

**VAUXHALL & DISTRICT  
MINOR HOCKEY ASSOCIATION**

**ASSOCIATION HANDBOOK**

TeamWorks Canada Inc.  
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# VAUXHALL MINOR HOCKEY ASSOCIATION HANDBOOK

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## 1.0 INTRODUCTION

The writing of this document began at the end of the 2004-05 season and introduced to the membership for the 2005-06 season. TeamWorks Canada Inc and Rick Polutnik was contracted to develop this document along with the Executive of the Association. The association has seen significant growth in minor hockey and felt that it was time to bring together all the various policies and procedures into one document.

## 2.0 PURPOSE AND OBJECTIVES OF VAUXHALL & DISTRICT MINOR HOCKEY

The objectives of Vauxhall & District Minor Hockey association are:

- ✓ To provide the youth of the Town of Vauxhall and District, the opportunity to participate in the sport of hockey.
- ✓ To enhance development of physical and mental skills.
- ✓ To Foster the development of moral and community standards.
- ✓ To foster among its members, supporters and teams a general community spirit, promotes, encourage and foster minor hockey.

## 3.0 VDMHA ORGANIZATIONS AND STRUCTURE

The Board of Directors shall consist of the following 14 positions.

President  
Vice President  
Past President  
Secretary

Treasurer  
Registrar  
Equipment Director  
Directors –at-Large x 7

### 3.1 Roles and Responsibilities

Director-at-Large will generally act as a Division Director.

Division Representatives

- ☞ Each division shall appoint one parent to represent the division at Director Meetings.
- ☞ In the event of more than one person wishing to take this position, the parents involved in that division shall vote for the person of their choice.
- ☞ The term is for one year and concludes at the end of the normal hockey season.
- ☞ All Team Rep positions are non-voting.
- ☞ This position is a reporting and liaison position.
- ☞ Division Reps can also be Directors.

The roles and responsibilities along with detailed job descriptions are being developed for Directors, Committees. On going development will occur each season. Standing Committees of VDMHA include:

#### Discipline & Grievance Committee

- Ensure that discipline within the association is handled fairly and consistently and in accordance with the Rules and Regulations of VDMHA
- The Discipline & Grievance Committee handles all complaints & grievances as required
- The Vice President of the Association is the Chairperson of the Discipline & Grievance Committee
- A detailed overview and progression of the Discipline, Grievance and Appeal Process is provided in Section 13, 14 & 15.

#### Coach Selection Committee

- A panel, made up of the President, one or more Division Reps or members.
- President is Chair of the Committee
- Responsible to select coaches at all levels
- Observes the team selection process at Atom & PW

#### **4.0 PROGRAM OPERATIONS & EXPECTATIONS FOR MINOR HOCKEY**

The executive of Vauxhall & District Minor Hockey Association is working hard to ensure that all parents, coaches and players are aware of the VDMHA program including expectations for participation at all levels. This will help guide both coaches and executives, and parents in their efforts to make minor hockey a very positive and enjoyable experience for all.

VMHA believes that good coaching is necessary for our youth to enjoy their hockey experience and to learn and develop their skills in a fun environment. The following statements reflect VDMHA's commitment to ensuring quality coaching and a good safe and fun experience for all youth involved in our program.

- a. Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
- b. Ensure that all coaches are certified and have the required certifications and courses as identified by Hockey Alberta and Hockey Canada.
- c. Encourage the use of teaching aids such as video to provide balanced delivery of instruction and to assist in using actual ice time to its maximum potential.
- d. Coaches will provide instruction that is suited to the level of ability, age and capability of our youth.
- e. VDMHA will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops and training sessions.

#### **4.1 General Expectations**

- o That all will have a fun and enjoyable experiences.
- o Skill development for all athletes is a priority over games and competitions.
- o That all participants will learn Team Work and learn how to play as a team.
- o That coaches' will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play.
- o To develop life & social skills including respect for others.
- o That all learn to work hard to do their best at all levels.
- o To create positive and lasting good memories.

#### **4.2 Specific Expectations by Category**

##### **Pre-Novice & Novice**

- o Follow the Hockey Canada Initiation Program Curriculum Guidelines
- o Ensure awareness & understanding of respect, while having fun and enjoyable participation.
- o Players and parents to appreciate their responsibility in ensuring a fun environment.
- o Teach and reinforce that giving 100% effort can be linked to fun.
- o Stress skating skills as a priority with a focus on ensuring FUN skating drills.
- o Learn basic fundamentals of the game including an introduction to basic positions.
- o Team Concept – winning and losing as a team effort vs individual focus.
- o Equal Play = Ice time with a common sense approach @ Dynamite & Novice.
- o Coaches at the Novice and above levels can use ice time as a tool for discipline. Where discipline is implemented, there must be communication between coaches and parents.
- o Appropriate discipline.
- o No power plays or penalty killing plays or units.

##### **Atom**

- o The 1<sup>st</sup> category where Tiering takes place.
- o Have fun and enjoy their participation.
- o Team Work – reinforce that team contribution equals team success.
- o Player commitment to team games and practices is expected.
- o Develop good passing skills & Improve skating.
- o Use Nike Skills Program as a curriculum guideline.
- o Introduce correct checking skills/Angling and stick checks/Body Contact.
- o Teach Individual Tactics.

- Simple breakout and defensive zone play & basic game and team concepts.
- Power play & penalty killing should see equitable opportunities for all players to participate.
- Appropriate discipline.
- Goal Setting to excel.

### **PeeWee**

- All from Atom.
- Have fun & learn Team Work - Learn to work with others.
- Respect for the game and others including fellow players, opponents & officials.
- Use Nike Skills Program as a curriculum guideline.
- Discipline and respect reinforced by coaches and expected of players and coaches.
- Player commitment to team games and practices is expected.
- Individual Puck Control Skills.
- As coaches require Body Checking certification, it is expected that coaches will ensure that all players are taught the necessary checking skills, including how to give and receive a check properly.
- Improve skating and passing skills and shooting.
- Learn basic game concepts and an awareness of the game.
- Defensive & Offensive Play, Individual and Team Tactics & Face-offs.
- Power Play & Penalty Kill plays and units are allowed.
- There is an expectation that all players will have the opportunity to participate in Power Play & Penalty Kill situations.

### **Bantam**

- All from PeeWee level.
- Have fun & learn Team Work - Learn to work with others.
- Discipline and respect will be reinforced by coaches and expected of players and coaches.
- Improve on skills learned previous year.
- Team Play skills are taught.
- Use Nike Skills Program as a curriculum guideline.
- Player commitment to team games and practices is expected.
- Good work ethic is expected.
- Life Skills are taught, modeled and reinforced.
- Goal Setting is required for teams and individual players.

### **Midget**

- All from Bantam level.
- Have fun while ensuring discipline & respect for teammates, coaches, officials and the game.
- Team Work - Learn to work with others.
- Improve on skills learned from previous year.
- Being fair to every player; not playing favorites.
- Treating all players consistently.
- Consistent coach responses to discipline situations.
- Not changing the rules and having written rules.
- Player commitment to team games and practices is expected.
- Goal Setting is required for teams and individual players.

## **5.0 REGISTRATION**

### **5.1 Player Registration**

The deadline each year is June 30 of each year. This is an important date as it gives the Executive as well as the town of Vauxhall a clear idea of anticipated numbers of players, teams and ice requirements. Rules of player registration are as follows:

- All persons eligible to play in VDMHA must reside within the town of Vauxhall, or in the geographic area, which has been identified as the boundaries of Vauxhall and District Minor Hockey Association and recognized by Hockey Alberta.
- The Executive of VDMHA reserves the right to refuse an application for registration.

## 5.2 Fees & Deadlines

All registration fees will be paid as follows:

- All registration fees must be paid by December 1 of each season.
- Payment may be made via post-dated cheque dated September 1<sup>st</sup> through December 1<sup>st</sup>.
- Registration fees must be paid for the player to participate in league games and mass practices.
- A late fee of \$100. will be charged after Registration due date.

All registration forms must be mailed no later than June 30<sup>th</sup> of any season.

The Board of Directors, at the start of each season will decide fees. Fees for the season shall be:

1 <sup>st</sup> time Player Pre-Novice	\$100		
1 <sup>st</sup> time Player Overage	\$200		
Pre Novice	\$200		
Atom	\$275		
PeeWee	\$325	Pee Wee Goalie	\$50
Bantam	\$375	Bantam Goalie	\$100
Midget	\$375	Midget Goalie	\$100

## 5.3 NSF Cheque

Upon receiving a NSF Notice, the Treasurer will contact that person and make arrangements to receive cash or certified cheque as replacement. If payment is not received, the player will not be allowed on the ice until the matter is cleared. Coaches or team reps will be advised of the situation. An NSF fee will be charged.

## 5.4 Refund Policy

Refunds will be made as of date of notification to VDMHA Treasurer. The refund rates are as follows:

Prior to November 1	80% of annual fee less \$50
Prior to December 1	67% of annual fees less \$50
Prior to January 10	40% of annual fees less \$50

## 5.5 Divisions & Ages (Age is determined by the child's age as of December 31<sup>st</sup> in the playing year.)

Pre-Novice	4 - 5 - 6 year olds
Novice	7 - 8 year olds
Atom	9 - 10 year olds
PeeWee	11 - 12 year olds
Bantam	13 - 14 year olds
Midget	15, 16 - 17 year olds

## 5.6 Player Releases From The Association & Teams

- Players will only be released to try out of VDMHA, to a team at a higher level that does not exist in Vauxhall minor hockey.
- All releases must conform to Hockey Alberta and Hockey Canada Rules and Regulations.
- Levels refer to Hockey Alberta provincial categorization as opposed to league play levels.
- The President & /or the Registrar of VDMHA will sign all player card releases.
- Regulations regarding Permission to Try Outs Release forms are significant. VDMHA is bound by the rules and regulations of Hockey Alberta.
- A Permission To Tryout is not a release. If a player does not make a team they must return to their home association.
- The Permission To Try out is valid for only one team tryout in another community.

## **6.0 FINANCIAL**

### **6.1 Bingos, Raffles and Casinos**

#### **6.1.1 General**

Annual membership fees generally fund the association; however, other fundraising schemes play an integral part in providing operating funds to fulfill association commitments. To raise additional operational dollars the association may be involved in the following opportunities:

- Bingos & Raffles and casinos
- Any other, as determined by the executive of VDMHA.

#### **6.1.2 Team Fundraising**

The executive of VDMHA reserves the right to impose conditions, as they may deem necessary, to any fundraising application. Fundraising initiatives cannot involve the sale of or raffling of alcoholic beverages.

### **6.2 Team Finances**

In an effort to ensure openness and accountability in how funds are handled at the team level the following will apply to all teams in VDMHA.

1. All teams must provide team members (parents) a budget at the start of the season.
  - a. A financial statement must be provided again by January 10<sup>th</sup> of the season.
  - b. A year-end statement is also due no later than April 15.
2. All team cheque accounts must have two signatures for each.

## **7.0 ICE TIMES**

### **7.1 Ice Allotments**

Ice allotments will be determined at the start of the season by the Board of Directors.

### **7.2 Booking Ice**

Contact the ARENA Manager for the following ice needs:

- ☞ To inquire about booking any open ice,
- ☞ If canceling any ice bookings the coach or manager must contact the Arena Manager as per policy set by Arena Manager at the beginning of the season.
- ☞ If a team participates in Provincial Competition, VDMHA will provide & pay for ice time

### **7.3 Hosting a Tournament**

- ☞ All teams in VDMHA must post a tournament budget and provide that to the Board of Directors.
- ☞ The team is responsible to operate a raffle table and 50/50 draw for each game of the tournament.
- ☞ If the team breaks even and /or makes a profit in any tournament (**excluding the 50/50 and raffle table proceeds**), VDMHA will provide a \$500 incentive bonus to the team to help support the costs of participating in other tournaments.

### **7.4 Guidelines for Number of Tournaments**

The Board of Directors of the VDMHA believes in the following principles when making decisions about how much hockey is adequate for minor hockey.

- That player's should practice more than they play competitive games or competitions against opponents.
- That coaches in Vauxhall & District minor hockey should be teaching individual skills and tactics before team skills

In accordance with the above principles, the Board has identified a maximum number of tournaments that each category will be allowed to participate in any one season.



Teams shall be limited to the total number of tournaments as follows:

TOURNAMENTS

Pre-Novice	}	
Novice	}	3 to 4 including one (1) hosted tournament
Atom	}	
Peewee	}	
Bantam	}	3 to 4 including one (1) optional hosted tournament
Midget	}	

Additional participation in tournaments above these numbers must have Board approval.

## 8.0 PLAYER SELECTION PROCESS

### 8.1 Tiering

Division Reps and coaches shall approach the Board of Directors with a recommendation as to team categorization. The Board of Directors has the right to the final decision regarding tiering and categorization.

### 8.2 Team Selections

#### Pre Novice & Novice

- Evaluated and equal teams
- Consideration may occur for friendship, family situations, travel etc.
- Minimum of two 1.0-hour ice sessions to evaluate

#### Atom / PeeWee / Bantam / Midget

- Minimum of two 1.0-hour ice sessions to evaluate
- Two ice sessions will occur at each team level within a category

### 8.3 Player Acceleration

Movement to a higher category will only be permitted when it can be clearly demonstrated that:

- a. The youth displays exceptional skills and will not improve if he or she continues to play in the category which is appropriate for his play/age.
- b. The continuance of play in the category has detrimental effects on the remainder of the team.
- c. Advancement would not result in a player from the proper category, not having a place to play in VDMHA.
- d. A written request is submitted to the Executive of the association and approved by the same executive.

The process by which someone may be considered for acceleration to a category above which he normally would play in includes:

- a. The youth must be registered in the proper category.
- b. The youth must demonstrate to the category director, coach, and evaluators, clearly that exceptional skills are present.
- c. Obtain written permission from parents to try-out for a higher category and submit to the executive for approval.

## **9.0 TEAM & PLAYER AFFILIATIONS**

The executive of the Vauxhall & District Minor Hockey Association will determine the affiliation process each year as required, and within Hockey Alberta rules & regulations. The following statements indicate the position of VDMHA regarding player and team affiliations.

- 1) Affiliations serve two purposes:
  - a) Supplement a team that is deficient in numbers due to lack of registration, injury or sickness.
  - b) To recognize or reward players at a lower level. Player movement upwards is a privilege and not a right.
  - c) Affiliation to reward should only be encouraged when the player exhibits strong individual skills and play, team commitment and dedication.
  
- 2) The process of affiliation includes:
  - a) A player's first commitment must be to the team he is registered on.
  - b) The coach of the team wishing to use affiliated players must first contact the coach of the team an affiliated player might come from, and request a player.
  - c) The coach of the lower team has the right to determine who or which player is used or rewarded by playing on an upper team.
  - d) Should the coaches disagree on which players should be used by an upper team, the matter shall be referred to the directors of each category for discussion.
  - e) If the Director & coaches fail to agree, the matter will then be referred to the executive whose decision will be final.
  - f) The player can only play the number of games allowed by Hockey Canada and Hockey Alberta rules and regulations.
    - i) Before January 10<sup>th</sup> – unlimited games
    - ii) After January 10<sup>th</sup> – five games not including tournament or exhibition
  - g) It is the responsibility of both coaches to ensure that maximum number of games is not exceeded.

## **10.0 COACH SELECTION PROCESS**

All coaches interested in coaching must complete an application form each year in which they wish to coach. The application process is important for the association to develop its database. . Each year as required coaches are invited to apply. All coaches participate in an interview process determined by the Coach Selection Committee.

- Three people will form the Committee, as determined by the Board of Directors.
- All coaches where possible will be finalized before the season starts.
- The President will be the Chair of the Coach Selection Committee
- This committee is responsible to select coaches at all levels
- This committee will observe the team selection process at Atom & PW

## 11.0 CERTIFICATION REQUIREMENTS FOR COACHES AND TRAINERS

The certification requirements set out in this document are based upon those rules and regulations of Hockey Alberta and the Canadian Hockey Association. VDMHA will pay for registration fees for all certification courses made mandatory by VDMHA and Hockey Alberta.

LEVEL	INITIATION	NCCP	CHECKING	HTSP	SPEAK OUT
<b>Midget</b> Team Sheeted & Carded ABCD Carded AA *Carded AAA		<b>Coach - Q</b> <b>Development A - Q</b> <b>Advanced I - Q</b>	R R R	✓ ✓ ✓	✓ ✓ ✓
<b>Bantam</b> Team Sheeted & Carded ABCD Carded AA, AAA		<b>Coach - Q</b> <b>Development A - Q</b>	R R	✓ ✓	✓ ✓
<b>PeeWee</b> Team Sheeted & Carded ABCD Carded AA		<b>Coach - Q</b> <b>Development A - Q</b>	✓ ✓	✓ ✓	✓ ✓
<b>Atom</b>		<b>Coach - Q</b>	R	✓	✓
<b>Novice</b>		<b>Coach - Q</b>		✓	✓
<b>Dynamite</b>	✓			✓	✓

R =

Recommended to participate in the clinic

Q = Coach must participate and become Qualified at this level

✓ = Mandatory

\* = Effective 2005-06 season

Development A = Intermediate

\* All teams registered with Hockey Alberta, must have one (1) person registered to their team that has completed the HTSP and is on the bench at all games

\* All teams registered with Hockey Alberta, must have one (1) person registered to their team that has completed the Speak Out or Canadian Hockey Abuse and Harassment Program and is on the bench at all games

## 12.0 CODES OF CONDUCT AND CONTRACTS

All participants of VDMHA will be required to read and sign a Code of Conduct Agreement indicating their understanding and commitment to the accepted behaviors of the association

It is expected that all Codes will be signed at the 1<sup>st</sup> coaches' team meeting. Copies of the Codes of Conduct and Contracts are included in the Appendix

### 12.1 ZERO TOLERANCE STATEMENT

The VDMHA will not tolerate the abuse of officials, coaches, other players and volunteers. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The town has a Bylaw that supports the removal of abusive fans from the arena facility. The association and town will work together to ensure a Zero Tolerance attitude is reinforced in our community.

## 13.0 DISCIPLINE & DISPUTE RESOLUTION PROCESS

### 13.1 General Policy

The Vauxhall & District Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

The Vauxhall & District Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three different Discipline Stages are possible, namely:

- |         |   |                      |
|---------|---|----------------------|
| STAGE 1 | - | The Informal Process |
| STAGE 2 | - | The Formal Process   |
| STAGE 3 | - | The Appeal Process   |

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two or more bench minors in one game
4. A coach or bench assistant who is ejected from a game
5. A team, who in the opinion of the Discipline Chairman, is being assessed too many penalties of a serious nature
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice
7. Use of alcohol or other illegal substances while representing VMHA through participation in any team activities
8. A parent or guardian who exhibits conduct unbecoming to the integrity of Vauxhall & District Minor Hockey program
9. Any team that fails to utilize ice time without prior notification

Two Minor Hockey Association Executive situations that will warrant disciplinary action are:

1. Any elected or appointed member of the VDMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the VDMHA Board of Directors, who, by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties.

## 13.2 STAGE 1 - THE INFORMAL PROCESS

### STANDARD SUSPENSIONS

Where the Hockey Canada current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the Team Rep and a Director-at-Large, as a matter of routine will implement the suspension.

## **NON-STANDARD SUSPENSIONS**

When incidents occur which may warrant disciplinary action the coach(s) and/or Team Rep shall report the incident as quickly as possible to the Director-at-Large, and at least prior to the next game, for action.

The Director-at-Large, and coach(s) along with the Team Rep, shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

The coach(s) implements the sanctions with the players(s). A file must be created and established with the Vice President until the end of the season when the file will be maintained with the Secretary of VDMHA.

## **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Vice President may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President who acts as the Chairperson for Discipline.

### **13.3 STAGE 2 - THE FORMAL PROCESS**

The DISCIPLINE chairperson (VP), on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Director-at-Large but not the Director-at-Large involved in a Stage One decision, and another executive member approved by the President, and shall be no less than 3 people. The Division Rep shall also be a member of the Discipline Committee where appropriate and decided by the Discipline Committee Chair.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the VDMHA Secretary.

The Vice President reports the outcome of the hearing to the President and to the Hockey Alberta Director of Zone 5 Operations.

## **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

### **14.0 STAGE 3 - THE APPEAL PROCESS**

The Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice President.

The Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage 1.
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
- d) Suspensions when applied to players shall specify:
  - The number of games to which the suspension applies, both league and exhibition, or
  - The time period for which the suspension applies
- e) Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.

Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas

## 15.0 GRIEVANCES

### 15.1 Grievance Situations

- Parental, player, or team problems not resolved by the Team Manager or Parent Liaison shall be addressed to the respective Director.
- Resolution not received at the above level shall be directed to the Discipline & Grievance Committee via the appropriate Director.
- All Grievances shall be initiated in writing to the Discipline & Grievance Committee.
- Upon receipt of written notification, a Grievance hearing date shall be set within 7 days.
- The Vice President will act as the Chair. Members of the Discipline & Grievance Committee shall include the Discipline Director, one other director and any other person, not a director, identified by the Discipline Chair for that purpose.
- In the event of conflict of interest, the Vice President will name another designate.
- The decision of the Discipline & Grievance Committee shall be given in writing within 48 hours.

### 15.2 Fair Play Concerns

- All Issues should be dealt with through the Discipline & Grievance Committee.

Example:

- In the event that a player is not provided with equitable playing time, according to the Fair Play Code for Coaches outlined by Hockey Alberta (i.e. Shortening the bench) to the extent where it is brought to a Board member either by a person (s) or by letter, substantiated by facts and the Discipline Committee determines appropriate action will be taken, the following must occur:
  - The Discipline Chair, along with the Category Director will immediately contact the coach involved and discuss the situation with the coach. The Discipline Chair along with the Category Director and coach must come to an agreement as to dealing with the grievance.
  - If unresolved the coach will receive a letter from the Discipline Committee asking him to attend a meeting to discuss this situation.
  - In the event where a coach chooses to ignore the Discipline Committee request, he/she could face a discipline as decided appropriate by the Discipline Committee.

(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as prohibited by these. Bylaws and the Bylaws of Hockey Canada have been availed of and utilized, shall be provided. Further, any such recourse to the law courts as foresaid shall be deemed by the VDMHA to be unsportsmanlike conduct enabling the President to suspend and/or disqualify the said persons.

## 16.0 Member Discipline Guidelines

All discipline situations in VDMHA will be dealt with on an individual basis by the Discipline Committee and in accordance with the Discipline, Appeal and Grievance Procedures indicated previously in the is document.

### 16.1 General Guidelines For Players

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Incident | Verbal reprimand and notification that a suspension could be given for a second incident<br>Create a file at VDMHA office  |
| 2 <sup>nd</sup> Incident | Written warning and assignment to be completed<br>Hit From Behind <ul style="list-style-type: none"><li>▪ Watch Mike Bossy Tape or NCCP Checking Video</li><li>▪ Fighting or a Injury Situation</li><li>▪ Write a note of explanation<ul style="list-style-type: none"><li>○ Why did I fight? Why did I cause injury to an opponent?</li><li>○ What has to change in terms of my behavior?</li></ul></li><li>• If not willing to watch videos or write a note of explanation then immediate suspension is implemented and remains in effect until assignment is completed.</li></ul> |
| 3 <sup>rd</sup> Incident | Immediate suspension of three games  |

### 16.2 Specific Situations

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Executive or Discipline Committee to explain their side of the situation. Situations where action by VDMHA Executive may occur include:

#### Players

- ♦ Major Penalties - Hit From Behind & Fighting
- ♦ Match Penalties - Intent to Injure & Abuse of Officials or Gross Misconducts
- ♦ Poor Sportsmanship & Respect Issues
  - ♦ Bullying & Lack of respect to coaches, officials, facilities, & Volunteers of VDMHA
- Drug and Alcohol Concerns or School problems

#### Coaches

- Abuse and/or lack of respect shown towards VDMHA volunteers and Executive
- Abuse and/or lack of respect shown towards League Directors and officials
- Not following Rules and Regulations of VDMHA
- Not following Rules and Regulations of Hockey Canada and Hockey Alberta

#### Drug & Alcohol Concerns

##### Adults (Coaches, Parents and Volunteers)

Zero Tolerance with coaches, managers, directors, staff, officials and spectators/ parents

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Incident | Asked to leave facility<br>Written Notice and file created                  |
| 2 <sup>nd</sup> Incident | Written Suspension for a time period to be assigned by Discipline Committee |
| 3 <sup>rd</sup> Incident | Written Suspension or Expulsion from association                            |

##### Players

Zero Tolerance for athletes with alcohol

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Incident | Suspension and Written Notice<br>Meeting with Discipline Committee or Executive Committee and Parents |
| 2 <sup>nd</sup> Incident | Written Suspension for remainder of season  |

Note: All written suspensions will be served in person or via registered mail.

## 17.0 COACH & OFFICIALS DEVELOPMENT

### 17.1 Certification

The long-term goals of VDMHA include the development of coaches & officials to ensure that player development occurs in VDMHA. Development programs will be offered as required and when funds and expertise is available to support the program.

**17.2** VDMHA will provide financial support for the certification of coaches and officials. Clinic registration fees will be reimbursed upon certification or qualification as per hockey Alberta and Hockey Canada guidelines.

### 17.3 Skill Development

The following skill development sessions will be implemented each year as determined by the Board of Directors:

- Initiation Program for Pre-Novice & Novice
- Nike Skills Program for all other levels
  - As a guideline and resource
- Checking Clinics for players & coaches
- Goaltending Clinics

## 18.0 MINOR HOCKEY EQUIPMENT

The Association will endeavor to provide each year, good quality equipment for use by each team.

<b>Midget – Bantam - PeeWee</b>	<b>Atom</b>	<b>Novice – Pre-Novice</b>
2 complete sets of sweaters	2 complete sets of sweaters	2 complete sets of sweaters
VDMHA will supply one pair of game socks	VDMHA will supply one pair of game socks	VDMHA will supply one pair of game socks
2 sweater bags & 50 pucks	2 sweater bags & 50 pucks	2 sweater bags & 50 pucks
First Aid kit	1 First Aid kit	1 First Aid kit
	1 complete set of goaltender equipment	1 complete set of goaltender gear

The association will be responsible to purchase all equipment as required. The Equipment Manager ensures the up-to-date inventory of equipment, its condition and location. He will make necessary purchases as approved by the Executive.

The colors of VDMHA shall be white / black / red. All purchases shall reflect these colors. Teams will not be permitted to wear colors, which are contrary to this policy. This includes jackets, tracksuits and hats. All clothing that includes the VDMHA logo must have final approval of the Board of Directors.

Sweater replacement will be worked within on an “as required” basis.

## 19.0 TRAVEL & TOURNAMENT PERMITS

Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit must be taken out whenever a team travels outside their Zone to play an exhibition game or tournament.

- You do not have to obtain a travel permit when they are league games
- Travel permits must be in your possession when in an “out of province” tournament.
  - Please contact the Director in charge of Travel and Tournament Permits at least 5 days in advance of your need



## **20.0 PROVINCIAL PARTICIPATION**

All provincial games overrule any league games etc. Tiered teams all sign a Hockey Canada registration card to participate in provincial competition. Each coaching staff, along with the President and Registrar will make provincial participation decision

If a team makes the provincial tournament, VDMHA will provide \$500 to that team to assist with travel cost to that provincial tournament. If travel is more than 5.0 hours, and additional \$100 will be provided for every 1.0 hour of travel time. The board will be open to discussions year to year.

## **21.0 PROGRAM EVALUATIONS**

### **Coach Evaluation**

All coaches will be evaluated at the end of the season. Details of the evaluations are as follows:

- Evaluation will be based on Participation Outcomes and Expectations of Coaches. The coaches rating will be set by how well he/she teaches/reinforces the outcomes and meets the coach expectations.
- The Coaches Selection Director coordinate the process and work with Category Directors to implement
- A summary of each coach evaluation will be kept on file
- Atom & Above categories will see players, parents and officials contribute to the evaluation process
- Novice and below will see parents and officials & executive contribute to the evaluation process

# **APPENDIX**

**Definitions**

**General Program Evaluation Forms**

**Coach Evaluation by Player Form**

**Coach Evaluation by Parents Form**

**Codes of Conduct**

**Member Contracts**

**Incident Report Forms**

**Coaching Application Form**

## **DEFINITIONS**

### **Hockey Alberta**

Hockey Alberta is the governing body for amateur hockey in the province of Alberta. VMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations in Alberta who are registered with Hockey Alberta.

### **Hockey Canada - HC**

Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of Hockey Canada. Hockey Canada is made up of member branches or the provinces.

### **Hockey Canada Mentorship Program**

As a result of the 1999 Open Ice Summit, one of the major program goal directions was to establish a program of coach mentorship across the country. Hockey Canada and Hockey Alberta have worked to implement a major mentorship program where experienced coaches are trained to work with younger less experienced coaches. It is felt that new or inexperienced coaches will benefit from a supportive coach willing to mentor and assist in the coach's development.

### **Hockey Canada Initiation Program**

The HC Initiation Program is a philosophy of fun and enjoyment for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun vs competition and games. The program provides four sets of twenty lesson plans that coaches can use to guide them as they develop the skating skills of young players. Each lesson plan is designed to be used in Year One through Year Four before a child enters the Atom level.

### **Nike Skills Program Curriculum**

Hockey Canada has designed a package of progressive drill for every level of the game – Atom, PeeWee, Bantam and Midget. The lesson plans have been designed along the “recipe” approach where coaches can see what is appropriate at each level and time of year. Many up-to-date drills are included in these programs and coaches will benefit significantly if they incorporate them into their coaching program.

### **Individual Tactics**

Skills that individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

### **Team Tactics**

Skills that two or more players use to gain or take away an advantage. These Tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2

# PROGRAM EVALUATION BY PLAYERS

This form is to help us evaluate our hockey program. Please fill it out completely.  
All information will remain strictly confidential.

TEAM: \_\_\_\_\_

NAME OF PERSON BEING EVALUATED: \_\_\_\_\_

### *Instructions*

Please rate each item according to your level of satisfaction.  
Number 1 means not satisfied, number 5 mean very satisfied.

#### **PRACTICES**

Were practices fun? 1 2 3 4 5 Was the coach prepared? 1 2 3 4 5  
Did your skills improve? 1 2 3 4 5  
Did you learn about the Game? 1 2 3 4 5

#### **GAMES:**

Coaches attitude towards players was positive 1 2 3 4 5  
Coaches attitude towards officials was positive 1 2 3 4 5  
Did you enjoy games? 1 2 3 4 5  
Was ice time fair? 1 2 3 4 5  
Did the team play its best? 1 2 3 4 5  
Was the team disciplined? 1 2 3 4 5

#### **OVERALL:**

Did you have fun? 1 2 3 4 5  
Were you treated fairly? 1 2 3 4 5  
Was respect important to your team? 1 2 3 4 5  
Was respect important to the coach? 1 2 3 4 5  
Rate your own performance 1 2 3 4 5  
Rate your team's performance 1 2 3 4 5  
Was your experience positive? 1 2 3 4 5

The Manager Performance 1 2 3 4 5  
The Assistant Coaches 1 2 3 4 5

Would you want this head coach to coach you next year? Yes  No   
Why or why not?

# PROGRAM EVALUATION BY PARENTS

This form is to help us evaluate our hockey program. Please fill it out completely.  
All information will remain strictly confidential.

## TEAM IDENTIFICATION

TEAM: \_\_\_\_\_  
 HEAD COACH: \_\_\_\_\_  
 ASS'T COACH: \_\_\_\_\_  
 MANAGER: \_\_\_\_\_ TRAINER: \_\_\_\_\_

### *Instructions*

Please rate each item according to your level of satisfaction.  
 Number 1 means not satisfied, number 5 mean very satisfied.

### COACHES PROGRAM:

Organization of practices	1 2 3 4 5	Attitude towards players	1 2 3 4 5
Conduct during games	1 2 3 4 5	Individual skill development	1 2 3 4 5
Keeps parents informed	1 2 3 4 5	Team play development	1 2 3 4 5
Discipline	1 2 3 4 5	Equal Ice time	1 2 3 4 5
Player motivation	1 2 3 4 5	Knowledge of hockey	1 2 3 4 5
Met General Expectations	1 2 3 4 5	Met Specific Expectations	1 2 3 4 5

### GENERAL:

Head Coach	1 2 3 4 5	Assistant Coach	1 2 3 4 5
Manager	1 2 3 4 5	Trainer	1 2 3 4 5
Your child's performance	1 2 3 4 5	Other _____	1 2 3 4 5

How would you rate the coach's success in achieving a balance between team success and player development?  
 (Mark on scale)

Too Competitive	Well Balanced	Not Competitive Enough
/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/		

Would you want this head coach to coach your child next year? Yes  No   
 Please feel free to add comments on the back of this form. Thank you.

***POSITIVE IMPACT***  
**VAUXHALL MINOR HOCKEY ASSOCIATION**  
**PARENTS - FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Vauxhall Minor Hockey Association. All parents must sign this pledge before being allowed to participate in hockey in the Vauxhall Minor Hockey system and must continue to observe the principles of Fair Play.

**FAIR PLAY CODE FOR PARENTS**

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.
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, and not attach monetary rewards to performance.
6. I will never ridicule or yell at my child, or other players, 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.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.
11. I will ensure that my child participates in all team activities and understands the importance of being a team player.
12. I will follow a 24 hour cool down period before speaking my opinion of any incident that occurs throughout the hockey season.
13. I will follow Protocol as stated in the revised Association Handbook.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta and supported by Positive Impact Codes of Vauxhall Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Vauxhall Minor Hockey Association.

PRINT NAMES \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_

***POSITIVE IMPACT***  
**VAUXHALL MINOR HOCKEY ASSOCIATION**

**PLAYERS FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Vauxhall Minor Hockey Association. All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey in Vauxhall Minor Hockey Association

FAIR PLAY CODE FOR PLAYERS

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 - fighting to "mouthing-off" can spoil everyone's enjoyment.
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 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.
9. I will participate in all team activities, including practices, games and fundraising activities.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada, Hockey Alberta and supported by the Positive Impact Codes of Vauxhall Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Vauxhall Minor Hockey Association.

PRINT NAME

DATE

\_\_\_\_\_

PLAYER SIGNATURE

\_\_\_\_\_

***POSITIVE IMPACT***  
**VAUXHALL MINOR HOCKEY ASSOCIATION**  
**COACHES & MANAGERS**  
**FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the Vauxhall Minor Hockey Association. All coaches must sign this pledge before being allowed to participate in hockey in the Vauxhall Minor Hockey system and must continue to observe the principles of Fair Play.

FAIR PLAY CODE FOR COACHES & MANAGERS

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure that all athletes receive equal instruction, discipline, and appropriate and/or fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach & manager they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will observe a 24 hour cool down after any incident then follow proper communication lines.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta, and supported by Vauxhall Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions of the Vauxhall Minor Hockey Association.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

COACH / MANAGER SIGNATURE \_\_\_\_\_



**VAUXHALL MINOR HOCKEY ASSOCIATION  
BOARD OF DIRECTORS  
CODE OF CONDUCT**

---

As an executive member of the Vauxhall Minor Hockey Association I agree to:

- Make decisions for the good of all the players, parents and the Association
- Help create an atmosphere where there is a high level of cooperation and trust
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.

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

---

**Undertaking of Director of  
Vauxhall Minor Hockey Association**

I \_\_\_\_\_, acknowledge that as a member of the Board of Directors of Vauxhall Minor Hockey Association I may receive personal information and other confidential information relating to members of the Vauxhall Minor Hockey Association and other people. I agree to hold all such information strictly confidential. I further agree to be bound by the provisions of all federal and provincial privacy legislation. I acknowledge and agree that the Board of Directors of the Vauxhall Minor Hockey Association may remove me from my position as a Director of that association if I fail, refuse or neglect to comply with this undertaking.

Signed at \_\_\_\_\_, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name: \_\_\_\_\_ Please Print

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

Witness as to the signature of:

\_\_\_\_\_

**VAUXHALL MINOR HOCKEY ASSOCIATION  
INCIDENT REPORT FORM**

\*\*This report SHOULD be submitted within 48 hours of the incident\*\*

All Information is confidential\*\*

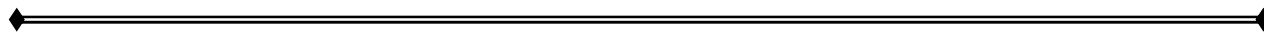
Vauxhall Minor Hockey

Circle One:    Injury Ejection/Misconduct    Personal Conduct

Date Of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Position: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_



**INCIDENT DETAILS**

**Individuals Involved:**

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Team: \_\_\_\_\_ Phone: \_\_\_\_\_

**Details of Incident:** (Time of game; teams involved; factors involved in the incident; others)

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Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

For VMHA use only:		
Investigate By: _____	Date: _____	
Action (s) Taken: _____		
_____		
_____		
No Action Required -	Incident Closed -	Date: _____

Vauxhall & District Minor Hockey Association  
Box 717 Vauxhall, AB TOK 2K0

COACHING APPLICATION

Year \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Position Applying For: Head Coach \_\_\_\_\_ Assistant Coach \_\_\_\_\_

Division Applying For: \_\_\_\_\_

COACHING BACKGROUND

List your most recent coaching positions:

	Division	Position	Year	Association
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Indicate Your Certification and Coaching Development History

Current Level: \_\_\_\_\_ Year Achieved: \_\_\_\_\_

NCCP # \_\_\_\_\_

Initiation Program: YES \_\_\_\_\_ NO \_\_\_\_\_ Date Attained: \_\_\_\_\_

Speak Out: YES \_\_\_\_\_ NO \_\_\_\_\_ Date Attained: \_\_\_\_\_

Safety Program: YES \_\_\_\_\_ NO \_\_\_\_\_ Date Attained: \_\_\_\_\_

Next Desired Coaching Level: \_\_\_\_\_

Will You Participate In Coach Development Sessions? YES \_\_\_\_\_ NO \_\_\_\_\_

Would You Be Interested In Working With A Coach Mentor? YES \_\_\_\_\_ NO \_\_\_\_\_

I, the undersigned agree to follow the philosophy and coaching expectations set out by Vauxhall & District Minor Hockey Association and all other team policies as set out in the VDMHA Association Handbook.

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

Please include a copy of your NCCP Coaching Level Cards

## 22. TEAM PARENT REPRESENTATIVE DUTIES

These duties may vary depending on the team coaches and their expectations:

- attend monthly Vauxhall Minor Hockey Meetings
- help coach with phoning if requested
- help to organize home tournaments
- Deal with complaints and grievances

### GUIDELINES TO COMPLAINTS AND GRIEVENCES

- remind the complainant of the 24 hour cool down period (some may have already taken it)
  - listen and document the complaint carefully
  - fill out the "Incident Report"
- (Copy needs to go to the Board of Directors Governor in charge of that age division)
- the Governor then takes the complaint with documentation to the coaches
  - coaches will hear the complaint and decide if the situation can be worked out at this level,
  - if the parties involved don't feel they can communicate effectively, the Governor will take to the Board.

## 23. GUIDELINES TO ORGANIZE A TOURNAMENT

- 1 Team meeting
- 2 Fill out Tournament Income and Expense sheet
- 3 Inform parents they need to donate one item for each child they have playing in the tournament for the prize table (They can either donate themselves or find a donation)
- 4 Inform concession of dates of tournament and how many teams attending (when known)
- 5 Decide if you will be having a Loonie Stick draw, have a hockey stick donated or purchased (Has been provided by the concession in years past)
- 6 Decide if you would like to have goodie bags or snacks for each player or team during the tournament (oranges, chips, etc.)
- 7 Decide if you will be doing a concession coupon (burger, etc.)for each team member (this will depend on your donations)
- 8 Decide what awards you will be giving (trophies, T-shirts, hats, etc.)
- 9 Decide if you will be having digger or MVP awards
- 10 Organize any special events that might occur between games at the tournament (mom's shoot out, golf ball toss, etc.)
- 11 Decide if you would like to have a hospitality room in the meeting room(cost is approximately \$50 a day)
- 12 Keep track of all expenses and income as this needs to be documented and receipted any questions regarding money donations speak with the treasurer
- 13 Game schedules made (by coaches)
- 14 Work schedules made for 50/50, raffle table, time clock (all parents are responsible to work at the tournament)
- 15 Have work groups organized before, during and after the tournament (set up, take down, deliver trophies, digger awards, goodies bags, etc.)
- 16 Coaches packages need to be made up, containing schedules, rules, coupons if necessary and if there is a special event planned ( If these can be ready early enough they can be mailed)
- 17 Vauxhall Minor Hockey would like to encourage all teams to support our local businesses as much as possible if items are being purchased for the tournament.

**24. VAUXHALL & DISTRICT MINOR HOCKEY ASSOCIATION  
PARENT PROTOCOL GUIDELINES**

- 1 A 24 hour cool down period must be observed after any incident.**
- 2 After 24 hours you may talk to your team representative, if you are not comfortable you may go to the Board Governor responsible for your team level**

**PROPER COMMUNICATION LINES**

