal to Zone registrar
- Liaison with Zone registrar to resolve deficiencies
- Attend Monthly Board and General Meetings
- Monitor 'Respect in Sport' registrations

## **U11 and Below Director – 2 year term, re-elect in odd years**

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Define and advise the board on programs related to the levels
- Host parent meeting at start of the season, ensure team volunteer positions are filled
- Prepare all training documents for Coaches and Managers in liaison with the Coach Development Director. Host the Coach and Manager meeting held at the beginning of the season.
- Liaison with team managers throughout the season
- Liaison with the parents and team managers to bring concerns to the board
- Assist in resolving conflicts at their level and within association
- Facilitating the resolution of complaints registered by players and/or parents: participating in the final stage of complaint resolution by sitting on internal discipline appeal committees; and ensuring that disciplinary decisions are implemented within the level.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies to the Executive Board, reporting incidents or violations of Hockey Alberta or Hockey Canada policies to the Executive Board.
- Coordinating player evaluations during tryouts and overseeing the allocation of players to teams within a level within approved evaluation policies and procedures.
- Monitoring, and ensuring that no player proceeds onto the ice without the completion of proper documentation.
- Attend & participate in monthly Board and General Meetings

## **U13 and Above Director - 2 year term, re-elect in even years**

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Define and advise the board on programs related to the levels



- Host parent meeting at start of the season, ensure team volunteer positions are filled
- Prepare all training documents for Coaches and Managers in liaison with the Coach Development Director. Host the Coach and Manager meeting held at the beginning of the season.
- Liaison with team managers throughout the season
- Liaison with the parents, players and team managers to bring concerns to the board
- Assist in resolving conflicts at their level and within association.
- Facilitating the resolution of complaints registered by players and/or parents: participating in the final stage of complaint resolution by sitting on internal discipline appeal committees; and ensuring that disciplinary decisions are implemented within the level.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies to the Executive Board, reporting incidents or violations of Hockey Alberta or Hockey Canada policies to the Executive Board.
- Coordinating player evaluations during tryouts and overseeing the allocation of players to teams within a level within approved evaluation policies and procedures.
- Monitoring, and ensuring that no player proceeds onto the ice without the completion of proper documentation.
- Attend & participate in monthly Board and General Meetings

### **Player & Goalie Development - 2 year term, re-elect in even years**

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Develop, Promote and administer programs designed to assist in a player & goalie development
- Report to the Executive and Board for funding and progress of the programs
- Coordinate and plan clinics & seasonal skills development camps
- Provide player & goalie development guidance to coaches & players
- Coordinate evaluators & determine drills for pre-season evaluations
- Ensure programs are developed, promoted and

## **Coach Development - 2 year term, re-elect in odd years**

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Ensuring that coaching staff are in place for teams
- Monitor and input coaches criminal record checks.
- Providing leadership to, and supervising all head coaches; providing coaching staff with advice, direction and support in all areas of hockey
- Develop, Promote and administer programs designed to assist in a coach's development
- program delivery including advice on how to manage player or parent relationship
- Report to the Executive and Board for funding and progress of the programs
- The provision of advice to the Vice President, Level Directors, discipline appeal committees and the Executive Board of Directors related to the application of disciplinary policy - when coaches are the subject of the complaint
- Coordinate the pre-season on ice evaluation & conditioning sessions

## **ASSOCIATES/REPRESENTATIVES – non-voting members**

### **Past President – after President's term completed, minimum 1 year after term end**

- Assist and mentor President and other board members
- Provide background information and data on all matters currently before the board.
- Attend Monthly Board and General Meetings

### **Treasurer - 2 year term, re-elect in even years**

- Keep full and accurate accounts of all receipts and disbursements.
- Report the state of all accounts at the board, executive and association meetings.
- Preparation of the annual Financial Statements
- Obtain professional financial advice when and if needed.
- Preparation of proposed Budget
- Advise Executive and Board of Directors of the financial impacts and alternatives.
- Attend Monthly Board and General Meetings

- Update, complete & file all government reporting in regards to Association & not-for-profit status.

### **Events / Volunteer Coordinator - 2 year term, re-elect in even years**

- Administer commitment hours made by association members and report deficiencies to board.
- Coordinate Year End Awards Night including the Esso Medals, players gifts/medals, booking the venue, planning the program.
- Manage the New Sarepta Fair Ball Hockey Tournament with the Fundraising Coordinator and Ball Hockey Committee.
- Collect all pictures and documents for the Yearbook to be provided to the printing company.
- Assist the Fundraiser Coordinator with organizing volunteers for fundraising events including the annual Demolition Derby.
- Attend Monthly Board and General Meetings if requested by Board.

### **Fundraiser Coordinator - 2 year term, re-elect in odd years**

- Coordinate all fundraising events (New Sarepta Fair, demo derby, casinos, 50/50's, etc)
- Chair all fundraising committee meetings & update board with minutes.
- Report to Board on status of events (attendance, financials, pros/cons, etc)
- Attend Monthly Board and General Meetings if requested by board.
- Manage and promote the Jersey Sponsorship program.
- Maintain the NSMHA Alberta Gaming, Liquor and Cannabis (AGLC) account and reporting.

### **U11 and Below Equipment Manager - 2 year term, re-elect in odd years**

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Report to Executive missing or abused equipment for team charge backs when applicable
- Order new jerseys and equipment when approved by the Executive
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Attend evaluations to provide jerseys
- Purchase new and coordinate repairs of equipment approved by Board
- Attend Monthly Board and General Meetings if requested by Board.

### **U13 and Above Equipment Manager - 2 year term, re-elect in even years**

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Report to Executive missing or abused equipment for team charge backs when applicable
- Order new jerseys and equipment when approved by the Executive
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Purchase new and coordinate repairs of equipment approved by Board
- Attend evaluations to provide jerseys.
- Attend Monthly Board and General Meetings if requested by Board.

### **Ice Allocator - 2 year term, re-elect in even years**

- Develop and communicate yearly ice and tournament schedules for the teams to the Agricultural Society.
- Report, monitor and record on-going ice schedule changes and inform the board of un-used ice.
- Maintain records to ensure fair ice allocations for all teams.
- Verify ice invoices and inform the President and/or Treasurer to approve for payment.
- Report to the Executive and Board
- Attend Monthly Board and General Meetings if requested by the Board.

### **League Director Representative - 2 year term, re-elect in even years**

- Attend all League Meetings
- Attend all tiering meetings if required
- Liaison between association teams and the league
- Advise teams on League rules and regulations
- Report to the Executive and Board on the League
- Assist in resolution of conflicts between teams and the league or other teams
- Attend Monthly Board and General Meetings if requested by Board.
- Perform duties as defined under league policies of the position

### **Website/Communication Coordinator - 2 year term, re-elect in even years**

- Coordinate communications from Association to newspapers, magazines and schools
- Coordinate association advertising efforts for special events and business.

- Administer and update association website and social media at the direction of Executive.
- Attend Monthly Board and General Meetings if requested by Board.

### **Referee in Chief - 2 year term, re-elect in odd years**

- Monitor Referees to ensure acceptable standards
- Develop, promote and administer programs designed to assist in a referee development including referee clinics
- Liaison between Coaches and Referees to resolve conflicts
- Report to the Executive and Board on issues related to refereeing
- Attend Monthly Board and General Meetings if requested by Board.

### **Referee Assignor - (Paid \$350.00/month) - 2 year term, re-elect in even years**

- Assigns Referees to games.
- Liaison with surrounding communities to establish outside available referees.
- Record and report Referee assignments to the Treasurer for payment
- Attend monthly Board and Yearly Fall and Spring General Meetings

### **New Sarepta Ag Board Liaison**

- Attend Ag Board Meetings
- Represent NSMHA views at these meetings
- Report to the NSMHA Executive and Board on issues affecting NSMHA

### **Pond Hockey Coordinator**

- Monitor Pond Hockey to ensure acceptable standards
- Develop, promote and administer programs designed to assist in recreational hockey development as per Hockey Alberta
- Report to the Executive and Board on issues related to the Pond Hockey Program.
- Attend Monthly Board and General Meetings if requested by Board.

### **League Tier Governor**

- Position is detailed in league policy & may not be required depending on league requirements.

- Appointed by League Governor in Chief following approval of the League (CAHL) President
- Accepts and follows the Tier Governor responsibilities as defined in the current CAHL Operating
- Attend League Governor Tiering Meetings and/or Regular League Meetings where required.
- Supports NSMHA League Director Representative if required.
- When appointed, the Tier Governor will be responsible for the overall monitoring and management of the assigned tier of teams in their age category and to provide communications point for the league activities, leadership, direction, confirmation of all entered data, complete all corrections as need, communicate and dispense reprimands as needed to the teams in their tier.
- Regular duties include:
  - Ensuring that each Team Manager in their division has their telephone and email contact information at the start of the season.
  - Enter game changes after they approve them following the appropriate procedure outlined in League Regulation Manual (Section 9(m)). Completed game changes entered should be summarized in provided form to the League Administrator weekly.
  - Arrange and approve cross-over games involving their tier. These crossover games played should be reported to the League Administrator on a weekly basis in the provided League form.
  - Be responsible to verify the accuracy of the game stats on the website by Wednesday at midnight directly following the weekend of games played. The data entry of the game sheet information will be the responsibility of the designated Data Entry Person of the Home Team of each game.
  - Must provide update reports as requested at all CAHL Meetings, including the AGM.
  - Non-Lead Governors are encouraged to attend as many meetings as possible, however the Lead Governor may excuse Non-Lead Governor from attending in consultation with the Governor in Chief. Non-Lead Governors are required to send a full report of their tier to Lead Governor for presentation on their behalf at meetings.
- NSMHA must provide at least 1 League Tier Governor candidate to be appointed by the League for every 1-7 teams the association has playing in the League (e.g. 8 teams requires 2 Tier Governor candidates to be provided)
- A Governor may not be a coach, manager, or parent of a player etc., in the same category of hockey (e.g. U11 Tier 3 coach may not be a U11 Tier 3 Governor) without permission of the League President and Governor in Chief.

## **INDIVIDUAL TEAM POSITIONS – Re-elect each year by Team Vote**

### **Head Coach – 10 Hours**

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Attend the mandatory Head Coach / Team Manager Meeting held by the NSMHA Executive at the start of the season.
- Plan on and off-ice activities in consultation with the assistant coaches
- Organize parents meeting to inform them on the team's hockey season plan
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the players
- Managing the bench during games and providing instruction to players and feedback on-ice performance, applying and enforcing disciplinary measures in a consistent manner
- Providing proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Develop and enforce, uniformly, rules governing team operation, implementing disciplinary action applied by referees, league officials, the Association or by Hockey Alberta.
- As the first step in the resolution of player/parent/guardian issues, coordinate with team manager to ensure player/parent/guardian concerns are responded to with respect and due consideration on a timely basis.
- Obtain assistance with conflict resolution from Level Director and/or Coaching Development Director when needed.
- Acquiring the credentials necessary to coach effectively at the assigned level.
- Follow Coach Code of Conduct.

### **Assistant Coach – 10 Hours**

**\*\*Maximum of 4 assistant coaches per team and will only get hours if attendance at games/practices is proven**

- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- In collaboration with the Head Coach, provide instruction to players related to individual skill development, positional play, team play and Association purpose, and values.

- Assisting with bench management during games and the provision of instruction to players and feedback on performance; assisting in the application and enforcement of disciplinary measures in a consistent manner.
- Bring concerns to the attention of the Head Coach
- Providing proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Acquiring the credentials necessary to coach effectively at the assigned level.
- Report to the head coach
- Ensure the first aid kit is present at all practices and games.
- Ensure the contents of the first aid kit are not expired.
- At least one Assistant Coach on the team must obtain the required online safety training.
- Follow Coach Code of Conduct

### **Manager – 10 Hours**

- Act on direction of the team's head coach and report directly to the team head coach
- Attend the mandatory Head Coach / Team Manager Meeting held by the NSMHA Executive at the start of the season.
- Communicate the team schedule to all coaches/players/parents/guardians, including practices and games. (i.e. via email or TeamSnap)
- Generate a team contact list and circulate
- Ensure player's and parent's code of conduct have been signed before start of season
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, discipline etc.)
- Communicate needs for referees and officials with association
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines according to league and Hockey Alberta and Hockey Canada policies. Liaison with coaches regarding injuries and return to play for players.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies, reporting incidents or violations of Association, Hockey Alberta or Hockey Canada policies to the Level Director.
- Review all game sheets for accuracy.
- Liaison with Ice Coordinator on any ice requests or returns.
- Apply for any necessary team travel permits
- Follow Manager Code of Conduct



## **Assistant Manager – 10 Hours**

- Assist the Team Manager with duties as required.
- Assist with the coordination of travel, accommodation, meals and facility rental for the team.
- Arrange for off-ice officials and volunteers (ie: time clock and game sheet shifts)
- Coordinate the game sheets for both home and away games, including tournaments. Ensure the game sheet is complete prior to the start of all games and collected after each game with all information complete. Upload game sheets and score/penalty data as required by league timelines. Manager and Assistant Manager to review all game sheets.
- Arrange, schedule & coordinate all aspects of away tournaments with consultation of Head Coach & Manager
- Attend monthly board meetings and report any issues or concerns from the team.
- Follow Manager Code of Conduct

## **Treasurer – 5 Hours**

- Discuss all team expenses with the team manager and/or Head Coach
- Provide financial reports upon request & at season end to NSMHA Board.
- Manage all team funds within the team bank account and keep a record of expenses and withdrawals
- Responsible for issuing cheques and payments for tournaments, events, etc
- Provide a current Criminal Record Check by November 15<sup>th</sup>.

## **Tournament and Fundraising Coordinator – 2 Members (10 Hours each)**

- Organize the annual tournament for the team
- Coordinate all raffles, prizes, silent auction items for the tournament
- Obtain and maintain the Team's Alberta Gaming, Liquor and Cannabis (AGLC) account and reporting required for all 50/50 and raffle licenses.
- Invite and schedule teams to attend the tournament in consultation with Head Coach
- Obtain items for players attending tournament
- Communicate Tournament plans with the team, provide a donation letter for team members to seek donations for the tournament prizes, silent auction, players gifts, etc.
- Schedule volunteers for shifts as required.
- Schedule referees and determine pay.
- Set and enforce tournament rules.
- Manage resolution of conflicts that arise
- Monitor the on-ice and off-ice behavior of players, parents and coaches at the tournament and report incidents that are not consistent with approved

Association values, principles or policies; reporting incidents or violations of Association, Hockey Alberta or Hockey Canada policies to the Level Director.

- Plan and coordinate all team fundraisers (i.e. bottle drives)

### **Picture Coordinator – 5 Hours**

- Responsible for collecting pictures of each team for the slideshow. Must ensure that each player from the team is in at least 3 pictures (excluding team group photos).
- Photos must be arranged and labeled with the players' names on a USB stick to be provided to the Events/Volunteer Coordinator for the yearbook before the end of the season.
- Create a slideshow of all pictures and videos collected for the team. To be provide to Events Coordinator & presented at the year-end Awards Day.

### **Jersey Parent – 5 Hours**

- Launder team jerseys as needed. (Do not use well water on white jerseys)
- Bring correct jerseys to all games
- Coordinate any jersey repairs or issues with NSMHA equipment manager.

**APPENDIX III**  
**NSMHA Code Of Conduct**

**Members of the Executive Board of Directors**

As a member of the Executive Board of Directors I will:

- Adhere to Association policy and seek to change policy through the proper Association channels.
- Treat the general public with dignity, respect and consideration.
- Maintain the integrity of the Association at all times and not participate in any activity which places the Association in disrepute.
- Reveal any conflict of interest that arises during Executive activities and meetings and excuse myself from decisions and discussions where conflict exists.
- Honor commitments made on behalf of the Association.
- Take the privacy of members seriously and not divulge any item which may cause personal embarrassment or humiliation to any person.
- Fulfill the duties and obligations of the position held to the best of one's ability and resign immediately if unable to do so.
- Serve the best interests of all program participants, members and the Association when participating in decision making.
- When concerned with, or unhappy about, the actions of another member of the Board, discuss the reasons for said unhappiness with the member before raising the concern with the President.
- Refer to the appropriate Board of Executive member for issues arising that relate to that Board member's sphere of responsibility and not comment on, or render opinion or decisions, with respect to operations not under their control, to the general public.
- Not undermine the confidence of the general public in other members of the Board of
- Abstain from the use of alcohol or drugs while engaged in hockey program activities involving minors.
- Not use the position held for personal profit or the gain of family members.
- Not use the position held to influence player placement or the selection of coaching and team management staff.
- Observe the tenants of fair play as identified in the HC Fair Play Code and sign a pledge to that effect.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## NSMHA Code of Conduct

### Members of the Association (primarily parents/ legal Guardians)

As a member of the Association, I will:

- Remember that my child plays hockey for his/her enjoyment.
- Encourage my child and other players to play hockey by the rules and resolve conflict without resorting to hostility or violence.
- Abide by the 24 hour cooldown rule. Wait 24 hours before approaching a team coach, manager or board member about a concern.
- Teach my child and other players that doing one's best is as important as winning so that all participants never feel defeated by the outcome of a game.
- Cheer and encourage individual and team performance in a positive manner and not ridicule or yell at any child for making a mistake or for losing a game.
- Make my child and other participants feel like winners every time by offering praise for competing hard in a fair and sportsmanlike manner.
- Support and reinforce Association values with my own child and other players in the program by setting a good example for your child and other players.
- Support all efforts to remove verbal and physical abuse from our minor hockey program.
- Recognize the value and importance of volunteer coaches and team management staff, not criticize the coaching staff or team management staff in front of my child, the team or in a public setting and follow proper procedure for resolving disputes with coaching and team management staff.
- Not attempt to coach my child during practices or game situations.
- Not criticize the judgment or honesty of game officials in public. Minor hockey officials are no different than players when it comes to development and deserve respect for performing a thankless task.
- Acknowledge that participation in Association activities is a privilege and not a right and that abuse of privilege may result in expulsion from the Association.
- Observe the tenants of fair play as identified in the HC Fair Play Code.

Date: \_\_\_\_\_

Signature/s: \_\_\_\_\_

## NSMHA Code of Conduct

### Registered Participants (Players)

As a registered participant (player) I will:

- Subscribe to, and make every effort to live by, the values of the Association.
- Play the game of hockey in a fair and sportsmanlike manner.
- Exercise personal discipline and self-control by avoiding loss of temper, throwing sticks, fighting and the use of foul language. (The NSMHA has a Zero Tolerance Policy in regards to such behavior and may, at its discretion, impose additional penalties beyond those implemented by Hockey Alberta and individual leagues.)
- Treat opponents, on ice officials, coaching/team management staff, members of the public and the Board of Executive with respect and consideration.
- Acknowledge and encourage the good performance of teammates.
- Carry out the instructions of coaching staff during practices and games.
- Remember that how one plays the game is as important as winning the game. Life lessons, the development of friendships, skill development and the sheer enjoyment associated with playing the game are just as important as winning games.
- Remember that I represent my team, my Association and my community during competition and that my off ice behavior is as important as my on ice conduct. This also applies to my conduct on social media.
- Remember that playing hockey is a privilege and that this privilege may be revoked if abused.
- Abstain from the use of alcohol or drugs prior to or while engaged in hockey program activities
- Observe the tenants of fair play as identified in the HC Fair Play Code.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## NSMHA Code of Conduct

### Coaching Staff

As a coach or other member of team management I will:

- Carry out the purpose and policies of the Association in a manner consistent with Hockey Alberta and league policies and procedures.
- Remember that players have responsibilities and interests other than hockey and be reasonable in demands on player's time and energy.
- Subscribe to the principle that winning in life and in the game of hockey is a function of skill development and the application of effort and appropriate values.
- Teach players to play in a sportsmanlike and fair manner in accordance with the rules of the game of hockey.
- Teach players to respect the values and decisions of the Association, coaching staff, officials, opponents and teammates.
- Provide a positive learning environment and ensure that all players receive equal instruction, discipline, support and appropriate and fair playing time.
- Remember that players play the game for enjoyment and skill development and that ridiculing or yelling at players for making mistakes or performing poorly is unacceptable.
- Set a good example for players and members. Ultimately, respect is earned.
- Provide proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Assist in the application and enforcement of disciplinary measures in a consistent manner and ask the Level Director for assistance with conflict resolution when needed.
- Ensure that equipment and facilities are safe for participants bearing in mind the level of competition.
- Ensure the acquisition of coaching principles and skills necessary to provide proper and appropriate instruction to the level of team coached.
- Develop and implement practice plans that reflect the hockey program approved by the Association.
- Implement the hockey program approved by the NSMHA.
- Ensure an appropriate balance between games and practices in accordance with the guidelines provided by the Association.
- Abstain from the use of alcohol or drugs prior to or while engaged in hockey program activities involving minors.
- Observe the tenants of fair play as identified in the HC Fair Play Code.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## NSMHA Code of Conduct

### Team Managers

As a member of team management, I will:

- Carry out the purpose and policies of the Association in a manner consistent with Hockey
- Alberta and league policies and procedures.
- Remember that players have responsibilities and interests other than hockey and be reasonable in demands on player's time and energy.
- Subscribe to the principle that winning in life and in the game of hockey is a function of skill development and the application of effort and appropriate values.
- Encourage players and their families to respect the values and decisions of the Association, coaching staff, officials, opponents, and teammates.
- Encourage team families to remember that players play the game for enjoyment and skill development and that ridiculing or yelling at players for making mistakes or performing poorly is unacceptable.
- Support all efforts to remove verbal and physical abuse from our minor hockey program.
- Not criticize the judgment or honesty of game officials in public.
- Set a good example for players and members.
- Address concerns from parents and players in a timely and fair manner.
- Assist coaches when needed in the application and enforcement of disciplinary measures in a consistent manner and ask the Level Director for assistance with conflict resolution when needed.
- Abstain from the use of alcohol or drugs prior to and while engaged in hockey program activities involving minors.
- Observe the tenants of fair play as identified in the HC Fair Play Code.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX IV

### Zero Tolerance Policy

**Offences and penalties specified in this appendix apply to players in and around playing facilities and before, during and after games and practices.**

#### **Players - Practice Related Behaviors**

<u>Offence</u>	<u>Penalty</u>
Unauthorized shooting of pucks	1 <sup>st</sup> - sit out for 5 minutes in penalty box during practice
Pushing, shoving, tripping, taunting teammates	2 <sup>nd</sup> - sit out for 10 minutes in the penalty box during practice
Laziness and lack of effort Disruption of practice/ not ready for practice General foul language	sit out Next Game
Similar behaviors	

Note: The above offences are primarily practice disruption offences. If a player regularly or consistently disrupts practices, that player may be denied additional game time at the discretion of coaching staff. **Before a player is denied game time, coaching staff and/or the level Director will provide an explanation to parents/guardians.**

Any act of disrespect including:	1 <sup>st</sup> - Not allowed on the ice or sent off the ice
Foul language- directed at coaching staff	2 <sup>nd</sup> - Not allowed on the ice, or sent from the ice
- Spitting on dressing room floors/ hallways - General disrespect for facilities	and miss a game.
- Obscene gestures	3 <sup>rd</sup> - Not allowed on ice or sent from the ice and
- Ignoring instruction or arguing with coaches	miss two games.
- Bullying/ harassment of teammates - Theft of property	4 <sup>th</sup> - <b>Formal complaint to Level Director re:</b> Indefinite suspension.
- Destruction of property	
<b><u>Players- Game Related Behaviors</u></b>	
<u>Offense</u>	<u>Penalty</u>
Disrespect for coaching staff, game officials Spectators, arena management staff, teammates, and opponents.	Over and above any penalties imposed by game officials, coaching staff may apply the following penalties (Penalties may be applied when game officials miss a call).



Un- sportsmanlike behavior's including deliberate attempts to injure, spearing, head shots, butt ends, refusal to shake hands, spitting on hands prior to shaking hands, throwing sticks in anger.	1 <sup>st</sup> - One Game 2 <sup>nd</sup> - Two games 3rd- Formal complaint to Level Director re: Indefinite suspension.
Similar acts of violence or disrespect.	

### **Missing Practices and/or Games**

Players are encouraged to make attendance at practices and games a priority. Players who regularly miss practices hurt their own development, the development of teammates and the overall progress of their team over the season. For these reasons, missing practices is discouraged by the New Sarepta Minor Hockey Association.

### **Notice of Absence**

Out of respect for coaching staff and teammates, players and/or parents are required to contact coaching staff, or team manager regarding a pending absence. Notice of absence (any absence) should be provided as far in advance as is reasonably possible under the circumstances.

Failure to provide reasonable advance notice of an absence may result in loss of ice time during game play at the discretion of coaching staff.

Bearing in mind that there are legitimate reasons for missing practices/games and that balance in the life of players is important, missing practices/games for the following kinds of reasons is acceptable.

- School exams or other major school events
- School marks not up to standard
- Illness
- Planned family vacations
- Bereavement
- Unforeseen events outside the control of players/parents, such as weather or road conditions, that prevents attendance at practices.

**\*\*Coaches and other team management staff are expected to use their judgment when determining the reasonableness and legitimacy of an absence.**

### **Miss a Practice/Miss a Period Protocol**

In those instances where a player regularly misses practices but expect to play in subsequent games, coaching and team management staff may, in consultation of the Level Director, implement the miss a practice/miss a period protocol for that player.

When a significant number of players regularly miss practice but expect to play in subsequent games, coaching and team management staff may, with the approval of the Executive Board of Directors, implement the miss a practice/miss a period protocol for the entire team.

When team management feels there is a requirement to implement the miss a practice/miss a period protocol, the matter will be discussed with parents/guardians prior to implementation.

**\*\*If Coaches choose to administer this protocol, they are expected to administer these policies consistently and fairly with all players.**

**General Unacceptable of Disreputable Behavior**

Any player whose behavior in the community is deemed totally unacceptable by the Executive Board of Directors and discredits or brings the team, Association and community into disrepute may be removed from the Association.

Any player whose behavior is grossly unacceptable to his/her teammates and/or the coaching staff may face disciplinary action and even be removed from the team. Refer to Appendix V for process to be followed related to complaint handling.

**Additional Penalties**

**In addition** to penalties handed out by game and/or league officials in league, exhibition, playoff or sanctioned tournaments, players may receive **additional penalties**, at the discretion of the **Vice President and Level Directors related to the same actions that earned them the league/game penalty.**

**\*\*In addition to players, the following penalties may be imposed on coaches, parents and spectators.**

	<u>Offence</u>	<u>Penalty</u>
1.	Verbal or physical abuse of players, coaches, managers and other team officials	1 <sup>st</sup> - Warning (recorded ) 2 <sup>nd</sup> - Remainder of game, plus 3 additional games 3 <sup>rd</sup> - Remainder of game, plus indefinite removal from arena premises
2.	Un- sportsman like behavior, disrespectful behavior or conduct unbecoming to the NSMHA during on ice activities and in the stands/ lobby outside.	1 <sup>st</sup> - Warning (recorded ) 2 <sup>nd</sup> - Remainder of game, plus 3 additional games 3 <sup>rd</sup> - Remainder of game, plus indefinite removal from arena premises
3.	Failure to live by and reinforce the values and codes of NSMHA	1 <sup>st</sup> - Warning (recorded ) 2 <sup>nd</sup> - Remainder of game, plus 3 additional games 3 <sup>rd</sup> - Remainder of game, plus indefinite removal from arena premises

4.	Failure to follow proper protocols in resolving disputes (complaint resolution process)	1 <sup>st</sup> - Warning (recorded) 2 <sup>nd</sup> - Indefinite suspension from team activities 3 <sup>rd</sup> - Removal from association.
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All members of Executive Board of Directors are authorized to approach any member or spectator whose behavior falls within the forgoing policy guidelines and implement the a first warning penalty associated with offences numbered one through three (1 – 3). The warning must be reported in writing to the Level Director and Vice President with details about the incident. In those instances where a member or spectator repeats these activities and a penalty of indefinite suspension from team activities or indefinite removal from arena premises is being considered, the duration of the suspension or the removal will be determined by the Executive Board of Directors as per the bylaws.

Any member or group of members, or individual or group of individuals that witness unacceptable behavior by players, members or spectators may register a complaint, in writing with the Level Director **or Vice President of the Association**. When the unacceptable behavior is witnessed by a group of individuals, all should sign the complaint.

The written complaint must identify the individual (s) involved in the incident, the time and place of the incident and the nature of the unacceptable behavior. The Board will investigate the complaint **per the applicable policies** and may impose penalties consistent with the foregoing guidelines. All incidents and penalties imposed will be recorded.

Note: In those instances where physical threats or other forms of extreme behavior are exhibited, a member or spectator may be suspended from team activities or removed from the arena on a first offence. The Level Director and Vice President should be contacted and part of this process.

If behavior exhibited by any member of the Association is considered to be absolutely reprehensible, the Executive Board of Directors may recommend to the membership, at any time that a member is removed from the membership in accordance with provisions of the Bylaws of the Association.

**Coach and Other Team Management Behavior**

Coaches and other team management personnel are expected to abide by the appropriate NSMHA Code of Conduct.

Any member of the Board of Directors, member or member of the general public, who has an issue with the behavior of a coach, or the behavior of other team management personnel, should register a complaint, in writing. The complaint must specify when (time and place) the incident took place, the nature of the incident and the expected outcome and be signed.

**The complaint will be dealt with as set out in Appendix V.**

## APPENDIX V

### NSMHA – Complaint Resolution Processes

Prior to registering a formal complaint with the Association, members/players will observe a twenty-four (24) hour cooling off period. If one still wishes to register a complaint on conclusion of this cooling off period, members/players must use the following process.

#### **Section I – Process for Resolving Complaints by a player and/or Parent /Guardian in Relation to the Treatment of the Player OR complaints about the actions of a Coach/Manager that impact the team**

##### **Step 1**

**To be formally addressed, all complaints MUST be received in writing.** The player and/or parent/guardian will contact the Level Director who will arrange a meeting between the Coach/**Manager** and the player/parent/guardian for the purpose of discussing and resolving the complaint. The player/parent/guardian will complete the attached format outlining the nature of the complaint and the remedy sought.

**At any time if there is a conflict of interest for the Level Director, the President will choose another member of the board to fill those duties in relation to this matter.**

The Level Director will make the Coach/**Manager** aware of the nature of the complaint and the remedy sought, arrange a meeting and ensure that all parties are aware of the time, date and place of the meeting. The meeting will take place within 48 hours of the registering of the complaint or at such other time as is mutually agreeable to the parties.

**The Level Director may choose to involve the Coach Development Director in this step of the process.**

The Level Director will chair the meeting. The player/parent/guardian will present his/her complaint. The Coach/**Manager** will explain the reasons for his/her actions. The Level Director will facilitate and ensure that the discussion between the parties is civil and respectful.

On conclusion of the discussion, the Coach/**Manager** will provide his/her decision with respect to a remedy along with supporting rationale.

If the player/parent/guardian is in agreement with the remedy, the Level Director will record both the remedy and the agreement on the remedy and file the documentation with the Association Secretary.

If the player/parent/guardian is not satisfied with the remedy proposed by the Coach/**Manager and/or Level Director**,, the Level Director will record that disagreement and the remedies expected, and then forward the complaint (all documentation) **to the President**.

**If the complaint is serious enough in nature the Level Director has the right to skip Step 1 and recommend to the President that the matter proceed directly to Step 2.**

## **Step 2**

**The President will appoint a discipline committee consisting of the Vice President, applicable Level Director and a member at large of NSMHA that is not associated with the team. Should the Vice President or Level Director be deemed to have a conflict of interest or be biased by the complaint, the President will replace them on the committee with other impartial members.**

The Discipline Committee shall have the power to suspend summarily any coach, manager or team official for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee. Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee.

The Discipline committee will discuss the issue with the Coach/**Manager**, interview the player/parent/guardian/complainant, review information the Level Director and collect such other additional information as is deemed appropriate in the resolution of the issue.

On completion of the information gathering process, the Discipline Committee will consider the input of all parties and render a decision as to an appropriate remedy. The rationale supporting the decision will also be provided at the time the decision is given.

The Level Director will record the decision. The decision will be communicated in writing to the complainant and the Coach/Manager at the center of the complaint within 72 hours of that meeting.

Examples of Severity of Discipline:

- Mild – 2 Game Suspension – applied when first offence has occurred. The individual has shown true remorse and the actions are out of character. Little chance of reoffending.

- Moderate – 3 Game Suspension – applied when a second offence has occurred. Individual has not accepted responsibility for their actions, shows no remorse and likely to reoffend.

- Severe – 5 Game Suspension or MORE – most serious, eg. Physically threatening or assaulting another individual, multiple offenses, shows no remorse, likely to re-offend, past history in association of incident.

Step II activities should be completed within one week (seven days) of receipt of the complaint **or at such other time as is mutually agreeable to the parties.**

**If the player/parent/guardian, or the Coach/Manager, is not satisfied with the decision, the decision can be appealed to the President of the New Sarepta Minor Hockey Association. The appeal must be received by or sent to the President within 7 days of the date of suspension/decision.**

### **Step 3**

The individual may appeal the suspension or decision imposed or ratified by the Discipline Committee.

Written clear and concise summary of the grounds for the appeal must be received by the NSMHA President within five (7) days of the date of the suspension.

Such appeal shall be heard by the NSMHA Executive at its next regularly scheduled meeting following the date of receipt of the appeal or within seven (7) days, whichever occurs first. The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing if they so choose.

No member of the Discipline Committee shall be able to participate in the appeal process. All members of the Executive Board with any conflict of interest or connection to the individual or team in question shall not be able to participate in the appeal process.

The Discipline Committee will provide all of its notes and information gathered in the process to the President to be shared with Executive.

- No appeal operates as a stay of any suspension.
- Any appeal by a player younger than sixteen (16) years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.

NSMHA Executive decisions on appeals are FINAL.

As per the bylaws, The Board of Directors shall have the power, by a vote of three fourths (3/4) of a quorum of the Board of Directors, to suspend any Member whose conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interest and/or reputation of the Association or who willfully committing a breach of the Bylaws of this Association. Upon suspension all privileges and/or powers are forfeited until such time as the suspended member has been reinstated by the Association.

If the NSMHA Member is not satisfied with the NSMHA Executive's decision in regards to an appeal, only then may the member may appeal to Hockey Alberta. If appealed to Hockey Alberta, the NSMHA surrenders all authority regarding the appeal to Hockey Alberta. It is the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible. NSMHA shall not be responsible for any fees incurred from the appeal process

**At any time if there is a conflict of interest for the President in relation to this matter, he/she will choose another member of the board to fill those duties.**

## **Section II – Process for Resolving Complaints about conduct of a player(s) by a coach, team management or parent/guardian**

### **Step 1**

**To be formally addressed, all complaints MUST be received in writing.** Coaches and team management should first make an attempt to resolve this at a team level. If these attempts within the team are unsuccessful, The individual lodging the complaint about a player will contact the Level Director with a detailed complaint in writing, who will then arrange a meeting with the player and their parent/guardian for the purpose of discussing the complaint. The Level Director may choose to invite the Coach/Manager to the meeting.

The Level Director may choose to meet only with the player and his/her/their parent/guardian for initial discussion on the complaint or choose to arrange a meeting where all parties including the complainant attend. All parties will be made aware of the time, date and place of the meeting. The meeting will take place within 48 hours of the registering of the complaint or at such other time as is mutually agreeable to the parties.

The Level Director will chair the meeting. The complainant will present his/her complaint. The player and their parent/guardian may choose to respond and provide information. The Level Director will facilitate and ensure that the discussion between the parties is civil and respectful.

**At any time if there is a conflict of interest for the Level Director, the President will choose another member of the board to fill those duties in relation to this matter.**

On conclusion of the discussion, it is hoped a remedy or resolution would be reached.

If the player/parent/guardian is in agreement with the remedy, the Level Director will record both the remedy and the agreement on the remedy and file the documentation with the Association Secretary.

If the player/parent/guardian is not satisfied with the remedy proposed by the Coach/**Manager and/or Level Director**, the Level Director will record that disagreement and the remedies expected, and then forward the complaint (all documentation) **to the President**.

**If the complaint is serious enough in nature the Level Director has the right to skip Step 1 and recommend to the President that the matter proceed directly to Step 2.**

## **Step 2**

**The President will appoint a discipline committee consisting of the Vice President, applicable Level Director and a member at Large of NSMHA that is not associated with the team. Should the Vice President or Level Director be deemed to have a conflict of interest or be biased by the complaint, the President will replace them on the committee with other impartial members.**

The Discipline Committee shall have the power to suspend summarily any player for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee. Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee

The Discipline committee will discuss the issue with the player and their/parent guardian, interview the coach/manager/complainant, review information from the Level Director and collect such other additional information as is deemed appropriate in the resolution of the issue.

On completion of the information gathering process, the Discipline Committee will consider the input of all parties and render a decision as to an appropriate remedy. The rationale supporting the decision will also be provided at the time the decision is given.

The Level Director will record the decision.. The decision will be communicated in writing to the complainant and the player/parent/guardian at the center of the complaint within 72 hours of that meeting.



Examples of Severity of Discipline:

- Mild – 2 Game Suspension – applied when first offence has occurred. The individual has shown true remorse and the actions are out of character. Little chance of reoffending.
- Moderate – 3 Game Suspension – applied when a second offence has occurred. Individual has not accepted responsibility for their actions, shows no remorse and likely to reoffend.
- Severe – 5 Game Suspension or MORE – most serious, eg. Physically threatening or assaulting another individual, multiple offenses, shows no remorse, likely to re-offend, past history in association of incident

Step II activities should be completed within one week (seven days) of receipt of the complaint **or at such other time as is mutually agreeable to the parties.**

**If the player/parent/guardian, or complainant, is not satisfied with the decision, the decision can be appealed to the President of the New Sarepta Minor Hockey Association. The appeal must be received by or sent to the President within 7 days of the date of suspension/decision.**

**Step 3**

The individual may appeal the suspension or decision imposed or ratified by the Discipline Committee.

Written clear and concise summary of the grounds for the appeal must be received by the NSMHA President within five (7) days of the date of the suspension.

Such appeal shall be heard by the NSMHA Executive at its next regularly scheduled meeting following the date of receipt of the appeal or within seven (7) days, whichever occurs first. The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing if they so choose.

No member of the Discipline Committee shall be able to participate in the appeal process. All members of the Executive Board with any conflict of interest or connection to the individual or team in question shall not be able to participate in the appeal process.

The Discipline Committee will provide all of its notes and information gathered in the process to the President to be shared with Executive.

- No appeal operates as a stay of any suspension.
- Any appeal by a player younger than sixteen (16) years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.

NSMHA Executive decisions on appeals are FINAL.

As per the bylaws, The Board of Directors shall have the power, by a vote of three fourths (3/4) of a quorum of the Board of Directors, to suspend any Member whose conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interest and/or reputation of the Association or who willfully committing a breach of the Bylaws of this Association. Upon suspension all privileges and/or powers are forfeited until such time as the suspended member has been reinstated by the Association.

If the NSMHA Member is not satisfied with the NSMHA Executive's decision in regards to an appeal, only then may the member may appeal to Hockey Alberta. If appealed to Hockey Alberta, the NSMHA surrenders all authority regarding the appeal to Hockey Alberta. It is the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible. NSMHA shall not be responsible for any fees incurred from the appeal process

**At any time if there is a conflict of interest for the President in relation to this matter, he/she will choose another member of the board to fill those duties.**

### **Section III – Process for the Resolution of Complaints by Association Members Related to Actions/Behavior of Members of the Board of Executive.**

#### **Step 1**

Association Members who are displeased with or offended by the behavior or actions of a Member of the Board of Executive are encouraged to speak directly with the Member of the Board of Executive in an attempt to resolve the issue. If the matter is deemed urgent or very serious in nature, they may skip to Step 2.

The complaint must relate to their role as a board member. If the complaint relates to conduct as a coach, parent or manager the previous processes related to those roles should be followed.

#### **Step 2**

If the two parties are unable to resolve their differences, the Association Member with the complaint should file a complaint **with the Vice President. If the complaint is related to the Vice President, the complaint should instead be lodged with the President. The complaint MUST** be in writing and state clearly the nature of the offensive behavior, the remedy sought, the response of the Member of the Board of Executive to the complaint and why that response is unacceptable.

**The Vice President** will investigate the matter and bring the parties together at a mutually acceptable time in an attempt to facilitate/mediate a resolution. In addition the Vice President may choose to interview or meet with each of them separately.

If all parties are able to agree on a resolution, the Vice President will record the agreement and file the agreement and all other documentation related to the complaint with the Association Secretary.

### **Step 3**

If the parties are not able to agree on a resolution, **the Vice President** will record that disagreement and refer the matter, including all relevant documentation, forthwith to the President of NSMHA.

Within seven (7) days of receipt of the complaint, the President will investigate the complaint, interview the parties, interview the **Vice President**, review relevant documentation, seek input from others as deemed appropriate and provide the parties with a written decision including the rationale for the decision.

If the President's recommendation/decision relates to suspension or expulsion of the board member the following must be followed as per the bylaws.

The Board may, upon a three fourths (3/4) vote of all its Members present, suspend any member of the Board from their position on the board who, in the opinion of the Board, has been, or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a member of the Board. A suspended Member of the Board shall be given confirmation of his/her suspension in writing. The written notice must specify both the reason(s) for the suspension and the length of the suspension.

See Section 11.0 of the bylaws for more information and next steps.

### **Step 4**

If the President's decision does NOT involve suspension or expulsion, Step 4 may be followed by the parties. If the board member is not satisfied with the decision of the President, they may direct the President to place the issue before the Board of Executive.

The Board of Executive will meet as soon as possible, and preferably within seven (7) days of receipt of the complaint, hear the parties, consider any other information of relevance to the situation and provide the parties with a written decision including a rationale for the decision.

The decision of the Board of Executive is final and binding on the parties. Refer to bylaws if decision relates to suspension or expulsion of board member.

## **Section IV – Process for the Resolution of Complaints by a Member of the Board of Executive Regarding the Actions/Behavior of another Member of the Board of Executive**

### **Step 1**

When a Member of the Board of Executive has an issue with the actions/behavior of another Member of the Board of Executive, the Member with the issue should discuss the issue with the other Member in an attempt to resolve the issue.

## **Step 2**

If the two Members of the Board of Executive are unable to resolve their differences, the matter should be referred to the President of NSMHA. **It MUST be provided in writing.**

The President will meet with the parties and attempt to facilitate/mediate a resolution to the issue.

If the President is not able to facilitate/mediate a resolution, the President will render a decision on the issue.

If the President's recommendation/decision relates to suspension or expulsion of the board member the following must be followed as per the bylaws.

The Board may, upon a three fourths (3/4) vote of all its Members present, suspend any member of the Board from their position on the board who, in the opinion of the Board, has been, or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a member of the Board. A suspended Member of the Board shall be given confirmation of his/her suspension in writing. The written notice must specify both the reason(s) for the suspension and the length of the suspension.

See Section 11.0 of the bylaws for more information and next steps.

**\*\*If the original complaint is in relation to the actions/behaviour of the President then the member raising the complaint may refer the issue to the Vice President for review.**

## **Step 3**

Where there is disagreement with the decision of the President, either party may refer the matter to the Board of Executive by notifying the Secretary of the Association in writing of the nature of the complaint and requesting that the issue be placed on the agenda of the next meeting of the Board of Executive.

The Board of Executive will hear the positions of both parties, review the decision of the President and render a decision that is final and binding on all the parties

The decision of the Board of Executive is final and binding on the parties. Refer to bylaws if decision relates to suspension or expulsion of board member.

**Section V – Process for Resolving Complaints by a Member of the Association in Relation to the Behavior/Actions of another Member of the Association. (That is not a player, manager, coach or board member. For those issues, see previous steps and processes)**

**Step 1**

Any Member who feels the behavior/actions of another Member of the Association are not consistent with the values of the NSMHA may put that complaint in writing to the President of the Association.

**Step 2**

The President will investigate the allegation and determine an appropriate course of action. The President may use whatever process (es) and/or mechanism(s) as are deemed appropriate in resolving the issue **but will consult with the Executive Board as needed and record what transpired with the Secretary of the Association.**

**APPENDIX VI**

**Player/ Parent/ Guardian Complaint Form**

**Step 1**

**Nature of Complaint:**

**Proposed Remedy:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Coach Decision/ Rationale:**

**Player/ Parent/ Guardian Response:**

**Level Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 2**

**Date Referred to Vice President:** \_\_\_\_\_

**Nature of Complaint:**

**Proposed Remedy:**

**VP Decision/ Rationale:**



**Player/ Parent/ Guardian Response:**

**Level Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 3**

**Date Referred to President:** \_\_\_\_\_

## APPENDIX VII

### NEW SAREPTA MINOR HOCKEY SOCIAL MEDIA AND NETWORKING POLICY

#### 1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as 'iMessage' or 'texting'. The policy will be applicable to all members of the NSMHA Community, including Directors, Teams, NSMHA members and executive, on-ice and off-ice officials, billets, players, players' family members and supporters. NSMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. NSMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the NSMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, League and/or New Sarepta Minor Hockey Association.

#### 2. SOCIAL MEDIA GUIDELINES

- a) NSMHA holds the entire NSMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.

- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the NSMHA, the NSMHA recommends that you request approval from the Team or the Association.

### **3. SOCIAL MEDIA VIOLATIONS**

The following are examples of conduct through social media and networking mediums that are considered violations of the NSMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, League and/or NSMHA.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, League and/or NSMHA executive, members, programs, stakeholders, players or any member of a NSMHA Team.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, bullying etc.
- f) Online activity that contradicts the current by-laws and policies of the NSMHA or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the NSMHA policies and by-laws on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### **4. DISCIPLINE**

The Team, League and/or the NSMHA will investigate reported violation(s) of this policy in the manner set out in the NSMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team, League and/or the NSMHA Board of Executives will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a League and/or NSMHA By-Laws for other types of suspensions.

### **5. SUMMARY**

When using social media and networking mediums, the NSMHA community should assume at all times they are representing the NSMHA and/or its member Associations or Teams. All members of the NSMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

## APPENDIX VIII

### NSMHA COACH APPLICATION



#### New Sarepta Minor Hockey Association Coaching Position Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Home Cell Work Email

**LEVEL(S) APPLIED FOR (check all levels that you would like to help coach):**

(Coaching requirements are listed beside each level of hockey and will be a requirement to coach)

- U7 One Level 1 Coach per 10 players, one Safety Trainer per 10 players
- U9 One Level 1 Coach per 10 players, one Safety Trainer per 10 players
- U11 **Head Coach** requires Level 2 & Checking Skills, one Safety Trainer
- U13 **Head Coach** requires Level 2 & Checking Skills, one Safety Trainer
- U15 **Head Coach** requires Level 2 & Checking Skills, one Safety Trainer
- U18 **Head Coach** requires Level 2 & Checking Skills, one Safety Trainer

**Head Coach**       **Assistant Coach**

**Coaching History (List all Previous Experience)**

Last Association Coached With: \_\_\_\_\_

Previous Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coaching Certification (alternatively you may attach printout from Hockey Canada (Ehockey) to verify certifications as well)**

**Check all that you have completed**

**Season Taken (ie 2019/2020)**

- Coach 1 - Intro to Coach (HC U7 & Above) \_\_\_\_\_
- Coach 2 - Coach Level (HC U11 & Above) \_\_\_\_\_
- Checking Skills (HC U11 & Above) \_\_\_\_\_ Expiry Date: \_\_\_\_\_
- Safety (HCSP Level 1) \_\_\_\_\_
- Respect in Sport - Activity Leader (Every 4 years) \_\_\_\_\_
- Mandatory Police Clearance (Every 3 Years)       on file w/NSMHA       Attached
- Other: \_\_\_\_\_

I understand that any certification or clearances required by Hockey Alberta or NSMHA needed to fulfill my coaching duties at the respective levels will be completed no later than Nov 15 of the current hockey season.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**YOUTH COACH APPLICATION**



**New Sarepta Minor Hockey Association  
Youth Coaching Application  
(players or individuals under 18 yrs old)**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current level playing this season (ie. U18): \_\_\_\_\_

**LEVEL (check level that you are applying to help coach with, must be a lower level than currently playing)**  
\*\*\*NOTE – Player must be a current active registered player of NSMHA or within NSMHA AAA/AA draw region and registered with Hockey Canada\*\*

- Pond Hockey  U7  U9  U11  U13  U15  U18

**Playing/Coaching History (list previous experience playing or coaching):**  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for applying to be a youth coach:**  
\_\_\_\_\_  
\_\_\_\_\_

**NSMHA Player Application Only (must be completed for NSMHA player applications)**

Current Head Coach: \_\_\_\_\_ Level: \_\_\_\_\_  
Current Head Coach Signature: \_\_\_\_\_ (head coach must allow player to assist)  
Accepting Level Head Coach: \_\_\_\_\_ Level: \_\_\_\_\_  
Accepting Head Coach Signature: \_\_\_\_\_ (accepting head coach must accept player to assist)

This is not meant to improve the skills or get extra ice time for the kids helping to coach but to provide aid to those teams that are in need of extra coaches on the ice. All Junior Coaches must be an active registered player of NSMHA or within NSMHA AAA/AA draw region and registered with Hockey Canada. If at any time #4 below is not being met, the Head Coach can end the junior coaching opportunity.

1. Each team wishing to participate in this program must use coach to coach communication
2. Coaches requiring players to help may only utilize up to a maximum of 2 players at one time from any team above theirs
3. Players are only be utilized for practices. They are not allowed on the bench for any games
4. Players must not be a distraction on the ice to the team they are helping

Each team wishing to participate in this program must follow these guidelines. Any abuse of this program will result in teams no longer being able to participate.

Signature \_\_\_\_\_ Date \_\_\_\_\_