

HANDBOOK

SEXSMITH MINOR HOCKEY ASSOCIATION

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Mission Statement

The Sexsmith Minor Hockey Association (hereinafter referred to as the Association or SMHA) is committed to the development of organized amateur hockey in Sexsmith.

The intent of the Association is to provide for every minor hockey player in Sexsmith, an opportunity to participate in a well-organized and structured hockey program. The qualities of Sportsmanship, Cooperation and Fair Play will be promoted and the welfare, education and the social development of the participants shall be the paramount objective of the Association.

Any parent and child who has registered and paid their child/children's registration fees are members in good standing and are members of this Association.

Introduction

Association Handbook

The Sexsmith Minor Hockey Association Handbook has been developed to assist the Leaders, Volunteers and Participants of the Association in understanding the Objectives, Philosophies, Operation, Expectations and Opportunities for involvement in the Association. This handbook clearly states what we believe, how we intend to operate and what we expect of our participants and volunteers.

The Association handbook will be updated based on a set process of written year-end program assessments at each level, as is described in the final section. The assessment information in the form of written suggested improvements, in addition to direction from Hockey Alberta will determine future changes and improvements to the program.

In addition the SMHA recognizes it will be necessary from time to time to change or add to the general rules and regulation contained within. The procedures for suggested changes are as follows:

A notice, in writing, to be sent to the SMHA Executive at least 60 days prior to the Fall Annual General Meeting. This letter should state the rule to be changed or added and outline in detail the reasons for the addition or change.

The SMHA will address the request at the Fall Annual General Meeting. The person requesting the change should be prepared to answer any questions at the meeting.

A copy of the handbook must be presented to all Coaches, Managers, Commissioners, Volunteers and Executive Members at the commencement of the hockey season. These individuals will need to read and understand this document completely. A copy will be given to all parents at registration. It is the responsibility of the Coach or Manager of each

team to ensure that the parents of the team are aware of the SMHA Handbook and the Association Rules and Regulations.

All Hockey Alberta rules are to be adhered to. SMHA expectations may add to HA rules providing these variations are more restrictive than the original rules. A copy of the SMHA Constitution is available on SMHA website.

Objectives

The SMHA is a volunteer “non-profit” organization with the responsibility to promote, govern and improve organized amateur hockey in the Sexsmith Area. The objectives of the Association are to:

1. Provide an opportunity for every young person in Sexsmith of suitable age to participate in hockey within their age group, regardless of ability, so that they may develop character, sportsmanship, and hockey skills to the best of their ability under controlled conditions.
2. Instill pride and satisfaction by teaching players the responsibilities of working as a team, contributing equally to the team to the best of their ability and sharing equally in the teams’ accomplishments and failures.
3. Teach and impart the importance of fair play, good sportsmanship, co-operation, socially acceptable behavior and the necessity that all individuals must abide by the rules of the game and the Regulations of the Association.
4. Foster among the members, supporters and teams, a general community spirit while promoting and increasing the interest in minor hockey in the community.
5. To establish procedures, policies and rules for achieving the aims and objectives of the Association.
6. To provide adequate playing facilities and equipment to operate the program.
7. To ensure the financial well-being of the Association.
8. To supervise and provide direction for all teams, players, and members in the Association.
9. Place the physical and mental well-being of the participants, instructors, coaches and officials as the central focus of the program development, services and policies.
10. Ensure that the coordination of the Minor Hockey programs is a cooperative effort, through the various levels of participants, under the guidance of the Minor Hockey Association.
11. Develop Minor Hockey programs in a manner that maximizes both the effectiveness and efficiency of long-range planning resulting in high-quality programs and services truly meeting the needs of the participants.
12. Ensure that volunteers and volunteerism be maintained as the basis of the hockey program delivery system.
13. Provide hockey as a spectator attraction for community entertainment and to develop community loyalties and pride, while bringing positive recognition to the Association.

14. Work in conjunction with Hockey Alberta in the promotion of Minor Hockey programs and Leadership development opportunities.
15. Develop and implement a program evaluation system to ensure that program goals and objectives are met.
16. Ensure that the individual's welfare, rights and safety are of paramount importance to the Association.
17. Attempt to ensure that spectator attendance at hockey games exemplifies appropriate behavior and is a good example for young people to follow.
18. Develop, implement, and update standards that specify the length of games and season, number of games and practice requirements of players and teams at all levels.
19. Develop leadership programs to emphasize the importance that volunteers and coaches are properly trained and understand the social, psychological and physiological benefits of participation.

Athletes Rights

1. The right to fair and impartial treatment
2. The right to have fun
3. The right to play as a child and not as an adult
4. The right to be treated with dignity
5. The right to have their needs and not those of the adults fulfilled
6. The right to have a positive example set by adults in minor hockey
7. The right to participate at the division of their ability, normally within their respective age group

The Sexsmith Minor Hockey Association exists to provide a positive learning and maturing experience for young athletes in a Minor Hockey setting. In structuring these experiences the SMHA must lead by example, recognizing that these experiences may have a profound effect of the future attitudes, moral development and community involvement of these young people.

It is the obligation of any volunteer within the organization to set an example of honesty, integrity, fairness and trustworthiness for the young athlete. Therefore, it is the SMHA's duty to ensure that the rights of the young athlete are met. It is imperative the rules and regulations of the SMHA be adhered to at all times by all volunteers and all participants. It is equally important that the expectations that parents have of their children in the program, are in line with the Fair Play Codes and the expectations of the Association as defined herein.

The SMHA recognizes a basic truth...that while volunteers are scarce...a volunteer that does not actively promote the ideals of the Association and put the effort into meeting the expectations of their role or commitments, may be worse than no volunteer at all.

Roles and Responsibilities

President

1. Presides over all executive meetings, general meetings and special meetings.
2. Delegates authority to preside over above meetings in his absence in accordance with the Bylaws
3. Presides over all Association functions
4. Provides leadership and guidance to all members of the board in the pursuit of their duties.
5. Sets the agenda for all meetings and ensures sufficient copies are prepared
6. Acts as an ambassador representing the Association to all other Associations, such as Hockey Alberta etc.
7. Has joint signing authority of SMHA bank accounts and is accountable to the Association
8. Agrees to provide advice as “Past President” the following year after presiding
9. Presents a report at the annual meeting in regards to what was accomplished the previous year

Vice President

1. To be in a position to take over the President position in case of a vacancy or absence
2. To receive all “books” from the Treasurer at year end and work with the Treasurer to prepare the annual audit and annual meetings
3. To prepare a presentation for the annual meetings in regards to past accomplishments and future recommendations
4. Attends all meetings as a delegate, re: Zone, All Peace, Hockey Alberta etc.
5. Coordinates all technical programs as outlined by the executive shall act as liaison person with all leagues and the Referees Association

Secretary

1. Maintains a record of minutes from all meetings held during the year – Executive, Special, General and Annual

2. Maintains a record of correspondence received by the Association
3. Maintains a supply of stationery and other stock necessary for the operation of the Association
4. For meetings records, prepares and distributes copies of the minutes to the Executive
5. In conjunction with the President, sets the agenda for all meetings and ensures sufficient copies are prepared
6. Ensures the typing of reports/correspondence as required by the executive members
7. Responds to all correspondence for the Association
8. Reports to the Executive on such matters that he/she feels to be of importance. Shall publish notices of annual meetings at least 3 weeks before the meeting. The notice shall include any nominees for the Executive position

Treasurer

1. Receives all monies paid to the Association and shall be responsible for the deposit of all monies in the appropriate account, ensuring there is proper audit documentation
2. Follows up and collects all receivables and associated bank charges owed to the Association
3. Properly accounts for all funds of the Association and any individual team accounts, and keep all such books as may be required. This will include the payment of all approved bills/invoices ensuring that there is proper audit documentation
4. Presents full, detailed accounts of receipts and disbursements to the Executive committee for every meeting in addition to any other occasion as requested by the Executive
5. Shall be responsible for the annual audit of the Associations "books" which sets out its financial position for the annual fall meeting each year
6. Shall have joint signing authority on SMHA accounts in conjunction with the Vice President, President and Registrar and ensure proper banking authorities are maintained
7. Provides all books, records, bank statements, cancelled cheques, invoices, etc. to the Vice President for his review and preparation work prior to the annual audit and the annual fall meeting
8. Meets with the auditors to assist with the audit process
9. Prepares a report to the annual General meeting concerning a prospective budget for the following year and any recommendations for the change of registration fees
10. No team shall have its own bank account
11. Provides information regarding collection of insufficient funds cheques to the Executive as needed
12. Ensures the annual return is sent out on receipt of the treasurer's report to Alberta Registries
13. Ensures that mail is picked up and dealt with in a timely fashion

14. Receives all correspondence and distributes it to the appropriate executive member

Registrar

1. Annually coordinates the registration process
2. Processes and distributes all registration forms of eligible hockey players within the boundaries of SMHA
3. Brings forward to the Executive any requests to waive registration fees in hardship cases
4. Maintains a list of all registered players within the Association and provides such list to Hockey Alberta and to the Executive as required. Acts as a liaison between Hockey Alberta and the Executive on matters of registration
5. Reconciles registration fees collected, recommends any refunds
6. Organizes and distributes team sheets
7. Turns in any monies and/or deposit slips to the treasurer
8. Prepares a presentation to the annual Spring meeting in regards to the past year and any recommendations for the following year
9. Sign as a signing officer of the Association

Ice Coordinator

1. Determines the ice requirements of the Association with the assistance of the Executive
2. Acquire sufficient ice and allocates the ice times required fairly and equitably in accordance with the policies of the Association and directives of the Executive
3. Prepares an ice allocation request to the SMHA Ag Rep, which sets forth the needs of the Association for the upcoming year and highlights changes requested and attend the annual town users meeting
4. As required, makes ice available for referee and coaching clinics and player development
5. As required, makes ice available for team pictures
6. Acts as a clearing center for ice, which is in surplus
7. Determines tournament requirements for the year, schedule those tournaments to minimize disruption to the normal program requirements and provide tournament schedules to tournament committees and concession operators
8. Schedules provincial playoffs
9. Monitors "no show" ice reports to determine problem areas and invoice appropriate team for lost time
10. As required, meets with representatives regarding the monitoring, review of and changes to the contracted schedules, determine and resolve any scheduling problems and update them to schedule changes
11. Prepares a presentation to the annual Spring meeting in regards to past performance and any recommendations for the following year
12. Have a meeting with all managers to lay out ice requirements, expectations and processes.

Fundraising/Bingo Coordinator

1. Approve all fundraising
2. Co-ordinate all fundraising on behalf of SMHA
3. Approve of and assist with individual team fundraising efforts where required
4. Co-ordinate bingo teams and ensure bingos and casinos have adequate staff
5. Monitor bingo and casino staff to ensure all rules and regulations are followed
6. Maintain care and control of all bingo deposit cheques and fundraising deposit cheques once passed from the registrar
7. Obtains raffle licenses for all SMHA home tournaments.
8. Prepares financial statements for the gaming commission

Equipment Manager

1. Responsible for all administrative matters regarding hockey equipment supplies to teams by SMHA including distribution of equipment to all teams and picking up equipment at year end
2. Responsible for inventory of all equipment, purchases and co-ordination of all jerseys
3. Responsible for handing out inventory sheets to managers at the beginning of each year to be handed back at year end along with relative equipment for yearend inventory
4. Ensure all equipment is in good repair prior to the start of each season
5. Organize a used equipment swap each year prior to the season start
6. Responsible for filing a yearend inventory with all team inventory sheets with the Secretary

Manager Coordinator

1. Have a meeting with all team managers at the beginning of the year to explain what the manager's duties are
2. Be available to the team managers to answer any questions they may have throughout the season and if the manager coordinator does not have the answer then he/she must investigate so that the answer is found
3. Pass along information that may arise throughout the hockey season to the managers
4. Act as a liaison between the executive and the managers
5. Encourage the managers to attend the monthly executive meetings
6. Be responsible for maintaining, updating, distributing and collecting of managers binders

Ref Coordinator

1. Responsible for booking suitable referees for all SMH home games
2. Responsible to ensure that all referees within SMH are given games in a fair and equitable manner
3. Responsible to report to the Executive any concerns from referees
4. Responsible to ensure that all referees are aware that they must record game information in the receipt book provided in the referee room
5. Responsible to obtain current name and address from referees and forward this information to the Executive Treasurer for remuneration purposes
6. Be knowledgeable about the current referee rates for all levels as provided by Hockey Alberta
7. Responsible for booking the referee course which includes ice and board room booking.

All Peace Rep

1. Attend all All Peace meetings
2. Act as a liaison between the All Peace and SMH

Ag Rep

1. Attend all Ag Society meetings as a representative of SMH
2. Act as a liaison between SMH and the Ag Society

Website Coordinator

1. Be responsible for updating and maintaining the Sexsmith Minor Hockey Website
2. Ensure that all necessary forms are updated with each season
3. Be the contact for the ice scheduler, executive members, managers or coaches that are requesting information to be updated
4. Be responsible for reporting team or association information to local paper and/or media as well as social media sites.

Guidelines for Coaches

1. SMHA endorses the National Coaching Certification Program and the Hockey Alberta Coaching instruction Program
2. Coaches will be required to hold NCPP certificates for the level at which they are coaching
3. No smoking or swearing on the ice, on the bench or in the dressing room
4. Coaches are ultimately responsible for the behavior of their players, parents, coaching staff and Managers while on the ice, at the rink and away at games or tournaments
5. Alcohol consumption by minor hockey players and team officials (regardless of age) will not be tolerated at any league or team function
6. The use of illegal drugs will result in immediate suspension for a minimum of one year
7. The head coach is responsible for enforcing the rules, discipline and behavior of the team
8. The coach is to become thoroughly acquainted with league and Association rules and Regulations
9. Attend all meetings with team and parents when required (Monthly meetings suggested)
10. Attend all games and practices. If not able to attend, arrange for someone to take charge. All games or practices are under the control of the coach or his designate
11. Set a good example for the team in action and dress
12. See that each of your players has proper equipment
13. Coaches will be responsible to the Executive
14. Keep an open line of communication with the Executive and Team Manager
15. Advise assistant coach(es) of what assistance they can provide during practice or games
16. Advise players of game times and what times they are expected to be at the rink
17. Be aware of any medical problems with the players
18. Encourage medical treatment when an injury occurs
19. Abide by Association rules, regulations, objectives and philosophies. Failure to do so will result in disciplinary action including suspension of the coach
20. A coach may only coach one team in any given year unless approved of by the SMHA Executive
21. Teams are not permitted to play other age groups (i.e.: Bantam playing a Pee wee team) unless approved of by the SMHA Executive
22. Ensure that courtesy is shown by leaving the ice on time and not interfering with other teams. Visiting teams exit ice area first. Ensure that your players understand that unsportsmanlike conduct after the games are over, whether on the ice, in the halls or dressing rooms, or outside the rink will be dealt with seriously. Coaches are to report incidents to their Executive immediately
23. Ensure that your team understands that while the ice is being maintained (i.e.: flooded etc.) they are to stay off the ice
24. Ensure that you understand the fair play codes and player expectations for equal ice time

25. Due to insurance reasons, Hockey Alberta recommends a maximum of two games in one day. If three games are necessary, stopped time is not permitted.
26. CAHA rules prohibit hazing or any initiation rites by clubs, teams, players and officials. Automatic suspension of at least one year will result
27. Minimum age of head coaches is 20 years and minimum age of assistant coaches is 18 years. If parents approve and a parent of a team player is involved, then the coach or assistant coach may be allowed to be younger
28. Coaches will enforce the Players code of conduct
29. The coach will ensure that either he/she or an assistant coach is in the dressing room at all times
30. Provide a fun atmosphere for the players: our first priority is that players enjoy hockey. Winning is secondary

Guidelines for Assistant Coaches

1. An assistant coach may only work with one team in any given year unless approved of by the SMHA Executive
2. An assistant coach will take his/her instructions from the Head Coach
3. Responsible to help the coach in enforcing rules, discipline and behavior of the team
4. Become thoroughly acquainted with league and Association rules and regulations
5. Make sure players are ready on time, allowing coach to instruct for the entire length of time
6. Assist the coach with the team while off the ice
7. Check dressing rooms to ensure they are left clean
8. Set a good example for the team in action and in dress
9. Provide a fun atmosphere for the players: our first priority is that players enjoy hockey. Winning is secondary

Guidelines for Managers

1. A team managers' binder is issued from the SMHA Executive
2. Responsible to help the coach in enforcing rules, discipline and behavior of the team
3. No smoking, drinking alcohol or swearing on the ice, in the box or dressing room
4. On commencement of the season obtain game schedule and practice times

5. Responsible, along with team staff, for the up-keep, storage and care of equipment and first aid supplies assigned to the team
6. Become thoroughly acquainted with the league and association rules and regulations
7. Learn proper procedures for filling out game reports and sanctioning non-league games etc.
8. Ensure transportation arrangements are in place for the team
9. Notify players of practice time and location. Give players as much notice as possible
10. Make sure equipment is ready and arrives at game location on time
11. Arrange for exhibition games both home and away, obtain travel permits when necessary for out of zone games and tournaments. League commitments take precedence.
12. Delegate or arrange for referees, timekeeper, scorekeeper, penalty box attendants and security for each home game
13. All correspondence for the team, i.e.: practice times, exhibition games come through the Manager
14. Make sure all your players are carded or team sheeted by the deadline and that you have this information with you at all times, along with Player medical forms.
15. Arrange for tournaments
16. Set a good example for the team in action and dress
17. Act as a liaison between the team and SMHA Executive
18. Utilize all ice time and report to SMHA Ice Coordinator immediately if team is unable to use their ice time so that someone else may have it
19. Hold a parent meeting when necessary to discuss problems or pass on information
20. Report disciplinary action to SMHA Executive immediately
21. At the beginning of the year ensure that your sponsor has a schedule and is encouraged to attend team games
22. Advise parents and players that under no circumstances is league equipment to be used outside of approved team functions
23. Ensure all game sheets are turned in to the appropriate recipient if it is your team's responsibility
24. Ensure all parents are aware of online access to the Handbook
25. Encourage team involvement and coach support from the parents on your team
26. All injuries reports must be sent to Hockey Alberta, and player must ensure medical clearance is received prior to returning to play.
27. Try to keep all parents actively involved
28. Managers must have players' medical history, Alberta Health care number and parent waiver to allow you to have medical assistance administered, available at all team functions
29. Ensure a directory of players' names, addresses, telephone, medical insurance numbers and parents' names are compiled. Note any medical problems
30. First aid kits are required by all teams. Become familiar with the location of medical equipment in all local arenas

31. Keep track of team financial account and relay this information to team parents on at minimum monthly basis.
32. Have tournament coordinator or manager present tournament revenue at the next board meeting that follows completion of the home tournament.
33. -SMHA must be informed of all games played by affiliated players.
34. Apply for travel permits and sanctions

Guidelines for Divisional Commissioners

1. The divisional commissioner is the board's contact for each division
2. Managers and coaches can obtain clarification on association policies and procedures from the commissioner
3. The commissioner will help resolve disputes through facilitating meetings and providing guidance.
4. The commissioner will assist the coach in the team selection process. The commissioner will announce the final rosters and the commissioner's decision is final.

Codes of Conduct

Player codes of Conduct

1. I will play hockey because I want to, not because others or coaches want me to
2. I will play by the rules of hockey and in the spirit of the game
3. I will control my temper at all times – fighting or “mouthing-off” can spoil the activity of everyone
4. I will respect my opponents
5. I will do my best to be a true team player
6. I will remember that winning isn't everything- ~~that~~ having fun, improving skills, making friends and doing my best are ~~also~~ important
7. I will aspire to acknowledge all good plays and performances – those of my team and my opponents
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect at all times

Parent Codes of Conduct

1. I will not force my child to participate in hockey
2. I will remember that my child plays hockey for his or her enjoyment, not mine

3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence at all times, as I agree to resolve all disputes involving minor hockey without resorting to hostility or violence
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard
6. I will never ridicule, yell, or take physical actions against my child/anyone else's child/Coach/Parents or Officials for making a mistake or losing a game
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players
9. I will support all efforts to remove verbal and physical abuse from children's hockey games
10. I will show respect and appreciation for all volunteers who give their time to hockey for my child

Coaches Codes of Conduct

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
2. I will teach my players to play fairly and to respect the rules, officials and opponents
3. I will ensure that all players get equal instruction, support and playing time
4. I will not ridicule or yell at my players for making mistakes or for performing poorly
5. I will remember that players play to have fun and must be encouraged to have confidence in themselves
6. I will make sure that equipment and facilities are safe and match the players' ages and abilities
7. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
8. I will obtain proper training and continue to upgrade my coaching skills
9. I will work in cooperation with officials for the benefit of the games

Volunteer Code

1. Expect no special rights or privileges because you are a volunteer. However, expect to be appreciated when you do a good job

2. Understand that even though you may not agree with all SMHA policies or practices, as a representative of the organization you have an obligation to publicly support them and at all times abide by them. If you do not agree with them, you can work within the system to have them changed
3. Accept that because you are a representative of the SMHA, your actions, either positive or negative reflect on all of the other volunteers in the organization
4. Base your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual
5. Be prepared to listen and respond to any concerns brought to you
6. Be prepared to listen to ideas from other people even though they may differ from your own
7. Judge ideas on their own merit and the benefit they can bring the hockey player or Association and do not fall back on "But they have always done it this way."
8. Work patiently for improvement....do not expect too much too quickly
9. Be slow to anger and hard to discourage

Rules and Regulations

The Sexsmith Minor Hockey Association volunteers, coaches, players and parents shall abide by the Sexsmith Minor Hockey Association Constitution and the Rules and Expectations which are contained in the SMHA Handbook (this document).

Registrations

Registration shall be held at a time and place advertised through the local media. All players must complete full registration packages prior to participating in SMHA programs. Any players who fail to complete the registration package will not be permitted to participate until the package has been submitted to the Registrar with a payment. "No Refunds" will appear on the registration package; however refunds will be reviewed on an individual basis by the Executive, upon the receipt of a letter to the Registrar in explanation of special circumstances. Full payment must be received by December 31st. after December 31st without full payment a member is considered no longer in good standing and the player cannot participate in SMH.

Player Eligibility

All players wishing to participate in the SMHA hockey program will be accepted provided they meet the following requirements:

1. A player must participate in a hockey program closest to their town or city. If a participant live geographically closer to Sexsmith than the next nearest program offered, then the player is entitled to participate in the SMHA program
2. Any new Hockey Alberta rulings could apply

Playing Rules

CAHA/HA rules shall apply. A player or official under suspension shall not participate with any SMHA team while under suspension...this includes referees (if a player is also a ref and is suspended. As a player then he/she may not ref until the suspension has been served.) They must attend the game "out of uniform" to serve a suspension and report to the coach at intermissions and at the pre and post-game time (league rules may supersede this SMHA rule).

Responsible Officials

Head coach, coaching staff, manager and chaperones shall assume the responsibility for the conduct of themselves and their players while representing SMHA. Teams will be held responsible for any damages incurred at the arenas during their time slots as outlined by the Rink Manager. Damage incurred by teams to the facilities will be reported to SMHA by the Arena's coordinator within 72 hours of the occurrence. The same is expected from out of town facilities.

Coaching and Managing Limitations

All coaches, managers and trainers, shall not work with more than one team, unless approved by SMHA Executive.

Liaison with Leagues and Referees Association

The Vice-President of SMHA or his designate will be the liaison person with all leagues and the Referees Association

Alcoholic Beverages, Drugs and Smoking

The use of alcoholic beverages and illegal drugs by parents, team officials or players prior to or during a team or league function of the SMHA is prohibited. Failure to abide by this rule will result in immediate game suspension on first offense, and at the discretion of the coach, the player can be sent home at player's expense. Second offense will result in an immediate three game suspension and further an interview with the coach and the disciplinary committee with further actions as deemed by the committee. Their offense will result in an automatic expulsion from the SMHA. Team officials are reminded that smoking and alcoholic beverages are prohibited in arenas and dressing rooms.

Protective Equipment

All coaches shall be responsible for ensuring that every player taking part in any game or practice is dressed in proper equipment. Proper equipment is deemed to be the following:

- CSA approved Helmet and face mask
- CSA approved neck guard
- CSA approved shoulder pads
- CSA approved elbow pads
- CSA approved hockey pants/girdle
- CSA approved gloves (without holes)
- CSA approved athletic support and cup
- CSA approved shin pads
- CSA approved hockey skates

Appropriate socks and jersey

A mouth guard is strongly recommended at all levels and may be required from Peewee level and up.

Any player assisting on the ice must be carded to that team as an official and must wear complete and proper protective equipment.

Protests and Appeals

1. Any person, player or team who disagrees with a decision of the SMHA executive or any other representative of the SMHA may lodge a written appeal with the Executive within seven days of the decision of the incident in question.
2. The Executive will rule on any written protest or appeal within seven days of the receipt in writing. Further to this, a written appeal may be presented to the Executive by making an appointment with the Secretary.
3. The Executive members are to exclude any people who may be in conflict of interest on a particular matter for voting privileges.
4. The decision of the SMHA Executive is final.

Discipline

SMHA will monitor disciplinary processes so as to prevent disrespectful and disruptive behaviors from individuals. In doing so, SMHA aims to promote the virtues of self-control, mutual respect, compliance, good sportsmanship and team camaraderie.

The President has the power to impose suspensions.

1. Any such suspensions shall take effect immediately and include all games: league, exhibition, playoff and tournament.
2. Failure to adhere to Player, Parent and Coach Codes of Conduct at team functions will be dealt with very seriously by the Executive.
3. Coaches have the authority to discipline their players.
 - a. In the event that a player breaches the code of conduct or his/her team rules, the designated coach for that team shall grant a verbal warning or

- consequences depending on the severity of the behavior; as well as an explanation as to what the problematic behavior is.
- b. On the second offense, be it considered significant the coach will involve parents in the solution.
 - c. If a third offense should occur, the Coach will refer the player to the Executive with a letter of explanation and the Executive shall make a judgment on the consequences for the undesirable behaviors.
4. Any member who knowingly supplies false information to a SMHA representative will be immediately suspended and the Executive will review the matter.
 5. A red/yellow card warning system for all SMHA games in the Sexsmith Arena will be followed. If any person in the Sexsmith arena is found to have conduct not acceptable they will be given a yellow warning card. If the offending person continues they will be given a red card which asks them to leave the arena immediately. (attendants are expected to refrain from expressing negative or insulting statements to officials, coaches, participants or spectators)
 6. The president has the ability to suspend immediately. The suspension is continued until a disciplinary committee review.
 7. It is considered a breach of conduct to post SMHA grievances on any social media

Financial Management of Team Accounts and Fundraising Guidelines

1. **It is the intent of the SMHA to monitor all fund-raising and projects of SMHA teams at all levels.**
2. **It is the responsibility of the Fund-raising coordinator (Executive Member) to either approve and endorse fund-raising projects or deny requests if they could be detrimental to the SMHA teams.**
3. **No one is permitted to approach their team's sponsor for additional funds or contributions. If the Executive is of the opinion more funds are required, a member of the Executive may, with permission of the Executive approach the sponsor for additional funds.**
4. **Some sponsors may volunteer extra funds for a wind-up banquet etc., which may be accepted by the team with SMHA approval.**
5. **All monies collected must be deposited to the SMHA General account. No other bank accounts will be allowed.**
6. **The Executive Treasurer must keep a complete and accurate financial record of income and expenses. Team account balances will be available to Team managers at every regular monthly Executive meeting.**
7. **If a manager requires an interim balance, that is available upon request to the Executive Treasurer.**
8. **Deposits will be made by the Executive Treasurer.**
9. **Team managers are responsible for preparing the SMH Cash Tracker sheet for the Executive Treasurer.**

10. **Teams will be able to spend from their team account money for “Acceptable Hockey Expenses” as defined below. These expenses will not require board approval.**
11. **Acceptable Hockey Expenses – Buses, home and away tournament fees, team clothing if purchased prior to June 30th of the current hockey season, hotel rooms and food at out of town games or tournaments (players only), provincial fees, on ice teaching aides over and above what SMH provides (i.e.: pylons, pucks, dry erase ice maps, tennis balls etc.), advertising, adding names to banners, fines submitted by the All Peace League and Year End Party.**
12. **Expenses that do not clearly fall into the above definition, a written request for approval must be submitted to the executive. The request must be in writing and must be made by the Manager of the team.**
13. **If a team makes a purchase prior to receiving approval of the spending, and the request for approval by the board is denied, the parents of the team will be fully responsible for the expenditure.**
14. **Every team in SMH must leave a minimum of \$2000 in their team accounts at the conclusion of the hockey season.**
15. **It is acceptable that throughout the course of the season a team account may carry a negative balance in order to pay for “Acceptable Hockey Expenses” provided that at the end of the season the balance is at least \$2000.**
16. **If a team’s balance is below the minimum, the parents of that team are responsible to bring the balance to \$2000.**
17. **The \$2000 will be divided as follows: \$1000 will stay with that team to start the next hockey season and \$1000 will go to the SMH general account.**
18. **If there is more than \$2000 in a team account at the end of the year then \$1000 will stay with that team for the next hockey season remainder will go into the associations’ player development fund.**
19. **If there are 2 teams in one year (A & B) and only one the following year then the additional \$1000 will go into the SMH general account.**
20. **All teams will start each hockey season with a balance of \$1000.**
21. **Each team may spend up to \$50 per player for a team year end windup. Receipts must be submitted for reimbursement. This amount will only be given out if there is enough money in the team account over and above the minimum balance required.**
22. **All team expenditures must be submitted before June 30 of each hockey season.**

Tournament Guidelines and Regulations

The following are guidelines of SMHA’s participation in tournaments and a guideline of expectations of each host team.

1. **Proper conduct in running the tournament must be shown by each host team.**

2. It is recommended that entry fees are to be charged to cover the amount of ice time and pay the referees fees.
3. Tournament ice fees will be charged to team accounts by the Executive Treasurer.
4. The referees and tournament sanctions are to be paid by the host team.
5. The host team is responsible to pay or find sponsors for trophies.
6. Prior permission must be granted from concession operator to bring food or drinks of any kind into the arena area. The Manager of each division will have the ice times posted and a copy of the tournament schedule given to the concession operator.
7. Detailed tournament income/expense sheet must show all income from entry fees, raffle income, silent auctions and cash donations etc. as well as all tournament expenses. This worksheet must be submitted to SMHA Executive Treasurer with three tournament coordinator signatures within 10 days of tournament completion.
8. Any team traveling outside of the Zone and/or Province must carry a travel permit.
9. Teams must give Thank you cards and receipts of donations after home tournament to Thank Sponsors. This cost is to be paid out of team accounts.

Affiliation of Players

A team may use affiliated players ONLY if the following rules are complied with:

1. The player is to be used "ONLY" for replacement of sick, injured or suspended players.
2. The player is from a lower division team and affiliated with the team requesting to use him/her and both teams are from the same Association.
3. The coach wishing to use an "affiliated player" must then speak to the player's regular Coach and obtain permission to speak to the player and his/her parents.
4. If permission is granted, the coach must speak to the player's parents and obtain the parent's consent.
5. The coach may then approach the player and inquire whether the player wishes to play the proposed game.
6. Hockey Alberta rules and regulations concerning affiliated players must be strictly observed. Each time an affiliated player is used, it must be so noted with AP beside his/her name on the game sheet. Up to January 10th of each season a player may affiliate as often as required, approval must be granted by SMHA Executive before doing so, because once he/she affiliates for the 6th game he/she becomes the property of the affiliate team and cannot go back to play with his/her original team.