

**FORT MACLEOD MINOR HOCKEY ASSOCIATION (FMMHA)
POLICIES & PROCEDURES**

- 1. REGISTRATION - Definition: COMPLETED Registration will include Online Registration, Completed Forms and FULL payment of Fees submitted to FMMHA Executive.**
- A.** FMMHA will accept payment by E-Transfer, Cash, Cheque or Bank draft until July 31 of every upcoming hockey season. Any monies accepted after July 31 of upcoming season are required to be paid in E-Transfer, Cash, Certified Cheque or Bank draft. Any NSF returned cheque will incur an additional \$25.00 fee on top of any bank fees charged to FMMHA. Any additional fees will be required to be paid to FMMHA. Cheques will not be accepted from any NSF cheque issuers from the previous hockey season.
- B.** FMMHA will host a minimum of 2 public registration events that will be advertised in local papers at least 2 weeks in advance and be posted on any available social media used by FMMHA and the www.fortmacleodminorhockey.com website. These events will be held prior to July 31 of every year.
- C.** FMMHA will offer an Early Bird Registration Fee rate for **COMPLETED** registrations up to July 31 of the upcoming season. Verified confirmation of funding from subsidy programs is required to qualify for Early Bird Registration Fee rate. **COMPLETED** registrations submitted after July 31 of upcoming season will be subject to Regular Registration Fee rates.
- D.** There will be a required 48 hour waiting period from the time a fee is paid in full until a player can step foot on the ice. This waiting period may be waived by the FMMHA Board.
- E.** No player is permitted to take part in any FMMHA activity prior to having submitted a **COMPLETED** registration package. This is non-negotiable and will be enforced as so. FMMHA President, Vice-President, Treasurer or Registrar will be the only Board members permitted to grant player permission to take part in FMMHA sanctioned events.
- F.** FMMHA will be the sole determining body regarding team size. When possible FMMHA will abide by Hockey Alberta and Hockey Canada guidelines in the Novice - Midget age divisions. After October 1 of upcoming season, FMMHA reserves the right to refuse any new registrations.
- G.** Any registration refunds must be requested in writing to the FMMHA Registrar. Registration refunds will be subject to a 7 day waiting / approval period. Approved refunds will be issued by cheque on the 15th or 30th of the current month. Approved refunds will be processed by the FMMHA Treasurer. Funds received via subsidy programs or additional funding programs will be returned to each program accordingly. Any refunds requested up to September 30 will be refunded in full. Any refunds requested after September 30 will be less any Hockey Canada / Hockey Alberta / CAHL fees forwarded on behalf of FMMHA. Refunds will be pro-rated at a rate of 100% (minus fees) from October 1-15, 75% (minus fees) from October 16-November 30, 50% (minus fees) from December 1-31 and 25% (minus fees) from January 1-10 of the current season. Refunds will not be issued after January 10 of the current season.
- H.** Medical or injury related refund requests will take into consideration the date of injury as noted by Team Officials as well as supporting Medical Doctor documentation.

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- I. Registration and member status may be revoked or suspended at any time by FMMHA. Failure to comply with the FMMHA Parent / Player Code of Conduct or the FMMHA Zero Tolerance policy may result in the suspension or prohibition from any FMMHA events.
- J. All registered members are required to abide by Hockey Alberta / FMMHA / CAHL chartered policies around certification and requirements.

2. PLAYER MOVEMENT & PLAYER AFFILIATION

- A. All FMMHA Team to Team player movement requests either “overage” or “accelerated” must be made in writing to FMMHA. Player movement requests will be subject to Hockey Alberta / CAHL / FMMHA guidelines before being approved or denied.
- B. FMMHA will only look at movements of players where movement of 1 year occurs, e.g. 2nd year Novice to 1st year Atom or 1st year Midget to 2nd year Bantam.
- C. FMMHA will not consider movement of a player if it jeopardizes the player or team status by allowing movement.
- D. FMMHA will grant a **registered** player “permission to tryout” to only one “AAA” program as well as the subsequent “AA” program that is within the established Recruitment Area by Hockey Alberta.
- E. FMMHA will grant a release to any player who has been selected to participate in a “AAA” or “AA” program within the established Recruitment Area by Hockey Alberta.
- F. FMMHA will consider player affiliation of all second year players in the Novice to Midget divisions. First and foremost, consideration will be given to player ability and parent approval.
- G. After affiliation has been approved by the governing hockey body (Hockey Alberta), the affiliated player will be subject to the regulations set out by Hockey Alberta as well as the League (CAHL) regulations set for each division for which the specific team is registered in.
- H. FMMHA Board requires affiliated player requests to be documented via the Affiliated Player Request Form and submitted to the FMMHA Board for final approval. The Affiliated Player Request Form is viewed as an agreement between the “requester” Head Coach and Manager and the “requestee” Head Coach and Manager.
- I. No player affiliation game play requests will be granted when the affiliation will leave any team at a detriment i.e.; the affiliated player has a previously scheduled game with his or her currently registered team, the loss of the affiliated player will put his or her currently registered team at a disadvantage.
- J. All affiliated players will be affiliated for development reasons and will be rotated equally onto the team roster that the affiliated player is affiliated to for game play when requested. Player readiness/ability will be taken into consideration. Affiliated player rotation exceptions may be considered for Hockey Alberta Provincial Tournaments.

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3. TEAM DECLARATIONS

- A.** FMMHA will be the deciding body with regard to the following surrounding Team Declarations : ii) FMMHA will declare and select the number of team entries in the selected league that FMMHA is currently a member of. iii) All team rosters compliant within Hockey Alberta regulations and those meeting appropriate criteria will be submitted for Hockey Alberta provincial play downs by the FMMHA Registrar.
- B.** Provincial play down ice requirements supersedes any teams league play. FMMHA Ice Scheduler and Team Managers will be required to ensure that ice is returned and tracked accordingly. All ice transactions around Provincial play must be submitted to the Ice Scheduler.
- C.** FMMHA will submit all teams eligible to be entered into Provincial Zone play-downs. If a team succeeds in being the Zone winner, they will be required to attend the Hockey Alberta Provincial Tournament. The entry fee for the Provincial Tournament will be paid by FMMHA. Any additional funding to attend the Provincial Tournament will be dependant on the financial status of the FMMHA and under the discretion of the FMMHA Board.
- D.** FMMHA will use Hockey Alberta guidelines surrounding maximum players on a team.
- E.** Where there are more than the allotted amount of players registered as set out by Hockey Alberta, the FMMHA will split the team according to the following principles: Firstly in accordance with League policy / Coaches shall assist in determining the split. If Coaches decision is short of unanimous then FMMHA will determine the split.

4. INITIATION TO HOCKEY PROGRAM

- A.** This program will be run solely under the direction and leadership of FMMHA Board of Directors.
- B.** The program must meet the guidelines as set out by Hockey Alberta surrounding selection of instructors / those certified and approved for player contact on the ice / those certified and approved for contact on bench.

5. EQUIPMENT / JERSEYS

- A.** FMMHA Equipment Manager or authorized personnel are the only persons permitted to charge equipment to FMMHA. Purchases over \$250.00 require authorization from the FMMHA Executive.
- B.** FMMHA will not loan / rent or borrow any equipment or jerseys to any groups that do not fall under the FMMHA umbrella of teams.
- C.** FMMHA will provide goaltender equipment if required excluding helmets, sticks, athletic supporters (jocks, jills, cups) and skates. This equipment will be deemed suitable as per the FMMHA Equipment Manager. If any equipment is required beyond what is required by the Equipment Manager, they will require approval from the FMMHA Board.

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- D. FMMHA and Team Officials will assign jersey numbers if deemed necessary to meet any league or Hockey Alberta deadlines to avoid fines or discipline.
- E. FMMHA does not allow the use of sport drinks. Reasoning for this is to preserve the equipment and jerseys provided for as long as possible.
- F. Team Officials will be responsible for the care of assigned team equipment which includes the washing of team jerseys. Team jerseys are to be hung to dry. Do not put team jerseys in the dryer. Team jerseys are to be returned in cleaned condition at the completion of each teams season to the FMMHA Equipment Manager.
- G. Any damage incurred beyond reasonable wear and tear will subject the team to the cost of replacement of damaged equipment.

6. TOURNAMENTS / FUNDRAISING FROM TOURNAMENTS / 50-50 MONEY

- A. FMMHA teams (Initiation - Midget) will be provided a selected tournament weekend by Sept 15th of that hockey season. If Team Officials deem they will not be hosting a tournament that season, the team must submit in writing to FMMHA Board a MINIMUM of one month prior to tournament date that they decline the option to host a tournament. The weekend ice is returned to FMMHA Ice Scheduler to assign as they deem fit. (See Ice Availability section regarding tournament ice times.)
- B. Pond Hockey will be provided ice upon availability for day tournaments or hockey jamborees as FMMHA sees fit. A request must be provided in writing to FMMHA Board a minimum of 90 days in advance.
- C. FMMHA teams that are hosting a tournament will be required to pay for 100% of ice rental costs as well as 100% of referee costs for said tournament. FMMHA does not cover this cost. This cost is recovered from the tournament team entry fees charged by the hosting team.
- D. Any money raised or generated during the process of hosting a tournament will first and foremost be used to cover the cost of ice rental, referee fees and incidental costs incurred during the tournament. If the costs can not be covered, then the host team / group could be responsible to cover any remaining expenses. Any use of remaining funds generated from hosting a tournament will require FMMHA Board approval. Any request for funds will require a detailed FMMHA Fund Request Form submitted to the FMMHA Board for review.
- E. Any receipts submitted for reimbursement from Team funds or FMMHA funds are open to review by the FMMHA Board before approval of reimbursement.
- F. When 2 FMMHA teams share a tournament a committee will be formed with equal representation to ensure a co-operation and mutual benefit to both teams.
- G. All teams are required to sell 50/50's at every home exhibition, league, playoff and provincial game.
- H. Individual teams will share 50/50 proceeds with FMMHA. At each months end, accounts will be reduced by 25% of the funds collected in that month to assist FMMHA with its financial responsibilities.

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- I. Any use of funds raised through the sales of 50/50 draws will require a detailed FMMHA Fund Request Form submitted to the FMMHA Board for review.
- J. FMMHA Board will not consider requests for funds to pay for hotel rooms, gas cards or alcohol. Consideration will only be given when supporting a FMMHA team that has qualified for a Hockey Alberta Provincial Tournament.
- K. If a team does not cancel scheduled ice times with adequate notice, rental of ice and referees can be taken out of the teams 50/50 account.
- L. Teams are allowed to use their 50-50 money to reimburse expenses of coaches that do not have children playing on the team.
- M. Any money left over as of March 31st will go back to FMMHA to assist with its financial responsibilities.

7. ICE AVAILABILITY

- A. All ice provided to teams is at the discretion of FMMHA and can be amended at any time during the hockey season with appropriate notice.
- B. The FMMHA Ice Scheduler will provide practice times deemed appropriate and suitable by the FMMHA. FMMHA will be the deciding body regarding number of practices and events per week. Practice times may require flexibility from year to year and will not always carry forward from one season to another. Consistency will be aimed for, but cannot be guaranteed.
- C. FMMHA Pond Hockey will be provided an amount of ice time deemed suitable by FMMHA to meet the guidelines set out by the officials and leadership of the Pond Hockey program.
- D. FMMHA Ice Scheduler will submit suitable ice slots as per league guidelines. Upon a league schedule being compiled and finalized, available ice will be returned to the Town of Fort Macleod for use. Team officials are required to contact the FMMHA Ice Scheduler when relinquishing ice time or requesting additional ice time.
- E. FMMHA team tournaments will supersede all practice and regular scheduled ice times on those weekends.
- F. Hockey Alberta provincial play downs will supersede regular scheduled ice times. The FMMHA Ice Scheduler and Team Officials will work together to see that all teams registered in Provincials have the required ice times to participate.

8. FMMHA POND HOCKEY

- A. This program will be run at the discretion of FMMHA on a year to year basis.
- B. A Pond Hockey leader / manager is required to organize registration and all administrative duties.

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- C. The FMMHA Treasurer will receive and account for all deposits from Pond Hockey.
- D. Any on ice leaders must be deemed acceptable by the FMMHA executive and have required certification as deemed appropriate by FMMHA Pond Hockey and Hockey Alberta.
- E. All participants must be in full equipment that meets current CSA standards and Team Officials must have a CSA approved helmet at all times.

9. GAME OPERATIONS

- A. FMMHA executive may impose a suspension deemed appropriate upon investigation of a documented incident in any Hockey Alberta sanctioned game. This may be imposed on any member / team official. Any appeal of a suspension issued by FMMHA must be provided in writing.
- B. FMMHA will annually hire a Referee Co-ordinator that will organize all officials and events required for the game to take place. Any concerns regarding officiating need to follow the proper chain of concern as per FMMHA policy and should only be filed in writing by team manager after a 24 hour cool down period to the President of FMMHA and the Referee Co-ordinator.

10. COACH / MANAGER POSITIONS

- A. All Head Coach, Assistant Coach and Manager positions must be accompanied by the correlating position application form and submitted to FMMHA Board for approval.
- B. In the event that more than one application is submitted for a Head Coach or Manager position, a three person interview committee consisting of FMMHA Board members will be formed to conduct an interview process to fill the desired position.
- C. Any participant in a Coaching or Manager position in the FMMHA will require a current Criminal Record Check in the Vulnerable Sector category to be completed by the local RCMP Detachment and submitted to FMMHA to be kept on file for the current season.
- D. Team Officials that require certification to become qualified are eligible to submit the cost of required courses for reimbursement to the FMMHA Board. The FMMHA Executive / FMMHA Coaching Coordinator will be responsible in ensuring that required Coaching courses are not redundant for prospective Team Officials.

11. REFEREE COORDINATOR / REFEREES

- A. FMMHA will offer a Referee Coordinator position on a seasonal basis which is paid an honorarium that is predetermined by the FMMHA Board. This position will be advertised in local media outlets for a minimum of three weeks prior to the upcoming hockey season. All applicants must apply in writing to the FMMHA Board.

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- B.** The roles and responsibilities of the Referee Coordinator will be to schedule all referees required for all exhibition, league, playoff, provincial and tournament games conducted by FMMHA. The Referee Coordinator will also be required to communicate with the FMMHA Board periodically to update and make aware of any problems, solutions or changes that may be required by the Alberta Referee Association body.
- C.** Referees hired by the FMMHA will be paid the current Alberta Officiating rates for games as well as the current mileage rates if so applicable.
- D.** Referees will be paid at the conclusion of each game by the Referee Coordinator or Team Manager unless previous arrangements have been made and agreed upon by both parties. Acceptance of payment must be recorded and filed with the Referee Coordinator.
- E.** FMMHA will reimburse referees that are living within the FMMHA Boundary the cost of ONLY their Registration Fee for Certification requirements after completing a minimum of five games officiated within FMMHA. This does not include course administration fees, supplies, rule book, whistle, jersey or patches.
- F.** FMMHA will offer a “New Referee Package” to anyone that is a living within the FMMHA Boundary and a first time referee. FMMHA will supply a Referee jersey, patch, whistle and rule book as well as reimburse the Registration Fee cost for Certification requirements after the minimum five games have been officiated within FMMHA. **NOTE:** the Referee jersey and patch will remain the property of FMMHA.

12. DRESSING ROOM PROCEDURES

- A.** FMMHA requires a minimum of two Team Officials (Head Coach, Assistant Coach, Manager) in the dressing room(s) at all times for supervision purposes. If these requirements can not be met, a suitable alternate designate (Vulnerable Sector Check completed) may be used temporarily to comprise the two Team Officials.
- B.** Fort Macleod and District Sports Centre dressing rooms are to remain locked until a FMMHA Team Official has obtained a key from the Facility employee for access. FMMHA advises all Team Officials to keep dressing rooms locked while teams are on the ice.
- C.** FMMHA advises all Team Officials to do a “walk through” of dressing rooms prior to and in conclusion of use of dressing rooms and document ANY damage or repairs that may be required by Facility employees.
- D.** FMMHA does not take responsibility for lost or stolen items.
- E.** As per Hockey Canada Policy, FMMHA allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- F.** As per Hockey Canada Policy, FMMHA allows at the PeeWee level and above the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.

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- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
 - When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with the shower facilities has been fully vacated the lesser represented gender may use the shower facilities.
- G.** Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

13. CONFLICT RESOLUTION / COMPLAINT PROCESS

A. FMMHA ENDORSES A 24 HR COOL DOWN PERIOD PRIOR TO SUBMITTING A COMPLAINT.

- B.** FMMHA Board will provide a Team Board Liaison to allow for communication between Team Officials, parents and players and the FMMHA Board.
- C.** Complaint(s) must be submitted in writing and include a completed Complaint Form obtained from the fortmacleodminorhockey.com website to Team Officials and / or the Team Board Liaison. Verbal concerns are not dealt with as official complaints. After a complaint has been reviewed and sufficient information has been gathered from parties involved, a resolution will be attempted. If complaints can not be resolved by Team Officials / Team Board Liaison and parties involved, then further input and resolution may be required by the FMMHA Board.
- D.** Complaints submitted in writing directly to the FMMHA Board must include a completed Complaint Form obtained from the fortmacleodminorhockey.com website. If this complaint has circumvented the Team Officials and / or the Team Board Liaison then the complaint will be referred back to the Team Board Liaison for further investigation with involved parties.
- E.** Complaints / Conflicts that can not be resolved through Team Officials / Team Board Liaison / FMMHA Board may be referred to a third-party Disciplinary Committee and / or Hockey Alberta for investigation.
- F.** Following the investigation, a resolution will be distributed to the parties involved stating what actions, if any, will occur and consequences if repeated. Resolutions to complaints / conflicts may include: verbal apology, written apology, letter of reprimand, removal of membership / employment privileges, suspension, termination / expulsion.
- G.** The complaint and any information gathered during the investigation of the complaint / conflict will remain the property of FMMHA and will be filed accordingly.
- H.** After a resolution has been distributed to the impacted parties, there will be a 7 day window from the date of notice to appeal the resolution. This appeal process will incur a \$200.00 fee to be paid to the Fort Macleod Minor Hockey Association. The appeal must be submitted in writing to the FMMHA Board for review. When the review of the resolution is complete, then the impacted parties will be notified in writing of the outcome.

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14. FUNDRAISING

- A.** Any fundraising completed by FMMHA or teams under the FMMHA umbrella must be pre-approved by the FMMHA Board. A detailed proposal for the use of funds must be submitted and reviewed / approved by the FMMHA Board prior to the commencement of the fundraising activity. Any funds generated that are not used for the detailed purpose will remain part of FMMHA. The use of these funds will be determined by the FMMHA Board.

- B.** Any form of independent fundraising will not be tolerated by the FMMHA Board.

Latest update November 15, 2018

Latest review October 21, 2018