

SOUTHLAND HOCKEY ASSOCIATION

POLICIES & PROCEDURES MANUAL

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INTRODUCTION

The Southland Hockey Association (S.H.A.) has developed a Policies & Procedures Manual as an aid to participants in the hockey program. These policies and procedures are to be consistent and complementary to the Bylaws of the association and the playing rules of the Minor Hockey Association of Calgary (Hockey Calgary). All changes to the policies and procedures are to be approved by the Southland Hockey Association Board of Directors (S.H.A.B.).

These Policies and Procedures should be considered as general guidance to assist participants in implementing various items within the S.H.A. hockey program. In the end common sense, and doing the right thing for all participants in the hockey program, should prevail.

MISSION STATEMENT AND OBJECTIVES OF THE HOCKEY PROGRAM

Mission Statement

The mission of the Southland Hockey Association is to make hockey a fun and rewarding experience for all participants through a program that provides an organized and disciplined approach to developing hockey skills.

Objectives of the Hockey program

The objectives of the hockey program are to:

- encourage, promote, coordinate, improve and provide the means to enhance the experience of all those who wish to play, coach or otherwise become involved in the sport of hockey within the boundaries of the Southland Hockey Association.
- improve participants' basic hockey and coaching skills, to encourage players and other participants to make new friends, to encourage good sportsmanship, to create a spirit of fair competition and to conduct activities in a safe environment.

POSITIONS & ROLES

The positions and roles that form part of the Southland Hockey Association are detailed in Appendix A to the Policies & Procedures Manual

POLICIES AND PROCEDURES

1. GENERAL CODE OF CONDUCT & FAIR PLAY CODES (updated Aug 2009)

Policy

Southland Hockey Association's GENERAL CODE OF CONDUCT & FAIR PLAY CODES policy expects all players, parents, and any other people that attend SHA practices, games or functions to behave in a socially acceptable manner to support the Mission and Objectives of the SHA program and to act as a positive role model for all SHA players.

This includes:

1) a zero tolerance policy on the transportation or possession of any alcohol within any ice arena or dressing room that is being used at that time by a SHA or any other minor hockey team. It is consistent with City of Calgary Recreation Department policy that states:

“Any person(s)/group(s) caught bringing alcohol onto City of Calgary property will lose their ice privileges immediately.”

2) A zero tolerance policy on the use of any chewing tobacco within any ice arena or dressing room that is being used by a SHA or any other minor hockey team.

Southland Hockey supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary.

All participants in the SHA hockey program (which will include players, all applicable parents/guardians, coaches and board members) must acknowledge and agree to adhere to the FAIR PLAY CODES program on an annual basis, by signing the GENERAL CODE OF CONDUCT & FAIR PLAY CODES form.

Procedure:

At the beginning of each new season, the manager of each team is required to have the players, all applicable parents/guardians, and coaches sign off their acknowledgement, and agreement to adhere to, the GENERAL CODE OF CONDUCT & FAIR PLAY CODES form. This must be completed prior to the first scheduled seeding round game.

Discussion of the GENERAL CODE OF CONDUCT & FAIR PLAY CODES document is to be on the agenda of all team meetings at the beginning of the season.

Board members will be required to acknowledge, and agree to adhere to, the specific FAIR PLAY CODE for League Organizers at the first scheduled board meeting of the New Year.

These forms can be found in the “Forms/Manuals” section of the SHA website.

Failure by any participant to sign the Fair Play Code of Conduct form will result in disciplinary action (i.e.: suspension), as deemed appropriate by the SHAB.

2. SAFETY

Policy

The safety of all participants is a focus of the S.H.A. hockey program.

All participants in the S.H.A. hockey program are to apply safety concepts to all on ice and off ice activities.

All players are to conform to the equipment requirements indicated in the playing rules of the Hockey Calgary.

Players are not to be on the ice without adult supervision.

Players who are not playing are not to be on the bench.

At all team activities, at least one of the coaches in attendance is to have Hockey Calgary accredited first aid training.

All teams are to be supplied with a first aid kit. This first aid kit is to be available at all team activities.

All teams are to establish a First Aid process.

Procedure

Refer to Section H of the S.H.A. Coach Manual

3. REGISTRATION

Player registration with Southland Hockey Association (SHA) is open to those residing in the following communities: Bayview, Braeside, Canyon Meadows, Cedarbrae, Haysboro, Oakridge, Palliser, Pump Hill, Southwood, Woodbine, Woodlands & Tsuu T'ina Nation.

As per Hockey Calgary (HC) regulations, players from outside SHA boundaries will not be accepted unless a release has been granted from HC and it has been determined that there is not a spot for the player in their home association & space is available within SHA.

Age categories are as follows: Mighty Mites (3 & 4 years – players within SHA boundaries will be accepted first), Initiation/Timbits (5 & 6 years), Novice (7 & 8 years), Atom (9 & 10 years), Pee wee (11 & 12 years), Bantam (13 & 14 years), and Midget (15, 16 & 17 years). Junior players will be referred to Hockey Calgary to determine an association that is in search of junior aged players.

SHA is a feeder association for **Quadrant Team (Calgary Royals)** players in the Bantam & Midge age categories.

Players wishing to try out for the Calgary Royals **must register with both their designated home association (SHA) as well as the Calgary Royals** each season to guarantee a place for them to play, should they not make the age appropriate team. **Deadline for Quadrant Player registration is July 31st of each year.**

Any player registering with SHA must have their fees paid in full prior to stepping on the ice at any SHA designated time.

Coach Registration

Volunteers that wish to coach (as a head or assistant coach) **must** register with SHA online through the HCR system, the same way that their child is registered. A fee of \$0.01 is required. Volunteer must state the age category they wish to be a coach in within the volunteer section of the online registration component.

A manual coaching application form must also be completed by the volunteer and submitted to the Hockey Development Coordinator for SHA via email at development@southlandhockey.com.

Potential coaches will not be considered for a coaching position within SHA unless both parts of the Coach Registration process are completed.

SHA provides the following Registration Types: Online through Hockey Canada Registration (HCR) system and one walk in session. **Mail in registrations will no longer be accepted.**

Online Registration – Payment option of CREDIT CARD ONLY. Required for potential Coaches.

- a. Online registration available each year by June 1st, after AGM held for association.
 - i. Payment by credit card only.
- b. Southland Hockey Association does not have access to parent email addresses and passwords for online registration system.
 - i. Parents must contact Hockey Canada by clicking on either the “forgot password” link on the registration page.
 - ii. Any technical difficulties with the system will also need to be directed to Hockey Canada.

Walk In Registration – Payment option of Cheque or Money order (Payable to Southland Hockey Association), excepting those with registration credits (may pay by credit card if credits are applicable).

- a. One walk in registration session to be held at approximately same time each year (1st or 2nd Saturday in June). A 3 hour session (time to be determined each year) will be advertised 2-3 weeks in advance if possible.
 - i. Walk in registration is **required** for players that are trying out for Quadrant Teams and aids in the tracking of Quadrant Try Out players.
Parents of Quadrant Try Out players must sign an acknowledgement form stating that they will provide a post dated cheque to September 25th of the current season & will notify both Registrar & Treasurer as to their child’s status with Quadrant team. Cheques and all paperwork to stay with Registrar until notification received from parents.
 - ii. **Required** for parents needing to pay by cheque or money order.
 - iii. **Required** for parents applying for Financial Assistance through the Calgary Flames Even Strength Program (Formerly known as the Flames Financial Assistance Program). Parents applying for this program must bring their **completed** application form along with the documentation required by Hockey Calgary to the walk in session.
 - iv. **Required** for parents that have registration credits – provided that appropriate documentation is provided (Bingo Bucks, letter from association, etc.) in order to verify credits.

b. Tsuu T'ina Nation players

- i. Tsuu T'ina personnel will arrange to have their own registration session(s) using Southland Registration form and waiver each year.

Forms & waivers are to be turned in to Southland Registrar by August 1st of each year to ensure enough time to process manual registrations.

Payment Handling – Cheques & Credit Cards

- a. Cheques will only be accepted at the walk in registration.
- b. Registrar to record payment accordingly and forward cheques for deposit to Treasurer.
- c. NSF cheque charge of \$25 to apply to any and all NSF cheques. Fee along with NSF charge must be paid in full prior to evaluation process starting, by way of Certified Cheque or Money Order.
- d. Preferred handling of credit cards is to be done by parent through online registration system.

Registrar has access to online credit card processing through Quick Enrolment site, necessary for registration credit payments with credit card.

Registration Fees

- a. Registrations fees will be determined at the AGM each year, and will be in place until July 31st of each year.
- b. Fees will be posted online after AGM, and will be set in the HCR system for June 1st to July 31st of each year.
- c. Registrations that occur after August 1st of each year will be subject to a \$100.00 per player fee.

Registration Deadlines

“Registration” is defined as any player registering with Southland Hockey Association, from June 1st to July 31st of each season.

A pre-registered player list will be provided to the age group coordinators as of August 1st in order to facilitate organization of ice times and groups for the evaluation process. Subsequent registrations will be forwarded to the appropriate coordinators prior to the start date of evaluations so they have updated lists of players that are pre-registered.

Deadline for registration of Quadrant Try Out players is July 31st each year. Those that register after the walk in registration must contact the Registrar for registration documents & arrange with Registrar to provide documentation & payment of fees by way of post dated cheque to September 25th.

Registrations occurring **after the evaluation process has started** will need to go through the Registrar to ensure that payment has been received, and registration requirements are met. Players registering after this time will be subject to the \$100 per player fee increase.

- a. Registrar will contact division coordinator to see if they have space in their program.
- b. Once space is confirmed, Registrar will be in contact with parent to advise that yes, there is space available, or no there is no space available in our program. At this point, Registrar will complete registration process and advise coordinator of name of child to be sent to appropriate group.

Withdrawals

Withdrawals will be handled as per the Southland Hockey Association Refund Policy. Both Treasurer & Registrar must be notified in writing with the withdrawal request, providing the required information and subsequent administration fees to be charged accordingly.

Further questions regarding registration are to be directed to the Registrar via email at registrars@southlandhockey.com.

4. PLAYER ASSISTANCE

Policy

Financial challenges are not to deter children from participating in the S.H.A. hockey program.

The S.H.A. is supportive of the Calgary Flames/Hockey Calgary and other programs that provide financial assistance to children.

Procedure

In respect to the Calgary Flames/Hockey Calgary program:

Prior to the in person registration, the President/Vice-President is to obtain the assistance program application forms and instructions from Hockey Calgary. In addition, the relevant information for all of the past year's recipients is to be gathered. With this information an estimate of the current year entitlement can be determined.

During the in person registration the President/Vice-President is to be located at a separate table to deal with all player assistance requests.

If possible, the portion of the registration fees that will not be covered by the assistance program should be collected at registration.

The assistance applications are to be filed out by the applicant and sent directly to Hockey Calgary.

The President/Vice-President will monitor the approval and collection of the assistance funds from Hockey Calgary.

In respect of general assistance:

The President/Vice-President has the authority to approve any requests for special payment plans that will assist participants in the Southland Hockey program.

5. REGISTRATION REFUND (May 1, 2010)

Policy

All players withdrawing from Southland Hockey Association (SHA) after registering will have their fees refunded in proportion to the time they give notice that they are withdrawing from Southland Hockey.

Commitment to ice and the payment of fixed fees are required at certain times of the hockey season. As a result, Southland cannot pay 100% refunds. To obtain a refund both the Registrar (registrars@southlandhockey.com) and Treasurer (treasurer@southlandhockey.com) **must be notified in writing** by the person requesting the refund.

Refund request must include the following information:

Player Name, Division (Novice, Atom, etc.), amount of fee paid & method of payment of the fees
Name & address of parent requesting refund

If the above information is not provided by the parent requesting the refund, there will be a delay in the refund of any applicable fees. Both the Treasurer & Registrar **MUST be notified of the refund request via email**. If both parties are not notified, a delay will occur in the timing of the refund.

Amount of Refunds

Amounts to be refunded are based on withdrawing during the following timeframes:

A player withdrawing prior to evaluations or commencement of on ice sessions will be subject to a \$50 administration fee. For greater clarity the refund will be for the fee paid minus \$50. This fee is applicable to all age groups.

A player withdrawing after the commencement of evaluations and prior to the start of the Hockey Calgary Seeding Round will be subject to a \$150 charge. For greater clarity, the refund will be for the fee paid minus \$150 (fee applicable to Novice through Midget age categories only). This \$150 is for SHA administration expense, insurance and evaluation/pre-season Ice.

A player withdrawing after the start of the Hockey Calgary Seeding Round and prior to the commencement of the regular season (January 1 of the current season) will only be refunded 50% of the remaining balance. Remaining balance is equal to fees paid minus \$150 (\$150 charge is described above).

After January 1st, of the season, no refund will be given for withdrawing players.

Players trying out for the Royals are to pay by post dated cheque dated for September 25th. It is the responsibility of the parent to notify SHA that they have made the Royals to prevent cashing of cheques. Should a cheque be cashed for a Calgary Royals try out player, and that player makes the Calgary Royals team, an administrative fee of \$50.00 will be charged to that parent for administrative time.

For players who are injured and for medical reasons can no longer participate in the hockey season, the refund amount will be at the discretion of the SHA Board. A doctor's certificate must be provided to obtain a refund for this reason. The amount refunded generally will be the balance of the prorated ice time for the season. NO refunds will be given after January 31st of the season for injuries.

For players who move out of the Hockey Calgary area and as a result can no longer participate in the hockey season, the refund amount will be at the discretion of the SHA Board. No refunds will be given after January 31st for players who move out of the Hockey Calgary area.

Timing of Refund – Refund will be granted by the method of payment. If payment was made by Visa or MasterCard through online registration

6. PLAYER ELIGIBILITY

Policy

Players are not to be allowed on the ice until they have registered and paid their fees or an alternative financial arrangement has been approved by the President.

A player can play in the next higher age category only if that player is evaluated in the top half of the top team in the higher category.

A player from a non- Southland community association must have a Release Form approved by Hockey Calgary

Any individual who permits an ineligible player to be on the ice during a game or practice will be subject to disciplinary action which will be determined by the Disciplinary Committee (see Disciplinary Actions and Problems)

Procedure As stated in policy

7. PLAYER RELEASES

Policy

The S.H.A. will support a player release out of the hockey program, provided the release is first approved by Hockey Calgary and there are no issues with player count and team numbers within S.H.A.

Procedure

Players requesting a release are first to apply and receive the approval of Hockey Calgary. The Release Forms are available on the Hockey Calgary website

Hockey Calgary will review the circumstances of the release request and will approve or decline the Request after consultation with the President of S.H.A. and the President of the designated association.

The approved Release Form is sent to the player and the Presidents of the S.H.A. and the Designated association.

8. PLAYER EVALUATION

Policy

All participants are to participate in the "Evaluation Process" for their particular age/division category.

Procedure

The procedure for the "Evaluation Process" is set out in Appendix B.

If a player moves into the S.H.A district and the registration is accepted after the evaluation process is completed and the teams formed then an evaluation process on the player is to be arranged by the Divisional Coordinator. A team level is to be identified based on the player's history. An evaluation is to be completed with the involvement of the coaching staff of the particular team. Based on these results the player is to be placed on a team. No other players on the particular team are to be affected.

9. TEAM SELECTION

Policy

The results of the evaluation process are used by the Divisional Coordinators to form teams that are balanced and competitive.

Players are to play on the team that they are evaluated on, except for Initiation, where there is provision for requests for certain players to play together.

In situations where players evaluate very closely then the preference will be given to the second year player to play on the higher team. (e.g. team 1 vs. team 2)

Once teams have been formed there is to be no player movement.

Procedure

The results of the evaluation process are used by the Divisional Coordinators to form teams that are balanced and competitive. Refer to "Evaluation Process" as set out in Appendix B.

The Divisional Coordinators are encouraged to use assistants and others, as required, to review the evaluation results and assist in the team selection process.

The team selection is to be completed as quickly as possible after the evaluations are completed.

10. COACH SELECTION

Policy

All Coaches are to complete a coach application form (available from the Southland Hockey website or by contacting the Hockey Operations and Development Coordinator).

All coaches are to be interviewed and have reference checks completed, if deemed necessary. (In particular, all new head coaches and new assistant coaches that do not have children in the hockey program).

Procedure

The selection of coaches is the responsibility of the Divisional Coordinators, with consultation from the Hockey Operations and Development Coordinator.

The Hockey Operations and Development Coordinator have the responsibility of coordinating the coach selection process and working with the Divisional Coordinators in making coach selections.

The Hockey Operations and Development Coordinator are to receive application forms from all prospective coaches (at registration and other opportunities before the season commences).

The Hockey Operations and Development Coordinator is to call a meeting of the Divisional Coordinators and others as required at least two weeks prior to the commencement of evaluations for the purpose of identifying potential head coaches and assistant coaches. A list of potential coaches for each division is to be prepared. As well, all pertinent coach evaluation information from the previous year is to be available.

The Division Coordinator and/or the Hockey Operations and Development Coordinator are responsible for organizing whatever coach review they deems necessary, including but not limited to, review of previous years coach evaluations, face to face interviews, reference checks for new coaches etc. This work is to be completed before the selection process is done.

Head coaches, for each team in each division, are to be selected after the final evaluations are completed.

The names and experience of unsuccessful head coaches and other coach applicants is to be provided to the head coach who in consultation with the Division Coordinator will choose

his/her assistant coaches.

As a general guideline, preference will be given to independent coaches (i.e. non-parent), particularly for the teams 1-2 in Atom and above.

11. TEAM REGISTRATION

Policy

All teams, other than Mighty Mites and Initiation are to be registered with Hockey Calgary by late October of each year.

Teams are not to be registered unless at least one of the coaches being registered with the team has coach level or higher certification or is registered in a credited program to receive such before December 31 of the playing season.

During scheduled games only individuals that have been registered with Hockey Calgary as coaches or manager can be on the bench.

Procedure

Refer to Section D of the S.H.A. Coach Manual

12. COACH CERTIFICATION

Policy

Coaches/Assistant Coaches are to complete the coach courses required by the Hockey Calgary (Hockey Calgary) on a timely basis (December 31 of the playing year). See Section C of the S.H.A. Coach Manual for certification requirements.

Failure to complete the necessary coach courses will result in the dismissal of the coach.

The course fee, for successful completion of the required coach courses, is to be reimbursed by S.H.A.

All people applying to be a Coach (Head or Assistant) in S.H.A. will undergo a police check at S.H.A.'s expense.

Procedure

Refer to Section C of the S.H.A. Coach Manual.

13. COACH EVALUATIONS (revised April 2010)

Policy

Coach evaluations are to be completed on all head coaches at least once during the hockey season. (See Coach Evaluation example in the S.H.A. Coach Manual)

Procedure

At least once during the season the Hockey Operations and Development Coordinator will work with coaches and team managers to have parents complete a coach evaluation for all head coaches and their assistants. (Note – emphasis in the survey is on the head coach)

The coach evaluation form is illustrated in the S.H.A. Coach manual. Coach Evaluation Forms can also be found online on the S.H.A. website

A summary of the evaluation is to be prepared by the Hockey Operations and Development Coordinator and provided to each head coach. Discussions with the individual coaches will be at the discretion of the Hockey Development Coordinator.

In addition, as time permits the Hockey Operations and Development Coordinator will attempt to complete a game and practice review with as many coaches as is possible. This review is to be documented and provided to the coach.

14. MANAGER SELECTION (revised March 2010)

Policy

All teams are to have a manager

Managers are to be selected at the start of the season by the head coach, in consultation with the other coaches and parents. Where possible it is recommended that Managers are not to be related to anyone on the teams coaching staff as they represent a non-biased liaison between coaching staff and parents.

Procedure

The manager has a key role on the team. The individual selected must have the capability and comfort level of serving as a liaison between the coaching staff and the parents.

Refer to Appendix A – S.H.A. Position/Role Descriptions

15. EQUIPMENT (revised April 2010)

Policy

All players are to conform to equipment requirements indicated in the playing rules of the Hockey Calgary

All players are to be fully dressed for all practices and games.

The S.H.A. will not provide any equipment to the player with the exception of sweaters and goalie equipment (chest protector, pads, blocker and trapper and a stick, if required) for goalies in Atom and below. Goalies above Atom are to supply their own equipment.

During games, all teams are required to wear the sweaters (jerseys) supplied by S.H.A. that display the colours and logo adopted by the S.H.A. No S.H.A. team is permitted to use a "third" sweater or any alternate sweater for any game. It is required that during games all players wear socks that match the S.H.A. colours.

Team sweaters must be retained by a team equipment person(s) for each team; they are not to be used in practices and are not to be sent home with individual players. People responsible for lost sweaters will be required to reimburse S.H.A. for the replacement cost of the sweaters.

Sweaters are not to bear sponsor's crests. Name bars will not be permitted on any S.H.A. supplied jersey. Alterations are not permitted on any S.H.A. supplied jersey.

Practice sweaters can be acquired/sponsored for a team. These practice sweaters cannot be used in any game. Players do not have to participate in the purchase of practice sweaters.

All teams will be supplied with two (2) sets of S.H.A. logo/colour sweaters – home and away, necessary goalie equipment (if applicable), pucks, pylons and a first aid kit by the Equipment Coordinator.

All team equipment is to be returned to the Equipment Coordinator by April 15th of the current season. The Equipment Coordinator will communicate the time slots for teams to return equipment in the spring.

At least once a year, preferably in the spring, the Equipment Coordinator will complete an inventory of all equipment and provide the inventory listing to the Treasurer.

Procedure

As stated in policy above

16. ICE TIME & ICE ALLOCATIONS

Policy

All players on a team are to have "equal" game ice time, provided players do not exhibit inappropriate behaviour. It is at the discretion of the team coaching staff to make judgment on what constitutes inappropriate behaviour. Some examples of inappropriate behaviour would be unexcused absences from practices, a disruption of a team practice or game, repeated refusal to follow coaching instructions, inappropriate language, and disrespect for coaches and other team members etc. (see Disciplinary Action & Problems)

The contracting of practice ice and the assignment to the various divisions is the responsibility of the Ice Coordinator.

The assignment of practice ice to the various teams within a division is the responsibility of the Divisional Coordinators.

Ice is to be allocated among divisions based on the registration fees paid. Ice within divisions is to be allocated equitable amongst the teams.

Coaches are to turn back ice slots to the Divisional Coordinators with a minimum of eight (8) days notice. In turn the Divisional Coordinators are to try to allocate to another team in the division and if this is not possible then they are to turn back the ice slots to the Ice Coordinator with a minimum of seven (7) days notice. The Ice Coordinator will make every effort to allocate the returned ice to other divisions before the ice is returned for credit. Late returns may not be credited back to the team or division.

Teams are encouraged to book additional practice ice at their own expense.

Procedure

As stated in Policy Above

17. COMPLAINTS

Policy

The S.H.A. encourages the membership to raise issues that are negatively affecting their experience in the hockey program.

The S.H.A. believes in the "24 hour rule" whereby individuals are expected to use a 24 cool off period before making any complaints.

Procedure

The Grievance Process, part of the Policies & Procedures, outlines the procedure to be followed for members in good standing of the Southland Hockey Association.

18. NON_RESIDENTS

Policy

S.H.A. is under no obligation to allow non-residents to participate. Non-Residents will be permitted to play provided there is space available in the particular division and the necessary player Release Form is approved by Hockey Calgary

Until the Hockey Calgary approved Release Form is presented the player cannot be registered with S.H.A.

Only in exceptional cases will non-residents be permitted to play after evaluations have been completed.

Procedure

Non-Residents, who have expressed a desire to participate in the S.H.A. hockey program prior to the conclusion of evaluations, are to obtain a Release Form which must be approved by Hockey Calgary (player Release Forms are available from the Hockey Calgary website – see Player Releases).

The approval decision is to be based on the benefits and detriments to the hockey program of such a request. The decision is final.

The Release Form which has been approved by Hockey Calgary is to be attached to the Registration Form by the Registrar.

19. REFEREES (revised March 2010)

Policy

The S.H.A. encourages the development of referees.

Teams are to follow the Hockey Calgary playing rules for having referees at games (season, exhibition and tournaments).

For Hockey Calgary sanctioned games (not exhibition or tournament games) Teams will pay for referees, if required, and will be reimbursed by the association where appropriate.

Procedure

Refer to Appendix C for further Policies & Procedures in regard to Referees

20. TEAM BUDGETS

Policy

Teams are to be reasonable on the amount of financial burdens placed on their players' families – an amount that is close to \$100 fund raising/cash call per family is reasonable.

Anything in excess of this (e.g. a team budget over \$1,500-\$2,000, depending on the team size) needs to be unanimously approved by all of the families on the team and must be presented to a sub committee of the S.H.A. Board consisting of three (3) of the President, the Vice President, the Treasurer and the Secretary for final approval.

Teams must spend the funds that they raise from the public in the current season. Any publicly raised funds remaining unspent at the end of the season are to be given to the Association for

use for general purposes. Unspent publicly raised funds cannot be distributed to the parents of the team. The only funds that can be distributed to the parents at the end of the season are any cash contributions that the parents have made to the team that have not been spent.

Procedure

Refer to the S.H.A. Coach Manual.

21. EXHIBITION & TOURNAMENT GAMES

Policy

The S.H.A. encourages teams to participate in exhibition and tournament play provided it does not place excessive time commitments or financial burden on the players and their families.

Teams need to consult the Hockey Calgary rules covering exhibition games and tournament play.

Players who participate in a tournament, in particular and out of town tournament, are the responsibility of the coaching staff at all times that the player is without parental attendance.

Before attending any out of town tournament the team (coaches, players and parents) are to establish and agree on a tournament code of conduct for players.

All out of town tournaments where players are representing S.H.A. are to be "Dry" (no alcohol) for players, regardless if the players have reached a legal age.

Procedure

Refer to the S.H.A. Coach Manual.

22. TRAVEL PERMITS

Policy

All travel permits are to be completed and approved in accordance with the Hockey Calgary rules and regulations.

Procedure

Refer to the Hockey Calgary Playing Rules.

23. TEAM PHOTOS (revised March 2010)

Policy

All teams are to participate in the team photo sessions that are organized by the S.H.A.

Failure of a team to participate will result in reduced ice time for 1 month.

No registration refund is to be made.

Procedure

As stated in policy

24. SELECTION OF CAPTAINS

Policy

There are not to be any full time team captains/assistant captains before PeeWee.

For divisions below PeeWee, if a team decides to use the "C" and "A" on players' jerseys, then they are to be rotated amongst all of the players of the team over the hockey season.

The selection of the captains/assistant captains is the responsibility of the coaching staff. Under no circumstances are players to be involved in the selection of captains or assistant captains.

Procedure

For PeeWee and above, the coaching staff has the option in making the selections for a full time captain and assistants and should consider the following selection criteria:

- Good knowledge of the rules and regulations
- Good role model (hard working, skilled etc.)
- Good communicator (comfortable talking to players, officials and coaches)
- Well respected by team mates and coaches

The selections are to be made in consultation with other coaches.

The selections are not a popularity vote.

The coaching staff should take sufficient time to identify players that meet the above criteria during games and practices to reduce possibility of having to remove a player as a captain or assistant captain at a later time. The full time captain and assistants for PeeWee and above are to be selected after December 1 of the playing season. The C's and A's are to be rotated amongst the players until this selection timing has been reached for PeeWee and above.

25. SUSPENSIONS

Policy

All participants in the S.H.A. are to review the Hockey Calgary rules on suspensions.

Hockey Calgary provides for suspension of players, coaches and parents.

Head coaches, in consultation with their coaching staff and the divisional coordinator, have the authority to increase the suspension period recommended by the Hockey Calgary if circumstances warrant.

Any individual who permits a suspended player to be on the ice during a game (and a practice in certain circumstances) will be subject to the disciplinary action of the Hockey Calgary and review by the Disciplinary Committee (see Disciplinary Actions and Problems).

Procedure

Refer to the S.H.A. Coach Manual.

26. DISCIPLINARY ACTION & PROBLEMS

Policy

There will be a Disciplinary Committee of the Board that will deal with disciplinary actions and problems in regard to Fair Play and the S.H.A. Policies & Procedures.

The head coach and the assistant coaches have the authority to discipline participants (players and parents) in the hockey program for behaviour that is deemed unacceptable.

The head coach and the assistant coaches are to communicate to all participants (players and parents) what constitutes unacceptable behaviour and the corresponding disciplinary action at the beginning of the season.

Procedure

Refer to the S.H.A. Coach Manual.

27. COMMUNITY MEMBERSHIPS

Policy

To play in the Southland Hockey program players should have valid memberships in one of the communities within the boundaries of the S.H.A. as allocated by the Hockey Calgary

S.H.A. has no responsibility for the collection of community membership fees.

S.H.A. will provide selected information on player registration (family name and address) to requesting communities to assist them in their membership canvassing.

Procedure

The community memberships are to be purchased directly from the individual community.

28. RAFFLES AND 50/50 DRAWS

Policy

Teams may run raffles or 50/50 draws to raise funds for a team. The individual team must register with the Alberta Gaming and Liquor Commission and get the appropriate license from a local registrar. Failure to obtain a license can result in a fine from the AGCL. **S.H.A. will not be liable for any team fine that is levied.**

Procedure

To register with the Alberta Gaming and Liquor Commission (AGCL) go to their website – www.aglc.gov.ab.ca – find tab for Charitable Games License Forms and then Raffles <=\$10,000 and then Eligibility for Raffle Licenses (total ticket value \$10,000 or less) – this is the application for eligibility.

Teams need to complete the Eligibility Form – use the team name (e.g. Southland Atom 1 Stars) and the name and address of an individual on the team that will be managing the raffle or 50/50 activity – and then mail it to the Alberta Gaming and Liquor Commission. These applications generally take 10 business days to process.

TEAMS ARE NOT TO USE THE ADDRESS OF THE ASSOCIATION ON THE APPLICATION – IT MUST BE THE ADDRESS FROM SOMEONE FROM THE TEAM

On receipt of the approval and an AGCL eligibility number the team can then go to any Registrar and apply for a team 50/50 license (cost approx. \$20 in 2005) which will be good for 12 months. The team must report 50/50 sales and the use of proceeds to the AGCL at the end of the hockey season. Once the team has its eligibility number it can also apply for a separate license to run a raffle (approx. cost \$20 in 2005). A separate application must be filed for each raffle that a team holds. There are also reporting requirements to the AGCL within 60 days of completion of the raffle.

29. ACCOUNTING POLICIES

(a) Equipment Reserve

Policy

The S.H.A. is to provide on an annual basis for the orderly replacement of equipment through the use of an "Equipment Reserve Account".

Procedure

Each year the S.H.A. budget is to provide for the replacement of at least 1 set of team jersey's for each division and whatever other equipment is required by the equipment coordinator.

During the budget year, the S.H.A.B., with the advice of the equipment coordinator, is to authorize the spending, as required.

One twelfth of the budgeted amount should be accrued by the Treasurer on a monthly basis in the balance sheet Equipment Reserve account and in the equipment expense account in the profit and loss. Expenditures during the year are to be charged to the Equipment Reserve account.

Prior to the fiscal year end the S.H.A.B. is to review the adequacy of the equipment reserve and make such adjustments as are deemed necessary.

Any amounts not spent in a given year are to remain in the Equipment Reserve account. At least every three (3) years the S.H.A.B., in consultation with the equipment coordinator will review the adequacy of the Equipment Reserve account.

(b) Casino Revenues

Policy

Casino revenues are to be recorded to the profit and loss accounts of the S.H.A. in a systematic basis that provides matching of the revenue with the associated expenses.

Procedure

Currently Casinos are allotted to applying non profit organizations on an 18 month cycle.

The proceeds from the Casino are paid out in the quarter after the quarter in which the casino is held (e.g. worked casino in October – Quarter 4 - then proceeds will be paid out in late January or early February of next Quarter).

The proceeds, when received, are to be recorded into a Deferred Casino Revenue account on the balance sheet.

As expenses (principally ice rental) are incurred an equal amount should be removed from the Deferred Casino Revenue account and recorded in the profit and loss account - Casino Revenue.

This will continue until the Deferred Casino Revenue account is reduced to zero.

(c) Tax Receipts

Policy

S.H.A. is not a registered charitable organization and thus it cannot issue tax receipts for donations etc.

However, it is acceptable to issue a letter to a donating party acknowledging the donation.

Procedure

The Treasurer, if requested, will issue a letter that will acknowledge donations made to S.H.A. and deposited in the S.H.A. bank account.

Team managers may issue such letters on behalf of individual teams.

30. APPAREL (Revised June 2009)

Policy:

All apparel bearing the Southland Hockey Association logo and name must be authorized for use through the Southland Hockey Association Board of Directors. No other apparel may be used without this approval to preserve the identity of our members within the hockey community.

Procedure:

Use of the Southland Hockey Association logo and name on apparel other than what is SHAB approved and posted on our SHA website is strictly prohibited. Southland Hockey Association will reserve the right to take appropriate action against any individual or team not adhering to the policy.