



**SYLVAN LAKE MINOR HOCKEY ASSOCIATION
HANDBOOK**

VERSION 3.3 October 11, 2020

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Introduction

This Policy & Procedure manual works in conjunction with the Hockey Alberta By-laws and Regulations Guide as well as the Sylvan Lake Minor Hockey Associations By-laws. Any policies and procedures believed to be in place prior to the development of this manual are hereby no longer recognized and are invalid. All policies and procedures specific to Sylvan Lake Minor Hockey (hereafter to be referred to as the SLMHA) are outlined within this manual, or Hockey Alberta Regulations will apply.

- Any requests for changes to this manual must be presented to the SLMHA Board of Directors and a ruling on the special circumstance or change to the policy will be implemented by the board and noted in the meeting minutes.
- Hockey Alberta Bylaws and regulations will supersede any policies contained herein that are in conflict.
- All policies and procedures apply to all SLMHA teams and members as outlined in this document.

a. Mission Statement

To provide an opportunity for youth within the SLMHA to participate in a structured hockey program, and to create opportunities and valuable life experiences in hockey by providing exceptional leadership and service. SLMHA will endeavor to fulfill this aim by operating teams in all divisions that will be developmental, equally competitive, and fun. It is the association's goal to create an environment that supports the learning of skills in a safe, fun, and supportive community atmosphere.

Objectives

- To build, promote, and encourage the sport of amateur hockey in the Town of Sylvan Lake and surrounding district.
- To support, govern, and improve organized hockey within the district under its control (boundaries).
- To promote among its members, supporters, and teams an overall Community spirit.
- To exercise general supervision and direction over playing interests of players, coaches, managers, and executives with emphasis on the enhancement of good character, sportsmanship, discipline, and citizenship while developing the proper fundamentals of the sport of hockey.
- To act as the governing body of amateur hockey in the Town of Sylvan Lake and surrounding district in accordance with the rules and regulations prescribed by the recognized Provincial and National Amateur Hockey Associations.
- To establish and maintain uniform playing rules and regulations for minor hockey in the Town of Sylvan Lake and surrounding district Amateur Hockey requirements.

b. Zero Tolerance Policy

- SLMHA will not tolerate the abuse of officials, coaches, players, spectators, 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.
- Please reference Appendix 1.0 – Game and Conduct Management / Positive Impact

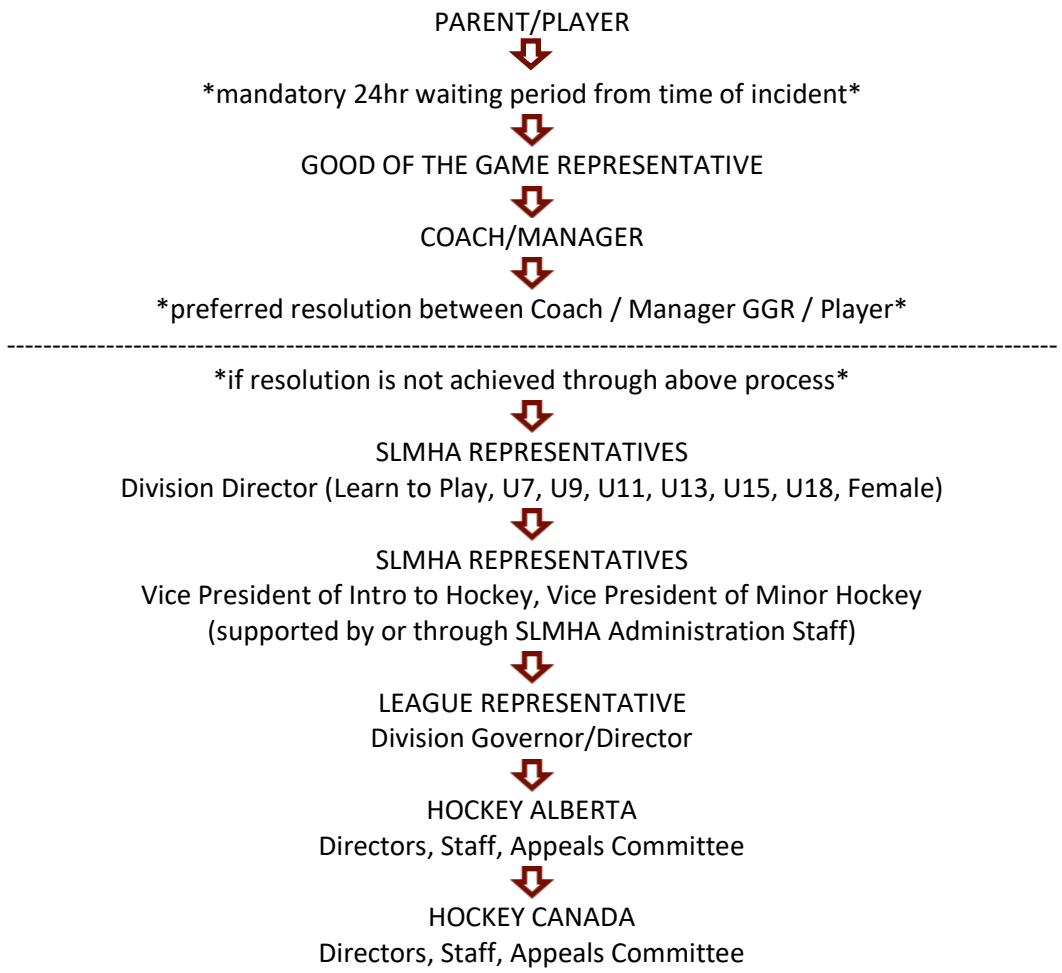
c. Eligible Players

- All youth (Ages 4-18) within the boundaries of Sylvan Lake Minor Hockey as outlined by Hockey Alberta.
- Any players playing within the set "AA" Hub area as outlined by Hockey Alberta may tryout out for the U13, U15 or U18 AA teams. Those players trying out are not considered imports as per Hockey

Alberta Guidelines. <https://www.sylvanlakeminorhockey.ca/west-central-hub-committee-members/>

d. Communication Flow

The following flowchart applies to all association members of SLMHA and its Board of Directors. The flow chart is intended to clarify and mandate communication through the SLMHA. The right to appeal decision(s) at any point throughout the process to the next applicable level of authority exists.



Association Positions & Descriptions

The SLMHA is operated and directed by a Board of Directors. There are 12 elected positions on the Board. The past president holds a position. There can be multiple board appointed positions. The appointed positions duties will be outlined by the current board of directors, based on the requirements of the position. The voted in volunteers are elected to the Board at the Annual General Meeting (AGM) and agree to serve

a two-year term (with exception of President which is a 1-year term). The requirements and duties of the respective Board are outlined in the SLMHA By-Laws. The classification of members is also addressed in this document.

a. The Board of Director Positions:

- President (elected)
 - Senior Vice-President (elected)
 - Vice President of Finance (elected)
 - Vice President of Development (elected, non-voting)
 - Vice President of Minor Hockey (elected)
 - Vice President of Intro to Hockey (elected)
 - Female Hockey Director (elected)
 - U18 Director (elected)
 - U15 Director (elected)
 - U13 Director (elected)
 - U11 Director (elected)
 - U9 Director (elected)
 - U7 Director (elected)
 - Learn to Play Director (elected)
 - CAHL Director (elected, non-voting position)
 - Referee Director (appointed by board, non-voting position)
 - Equipment Director (appointed by board, non-voting position)
 - Fundraising and sponsorship (appointed by Board, non-voting position)
 - Tournament Coordinator (appointed by Board, non-voting position)
 - Permit and Raffle Coordinator (appointed by Board, non-voting position)
 - CAHL Director (appointed by Board, non-voting position)
-
- Anyone running for SLMHA President must have served at least the previous 2 concurrent years in an alternate Vice President elected board position
 - Anyone running for SLMHA Senior Vice-President must have served at least 2 year in an alternate elected Vice President board position
 - Anyone running for the SLMHA Vice President of Intro to Hockey or Vice President of Minor Hockey must have served at least 2 years in an alternate director board position
 - Nominees must be present at the AGM to run for a position or provide written confirmation of their acceptance of a nomination and must be a *member in good standing*.
 - All board members can put their names in during the coaching selection process if they are interested in coaching their child's team.

b. Sub Committees

Although we have several board positions that cover a wide area of Sylvan Lake Minor Hockey business, we do require some special committees to be formed that consist of the Board of Directors and other volunteers. The SLMHA Board of Directors may appoint additional committees to advise the Board or to conduct specific activities for Sylvan Lake Minor Hockey. The committee members are drawn from the regular membership or the community at large. A Sub Committee may be formed by the President or Vice-Presidents. The committee will be headed up by a SLMHA board member and may consist of association members.

Many committees can be formed throughout the year. The following are examples:

- Coach Selection Committee:
The Coach Selection Committee will act as an interview panel and will be made up of the following: Division Director, Board Member, and a SLMHA *Member at Large* or another Board Member
- Appeal Committee:
This is a panel set up to allow those found in violation of SLMHA rules and guidelines the chance to further explain or provide other information in regards to the situation surrounding their discipline either by the SLMHA Suspension Guidelines or through some other act requiring correction by the Senior Vice-President.
- Handbook Committee:
This is a committee that is created if major changes are needed to be made to the handbook.
- Working Committees:
The Sylvan Lake Minor Hockey Board of Directors utilizes working committees to focus on specific areas of our program. These committees then bring back to the board recommendations to be considered for approval. The following shows existing committees and the board positions assigned to participate as required. Further, committee Chairs may choose to request Members at Large to participate in committee meetings. Members at large are selected through a vetting and voting process through the SLMHA Board either in person or via email.

Committee	Chairperson	Members			
Handbook Committee	Board Member	Board Member	Board Member		
Bylaw Committee	Board Member	Board Member	Board Member	SLMHA Member at Large	SLMHA Member at Large
Coach Selection	Division Director	Board Member	Member at large or a Board Member	SLMHA Member at Large	
Disciplinary Committee	President or Senior Vice-President	Division Director	Board Member		
Appeal Committee	Senior Vice President	Board Member	Board Member		
Special Assistance Program	President	Senior Vice-President	Registrar /Administrator	Vice President Finance	
Hub Committee	Board member from Member Hub Association	Board Members from each Member Hub Association			

***The committees except the West Central Hub, listed above will be created or disbanded at the discretion of the SLMHA Board.

Codes of Conduct

Please see Game and Conduct Management Appendix 1.0 for further information regarding SLMHA Codes of Conduct. All Player, Parent and Coaches Pledges must be submitted to the Team Manager and reported as such to the Division Director PRIOR TO OCTOBER 31 of the current hockey season.

Coaches Pledge - Appendix 4.4

1. I will teach my athletes to play fairly and to respect the rules, officials, opponents, and teammates. I will not abuse my coaching privilege.
2. I will ensure all athletes receive equal instruction, discipline, support, and appropriate, fair playing time.
3. I will not verbally abuse my athletes by yelling at them or throwing items for making mistakes or for performing poorly.
4. I will remember that an athlete must be encouraged to have confidence in themselves and in the team
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 they can respect. Respect is earned and I am a role model to these athletes.
7. I will obtain proper training and continue to upgrade my coaching skills. I will remember my coaching philosophy that granted me this position.

Players Pledge - Appendix 3.5

1. I will play hockey because I want to, not because someone else wants me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper and act accordingly as to not spoil the game.
4. I will respect my opponents.
5. I will be a team player.
6. I will remember that winning is not 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.

Parents Pledge – Appendix 3.6

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.
6. I will never ridicule or yell at my child 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 recognize officials are being developed in the same manner as players and will be supportive of their decisions during games.
9. I will support all efforts to remove verbal and physical abuse from the hockey environment.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

Coaches, Players, Parents and Members are expected to abide by the Bylaws, Rules, and Policies of Sylvan Lake Minor Hockey Association, and their behavior is expected to align with the direction of the Bylaws, Rules, and Policies of this code.

All members and participants of the Association shall respect other Members, officials, parents, players, fans, team officials, volunteers, executive committee members, employees, and property of the association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, fans, volunteers, executive committee members, employees, damage to the property of the Association or another Association will not be tolerated, and disciplinary action may result. All members, fans, and participants of the Association shall respect the game of hockey and shall behave in an appropriate manner. Sylvan Lake Minor Hockey Association will not tolerate obscene, belligerent coaches, managers, assistants, players, parents, or fans. Such individuals may be subject to disciplinary action as outlined in the disciplinary section. Parents and fans are not permitted in the dressing room except as expressly permitted by the respective division head and/or coach to assist their

child in changing before or after a game or practice. Under no circumstances will a parent or fan to enter the opposing team's dressing room. Coaches and other team official's players, parents, and fans are not permitted under any circumstance in the official's dressing room, nor are they to confront game officials about the game. Violation by any member, fan, or participant of any provision of this Code of Conduct – Zero Tolerance may result in disciplinary action being taken by the Association.

Harassment and Bullying in all its forms by a coach, player or parent including cyber bullying (e.g.: Facebook, Twitter, etc.) will not be tolerated during the course of any activity or program sanctioned by SLMHA and will be subject to disciplinary action. Everyone is encouraged to report incidents of harassment or bullying. The inappropriate use of Camera's, Cell Phones, PDA's (iPad's, iTouch, Blackberry's) or any other type of recording device is strictly prohibited in dressing rooms OR the inappropriate use of any Camera's, Cell Phones, PDA's (iPad's, iTouch, Blackberry's) or any other type of recording device is also strictly prohibited in and around player's benches. This includes coaches, parents, players, and visitors.

Disciplinary action, including possible suspension may follow any breach of this rule. Please see **Social Media Policy** for more details.

ANY VIOLATION OR BREACH OF THE PROVISIONS IN THIS CODE OF CONDUCT – ZERO TOLERANCE BY MEMBERS, SPECTATORS, OR PARTICIPANTS MAY RESULT IN DISCIPLINARY ACTION BY THE ASSOCIATION AGAINST SUCH INDIVIDUALS WHICH COULD INCLUDE SUSPENSION AS OUTLINED IN THE DISCIPLINARY PROCEDURES.

Please reference [Suspension Guidelines](#) for further information.

Registration

a. Early bird dates and deadlines

Registration will begin June 1. Registration prior to the first Tuesday in August is considered early registration. Any registrations submitted after the first Tuesday in August the member is considered a late registrant. Registration deadline is the 2nd Thursday in September. Players registered after the 2nd Thursday in September will not be guaranteed a placement on a Team.

b. Registration numbers

No minimum or maximum number of registrants. Sylvan Lake Minor Hockey reserves the right to create a wait list based on registration numbers at any level.

c. Payment

- \$200.00 Late Registration Fee will be applied to all existing members registration after the first Tuesday in August
- Payment Methods – E-transfer the full amount to payments@slmha.hockey or by credit card on Team Snap

Payment Options

- Onetime Payment

- Installment plans are available through Team Snap, the payments can break down into monthly installments of 2-4 payments depending on registration date and the payment deadline of October 1st.

We do not accept cash or cheques. Team Snap processing fees have been passed on to the parents due to the increase of operating expenses incurred by SLMHA.

Registration forms for players can be found on the SLMHA website. <https://www.sylvanlakemini-norhockey.ca/>

d. SLMHA Registration Refund

All requests for refunds must be provided in writing to the administrator; payments@slmha.hockey

All requests will have a \$50 administration fee per player. Refund requests will be processed on January 1 and based on a 6-month playing season (Sept 15th to March 15th). Requests for refunds based on a league suspension or other disciplinary action will not be provided. The last date for voluntary withdrawal will be before the team selection process of the current season.

- If a pandemic were to arise, the SLMHA Executive Board will re-evaluate the cost of operations expenses used vs time left in the season and prorate funds appropriately.

The Sylvan Lake Minor Hockey Association refunds are as follows:

- Prior to September 1 100% of paid registration fee less \$50 admin fee per registrant.
- Prior to the team selection process 50% of paid registration less \$50 admin fee per registrant.
- After December 1 no refund will be issued.
 - * Exigent Circumstances will require written explanation to the administrator, supporting documentation is appreciated but not required

ALL REFUNDS will be processed the first week in January. Prior to December 1 SLMHA needs to be informed that the player has quit by EMAIL at payments@slmha.hockey Confirmation of final ice time will be confirmed with said players team via Coaches, Manager or Game Sheets. Requests for refunds based on a league suspension or other disciplinary action will not be provided.

Refunds in the form of cash WILL NOT BE ALLOWED nor will registration fees paid by any charitable organizations. (i.e... Kid Sport, JumpStart, Lace 'em Up, etc.)

e. Special Assistance Programs

SLMHA operates a financial aid program to provide short term assistance to those members who may require funding that supplement other local financial aid programs e.g. Kid Sport. Financial aid requests will not be considered as a standalone financial aid request (without corresponding e.g. Kid Sport applications) The President, Senior Vice-president and Administrator shall handle all applications

confidentially and will grant requests based on: funding available, individual need, income levels of applicants, and past assistance.

Current available programs

- Kids Sport – Assistance with member fees (403) 887 2199 www.kidsportcanada.ca/alberta/sylvan-lake/
- Jumpstart – Assistance with equipment 1 844 937 7529 www.jumpstart.canadiantire.ca
- Lace 'em Up – Provides fees and equipment 1 866 350 2130 www.laceemup.ca
- Step up 4 Kidz – Assistance with registration fees and equipment (587) 207-4353 www.stepup4kidz.ca

Coaches Selections, Certifications, guidelines, duties, and responsibilities

Potential coaches can apply by printing off a Coach Application located on Sylvan Lake Minor Hockey website, under forms. Form will be named '*Coach Application*'. Appendix 4.1, 4.2, 4.3. Forms are to be emailed to SLMHA at general@slmha.hockey as required at bottom of registration form prior to specified deadline. SLMHA will collect all Coach Application forms and compile them. The Sylvan Lake Vice President of Development will work in conjunction with each Division Director in assessing the quantity of applications received.

SLMHA reserves the right to remove any Bench Staff at any point throughout the year at any time.

A. Selection Process

1. All Head Coaching applications will be processed first. The process begins with U18, U15, U13, and U11 AA, as those teams are first to start their seasons. Once these are completed, all applications are reviewed.
2. SLMHA Division Director will contact each of the coach applicants requesting an interview. The interview panel will be made up of the following: Division Director, Board member or SLMHA member at large and Member at Large. Each applicant will receive a standard set of questions appropriate to their division. Each member of the panel will document quality of the applicant's answers.
3. Once all interviews have been completed for all Head Coach Applicants, the same panel will review the interview results / applications and decide based on criteria below.

B. Criteria

1. **Does the coach demonstrate the ability to coach at the level applied?** Potential questions raised will be: Has the applicant taken required Hockey Alberta Coaching Courses as outlined on SLMHA website? What experience coaching does the applicant have at that level? What training or coaching courses has the applicant taken to further develop their ability to coach at the level applied for?
2. **Is the applicant a non-parent coach?** If not, and the applicant will have a son/daughter on the team, is their child able to play at that level? The panel will take special consideration on this

matter. If the child is clear cut to make this team and portrays the skills and ability to play at that level, the panel will take that into consideration. If the child may or may not be able to play at that level, the panel will weigh the options regarding the coach's application. A decision may be delayed until the tryouts unfold and it is determined where the coach's child will play. All the affected applicants will be made aware of the situation.

3. **Quality of answers.** Judging from the answers provided by the applicant, the panel will make decisions about the applicant according to the following:
 - **Hockey knowledge** – Does the applicant demonstrate the ability to teach the game appropriate to the level being applied for?
 - **Time Commitment** – Is the applicant prepared to commit to the job of being head coach? What is her or her work schedule like? Does it allow for flexibility and the time commitment required to be a head coach?
 - **Philosophy** – What is the attitude or game plan of the coach? Do they just play to win or just have fun? Each level of coaching requires a different mix.
 - **Charisma** – The panel will need to get a feel for the applicant. Coaches are especially important parts of the lives of every player on the team. Is the coach there for the right reasons? Do they want to develop all players equally? Will they be a good fit for this team and to represent SLMHA?
4. **Coach Certification Requirements.** Coaching certification requirements must be met in accordance to SLMHA and Hockey AB Guidelines. Refer to Appendix 4.0
5. **Previous history** – Prior Coaching files / evaluations will be considered as part of each individual evaluation

What Coaches can expect during interview process

Coaches can expect to dedicate approximately 30 minutes for an interview in late summer to early fall. They should expect to be interviewed by a panel representing minor hockey. They should expect to be questioned on their ability to coach at the applied level, potentially receiving some whiteboard questions relative to their applicable division. They should expect to receive feedback or an answer on their status within one week from the time of the interview. If the issue is raised on the child's ability to play at that level, this may be delayed until tryouts.

Coaching Responsibilities

1. The Head Coach is appointed by SLMHA and is responsible to SLMHA for all aspects of their team.
2. The Head Coach must be qualified in accordance with all guidelines imposed by Hockey Canada, Hockey Alberta, and SLMHA. The following are a list of responsibilities and expectations of Head Coach:
 - a. Work within the rules and regulations set forth by SLMHA, Hockey Canada, Hockey Alberta, and League.
 - b. Provide at least one suitable and qualified assistant coach that has been approved by SLMHA coach selection committee.
 - c. Submit a list of all bench staff to SLMHA office for Board review / approval

- d. Work closely with the Director
- e. Organize a parent meeting to open communication lines, present rules, expectations, scheduling, tournaments, travel, fundraising, coaching philosophy and to appoint a team manager, treasurer, and volunteers to fill various other positions to ensure a successful season
- f. Be responsible for player discipline and consequences in accordance with SLMHA rules and regulations
- g. Treat each child within the team with respect and uphold the Coaches Pledge provided by SLMHA
- h. Keep player attendance record for games and practices
- i. At the beginning of the season obtain necessary equipment and supplies from the SLMHA Equipment Manager (deposit will be required at time of pick-up). This includes jerseys, pucks, cheque books, pylons, and first aid kit.
- j. Responsible for having at least one coaching staff member (or a team appointed parent) present in the dressing room always and ensure the safety of all players to the highest potential possible. Please reference **Dressing Room Conduct** for more information on this.
- k. Attend all mandatory SLMHA Coaching Meetings / Trainings and encourage assistant coaches to do so as well.
- l. Be willing to work with other coaches in efforts of sharing knowledge and practice ice as allocated for the development of all SLMHA players
- m. Read and Review the Coaches Handbook.

Managers guidelines, duties, and responsibilities

1. The Team Manager may be responsible to adhere to promote the directives of SLMHA and its Board and administer their Team within established policies and guidelines in accordance with Managers Handbook.
2. The Team Manager My be responsible to oversee all administrative duties for the team such as:
 - a. Team is required to contact SLMHA Financial Institution in Sylvan Lake and update signors on Team Bank Account and prepare Team Budget with the Team Treasurer (information will be provided to the manager at the start of the season from their Division Director)
 - b. Submission of SLMHA Coach conduct forms. Review with team Parent and Player Code of Conduct forms.
 - c. Supply and maintain possession of Team Medical Forms
 - d. Prepare a manager's file with relevant information, forms, and game labels to bring to every game and practice
 - e. Assist in any team / player conflict resolution processes
 - f. Tournament Registration
 - g. Arranging for team buses and hotels for out of town travel
 - h. Preparing, submitting and retaining copies of all team travel permits
 - i. Ensuring all major penalties and suspensions are properly reported and served

- j. Distribution of team schedules to parents.
 - k. Pickup and proper care and return of SLMHA jerseys
 - l. Coordinate timebox / scoresheet volunteers
 - m. Notify referee assignor to book referees (go through your director) for all exhibition games
 - n. Submit Hockey Alberta Player Affiliation forms to the Division Director
 - o. Any other administrative duty that may arise from time to time
3. It is the Managers responsibility to oversee the above duties, however at a Parent Start Up Meeting at the beginning of the Season, the Manager may assign these duties to a parent on the team
 4. Refer to the Managers Manual located on the SLMHA Website under 'Forms' for detailed breakdown of procedures throughout the Hockey Season

Team positions

Treasurer – Responsible for recording all budgetary information into the budget template. They will be responsible to hand in an initial budget before any team fundraising can occur. Mid-season and year end budgets will be completed accurately and handed in to the director on or before set dates. The Treasurer will make sure the team follows all team budget guidelines and will report any issues directly to the director.

Good of the Game Representative – Be the primary mediator between the team and coaching staff. Record any issues using the Incident Report Form (*Code and Conduct Complaint Form* Appendix 1.1 found on the SLMHA web site). All forms are to be submitted to the SLMHA Administrator once completed. If the GGR is the one with concerns, the Manager will act as the GGR for that instance and will be required to record the circumstance into the logbook.

Fundraising Coordinator – Responsible for heading up and taking responsibility for raffle licenses given to the team for their fundraisers. Close out all licenses within 48 hours of raffle or fundraiser being complete. The fundraising coordinator works with the SLMHA raffle coordinator.

Home Jersey Parent - Bring jerseys to games, attend to any minor repairs, advise equipment director of any major damages to equipment, periodically wash jerseys.

Away Jersey Parent – Bring jerseys to games, attend to any minor repairs, advise the director of any major damages to equipment, periodically wash jerseys.

Other potential roles – Picture Coordinator, Hotel Coordinator, Time Box Coordinator, Team Snap Scheduler for CHAL.

SLMHA Board members are **not permitted to hold the position of **GGR**, Spouses of Coaches or Assistant Coaches or Managers are **not permitted** to hold the positions of **GGR (Good of the Game Representative)**.

Divisions – Teams and Selection Process

A. “AA” Hub Policy as Outlined by Hockey Alberta

Players will obtain the necessary permission from their Resident LMHA, via the “AA Notification of Tryout” form, to try out for the “AA” Hockey Team that operates in the area in which they reside. Players will not be considered “Import” Players to the Recruitment Area Team in which their Resident Local Minor Hockey Association is located.

The Local Minor Hockey Association may not refuse to give permission to a player that wishes to try out for his/her Resident Recruitment Area Team.

Players not residing within SLMHA boundaries who wish to try out with a West Central Tigers “AA” Team must first complete a “AA Notification of Tryout” form and submit to their resident (local) MHA, once signed by the association’s President, that form needs to be submitted to the tryout location’s Association (SLMHA). If the player does not make the team, they are required to inform their local MHA. If the player makes the team, they must then fill out a “AA Player Movement Form”. Players must register with their resident LMHA before registering with the AA Hub team to try out.

Each Regional “AA” Team will be overseen by the AA Hub committee. Number of players per AA Team will be determined at the start of each season and may be dependent on registration volumes. Final player numbers for each Team will be at the discretion of the AA Tigers Hub Committee.

B. Female Hockey (Wildcats)

The Female Hockey Teams will each be formed including players from the following Minor Hockey Associations: Sylvan Lake, Eckville, Rocky Mountain House, Spruce View and Caroline and will be known as the West Central Wildcats. The Wildcats currently play out of Eckville MHA.

C. Affiliations and Accelerated Movement

Affiliation - Teams may affiliate as per Hockey Alberta Rules:

8.4 A Hockey Team may have affiliated with it one or the other of: (a) one (1) Hockey Team from a lower Division or Category within their LMHA; (b) up to nineteen (19) Specially Affiliated Players from a lower Division or Category within their LMHA.

****There will be no affiliation within the same Division.**

SLMHA Conditions for Player Acceleration within Association only.

1. Only Second year players will be considered for Player Acceleration.
2. SLMH Board has the right to revoke accelerated status at any time.
3. The Player and Guardian must submit a letter outlining the rationale for being considered as an Underage Player. A reference letter from previous division director and or coach is helpful as well.

4. Higher registration fees will be collected upon final approval to higher level.
5. Player acceleration status will be granted for one year only.
6. Players approved to play up a division are not eligible to play as an affiliated player with any team.
7. Final approval for Player Acceleration status must be obtained from the SLMHA Board once the evaluation process is complete.

Player Acceleration Guidelines for Underage Players

1. From U7 to U9 - applications will not be accepted for players wishing to move up to U9.
2. From U9 to U11 – applications will be accepted for players wishing to move from U9 up to U11. The player applying for accelerated status must be evaluated to have a skill level in the in the top 5 skaters of the TOP team in the U11 Division to qualify for this program. If the applicant does not meet these requirements, they will be moved back to the U9 division to play for the year. The Evaluation Team that is created for the team selection will be made aware of the accelerated application and will be asked to identify the ranking status that the applicant achieved to the Head Coach, Division Director and the SLMHA board.
3. From U11 and Up – applicants will be accepted for players wishing to move up a division to play on the “AA” Hub Team. **NO** applications will be accepted for players wishing to move up a division to play on A, B, C teams. SLMHA will reference and follow Hockey Alberta AA Hub models Player Acceleration Guidelines. It is attached in Appendix 3.7 for your reference.

Discipline Policy

Sylvan Lake Minor Hockey Association will mandate discipline for the following:

- Activities at any SLMHA sanctioned event (practice, game, team activities)
- All road trips or special event travel.
- Any inappropriate interaction between coaches/team management, players, and parents.

NOTE: SLMHA will not mandate discipline for incidents outside of the above parameters unless deemed necessary by exceptional circumstances.

A. Suspensions

1. Game related suspensions issued in accordance with Hockey Canada and Hockey Alberta Rules carry the length imposed as such, however, SLMHA reserves the right to add further suspensions as deemed appropriate.
2. Suspended parties shall have the right to appeal the decision (See appeals)
3. Should an incident arise which requires a hearing before the Disciplinary Committee, those involved in the incident are considered suspended pending hearing results.
4. The Senior Vice President has the power to impose suspensions. Any suspension shall take effect immediately and include ALL GAMES for the duration of the suspension.

5. A Disciplinary Committee will be made up of the SLMHA President or Senior Vice President as Chairperson, the Division Director involved, and one other SLMHA Board member as appointed by the SLMHA Board once per year.
6. Any player, team, or team official who knowingly supplies false information to a representative of the SLMHA will be immediately suspended and the matter referred to the Disciplinary Committee for action.
7. Unacceptable behavior by coaches, players, parents or spectators during or after games, including punching, fighting, swearing, abusive language, implied intent of threat and/or damage in any part to the facility etc., will be dealt with by the Senior Vice President and the Disciplinary Committee.
8. Incidents in which SLMHA Bylaws & Regulations are not adhered to will also be dealt with by the Senior Vice President and the Disciplinary Committee.
9. Suspension length will be determined within 5 days for any term deemed “indefinite” at the time of notice of suspension being delivered.

B. Suspension Guidelines

1. These guidelines are for all persons in or on arena property who are there as a Spectator, Player, Coach, Manager, Referee, Parent, etc. who are not or cannot be written up on the game sheet. They are also for all persons who are traveling on team buses, staying in hotels, or as billets while participating in hockey tournaments.
2. They are also applicable to anyone associated with Sylvan Lake Minor Hockey as a member of the Board, a sub-committee, official or timekeeper/scorekeeper, etc. who has contravened the tenets of the Good of the Game.
3. The following suspensions are to be assessed against anyone whose behavior is deemed to be unbecoming or unacceptable to the game. Based on their conduct, more than one of the following offences may be assessed:
 - The offender shall be suspended from all hockey activities with all teams the offender is associated with during the determined suspension period. The more stringent of Hockey Alberta or SLMHA Guidelines will apply.
 - Defiance of suspensions will result in first the doubling of any suspension minimum and, secondly, if need be, the player attached to the suspended spectator will serve the suspension until the spectator has agreed to do so themselves. The Senior Vice-President reserves the right to adjust the term at his or her discrepancy.

NOTE: “Suspension Guidelines” are applicable to players or coaches/bench staff whose conduct on or off the ice was not addressed on a game sheet/write up by the referee by way of a HC playing rule.

OFFENSE	SUSPENSION
Abuse of an Official	
Verbal	the greater of three weeks or 3 games
Threaten or Attempt to Strike	the greater of six weeks or 6 games
Striking or Intentional Touches	Indefinite Suspension for a Discipline or Special Committee to assess
Non-compliance with direction given by an official or failing to comply with SLMHA Operations Directives and/or Bylaws	Indefinite Suspension for a Discipline or Special Committee to assess
Making inappropriate or unsuitable remarks	
To a player	the greater of two weeks or 2 games
To another spectator	the greater of two weeks or 2 games
To a coach or manager	the greater of two weeks or 2 games
To an official *An official in this case shall be defined as a referee, linesman, time/scorekeeper, a GGR, a SLMHA Board Member or sub-committee member.	the greater of two weeks or 2 games
Pre or post game altercations (parents, players, bench staff, spectators)	
Verbal	the greater of two weeks or 2 games
Intentional touches or holds	the greater of six weeks or 6 games
Fighting	Indefinite Suspension for a Discipline or Special Committee to assess
Threats	the greater of three weeks or 3 games
Spitting	the greater of eight weeks or 8 games
Throwing of objects	the greater of six weeks or 6 games
Person who orders, implies, or suggests to a player to deliberately attempt to injure another player	the greater of three weeks or 3 games
Refusal to cooperate with a GGR	the greater of six weeks or 6 games
Threatening a GGR	3 Months
Physical abuse or assault of a GGR	Indefinite Suspension for a Discipline or Special Committee to assess
Unauthorized stepping onto the ice surface during a game (the coach, assistant coach, bench staff, any Spectator must have referee's permission	the greater of four weeks or 4 games
Second Offense	Double the minimum for a Discipline or Special Committee to assess
Third Offense	Indefinite Suspension for a Discipline or Special Committee to assess
Unauthorized entry into an official's room (Athlete, Coach, Manager, or Spectator)	Indefinite Suspension for a Discipline or Special Committee to assess

Appeals:

- Appeals can be made to the SLMHA Senior Vice President in writing, within 3 days of a decision
- The appeal must be accompanied by a \$100.00 payment, which is non-refundable.
- The Senior Vice President will assemble the appeal committee made up of the SLMHA President or Senior Vice President as Chairperson, the Division Director involved, and one other SLMHA Board member.
- A hearing will be scheduled within 7 days of receiving the appeal, those involved in the incident are considered suspended pending the hearing results.

Ice Policy:

SLMHA budgets yearly for ice allocation and any additional costs associated with such, including increases from the Town of Sylvan Lake as deemed necessary. We must use this ice wisely and avoid any conflict with the Town of Sylvan Lake.

Use of Ice:

SLMHA contracts with the Town of Sylvan Lake for a specified amount of ice during the applicable hockey season. Ice not used because of miscommunication, scheduling outages, teams double booked or for any other reason is billed to SLMHA. All ice allocated to teams needs to be utilized as committed. Rental of out-of-town ice must be paid for by the individual teams and booked by the SLMHA Ice Coordinator. All ice will be given to each Team Manager or Head Coach via the Division director. No teams or league officials shall change ice times with another team without first advising the Ice Coordinator.

All ice slots are monitored and that is why it is so important that all changes made must be reported to the Ice Coordinator. Each team is responsible to have a parent or coach (not ever a player) check the dressing room prior to and after each game or practice. This will protect the team from charges for cleaning or damages. To maximize efficient use of ice no team shall go over their allotted ice time. Any charges for extra billing must be paid in cash by the team. All ice privileges will be suspended until payment is received.

No player shall be allowed on the ice (including having their feet dangling over the boards) until the Zamboni has completely left the ice surface.

All SLMHA members will not hassle any rink attendant, if a team feels they have been shorted of time, contact your Division Director, or have the Team Manager contact the Ice Coordinator with details. Nothing will be gained by yelling at a Rink Attendant.

Ice Allocation and Usage:

SLMHA ice times are scheduled for the specific team as such and are not to be abused. Only players and carded team officials are permitted the use of ice during that ice time slot. No players, siblings or coaching staff that are not on the team, are to be permitted on the ice surface unless they have consent of the Division Director **and** the President or Senior Vice President prior to the scheduled event. All ice time for any Team skating is to be scheduled / requested through the SLMHA Ice Coordinator. No ice time is permitted to be booked by the Team directly with any rink.

Ice Cancellation

- Any teams that need to change or cancel scheduled ice time (game or practice) must contact the SLMHA Administrator immediately. If cancellation is within 5 days of ice time, SLMHA reserves the right to impose a fee to the SLMHA team.
- Failure to do so will result in the associated team being billed the rental cost as per daily rates set forth by the Town of Sylvan Lake.
- These charges must be paid in cash or cheque by the team, ice privileges will be suspended until payment is received.

Advertising and Sponsorship

- SLMHA team Sponsorship allocations will be regulated from year to year based on the level of hockey. The amount each team may collect will be available on the outlined SLMHA budget. Example: U7 & U9 may collect no more than \$2000.00 in corporate sponsorship. Refer to SLMHA Budget Template for further details.
- SLMHA teams are to refrain from collecting funds from association sponsors.
- SLMHA Apparel is to be approved by the SLMHA board. Apparel is to be purchased at the approved business and may only contain the SLMHA logo's and Player Name and/or Number. If required, Team may add one sponsor logo per item.
- For example: If a team purchases a track suit it will have the SLMHA logo and one sponsor, a team may also purchase a hoodie with the SLMHA logo and one sponsor logo (same or different sponsor, but only one)
- A track suit is considered as one item. There is to be only one sponsor for track jacket and track pants.
- If a SLMHA team would like to advertise their team in any way the association sponsor needs to be recognized; this is including on the website.
- If a team is taking an ad in the paper or making a flyer they are referred to as the Sylvan Lake "sponsor name" Lakers.

Fundraising

- Current policy concerning fundraising stipulates that careful accounting take place with statements, cheques and cheque stubs, dual signing authority and the like being established.
- Responsible parents should take this on solely based on consensus within the parent group of Team.
- SLMHA believes all teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for team events, tournament and or coach/player gifts.
- When raising funds, members are reminded that they are representing Sylvan Lake Minor Hockey and should conduct themselves in a positive manner.
- Raffles – See Below: Tournament/Team Raffle

Tournament/Team Raffles

- Complete the information sheet located on our website to apply for your raffle.
- Complete raffle prize list, this list must include all prizes, the prize retail value. (even donated prizes)
- Tournament guideline - price of tickets, will be: 1 for \$2.00 - 10 for \$10.00
- Tournament guideline - 50/50 will be 3 For \$5, one progressive jackpot.

- Tournament guideline - Player board approximate value, will be: \$5/player x 100 = \$500.00
- Tournament guideline - Puck toss: how much pucks are and how many will be sold. Example \$5/puck 200 pucks (potential earnings) = \$1000.00. make this a sponsored event.
- Date Location and time of draw.
- Completed Application Forms: Teams submit it to the SLMHA Raffle Coordinator, Tournaments – Submit to the Tournament Coordinator and the SLMHA Raffle Coordinator.
- Raffle licenses are required for ALL Team/Tournament Raffles per AGLC regulation. These licenses MUST be obtained through the SLMHA Raffle Coordinator. A deposit of \$100 is required at time of application. The deposit will be returned upon completion of the raffle and submission of required AGLC documentation. This documentation must be returned to the SLMHA Raffle Coordinator within 2 weeks of the raffles draw date.
- As per the AGLC, SLMHA has a Casino/Raffle operating account. ALL monies raised via raffles must go into this account. The team/tournament raffle representative is to write SLMHA a cheque for the amount raised and in turn the SLMHA VP of Finance will transfer the money raised back to the team/s.
- There will be a \$50.00 Tournament raffle fee and a \$100.00 deposit. This will include your tickets for raffle table, tickets for 50/50, cash box Binder with the prize sheet winner list. Banker box and Ziploc bags (one for each prize on table), as all tickets sold must be saved for one year. Once this is all completed and returned to SLMHA office. Your team will receive their \$100.00 deposit back.

Provincials and Team Travel

- Any Team from U13 to U18 are eligible to take part in Provincial Playdowns. Teams are to notify the SLMHA Office of their intent PRIOR TO December 15 of the current season informing of their intention. Teams will be required to remit payment of \$250.00 at time of declaration. This payment is non-refundable.

Tournaments and Travel

- A maximum total of 4 tournaments or '*Travel Weekends*' are permitted (including the Teams locally hosted Tournament). Travel permits are needed when traveling outside our zone. Any tournament outside of 400 kms will require the approval of the Director.
- SLMHA Players carrying valid driver's license are permitted to take themselves to / from home games or practices including 'Home' games taking place in a nearby community arena (i.e.: Spruce View, Eckville etc.)

Dressing Room Conduct

All teams are to keep their rooms clean. Any garbage on the ground is to be put away after all games and practices. At least one member of the coaching staff is to be present in the room, or just outside the door, always. Any damage incurred to the room by the team will be paid for 100% by the team.

Team Uniform / Equipment Guidelines

- a. Player Protective Equipment
 - Players protective equipment and all other equipment must abide with the most current edition of the Hockey Canada Official Rulebook
 - Mouth guards are mandatory for all players practicing and / or playing in the SLMHA

- All players must wear full equipment while participating in any on-ice activity
- b. Coach Protective Equipment
 - All coaches and bench staff must wear a helmet while participating in any on-ice activity
 - All carded U18 players who are on the bench but not playing must wear a minimum of a helmet, face mask, and neck protector per Hockey Canada rules
 - All carded U18 players who are carded with a team as an assistant coach / bench staff must wear a minimum helmet, face mask, and neck protector on the ice (practices) per Hockey Canada rules
- c. Home and Away Team Jerseys are provided by SLMHA and remain property of SLMHA under the Direction of the Equipment Director. These jerseys are to be used for all League, Playoff and Exhibition Games. These jerseys are not to be used as practice equipment.
- d. To maintain the longevity of jerseys, SLMHA WILL NOT permit name bars to be placed on SLMHA jerseys.
- e. Letters (C's A's) are not to be pressed onto jerseys but may be stitched. These letters are to be removed by the Team prior to return of the jerseys to the SLMHA Equipment Director. One set of socks to be used both Home and Away will be provided for each player registered on the Team. The socks become property of the Player. Replacement cost of the socks if required will be borne by the Player or Team.
- f. Jerseys and Equipment (Pucks / Coaches Board / First Aid Kits) will be assigned to the Coach or the Team Manager upon receipt of payment of \$350. The Coach / Manager is responsible for in season care and return of the Team Jerseys at seasons end (washed and in numerical order). Upon return of equipment and all required Team documentation (Final Budgets / Coach evaluations etc.), the Team will be provided with a return of up to \$250 of the previous payment. SLMHA recognizes that wear and tear will occur due the nature of the sport, however abusive and careless treatment of the equipment will not be tolerated.
 - All Jerseys are to be cleaned regularly. Repairs should be made as required to maintain overall quality of each Jersey. Teams will be responsible to cover the cost of repair / replacement for any damage incurred to the jerseys
- g. Alternate (Third) Jerseys
 - Teams may purchase their own set of Jerseys (Third Jersey) with Team Funds provided the jersey style / color is approved by the SLMHA Board of Directors
 - If the Team has an established SLMHA advertising partner, the team must obtain and apply the cresting of the advertising partner to PRIOR to the Team wearing the Team Owned Jerseys in a game
 - Any advertising on Team Owned Jerseys must be approved by the SLMHA Board of Directors
 - Team Owned Jerseys may have name bars added at the Teams discretion
 - Any Team found violating this policy will be faced with a fine in the value of \$500 - \$1500 for first offence (subsequent violations will see an increase in fine)

Logo's Colors and Insignia's

- a. The official uniform shall be similar to Calgary Flames home and away colors appropriately crested.
- b. Logo Usage
 - SLMHA Logo (examples below) and/or any variation of the SLMHA logo are not to be used on any publication, apparel, equipment, or any other use without express written consent of SLMHA.

- Requests to use the SLMHA logo can be done using the Logo Release form which is available on the SLMHA website.



Social Media

SLMHA Social Media and Networking Policy. The policy will encompass public communications through such mediums and websites as Twitter, Facebook, Instagram, Snap Chat and any other social media network that allows users to communicate online. The policy will be applicable to all members of the SLMHA Community, including Board of Directors, staff, on-ice and off-ice officials, players, players' family members and supporters.

The SLMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. The SLMHA also respects the right of all Teams and Association personnel to express their views publicly. With that said, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the SLMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the League and/or the SLMHA.

When using social media and networking mediums, the SLMHA community should always assume they are representing the SLMHA. All members of the SLMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media.

a. Social Media Guidelines

1. The SLMHA holds the entire SLMHA Community and their members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.
2. Comments or remarks of an inappropriate nature to a Team, the SLMHA or an individual will not be tolerated and will be subject to disciplinary action
3. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including SLMHA and/or Team personnel, players, corporate partners, and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner.

4. Photography in the Team Locker Room will not be tolerated and may be subject to disciplinary action.
5. Always use your best judgment – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

b. Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the SLMHA Social Media Policy and may be subject to disciplinary action by the Team, League and/or SLMHA.

1. Any statement deemed to be publicly critical of SLMHA officials or detrimental to the welfare of a team member, Team, the Association or an individual.
2. Negative or derogatory comments about a team, League, programs, stakeholders, players, or any member of the SLMHA.
3. Any form of bullying, harassment or threats against players or officials.
4. Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing sexual exploitation, etc.
5. Online activity that contradicts the current policies of the SLMHA.
6. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the SLMHA policies and regulations on these matters, such as the SLMHA Fair Play policy.

c. Discipline

1. The Team, League and/or the SLMHA are entitled to investigate reported violation(s) of this policy in the manner determined by the Team, League and/or SLMHA Board of Directors for these other types of violations
2. If the investigation determines that a violation has occurred, the SLMHA Director of the Division involved will review the incident with the SLMHA Senior Vice President, and the Senior Vice President will impose an appropriate suspension.
3. Any appeal of the suspension will be dealt with as set out in SLMHA related policies for other types of suspensions.

Budgets

1. Each Team is required to assign a Treasurer and start a Team Bank Account at the specified Institution in Sylvan Lake.
2. The Team Treasurer will be responsible for submitting a digital copy of their Budget to the SLMHA Board of Directors. A template is provided for the Team Budget on the SLMHA website.
3. **Any Budget submitted on an altered version or any other version will not be accepted.**
4. **All unused cheques and deposit books must be returned to the SLMHA office within 2 weeks of the final game of the season.**
5. The budget submissions will occur at 3 points through the Minor Hockey Season
 - i. Initial Budget - due October 31st
 - ii. Mid-season budget - due December 31st
 - iii. Year End budget - due NO LATER than April 15th.

- iv. Please keep in mind that no fundraising is allowed until your budget has been submitted and approval received by SLMHA
6. Limits have been assigned to various forms of Team spending – refer to current Budget Template which outlines these limits.
7. Guidelines for proper entry of Team Revenue and Expenses is included on the current Budget Template.
8. Team bank accounts will be reviewed and cleared as of May 31 of the current year.

Travel Permit

- Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit **MUST** be obtained to play in any exhibition or Tournament game outside of Sylvan Lake.
- You do not have to obtain a travel permit for any league games
- Travel permits must be in your possession at the game for which the permit was received
- Travel Permit requests are required to be submitted **a minimum of 7** days in advance of Travel
- Failure to comply with the conditions described on the Travel Permit will result in future permits being denied and / or possible Team fines

Exhibition Games

- Exhibition games for all games from U7 to U18 need to be submitted for an exhibition game permit. The process will be to submit the game date, time, and location on to the form located on the Sylvan Lake Minor Hockey Website named Exhibition Permit. The HOME team is responsible for the application of the game permit.
- All games within U7 are exhibition games, all games must be submitted.
- U9 to U18 any game that is scheduled by your team and not your league is an exhibition game.

Game Sheets

Exhibition Game sheets and Tournament Game Sheets for U11 to U18 need to be submitted to Daryl Pickering, the Zone 4 Discipline Coordinator, within 24 hours of the completion of the games to zone4discipline@gmail.com. U9 only sends game sheets to Daryl Pickering if there is a major penalty

Definitions

Good of the Game Representative (GGR) – *The Good of the Game Representative (GGR)* is the primary mediator between the team *and* coaching staff. This person is appointed / elected by the Team Parents and Coaching Staff at the start of the season.

Member in Good Standing – Member in good standing is a member of our organization whom has remained current on organization dues and payments, has fulfilled the requirements for membership in SLMHA and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership

Member at Large – Members at large represent and are accountable to the general membership of SLMHA. Members at large may be requested to join special Committees or attend parts of Board Meetings as determined by SLMHA.

Travel Weekends – Any travel which takes place out of town (more than 50km from Sylvan Lake) and includes a scheduled overnight stay. This applies to all pre-season, exhibition, regular season and / or playoff games

Appendix List - All forms can be found on SLMHA website under Forms or Information tabs

1.0	Game and Conduct Management Positive Impact
1.1	Incident Report
2.1	West Central Tigers Towns
3.1	Player Registration – Learn to Play to U18 Lakers
3.2	Player Registration – Wildcats U11-U18 – Eckville and Bentley
3.3	Player Registration – U13 to U18 Tigers
3.4	Player Tryout Evaluation Form
3.5	Player Pledge
3.6	Parent Pledge
3.7	Player Acceleration Form
4.0	Coaching Certification Requirements
4.1	Coaching Application - Lakers
4.3	Coaching Application – Tigers/Panthers
4.4	Coach Pledge