

DEVON MINOR HOCKEY ASSOCIATION



OPERATIONAL RULES AND REGULATIONS

SECTION I: GENERAL

1.0 PREAMBLE

- 1.1. The Rules and Regulations outline the policies under which Devon Minor Hockey Association (DMHA) conducts hockey operations. Notwithstanding any item contained in these Rules and Regulations, all participants (individuals and teams) in DMHA, all members of the Association, including players, parents/guardians, coaches, team officials, or fans are bound by the Bylaws and Rules and Regulations of DMHA, Hockey Alberta and Hockey Canada.
- 1.2. The Rules and Regulations may be revised or amended from time to time as determined by the Executive Committee. However, prior to any revision or amendment to the Rules and Regulations, a review must be undertaken by the Executive Committee to ensure any revision or amendment is in the best interest of the membership and DMHA as a whole. Any changes, amendments or revisions to the Rules and Regulations shall be voted upon by the Executive Committee voting members. DMHA shall have the responsibility of updating the Rules and Regulations and shall be responsible for ensuring the current Rules and Regulations are available to the membership. Further, revisions or amendments made to the Rules and Regulations must be indicated by date (ie revised January 2024) at the bottom of the page to ensure members are using the most recent copy of the Rules and Regulations document. The Rules and Regulations document will be uploaded to DMHA's website where all members will be able to access them.

2.0 GOALS, VALUES, AND BELIEFS

DMHA is established to foster and develop organized amateur minor hockey. The intent of the DMHA is to provide for every minor hockey player in the Devon service area an opportunity to participate in a well-organized and structured hockey program.

- 2.1. DMHA is based on the following principles:
 - 2.1.1. Equality of opportunity for all participants regardless of ability, race, gender, or religion.
 - 2.1.2. Emphasize the development of player's hockey skills, sense of fair play, and teamwork.
 - 2.1.3. Promotion of the enjoyment of the game for all players.
 - 2.1.4. Player well-being and safety will be held paramount above all other factors.
 - 2.1.5. Providing a positive learning and maturing experience for young athletes in a minor hockey setting.
 - 2.1.6. Work in conjunction with Hockey Alberta to create positive opportunities and experiences for all players through innovative leadership and exceptional service.
 - 2.1.7. DMHA will strive to operate with clearly defined rules and regulations, job descriptions and proper planning in the best interest of the general members.
 - 2.1.8. DMHA will be fiscally responsible and display transparency with the members.

3.0 HOCKEY ALBERTA AND HOCKEY CANADA

DMHA will operate as a member of Hockey Alberta and Hockey Canada in accordance with the bylaw requirements of Hockey Alberta and Hockey Canada. DMHA will:

- 3.1. Conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required.
- 3.2. Unconditionally commit to obey and abide by Hockey Alberta's and Hockey Canada's Constitution, Bylaws and Regulations.
- 3.3. Recognize Hockey Alberta as the supreme authority respecting hockey in the Province of Alberta subject only to a right of appeal to Hockey Canada.

4.0 DEVON MINOR HOCKEY ASSOCIATION BYLAWS

- 4.1 DMHA Bylaws are available on the website. Bylaws can only be changed or amended by vote as outlined in the Bylaws at the Annual General Meeting (AGM) of the association. These Bylaws may be cancelled, altered or added to by a Special Resolution at any AGM or Special Meeting of the Members. Twenty-one (21) days' notice of the AGM or Special Meeting of the Members must include details of the proposed Special Resolution to change the Bylaws. As mentioned in the Societies Act there must be approval by a vote of 75% to pass the Special Resolution. Executive Members, Directors, Coordinators and General Members may participate in a meeting of the Board by means of virtual communications equipment by means of which all persons participating in the meeting can hear each other, and an individual participating in a meeting pursuant to this subsection shall be deemed, for the purposes of these Bylaws, to be present in person at the meeting. The amended Bylaws take effect after approval of the Special Resolution at the AGM or Special Meeting and accepted by the Corporate Registry of Alberta.

5.0 ATHLETE RIGHTS

DMHA promotes the following athlete's rights:

- 5.1. The right to fair and impartial treatment.
- 5.2. The right to enjoy the sport and have fun.
- 5.3. The right to be treated with dignity.
- 5.4. The right to have their needs and not those of the adults fulfilled.
- 5.5. The right to have a positive example set by adults in minor hockey.

6.0 CONSENT FOR DISCLOSURE OF PERSONAL INFO

- 6.1 DMHA is committed to privacy for its members. Any player participating within DMHA must have their parent/guardian complete and sign a Freedom of Information Form (FOIP) when they initially register. This form will be valid from the date of registration onward till the player either reaches the age of 18, request from the parent/guardian to void the form or they register with another association and/or are released from DMHA.
- 6.2 DMHA will collect and use personal information for the purpose of registering said player with Hockey Alberta, and to allow managers to post players name, game information related to the said player and

team, and individual hockey pictures on the team website or social media.

7.0 MEMBERSHIP

Membership with DMHA shall be defines as follows:

- 7.1. Player: Registered hockey player, whose permanent address falls within DMHA's boundaries and is registered for the season with DMHA under the player movement process, and AA Model with Hockey Alberta.
- 7.2. Parent: Parent or guardian of such registered hockey player.
- 7.3. General: General membership shall be open to any adult over 18 years of age who resides in Alberta, who support the objectives of DMHA and pays the annual membership fee (annual membership fee to be determined annually). A person may become a member by submitting a membership application from each year and making the payment of an annual membership fee that will be determined annually by the Executive Committee. Membership is effective upon approval of the application by way of favorable vote of at least 2/3 of the voting members of the Executive Committee. Membership ends May 31 of the current hockey season and/or executive term.
- 7.4. Executive: members as defined in the Bylaws.

8.0 DUTIES AND PRIVILEGES OF MEMBERSHIP

- 8.1. All members shall be entitled to attend the Annual General Spring meeting. Only members in good standing and valid members of DMHA whose boundaries fall within DMHA's boundaries are allowed to vote.
- 8.2. All fees for the current season must be paid in full by November 1st of the current season. If payment or arrangements as decided on by Delinquent Account Committee have not been made, the player will not be allowed on ice until all fees are paid and up to date. No member shall be eligible to participate in any way until all outstanding fees are paid in full (current and prior year fees) unless setup up with a payment plan.
- 8.3. All members shall be subject to the rules and regulations as may be formulated by DMHA in the best interest of the hockey program as a whole. The Executive Committee will amend the rules and regulations from time to time to further benefit members and the entire association.
- 8.4. No member shall receive remuneration for duties outlined in DMHA Bylaws unless authorized by the voting members of the Executive Committee with a 2/3 vote of members present.
- 8.5. All members under the jurisdiction of the association will conduct themselves in a manner that will not bring embarrassment or complaint to the association. Members that do not conduct themselves accordingly will be subject to discipline as determined by the Executive Committee. Discipline may be permanent removal from the Association by the board.
- 8.6. No volunteer shall receive more than a one-time \$50 valued gift as a token of appreciation taken from team funds.
- 8.7. In recognition for their efforts in support of the DMHA, a \$150 credit towards their own player(s) will be offered to members that fulfill the duties as head coach for a DMHA team, with that credit going towards their player's own registration the following season only. Credit has no monetary value. Credits are non-transferable. One \$150 credit per person.

9.0 EXECUTIVE COMMITTEE

- 9.1. The Executive Committee shall ensure that the operations of DMHA are conducted in accordance with the Societies Act, DMHA Bylaws, and the Rules and Regulations. The Executive Committee supports a position of open access to all its members in good standing and shall provide consideration to affairs brought to its attention by any member of DMHA.
- 9.2. Only members in good standing are permitted to sit on the Executive Committee. If any member has been removed from the Executive Committee for previous misconduct, they are not able to sit on the Executive Committee for a minimum of two years up to a lifetime ban based on the severity of the misconduct. This suspension period commences at the end of the season of which they were removed from the Executive Committee.
- 9.3. A voting and non-paid member of the Executive Committee Members shall be eligible to receive a \$150 credit towards their player's own registration the following season only, provided such Executive Committee Member has fulfilled their duties of their appointed or elected position as determined by the remaining Executive Committee members. Credit has no monetary value. Credits are non-transferable. One \$150 credit per person.

10.0 POSITIONS OF THE EXECUTIVE COMMITTEE

The positions that shall be maintained on the Executive Committee for DMHA and that shall uphold those respective positions as described in the Bylaws are as follows:

- 10.1 Voting Members
- President
 - Past President
 - Vice President
 - Secretary
 - Coaches Director
 - Level Director
 - Fundraising Director
 - PR Director
- 10.2 Paid Voting Members
- Referee in Chief
- 10.3 Non-Voting Members
- Equipment Manager
 - Social Media Coordinator
 - Evaluations Coordinator
 - U7 Level Coordinator
 - U9 Level Coordinator
 - U11 Level Coordinator
 - U13 Level Coordinator
 - U15 Level Coordinator
 - U18 Level Coordinator
 - AA Representative
 - League Governor

10.4 Paid Non-Voting Members

- Registrar
- Treasurer
- Ice Coordinator
- Referee Assignor

10.5 The names and contact information of the persons currently holding the above positions are available from the DMHA website.

11.0 OBTAINING AN EXECUTIVE POSITION

- 11.1 You must be a member in good standing with DMHA, whose permanent address falls within DMHA's boundaries in order to run for an Executive Committee position. Should you not have a child playing within DMHA then you must have applied and been approved for membership prior to submitting your name for an Executive position.
- 11.2 Should a member wish to put their name forth for a position on the Executive, and there is more than one position available, that member is only allowed to put their name forth for one position to be voted on at the AGM.
- 11.3 If an executive position opens up during the season, DMHA will immediately make all members aware of the open position. A call for nominations will be put out for an interim executive member. An interim executive member is appointed by majority vote of the Executive Committee.
- 11.4 Applications for paid Executive Members will be accepted at the end of the contract period up until the AGM. The Executive Committee is required to meet within 7-10 days after the AGM to review applications, interview, and select a candidate for the non-voting paid executive position.

12.0 DUTIES OF EXECUTIVE COMMITTEE

- 12.1 The Executive Committee shall:
- 12.1.1 Determine and annually review the general policies with respect to the organization, administration, and operation of the Association.
 - 12.1.2 Operate the hockey programs at all levels, as determined on a yearly basis based on registrations.
 - 12.1.3 Provide yearly development of players, coaches and officials.
 - 12.1.4 Provide yearly meetings with coaches, managers, and level coordinators to review pertinent information.
 - 12.1.5 Consider questions brought before it, with confidentiality, and with appropriate consideration of the opinions of association members.
- 12.2. Conduct at minimum one monthly meeting in which every executive member shall have the opportunity to provide a report of their respective positions by sending their agenda items to the Secretary at minimum one week prior to the meeting date.

13.0 EXECUTIVE POLICY

- 13.1 These standards of conduct shall apply to all members of the Executive Committee, whether elected, appointed, voting member, or non-voting member. The statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior, which the Executive Committee members are expected to observe. Violation of the standards by an Executive Member may lead to a review by the Executive Board and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.
- 13.2 Members of the Executive Committee must be members in good standing with DMHA.
- 13.3 Members of the Executive Committee must be members in good standing with Hockey Alberta. In the event a member of the Executive Committee is found to be not a member in good standing with Hockey Alberta, as determined by Hockey Alberta, such member shall not be permitted to serve on the Executive Committee of DMHA. In the event a member is found to be not in good standing with Hockey Alberta and that member currently hold a position on the Executive Committee, that member will be required to resign from their position immediately.
- 13.4 Members of the Executive Committee shall adhere to DMHA's Bylaws, and Rules and Regulations and seek to change such bylaws, rules, and/or regulations through the proper channels of DMHA.
- 13.5 Members of the Executive Committee shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place DMHA in a poor light.
- 13.6 Members of the Executive Committee shall honor commitments made on behalf of DMHA.
- 13.7 Members of the Executive Committee shall ensure confidentiality of all Executive Committee business through the decision-making process, to ensure that a safe environment exists to allow honest, open, and uninhibited discussion to occur. This requirement for confidentiality shall remain beyond the completion of position as a member of the Executive Committee.
- 13.8 An Executive Committee member shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position. DMHA will immediately make all members aware of the open position and a call for nominations will be put out for an interim executive member.
- 13.9 In relation to other members of the Executive Committee, a member shall do the following:
- 13.9.1 Not comment, make opinion or decisions, with respect to operations not under their control, to members of the general public.
 - 13.9.2 Refer to appropriate Executive Committee member issues arising in the community with respect to their sphere of operation.
 - 13.9.3 Not undermine the confidence of DMHA members in other offices.
- 13.10 In relation to the Membership, a member of the Executive Committee shall:
- 13.10.1 Fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with DMHA.
 - 13.10.2 Treat members with dignity and respect and be considerate of their circumstances.
 - 13.10.3 Not use their position for personal profit, or for the profit of immediate family members.

13.10.4 Not use their position to influence the placement of any players.

13.10.5 Not use their position to influence the selection of any coach or team official.

13.11 A review and sign-off of the Executive Committee Code of Conduct will occur annually at or before the Executive changeover meeting in July.

14.0 STANDARD VOLUNTEER POLICY

- 14.1. Members of DMHA cannot serve as a Level Coordinator and as a Head Coach within the same division.
- 14.2. Teams from each division will not be allowed on the ice until a Level Coordinator is in place for their designated level.
- 14.3. Team Managers and Team Treasurers cannot be from the same player's family.
- 14.4. All team volunteer positions are to be determined at the Parent Meeting held by the coach at the start of the season.
- 14.5. When a board member has a child on a team and is dealing with a situation, this does not automatically constitute a conflict of interest unless the matter is directly related to the board member's child specifically.

15.0 VOLUNTEER CODE OF CONDUCT

The obligation of any volunteer within the organization is to set an example of honesty, integrity, fairness and trustworthiness for young athletes.

- 15.1. Expect no special rights or privileges because you are a volunteer.
- 15.2. Understand that even though you may not agree with all DMHA rules, regulations, or practices, as a representative of the organization, you have an obligation to publicly support them and always abide by them. If you do not agree with them, you can work within the system to have them changed.
- 15.3. Accept that because you are a representative of DMHA, your actions, either positive or negative, reflect on all the other volunteers in the organization.
- 15.4. Base your decisions and actions on what is best for most hockey players while respecting the rights of the individual.
- 15.5. Be prepared to listen and respond to any concerns brought to you.
- 15.6. Be prepared to listen to ideas from other people even though they may differ from your own.
- 15.7. Be open to new ideas. Judge ideas on their own merit and the benefit they can bring to hockey.
- 15.8. Work patiently for improvement and do not expect too much too quickly.
- 15.9. Be slow to anger and hard to discourage.
- 15.10. Be prepared to put in long, hard hours with little or no recognition except the self- satisfaction of

knowing you have accepted a challenge many turn away from.

- 15.11. DO NOT use any wide-spread social media communication channels (email, texting, social media, etc.) to communicate any offensive abusive or insulting remarks towards any other player, official, parent, coaches, team support staff volunteer and/or executive members.
- 15.12. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behavior and WILL NOT BE TOLERATED. This may be defined as, but is not limited to negative verbal remarks, physical actions or behavior.
 - 15.12.1. Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
 - 15.12.2. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.

16.0 PARENT/GUARDIAN CODE OF CONDUCT

- 17.1. Players should be willing to participate. Do not force an unwilling player to participate in sports.
- 17.2. Remember that participants should be involved in organized sports for their enjoyment, not yours.
- 17.3. Encourage your child to always play by the rules.
- 17.4. Teach your child that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.
- 17.5. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship.
- 17.6. Never ridicule or yell at any child for making a mistake or losing a competition.
- 17.7. Congratulate your child on their efforts and skill improvements, not just goals and assists.
- 17.8. Remember that players learn best by example. Applaud good plays by either team.
- 17.9. Respect the referees. Do not publicly question the officials' judgment and never their honesty.
- 17.10. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behavior and WILL NOT BE TOLERATED. This may be defined as, but is not limited to negative verbal remarks, physical actions or behavior. Arguments and/or physical altercations with other parents both from home or opposing team will be taken seriously and investigated with possible suspension of membership. This includes home and away games, as well as tournaments.
 - 17.10.1. Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
 - 17.10.2. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.
- 17.11. Actively support all efforts to remove verbal and physical violence from hockey.

- 17.12. Recognize the value and importance of volunteers (coaches, managers, executive members, etc.). They give their time and resources to provide recreational activities for your child. Adhere to published dates and deadlines for fundraising, registration, etc.
- 17.13. Be supportive and work with the coach(es). Do not provide advice to your child that is contrary to what the coach is asking. If you have a concern, talk to the coach or parent liaison. Make every effort to resolve concerns at the team level prior to bringing issues to the executive level.
- 17.14. Be supportive of team functions and actively share in the duties required throughout the year.
- 17.15. Never attend any practice or game under the influence of any illegal substances, drugs or alcohol. Such action may result in suspension of the parent.
- 17.16. Make every effort to attend most practices and games for your child.
- 17.17. Have players at the rink at coaches' specified times before games and practices. Late arrivals disrupt practice and game preparations.
- 17.18. DO NOT use any wide-spread social media communication channels (email, texting, social media, etc.) to communicate any offensive abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteer and/or executive members.
- 17.19. Parents/Guardians will be required to agree to the DMHA Parents' Conduct Pledge at the beginning of each season at the time of registration.
- 17.20. Understand that the association runs on volunteer time and that from time to time the executive may call on all parents to volunteer during the season for association events (i.e. Provincial tournaments, casinos, fundraising events, etc.). Failure to comply with association volunteer commitments may result in discipline.

17.0 PLAYER CODE OF CONDUCT

- 17.1 Play by DMHA, Hockey Alberta, Hockey Canada and League rules.
- 17.2 Respect the officials' decisions. Let your captain or coach ask any necessary questions.
- 17.3 Control your temper and attitude. Mouthing off, disrespecting those in a position of authority, throwing tantrums, breaking or throwing sticks, breaking or throwing other equipment shows a lack of discipline and has no place in sports. Such actions may result in discipline.
- 17.4 Be a team player; work equally hard for your team and yourself.
- 17.5 Be a good sport. Appreciate all good plays whether they are your teams or your opponents. Show "class".
- 17.6 Treat all players as you would like to be treated. Interfering with bullying or taking advantage of any player shows poor sportsmanship and has no place in sports.
- 17.7 Remember that the objectives of the game are:
 - i. To have fun and enjoy the sport.
 - ii. Improve your skills.

iii. Enjoy your team camaraderie.

- 17.8 Cooperate with your coach, teammates, officials, and opponents.
- 17.9 Never come to a practice or game under the influence of any illegal substance, drugs or alcohol. Use of tobacco and tobacco products are prohibited in all games and practices. Such action may result in discipline of the player.
- 17.10 Attend practices regularly and be sure to listen and to do your best. Coaches and volunteers are giving their time for YOUR enjoyment.
- 17.11. DO NOT use any wide spread social media communication channels (email, texting, social media, etc.) to communicate any offensive, abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteers and/or executive members. membership. This includes home and away games, as well as tournaments.
- 17.12. Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behavior and WILL NOT BE TOLERATED. This may be defined as, but is not limited to negative verbal remarks, physical actions or behavior.
- 17.12.1. Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
- 17.12.2. Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards victims, perhaps on grounds of race, religion, gender, sexuality or ability.
- 17.13 Players will be required to acknowledge and sign the DMHA Players' Conduct Pledge at the beginning of each season at the time of player registration.

SECTION II: OPERATIONS AND GUIDELINES

18.0 REGISTRATION AND FEES

- 18.1 All players must be registered with DMHA and Hockey Alberta Registrars before being permitted to participate in any on ice activities, including conditioning skates, try outs, practice, or playing in a game.
- 18.2 The DMHA Executive will set the closing date for registration as September 1st of the current season. Should space on a team be available after the registration closing date, DMHA can use a discretionary vote to decide whether to accept any further registrants. Registration fees for any registrants accepted through a discretionary vote would be pro-rated as follows based on their intended transfer date.
- Up to and including October 31st - 100% of the current season rates
 - Up to and including November 30th - 80% of the current season rates
 - Up to and including December 31st - 60% of the current season rates
 - Up to and including January 10th - 40% of the current season rates
- 18.3 The above pro-rates applied to the registration fees do not apply to any fundraising fees for the season.
- 18.4 Past due and delinquent fees will be subject to the following conditions:
- 18.4.1 The Registrar will communicate to parents/guardians when there are outstanding fees due. It is the responsibility of the parents/guardians to respond in a timely manner.
- 18.4.2 The current season dues must be paid in full by November 1st of the calendar year. If payment or arrangements as decided on by the Delinquent Account Committee have not been made, the player will not be allowed on ice until all fees are paid and up to date.
- 18.4.3 Prior to any Registered Player participating in evaluations or being eligible to being placed on a team, 50% of current season fees must be paid. The Evaluations Coordinator will not hand out evaluation jerseys to players who have not met this criteria.
- 18.4.4 Any delinquent fees owed to DMHA from past seasons must be paid in full before you will be able to register your player for the upcoming season. Players will be unable to evaluate until all fees are paid and current.
- 18.4.5 If any payments from the previous season were late or bounced as a result of non-sufficient funds, then a credit card must be supplied to opt into the payment plan option for the next season.
- 18.4.6 NSF cheques and/or declined credit card transactions will be charged a non-negotiable \$35.00 fee.
- 18.5 Early registration discount is given to a player who registers by a date to be determined and will receive a \$300 discount on that season's fees. The fees and dates for early registration deadline will be set annually by the DMHA Executive Committee. Registration dates will be posted on the website, sent out via email to the previous year's members, and advertised on social media. The Early Registration Discount may be extended for new players to DMHA with the discretion and vote of the Executive Committee.
- 18.6 Online registration will open at a date to be determined by the executive of the current season. Payment options will be as listed in the online registration system. Registrants can select to pay by credit card, cheque, or e-transfer.

- 18.7 No child will be registered after January 10 as per DMHA and Hockey Alberta regulations.
- 18.8 A player experiencing financial difficulty may make a written application to the Treasurer, Registrar, and President. Only the Treasurer, Registrar, and President will have access to the confidential information and will vote on the application. Community members can nominate players in DMHA that may benefit from the DMHA Benevolent Funds Subsidy. The application form can be found on DMHA website.

19.0 REGISTRATION REFUNDS

- 19.1 After December 31 of the current hockey season, no players will be issued refunds. Up to December 31, refunds will be considered by DMHA following the below prorated fee assessment. To qualify for the refund:
- i. the player or the player's guardian must apply in writing to the DMHA registrar stating the reason for quitting,
 - ii. the player's last ice time must be stated and verified by that player's coach,
 - iii. DMHA reserves the right to decline refunds dependent on the circumstances for the player's withdrawal.
- 19.2 Any refund of registration fees must be assessed and prorated in agreement with the below outlined guidelines. Once the assessment is completed by the Registrar and approved by DMHA executive, the Treasurer will process the approved refund.
- 19.3 DMHA reserves the right to refuse refund requests, such as situations that do not meet the outlined criteria.
- 19.4 Season registration fees collected by DMHA will be considered for a refund from DMHA for the following reasons:
- 19.4.1 If written request is received prior to the beginning of the player evaluations of the current season, 100% of the registration fees collected will be considered for reimbursement. If the current season has a supplemental fundraising fee in place, this fee will also be refunded in its entirety.
 - 19.4.2 Between the first day of player evaluations and October 31 (inclusive) of the current season, 75% of the registration fees collected will be considered for reimbursement. If the current season has a supplemental fundraising fee in place, this fee will not be refunded.
 - 19.4.3 Between November 1 and November 30 (inclusive) of the current season, 50% of the registration fees collected will be considered for reimbursement. If the current season has a supplemental fundraising fee in place, this fee will not be refunded.
 - 19.4.4 Between December 1 and December 31 (inclusive) of the current season, 25% of the registration fees collected will be considered for reimbursement. If the current season has a supplemental fundraising fee in place, this fee will not be refunded.
 - 19.4.5 After December 31, of any given season, no refunds will be granted, including any supplementary fundraising fees in place.
- 19.5 Notwithstanding the above, alternative reimbursements may be considered at the discretion of DMHA, including, but not limited to; player misconducts, and applicable tryouts with other associations and/or leagues.

- 19.6 Any alternative reimbursements will be assessed and decided upon by the Executive Committee with a written confirmation of the decision to be kept on file and communicated clearly and within a timely manner to the member.

20.0 DMHA OWNED EQUIPMENT

- 20.1 Equipment belonging to DMHA will be placed in the care and custody of the coach and/or team manager at the beginning of the hockey season. DMHA requires a team bond in the amount of \$500. The team bond will be deducted from the proceeds of the home tournament. The person signing for the equipment shall be held responsible for this equipment and will be asked to account for it at the end of the season. DMHA will refund the team bond based upon the return of all DMHA equipment in reasonable condition.

21.0 PLAYER PROVIDED EQUIPMENT

- 21.1 Every player taking part in any DMHA hockey game or practice must be dressed in the proper equipment. Proper equipment as stated by Hockey Alberta and Hockey Canada for hockey is deemed to be the following:
- i. CSA approved helmet and face mask, that is properly affixed and sized properly.
 - ii. Certified neck guard/protector
 - iii. Shoulder pads
 - iv. Elbow pads
 - v. Hockey pants/girdle
 - vi. Hockey gloves
 - vii. Athletic support cup
 - viii. Shin pads
 - ix. Skates
 - x. Mouth guard - Recommended for U11 Division and above.
 - xi. Practice Hockey Jersey and Socks
 - xii. Game socks are the responsibility of the player and must adhere to the DMHA colors for both home and away. (Please note: Discovery Hockey Program and U7 divisions receive socks from the TimBits Program)
- 21.2 This equipment is the responsibility of the parent/guardian to provide for the player. Parents have the ultimate responsibility to ensure that all the necessary equipment is worn properly in accordance with the Hockey Canada and/or Hockey Alberta requirements.

22.0 TEAM PROVIDED EQUIPMENT

- 22.1 All equipment must be returned in its entirety, cleaned and in satisfactory condition at the Equipment Return Dates outlined at the end of the season.
- 22.2 All lost or stolen equipment must be reported to the Equipment Manager as soon as possible.
- 22.3 It is the policy of DMHA to provide equipment to each team as per the following schedule:
- 22.3.1 Discovery Hockey:
- i. TimBits Jerseys
 - ii. Matching socks
 - iii. 25 blue pucks,
 - iv. 1 Puck Bag

- v. 1 First Aid Kit
- vi. Pylons
- vii. Bag of skating props (ie chickens, balls, etc)

22.3.2 U7 Division:

- i. TimBits Jerseys
- ii. Matching socks
- iii. 1 Goal Stick
- iv. 32 blue pucks
- v. 1 Puck Bag
- vi. Jersey Bags
- vii. 1 First Aid Kit
- viii. 10 Pylons

22.3.3 U9 Division:

- i. Jerseys (Home and Away)
- ii. Goal Sticks
- iii. pairs of Goalie Equipment (pads, chest protector, gloves, blocker, neck dangler)
- iv. Blue Pucks, 12 Black Pucks
- v. 1 Puck Bag
- vi. Jersey Bags
- vii. 1 First Aid Kit
- viii. 10 Pylons

22.3.4 U11 Division:

- i. Jerseys (Home and Away)
- ii. 1 pair of Goalie Equipment (pads, chest protector, glove, blocker, neck dangler)
- iii. 32 Black Pucks
- iv. 1 Puck Bag
- v. Jersey Bag
- vi. 1 First Aid Kit
- vii. 10 Pylons

22.3.5 U13 Division:

- i. Jersey's (Home and Away)
- ii. 32 Black Pucks
- iii. 1 Puck Bag
- iv. Jersey Bags
- v. 1 First Aid Kit
- vi. 10 Pylons

22.3.6 U15 Division

- i. Jersey's (Home and Away)
- ii. 32 Black Pucks
- iii. 1 Puck Bag
- iv. Jersey Bags
- v. 1 First Aid Kit
- vi. 10 Pylons

22.3.7 U18 Division

- i. Jersey's (Home and Away)
- ii. 32 Black Pucks

- iii. 1 Puck Bag
- iv. Jersey Bags
- v. 1 First Aid Kit
- vi. 10 Pylons

23.0 JERSEYS

- 23.1. DMHA shall provide each team with numbered home (predominately dark) and away (predominately white) jerseys.
- 23.2. All teams representing DMHA must wear the provided jerseys.
- 23.3. Jerseys are to be used for games ONLY. Players are not to be wearing the game jerseys for practices or non-team functions.
- 23.4. Alterations to any part of a DMHA jersey (i.e., numbers, cresting, etc.) is prohibited, unless approved by the Executive Committee.
- 23.5. Third Jerseys: teams are not permitted to use "third jerseys" (including "Retired Jerseys) for exhibition, league, tournament, or provincial games, unless prior Executive Committee approval is obtained based on the following requirements:
 - i. Scaled color rendering of jersey artwork.
 - ii. Written intention of specific game use (e.g., Provincials with dates of play);
 - iii. Player numbers (as identified by the season's approved team roster verified to any online player information posted for the current season of play).
 - iv. Approved DMHA Logo (appropriate size) affixed on the jersey sleeves.
 - v. Design must be tasteful as agreed upon by the Executive Committee as it related to children playing the sport of hockey.
- 23.6. Any DMHA team that does not follow the intent of this policy will be fined \$500.00 and receive a one (1) game suspension of the Head Coach. Payment must be mailed or e-transferred to the DMHA Treasurer within 30 days or risk an additional one (1) game suspension of the Head Coach. If applicable, all Head Coach Suspensions will be carried over into the following season. An indefinite suspension of the Head coach will be considered by the DMHA Executive if non-compliance persists. This applies to all DMHA sanctioned games only.
- 23.7. Return of equipment at end of season.
 - i. Jerseys are to be cleaned and returned in the team jersey bag on hangers.
 - ii. Damaged jerseys are to be left outside of the team jersey bag for review by the Equipment Manager where replacement requirements will be determined, however all items will be reviewed to confirm condition.

24.0 DAMAGED JERSEY POLICY

- 24.1. DMHA players will be provided with a team jersey.
- 24.2. Players are encouraged to keep jerseys in a jersey garment bag instead of a hockey bag to prevent skates from cutting the jersey. The jerseys should also be hung to dry to prevent mold after each game.
- 24.3. Please wash in COLD water and hang to dry, do not overload in the washer as this can cause rips and tears.

- 24.4. To assist with the longevity of the DMHA apparel, team jerseys are only be worn during sanctioned games.
- 24.5. All DMHA jerseys must be in good repair, clean and neat. Replacement of a jersey in poor condition shall be the responsibility of the team. Team manager, coaches, and parents are to monitor the jersey condition of players during the season and advise regarding replacement as necessary. The decision regarding the appropriateness of the condition of the jersey shall ultimately be the responsibility of the DMHA Equipment Manager, the DMHA Executive Committee or their designate.
- 24.6. Natural wear and tear to DMHA jerseys as a result of the game of hockey will not be billed. Puck marks, pilling and small hitches from equipment Velcro, rub marks, etc.
- 24.7. If a jersey is removed from a player due to medical reasons, the player will not be billed. Damages of this nature should be noted at the time and emailed to the DMHA Equipment Manager as soon as possible to the time of the occurrence.
- 24.8. If a jersey is damaged as a result from faulty rink facilities the player will not be billed. Damages of this nature should be noted at the time and emailed to the DMHA Equipment Manager as soon as possible to the time of the occurrence.
- 24.9. DMHA will deem jerseys as unusable due to the following damage which will be billed in full regardless of the age of the jerseys:
- i. Glue adhesive
 - ii. Mold
 - iii. Holes (1cm or larger)
- 24.10. Should a parent, manager or coach discover damage to a jersey, they have the option of repairing the damage prior to returning it to the DMHA Equipment Manager. The jersey will be accepted provided that the hole(s) are repaired professionally using appropriate stitching and appropriate colored thread.
- 24.11. Any damaged jerseys that do not meet these requirements will not be accepted.
- 24.12. No glue or adhesive will be accepted to repair damage(s).
- 24.13. All jersey(s) must be repaired and returned for inspection to the DMHA Equipment Manager no later than April 15th of said hockey season unless approved by the DMHA Equipment Manager.
- 24.14. All other damage to jerseys will be invoiced at \$80 per jersey which will cover the replacement costs associated with the jersey. Teams will have this money deducted from their Equipment Deposit.
- 24.15. If at any time during the season a brand-new jersey is required to be added to a set because it has been lost or missing, said individual/team will be billed the \$80 per jersey.
- 24.16. Any non-returned jersey(s) by April 15th of said hockey season because it has been lost or missing will be billed the \$80 jersey replacement fee. Teams will have this money deducted from their Equipment Deposit.

25.0 NAME BAR POLICY

The DMHA Executive has determined that it is acceptable for teams to add name bars to their jerseys under the following conditions:

- 25.1. The decision to use name bars shall be a majority team decision. However, if the choice is to use name bars, all members of the team must participate. We do not want a situation where some players on a team have name bars and others do not.
- 25.2. Name bars are to be sewn on. Permanent silk screening or vinyl lettering is prohibited.
- 25.3. The name on the name bar must be the same as it appears on the HCR roster. No abbreviations or nicknames will be permitted. The first name initial can be used if needed due to duplicate sur names.
- 25.4. Name bars are to be placed above the numbers and below the stop sign (if applicable) on the back of the jersey. Name bars are to be reflective of the DMHA standard colors. Home – Black with white lettering (No exceptions) Away – White with black lettering (No exceptions).
- 25.5. Teams must use qualified providers to sew on and remove the name bars. Family and community members are acceptable if they have relevant experience. Professional services are also available provided they are given the required information. Name bars are to be sewn on with a stagger stitch (zigzag stitch) or another stitch that leaves the name bar easily removable. The name bar must be sewn on and removed without damage to the jersey. If any damage is caused to the jerseys from name bars being sewn on or removed, the individual/team will be charged the replacement cost. Please refer to Damaged Jersey Policy. Please remember this when choosing your service provider to avoid any damage fees at the end of the season.
- 25.6. Names or name bars may not be silk screened or adhered to the jerseys in any other fashion.
- 25.7. Teams are responsible for all associated costs with purchasing name bars, attaching name bars, and removing name bars at the end of the season.
- 25.8. Jerseys are to be returned with name bars REMOVED from them at the end of the season. No later than April 15th of said hockey season. Failure to remove the name bars will result in a \$10 charge per jersey. This will be deducted from the team equipment deposit.
- 25.9. Name bars can be used for your player's entire DMHA hockey career so remember where you put them in the off-season.
- 25.10. The only exception to this requirement will be for affiliated players. If necessary, the called-up player will use a spare jersey of the higher-level team which would not have a name bar affixed.

26.0 DMHA OWNED EQUIPMENT RENTAL

- 26.1. U9 and U11 goalie equipment may be rented from DMHA over the summer and off-season, provided DMHA has the equipment on hand. The intent of this policy is to help foster and develop more goaltenders within the association. The equipment is to be used for on-ice hockey only (no road hockey or roller hockey). A deposit of \$250 will be required to borrow the equipment.
- 26.2. Teams, primarily composed of DMHA members, may request to use DMHA jerseys outside of the regular hockey season for special events, such as tournaments. Coaches must be DMHA members, and they may submit a request to the DMHA Executive Committee to borrow a set of jerseys for the special event. Use of jerseys for entire spring league seasons is prohibited. A deposit of \$500 will be required to borrow the jerseys and all players will be required to sign a Participant Pledge form.

27.0 TEAM SPONSORSHIPS

Individual teams may solicit donations or acquire sponsorships from businesses or individuals during each hockey season. The monies obtained from the donation or sponsorships can be used as outlined below. For all options related to individual team sponsorship/donations, the donor will not receive a tax receipt from DMHA.

27.1. Cash Donation

- i. A business or individual provides a "cash" donation (in the form of a cheque written to the team bank account) for an individual team.
- ii. The team can utilize the funds in anyway they see fit, such as covering tournament or travel costs, apparel, additional ice, etc.
- iii. If a team receives donations in excess of their team budget, the additional funds may be distributed back to families. However, the amount of cash returned cannot be greater than the amount of money that was given for the team cash call. This would violate non-profit fundraising regulations. If there are funds available that exceed the cash call amount, the team needs to disperse the excess money using apparel, gifts, or gift cards. DMHA reserves the right to request banking information from the team that outlines the disbursement of funds.

27.2. Jersey Sponsor

- i. A business or individual can donate \$500 to have their company logo or branding on the bottom of the DMHA team jerseys (both home and away jerseys). This \$500 is donated directly to Devon Minor Hockey Association. The money needs to be received by DMHA before approval is given for any sponsorship logos to be sewn onto the jerseys. The sponsor is also responsible for covering the cost of making the sponsor logo bars or providing the sponsor logos bars if they have them from previous seasons. The sponsor is also responsible for paying to have the jersey sponsorship logos sewn on and removed at the end of the season. Payment for the development of the sponsor logo bars, and costs associated with sewing on and off are directly paid by the sponsoring business. Sponsor bars can be returned to the sponsor at the end of the season.

27.3. Apparel Sponsor

- i. A business or individual can cover the costs of apparel using the following guidelines:
 - Non-game worn apparel includes dryland gear (shirt and/or shorts), sweaters, jackets, track suits, practice jerseys or similar.
 - Game worn apparel can be sponsored as follows:
 - Socks – specific colors mandated by the Association and cannot be sponsored
 - Pants or pant shells - DMHA logo must be on the front, sponsor logo can be on the back. Design mock-up must be approved by the Equipment Manager prior to ordering. Must be black in color to compliment the DMHA jerseys.
 - The logo and/or name of the sponsoring business may be applied to the apparel. The sponsor must provide the logo in the appropriate format to the apparel company.
 - Teams can use any apparel company to order the apparel provided the integrity of the DMHA logo is intact.

27.4. Material or Service-Related Gifts

- i. Teams can accept non-cash gifts that would be considered appropriate such as water bottles, food, accessories, team meeting locations, training services, etc. as long as they do not meet the criteria described in another option.

27.5. Other

- i. Any disputes or uncertainty regarding sponsorship options shall be brought forward to the DMHA board for review and approval.

- ii. Any additional sponsorship options not listed above shall be brought forward to the DMHA board for review and approval.
- 27.6. If a team acquires a Team Sponsorship, teams are encouraged to recognize their sponsors in the following ways:
- i. Inclusion of the company name and/or logo in the division home tournament programs.
 - ii. The size of the logos displayed in any recognition materials should be relative to the donations provided. For example, if one company donates \$1000 and another company donated \$500, the logo for the first company should be larger.
 - iii. DMHA would recommend that, at minimum, all teams provide a signed team picture along with a thank you card/letter to all team sponsors. DMHA may have thank you cards available for you to use for this purpose.
- 27.7. DMHA will provide recognition to individual donors and businesses on their social media feed (ie. Facebook). Once a donation is secured, the team manager is responsible for advising the DMHA Executive via email. The email will need to include the name of the donor or sponsor, the amount of the donation, and the business logo (if applicable). Social Media posts will be made in accordance with the following:

Level	Monetary Amount	Social Media Recognition Schedule
Platinum	+\$1000 sponsorship	2 social media posts/ month
Gold	\$500-\$999	1 social media post / month
Silver	\$300-\$499	1 social media post every 2 months
Bronze	Up to \$299	1 social media recognition post during the season
Jersey Sponsor		1 social media post / month

28.0 LEAGUE CHAMPIONSHIPS

- 28.1 For the U11-U18 divisions, teams have the opportunity to win division titles for each tier. The EFHL will provide championship banners to select tiers. The DMHA Executive Committee will purchase a championship banner for any championship win that does not receive a banner from EFHL.

27.0 COMMUNICATION

- 29.1 When you interact with any arena staff members, or with outside bodies in your community or visiting communities, your behaviour should reflect the principle of fair play, ethics, and straight forward communication.
- 29.2 If you have an issue with the Arena, or any of its staff members, please let your coach or manager know of the issue. Your coach/manager will then contact the Level Director and advise of the issue and will deal with it accordingly.
- 29.3 Any member of DMHA that is verbally, physically or emotionally abusing the arena staff will be disciplined by the Executive Board.

30.0 PURCHASING POLICY & REIMBURSEMENT

- 30.1 The Executive Committee is charged with the responsibility to ensure the proper expenditure of DMHA funds. All Executive Committee members shall adhere to the policies set out for purchasing materials for the association. Any Executive Committee Member found to be in violation of such guidelines shall be subject to suspension or removal by vote of the Executive Committee.
- 30.2 Authority to purchase items for the association shall be through an established budget or by vote of

the Executive Committee members following outlined policies and procedures.

- 30.3 All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Committee members.
- 30.4 For expenses over \$5000.00, a minimum of three (3) quotes must be sought out.
- 30.5 Contracts will be awarded by majority vote of the Executive Committee members. Factors to consider when awarding a contract should include, but are not limited to the following:
- i. Quality of presentation;
 - ii. Total cost;
 - iii. Reputation of supplier;
 - iv. Guaranteed delivery date;
 - v. Cost of replacement and/or extra items
 - vi. Location
 - vii. Sponsorship.
- 30.6 Changes to, or authority to exceed the terms of the contract after it has been awarded, require approval of the Executive Committee members.
- 30.7 All members of the Executive Committee members shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Executive Committee. The President and Treasurer shall countersign all expense claims and ensure their validity.
- 30.8 Expense claims for the Treasurer or President shall be approved by one of the other signing authorities on the account.
- 30.9 An individual having a cheque issued to them personally cannot sign the cheque.
- 30.10 DMHA cheques will not be issued without a detailed receipt.

31.0 FUNDRAISING

- 31.1 Fundraising for individual teams shall be a team activity and responsibility. Fundraising may be undertaken to help cover the cost of tournaments, additional ice slots, team apparel, or gifts of recognition. Teams and individuals that undertake team fundraising represent DMHA and are therefore subject to DMHA guidelines and accountable for their actions.
- 31.2 Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- 31.3 All fundraising activity is to be documented, collected and disbursed.
- 31.4 Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain. Refunding of cash call monies from excess fundraising will only go to those who participated in the fundraising, unless otherwise agreed to by the team.
- 31.5 Certain activities, such as raffles (i.e. 50/50 tickets), require approval and licensing by the Alberta Gaming Association. Please contact the Fundraising Director (fundraising@devonminorhockey.com) to apply for licenses for these types of team fundraising activities. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and DMHA is not penalized. Any penalties are the responsibility of the applicant.

- 31.6 These guidelines apply to groups of teams (i.e. tournament committees and their volunteers) as well as individual teams and their members.

32.0 SECURITY

DMHA will comply with the following Criminal Record Check and Vulnerable Sector Check process.

- 32.1 Unless a security clearance check was provided to DMHA within the last two (2) hockey seasons, all team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current RCMP Criminal Record Check and Vulnerable Sector Check as soon as they are selected for their position by November 15th of the current hockey season. Forms are available on the Coaches Hub and will be provided to the Coaches Director for confirmation.
- 32.2 Any changes to the status of either record check must be disclosed to the President and Vice President of DMHA immediately.
- 32.3 If a volunteer's criminal records check reports that there may be "files" in the RCMP system, then the criminal record check process will accelerate to the next phase. A meeting with the Executive will be held and the committee will determine the next steps.

SECTION III: HOCKEY OPERATIONS

33.0 PLAYER ELIGIBILITY

- 33.1. Age categories are as of December 31st:

Division Name	Age
Discovery Hockey	Under 4 years old*
U-7	Under 7 years old
U-9	Under 9 years old
U-11	Under 11 years old
U-13	Under 13 years old
U-15	Under 15 years old
U-16	Under 16 years old
U-18	Under 18 years old

- 33.2. Players whose local Minor Hockey Association does not have a division/program for them to play and thereby required by Hockey Alberta guidelines to register with the next closest association that hosts the division/program.
- 33.3. If DMHA is requested by another Minor Hockey Association to include a player in their system, this will only be allowed where all Hockey Alberta qualifications are met and agreed to by the Executive Committee. This will only apply for the current season the request is made in.
- 33.4. If a player is selected for the top level in any Division and the player chooses not to play at the top level, that player does not automatically move to the next lower level. Any requests to move players to a lower level will be reviewed on an individual basis.

34.0 PLAYER MOVEMENT TO/FROM DMHA

- 34.1. DMHA has a boundary or service area recognized by Hockey Alberta including:
- Town of Devon;
 - County of Parkland, south of Garden Valley Road to the North Saskatchewan River;
 - County of Leduc, small area between Range Road 260 to 270 and south of Devon to Township Road 502.
- 34.2. Any player residing within our DMHA boundary is eligible to register with DMHA. The purpose of the boundary is to define the service area for all neighboring associations.
- 34.3. A DMHA player residing within the DMHA boundary requesting to transfer out of DMHA to another association:
- 34.3.1. It is encouraged that U15 and/or U18 DMHA Players trying out for AAA level teams outside of DMHA communicate this with the DMHA Registrar to assist with team formation at these levels.
- 34.4. A player who is not a DMHA member and does not reside within the DMHA boundary and requests a transfer to DMHA from another association must:

- 34.4.1. Present to the DMHA Registrar a "Player Movement Form" stating the player can try out for the DMHA team.
- 34.4.2. DMHA will then contact the player's association to ensure the player has no financial or other obligations and determine why the player wishes to transfer.
- 34.4.3. If the player is requesting to try out for the DMHA top tiered U9, U11, U13, U15 or U18 team, the player may be allowed to try out if the player's association does not have the same or higher caliber of hockey as available in DMHA. The DMHA executive will annually review and determine if DMHA has the space to accommodate the player. Before any player is accepted the player's, present association would be contacted.
- 34.4.4. If the player can try out for the top tiered team and is unsuccessful, the player will return to his present association.
- 34.4.5. If the player's present association has no team in an age category, DMHA would consider accepting the player if numbers permit.
- 34.4.6. DMHA, due to the number of players at any level or for any other reasons, may choose to form a team with another association. This would require approval of Hockey Alberta.
- 34.5. If a DMHA member feels the above policy to determine transfer to or from DMHA is unfair to them, the member may appeal to the DMHA Executive. The member must demonstrate extraordinary circumstances and explain as to why a player should be exempt from the policy. It is highly recommended before any exception is made that Hockey Alberta be consulted.
- 34.6. If a DMHA member appeals to the DMHA Executive and is not satisfied with the decision, the member may appeal to Hockey Alberta. If a member appeals to Hockey Alberta, DMHA surrenders all authority regarding the appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

35.0 NUMBER OF PLAYERS

- 35.1. If the number of registrants received by October 15 of the current season, at a particular level is not viable for the operation of a team or teams because of:
 - i. Fewer than eleven (11) players, or
 - ii. No player prepared to be a goaltender, or
 - iii. Between twenty-one (21) and twenty-three (23) players, being too many for one team but too few for two (2) teams, or
 - iv. More than two (2) players per potential team, are only prepared to be goaltenders, or
 - v. Less than one (1) goaltender per team.
- 35.2. And that enough players and their parents/guardians from the immediately lower level are not prepared to move up, then the following will occur:
 - i. Too many players - no further registrations will be accepted and then releases will be made based upon the desire, talent and attitude of the players as determined by a committee to be appointed by the Executive, which will include the team's head coach, if available, to the maximum number permitted by Hockey Alberta. This is to be achieved by October 23 of the current year.
 - ii. Too few players - all players are to be released except those that wish and can be accommodated at the immediately younger level subject to the approval of the DMHA

executive, the pertinent leagues and Hockey Alberta.

- 35.3. The maximum number of players, who can expect to be in the goalie position, is two (2) goalies per team. If the total number of goalies is more than two (2) per team, a selection will occur based on ability.
- 35.4. The executive is to make all reasonable efforts to find other minor hockey associations to accommodate released players. A full refund of the registration fee for the released player will be made.
- 35.5. Teams may register at any one time a maximum of twenty (20) players as per Hockey Canada regulations.

36.0 PLAYER ACCELERATION

- 36.1. Players wishing to move to a higher age division are GENERALLY NOT PERMITTED. A player or a parent/guardian can request a move in writing to the DMHA President and include the following:
 - i. the player's name, their qualifications and grounds for the application;
 - ii. a statement of the facts in support of the application, including a letter from the previous year's coach with an evaluation of the player.
- 36.2. Upon review of the request and if within league and Hockey Alberta regulations, DMHA, at their discretion, may grant the request. DMHA may allow player movement due to registration and division numbers for the current hockey season.
- 36.3. Players of a lower category division may try out with the next highest division by submitting a written request to the DMHA President 14 days prior to the start of evaluations. If the request is approved by DMHA the player may participate in evaluations at the requested higher category.
- 36.4. Falsification of age and/or address may result in a one (1) year suspension of the player from DMHA.
- 36.5. Applications will only be accepted for players meeting the following criteria:
 - i. player is a second-year player
 - ii. player must show an increased aptitude for the game and have an above average hockey skill
 - iii. players physical, emotional and social maturity is also a key component in participating at higher level
 - iv. player must evaluate for the top team in the higher category division. ie: Devon Team 1
 - v. no advancement will take place when the higher age category is capped or has an established waiting list of players.
- 36.6. In order for the player to be placed at the higher division, they must grade in the top 3 of the highest-level team(s) in the division for U9, U11, U13, U15 and U18 as ranked by the hired evaluators. Goaltenders must meet all of the criteria. In addition, they must be ranked in the top two goaltenders in the higher division.
- 36.7. If the above criteria or process steps are not met, the player will move back and grade with their appropriate age division.
- 36.8. DMHA executive will monitor the player throughout the year to ensure it is a good fit for the player. If at any time, DMHA executive reserves the right to move the player back to their age-appropriate division, if in the DMHA executives' opinion, feel that playing in the higher level has a negative impact on the player.

- 36.9. Dislike of the coach, team members, ice times and/or parents/guardians influence are not valid reasons for acceleration to the higher level.
- 36.10. Approvals are only valid for the CURRENT hockey season and cannot be carried forward to future years.
- 36.11. Players who are valid for higher level teams are not eligible for affiliation.
- 36.12. At no time, can the movement of the player, either up or down, affect the minimum or maximum number of players required to form a team.
- 36.13. The player wishing to move up must first register for the current year of hockey at their age-appropriate division level. If the player meets all the criteria set out to move up to the next level, the fees will be adjusted by the DMHA Registrar, and the parent/guardian will be contacted by DMHA for notice of the placement and for payment of the adjusted fee schedule.

37.0 OVERAGE PLAYER

- 37.1. An Overage Player may be permitted to register with a lower age Division Minor Hockey Team if the Player is only one birth year older than the maximum age for the Division and has a date of birth between November 1 and December 31 of that year.
- 37.2. AA and AAA Teams are not eligible to register Overage Players.
- 37.3. Eighteen-year-old (18) Players are only eligible for Overage status if they are still enrolled in high school.
- 37.4. Exceptions may be considered for entry level Players that have limited skills or if there is not a Team of the appropriate age Division for the Player to register with. Special permission will need to be received from Hockey Alberta.

38.0 PLAYER AFFILIATION

The purpose of affiliation is to provide an opportunity for higher division or category teams to dress the maximum number of Players allowable for a game in accordance with the Playing Rules. DMHA is to follow Hockey Alberta bylaws and regulations as they pertain to player affiliation with the following overriding guidelines:

- 38.1. Guidance for which team a Player can be affiliated to must be followed and can be found within the "Affiliation Supplement" from Hockey Alberta and rule 7.4 in Hockey Alberta's Rules and Regulations.
- 38.2. Affiliation must be declared and filed with Hockey Alberta CEO, or designate, prior to the affiliated Player being allowed to participate in any game with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by the CEO, or designate, up to and including January 15 of the current Hockey Season.
- 38.3. Any affiliated players that have been approved by Hockey Alberta must also meet requirements of the tiering grid for the league in which they are registered. EFHL has a tiering grid listed on the website to confirm eligibility. Any players which fall outside of the grid must then apply to a special committee at Hockey Alberta for approval prior to being eligible for the affiliated team. If a coach does not seek approval for any players that do not qualify under the tiering grid, the coach will be subject to fine and indefinite suspension for using an ineligible player. Please confirm all eligibilities with the registrar prior to using any affiliated players. Affiliations will be accepted and endorsed by the Minor Hockey League up to and including January 15 by 5:00PM MST of the current hockey season. Please check EFHL website for

specific affiliation deadlines for each season.

38.4. Affiliation and the use of Affiliates will only be recognized where:

38.4.1. Affiliation has been filed in accordance with the following tiering grid (located in rule 7.4 in Hockey Alberta's Rules and Regulations) and using the team's designated tiering placement at the time of filing.

38.4.1.1. Upon the finalization of tiering, should a team be re-tiered after the filing of Affiliation and had affiliates that are no longer in compliance with the affiliation grid, those affiliates will be reviewed by the Minor Hockey League to determine their individual eligibility for the remainder of the season.

38.4.1.2. Should the Minor Hockey League deem individual affiliates as ineligible due to re-tiering, upon application to the Hockey Alberta appointed Minor League and Minor Administration Coordinator, Hockey Alberta may allow teams to re-submit individual affiliation requests to become compliant with the affiliation grid. Applications must be received no later than December 30 of the current hockey season.

38.4.2. Prior to December 1st, Players are added to the Official Team Roster in the HCR and identified as 'Affiliates' with 'pending' status.

38.4.3. After December 1st, Players are added to the Official Team Roster in HCR and identified as 'Affiliates', and approved by the Hockey Alberta CEO, or designate and meet requirements as outlined the affiliation grid of the EFHL.

38.4.4. EFHL does not approve affiliates. It is the coach's responsibility to ensure that the affiliate falls within the tiering grid supplied by EFHL.

38.4.5. Affiliation has been endorsed by the President of DMHA.

38.5. In the event of a conflict between a player's registered team and affiliated team, the two coaches will be required to come to a mutual decision on the player's participation. Should a mutual decision not be made, the players registered coach will have final say. This overriding guideline does not necessarily pertain to AA or AAA affiliated teams as those are based out of other associations.

38.6. Hockey Alberta rules and regulations concerning Affiliated Players and cut-off dates must be strictly adhered to (including for U9 aged players). The player may only participate in the maximum number of games allowed by Hockey Alberta. Any coach who plays an ineligible player will face an indefinite suspension as per Hockey Alberta rules and regulations.

38.7. The Coach using any Affiliated Player is fully responsible to track the number of games played and report it to the regular Coach when requesting permission to use that player for any subsequent games.

38.8. The Coach using any Affiliated Player must ensure the regular team players and affiliate players are being given equal opportunities.

38.9. Provided an affiliation has been properly filed, the affiliated player may play with the Hockey Team to which the Player is affiliated to a maximum of (10) games, excluding exhibition and tournament games, but not provincial games. Should an affiliated player play more than ten (10) games with the Hockey Team that they are affiliated to, they shall be considered an ineligible player and both the player and head coach subjected to suspensions. If the player's registered team completes its regular season, playoff, and/or

season ending tournaments, before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

- 38.10. A player must remain active with their original team to be eligible to play or practice for an affiliated team.
- 38.11. U9 and U7 affiliation requirements refer to the Hockey Alberta bylaws and regulations.
- 38.12. Any coach who plays an ineligible player will be suspended indefinitely (as per Hockey Alberta rules and regulations).
- 38.13. Once a player is affiliated to a team, they CANNOT be removed.
- 38.14. Please remember that a player may only affiliate with one team so communication amongst the coaches at each age group should occur to ensure that each team has access to some affiliates.
- 38.15. Since DMHA typically only has 2 teams per age group, it is very common for affiliates to fall outside of the EFHL tiering grid and will require an application to the special committee of Hockey Alberta.

39.0 ICE ALLOCATION

- 39.1 The DMHA Ice Coordinator shall assign all ice for DMHA. Ice is allocated to the teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournament and related issues.
- 39.2 All teams are allotted a specific number of ice slots for the entire hockey season. These hours include league games and practices. Ice allotments are to be determined annually and are included in the Association's budget. Ice allotments may be changed from year to year based on registration numbers and ice availability.
- 39.3 Practice ice:
 - 39.3.1. The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot.
 - 39.3.2. Shared practices, should they be required, will be begin with the U9 Teams, then the U11 Teams, then the U13 teams, and then the U15 teams.
 - 39.3.3. Each week will vary based on ice availability and no team is guaranteed the same practice day and time each week. It is the goal of DMHA to provide as much stability as possible for same day practices so that players may encourage other activities on their scheduled off days.
 - 39.3.4. U7 teams will share ice beginning with the first slot of the day on Saturday and/or Sunday. Additional U7 ice slots late in the day will be made available on an equitable basis and will count towards their allotted ice slots for the season.
- 39.4 Teams requiring additional practice ice must secure and pay for the ice on their own.
- 39.5 Any team interested in playing an exhibition game is required to apply for a game permit from the DMHA Registrar for all games.
- 39.6 All league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The days and times will be based on availability of the ice and age of the team.

39.7 Unused ice:

- 39.7.1. It is the responsibility of all members of the association to ensure that no association ice remains unused. Any team that is deemed responsible for dark ice will be charged the penalties and associated ice costs charged to DMHA.
- 39.7.2. Teams unable to use ice must turn it back to the DMHA Registrar with a minimum of fourteen (14) days' notice. Ice turned back with less than fourteen (14) days' notice that is not used by another team will be charged to the team to which it was originally assigned.
- 39.7.3. One ice contact will be designated from each team (Manager or Coach) at the start of each season. No other person will be allowed to make changes.
- 39.7.4. Teams that forfeit ice allocated for a league game in favor of a tournament will not be given special consideration for additional ice and may have to forfeit their league game.

40.0 EVALUATION PROCESS

The following overriding guidelines must be included in the process.

- 40.1. DMHA recognizes that the evaluation process is important to players and parents/guardians. All efforts are taken to ensure that the evaluation process allows a player to demonstrate their hockey abilities and skills.
- 40.2. The objective of evaluations is to provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as determined during the on-ice evaluations. DMHA also wants to provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
- 40.3. A flow chart and brief summary of the evaluation format will be determined at the end of each season and forwarded to the membership prior to Aug 31 of the current season.
- 40.4. Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Evaluation results will not be released to parents/guardians or players. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee.
- 40.5. The only circumstance when evaluation scores may be released to parents/guardians or players is when a formal appeal and payment is submitted to the Evaluation Coordinator.
- 40.6. All players must participate in a minimum of one evaluation session at their designated age level. The DMHA Executive will determine on an annual basis if a Try Out fee will be charged, and if so, at what rate. In the event that a player chooses not to participate in all of the evaluation ice slots an averaging of their evaluation will be used. Players registered shall be notified by the DMHA Evaluation Committee of their evaluation session times.
 - 40.6.1. If a player is participating in an age division with a non-contact team and the player indicated that they are opting to play only on the non-contact team, then the player will not need to participate in evaluations.

- 40.7. The Evaluation Committee will have a private space to work in and all evaluations are to be held in complete confidentiality.
- 40.8. A U13 and U15 checking clinic will occur within the first 30 days of the season.
- 40.9. All DMHA members in good standing can apply to coach. If a potential coach(es) has a child trying out, the Coach will be selected after the Evaluation Committee has identified the locked players for that team plus additional "bubble players" selected by the Evaluation Committee. The child of the selected Coach must be within the designated locked players evaluated through the evaluation process. This would enable a parent to be selected as a coach based on their knowledge and that their child has the required skills to make the team at that level.
- 40.10. The Evaluation Committee will advise coaches with the timelines for team selections.
- 40.11. If a player is unable to participate in evaluations due to extreme circumstances, the Evaluation Committee must give the player the benefit of the doubt and add that name onto the list of players given to the highest tiered team. The player will be afforded an opportunity to skate with the highest tiered team and then the coach will determine if that player is a good fit for the team. If the player is not a good fit for the team, they will be moved down to the next lowest team.
- 40.12. Any player who chooses to drop from the tryouts will be placed on the team roster of the lowest ability if it is not full.
- 40.13. Goalies in U11 and U13 that will follow the Goaltender Evaluation Process for U11 & U13 Divisions.

41.0 TEAM SELECTION

- 41.1. DMHA believes in tiering the teams in the U9, U11, U13, U15 and U18 levels. This philosophy enables DMHA to meet players where they are at developmentally and to allow players to play at a competitive level and further develop and challenge their skills. However, there will be no DMHA players within a division allowed on the ice if their respective division does not have a Level Coordinator in place.
- 41.2. Top Tiered Team:
 - 41.2.1. DMHA will strive to ensure the players with the highest ability, dedication, attitude, and personal discipline are selected to Team 1 in a division.
 - 41.2.2. The selection process will be monitored by the Evaluation Committee. The Evaluation Committee will consist of the Evaluation Coordinator plus a minimum of two individuals on the DMHA Executive Committee.
 - 41.2.3. The Head Coaches will select their teams based on the player list provided through the evaluation process. The player list will be determined based on the evaluation criteria set by the Evaluation Committee. The player list will consist of locked players and "bubble players." Locked players automatically make the team and the coaches choose the remaining members of their team from the "bubble players." The number of "bubble players" will change from year to year and is decided by the Evaluation Committee and how the group of players evaluate during the current evaluations.
 - 41.2.4. Coaches will need to provide their listing for the player releases to the Evaluation Committee prior to any communication to the player.

- 41.2.5. If the Coach and Evaluation Committee cannot come to an agreement, the DMHA executive may intervene.
- 41.3. After Team 1 has been chosen, the remaining players will comprise the remaining team(s). The Executive will continue to tier the players if there are enough players for a second and third team.
- 41.4. The DMHA Executive will determine the number of players on each team prior to evaluations.
- 41.5. The player selection cut-off date will be set annually by DMHA.
- 41.6. The Executive Committee will determine the number of players per team, and will try to keep numbers as equal as possible. Coaches will be advised prior to any coaches pick selections. Coaches must adhere to the numbers given to them by the executive.
- 41.7. All appeals must be presented in writing to the Vice President and President of DMHA.
- 41.8. Players wishing to be considered as both a skater and goalie (hybrid player) must participate in both the goalie sessions and player sessions for their respective division. Please note that the Hybrid goaltender option is only for the U11 and U13 age categories. Placement of the hybrid player will be determined based on:
- i. Player evaluation scoring in both skater and goalie positions (highest/lowest)
 - ii. Head Coach and Evaluation Committee determination
 - iii. Team requirements (i.e. numbers, positions etc.)
- 41.9. All full-time goaltenders on a team are to be provided fair playing time, as a goaltender, regardless of if they are a Dedicated or Hybrid goaltender (U11 and U13 age categories only). All goaltenders should be aware of this prior to making their declaration. (ie. If a team has 1 Dedicated goaltender and 1 Hybrid goaltender, games are to be split evenly. Game 1 – Dedicated goaltender plays goal, Game 2 – Hybrid goaltender plays goal, Game 3 – Dedicated goaltender plays goal, Game 4 – Hybrid goaltender plays goal, etc...). DMHA encourages coaches to ensure fair play for all goaltenders. This does not necessarily mean equal playing time. Coaches will base game time play decisions on attendance, dedication, attitude, coachability, participation, focus, and effort of the goaltender at practices. A goaltender's skill level should NOT be a consideration to reduce game playing time if all other attributes are satisfied during practices. Regular communication between the Head Coach, goaltender and the goaltender's parents should occur if equal playing time is not achieved so the goaltender is aware of the expectations of the coach during practices to achieve equal game playing time. If both goaltenders on a team display similar levels of the attributes mentioned, they should expect similar game playing time. If a goaltender is struggling during a game, the decision remains with the coach to switch goaltenders to attempt to maintain a positive atmosphere for the team. Goalie parents should ensure the child understands the stresses of this critical position and the focus and dedication required to ensure a positive experience for themselves and their teammates.

42.0 U11 AND U13 GOALIE EVALUATION PROCESS

In continuous pursuit of player development and fostering a competitive environment within the U11 & U13 division, DMHA has established a structured Goaltender Evaluation and Team Placement Process for the U11 & U13 divisions. This process aims to effectively assess and develop goaltending talent while ensuring fair team placements. Additionally, this process will also consider goaltenders who wish to play in positions other than goaltending.

- 42.1. Pre-Evaluation Communication: Each player at the U11 and U13 level need to declare, prior to

evaluations, how they wish to be evaluated. The evaluation options are as follows:

1. Dedicated Goaltender – Goaltenders that wish to only play goal. By choosing this option, the player will be solely evaluated as a goaltender and will NOT need to participate in the position player evaluations.
 - i. Goaltender is solely choosing to play goal for the season.
 - ii. Goaltender will not be eligible to play as a position player for the season.
 - iii. This may mean that they split playing time with another goaltender. (Based on 2 goaltenders per team). Ice time logged by a hybrid goalie when playing as a player, it will not be factored into playing time when determining ice time as a goalie.
 - iv. Goaltender will be placed on team based on their goaltender evaluation score only.
2. Hybrid Goaltender (Hockey Canada Recommended) – Hybrid goaltenders are goaltenders that wish to play goal, but also play as a position player in games where they are not playing goal. By choosing this option, the player will be evaluated as both a goaltender and a position player and will need to attend both goaltender and position player evaluations.
 - i. Player can play both as both a goaltender and position player.
 - ii. Player would play as a position player in games where they are not playing goal. (Based on 2 goaltenders per team)
 - iii. Player will be evaluated as both a goaltender and position player.
 - iv. Player will be placed on a team based on their lowest evaluation score.
 - v. PLEASE NOTE: This option is only for U11 and U13 goaltenders
3. Position Player – Player does not want to be a full-time goaltender. By choosing this option, the player will be solely evaluated as a position player and will not participate in the goaltender evaluations.
 - i. Player is solely evaluating as position player.
 - ii. Even if the player may have some interest in playing goal, they would not be considered a full-time goaltender and would NOT evaluate as a goaltender.
 - Any interest in playing goal should be brought up to the coaching/management staff once the team is formed.
 - Coaches/managers should try and provide opportunities throughout the year for player to try goaltending during practices.
 - Player should not take away playing time from full time goaltenders, without consent from the parents/player of the full-time goaltender and coaching staff evaluation.
 - iii. Player will be placed on a team based on their position player evaluation score only.

42.2. All full-time goaltenders on a team are to be provided fair playing time, as a goaltender, regardless of if they are a Dedicated or Hybrid goaltender. All goaltenders should be aware of this prior to making their declaration. (ie. If a team has 1 Dedicated goaltender and 1 Hybrid goaltender, games are to be split evenly. Game 1 – Dedicated goaltender plays goal, Game 2 – Hybrid goaltender plays goal, Game 3 – Dedicated goaltender plays goal, Game 4 – Hybrid goaltender plays goal, etc...). DMHA encourages coaches to ensure fair play for all goaltenders. This does not necessarily mean equal playing time. Coaches will base game time play decisions on attendance, dedication, attitude, coachability, participation, focus, and effort of the goaltender at practices. A goaltender's skill level should NOT be a consideration to reduce game playing time if all other attributes are satisfied during practices. Regular communication between the Head Coach, goaltender and the goaltender's parents should occur if equal playing time is not achieved so the goaltender is aware of the expectations of the coach during practices to achieve equal game playing time. If both goaltenders on a team display similar levels of the attributes mentioned, they should expect similar game playing time. If a goaltender is struggling during a game, the decision remains with the coach to switch goaltenders to attempt to maintain a positive atmosphere for the team. Goalie parents should ensure the child understands the stresses of this critical position and the focus and dedication required to ensure a positive experience for themselves and their

teammates.

43.0 U11 AND U13 GOALIE TEAM SELECTION

- 43.1. The selection process will be monitored by the Evaluation and Selection Committee. The Evaluation and Selection Committee will consist of the Evaluation Coordinator plus a minimum of two or three individuals as selected by DMHA Executive.
- 43.2. The number of teams will depend on the number of registered players at each division and will be determined by the DMHA executive. Typically, DMHA will have 2 to 3 teams at the U11 & U13 divisions.
- 43.3. Position players will be placed on teams, as laid out in the DMHA Rules and Regulations.
- 43.4. Goaltender placement will be dependent on the number of registered goaltenders and the number of teams at each level. The ideal situation is to have two (2) full time goaltenders (dedicated and/or hybrid goaltenders) per team. However, this may not always be the case and the evaluation committee may make determinations for goaltender allotment per team, based on the evaluation scores. The following steps are to be used for placement of goaltenders on teams:
1. Goaltenders should be ranked based on their evaluation scores.
 - i. Dedicated goaltenders will be ranked based on their goaltending evaluation scores.
 - ii. Hybrid goaltenders will be ranked based on their lowest evaluation score.
 2. Place dedicated goaltenders.
 - i. Try and place at least one full time goaltender per team to maximize playing time.
 3. Place hybrid goaltenders once all dedicated goaltenders have been placed.
 - i. Try and place hybrid goaltenders on teams where there is at least one other goaltender to maximize playing time.
- 43.5. In all cases, if goaltenders are equal in ranking, the selected higher coach may have further input for placement. If the coach and evaluation committee cannot come to an agreement, the DMHA executive may step in to make a final decision.

43.6. Placement Scenarios (2 Teams):

Scenario 1 (Ideal) – 2 Teams, 4 Full Time Goaltenders (2 per team)

- Goaltenders ranked based on their evaluation scores.
 - o Goaltenders ranked 1 & 2, placed on Team 1.
 - o Goaltenders ranked 3 & 4, placed on Team 2.
- Note: If goaltenders 2 & 3 (or more) are equal in ranking, the selected higher coach may have further input for placement
- Does not matter if goaltenders are dedicated or hybrid.

Scenario 2 – 2 Teams, 2 Full Time Goaltenders (1 per team)

- Goaltenders ranked based on their evaluation scores.
 - o Goaltender ranked 1, placed on Team 1.
 - o Goaltender ranked 2, placed on Team 2.
- Note: If goaltenders 1 & 2 are equal in ranking, the selected higher coach may have further input for placement
- Does not matter if goaltenders are dedicated or hybrid.
 - o In this scenario, any hybrid goaltenders may not have the ability to play as a position player, as often as they may like. Coaches should encourage position players to try goaltending, to try and allow any hybrid goaltender to play as a position player.

Scenario 3 – 2 Teams, 3 Full Time Goaltenders (2 on 1 team and 1 on the other team)

- In this scenario, dedicated and hybrid goaltenders need to be considered.

Scenario 3a – 2 Dedicated, 1 Hybrid Goaltender

- o Goaltenders ranked based on their evaluation scores.
 - Dedicated goaltender ranked 1, placed on Team 1.
 - Dedicated goaltender ranked 2, placed on Team 2.
 - Hybrid Goaltender is placed on Team 1 or Team 2, based on their lowest evaluation score.
- o Note: If hybrid goaltender ranking falls in the "coaches' selection" ranking, then the coach will have the final decision in where this goaltender is placed.
- o This scenario would allow the hybrid goaltender to play as a position player during games in which they do not play goal.

Scenario 3b – 1 Dedicated, 2 Hybrid Goaltenders

- o Goaltenders ranked based on their evaluation scores.
 - If dedicated goaltender ranked 1, placed on Team 1. Both Hybrid goaltenders placed on Team 2.
 - If dedicated goaltender ranked 3, placed on Team 2. Both Hybrid goaltenders placed on Team 1.
 - If dedicated goaltender ranked 2, then goaltender placed on team, based on their evaluation score. Hybrid goaltender 1, placed on team 1. Hybrid goaltender 3, placed on team 3.
 - Note: If dedicated goaltender ranking falls in the "coaches' selection" ranking, then the coach will have the final decision in where this goaltender is placed.
- o This scenario would allow the hybrid goaltenders the best opportunity to play as a position player during games in which they do not play goal.

Scenario 3c – 3 Dedicated or 3 Hybrid Goaltenders

- o Goaltenders ranked based on their evaluation scores.
 - Goaltender ranked 1, placed on Team 1.
 - Goaltender ranked 3, placed on Team 2.
 - Goaltender ranked 2, placed on team, based on their evaluation score.
- o Note: If goaltender 2 ranking falls in the "coaches' selection" ranking, then the coach will have the final decision in where this goaltender is placed.
- o Does not matter if goaltenders are dedicated or hybrid.

Scenario 4 – 2 Teams, 5 (or more) Full Time Goaltenders

- In this scenario, dedicated and hybrid goaltenders need to be considered.
- All attempts should be made to place goaltenders on teams that would allow them to play the most. However, in this scenario it may mean that dedicated goaltenders sit for 2 or more games.
- Scenarios below provide an outline for 5 goaltenders. If there are more than 5 full time goaltenders, then the evaluation committee and executive need to provide further direction.

Scenario 4a – 5 Dedicated Goaltenders

- o Goaltenders ranked based on their evaluation scores.
 - Dedicated goaltenders ranked 1 & 2, placed on Team 1.
 - Dedicated goaltenders ranked 3, 4 & 5, placed on Team 2.
- o This scenario would not be ideal for goaltenders on team 2, as only 2 of 3 goaltenders would be allowed to dress for each game and a rotation should be established. It would be recommended that goaltenders play half games to ensure no goaltender sits for more than 1 game.

Scenario 4b – 5 Hybrid Goaltenders

- Goaltenders ranked based on their evaluation scores.
 - Hybrid goaltenders ranked 1 & 2, placed on Team 1.
 - Hybrid goaltenders ranked 3, 4 & 5, placed on Team 2.
- This scenario would mean that goaltenders on team 2 play goal every 3rd game. However, the other 2 goaltenders would play as a position player when not playing goal.

Scenario 4c – 4 Dedicated Goaltenders, 1 Hybrid Goaltender

- Goaltenders ranked based on their evaluation scores.
 - Dedicated goaltenders ranked 1 & 2, placed on Team 1.
 - Dedicated goaltenders ranked 3 & 4, placed on Team 2.
 - Hybrid goaltender placed on team, based on their evaluation score.
- Note: if hybrid goaltender ranking falls in the “coaches’ selection” ranking, then the coach will have the final decision in where this goaltender is placed.

Scenario 4d – 1 Dedicated Goaltender, 4 Hybrid Goaltenders

- Goaltenders ranked based on their evaluation scores.
 - If dedicated goaltender ranked 1 or 2, placed on Team 1. Highest ranking hybrid goaltender placed on team 1. All other hybrid goalies placed on team 2
 - If dedicated goaltender ranked 4 or 5, placed on team 2. Hybrid goaltenders ranked 1, 2 & 3 placed on team 1. Lowest ranking hybrid goaltender placed on team 2.
 - If dedicated goaltender ranked 3, placed on team based on evaluation score. Hybrid goalies ranked 1 & 2 places on team 1. Hybrid goalies ranked 4 & 5 placed on team 2.
 - Note: If dedicated goaltender ranking falls in the “coaches’ selection” ranking, then the coach will have the final decision in where this goaltender is placed.
- In cases where dedicated goaltender ranks 1, 2, 4 or 5, this scenario places 3 hybrid goaltenders on 1 team to allow goaltenders not playing goal to sit for no more than 1 game.

Scenario 4e – 3 Dedicated Goaltenders, 2 Hybrid Goaltenders

- Goaltenders ranked based on their evaluation scores.
 - If 2 of the dedicated goaltenders rank 1 & 2, then they are placed on team 1. All other goaltenders are placed on team 2.
 - If 2 of the dedicated goaltenders are ranked 4 & 5, then they are placed on team 2. All other goaltenders placed on team 1.
 - If a dedicated goaltender is ranked 3, they are placed based on their evaluation score. Goaltenders ranked 1 & 2, placed on team 1. Goaltenders ranked 4 & 5, placed on team 2.
 - Note: If dedicated goaltender ranked 3 falls in the “coaches’ selection” ranking, then the coach will have the final decision in where this goaltender is placed.
- In all cases, other than where a dedicated goaltender is ranked 3, this ensures that the hybrid goaltenders play on the same team to ensure that only 1 dedicated goaltender sits for 2 games.
- In the case where a dedicated goaltender is ranked 3, 2 dedicated goaltenders will end up on the same team.
- It would be recommended that goaltenders on 3 goaltender teams, play half games to ensure no goaltender sits for more than 1 game.

Scenario 4f – 2 Dedicated Goaltenders, 3 Hybrid Goaltenders

- Goaltenders ranked based on their evaluation scores.
 - Goaltenders ranked 1 & 2 are placed on team 1. Goaltenders ranked 4 & 5 are placed on team 2.
 - If goaltender ranked 3 is a dedicated goaltender, they are placed on the opposite team of the other dedicated goaltender.
 - If goaltender ranked 3 is a hybrid goaltender, they are placed based on the following:

- If there are two dedicated goaltenders on the same team, they are placed on the opposite team.
- If there is one dedicated goaltender on each team, they are placed, based on their evaluation score.
- In all cases this ensures that no team with 3 goalies has more than 1 dedicated goaltender and only 1 dedicated goaltender would sit out more than 1 game.
- It would be recommended that goaltenders on 3 goaltender teams, play half games to ensure no goaltender sits for more than 1 game.

44.0 EVALUATION ISSUES AND APPEALS

- 44.1. Players/parents are to attend 1-2 practices prior to making the decision to initiate a formal appeal. During this time, we encourage the player/parent to review the website and discuss their concerns with the Evaluations Coordinator. It is our experience that this dialogue resolves nearly all placement concerns.
- 44.2. If the player/parent wishes to continue with an appeal, a written appeal must be submitted to the Evaluation Coordinator and President within seven (7) days of the player being notified of their team placement.
- 44.3. The written appeal must be accompanied by a \$100 deposit. This deposit will only be returned to the appealing player/parent in the event that the appeal is successful.
- 44.4. Players scores will only be released if parents/guardians apply for a written appeal. When a player score is released during the appeal process, only the players score, ranking in the age category, and the score above and below the player is provided. No other players' names or identifying information is released.
- 44.5. The review process consists of members of the Evaluation Committee watching the player at a practice to see the player with their team and assess their placement. We then use this on-ice assessment in addition to their evaluation scores, previous coach feedback, and any other data points to form a decision on whether the player should be moved or not.
- 44.6. The Evaluations Coordinator will notify the appealing player/parent of their decision as soon as possible after receiving notice of the appeal, deposit and assessing player with current team.
- 44.7. The decision of the Evaluation Committee will be final and binding.
- 44.8. Factors Considered by the Appeal Committee:
- i. Is there room for player movement; such that team sizes remain in compliance with the Hockey Edmonton guidelines and requirements for team sizes. This includes the guidelines for team size and differentiation of team sizes within a community.
 - ii. Was there an error in the evaluation score calculations that materially compromised the placement of the player?
 - iii. If the appeal is based on a player's sickness, injury, or partial attendance, was notification of the sickness, injury or inability to attend a session given by the player/parent?
 - iv. The position of the player in relation to the desired team.
 - v. Was the appeal made in the timelines required by DMHA, in the required written form and accompanied by the required deposit as set out above in the Appeal Process?
- 44.9. The following are examples of some of the unacceptable reasons for an appeal:
- i. Desire to play with a particular player or players on another team.
 - ii. Desire to play for a particular coach or assistant coach.

- iii. Desire not to play with a particular player or players on the assigned team.
- iv. Desire not to play for a particular coach or assistant coach on the assigned team.
- v. Previous year(s) performance or placement alone.
- vi. Placement in relation to another particular player or players.

45.0 LEAGUE GAMES

- 45.1. All games will end at the scheduled ice time regardless of the time started.
- 45.2. Game Officials – DMHA will supply home game officials. Teams are responsible for paying for half of the cost of the referees for all league games. The EFHL posts the yearly rates for referees on their website, and this pay schedule will be followed by DMHA. The DMHA Treasurer will forward the referee monies to the team account once the manager contacts the Treasurer.
- 45.3. Managers are responsible for arranging the following officials for all home games:
 - i. Scorekeeper
 - ii. Timekeeper
 - iii. Penalty Box (age category dependent)
- 45.4. All league and playoff games scheduled will take precedence over all other commitments, except for Provincials, which take precedence over all other games. If a team decides to participate in a tournament other than the DMHA home tournament, the team is responsible for submitting a blackout request to the league and the Ice Coordinator.
- 45.5. Only players and bench staff listed on the HCR roster are allowed on the bench or ice at any time, unless otherwise directed by the office. Maximum of 5 team officials allowed in the player box at any given time.
- 45.6. Referees will follow the league rules governing games that run late.

46.0 GAME SHEETS

- 46.1. All game sheets from the league are to be submitted using the league app within 24 hours after the completion of the team.
- 46.2. After the game sheet has been signed by the game officials, no game sheet shall be altered with the exception of adding a permit number.
- 46.3. Only players and bench staff participating in the game are to be selected and submitted on the electronic game sheet.
- 46.4. Game sheet must be verified by a bench staff listed on the HCR roster. Verification is to state that the players and bench staff listed are participating in the game, and any injuries, suspensions or substitute goalies are noted on the game sheet.
- 46.5. Copies of all game sheets for exhibition and/or tournament play are to be forwarded to the coordinator's email listed on the exhibition game or tournament permit.

47.0 HOME TOURNAMENTS

- 47.1 DMHA home tournaments are a major source of fundraising for the association. All levels will be responsible for coordinating and hosting a home tournament.

- 47.2 A Level Coordinator is required at each level before any teams are allowed on the ice following evaluations and team selection. One of the Level Coordinator's responsibilities is to form a tournament planning committee. The committee will help to organize the tournament under the direction of the Level Coordinator.
- 47.3 Level Coordinators will be responsible for:
- i. Recruiting help from the parents of each team to help in the organization and running of the tournament
 - ii. Setting up a budget prior to the tournament;
 - iii. Collecting fees from the invited teams;
 - iv. Notifying all applicable parties of meeting times;
 - v. Notifying the office for any refs required;
 - vi. Informing team sponsors of the tournament, and game times, and inviting the sponsors to come and watch 'their' teams;
 - vii. The Level Coordinator will work with the head coaches and managers of the DMHA teams to select teams that are appropriate for the skill level of the DMHA teams.
- 47.4 DMHA will be responsible for providing a tournament schedule to the Level Coordinator.
- 47.5 DMHA will provide tournament schedules for each age group.
- 47.6 The Executive Committee will review and set the cost of each home tournament.
- 47.7 All Tournaments must be sanctioned by Hockey Alberta. The Registrar will apply for a tournament permit for each tournament and send the tournament information to the Hockey Alberta website to advertise the tournament.
- 47.8 Tournament Guidelines will include the following:
- 47.8.1 Each level will be responsible to pay for costs relating to their tournament with regards to ice, referees, sanctions, trophies, memorabilia etc.
 - 47.8.2 All receipts for expenses will be submitted to the DMHA Treasurer within two weeks of the tournament to allow for reconciliation.
 - 47.8.3 DMHA will take half of the profits made from the tournament proceeds to assist with offsetting the costs of running the hockey program within DMHA. The other half of the proceeds will be split equally amongst the teams in the particular age category.
 - 47.8.4 Cannabis as a donated item for raffle or silent auction is strictly prohibited. As per the AGLC website, cannabis is strictly prohibited as a raffle prize item at all events public or private, as stated in the Alberta Gaming, Liquor and Cannabis Act Part 3, under the Heading Cannabis, subsection Cannabis Control, Section 90.08(1) states that "subject to the Federal Act, no person may import, distribute, grow, transport, store, purchase, sell, GIVE, possess or use cannabis except in accordance with this Act or a cannabis license". And under subsection Prohibited Sales, section 90.23 states that "subject to Federal Act, unless authorized by this Act or a cannabis license no person may, through the person's own actions or through the persons employees or agents, ..., (c) directly or indirectly sell or offer to sell cannabis.
 - 47.8.5 All tournament rules and regulations must be in accordance with Hockey Alberta and Hockey Canada Regulations.

48.0 AWAY TOURNAMENTS

- 48.1 At the start of the hockey season at the parent meeting, the number of away tournaments will be voted on by the parents.

49.0 TRAVEL AND EXHIBITION PERMITS

Permits can be obtained by completing the appropriate permit request form which can be found on the DMHA website under the Manager Hub Tab.

- 28.1 Exhibition game permits are required for all exhibition games.
- 28.2 All Hockey Alberta sanctioned teams MUST be in possession of a Travel Permit when participating in an away tournament game.
- 28.3 When traveling out of province, the actual Travel Permit must be carried with the team at all times.
- 28.4 The exhibition permit number must be recorded on each game sheet.
- 28.5 All game sheets from tournament/exhibition games must be emailed to the appropriate coordinator listed on the approved permit.
- 28.6 All games that have an infraction must email the game sheet along with the infraction write up to the zone discipline coordinator immediately after the game.
- 28.7 Teams must also ensure that their opponent has the appropriate travel/exhibition permit. Permits are to be listed on the game sheet.
- 28.8 If the Coach/Manager cannot confirm if the opposing team has the proper permit, then THE GAME MUST NOT BE PLAYED. Permits are necessary for insurance purposes.
- 28.9 Permits must be applied for a week in advance to ensure approval is received, and if referees are required to be booked or canceled.
- 28.10 Minor Hockey Associations that have teams participate in Tournaments without obtaining proper sanctioning may be subject to a fine of up to \$1,000 from Hockey Alberta. This fine will be passed onto the team involved in the situation.

50.0 PLAYER RETURN FROM INJURY

- 50.1 Should a player become injured and require any form of medical attention, it is within the coaching staff's right to ask for a doctor's note to return to play if deemed necessary. This includes both on ice and off ice participation regardless of when or where the injury happened.

51.0 PLAYER DEVELOPMENT

- 51.1 It is the opinion of DMHA that every player, regardless of age or ability shall be given the opportunity to develop personal leadership, life skills and hockey skills through delivery of programs that emphasize equitable instruction and participation.
- 51.2 DMHA will endeavor to provide a goaltender clinic on a yearly basis.

52.0 COACH SELECTION

- 52.1 Prior to commencement of the hockey season, DMHA will invite applications for all coaching positions.
- 52.2 Applications will be reviewed by the DMHA Coaches Director. A Coaches Selection Committee will be formed to complete coaching interviews. A minimum of 3 Executive Committee members will sit on this committee. If there is a conflict with a coaching application, such as one committee member applying to be a coach, an additional member of the Executive will be appointed.
- 52.3 Coaching qualifications required will vary from one level to another. When DMHA selects a coach, the Executive will review all potential coach's experience, coaching certification, references and teaching philosophy. In accordance with DMHA philosophy, the DMHA Executive will make every effort to ensure selected coaches have proper qualifications.
- 52.4 The Head Coach shall be responsible for the selection of his assistant coaches. A list of potential assistant coaches will be provided to the head coach by the Coaches Director. A maximum of five coaching staff are allowed to be on the team roster.
- 52.5 In the U7 and U9 Divisions Hockey Alberta requires that a bench staff has the Safety Course for every 10 players registered to the team (therefore a minimum of 2 bench staff from these Divisions will require the Safety Course).
- 52.6 Qualifications of bench staff can be located on Hockey Alberta's website under the Coach Tab. These qualifications are required to be completed by November 15 of the current season. The only exception is the Backcheck and Respect In Sports – Activity Leader program. DMHA requires that both these requirements are completed before any assistant coach, manager or volunteer is registered to the team HCR roster. Head Coaches will not be registered to the team HCR Roster until a minimum of the Respect in Sports – Activity Leadership course is completed.
- 52.7 All coaches, on-ice helpers, and managers are to be ratified by the DMHA Executive Board no later than October 15.

53.0 COACH RESPONSIBILITIES

- 53.1 Coaches are required to complete appropriate training for their designated level per Hockey Alberta rules and regulations by November 15 of the current season.
- 53.2 Be responsive to directives of the Executive Committee and must follow and operate the team within established rules and regulations and bylaws of DMHA.
- 53.3 The coach must and will develop a close working relationship with the Team which will identify a Team Manager, Team Treasurer, Parent Liaison and a minimum of two qualified Coaching Assistants. A maximum of five coaching staff are allowed to be on the team roster.
- 53.4 One of the assistant coaches must be chosen as the goalie development representative for each team and is required to attend the goalie specific training sessions.
- 53.5 The coach will attend all practices and games. If unable to attend, the coach is to arrange for his assistant or someone else qualified to take responsibility. There must be a minimum of 2 qualified coaching staff present.

- 53.6 The coach shall supervise the conduct of players and team officials during practices, games, and team functions. The coach is responsible for enforcing rules and discipline of their team. Any game or practice is under the control of the coach or their designate.
- 53.7 Ensure proper supervision of the team before, during and after all games and practices. Coaches will also ensure proper supervision and take responsibility of the team during all team functions whether such functions are at home or away.
- 53.8 Before pucks are allowed on the ice, the coach or their designate will be present on the ice to supervise players and ensure all gates are shut.
- 53.9 The coach will set a good example for his team in actions and dress. The coach will recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players' parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action.
- 53.10 Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;
- 53.11 Coaches are not allowed to smoke/use tobacco products or swear on the ice, on the bench, in the box or in the dressing rooms.
- 53.12 Alcohol consumption by minors will not be tolerated at any league or team function.
- 53.13 The use of illegal drugs could result in a suspension for a minimum of one (1) year.
- 53.14 The coach will arrange:
- 53.14.1 A Team meeting at the beginning of the season to agree on objectives, goals and expectations for the season, i.e. number of games, tournaments, etc.
 - 53.14.2 A Parent meeting at the beginning of the season and hold others as needed throughout the season to update parents and clearly communicate the team direction. A parent liaison is selected by the parents to help communicate concerns to the coaching staff.
- 53.15 Be sensitive to parent/guardian concerns and be prepared to respond cordially.
- 53.16 Establish regular communication with parents/guardians and players regarding games, practices, schedules, fundraising etc.; The coach will ensure players are advised of game time and of what time they are expected at the rink.
- 53.17 Coaches will recognize that hockey may NOT be the major winter activity of the player, it is not the only activity, and that it may come after family and educational responsibilities.
- 53.18 The coach will ensure players are wearing approved equipment as outlined in the equipment policy.
- 53.19 The coach is responsible for communicating with the appropriate level coordinator.
- 53.20 The coach will name affiliate team or players by deadline when necessary.
- 53.21 The coach will ensure the league schedule is obtained from the respective level coordinator

and become familiar with the same. The coach will discuss problems with the parent liaison and/or Level Director. Please see conflict management flowchart.

53.22 The coach will advise the manager of what assistance they can be.

53.23 The coach should become aware of any medical problems with players and will encourage medical treatment when required. It is mandatory that each team have a minimum of one team official with the required safety certification outlined by Hockey Alberta.

54.0 COACHING DEVELOPMENT

54.1 DMHA will cover the cost of training for Head Coaches through Hockey Alberta. Any assistant coaches wishing to attend Hockey Alberta approved level courses, may do so. If they wish to have their fees reimbursed, they must apply to the DMHA Executive board for approval prior to registering and attending the course. Application for approval must be in writing.

54.2 The Coaches Director will provide opportunities for coaches to attend clinics, provide educational materials and provide up-to-date information on coaching qualifications required for each level.

55.0 JUNIOR COACHING STAFF

55.1 DMHA encourages the use of junior coaches for levels U-7 to U-13. Junior Coaches must be registered within Hockey Alberta.

55.2 A junior coach is classified as any player in DMHA that is in a hockey level U-11 and up to U-18. A player cannot become a junior coach if they are currently in U-7 or U-9 hockey. Junior coaches must be registered with Hockey Alberta and must be at least two levels above the level they wish to assist with. ie: to assist with a U-11 team, the junior coach must be in level U-15 or higher.

55.3 There will be a maximum number of two junior coaches on ice at any given time for any and all teams.

55.4 If brothers or sisters play for other teams registered with Hockey Alberta in a neighboring community, they are welcome to be on ice to help out as well.

55.5 Junior coaches from another league other than Hockey Alberta, ex: HSL who wish to be on the ice as a junior coach, will not be allowed in DMHA as a junior coach, as they must be sanctioned under Hockey Alberta, and as such must be added to the HCR as an assistant coach and have completed the Respect in Sport for coaching.

56.0 COACHING STAFF – CODE OF CONDUCT

56.1 Understand that you have an obligation to abide by the policies of DMHA and that failure to do so could result in the loss of coaching privileges.

56.2 Make sure that your players understand and abide by the Code of Conduct for Players.

56.3 Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue those interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players. Keep team fundraising and events (i.e. tournaments) to a reasonable amount. Teams can participate in three away tournaments, plus the home tournament. Additional tournaments would require executive approval.

- 56.4 Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
- 56.5 Remember that participants play for fun and enjoyment and that winning is only part of the big picture. Never ridicule or verbally put down a player for making a mistake or losing a competition.
- 56.6 At all times show respect to all players, parents, coaches and officials.
- 56.7 Follow the advice of a physician when determining when an injured player is ready to resume play. The player must obtain a letter addressed to Devon Minor Hockey from a physician authorizing play upon recovery from any serious injury (i.e. bone fractures, concussions). It is the head coach's responsibility to advise the DMHA President if a player is out for medical reasons, and to supply the DMHA President with a copy of the medical letter when the player returns. Any significant on ice injury will require the head coach to complete the Hockey Canada Injury report form immediately.
- 56.8 Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and always set a good example.
- 56.9 Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions that DMHA may hold.
- 56.10 Treat the players better than you would like to be treated.
- 56.11 A key goal is to help each player grow and develop as an athlete and as a person
- 56.12 Never come to any practice or game under the influence of any illegal substance, drugs or alcohol. Use of tobacco and tobacco products are prohibited in all games and practices. Such action may result in dismissal or suspension.
- 56.13 Communicate team goals with players and parents at the beginning of the season, and throughout.
- 56.14 Create a learning environment so players will experience success in improving individual and team skills.
- 56.15 DO NOT use any wide spread social media communication channels (email, texting, social media, etc.) to communicate any offensive, abusive or insulting remarks towards any other player, official, parent, coaches, team support staff, volunteers and/or executive members
- 56.16 Abuse or harassment of players, coaches, officials, other parents or volunteers is unacceptable behavior and WILL NOT BE TOLERATED. This may be defined as, but is not limited to negative verbal remarks, physical actions or behavior.
- 56.16.1 Harassment is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive.
- 56.16.2 Bullying is the use of force or coercion to abuse or intimidate others. Bullying can include verbal or written harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality or ability.

- 56.17 Coaches will be required to sign the DMHA Coaches' Conduct Pledge at the beginning of each season and submit the signed pledge to DMHA by October 30th. The Coaches Director will be responsible for sending the DMHA Coaches' Conduct Pledge to all team coaching staff and storing them for the entirety of the season.
- 56.18 All coaches must adhere to the Parent Code of Conduct Pledge in addition to the DMHA Coaches' Conduct Pledge regardless of if they have children in DMHA.

57.0 MANAGERS RESPONSIBILITIES

- 57.1 Team Managers shall be directly responsible to the Head Coach who shall be responsible for delegating specific duties.
- 57.2 In general, Team Managers should assume responsibility for most of the office organizational and administrative tasks thus allowing the Head Coach to concentrate on instruction and player development.
- 57.3 It is the manager's responsibility to become thoroughly acquainted with league and association rules and regulations. The manager will be responsive to directives of the Executive Committee and operate the team within established rules, regulations, and bylaws.
- 57.4 The manager is responsible for helping the coach by enforcing the rules, discipline and behaviour of the team.
- 57.5 On commencement of hockey season, the manager will obtain game schedule and practice times from the relevant coordinator. The manager will use TeamSnap to communicate scheduled ice times for games and practices. The manager will notify players of practice times and location, giving as much notice as possible.
- 57.6 The manager is responsible for communicating any changes to exhibition games to the referee assignor and ice coordinator with adequate notice.
- 57.7 The manager will ensure game reports, etc. are filled out correctly using the format required by the league.
- 57.8 While the following is not a comprehensive listing of all duties for managers, it may serve as a guide for tasks which the head coach delegates;
- i. Obtaining of travel permits;
 - ii. Obtaining Special Event Sanctions
 - iii. Organization of parent meetings
 - iv. Participate in formulation of team objectives and rules
 - v. Preparation of team budget
 - vi. Supervise and monitor collection of money and fundraising
 - vii. Present financial statements to parent/guardians and DMHA as requested
 - viii. Arrange team accommodation for away tournaments
 - ix. Arrange player team building is requested by team
 - x. Arrange for additional ice if requested by the head coach
- 57.9 Fulfill their duties and if a Team Manager is unable to fulfill their duties, then they must assign a team official to act in their absence.
- 57.10 The manager will be responsible for having each player fill out a medical form. This information will

include the following information:

- i. players' names
- ii. parent or guardian names
- iii. addresses
- iv. telephone numbers
- v. medical insurance numbers
- vi. note any special medical problems
- vii. parents' names
- viii. team position volunteers

- 57.11 The manager will organize and manage parent/guardians or parent committees as may be required from time to time – Treasurer, Tournament Committee members, Safety Parent, Parent Liaison, Fundraising Coordinator, etc. The manager will be responsible for sending the list of team officials to the Registrar. This list will include the names and contact information for the following positions:
- i. All coaching staff
 - ii. Team manager
 - iii. Team treasurer
 - iv. Parent liaison
 - v. Safety parent
 - vi. Tournament committee members (2)
- 57.12 The manager will arrange for exhibition games, both home and away. They will submit the appropriate document to acquire an exhibition permit from DMHA for any unscheduled games. League commitments take precedence over exhibition games.
- 57.13 Before entering a tournament, the Hockey Alberta sanction number must be obtained. To play out of province teams, special permission must be obtained from DMHA and Hockey Alberta.
- 57.14 The manager will arrange for:
- i. time keeper
 - ii. score keeper
 - iii. penalty box supervisors (age category dependent)
- 57.15 These persons are minor game officials and must conduct themselves in an unbiased manner.
- 57.16 The manager will ensure all new players are registered with the DMHA Registrar before any ice activity. All players must be registered on the team HCR by the deadline set by Hockey Alberta.
- 57.17 While attending tournaments, the manager will:
- i. make sure to have all HCR rosters with him/her always, once approved by Hockey Alberta,
 - ii. assist the coach with team while off the ice,
 - iii. check dressing rooms to ensure they are left clean.
- 57.18 The manager will act as a liaison between the team and any sponsors. Once the team is established, the manager is responsible for the financial status of the team.
- 57.19 The manager will handle all problems to the best of his/her ability and, if necessary, approach the level coordinator for assistance when he/she deems necessary.
- 57.20 The manager will utilize all ice time and report to the ice coordinator immediately if the team is unable to use the scheduled ice (this ensures time for another team to use the ice time). See Ice Allocation policy for timelines to return ice and fines related to unused ice.

- 57.21 The manager will advise all parents and players that under no circumstances is DMHA equipment to be used outside of approved DMHA functions.
- 57.22 The manager will not smoke or swear on the ice, in the box or in the dressing room.

58.0 PARENT LIAISON GUIDELINES

- 58.1 The Parent Liaison must be selected by a vote of the parents (may not be a coach or manager) at the beginning of the season. This person must also not be related to any of the coaching staff or manager(s) in an effort to prevent a conflict of interest. The vote will be held at a parent meeting early in the year prior to the commencement of the regular hockey season. This person should be an open-minded individual willing to act as a spokesperson for the team.
- 58.2 Parent liaison roles:
- i. Spokesperson for parent concerns
 - ii. Spokesperson for coach(es) concerns
 - iii. Conflict resolution mediator
 - iv. Document any issues in case further escalation to the Executive Committee is required, and to monitor for repeating concerns.

59.0 REFEREES

To be a qualified referee, the individual must:

- 59.1 Be thirteen (13) years of age or older by January of the current season.
- 59.2 Have successfully completed a Level I Hockey Alberta Referee Clinic.
- 59.3 Must be capable of handling the specific level of hockey.
- 59.4 Games will be refereed strictly in accordance with the rules.
- 59.5 To referee certain levels, the referee must successfully complete Level II or III.
- 59.6 For younger referees, the individual must be two (2) years older than the players.

60.0 REFEREE INCIDENT REPORT POLICY

- 60.1 Written complaints about game officials must be reported in writing, setting out the particulars of the incident and must be signed by the individual making the complaint, to the Referee-in-Chief (referee_in_chief@devonminorhockey.com). If the complainant is not satisfied by the decision of the Referee-in-Chief, then a decision can be appealed to the North Region Discipline coordinator for Hockey Alberta.
- 60.2 Written replies will follow all legitimate complaints at the Referee in Chiefs discretion.

61.0 INJURY REPORTS

- 61.0 The Hockey Canada Injury Report form shall be used to report injury incidents.
- 61.1 Injury report forms are found on the DMHA website under the Manager's hub. Copies will also be placed in the referee rooms.

- 61.2 Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy submitted to DMHA.

Unrestricted Copy

SECTION IV: DISCIPLINE

62.0 GENERAL CODE OF CONDUCT

- 62.1 This Code of Conduct identifies the standard of behavior which is expected of all DMHA members and participants, included but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in DMHA activities and events.
- 62.2 DMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants shall conduct themselves at all times in a manner consistent with the values of DMHA which include fairness, integrity, and mutual respect.
- 62.3 During the course of all DMHA activities and events, members shall avoid behavior which brings DMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- 62.4 DMHA members and participants shall at all times adhere to DMHA, Bylaws and Rules and Regulations.
- 62.5 Parents/Guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Coach to assist their child in changing before and after a game.
- 62.6 In no circumstances is a parent/guardian or fan to enter the opposing teams dressing room. Officials are to be confronted or asked to discuss any infractions that result in a possible suspension.
- 62.7 Members and participants of DMHA shall not engage in any activity or behavior which interferes with a competition or with any players or team's preparation for a competition, or which endangers the safety of others.
- 62.8 Members of DMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist, and sexist. In particular, behavior, which constitutes harassment, abuse or bullying, will not be tolerated.
- 62.9 Failure to comply with DMHA's Coaches, Parent, Player, Volunteer or Executive Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension or certain or all privileges to participate in DMHA activities and events, both present and future.

63.0 DISCIPLINE

- 63.1 Any player, coach, manager, trainer, referee, linesman, volunteer, member, parent or spectator that is guilty of unacceptable conduct on or off the ice or violates or breaks a bylaw, rule, regulation or ruling of the Board is subject to discipline or suspension.
- 63.2 The DMHA Executive Committee has the power to impose suspensions and discipline as set out in the bylaws, and rules and regulations.
- 63.3 Any player, team or team official who knowingly supplies false information to a representative of DMHA will be subject to being suspended or disciplined.
- 63.4 The DMHA President can suspend any DMHA member if the member is in serious violation of the DMHA Rules and Regulations upon review of events.

- 63.5 DMHA will establish a Discipline Committee when required to review a serious violation. This committee will consist of three (3) DMHA Executive Committee Members.
- 63.6 Any player, parent or spectator found to be participating in harassment, abuse, or bullying (including but not limited to cyber-bullying, emails, social-media chatter or texting) will be dealt with immediately and will face disciplinary action as follows:
- i. First Offence: 3 game suspension
 - ii. Second Offence: indefinite suspension until review by DMHA President.
- 63.7 Such discipline may be applied to any member of the Association including Executive, Directors, Coordinators, Team Officials (Coaches, Assistants, Trainers, and Managers etc), Players, Parents and spectators and may take the form of, but are not limited to:
- i. a verbal reprimand
 - ii. a written reprimand
 - iii. a required course
 - iv. a suspension from participation in or at specific and defines association activities, or a recommendation to the board for a complete suspension from participation in or attendance at any or all Association activities
 - v. a recommendation for an expulsion from the Association and/or
 - vi. a combination of two or more of the above.

64.0 SUSPENSIONS

- 64.1 The Executive Committee may suspend, expel and/or impose sanctions and conditions of participation on any DMHA Member, player or team official who fails to comply with the bylaws and/or rules and regulations of DMHA, Hockey Alberta, or Hockey Canada or whose conduct shall be deemed to be improper or unbecoming of a member, player or team official of DMHA.
- 64.2 Any suspension imposed by the Executive Committee shall take place immediately. The member, player, team official will be made aware of the suspension by email.
- 64.3 All documentation on any investigation will be kept by DMHA.
- 64.4 All Participants (Players, Team Officials, and/or Officials) that incur a suspension must serve that suspension in the same capacity that it was incurred. Suspended Participants can continue to participate in sanctioned game play in another capacity and are not eligible to serve suspended games in another capacity.
- 64.4.1 To create consistency and clarity for serving suspensions, a suspended Player will now be permitted to continue participating as an Official or Team Official while serving the suspension incurred as a Player, and vice versa. The exception to this Hockey Canada regulation is if a Participant is suspended for any 11.4 (Discrimination) or 11.5 (Physical Harassment of Officials) infraction, they will remain suspended from all types of participation until the suspension is completely served with the Team with which the suspension was incurred.

65.0 DISCIPLINE APPEALS

- 65.1 Any member can appeal to the DMHA Executive Committee any discipline or suspension imposed by the President or the Discipline Committee by giving signed written notice within seven (7) days of the date of suspension. Such appeal shall be heard by the DMHA Executive within ten (10) days of receiving the appeal accompanied by payment of \$100.

- 65.2 All DMHA appeals must contain a clear and concise written summary of the grounds for the appeal which include one or more of the following:
- 65.2.1 Making a decision for which they did not have authority or jurisdiction to do.
 - 65.2.2 Failing to follow procedures as set out herein.
 - 65.2.3 Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.
 - 65.2.4 Exercising its discretion for an improper purpose
 - 65.2.5 Make a decision which was grossly unreasonable.
- 65.3 DMHA Executive Committee decision on appeals is final.
- 65.4 If the DMHA Executive Committee rules against the disciplinary action or suspension, the \$100 appeal fee will be returned to the DMHA member.
- 65.5 If a DMHA member is not satisfied with the DMHA executive decision, the member may appeal to Hockey Alberta. If a DMHA member appeals to Hockey Alberta, DMHA surrenders all authority regarding this appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

66.0 CODE OF CONDUCT & CONFLICT RESOLUTION

- 66.1 Over and above the code of conducts previously mentioned for coaching staff, players, parents, guardians, and volunteers, all members of DMHA, participants, and spectators are required to abide by the DMHA Bylaws, Rules and Regulations, and their behavior is expected to follow the Bylaws, Rules and Regulations of DMHA which correlate with the Hockey Canada and Hockey Alberta expectations.
- 66.2 All members and participants of DMHA shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of DMHA and any visiting associations members and property. Any inappropriate conduct, threats, harassment, or abuse directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employees, or damage to the property of DMHA, another association, or arena property will not be tolerated and is subject to discipline.
- 66.3 Parents and Players are to abide by the Code of Conduct which is agreed to upon registration. By agreeing on the statements during registration, it is expected and assumed everyone signing fully understands their requirements and responsibilities.
- 66.4 Members are encouraged to handle conflict at the team level when appropriate by following the Team Conflict Resolution Policy. See flowchart on the DMHA website.
- 66.4.1 Complainants are required to wait a 24-hour cooling period before bringing the issue to the attention of the other party. Complaints must be received within 72 hours or they are otherwise deemed minor in detail and no further action will be required by the parties involved.
 - 66.4.2 If a member is uncomfortable bringing the issue to the direct attention of the other party involved, they need to reach out to the Parent Liaison on the team to get their assistance.

- 66.4.3 If the issue is not able to be resolved after bringing the complaint/issue to the other parties attention, then the complainant may submit a written complaint to the DMHA President using the Incident Form found on the DMHA website.
- 66.5 If the incident cannot be handled at a team level or the complaint arises from a Code of Conduct infraction, then the issue should follow the Discipline Policy. See flowchart on the DMHA website.
- 66.5.1 Individuals might submit a written complaint to the President (president@devonminorhockey.com) using the Incident Form found on the DMHA website.
- 66.5.2 Incomplete forms will not be accepted. An email will confirm receipt of the incident report within 48 hours. The President will review the concern and support in resolving the concern. The President will keep in contact with the complainant to advise them of the timeline needed to investigate and conduct an investigation if needed.
- 66.5.3 If a member involved in the incident is not satisfied with the outcome of the discipline process, the member has seven (7) days for the date of written ruling to file an appeal as per DMHA Appeal Process.
- 66.6 DMHA is a member of Hockey Canada/Canadian Hockey Association (CHA). The CHA has developed policies and procedures on harassment and abuse of players. DMHA has adopted all of the policies put forward by Hockey Canada and will ensure all members adhere to these policies.