



**SHERWOOD PARK MINOR HOCKEY ASSOCIATION**

**POLICIES & PROCEDURES**  
**MANUAL**

*Revised August 2023*



# SHERWOOD PARK MINOR HOCKEY ASSOCIATION

## POLICIES & PROCEDURES MANUAL

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## PART 1 - MISSION STATEMENT

### 1.1 MISSION STATEMENT

The Sherwood Park Minor Hockey Association (the "Association") is established to develop and maintain a minor hockey program for the Hamlet of Sherwood Park. Our mission statement is "to create positive opportunities & experiences for all players through innovative leadership and exceptional service"

The hockey program will always be based upon the following values:

*Innovation, Integrity, Safety, Enjoyment, Consistency, Respect, Teamwork*

SPMHA's strategic direction will be to:

*Build a Shared Vision,*

*Deliver Consistently,*

*Grow the Association,*

*Develop Participants,*

*Diversify Financial & Human Resources*

## PART 2 - STATEMENT OF POLICIES

### 2.1 Membership with Hockey Alberta and Hockey Canada

#### 2.1.1 Membership in Hockey Alberta

The Association shall operate as a member of Hockey Alberta and Hockey Canada. In accordance with the bylaw requirements of Hockey Alberta and Hockey Canada, the Association shall:

- a) conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
- b) unconditionally commit to obey and abide by Hockey Alberta's and Hockey Canada's Constitution, Bylaws and Regulations;
- c) recognize Hockey Alberta as the governing body in the Province of Alberta subject only to a right of appeal to Hockey Canada;
- d) work for the betterment of hockey by:
  - a. the promotion and use of Hockey Alberta and Hockey Canada training programs, facilities and literature where considered practicable by the Association;
  - b. making recommendations for improvement in rules, training programs, and all aspects of development by way of presentations to the various Hockey Alberta councils and attendance by the Association Executive at Hockey Alberta annual meetings.

#### 2.1.2 Governing Hockey Rules

The Association shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada. The Association shall have the power to institute such additional rules to apply to members of the Association so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta, Hockey Canada or governing league rules.

## 2.2 Association Membership

### 2.2.1 Membership Eligibility

Membership in the Association is open upon registration with the Association to all current and former parents or full-time guardians of children, former players, and grandparents of current or former players, that are 18 years of age or older and that have permanent residency within the Association boundaries.

Membership in the Association entitles the Members to:

- a) as determined by the President, attend and make presentations to the Association Executive, at scheduled or emergency executive meetings;
- b) attend and vote at general and election meetings of the Association;
- c) run for election to an executive position with the Association;
- d) nominate a Member for election to an executive position.

### 2.2.2 Removal and Suspension from Membership

- a) Any Member of the Association who does not conduct him or herself in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or the By-Laws or Policies of the Association as established from time to time can be expelled or suspended as a Member of the Association for the remainder of the present hockey year or such longer period of time as may be determined in accordance with the terms of these Policies.
- b) Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any Member or individual, before all the rights of appeal under these Policies have been followed, and all those of Hockey Alberta and Hockey Canada, have been fully exhausted, shall be deemed to be a violation and breach of these Policies and shall result in the immediate and automatic indefinite suspension of such member from all Association related games and sponsored or organized activities.
- c) Anyone taking action as noted in subsection b) above against the Association or its officers and directors or any other organization in Hockey Canada, including but not limited to the Association, Hockey Alberta and Hockey Canada, before exhausting all rights of appeal shall pay all expenses, including all legal fees on a solicitor client basis, incurred by the Association and/or its officers and directors, or any other organization to defend such action before any application for reinstatement will be considered.
- d) The Executive Committee claims the right as the Rental Contract Carrier to bar any expelled, or suspended Member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the Executive Committee and/or a committee appointed by the Executive Committee for discipline matters.
- e) The Executive Committee, or if applicable, a committee appointed by the Executive Committee for discipline matters may suspend any Member or any Association team official who fails to comply with these Policies or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the Executive Committee or, if applicable, the disciplinary committee. A suspended Member or team official may appeal their suspension before the Executive Committee by giving written notice to the Executive Committee within thirty (30) days of the date of their suspension.

- f) Any Member in arrears for fees or assessments for any year shall be automatically suspended after the expiration of six (6) months from the end of such year, but may be reinstated upon paying the annual fee and/or assessments.

### 2.2.3 Privacy Policy

The Association has developed a Privacy Policy which describes the way that Association collects, uses, retains, safeguards, discloses, and disposes of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers. Details of this policy are attached as Appendix A.

## 2.3 Membership Boundaries

### 2.3.1 Description of Boundaries

The boundaries of the Association shall be the boundaries of the Urban Service Area for the County of Strathcona as such is defined and amended from time to time by the Strathcona County Council, with the exception that the area of the Urban Service Area located north of Highway 16 shall not be included.

#### Description of Area

##### *North Boundary:*

Commencing at the Junction of Highway 16 and Highway 21 proceed west along Highway 16 to the City of Edmonton Corporate Limits.

##### *East Boundary:*

Commencing at the Junction of Highway 21 and Highway 16 proceed south along Highway 21 to the Junction of Secondary Highway 630 (known as Wye Road) and Highway 21.

##### *South Boundary:*

Commencing at the Junction of Secondary Highway 630 (known as Wye Road) and Highway 21 proceed west along Secondary Highway 630 to the Junction of Highway 14 and continue west along that portion of Highway 14 (known as the Sherwood Park Freeway) to the City of Edmonton Corporate Limits plus the area south of Secondary Highway 630 located at the NW ¼ of Section 23, Township 52, Range 23 W4M that is known as the Estates of Sherwood Park, as well as the area south of Secondary Highway 630 located at the NE ¼ of Section 22, Township 52, Range 23 W4M that is known as Salisbury Village. Residents of the area south of Secondary Highway 630 and east of Highway 14 located in the NW ¼ Section 21 Township 52, Range 23 W4M that is known as Hulbert Crescent/Ordze Park shall have the option of playing for either Sherwood Park or any other Member Association of Hockey Alberta within the County of Strathcona for which they qualify.

##### *West Boundary:*

Commencing at the point where Highway 14 (Sherwood Park Freeway) intersects the City of Edmonton Corporate Limits proceed north along the City of Edmonton Corporate Limits to a point where the City of Edmonton Corporate Limits intersect Highway 16.



## 2.4 Program Organization and Delivery

The following programs are offered:

- a) an Introduction to Hockey program consisting of the following categories: Discovery, U7, and U9;
- b) a community hockey program consisting of the following categories: U11, U13, U15 and U18;
- c) a competitive stream program at the U11 HADP & U13 Tier 1 category;
- d) a recreational hockey program at the following categories: U9, U11, U13, U15, U18 and U21;
- e) a female-only hockey program, facilitated by our partner organization SPS Fuzion, at the following categories: U9, U11, U13, U15 and U18;
- f) an elite hockey program, facilitated by our partner organization SPKAC (Sherwood Park Kings Athletic Club), at the following categories: U13AA, U13AA Female, U15AA, U15AA Female, U15AAA, U16AA, U17AAA, U18AA, U18AA Female and U18AAA;
- g) Junior B and/or Junior C programs (U21) as determined by the Executive Committee from time to time;
- h) a Referee's program, in consultation with the Strathcona County Officials Association and the North Zone Referees Committee, or such other governing organization as established from time to time, to provide instruction, refereeing experience and supervision of the officiating at all Association sanctioned games.

### Program Delivery

The program shall be presented in accordance with the Policies and Procedures of the Association for its minor hockey teams and the bylaws of Hockey Alberta and Hockey Canada.

#### 2.4.1 SPMHA-Administered Programs

Programs administered by the Sherwood Park Minor Hockey Association include the Introduction to Hockey (Discovery, U7); the community hockey program consisting of the following categories: U9, U11, U13, U15 and U18; and the U11 & U13 competitive stream program. Detailed information regarding these offerings can be found in the *Hockey Programs* section of the SPMHA website at [www.spmha.ab.ca](http://www.spmha.ab.ca).

#### 2.4.2 Recreational Hockey Program

The Sherwood Park Minor Hockey Association participates in a recreational hockey program offering facilities by the Edmonton Federation Hockey League. Detailed information regarding this offering can be found in the *Recreational Hockey* section of the EFHL website at [www.efhlhockey.com](http://www.efhlhockey.com).

#### 2.4.3 Female-Only Program

Female-only hockey programs are facilitated and administered by our partner organization SPS Fuzion in the following categories: U9, U11, U13, U15 and U18. Detailed information regarding these offerings can be found on their website at [www.spsfuzion.com](http://www.spsfuzion.com).

#### 2.4.4 Elite Program

Elite hockey programs are facilitated and administered by our partner organization, the Sherwood Park Kings Athletic Club, in the following categories: U13 AA, U13 AA Female, U15 AA, U15 AA Female, U15

AAA, U16 AA, U17 AAA, U18 AA, U18 AA Female and U18 AAA. Detailed information regarding these offerings can be found on their website at [www.spkac.ab.ca](http://www.spkac.ab.ca).

#### 2.4.5 Junior B & C Programs (U21)

##### Jr. B Program – Sherwood Park Knights

The Jr. B Knights Program is an independently operated hockey program within Sherwood Park and works with SPMHA in a limited administrative capacity that includes ice allocation.

##### Policy

To operate a competitive Junior B program in Sherwood Park designed to promote and encourage the development of the individual's hockey skills and attitudes toward sportsmanship, education, citizenship, fair play and teamwork.

##### Guidelines

- a) 50% of the players must be resident in the Association's boundaries as defined by Hockey Alberta. Players are selected into the program by the coaching staff. Such selections are based on the player's age category, direct observation of demonstrated skills, estimates of future potential and perceived dedication to the program.
- b) Underage players are subject to the conditions of Policy 4.14.
- c) Overage players are permitted in accordance with the rules and regulations of the Capital Junior Hockey League.
- d) The Junior B team participates in the Capital Junior Hockey League. Any change in league participation is suggested to have the endorsement of the SPMHA Executive Committee.
- e) Up to 4 import players are allowed (see Registration & Membership, Section 3.3.1, for definition of "import").

##### Jr. C Program – Sherwood Park Renegades

##### Policy

To operate a recreational Jr. C Program (U21) in Sherwood Park designed to promote and encourage the development of the individual's hockey skills and attitudes toward sportsmanship, education, citizenship, fair play, and teamwork.

##### Guidelines

- a) The U21/Rec Director shall coordinate the Junior C Program.
- b) 50% of the players must be resident in the Association's boundaries as defined by Hockey Alberta. Players are selected into the program by coaching staff under the authority of the U21/Rec Director. Such selections are based on the player's age category, direct observation of demonstrated skills, estimates of future potential and perceived dedication to the program.
- c) Underage players are subject to the conditions of Policy 4.14.
- d) Overage players are permitted in accordance with the rules and regulations of the Noralta Junior Hockey League.

- e) The Junior C team participates in the Noralta Junior Hockey League. Any change in league participation requires the endorsement of the Executive Committee.
- f) Jr. C players shall meet the requirements of the Noralta Junior Hockey League insofar as residency and age are concerned.

#### 2.4.6 Referees Program

- a) Fees – The Strathcona County Referees Association shall annually set its fees for services based on the Hockey Alberta approved Officials Rate Sheet. Payment of fees shall be made from time to time as agreed to between the Referees Association and the Association.
- b) Financial – The Referee in Chief shall be responsible for the operation of the Sherwood Park Minor Hockey Association “Referees” account.

## 2.5 Discipline and Conduct

### 2.5.1 Discipline Process

For complete details on the Association’s conduct review, reporting and resolution process, please reference the [SPMHA Conduct Policy webpage](#).

### 2.5.2 Association-Level Discipline

Pursuant to 2.5.1, the Discipline Liaison Member shall establish a disciplinary committee from time to time for the purposes of determining disciplinary matters (the “Discipline Committee”). The Discipline Committee may suspend, expel and/or impose sanctions and conditions of participation on any Association Member, player or team official who fails to comply with the policies, bylaws and/or regulations of the Association, Hockey Alberta or Hockey Canada or whose conduct shall be deemed to be improper or unbecoming of a member, player or team official of the Association.

### 2.5.3 On-Ice Officials Discipline

All disciplinary matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the North Zone Referee Committee, Strathcona County Officials Association and/or Hockey Alberta. These matters shall be addressed with oversight from the Referee-in-Chief. This includes any applicable appeals.

### 2.5.4 Team-Level Discipline

Coaches in the Association shall be entitled to suspend summarily any player on their respective team for individual discipline problems. In the event that a coach wishes to suspend a player for one full game, one full practice or more, the coach must first obtain the approval of the appropriate Division Director. Any suspension by a coach may be appealed to the Discipline Committee and then to the Appeal Committee as set forth above.

### 2.5.5 Immediate Discipline by President, Division Vice President, or Division Director

- a) In addition to, or in lieu of, suspensions which occur, or may be imposed automatically in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association, the President or Division Vice President, upon consultation with the Division Director, shall have the capacity to suspend summarily for a term not exceeding three (3) games, practices or combination of games and practices, any player, coach, manager, team official, or member for

any breach of the bylaws or regulations of the Association or for any conduct determined to be improper or unbecoming by the President, Division Vice President, or Division Director.

- b) Any such suspension may be reviewed further by the Discipline Committee to determine if a more serious penalty is warranted. Further such suspension may be appealed to the Discipline Committee and then to the Appeal Committee as set forth above.

#### 2.5.6 Appeals in General

- a) No appeal operates as a stay of any suspension.
- b) For discipline administered as per 2.5.2, the appeal process is outlined in the Association's conduct review, reporting and resolution process. Please reference the [SPMHA Conduct Policy](#).
- c) For discipline administered as per 2.5.4 or 2.5.5, the appeal process begins via notification to the direct report of the individual that administered the discipline. The direct report will review the administered discipline, and may do so in consultation with the Discipline Liaison Member, to determine if the appeal shall be handled as per the Association's conduct review, reporting and resolution process, or in a discretionary manner.

### 2.6 Record Checks

#### 2.6.1 Criminal Record Checks

All Association team officials (including coaches, assistant coaches, team managers and trainers) shall be required by the Association to submit their names to the RCMP for a Criminal Records Check. Criminal Record Checks will be completed by team officials on a frequency as determined by the Executive Committee from time to time. All Criminal Record Checks must be submitted to the Operations Manager/Registrar by November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such has been completed.

#### 2.6.2 The Criminal Record Check Committee

- a) The President and/or the Executive Committee shall establish a Criminal Record Check Committee ("CRC Committee") from time to time to review the results of Criminal Record Checks arising from special circumstances. All proceedings before the CRC Committee will be held strictly confidential.
- b) The CRC Committee as a whole or any member thereof, shall speak to the team official respecting his or her criminal record to ascertain whether the nature of that team official's criminal record poses any danger to children, based on the nature and circumstances of the criminal record, the length of time since the record came into existence, the team official's marital status, work experience, and any other relevant information.
- c) A CRC Committee decision that any team official poses a danger to children will result in immediate suspension of that team official from their role as a team official, who then can, at his or her option, choose to discontinue as a team official.
- d) The team official can appeal his or her suspension imposed by the CRC Committee, to the Executive Committee, by giving notice to the Executive Committee within seven (7) days of the date of the suspension. Such appeal shall be heard by the Executive Committee at its next regularly scheduled meeting following the date of receipt of the appeal or, at any emergency meeting which may be called in accordance with the bylaws of the Association, if applicable.

- e) The team official shall have the opportunity at such Executive Committee meeting to address the Executive Committee prior to a decision being rendered if they choose.

### 2.6.3 Intervention Record Checks

All Association team officials (including coaches, assistant coaches, team managers and trainers) shall be required by the Association to submit their names to Alberta Child and Family Services for an Intervention Records Check. Intervention Records Checks will be completed by team officials on a frequency as determined by the Executive Committee from time to time. All Intervention Records Checks must be submitted to the Operations Manager/Registrar by November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such has been completed.

### 2.6.4 The Intervention Record Check Committee

- a) The President and/or the Executive Committee shall establish an Intervention Records Check Committee (“IRC Committee”) from time to time to review the results of Intervention Records Checks arising from special circumstances. All proceedings before the IRC Committee will be held strictly confidential.
- b) The IRC Committee as a whole or any member thereof, shall speak to the team official respecting his or her intervention records to ascertain whether the nature of that team official’s intervention records poses any danger to children, based on the nature and circumstances of the intervention record, the length of time since the record came into existence, the team official’s marital status, work experience, and any other relevant information.
- c) An IRC Committee decision that any team official poses a danger to children will result in immediate suspension of that team official from their role as a team official, who then can, at his or her option, choose to discontinue as a team official.
- d) The team official can appeal his or her suspension imposed by the IRC Committee, to the Executive Committee, by giving notice to the Executive Committee within seven (7) days of the date of the suspension. Such appeal shall be heard by the Executive Committee at its next regularly scheduled meeting following the date of receipt of the appeal or, at any emergency meeting which may be called in accordance with the bylaws of the Association, if applicable.
- e) The team official shall have the opportunity at such Executive Committee meetings to address the Executive Committee prior to a decision being rendered if they choose.

## 2.7 Financial

### 2.7.1 Finances

The Association shall attempt at minimum to attain a balanced budget during each fiscal year with revenue arising from registration fees, grants, fundraising initiatives and sponsorship programs. The Association may also maintain an overall surplus in a substantial amount to allow for capital projects, unexpected decrease in revenues, unexpected increases in expenses or such other goals as established by the Executive Committee from time to time.

### 2.7.2 Maintenance of Adequate Records

The Association shall at all times maintain and have available for review by its Members at all reasonable times and upon reasonable notice, adequate financial records and shall ensure that the books, accounts and records of the Association are audited at least once each year by a duly qualified

accountant.

2.7.3 Fiscal Year End

The fiscal year end of the Association shall be April 30<sup>th</sup> in each year.

## PART 3 - EXECUTIVE OPERATIONS

### 3.1 Executive Committee

The Executive Committee shall ensure that the business and affairs of the Association are conducted in accordance with The Societies Act, the bylaws of the Association, and the policies and procedures that are enacted by the Executive Committee from time to time. In general, the Executive Committee supports a position of transparency to its Members and shall give full consideration to the affairs brought to its attention by any officer or Member. The Executive Committee is responsible to the Members and players of the Association and has full control and management of the Association within the limits of the bylaws of the Association and for the administration of a minor hockey program in Sherwood Park, Alberta.

### 3.2 Policies and Procedures of the Executive Committee

The Executive Committee shall:

- a) determine the general policies and procedures with respect to the organization, management, administration and operation of the Association, the conduct and appointment of any director, team, official or player, the function and appointment of any committee, and any other matter which the Executive Committee deems necessary;
- b) operate the hockey program at all respective levels that are not administered by another identified entity such as the Sherwood Park Kings Athletic Club, SPS Fuzion, or the Jr. B Knights;
- c) provide for the development of players, coaches and officials;
- d) make rules respecting the registration of players and players' access to programs operated by the Association on a fee for service basis;
- e) address all matters presented to the Executive Committee by the Members and players of the Association.

#### 3.2.1 Meetings

##### a) General Meetings of the Executive Committee

Meetings of the Executive Committee shall be as determined by the President and held on a regular basis to ensure the efficient operation of the Association and unless otherwise directed by the Executive Committee, there shall be at minimum one Executive Committee Meeting per month. General meetings of the Executive Committee shall be open to the public except where the Executive Committee directs that all or any portion of a meeting shall be held "in camera" in which case the public shall be excluded from that part or all of the meeting.

##### b) Meetings by Telephone

A member of the Executive Committee may participate in a meeting of the Executive Committee by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

##### c) Special Meetings of the Executive Committee

The President may call a special meeting of the Executive Committee when he deems it necessary and shall call a special meeting of the Executive Committee within ten (10) days of receiving a written request, signed by at least 50% of the members of the Executive Committee, and in both cases such special meeting shall be on no less than 2 business days' notice and shall give notice

by the most efficient means. No subject shall be discussed or considered at any special meeting except that specified in the notice (unless otherwise unanimously agreed to by the Executive Committee as a whole).

d) Conduct of General and Special Meeting

- (i) Rules of Operation  
Save as specifically amended by the bylaws of the Association or these policies and procedures, the meeting shall be conducted in accordance with Roberts' Rules of Order.
- (ii) Order of Business  
The order of business at any general meeting of the Executive Committee shall be as follows:
  - (c) Approval of agenda;
  - (d) Approval of minutes of previous regular and/or special meetings;
  - (e) Reception of visitors;
  - (f) New business;
  - (g) Committee reports if appropriate;
  - (h) Executive reports;
  - (i) Adjournment

If there are agenda items which require specific Executive Committee members to be present, and they are not present, the Chairman of the meeting shall immediately have these items tabled. If at the end of all other business, these Executive Committee members are still not present, those items shall be tabled until the next Executive Committee meeting unless the Executive Committee otherwise directs.

The agenda shall be prepared by, or at the direction of, the President including such items as are brought to the President's attention for inclusion on the agenda prior to its distribution which must be distributed to all Executive Committee members at least seven (7) days prior to the meeting. All motions to be considered at a meeting of the Executive Committee shall be included in the Agenda.

e) Minutes

The minutes of all Executive Committee meetings shall include a record of visitors who attended, the name of the proposer and seconder of the motions considered, their disposition, members who wish their name recorded, a summary of verbal reports, and written reports as attachments. The minutes of each meeting shall be distributed prior to the next meeting.

f) Voting

- (i) Every member present shall vote on every matter unless he chooses to abstain or is excused by resolution of the Executive Committee from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to subsection (iii) below.
- (ii) At all meetings of the Executive Committee, every motion shall be decided by a majority of votes cast on the motion, except as otherwise set out herein or in the bylaws of the Association. In the case of an equality of votes the Chairman of the meeting shall not be entitled to a second or casting vote in addition to his ordinary vote, and the question shall be declared defeated.
- (iii) Members of the Executive Committee shall not vote on any question:



- (a) Affecting a private company in which they are shareholders;
- (b) Affecting a public company in which they hold more than one (1%) percent of the number of shares;
- (c) Affecting a partnership or firm of which they are members;
- (d) Respecting a contract for the sale of goods, merchandise or services to which they are a party;
- (e) In which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which, by statute, they are necessarily members; and
- (f) Directly affecting the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above shall so declare before discussion of the question and shall not participate in the debate and shall be deemed absent for that specific question.

- (iv) No absentee voting shall be allowed.
- (v) A member of the Executive Committee may request that their vote be specifically recorded in the minutes.
- (vi) The Chairman of the meeting shall not be entitled to vote on any issue during a meeting except (i) when the vote is by ballot, or (ii) whenever his or her voice will alter the result.

g) Motions

- (i) Subject to the agenda requirements, each member of the Executive Committee shall have the privilege of proposing motions for consideration by the Executive Committee. Before consideration by the Executive Committee, each motion must have a seconder.
- (ii) The Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be recorded in the minutes along with the reasons stated for the ruling.
- (iii) On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate, however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
- (iv) No member shall speak more than twice to the same question, only once to a question of order and no longer than five (5) minutes at any one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
- (v) A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against.
- (vi) Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted.
- (vii) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes, and business shall proceed as if the motion had never been proposed.

h) Amendments

- (viii) Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.
- (ix) An amendment, if accepted by the proposer of the original motion and its seconder, becomes part of the motion, and is not recorded separately in the minutes.
- (x) When an amendment is not accepted by the proposer and seconder of the original motion, all debate shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

i) Decorum

- (xi) In debate, a member shall confine comment to the motion.
- (xii) The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not malign the motives of a proposer or other member during debate.
- (xiii) A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points.
- (xiv) Calling for the motion may be ruled out of order by the Chairman if, in his opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

j) Signed Resolution

A resolution signed by all members of the Executive Committee shall be as valid and effective as if it had been passed at a meeting of the Executive Committee, duly called and constituted.

k) General Meetings for all Members

- (i) The Association shall hold two General Meetings per year:
  - (a) The Election General Meeting for all members to elect the Executive Committee of the Association shall be held on or before April 30<sup>th</sup> each year as set out in section 3.2.6.
  - (b) The Annual General Meeting shall be held on or before October 30 each year (which meeting shall be held after the general meeting to elect the Executive Committee). The agenda at the Annual General Meeting shall at minimum include the following:
    1. Establish Qualification of Members
    2. Approval of Financial Statements
    3. Bylaw/Policy Changes (if any)
    4. Executive Report
    5. New Business from the floor (if included on Agenda)
    6. Introduction of Incoming Executive
- (ii) A quorum for any general meeting shall be 20 Members eligible to vote.

- (iii) Notice of the place and date of a General Meeting, unless otherwise stated in these policies, shall be advertised not less than 30 days prior to the meeting.
- (iv) In addition to the General Meetings set out above, the President may call an emergency or special meeting at any time, and/or shall do so upon a written request signed by at least 20 Members of the Association, provided at least 10 days' notice is given by advertisement. When the meeting is requested in writing by the Members, such meeting shall be held within 30 days of receipt of the request.

l) E-Motions

The Executive Committee may consider motions by email, provided such motion does not include an amendment or change to any policy of the Association and such motion is such that it could not simply be considered at the next regularly scheduled meeting, upon the following terms:

- (i) Any member of the Executive Committee of the Association may circulate a proposed motion for consideration for the Executive Committee to the President.
- (ii) If the President agrees that the motion is suitable for consideration by email based on this policy, the motion will be circulated by the President to all members of the Executive Committee to the email account they have given to the Operations Manager as their preferred method of electronic correspondence.
- (iii) If the President disagrees that the motion is suitable for consideration by email it shall be considered at the next regularly scheduled meeting of the Executive Committee.
- (iv) In the proposed e-motion, it must state how long each member of the Executive Committee has to respond to the proposed motion, with a minimum time of 2 days.
- (v) The proposed e-motion must then be seconded by another voting member of the Executive Committee by email for it to be properly considered.
- (vi) Each voting member is then afforded the opportunity to respond with their vote and/or add comments they wish to make with regards to the proposed e-motion.
- (vii) At the conclusion of the voting period specified in the e-motion, the results are to be tallied by the Operations Manager and the results shared with the Executive Committee.
- (viii) A quorum of responses as set out in these policies is required for the vote to be considered valid. If an insufficient number of responses are received (failure to reach quorum), the motion cannot pass but shall be considered again at the next regularly scheduled meeting.
- (ix) Any such e-motion passed by email vote is then to be ratified at the next regularly scheduled meeting of the Executive Committee.

m) Standards of Conduct

These standards of conduct shall apply to all members of the Executive Committee whether elected or appointed and irrespective of whether they are a voting or non-voting member of the Executive Committee ("Officers"). This statement does not attempt to define all items of

acceptable conduct. These items are minimum standards of behavior which officers are expected to observe. Violation of the standards by an Officer may lead to a review by the Executive Committee for subsequent exoneration, reprimand, or expulsion.

(a) In relation to the Association

- (i) Officers shall adhere to Association policies and seek to change such policies through the proper channels of the Association.
- (ii) Officers shall maintain the integrity of the Association at all times and shall not initiate or participate in any activity which will place the Association in ill repute.
- (iii) Officers shall honor commitments made on behalf of the Association.
- (iv) Officers shall not divulge to members of the general public any item raised during a meeting of the Executive Committee.
- (v) Officers shall resign from their position immediately if they become unable to fulfill the duties or obligations of their position.

(b) In relation to other Officers

- (i) Officers shall not criticize the sphere of operation of another Officer except to that officer or the President. Criticism or reports to the President shall only be made after the officer has been made aware of the nature of the criticism to be leveled.
- (ii) Officers shall not comment, render opinions, or make decisions with respect to operations not under their control, to members of the general public.
- (iii) Officers shall refer issues arising in the community with respect to their sphere of operation to appropriate Association Officers.
- (iv) Officers do not undermine the confidence of Members in other Officers.

(c) In relation to the membership

- (i) Officers shall fulfill the duties and obligations of their positions to the best of their ability, always serving the best interests of all players registered with the Association.
- (ii) Officers shall treat members with dignity and respect and are considerate of their circumstances.
- (iii) Officers shall not use their positions for personal profit, or for the profit of immediate family members.
- (iv) Officers shall not use their position to influence the placement of any player.
- (v) Officers shall not use their position to influence the selection of any coach or team official.

### 3.2.2 Amendments to Policies and Procedures Manual

The Executive Committee shall have the power to rescind, alter, or add to these Policies by a special resolution which should be binding on all Members. Such a resolution shall be passed at any meeting of the

Executive Committee by a majority of not less than  $\frac{3}{4}$  of such members of the Executive Committee entitled to vote as are present in person at such meeting, provided that notice of a special resolution is received by the President in writing at least 14 days prior to the day of the meeting.

### 3.2.3 Expenses

All members of the Executive Committee shall be entitled to reimbursement for reasonable expenses incurred while engaged in business approved by the Executive Committee. The President or Vice President Finance shall countersign all expense claims and ensure their validity.

### 3.2.4 Election of Officers to the Executive Committee

#### a) Election Meeting

The Executive Committee shall be elected by the members at the general meeting held on or before April 30<sup>th</sup> each year. For clarity the newly elected members of the Executive Committee shall assume their roles as of the May meeting following the Election General Meeting.

#### b) Nominations

Nominations for positions on the Executive Committee shall be submitted to the Operations Manager/Registrar no later than 7 days before the Election General Meeting.

#### c) Committee Members

The Executive Committee may consist of up to a maximum of twenty-one (21) elected members plus the immediate past president, and the President of the Sherwood Park Kings Club, all of whom are entitled to vote on any issue before the Executive Committee. The elected members shall fill at minimum the following positions on the Executive Committee:

- President
- President of SPKAC
- President of SPS Fuzion
- Vice President Senior Divisions
- Vice President Junior Divisions
- Vice President of Hockey Operations
- Division Directors – (U7, U9, U11, U13, U15, U18 and U21/Rec)
- Referee-In-Chief
- Hockey Improvement Director – Coach
- Hockey Improvement Director – Player
- Hockey Improvement Director – Goalie
- Equipment Director
- Manager Director

#### d) Vacancy

Should a vacancy occur, a position not be filled during the year, or an additional position is created by the Executive Committee for which a Member has not been elected, the Executive Committee may appoint a member of the Association to exercise the rights and privileges of that position for the balance of the term of office.

e) Suspension

Should any member of the Executive Committee without reasonable cause absent himself from 3 or more Executive Committee Meetings during a single term, the Executive Committee shall automatically vote on whether it is warranted to suspend such member from the Executive Committee and declare the position to be vacant and thereafter may appoint a member of the Association to exercise the rights and privileges of that position for the balance of the term of office.

f) Conflict of Interest

Due to the inherent conflict of interest, any Member:

- i. who is a coach, administrator, director, employee, or contractor for any Competitive League; or
- ii. who has a child (regardless of whether or not they have multiple children with at least one playing with the Association) that plays in a Competitive League;

shall not be entitled to be nominated, elected, appointed or act as a Director to the Executive Committee without the express written approval of the existing Board of Directors at the time such conflict arises. The Board of Directors shall be entitled to withdraw such approval at any time. For the purposes of this provision, a Competitive League shall be any league, school or association that has formal hockey teams that play games and practice during all or a portion of the period of September 1 to March 1 each year including, but not limited to, elite leagues, super leagues, and academy leagues.

3.2.5 Description of Executive Committee Positions

The following is a description of the responsibilities of each member of the Executive Committee. It is not intended that this job description be all inclusive and in addition to the items described in the job description annexed, the member shall carry out such additional duties as are assigned or required from time to time by the President, appropriate Vice President or by the Executive Committee as a whole.

President

- a) Establishes, presides over, and organizes all executive meetings, general meetings and special meetings.
- b) Receive all Association correspondence and distribute to the Executive Committee where appropriate.
- c) Manages and guides the overall operations of the Association.
- d) Provides leadership and guidance to all members of the Executive Committee in the completion of their responsibilities.
- e) Acts as an ambassador representing the Association to all other associations, organizations, Members and the public.
- f) Shall oversee the activities of the Elite & Female streams by being an active Board member on both the respective SPKAC & Fuzion Boards.
- g) To be eligible to hold the office of President the nominee shall have served on the executive committee for not less than one (1) year in the past. Notwithstanding

this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.

President of SPKAC

- a) is elected by the Sherwood Park Kings Athletic Club board and shall act as a liaison between the Kings Club and the Association. He or she may not act for the President, or Vice Presidents, in their absences.

President of Fuzion

- a) is elected by the SPS Fuzion Board and shall act as a liaison between Fuzion and the Association. He or she may not act for the President, or Vice Presidents, in their absences.

Vice-Presidents of Senior Division/Junior Division

- a) Shall provide oversight, supervision, and guidance over the respective divisions of the Program; U13, U15, U18 & U21/Rec being the Senior Division; and Discovery, U7, U9 and U11 programs being the Junior Division, programs of the Association.
- b) Act for the President and/or the other divisional Vice President in their absence.
- c) VP Junior Division will be responsible for the governance and implementation of the competitive programs of the U11 and U13 divisions, in conjunction with the U11 & U13 Divisional Directors and the Hockey Operations staff, subject to the respective SPMHA policies. These responsibilities include, but are not limited to:
  - i. Apprenticeship Program and Community Enhancement Initiatives;
  - ii. Player, Goaltender and Coach Development Programs;
  - iii. Coach Selection Process; and
  - iv. Evaluation & Team Selection
- d) To be eligible to hold the office of Vice President, the nominee shall have served on the executive committee for not less than one (1) year in the past. Notwithstanding this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.

Vice-President of Hockey Operations

- a) Coordinates the Director of Hockey Improvement – Coach, Director of Hockey Improvement – Player, and Director of Hockey Improvement - Goalies to identify, develop, standardize and implement coach and player development and implementation policies and systems for the Association.
- b) Communicates and coordinates with Vice President Senior and Junior and the Divisional Directors on implementation of standardized hockey development programs and processes.
- c) Coordinates with the Hockey Improvement Directors and Association General Manager on implementation of in-season and summer development programs.
- d) Actively involved in evaluation program and coach selection process to assist with Divisional Directors to establish grading processes and coach selections in accordance with Association policies.

- e) Liaise with the Referee-in-Chief and the SPMHA Referee Association for development and improvement activities for referees, in conjunction with the President.
- f) To be eligible to hold the office of Vice President, the nominee shall have served on the executive committee for not less than one (1) year in the past. Notwithstanding this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.
- g) Sit as the SPMHA representative on the EFHL Operations Committee.
- h) Attend Hockey Alberta development functions (i.e. Conference, summit, etc.) on behalf of the SPMHA Operations Team.

#### Referee-In-Chief (RIC)

- a) The RIC is elected every two years under section 3.2.5 of the SPMHA Policies. To stand for election, the individual must meet the eligibility requirement to be a Member under the Association Bylaws. In addition, the individual must have served as a senior on-ice official and be in good standing with the North Zone Referees Committee.
- b) Ensures that referees are adequately trained, supervised and assigned to only those games that they are capable of officiating at, for sanctioned Association games.
- c) Maintains a current list of all qualified officials.
- d) Serves as a liaison with Hockey Alberta and the North Zone Referees Committee on behalf of the Association on all referee related issues.
- e) Provides advice on rule interpretations to the Executive Committee, Division Directors, coaches and others as required.
- f) Conducts all aspects of the annual referees' clinic.

#### Administrator/Registrar

- a) is a non-voting member of the Executive Committee and is appointed and/or hired by the Association.
- b) Records and maintains a record of all correspondence received by the Association, and of the Minutes of all Executive, Special, General and Annual General Meetings.
- c) Records, prepares and distributes copies of minutes to the Executive Committee.
- d) Maintains all general records and correspondence of the Association.
- e) Maintains all of the financial records of the Association. This includes, all deposits, all cheque writing, bank reconciliations and month-end financial statements for presentation to the Vice President of Finance and the President.
- f) Maintains all players and volunteers within the prescribed registration database including preparation of all player cards and team sheets for all teams within the Association. Acts as the liaison with Hockey Alberta on all player/volunteer registration matters.

#### Hockey Improvement Directors (Coach, Player & Goalie)

- a) Liaises with Hockey Alberta in the organization of all NCCP clinics to be run in



Sherwood Park each year.

- b) Organizes all aspects of training and clinics which will contribute to the betterment of the Association's hockey program in Sherwood Park.
- c) Ensures a record is maintained of all coaches who have attained various certifications as required from time to time.
- d) Organizes weekly/monthly training and/or development sessions designed to further the development of coaches, players, and goaltenders.
- e) Provides support and training in seasonal planning and helps to establish a proper practice and development plan for all positions. Provide practice plans, review online resources and materials, provide coach feedback from practice reviews.
- f) Attends practices throughout the year to ensure appropriate implementation of age-specific training as per Hockey Canada recommendations and provides a record at the monthly board meetings.
- g) To be eligible to serve as a Hockey Improvement Director, the nominee shall have served as a coach or assistant coach within the Association for not less than four (4) seasons, or equivalent experience outside of the association. Notwithstanding this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.

#### Past President

- a) The position and title designated to the immediate past president of the Association. The Past President has full voting rights and is eligible to sit on any established committee.
- b) Provides background information/data/material on all matters currently before the Executive Committee and provides guidance and assistance to the President.

#### Equipment Director

- a) Is responsible for all administrative matters respecting hockey equipment, development gear and game wear supplied to teams by the Association including the purchase, repair, cleaning and distribution of such to teams and the return of such after each season.
- b) Prepares equipment budget requests for upcoming seasons.
- c) Arrange for the repair, cleaning and purchase of equipment for the upcoming season.
- d) Presents the Executive Committee with an opening inventory of equipment on or prior to the start of each season and a closing inventory of equipment following the conclusion of each season.
- e) Establish policies and practices from time to time in relation to deposit requirements for equipment.

#### Division Directors

There is one Director for each of the Association's program divisions, being: U7, U9, U11, U13, U15, U18, and U21/Rec.

Each Division Director is responsible for the organization, implementation and oversight of the hockey program in their particular division, in conjunction with the appropriate Vice-President. Including, but not limited to:

- a) Act as a liaison to families of age-eligible participants to provide information regarding hockey programming for the respective division. This includes communication of all relevant information;
- b) Liaise with the Association Administration to determine registration numbers and the number of teams required;
- c) Organize and facilitate the Evaluation Process, including the placement of players on teams;
- d) Organize and facilitate the Coach Selection Process, including the appointment of Head Coaches to teams and the subsequent review of selected Assistant Coaches, Team Managers and/or other Team Officials;
- e) Collect and review team budgets for approval as per the SPMHA Team Budget Policy;
- f) Liaise with the Association Administration to ensure that all required certifications for Team Officials are completed prior to the November 15<sup>th</sup> deadline;
- g) Manage the assignment of affiliate players (where applicable);
- h) Act in a supporting capacity on the Tournament Committee if it is determined that the respective division will host a tournament in the respective season.

#### Manager Director

- a) Is responsible for updating and developing the Manager's Manual and website manager content.
- b) Is the primary contact for all division team managers for information and assistance.
- c) Is responsible for organizing and running an annual manager's clinic at the start of the season to educate managers on the role and duties.
- d) To be eligible to serve as a Manager Director, the nominee shall have served as a Team Manager within the Association for not less than two (2) seasons. Notwithstanding this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.

#### General Manager

- a) Is a non-voting member of the Executive Committee and is appointed and/or hired by the Association.
- b) Shall assist any member of the Executive Committee in order to ensure the efficient delivery of the Association's Programs.
- c) May assume the duties of any position on the Executive Committee (with the exception of the President) that is vacant for whatever reason (transfer/illness, resignation, etc.) until the position is filled.
- d) Oversees the general operation of the Association's office at the discretion of the President.

- e) Seeks out and acquires sponsorship and fundraising opportunities for the Association, including for Association tournaments.
- f) Ensures all sponsorship and fundraising activities are properly organized, completed, and recorded including the recording of all financial matters related thereto.
- g) Coordinates all Association tournaments as directed by the Executive Committee including ensuring all permitting and budgeting.
- h) Organizes and controls a Tournament Committee for each Division in consultation with the Division Director and divisional Vice President regarding items specifically related to the Division in question.
- i) Inventories all Association trophies annually to ensure they are safely returned to the cases and/or repaired as necessary.
- j) Develops and oversees all website and social media operations of the Association including, but not limited to, the use of Association team microsites.
- k) Oversees ice allocation to ensure the distribution of ice for games and practices is aligned with the Association's policies.
- l) Oversees the operations of the Equipment Director.
- m) Coordinates and schedules team and player photographs.
- n) Is responsible to act as liaison between apparel suppliers, the Association and Association teams including organizing fitting arrangements.
- o) Is responsible for developing the Association's seasonal apparel package and special event apparel packages including tournaments.
- p) Is responsible to work with teams to increase compliance with the Association's apparel program.

#### Administration Coordinator

- a) Is a non-voting member of the Executive Committee and is appointed and/or hired by the Association.
- b) Shall assist any member of the Executive Committee in order to ensure the efficient delivery of the Association's Programs.
- c) Provides support for all association administrative tasks, including but not limited to; general office support, ice allocation, registration, permitting, and event preparation.

#### Discipline Liaison Member (DLM)

- a) Is a non-voting member of the Executive Committee and is appointed by the Association.
- b) Shall oversee and administer the efficient delivery of the Association's Conduct Policy.
- c) Reviews all incoming incident reporting forms and determines necessary actions, sanctions & communications as required.
- d) Is to maintain records in regards to any disciplinary actions taken, and provide a report to the Executive Committee on a monthly basis.

### Equity, Diversity and Inclusion (EDI) Liaison Member

- a) Will stay informed about EDI initiatives and policies from Hockey Alberta, Hockey Canada, and other relevant sources.
- b) Will help identify EDI gaps in the Association's programming & policy.
- c) Will conduct surveys with the support of the Association Executive & Administration.
- d) Will help develop an EDI action plan with the support of the Association Executive and Administration.
- e) Will provide input on how to integrate EDI best practices into association workflows.
- f) Will facilitate EDI-related educational events and initiatives through the Association.

## **3.3 Registration and Membership**

### **3.3.1 Guidelines for Resident Players**

- a) "Resident player" means a player whose parent resides in a residence located within the membership boundaries of the Association.
- b) "Import player" means any player who does not meet the above residential requirement.
- c) For purposes of these residency guidelines, a parent of a player is:
  - i. either of his parents where both of his parents have a common residence or if there is only one surviving parent, such surviving parent; and
  - ii. in the event that his parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, the mother of the player; and
  - iii. in the event that both his parents are dead, the person who is in loco parentis to the player.

Notwithstanding the above, the Association may, on application made by or on behalf of any player, make representations to Hockey Alberta seeking permission for that player to be registered with the Association.

### **3.3.2 Registration and Payment of Fees**

#### Guidelines

- a. General registration fees will be established annually by the Executive Committee, including any late payment penalties. Fees, penalties and payment schedules/plans shall be as determined by the Executive Committee on an annual basis provided that any payment plans shall:
  - i. consist of not more than 4 payments,
  - ii. be completed by September 15<sup>th</sup> of the playing year and
  - iii. be supported by post-dated cheques at the time of registration.

- b. General registration shall commence for the coming playing year on June 1<sup>st</sup> of each year.
- c. The Operations Manager/Registrar may, at their discretion, accept a registration without full payment of fees or otherwise in accordance with the generally defined payment plan where extenuating circumstances prevail and a revised payment plan is defined.
- d. A family defaulting on a payment plan shall have all registrations for all members of such family declared immediately null and void and such players shall be immediately suspended from further play.
- e. Should the Executive Committee establish a raffle to assist with Association fees, then members of the Executive Committee and their spouse (or significant other) will be excluded from participating in the raffle, and exempt from paying the fee for the raffle, to avoid any conflict of interest.
- f. Refund of Fees

Refunds for players withdrawing from the program will be paid, upon written application.

- i. For the purpose of these clauses, the operation year shall be defined as the months of September through March of any season.
  - ii. A minimum administration charge of \$100 will be deducted from all refunds.
  - iii. Refunds made prior to any participation in tryouts will be 100% of fees less the administration fee and any insurance premium amount applicable to the player.
  - iv. In recognition of the fact that Association budget decisions are made based on registration numbers, which creates administrative and team issues for the Association if there are post-registration withdrawals, refund requests made during the tryout process (prior to team selection) will be at the discretion of Association Administration, and at minimum will account for the administration fee, any insurance premium amount applicable to the player, as well as accrued tryout expenses. Refunds made after players participate in tryouts and after team selection will be 50% of fees.
  - v. Refunds made between November 1 – November 30 will be 25% of fees.
  - vi. From and after December 1st no refunds will be provided.
  - vii. Notwithstanding the foregoing, in a case where, after tryouts begin, an injury occurs which may cause a player to miss the balance of the season, the player may apply for consideration of a refund and in such a case, the General Manager, the Division Director and the Registrar may agree upon some refund amount, which must then be approved by the Board of Directors.
  - viii. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- g. Late Registration

Any player registering after September 1st may be levied a late payment penalty as established by the Executive Committee from time to time and will only be able to register subject to availability of space. Where a player registers after the start of the hockey season, the Operations Manager/Registrar may use her discretion in determining what discount, if any, will be allowed; however, no registrations will be accepted after January 10<sup>th</sup> in each year without the permission of the Executive Committee in consultation with Hockey Alberta.

### **3.4 Financial Matters**

#### **3.4.1 Borrowing Power**

For the purpose of carrying out its objectives, the Association may borrow, raise or secure the payment of money, including the issuance of debentures. This power shall be executed only upon approval of the Executive Committee, and in no case shall debentures be issued without a resolution of the Members passed at a duly called General Meeting of the Members.

#### **3.4.2 Operations Manager/Registrar**

The Operations Manager/Registrar shall receive all monies paid to the Association and shall be responsible for the deposit of same in the Association's bank accounts. The Operations Manager/Registrar shall properly account for the funds of the Association and keep such books as may be required for this purpose. They shall present a full detailed account of receipts and disbursements to the Executive Committee whenever requested (at least monthly at the monthly meetings of the Executive Committee) and shall (in coordination with the Vice-President Finance and the auditors of the Association), prepare a statement, duly audited, which sets out the financial position of the Association for presentation to the members at the Annual General Meeting.

#### **3.4.3 Audit of Accounts**

April 30th each year shall be the fiscal year end of the Association. The books, accounts and records of the Operations Manager/Registrar shall be audited at least once each year by a duly qualified accountant. The auditors shall be appointed by the membership annually at the Financial Annual General Meeting, failing which they shall be appointed by the Executive Committee.

#### **3.4.4 Inspection of Books and Records**

The books and records of the Association may be inspected by any Member of the Association at the Financial Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Operations Manager/Registrar. Each member of the Executive Committee shall at all times have reasonable access to such books and records.

#### **3.4.5 Approval of Invoices**

All invoices shall be approved by the Executive Committee member initially incurring the indebtedness and the Operations Manager/Registrar or the President and shall be detailed in the Financial Report presented to the Executive Committee at each meeting for approval. Invoices which would result in exceeding the budget for any category require approval of the Executive Committee. All invoices pertaining to the current fiscal year should be submitted to the Operations Manager/Registrar no later than April 15<sup>th</sup>.

#### **3.4.6 Annual Budget**

It is the responsibility of the Vice-President Finance to prepare the annual budget in consultation with the President and such other Executive Committee members as required.

The budget for the upcoming fiscal year should be prepared no later than April 1st. The budget shall be approved by the Executive Committee at the April regular meeting or special meeting called for that purpose. Copies of the budget will be available for distribution at the Annual General Meeting of the Association.

#### 3.4.7 Signing Authorities

All bank accounts of the Association shall be under the control of the Operations Manager/Registrar and shall require the signature of any two of the President, Operations Manager/Registrar, General Manager or the Vice-President Finance. Any cheque payable to a designated signatory (i.e. pay cheque, expense reimbursement, etc.) may not be signed by that respective signatory.

#### 3.4.8 Bank Account Name and Purpose

The Association shall maintain one or more accounts as determined by the Executive Committee from time to time.

### 3.5 Insurance

#### 3.5.1 Requirements

The Association shall maintain in force the following policies of insurance:

##### a) Hockey Alberta/ Hockey Canada Coverage

The Association shall maintain insurance coverage for all teams including team management, as available from Hockey Alberta including liability and accidental death and disability, liability for volunteers/team, and medical/dental coverage for all its Members, including players, referees, coaches, trainers, official members of each team, Association/League Executives and volunteers. For clarity, a volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid and does not include a parent or person who drives hockey players to and from a game, practice or other team function unless a premium has been paid.

Additional information concerning coverages and insurance claim forms shall be available at the Association office, and/or on the Association website. The Operations Manager/Registrar, relevant Division Director and Vice President shall be responsible for processing insurance claims. Copies of all insurance claims made shall be kept at the Association office.

#### 3.5.2 Association Coverage

The Association shall also maintain insurance from time to time as determined by the Executive Committee which it deems reasonably necessary but shall at minimum include insurance on equipment including hockey equipment, sweaters, and equipment for fire loss, theft and robbery coverage as the Committee shall deem appropriate from time to time and liability coverage for non-hockey operations in the minimum amount of \$2,000,000 including all coverage not specifically included within the Hockey Canada policy.

### 3.6 Public Relations and Social Media

#### 3.6.1 Policy

The Association endorses the use of local media, social media, email, newsletters, and the Association website for disseminating information to its membership and recognizing significant achievement. Advertising for Registration, any tenders, fundraising events, community events, General Meetings or any special meeting shall be completed through the Association Administration. Any material of a sensitive or controversial nature shall be referred to the President or Executive Committee for approval prior to publication.

### 3.6.2 Social Media

- a) The Association shall hold the Executive Committee and all of its Members, players, coaches and officials who participate 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, harmful or malicious, in the sole opinion of the Executive Committee, to a team, the Association or an individual Member or player, or another association, team, or player, regardless of whether such comment or remark was made through Association social media channels or through an individual's private social media channels will not be tolerated and may be subject to disciplinary action.
- c) The following are examples of conduct through social media and networking mediums that are considered violations of this Policy and may be subject to disciplinary action by the Association:
  - i. Any statement deemed to be derogatory, malicious or detrimental to the welfare of a Member, player, team official, or the Association.
  - ii. Any form of bullying, harassment, intimidation or threats against players, Members or officials.
  - iii. Inappropriate, derogatory, racist, or sexist comments of any kind or any activity that is meant to alarm or misrepresent the fact or truth.
- d) All such offences may be dealt with by the Association in accordance with the disciplinary procedure set out in these Policies.

## 3.7 Branding, Logo, Apparel and Supplementary Clothing

### 3.7.1 Policy

The Association's policy provides for a standard logo for all Association teams to provide cost benefits for equipment purchases and for recognition of the Association teams. Supplementary clothing is optional, however, it shall comply with the Association's logo, colors and designs.

All teams within the Association shall ensure that all of the following items if ordered in any given year, regardless of who is paying for the cost of such items, shall be in the Association's approved colors and designs and shall only display the Association's approved logo, the player name and number. For clarity none of the following items shall have any other logos, team names or sponsor names in either logo format or written format. These restrictions apply to all team and player personal wear that is worn to show membership in the team, including:

- Team jackets (all types)
- Track pants/sweats
- Team Hockey bags (if used)
- Pant shells (if used)

With any of below items, the Association's approved logo must be in the primary location on the item. Where applicable, teams that wish to display a player name, player number, team name or customized team logo are able to do so on the condition that these add-ons are completed in



Association colors, placed in secondary positions on the item and are not of larger size than the Association logo.

- Team hoodies (all types)
- Pre-game warm up gear (shirts, short, sweats)

The following items shall still be in the Association's colors and designs but may be used for additional logos (logo or written) if a different team crest is desired or a sponsor is used:

- Toques
- Ball caps
- Practice jerseys (additional colours outside of "Kelly" Green, Black & White permitted, jersey base colour ONLY)
- Helmet Stickers

Teams are required to have SPMHA General Manager approval prior to using any other color, design and logo other than the Association logo to confirm appropriate application of this policy.

### 3.7.2 Supplementary Clothing

All supplementary clothing is purchased by parents as a matter of personal choice. No requirement is to be made by team officials regarding the purchase of supplementary clothing and no player shall be penalized for not participating in the purchase plan. Supplemental clothing purchases shall be made in accordance with the Association's guidelines and standards.

## 3.8 Fund Raising

### 3.8.1 Minor Hockey Policy

- a) Fund Raising by the Association – The Executive Committee shall be responsible to establish all fundraising initiatives undertaken by the Association during each season and shall coordinate with the applicable Division Directors.
- b) Fund Raising by Individual Teams – individual teams may conduct ongoing fund-raising activities provided:
  - i. the team clearly indicates that fund raising is being done for a particular team and not for the Association in general. Any advertising or marketing of such fundraiser shall only reference the Association or minor hockey to indicate which league the team is associated with;
  - ii. the team refrains from any fund-raising activity that may conflict with any major fundraising activity undertaken by the Association (Tournaments, Skate-A-Thon, Raffles etc.); and
  - iii. no team may charge admission to the public for attendance to its games without the express written consent of the Executive Committee, and
  - iv. teams that are permitted to conduct fundraising activities in conjunction with the Association in general (i.e. Tournament) are required to provide a statement of funds raised and submit all funds to the Association. The Association may reimburse a portion of funds raised to the team as appropriate under the circumstances.

## PART 4 - OPERATIONAL REGULATIONS / MINOR HOCKEY PROGRAMS

### 4.1 General

Notwithstanding any item contained in these regulations, all members of the Association (player, parent, coach, team official or team follower) are bound by the bylaws, policies, and procedures of the Association, Hockey Alberta and Hockey Canada.

### 4.2 Registration of Players

#### 4.2.1 With Association

All players must be registered with the Association before participating in any on-ice activity.

#### 4.2.2 Team Sheets

All Association teams shall be registered on Hockey Alberta registration sheets or equivalent.

#### 4.2.3 Affiliation

a) For players at the U9 level and below:

- i. The filing of affiliation is not required by Hockey Alberta within Intro to Hockey Divisions however it is permitted when determined to be in the best interest of a player or team. In this circumstance, a minor hockey association will be permitted to use age-appropriate players for any sanctioned games.
- ii. There will be no approved affiliate players in U7.
- iii. SPMHA supports lateral movement (same tier) or upward movement (from one tier below) as it pertains to the designation of affiliate players in U9. U9 players in the same tier will be designated on the same Hockey Alberta Team Sheet, regardless of the number of teams within the tier. This allows for lateral movement. Players on team sheets in any tier, other than the top tier, will be designated as affiliate players on the team sheet of a team that is one tier higher than their tier at the start of the season. Re-tiering at any point in the season will not impact these designations.

b) For players at the U11 level and above:

Players may be affiliated to other teams as per Hockey Alberta Regulations and as outlined in the SPMHA Affiliation Policy. The needs of the Sherwood Park Kings Athletic Club and the Association's Hockey Programs must both be taken into consideration. In consultation with the coaches, the Division Directors and the appropriate Vice President will complete and submit affiliation forms to the President for approval and registration with Hockey Alberta. Decisions regarding affiliation will be made in the best interest of the player's development over the desire to affiliate the best player.

#### 4.2.4 Use of Affiliates

a) For players at the U9 level:

SPMHA suggests that a U9 team dress a minimum of 14 players per game (1 goalie and 6 skaters per side). If fewer players are confirmed, the team is encouraged to utilize affiliate players for the respective sanctioned game based on the premise of player safety. It is not recommended that affiliate players are used during team practices.

Any U9 affiliate players used are to be reported to the Division Director and tracked. SPMHA stipulates that a U9 affiliate player may be used no more than 5 times in a season. This pertains to all sanctioned games including exhibition games, league games and tournament games.

b) For players at the U11 level and above:

The goal of affiliation is to provide players an opportunity to compete and develop at a higher-level while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player's regular team before extending an invitation to the player or the player's parents directly to attend a practice, game or tournament. Coaches on the player's regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff, or tournament game commitment. Coaches must allow the player to compete with the higher-level team if there is a practice or exhibition game conflict.

Disagreements in participation in the affiliation process shall be escalated to the Division Director for a final decision.

Special consideration must be given to allowing a goalie affiliate to play on the higher-level team where the lower team has 2 goalies. In circumstances where the higher-level team has no available goalie, then the lower-level team will permit the affiliate to play with the higher level team, unless there is no other alternative.

#### **4.3 Evaluations**

All evaluations of the Association shall be conducted in accordance with the Association's [Evaluation Policy](#) as amended from time to time.

#### **4.4 Coach Selection**

Coach selection shall be conducted in accordance with the Association's [Coach Selection Policy](#) as amended from time to time.

#### **4.5 Replacement of Team Officials**

Coaches, assistant coaches, managers, and other team officials are subject to replacement should the Discipline Committee decide in conjunction with violation(s) of the SPMHA Conduct Policy.

#### **4.6 Coaches Responsibilities – Hockey Program**

##### **4.6.1 Policy**

Association head coaches in the hockey program, as chief team officials, are fully responsible for all on-ice activities and team organized off-ice activities of their team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged, however, ultimate responsibility for these activities rests with the head coach. Supervision over delegated responsibilities is a necessary function of the head coach.

##### **4.6.2 Guidelines**

Coaches (including head coaches and assistant coaches) and team managers shall:

a) be 18 years of age and older unless prior approval is provided by the Division Director;

- b) be responsive to directives of the Executive Committee and operate the team within established policy and guidelines, and pursuant to the Coaches' and Manager's manuals;
- c) ensure proper supervision of the team before, during and after all games and practices, and accept reasonable responsibility for the conduct, safety and well-being of their players;
- d) develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- e) comply with normal administrative directives by:
  - i. complying with established Association policies and procedures including player selection, cuts, tryout procedures;
  - ii. holding a parent meeting at beginning of season;
  - iii. ensure that regulation protective gear is worn by players at all times as required by Canadian Hockey Association regulations;
  - iv. ensuring all Association equipment, including jerseys and goalie equipment, is properly maintained and returned;
  - v. submitting a budget to parents and selecting a treasurer who shall be responsible for submitting financial statements;
  - vi. within reasonable limits, providing fair ice time for all players.
- f) Obtain and maintain all certificates and qualifications as required by Hockey Alberta and Sherwood Park Minor Hockey Association.

#### 4.6.3 Drug and Alcohol Usage

As an organization dedicated to excellence, the Association strongly discourages the use and/or consumption of alcohol, controlled substances and/or illegal drugs by all of its team officials and players at all hockey related activities where minors are present. Alcohol, controlled substances and/or illegal drugs are destructive to the minds and bodies of athletes and are destructive to our objective towards a safe and fun environment. Failure to abide by this policy may result in disciplinary action pursuant to this policy.

- a) Substance use by SPMHA Players
  - i. There is NO tolerance for vaping, smoking or consumption of any controlled substance, including alcohol, tobacco and cannabis products, or illegal drugs by SPMHA players during the participation in a team or hockey-related activity. For the purposes of this policy "during the participation in a team or hockey-related activity" shall be deemed to be commence 60 minutes prior to the start of, and end 60 minutes following the completion of, the organized team or hockey related activity at the location of such of activity.
  - ii. The penalty for a first offence for any player caught consuming, alcohol, smoking or otherwise consuming a controlled substance or illegal drugs in any facility where an SPMHA-sanctioned event (meetings, games, practices) is taking place shall be an indefinite suspension pending a disciplinary hearing which will take place at the SPMHA Office or an alternate facility as dictated by SPMHA executive officers. The participants of the disciplinary hearing shall be determined by the President from time to time with a minimum of three (3) board members.

- a) The minimum sanction imposed by the SPMHA disciplinary hearing shall be a minimum of 5 game suspension and exclusion from all team functions until the completion of the full suspension.
- b) Any subsequent infraction will result in the player being expelled from the association with no refund of fees.
- iii. If a player is suspected of being under the influence of alcohol, or a controlled substance but has not been caught in the act of consuming or proven that he is under the influence of a substance, SPMHA empowers coaches to bar participants from a single event until further investigation can be performed.
- iv. Any fine levied against the Association or Team by a facility due to the usage of a substance defined in this policy shall be the responsibility of the Team to pay. Where an individual or individuals can be clearly identified as being the only participants, the Team shall be entitled to collect the full amount of the fine from the individual(s).

#### **4.7 Team Creation & Player Movement Exceptions**

The SPMHA Evaluation Policy outlines, in detail, the process by which players are evaluated and placed on teams. This includes the number of players per team, the player movement guidelines that are adhered to throughout the Evaluation Process and the team finalization process. It is noted that the Evaluation Committee has the final say in all team placements and that their decision is not open to appeal. There are, however, situations that may be taken into consideration for player movement or team placement that can happen after team finalization that are not highlighted in the Evaluation Policy (i.e. non-payment of fees, disciplinary action, AA releases, etc.). Division Directors should communicate these potential situations to members in advance of the team finalization stage to avoid having to move any players once teams are formed. No player movement will occur after November 15th.

##### **4.7.1 Special Circumstance Requests**

Division Directors shall use all reasonable efforts to ensure that teams at any level are balanced and competitive for that level. This may involve moving players between teams after initial drafts or placements have taken place. This would only be due to an extenuating circumstance. SPMHA offers members the ability to submit a Special Circumstance Request. This process is outlined in the Evaluation Policy. If a Special Circumstance is not communicated prior to team finalization, or if a special circumstance presents itself subsequent to team finalization, a player movement exception may be considered. While it is expected that such movement will be kept at a minimum, the Division Director's authority on this question is final (subject only to approval by the appropriate Vice-President). Division Directors shall attempt to have any such movements finalized by November 15th of the respective season.

##### **4.7.2 Number of Players Per Team**

The normal guideline for all divisions except U7, U15 and U18, is 15 to 17 players per team. This may be varied at the Division Director's discretion (in consultation with the appropriate Vice-President) depending on total players in any division. In no case, however, will there be a significant difference between levels.

The normal guideline for U15 and U18 divisions is 19 players per team (17 players and 2 goalies). This may be varied at the Division Director's discretion (in consultation with the appropriate Vice-President) depending on total players in any division. In no case, however, will there be a significant difference between levels.

At the U7 level, the normal guideline is 18-20 players per team in accordance with the Hockey Alberta Intro to Hockey Model. This may be varied at the Division Director's discretion in consultation with the appropriate Vice-President.

## **4.8 Goaltenders**

### **4.8.1 U15 & U18**

At the U15 & U18 levels, it is recognized that players may have made a conscientious decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time. In most cases, there will be two goaltenders on a team. If this occurs, players and parents must recognize that playing time will be reduced.

All Tiers

- a) Goalies shall share equal playing time, alternating games or half games, unless circumstances arise that do not allow for equal playing time.

### **4.8.2 U13**

At the U13 level, it is recognized that some of the players may have made a decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time, but it is also recognized that at this level, it might not be in the child's best interest to play goal on a full-time basis. Therefore, the following guideline apply:

Tier 1 Competitive Program

Goaltenders assigned to the Tier 1 Competitive Program are considered to be full-time goaltenders. They are required to dress as a goalie for all games, and at the coach's discretion, play alternating games or half games.

Tiers 2 to 4

- a) Goalies shall share equal playing time, alternating games or half games, unless circumstances arise that do not allow for equal playing time.
- b) Goalies may play in a non-goalie position provided they have been evaluated as a goalie and skater and tiered at the exact same level, with approval from the Division Director and Head Coach granted in advance and based on team circumstances.

Tiers 5 & 6

- a) Anyone who wishes to play goal should be given an opportunity to play goal in at least two practices and, following coach approval, one game during the season based on team circumstances, and more often if practical.
- b) Any player who has decided to play goal on a regular basis should be encouraged to play a position other than goal from time to time. When this player is not the starting (game) goalie, the player may play in a non-goalie position.
- c) No one player should be allowed to play goal for more than 50% of all games played, unless team circumstances require and approval of the Division Director is granted.

#### 4.8.3 U11

At the U11 level, it is recognized that some players may have made a decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time, but it is also recognized that at this level, it might not be in the child's best interest to play goal on a full-time basis. Therefore, the following guidelines apply:

##### HADP

Goaltenders assigned to the Junior Kings program are considered to be full-time goaltenders. They are required to dress as a goalie for all games, and at the coach's discretion, may split games by half or alternate games.

##### Tiers 1 and 2

- a) Goalies shall share equal playing time, alternating games or half games, unless circumstances arise that do not allow for equal playing time.
- b) Goalies may play in a non-goalie position provided they have been evaluated as a goalie and skater and tiered at the exact same level, with approval from the Division Director and Head Coach granted in advance and based on team circumstances.

##### Tiers 3 to 5

- a) Any player who has decided to play goal on a regular basis should be encouraged to play a position other than goal from time to time. When this player is not the starting (game) goalie, the player may play in a non-goalie position. U11 teams are expected to only have one goalie dressed for each game, unless approval of the Division Director is granted in advance.
- b) No one player should be allowed to play goal for more than 50% of all games played, unless team circumstances require, and approval of the Division Director is granted.
- c) Any player wishing to play goal should be given an opportunity to play goal in at least two practices and, following coach approval, one game during the season based on team circumstances, and more often if practical.

#### 4.8.4 U7 & U9

At the U7 & U9 levels, there are no set goalies and players shall be encouraged to play all positions. Therefore, the following guidelines apply:

- a) Each player shall be encouraged to try the position of goal and any player that wishes to play goal shall be provided the opportunity.
- b) U9 – No one player should be allowed to play goal for more than 40% of all games played unless team circumstances require, and approval of the Division Director is granted.
- c) U7 – Complete rotation of players through goal is required in the U7 division. No one player shall be allowed to play goal for more than 20% of all games played unless team circumstances require, and approval of the Division Director is granted.

### 4.9 Ice Schedules

#### 4.9.1 Overall Scheduling

The Ice Allocator, in consultation with the General Manager and respective Division Directors, will distribute ice in a fair and equitable manner, taking into consideration Hockey Canada Guidelines, curfew times, ice availability and such other factors as established by the Association from time to time.

#### **4.10 Team Activities**

No team shall have more than 18 activities (other than regularly scheduled games and practices) during a season unless approved by the Division Director and appropriate Vice President. Activities include, but are not limited to:

- a) practices other than regularly scheduled practice ice;
- b) exhibition games
- c) dry land training
- d) any other team organized activity whether voluntary or not.

A team must obtain the appropriate permit (travel or special events) for all activities not scheduled for them by the Association.

#### **4.11 Abuse of Team Activity Limits**

Coaches who exceed game and/or activity limits without the prior written consent of the Division Director and appropriate Vice President shall not be eligible to coach the following year. Division Directors are responsible to ensure that coaches are aware of this policy.

#### **4.12 Tournaments and Exhibition Games**

##### **4.12.1 Recognized Team**

Tournament and exhibition games are only permitted with Hockey Alberta, Hockey Canada and IIHF recognized teams.

##### **4.12.2 Permit Approval**

Association approval must be obtained by teams prior to participating in exhibition games or out-of-town tournaments, and the appropriate permits must be obtained prior to participation.

#### **4.13 Game Officials**

##### **4.13.1 Home Games**

The Association shall arrange game officials for home games that are not organized directly by a league that the Association is playing in. It is the responsibility of the Ice Allocator to ensure that the referee coordinator of that division receives a complete schedule of games and is notified of any changes.

##### **4.13.2 Exhibition Games**

Coaches shall arrange for officials to be present at exhibition games by contacting the referee coordinator for their division. Coaches shall be responsible to pay referees for exhibition games in accordance with the fee schedule agreed upon from time to time between the Association and the Referees Association.

##### **4.13.3 Coaches Limitation**

Coaches are not allowed to contact officials directly except in emergency situations where there are no assigned game officials at the arena at the time of a game. In these circumstances, the coach shall advise the applicable referee assigner after the game.



#### **4.14 Underage Tryout Process**

The processes for players who wish to try out for a division as an underage player shall be conducted in accordance with the [Association's Evaluation Policy](#) as amended from time to time.

#### **4.15 Overage Players**

The Association will follow Hockey Alberta prerequisites and application processes in determining Overage Player Movement.

#### **4.16 Player Releases**

It is the policy of the Association to follow the guidelines for granting player movement as identified in the [Hockey Alberta Process for Player Movement Form](#). A successful request for player movement will grant the respective player a one (1) year temporary transfer, after which the player will be automatically reassigned back to SPMHA.

SPMHA abdicates the determination of a special exception to Hockey Alberta. As it pertains to any application citing a special exception, SPMHA will deny the application for the purpose of appeal to, and decisioning by, Hockey Alberta.

#### **4.17 Team Expenses**

##### **4.17.1 Team By Team**

Each individual team shall establish a reasonable budget and be responsible for levying fees to team members sufficient to pay for the team's operations during the season. The budget shall be submitted by the coach and endorsed by 3/4 majority of parents. No player on a hockey program team shall be required to participate in exhibition games or tournaments if he/she does not wish to do so. A copy of the endorsed budget will be given to the Division Director for approval. See ["Appendix E" for SPMHA's Team Budget and Fundraising Policy](#).

##### **4.17.2 Appoint Treasurer**

Teams are encouraged to appoint a treasurer (the treasurer's position may be combined with that of the team manager if desired). The coach should not be the treasurer. The team treasurer must submit the proposed team budget to the appropriate Division Director for approval no later than October 15<sup>th</sup> of the current hockey season. The treasurer is to provide a statement of income and expenses to all parents at the season mid-point and at the end of the season. A statement of final income and expense must be given to the Division Director no later than March 31<sup>st</sup>.

#### **4.18 Permits**

##### **4.18.1 Permit Approval**

Permits of any kind (travel or special event) may not be approved by SPMHA until a team has provided proof of completed team official certification to the Division Director. This includes completion of RIS – Activity Leader, completed CRC, proof of application for IRC and proof of completion, or registration in an upcoming clinic, for coach certification to satisfy team requirements as outlined in [Hockey Alberta's Coaching Requirements](#) as it pertains to the following roles (if applicable): Head Coach, Assistant Coach, Team Manager, Trainer and Treasurer.

#### 4.18.2 No Special Event Permit (SEP) Required

No Special Event Permit (SEP) shall be required for:

- a) An individual 18 years of age or older holding an approved carded position (coach, asst. coach, etc.) on a SPMHA or SPKAC team in the current season may assist on ice with ANY SPMHA divisional team during an assigned practice. The assistance of the carded individual must be approved by the practicing team head coach and there must be no known or perceived personal conflicts with any minor player on the practicing team. The carded individual must be in good standing with their current team and said individual cannot assist while serving a suspension.
- b) A minor player (under the age of 18 years as of Dec 31st of the current season) in the divisions of U11, U13, U15 or U18 (male or female), holding an approved team card assignment with a SPMHA or SPKAC team in the current season, may assist on ice during an assigned practice in the role of a “visiting coach” with an SPMHA team under the following conditions:
  - i. In the event the minor player is within 1 category of play of the team that they are assisting the minor player must be in **full equipment** (including helmet with face mask) while participating on the ice. No exceptions. (ie. U15 assisting with U13). In the event the minor player is more than one category of play of the team that they are assisting the minor player must have helmet with face mask, gloves, skates and neck guard (ie. U15 assisting with U11).
  - ii. The minor player is acting in the role of a “coach” and as such must demonstrate maturity, a positive attitude and good behavior at all times. The minor player must be cognizant that the players on the practicing team are younger & less skilled so attention must be directed to all players, not just a select few. There is no role for slap shots or other unsafe hockey skills.
  - iii. The minor player can only assist on teams that are at least one division lower than where they are currently playing. For example, a U18 player can assist with U15 or lower division; a U15 player can assist with U13 or lower division; a U13 player can assist with U11 or lower division.
  - iv. The assistance of the minor player must be approved by the practicing team head coach and there must be no known or perceived personal conflicts with any minor player on the practicing team. The minor player’s primary team games & practices must always take priority over assisting with another team.
  - v. The minor player must be in good standing with their current team and cannot assist while serving a suspension.
  - vi. The intent of a visiting coach is to first and foremost assist the team’s players during the scheduled session. It is not designed to provide an opportunity to allow a player additional practice ice. As such, it is recommended that a player operate as a visiting coach no more than six times per season (once per month) unless prior approval is granted by the practicing team's Division VP.
  - vii. A maximum of three minor players may assist at the same practice unless prior approval is granted by the practicing team’s divisional VP.
- c) In consideration of the Hockey Canada risk management procedures, it is critical that these processes are followed as detailed above and as in the Hockey Canada Safety Requires Teamwork document. The use of a visiting coach or player is a privilege and misuse of this procedure will result in suspension of this process.

## a. APPENDIX A – Sherwood Park Minor Hockey Privacy Policy

### **Privacy Policy**

This Policy describes the way that Sherwood Park Minor Hockey (SPMHA) collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that SPMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. SPMHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the SPMHA web site.

### **1. Accountability**

- 1.1 SPMHA will appoint a staff person (the "Privacy Officer") whose responsibilities will include implementing and monitoring the SPMHA Privacy Policy. The Privacy Officer will be responsible for ensuring SPMHA's compliance with privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the Association President. The ultimate responsibility for privacy issues will rest with the SPMHA Board of Directors. The Privacy Officer may, at their discretion, enlist assistance from other staff members and/or volunteers within the organization. This will not in any manner mitigate their responsibility for Privacy issues.
- 1.2 The Privacy Officer's identity will be fully disclosed and accessible to SPMHA's Registered Participants and the public in general. SPMHA's Privacy Officer is Lesley Chase; she can be reached at [admin@spmha.ab.ca](mailto:admin@spmha.ab.ca), or by phone at 780-467-8492.
- 1.3 SPMHA's Privacy Officer will ensure that SPMHA manages all personal information in its possession in accordance with this Policy, including that which may be transferred to a third party. Third-party organizations who handle information on behalf of SPMHA shall be contractually obligated to adhere to the standards of SPMHA.
- 1.4 SPMHA will implement internal policies which will facilitate adherence to this Privacy Policy, including but not limited to the following:
  - Security measures at all levels designed to protect personal information in our possession.
  - Implementing procedures designed to respond to complaints and/or inquiries.
  - Implementing procedures designed to respond to complaints and/or inquiries.
  - Staff training in all facets of information management, including awareness of SPMHA's Privacy Policy and policies and procedures developed in accordance with the Policy.

### **2. Identifying Purposes, Type of Information Collected and Website**

- 2.1 SPMHA shall only collect the information reasonably necessary to conduct hockey programming and for the other purposes described in this Policy. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to SPMHA's compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further

information, contact SPMHA's Privacy Officer. SPMHA's Privacy Officer is Lesley Chase; she can be reached at [admin@spmha.ab.ca](mailto:admin@spmha.ab.ca), or by phone at 780-467-8492.

2.2 SPMHA collects personal information from its Registered Participants for the purposes of conducting hockey programming.

Specifically:

- A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Member regulations.
- Historical information concerning past teams played for is collected to determine if any Hockey Canada transfer regulations may apply.
- Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
- Information as to a player's parents' names, address(es), telephone numbers and email addresses may be collected to facilitate emergency contact information as well as to ensure compliance with Hockey Canada residency regulations.
- Educational information may be collected to ensure all Hockey Canada residency regulations have been adhered to.
- Email addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health may be collected to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey-specific research purposes, including but not necessarily limited to hockey demographic-type research.
- SPMHA has numerous associated entities which offer hockey programs under the auspices of SPMHA. These include its Members, MHAs, leagues and partner organizations. SPMHA may disclose the personal information described in Paragraph 2.2 to some or all these organizations to facilitate hockey programming and ensure compliance with rules and regulations.
- Personal information may be collected pertaining to potential and actual insurance claims and the subsequent investigation thereof.
- Information pertaining to appeals and regulation challenges may be collected as well as information deemed necessary to defend SPMHA against any legal action brought against SPMHA.

2.3 SPMHA will endeavor through its Members, MHAs, partners and leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our website at [HockeyCanada.ca](http://HockeyCanada.ca). We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by SPMHA shall be maintained electronically or in its office in Sherwood Park, which is listed on our website.

- 2.4 SPMHA will request individual permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.
- 2.5 SPMHA may also collect and use information about any individual who accesses secure areas of spmha.ab.ca. Information you are asked to provide during your use of our website may include your name, address, email address, age, sex and/or gender [and the other types of personal information listed in Paragraph 2.2]. All such personal information will be treated within the same parameters as other personal information collected by SPMHA through other means. It is always your choice to provide information in certain fields, although failure to complete certain sections may inhibit your ability to fully access all areas of the website. Our website also collects non-identifiable information about users, such as the user's IP address, the sections of the website visited and the information downloaded. SPMHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the website.

### **3. Consent**

- 3.1 SPMHA will use the personal information for the purposes specified above in Section 2 and in Sections 3.2 and 3.3 below. By consenting to provide your information to SPMHA, you are deemed to consent to our use of the information for the purposes described herein and to disclosure of the information to other associated entities for the same purpose.
- 3.2 In addition to using personal information for hockey programming purposes, SPMHA may from time to time wish to use your name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to SPMHA's Members, MHAs, partners and leagues, and other third parties who SPMHA believes provide services or goods that may be of interest to you. SPMHA and any such third parties may contact you with promotions [or to provide further hockey specific communications and information updates from Members, MHAs, partners and leagues]. SPMHA will provide you with an opportunity to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting us as described at Section 3.4 below.
- 3.3 SPMHA recognizes that hockey by its nature is a contact sport and injuries are, to a certain extent, inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our Registered Participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, SPMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- 3.4 If at any time you wish to withdraw your consent to the use of your information for any purpose, you may do so by contacting the Privacy Officer for SPMHA. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.
- 3.5 SPMHA may collect personal information without consent where reasonable to do so and where permitted by law.

### **4. Limiting Collection**

- 4.1 All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
- 4.2 SPMHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.

- 4.3 SPMHA will not use any form of deception in gaining personal information from its Registered Participants or any other individual.

## **5. Limiting Use, Disclosure and Retention**

- 5.1 Subject to applicable legislation, SPMHA shall limit use of personal information it collects to purposes that we have disclosed in Sections 2 (Identifying Purposes) and 3 (Consent).
- 5.2 SPMHA shall maintain documents for certain periods of time dependent upon necessity.

More specifically:

- We will normally maintain registration data for a three-year period after an individual has left our programs in case an individual chooses to return to our programs after leaving.
  - Parental/family information will be normally maintained for a similar three-year period after a Registered Participant has left our programs.
  - SPMHA has numerous associated entities which offer hockey programs under the auspices of SPMHA. As explained above, SPMHA may, from time to time, share information with these Members, MHAs, partners and leagues in order to facilitate hockey programming and ensure compliance with rules and regulations.
  - SPMHA may, from time to time, enlist the services of third-party vendors in order to provide hockey programs, and technical and support services. Prior to enlisting the services of these vendors, we will contractually obligate them to treat your personal information consistent with the Privacy Policy of SPMHA.
  - SPMHA may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. SPMHA will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
  - SPMHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information, or where we have reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
  - SPMHA may at its discretion release personal information for the purposes of collecting debts which may be owed to SPMHA.
- 5.3 Certain documents may be subject to legislated retention periods, either federally or provincially, and these will be respected at all times by SPMHA.

## **6. Accuracy**

- 6.1 SPMHA shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.
- 6.2 SPMHA shall only update information in the event of a renewal or registration and/or upon receipt of new information from or on behalf of the Registered Participant.

## **7. Safeguards**

- 7.1 Security safeguards have been implemented to ensure your personal information is protected from theft, as well as unauthorized access, disclosure, copying, use or modification thereof.
- 7.2 The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
- 7.3 Methods of protection and safeguards to be employed shall include, but are not limited to, locked files, offices and storage areas, security clearances and need-to-know access, as well as technological measures such as passwords and encryption.

## **8. Openness**

- 8.1 SPMHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our website or upon request by contacting the SPMHA Privacy Officer, Lesley Chase, who can be reached at [admin@spmha.ab.ca](mailto:admin@spmha.ab.ca), or by phone at 780-467-8492.

The information available includes:

- The name, email address and phone number of the SPMHA Privacy Officer.
- The forms which you may use to access your information or change your information.
- A description of the type of personal information held by SPMHA and our general uses thereof.
  - This includes, without limitation, registration information, including name, date of birth, address, past teams played on, medical information and email addresses.
- Information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of SPMHA business contacts.
- Information that may be made available to related organizations, Members, MHAs, partners, leagues and/or third-party service providers, in accordance with the provisions of this Privacy Policy

## **9. Individual Access**

- 9.1 Subject to applicable legislation, upon request by the individual concerned, SPMHA shall disclose whether it holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- 9.2 SPMHA may request sufficient information to confirm your identity before releasing your personal information to you.
- 9.3 Subject to applicable legislation, SPMHA shall endeavor to provide this information within 30 days of receipt of the information requested and shall only charge nominal fees for the purpose of off-setting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format, at the time you make a request.

- 9.4 Any inaccurate information that is brought to our attention shall be corrected by SPMHA as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

## **10. Challenging Compliance**

- 10.1 SPMHA has procedures for the resolution of grievances in the administration of its Privacy Policy.
- 10.2 Upon receipt of a complaint, SPMHA shall make available the complaint procedures, which will be simple and easy to access.
- 10.3 SPMHA shall investigate all complaints. If the complaint is deemed justified, SPMHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
- 10.4 All complaints shall be addressed to the SPMHA Privacy Officer, Lesley Chase, who can be reached at [admin@spmha.ab.ca](mailto:admin@spmha.ab.ca), or by phone at 780-467-8492.

## **11. Opt-In-Phrase**

I, the undersigned, certify the above information to be true and in consideration of the granting of this certificate to me with the privileges incident thereto, and by signing this certificate I have become subject to the rules, regulations and decisions of Association, its Board of Directors, which may be restrictive in some areas such as movement from team to team, conduct etc. and I agree to abide by such rules, regulations and decisions of Association, its Board of Directors, its Minor Hockey Associations, Leagues, or Clubs. Further, the information requested above is required by the Association to facilitate hockey programs on behalf of the registrant and Association. The Association will treat this personal information with the utmost respect and in accordance with the Association Privacy Policy at all times. The Association does not sell, trade or otherwise share the information we collect outside of the Association.