

Okotoks Minor Hockey Association



Articles of By-Laws
Appendices

May 2010

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Okotoks Minor Hockey Association Bylaws

Article 1 Name

The name of the not-for-profit society is the Okotoks Minor Hockey Association, hereinafter called the "Association" or "OMHA."

Article 2 Affiliation

The OMHA will be a member of Hockey Alberta and the Canadian Hockey Association (CHA).

Article 3 Membership

(a) Any minor hockey player, parent, or legal guardian, having a principle year-round residence in the Okotoks draw zone as approved by Hockey Alberta is a member in the OMHA by:

- i) Full payment of registration fees and obligations for the current hockey season and payment of all arrears from previous years as per a payment schedule set by the board; or,
- ii) Being accepted by a majority vote of the Board of Directors, or at a Special or General meeting

All members must be in good standing with the OMHA. Membership will remain in effect through to July 31st following the annual hockey season.

(b) Voting rights are extended to all members over the age of 18 on the basis of one vote per family.

(c) All other registrants, their parents or legal guardians will be granted the status of associate members, and will assume all the rights, privileges, and obligations of members, with the exception of voting rights and Board powers.

(d) Acceptance of minor hockey players who are not residents within the Okotoks draw zone will be considered on an exception basis. Acceptance of these players requires approval of the Executive Committee. Factors which the Executive Committee must consider prior to accepting players from outside the Okotoks draw zone include:

- i. Acceptance of those players will not displace players residing in the Okotoks draw zone from the Association.
- ii. Acceptance of those players will not affect the level in which OMHA teams may participate in Provincial play.

Article 4 Membership Termination

- (a) Any member or associate member wishing to withdraw from membership may do so upon a notice in writing to the Operations Coordinator.
- (b) If any member or associate member is in arrears of fees or assessments, such member may be suspended from OMHA, under the authority of the Executive Committee, and shall thereafter be entitled to no membership privileges or powers, including on-ice privileges, until reinstated.
- (c) No member shall be expelled without being notified of the complaint against him/her, and without first having been given an opportunity to be heard by the Game and Conduct Director and members assigned by the director.
- (d) Any and all refund requests for membership withdrawal will be solely at the discretion of the Operations Coordinator and will be dealt with on a case-by-case basis.

Article 5 Officers (Executive Committee)

- (a) The Officers of the OMHA will consist of the President, Vice-President of Programs, Vice President Coach and Player Development, Past President, Okotoks Oilers Athletic Association President, Secretary, and Treasurer. The President, Vice-Presidents, Secretary, and Treasurer will be elected by a majority vote at the Annual Meeting of the OMHA. These Officers collectively form the Executive Committee.
- (b) The terms of office for the Executive Committee shall be: President two (2) years, Vice-President of Programs two (2) years, Vice President Coach and Player Development two (2) years, Past-President, minimum of 1 term of two (2) years, Secretary one (1) year, and the Treasurer one (1) year. Members of the Executive Committee shall remain in office until their successor is elected or appointed.
- (c) The Executive Committee has the authority to transact business and make decisions on behalf of the Association.

Article 6 Directors (Board of Directors)

- (a) The Board of Directors (“Board”) shall consist of the Executive Committee, elected and appointed OMHA Directors, and The Okotoks Referee Association’s Referee-in-Chief.
- (b) Division Directors are elected by a majority vote at a General Meeting of the Association. There are Division Directors for each division of hockey in which the Association participates. Division Directors report to the Vice-President of Programs.
- (c) Any person holding a position of Division Director shall not hold a position of Head Coach in that division, nor shall the spouse of a Divisional Director hold the position of Head Coach in the same division.
- (d) Game and Conduct Director will be appointed by the Executive Committee, to implement the OMHA Game and Conduct Policy. The Game and Conduct Director will appoint members to sit on any investigative committees as required.
- (e) Further directors are necessary to run the business of the Association. These directors shall include various Administrative Directors, representatives with various leagues in which OMHA teams participate, Hockey Alberta representatives, and other portfolios as may be created from time to time by the Executive Committee.
- (f) Directors listed in Article 7(d) and 7 (e) are appointed by the Executive Committee. These Directors report to the Vice-President of Programs.
- (g) Directors shall serve a term of one (1) year, and will remain in place until a successor is elected or appointed.
- (h) Meeting of the Board shall be held once a month on a yearly basis. The frequency of these meetings may be changed at the discretion of the President.
- (i) Any Director having not attended three (3) consecutive scheduled meetings may be subject to removal by the Board.
- (j) A quorum for the Board shall be eight (8) persons, including the President, who chairs the meeting, or his/her designated Vice-President.

Article 7 Employees/Contractors of OMHA

- a) The OMHA will hire an Operations Coordinator to run the day to day operations of the association. This position will be filled on a yearly contract basis and the contract will be awarded by the Executive Committee. The Operations Coordinator will be a Director at Large and considered a part of the Board of Directors.
- b) An Administrative Assistant will be hired by OMHA to assist the Operations Coordinator and the OMHA Board. This position will be filled on a yearly contract

bases and the contract will be awarded by the Executive Committee. The Administrative Assistant is considered a part of the Board of Directors.

- c) A Coach Mentor may be hired by OMHA to assist the Vice President of Coach and Player Development. This position will be filled on a yearly contract bases and the contract will be awarded by the Executive Committee.
- d) Employees of OMHA will be considered members of OMHA during the term of their contract regardless of the boundary they reside in. OMHA employees are exempt from the Residency Status Policy (Appendix 2) based on approval from Hockey Alberta

Article 8 Meetings of the OMHA

- (a) The President will be a member of all committees, and will chair the Annual and Special General Meeting of the Association, and meetings of the Executive Committee and of the Board. In the absence of the President, a Vice-President will chair any such meetings.
- (b) The Annual Meeting of the Association will be held at the call of the President between April 1st and May 31st of each year. The OMHA will also hold at least one Interim General Meeting between October 1st and December 30th of the same year.
- (c) At all meetings of the Association, or its Committees, voting will be by show of hands, unless otherwise agreed upon by eligible voters in attendance at the Meeting.
- (d) A quorum for a General Meeting shall be fifteen (15) persons, including the President or his/her designated Vice-President who chairs the meeting.
- (e) Notice of the OMHA Annual Meeting or any Special General Meetings will be published in the Okotoks weekly newspaper and/or OMHA website for three (3) consecutive weeks prior to the date of the meeting.
- (f) A Special General Meeting may be called at any time by the Secretary on the instructions of the President, or if requested by a petition signed by a forty (40) members of the Association. The petition must be sent to the President or Secretary and will state the reason why the Special General Meeting has been requested. The meeting must be called within 14 days, and held within 44 days, after receipt of a petition.

Article 9 Auditing

- (a) The books, financial records and accounts of the OMHA will be audited at least once each year by a duly qualified Chartered Accountant, and a complete and proper statement of the standings of the books for the previous year will be prepared by that person. The financial records for the prior fiscal year will be presented by the Treasurer, or in his/her absence a Vice-President, at the Interim General Meeting of the Association. May 31st in each year will be the end of the fiscal year of the OMHA.
- (b) The books and records of the OMHA may be inspected by any member of the Association at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Executive Committee will have access to the Association's books and records at all times.

Article 10 Borrowing Powers

If necessary, monies may be borrowed and used as follows:

- (a) For the purpose of meeting the operating expenses of the Association, when in the opinion of the Executive Committee other resources of the OMHA are insufficient or cannot be made readily available for such purposes.
- (b) For any other purpose of the OMHA on the recommendation of the Board and with the approval of the OMHA given by at least three-fourths vote at an Annual General Meeting or Special General Meeting.

Article 11 Order of Business

At any Annual or Special General Meeting of the OMHA the following, as appropriate, will be the order of business:

- i. Roll call of Officers and Directors;
- ii. Reading of the minutes from the previous Annual or Special General Meeting;
- iii. Report of the President;
- iv. Report of the Vice Presidents
- v. Report of Operations Coordinator
- vi. Report of the Treasurer;
- vii. Resolutions;
- viii. Elections;
- ix. Orders and General Business;
- x. Adjournment.

Article 12 Minutes of Meetings

The minutes of the meetings of the Annual Meeting, Special General meeting, Executive Committee, and Board will be taken and prepared by the Secretary, and copies of the minutes of all meetings of the Association will be made available within 7 days after all meetings to the members of the Board and, upon request, to any members of the Association.

Article 13 Okotoks Oilers Athletic Association

- (a) The OMHA will transfer operation of the 'AA' and 'AAA' programs to the Okotoks Oilers Athletic Association (OOAA).
- (b) The Okotoks Oilers Athletic Association (OOAA) will sit as a subcommittee under the Executive Committee of the OMHA.
- (c) The representatives of the OOAA will elect a President. The elected President will become a member of the OMHA Executive Committee pursuant to Article 6.
- (d) The OOAA will govern and formulate policies, rules and regulations and appoint Directors for its various categories of operation. These Directors will be responsible to the OOAA President. The OOAA President will present such policies, rules and regulations to the OMHA Executive Committee for ratification, on an annual basis.
- (e) The President of OOAA will submit to the Secretary of the OMHA, minutes of all OOAA meetings, along with financial statements and budgets as required.

Article 14 Amendments

The Bylaws may be rescinded, altered or added to by a Special Resolution passed by a three-fourths majority of such members entitled to vote as are present in person at the Annual General Meeting or at a Special General Meeting of the OMHA. The Notice of Meeting shall be published in the Okotoks weekly newspaper, and/or OMHA website for three (3) consecutive weeks, specifying the intention to propose the resolution as a Special Resolution.

Okotoks Minor Hockey Association By-Laws

The following Bylaws are established with respect to the ongoing affairs of the OMHA. The Bylaws may be amended by a majority vote of any meeting of the Executive Committee subject to ratification by the membership at an Annual or Special General Meeting.

By-law 1 Duties and Powers of the Executive Committee

- (a) The management of the affairs of the OMHA will be conducted by the Executive Committee. The Executive Committee, acting by majority vote, will have the power to adopt or enact any rules, regulations and appendices required for the operation or management of the Association.
- (b) The Executive Committee, acting by majority vote, will have the power to fill any vacancy which may occur in the membership of the Executive Committee or of the Board, and which vacancy may be filled until the next ensuing Annual General Meeting.
- (c) The Executive Committee will have the power to impose and enforce penalties for violation of the Bylaws or Rules of the Association.
- (d) The Executive Committee may, by a two-thirds vote, remove from office any member of the Executive Committee for neglect of duty, or for conduct - impairing such member's usefulness.
- (e) The Executive Committee will supervise the collection and authorize the expenditure of funds of the OMHA
- (f) The Executive Committee will interpret, define and explain all provisions of the Bylaws of the OMHA
- (g) The Executive Committee will adjudicate all disputes between members which may arise between Annual General Meetings.
- (h) The Executive Committee will appoint delegates to attend all Hockey Alberta meetings.

By-law 2 Duties and Powers of Officers

- a) The President will chair all Annual and Special General Meetings of the OMHA and all meetings of the Executive Committee, the Board, and will perform the duties usual to the office of the President.
- b) The President may call a meeting of the Executive Committee at any time and must do so on the request of 3 members of the Executive Committee.
- c) The President shall have the power to suspend any coach, player, or team official who is a member of the Okotoks Minor Hockey Association for any conduct on or off the ice which in the sole discretion of the President is deemed to be detrimental to the game. The suspension is effective immediately or until dealt with by the appeal committee.
- d) The President shall have the power to prevent any spectator from viewing a game, other activity, or entering a facility to view a game or other activity that is being conducted by the Okotoks Minor Hockey Association for conduct the President has deemed to be detrimental to the game. Further, the President shall have the power to suspend the coach, player, team official, or the team to which the spectator is affiliated. Such action to be effective immediately or until dealt with by the appeal committee.
- e) In the absence of the President, he/she will appoint one of the Vice-Presidents as the Acting President. Should the President be unavailable to fulfill his/her duties, and not having designated a Vice-President to act on his/her behalf, the Executive Committee will appoint one of the Vice-Presidents to the position of Acting President. The Acting President will have all the powers and responsibilities of the President.
- f) The Past President will perform those duties as assigned by the President and will offer such advice and guidance to the Executive Committee as may be requested.
- g) The Vice-President – Programs, is responsible for the various categories of programs including the overseeing the Division Directors and other projects as assigned from time to time by the Executive Committee.
- h) The Vice-President – Coach and Player Development, is responsible for recruitment, selection and development of coaches, player skill development standards, educational clinics for coaches, team officials, and players, and other projects as assigned from time to time by the Executive Committee.
- i) The Treasurer will oversee the books and financial records of the OMHA. The Treasurer will report annually to the OMHA and monthly to the Executive Committee.

- j) The Secretary will keep the records of the OMHA, Board, and of the Executive Committee, will conduct all correspondence and issue notices of all meetings of the Association, Board, and the Executive Committee.
- k) The Treasurer and members assigned by the Treasurer will be the signing officers of all financial transactions carried on in the name of the OMHA. In the absence of the Treasurer, the President or the Vice-Presidents may assume this responsibility in his/her place.

By-law 3 Duties and Powers of Directors

- (a) Division directors have the responsibility to:
 - i. Recommend coaches for teams within their Division. Approval of head coaches is done in collaboration between the Division Director, the Vice-President – Coach and Player Development, and the Vice-President – Programs.
 - ii. Direct the player evaluation process in collaboration between divisional coaches, the Division Director, the Vice-President – Coach and Player Development, Vice-President – Programs and the Operations Coordinator
 - iii. Apply and administer suspensions in accordance with Rules and Regulations 13.
 - iv. Ensure fair and adequate distribution of game and practice ice within their division, as set out in the OMHA Program Definition (Appendices A).
 - v. Ensure that all coaches are following proper guidelines set out by OMHA in collaboration with the Vice President of Coach/Player Development.
- (b) All directors, elected and appointed, are required to attend meetings of the Board, and have full voting privileges at all Board meetings.
- (c) Directors will provide regular reports to the Vice-President to which they report, and will meet as directed by those Vice-Presidents between full meetings of the Board.

By-law 4 Suspension and Expulsion of Members

If any member shall willfully violate or fail to comply with the Bylaws and Rules of the OMHA, decisions of the Executive Committee, or be guilty of any conduct which is deemed detrimental to the welfare of the OMHA, or be in arrears for fees and assessments for any year, such member will be liable to automatic suspension by a two-thirds vote of the Executive Committee.

By-law 5 Rules and Regulations

- (a) The playing rules and regulations will be set forth according to the CHA “Official Playing Rules”, Hockey Alberta “Bylaws and Regulations”, and the specific Regulations for any leagues in which OMHA teams are participating.
- (b) Players, parents, and coaches will have access to a copy of the OMHA Game and Conduct Management Plan as early as practical in the season. Players, parents,

and coaches may be required to sign a statement agreeing to abide by the OMHA Conduct Management Plan. OMHA members refusing to sign the OMHA Game and Conduct Management Plan will be immediately suspended from all member privileges.

- (c) The Executive Committee may from time to time insert, delete or amend playing rules and appendices in the best interest of the game. Members will be notified of changes via email.

By-law 6 Remuneration

Other than those positions identified under Article 8 of the OMHA Bylaws, and/or unless authorized at a duly called General Meeting of the OMHA or its Executive Committee and after notice of remuneration has been given to members, no Director or member of the Association will receive any remuneration for his/her services.

By-law 7 Director and Officer Expenses

Board members shall be reimbursed for their out-of-pocket expenses resulting from attending Hockey Alberta, League, Board or Committee Meetings, as well as other activities related to their duties as member of the OMHA Executive Committee or Board of Directors.

By-law 8 Dues and Fees

- (a) The Board will set fees for each age Division on an annual basis.
- (b) Fees for the upcoming season must be paid by the first ice time of the respective hockey season. Members with delinquent fees will be suspended until payment is received.
- (c) A late registration surcharge of \$50.00 per family will be levied against OMHA members who have not registered as of August 15th. The Executive Committee shall have the authority to waive the late registration fee.
- (d) The Executive Committee will attempt to solicit sponsorships from various Clubs and Service Groups in the Town of Okotoks to support hockey players who cannot afford OMHA hockey registration fees. Requests for sponsorship are to be directed to the Clubs and Service Groups by the Operations Coordinator.
- (e) Upon receipt of written notice from the President of OOAA on or after October 1st, the Treasurer will issue a cheque in the amount equivalent to all registration monies, less OMHA's fee that covers administration, ice equalization and other fixed costs related to the operation of the association, received from the players selected for the OOAA teams.

By-law 9 Appeal Committee

- (a) The Appeal Committee will consist of a Chairman, appointed by the President from the Executive Committee, and three or more members of the Board of OMHA. Each member, except the Chairman of the Appeal Committee, is entitled to one vote so long as such member has no conflict of interest pertaining to the issue before the Committee. The Chairman will cast the deciding vote in the event of a tie vote. A quorum will consist of 4 members, of which one member must be from the Executive Committee (excluding the Chairman).
- (b) The Appeal Committee will hear matters relating to:
- i. Appeals of suspensions handed down by the President of OMHA;
 - ii. Appeals of rulings issued through the OOAA appeal process;
 - iii. Official protests;
 - iv. Decisions, findings, and rulings of every nature whatsoever handed down or determined by the Board, excepting matters pertaining to the player evaluation and team assignment process;
 - v. Any other matters pertaining to the conduct of players, coaches, OMHA members, and other team officials at the request of the President or Division Directors;
- Appeals relative to membership in the OMHA.
- (c) Appeals must be in writing, accompanied by the appropriate Appeal Fee and delivered to the OMHA Secretary whereupon the Appeal Committee will hold a hearing within **14 days** of receipt of such appeal and will deliver a decision within **72 hours** of the date of the hearing. Failure of the Appeal Committee to adhere to such time limits as set forth herein will result in the automatic cancellation of the suspension to which the appeal relates.
- (d) In addition to the written appeal request, a \$50.00 Appeal Fee is required to be paid before the Appeal Committee will be scheduled. Appeal Fees will only be refunded if the appeal is successful.
- (e) All hearings conducted by the Appeal Committee will be conducted fairly and impartially and all parties thereto or affected thereby will be permitted a 30 minute time period to present their appeal.
- (f) The Chairman of the Appeal Committee will be responsible for notifying all related parties as to the date, time and place of any hearing.
- (g) If the person(s) involved in the appeal are not satisfied with the decision of the OMHA Appeals Committee, they can appeal to Hockey Alberta in accordance with Bylaw XIII – Appeals, Paragraph 13.03 Appeal from Decision of Local Minor Hockey Association. A copy of the Hockey Alberta Bylaws can be obtained on the Hockey Alberta Website (www.hockey-alberta.ca).

(h) Any member of OMHA who commences any type of legal or court action against the Association will be immediately suspended from all member privileges, including on-ice privileges, until the action is resolved. The suspension will apply to the player, parents and/or legal guardians, and any siblings who are also players within OMHA (including the OOAA).

Okotoks Minor Hockey Association Rules and Regulations

In accordance with OMHA By-Law 101 (a), "*The Executive Committee, acting by majority vote, will have the power to adopt or enact any rule, regulation and appendices required for the operation or management of the Association.*" Notification of changes to the following appendices will be communicated to the membership via email.

Rules and Regulations 1 - Divisions and Ages for Competition

Midget	As per Hockey Alberta
Bantam	As per Hockey Alberta
Pee Wee	As per Hockey Alberta
Atom	As per Hockey Alberta
Novice	As per Hockey Alberta
Initiation	As per Hockey Alberta
Female	As per Hockey Alberta and according to age categories of leagues where OMHA teams are participating

Note: Ages as of December 31

Each division shall have a Division Director. Should the registration become of such a size in any particular division the Executive Committee may either further divide these divisions or create Assistant Director Positions.

Rules and Regulations 2 - Mandatory National Liability Insurance

Liability insurance is provided for all Hockey Alberta players, teams, coaches, managers, referees, administrators and minor officials operating under the umbrella of Hockey Alberta and CHA.

Deviations from Hockey Alberta By-laws and Regulations are not permitted as this may negate insurance coverage.

Rules and Regulations 3 - Ice Rentals

a) The OMHA Operations Coordinator responsible for ice scheduling will have authority to contract the rental of ice from the Towns of Okotoks, Black Diamond, High River, Blackie and other surrounding communities as deemed necessary by the Executive Committee.

- b) The Operations Coordinator responsible for ice scheduling will develop procedures to ensure allocation of game and practice ice times based upon the OMHA Program Definition (Appendices A).
- c) If ice that is scheduled for use is not to be used, the OMHA Operations Coordinator must be advised one (1) week in advance.
- d) Teams not using ice for the specified purpose may forfeit future ice considerations.
- e) OMHA & OAAA will work cooperatively to ensure ice is allocated for the benefit of all members.

Rules and Regulations 4 - Officials

- (a) The OMHA requires that qualified and certified officials referee all levels of hockey, excluding Initiation level, in accordance with CHA, Hockey Alberta, and League regulations.
- (b) Officials (referees and/or linesmen) will be assigned by the Referees Association Coordinator have to work this to ensure it reflects reality.
- (c) Referees shall be supplied in accordance with the minimum requirements (2 person or 3 person system) according to the regulations of the league in which the team is playing.
- (d) A 2 person referee system will be used for all house league play within OMHA.
- (e) Referees and linesmen will be paid according to the rate schedule in the Hockey Alberta "Bylaws and Regulations".
- (f) Teams must supply minor officials. The home team supplies the game timekeeper, and the scorekeeper. If no timekeeper is available, the manager of the home team must act as such or appoint someone.
- (g) Any complaints about referees or other major officials by coaches, managers, players or parents must be sent to the Operations Coordinator and forwarded to the OMHA Board for resolution.

Rules and Regulations 5 - Length of Games

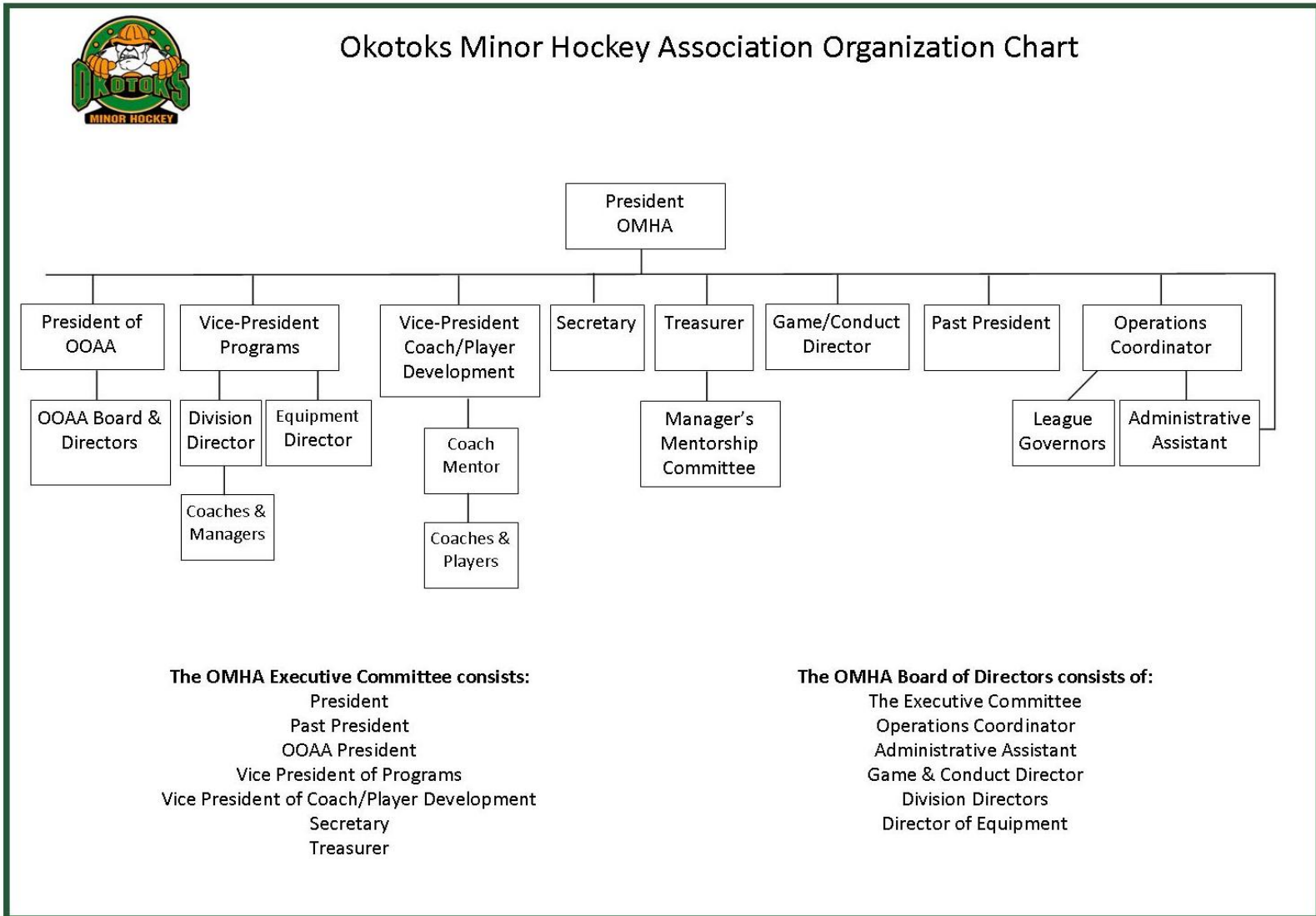
- (a) House league games shall be as per OMHA Program Definition (Appendices A).
- (b) All other games shall be the minimum time required according to the Regulations of the league in which the team is playing and must be declared by the OMHA league representative prior to the commencement of the season. All teams will follow the prescribed formula by their league for reducing time at the end of the game.

Rules and Regulations 6 - Suspensions

(a) OMHA will follow the Suspension Guideline as set out in the Hockey Alberta “Bylaws and Regulations”, as well as any other guidelines that may be in place governed by the Regulations of the leagues in which OMHA are playing.

Rules and Regulations 14 Organizational Structure

The following chart summarizes the Executive Committee and Board of Director structure of the OMHA:



Okotoks Minor Hockey Association Appendices

In accordance with OMHA By-Law 101 (a), *“The Executive Committee, acting by majority vote, will have the power to adopt or enact any rule, regulation and/or appendix required for the operation or management of the Association.”* Notification of changes to the following appendices will be communicated to the membership via email or announced on the OMHA website.

Appendix A – Program Definition

The OMHA has six age division categories, as well as a Shiny Program. There is a female and male program in all age divisions with the exception of Initiation. Below is a breakdown of each program.

Initiation – The age category is based on Hockey Alberta. Initiation will have one shared practice a week and a jamboree on the weekend.

Novice – The age category is based on Hockey Alberta. Novice will have two shared practices a week and a House/league game on the weekend.

Atom – The age category is based on Hockey Alberta. Atom will have two shared practices a week and a House/league game on the weekend.

Peewee – The age category is based on Hockey Alberta. Peewee will have one morning and one night practice a week and league games.

Bantam – The age category is based on Hockey Alberta. Bantams will have one morning and one night practice a week and league games.

Midget – The age category is based on Hockey Alberta. Midgets will have one morning and one night practice a week and league games.

Female – The age categories are based on Hockey Alberta and the leagues they play in. The Female practices will coincide with the age division they are playing in with the exception of morning practices if they are practicing out of town.

Shiny – The Shiny program is for players’ age 9-14 years of age. The Shiny program plays every Friday afternoon. The program is for players who do not want the full commitment Minor Hockey requires. The division is limited to 30 players.

The above ice time allocation will be reviewed yearly based on ice availability and registration numbers.

Team Declarations

OMHA will place teams in the following league age categories for the hockey season **(number of teams in will be determined on a year to year bases according to number of registrations received).**

House League (Okotoks Only)

- Initiation
- Novice
- Atom

OMHA players must choose Travel or House when registering. By choosing House you will not be made to travel and will only be considered for the house league teams, you will not have a later option of moving to Travel tryouts. By Travel it only means you would like to try and play there. Players remaining after travelling team rosters are selected will go into the House league pool.

Central Alberta Hockey League (CAHL) or the RMFHL (Rocky Mountain Female Hockey League)

- Novice
- Atom
- Peewee
- Peewee/Atom (female)
- Bantam
- Bantam (female)
- Midget
- Midget (female)

Appendix B – Privacy Policy

The Okotoks Minor Hockey Association uses the **Hockey Canada Registry System**. The system is an electronic media that registers all of our players and volunteers within the Hockey Canada system. The password protected secure link from Hockey Alberta will only allow our Association to view our member's information. We will not have access to any other Association's information and they will not have access to ours. This is a tool we will use to protect our member's personal and private information and give us access to the Hockey Alberta's data base for coaching certifications levels and other training provided by Hockey Alberta.

The Okotoks Minor Hockey Association will be asking for your permission to collect, use, disclose and retain your personal information for administrative purposes. We collect

and use this information to contact our members, facilitate player placement, recruit volunteers, keep records of our player's team placements and our team volunteer's certification and training. Your consent does not give us the right to use your personal information in the future for purposes other than what we do now. Legislation protects your Human Rights and Civil Rights and safe guards our members from inappropriate use of your information. The Association has always done this for our members and the consent you will be asked to provide us with will not change this.

The privacy legislation also allows our members to view the personal information the Association holds in trust for them. This will include all registration information relating to the member and Hockey Alberta Certifications of the member and that member only.

Appendix C – Residency Status Policy

In order to be eligible to play in the Okotoks Minor Hockey Association you must maintain full time residency within our boundaries as indicated by Hockey Alberta. In the event that you are moving within our boundaries you must be in your residence by September 1st of the current season.

In the event that there has been a delay in your ability to move, you must provide one of the following documentation

1. The player is registered in a local school within the boundary
2. Documentation from a home builder or real estate agent that you have purchased a home that has been delayed. The documentation must state the reason for delay and expected possession date. If the possession date is not achieved as stated in the documentation you will forfeit your eligibility to register in Okotoks Minor Hockey the following year.

Appendix D - Player Acceleration

Underage players must be ranked in the top seven of the top team in the higher category into which they are moving. Deviation from this policy for purposes of completing rosters for teams where player numbers are restricted must be approved by the Executive Committee and tabled at the next board meeting.

Player acceleration is not recommended

Appendix E - Overage Players

- a) Overage players will be considered on an exception basis, and must be approved by the Executive Committee. Factors which will be considered for approval of overage status will follow Hockey Alberta guidelines in addition to any other factors which the parent or guardian wish to bring to the attention of the Executive Committee in a written request for overage status.
- b) Overage status also requires the approval of the league in which the player is participating, and Hockey Alberta.

Appendix F - Coach Selection

Coaches are selected under the authority of the Division Director, the Vice-President – Coach and Player Development, and the Vice-President – Programs, using the Coach Selection Procedure adopted by the Board. The Coach Selection Procedures will be presented to the Board by the Vice-President – Coach and Player Development, and posted on or before September 1st.

Appendix G - Player Evaluation

Players are selected and assigned to various teams, under the authority of the Division Director, the Vice-President – Coach and Player Development, and the Vice-President – Programs, using the Evaluation Procedure adopted by the Board. The evaluation Procedures will be posted on or before September 1st. Player selections, and assignments to teams, are based on player age, direct observation of demonstrated skills, estimates of future development potential, and perceived dedication to the program.

Appendix H – Game and Conduct Management Plan

All members in the OMHA will follow the Game and Conduct Management Plan which will be administered by the Game and Conduct Director. All suspensions arising for the Game and Conduct Management Plan will be voted on by the Executive Committee based on recommendations from the Game and Conduct Director in consultation with his appointed investigative committee. The Game and Conduct Management Plan will be posted on or before September 1st.

Appendix I - Damage to Facilities

Any damage to the recreational facility as reported by the Town of Okotoks or any community of which OMHA uses their facilities including but not limited to physical damage, substance abuse i.e. chewing tobacco will be disciplined in the following manner:

First Offence: Janitorial and/or Restitution Fees

Second Offence: Janitorial and/or Restitution Fees as well as a two week team suspension from all hockey activities including practices and games

Third Offence: Janitorial and/or Restitution Fees as well team suspension from all hockey activities including practices and games for the remainder of the season. No refunds will be issued.

Appendix J - Mouth guards

The use of a mouth guard is mandatory for all OMHA players, except goaltenders, registered in the categories of Midget, Bantam, and Pee Wee. The term “mouth guard” is defined as “a device which is commercially manufactured for the purpose of protecting a player’s mouth.” The mouth guards must be worn during all games and practices.

Appendix K – Merchandise

It is the recommendation of the OMHA Executive that team merchandise be purchased by approved suppliers as indicated on the OMHA website Manager’s page. In the event that merchandise is not purchased from the listed suppliers OMHA will only approve logo that are completed by the approved suppliers to maintain the continuity and integrity of the OMHA logo. The OMHA logo will not be provided to any other company unless approved by the Executive Committee.

Appendix L – Equipment

OMHA will provide pucks, jerseys and first aid kits to all of the OMHA teams. This will be done through the Director of Equipment which is an appointed position by the Executive Committee. Each team will be required to provide a \$300 deposit to OMHA before receiving equipment. The equipment deposits will be deposited into the OMHA general bank account. All equipment must be returned by April 30th in satisfactory condition. The Director of Equipment has the authority to deduct from the deposit if any equipment does not meet satisfactory condition upon its return, a cheque will then be issued back to the team from OMHA. Basic wear & tear will be the responsibility of OMHA to maintain.