

NANTON MINOR HOCKEY ASSOCIATION
POLICIES AND PROCEDURES HANDBOOK

2015/2016 Hockey Season

Approve at March 26, 2015 AGM

Definitions

Central Alberta Hockey League – CAHL

CAHL is the governing body for NMHA. NMHA is a member of CAHL and agrees to operate under the guidelines, policies, and direction of CAHL. CAHL is a member of Hockey Alberta

Hockey Alberta

Hockey Alberta is the governing body for the amateur hockey in the province of Alberta. NMHA is a member of Hockey Alberta and agrees to operate under guidelines, policies, and direction of Hockey Alberta.

HOCKEY CANADA

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



INTRODUCTION

With the ever changing society that we live in our Nanton Minor Hockey Association has found that every year there are new and different challenges we are faced with. As a board we decided that it was time to introduce and document some new policies, procedures and programs to our ever growing Nanton Minor Hockey program. Our hopes are that this document will help future boards deal with the issues they will be faced with and will help all members understand the overall function of the Nanton Minor Hockey Association. This Document is a work in progress and we understand that with time and change there will need to be updates and additions that best suit the changes of time. Our initial work on this handbook began in 2007/2008 season with hopes that with the start of the 2008/2009 season our members will have an association with a vision, mission and a document that is beneficial to all.

Our vision statement below is our long term idea of the kind of hockey organization we want to be in Nantong. Our mission statement and guiding values is the vehicle by which our association will achieve success. It will be important for our members to work together to make our program the best that it can be.

VISION STATEMENT

To be an Association that provides an opportunity for members to develop hockey and life skills through education, participation and a positive environment.

MISSON STATEMENT TO ACHIEVE OUR VISION

Nanton Minor Hockey will provide:

Educational opportunities for all members to reinforce hockey skills.

And environment that is safe, positive and fun.

Participation and learning through teamwork, with emphasis on respect, pride and commitment.

Nanton Minor Hockey will not discourage community members from joining our association or volunteering for the association.

THE VALUES AND BELIEFS OF NANTON MINOR HOCKEY

We believe that it is important to demonstrate the following value actions to ensure our success as an organization.

Responsibility and Commitment to maintain good governance structure, planning, and accountability within the organization.

Integrity & Honesty is an important foundation of our association and is critical for our success.

Trust and Respect in working with each other and our members will determine our future.

Consistency in our communications will ensure everyone has the information and knowledge to participate and make our association the best it can be.

Enthusiasm and Pride in community demonstrated through positive attitudes will help all stake holders contribute to the growth of our community.

Fun, Fairness and cooperation in all that we do will ensure positive experiences for all.

PURPOSE AND OBJECTIVES OF NANTON MINOR HOCKEY

The objectives of Nanton Minor Hockey Association are:

- To organize and promote minor hockey in Nanton & district for the benefit of participants in the sport.
- To teach and encourage the development of individual skill and sportsmanship with a team environment.

NANTON MINOR HOCKEY ASSOCIATION ORGANIZATION AND STRUCTURE

The Executive of the Association are elected at the annual general meeting of the association,

Elected: President
Past President
Secretary
Treasurer
Vice President
Director – Ice Coordinator
Director – Player Development/Equipment Director
Director – Coach Development
Director – Association Development Director
Director – At Large
Director – At Large

Appointed: Referee Coordinator – Referee-in-chief
Governor(s) – League
Registrar

Once the teams are set, each team will then have a team director from the current board members assigned to their team. This director will represent that team at the Executive level allowing for an open chosen by the board of directors. No parent or coach will be a team director for their child's team or for the team they coach.

ROLES AND RESPONSIBILITIES

DUTIES OF THE PRESIDENT

- .1 At the organizational meeting of the new Board of Directors following the General Meeting, ensure that Directors are familiar with their role and various Committees of the Board are established on a democratic basis.
- .2 Call Board meetings of the NMHA; enduring agendas are prepared and a proper record of proceedings is maintained.
- .3 Call General Meetings of the NMHA; ensuring agendas are prepared and a proper record of proceedings is maintained.
- .4 Liaise with the Executive, Directors and Committees, ensuring that the business of the NMHA is conducted in a prudent, organized and efficient manner.
- .5 Along with the Treasurer, act as a signing authority for the NMHA's banking matters.
- .6 Have a general oversight of the affairs of the NMHA.
- .7 Serve on all Committees as an ex-officio voting member.
- .8 Be familiar with the terms and provisions of the By-Laws of the NMHA and identify the needs for revision or change.
- .9 Present, with input from Directors, an annual report of the NMHA at the General Meeting called for that purpose.
- .10 Be familiar with the Rules and Regulations of the Central Alberta Hockey League (CAHL).
- .11 Be familiar with the By-Laws and Regulations of Hockey Alberta.
- .12 Shall represent the NMHA as CAHL Director, or assign a designate.
- .13 Shall represent the NMHA at AAHA Meetings, or assign a designate.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

- .1 Assume the duties and responsibilities as delegated by the President from time to time.
- .2 Sit on Committees as required, as determined by President
- .3 Assume the duties from time to time as delegated by Board.
- .4 Assist the President in the year-to-year duties
- .5 Assist in fundraising for NMHA.
- .6 Ensure the continuity on all matters relating to the NMHA administration.

DUTIES OF THE VICE-PRESIDENT

- .1 Assume the duties and responsibilities of the president in his or her absence.
- .2 Assume the duties and responsibilities as delegated by the President from time to time.
- .3 Along with the Treasurer, act as a signing authority for the NMHA's banking matters.
- .4 Assume the role of Public Relations Liaison.
- .5 Assume the role of the Chairperson for the Disciplinary Committee, unless in a conflict situation.

DUTIES OF THE TREASURER

- .1 Along with the President or Vice-President, act as a signing authority for the NMHA's banking matters.
- .2 Maintain the accounting records of the NMHA in a businesslike manner, using the NMHA laptop and ledger.
- .3 Promptly deposit all funds in a bank account in the name of the NMHA, with the signing authorities to be the treasurer and one of the President or Vice-president or a Board Member, and promptly pay all approved bills and accounts of the NMHA when due.
- .4 Prepare an annual budget of revenues and expenditures of the NMHA for the ensuing year and present it to the board for approval and, subsequent to Board approval, present the budget for approval at a duly constituted General Meeting.
- .5 Prepare financial statements summarizing the NMHA'S financial position and results on a monthly basis throughout the year, and submit same for Board review and approval.
- .6 Submit the accounting records of the NMHA to a duly qualified auditor for an annual compilation.
- .7 Present the annual financial statement for approval at the duly constituted General Meeting of the NMHA, no later than April 30 following the NMHA's fiscal year.
- .8 Liaise with all representatives, Directors and Committees identifying and dealing with actions and plans that will impact the NMHA's financial affairs.
- .9 The Treasurer must be able to be bonded upon request of the NMHS Board of Directors.
- .10 Ensure all taxation matters (e.g.; GST, income tax, etc.) are dealt with and any required appropriate filings are made on time.

- .11 Ensure that any required annual returns for the NMHA (e.g.; Consumer and Corporate Affairs – Annual Return) are filed on an annual basis.
- .12 The Treasurer must have accounting knowledge and background.
- .13 Have control over the NMHA’s mailbox at the Post Office, get NMHA’s mail on a regular basis and forward mail to the appropriate individuals within the NMHA.
- .14 In conjunction with the registrar communicates the registration fee to be charged for the various divisions, and bring forward a proposed fee schedule for approval by the board.

DUTIES OF THE SECRETARY

- .1 In consultation with the President, prepare an agenda for each meeting of the NMHA and, for the Board meetings, ensure that all Members of the Board have a copy of the agenda prior to each meeting.
- .2 Prepare Minutes of the Proceedings at all meetings of the NMHA and, for Board meetings, circulate copies of same to all Board members on a timely basis.
- .3 Maintain the Minute book for the NMHA ensuring that copies of all minutes and other relevant documentation are retained therein.
- .4 maintain a listing of Board of Directors and Committees, and ensure that this listing is posted on Recreation Center’s Bulletin board at all times. In addition, provide the listing to designate for the Town of Nanton and the NMHA Website Administrator.
- .5 Reviews all correspondence received and refers contents of same to appropriate individuals with the NMHA on a timely basis. Refer all AAHA correspondence to the President.
- .6 Prepare and send correspondence on behalf of NMHA as necessary. Maintain a file of all NMHA’s correspondence.
- .7 Retain a copy of player releases signed by the President for NMHA’s Files
- .8 Assist Directors with preparation of reports.
- .9 Review with the Executive the insurance policies carried by the NMHA and ensure that the policies are maintained and that the premiums are paid on a yearly basis having due regards to premium deadlines.
- .10 Maintain an updated record of the handbook and/or rules, regulations and guidelines of NMHA.
- .11 Ensure each new Board member is provided with a current copy of the By-Laws and Handbook of the NMHA.

- .12 Together with the NMHA's Website Administer, ensure that the website is current.
- .13 With the AAHA Representative and Registrar, ensure all AAHA/CHA insurance coverage, NMHA registrations, affiliations and transfers are submitted to the Zone 5 Registrar prior to the deadline dates.
- .14 In Conjunction with the Registrar and Coach Director, maintain a directory of players, coaches, managers and trainers according to team affiliation.

DUTIES OF THE ICE COORDINATOR – DIRECTOR

- .1 In advance of each hockey Season, identify anticipated ice time requirements.
- .2 Be responsible to secure the ice time from the Town of Nanton for each hockey season.
- .3 Develop an efficient, equitable allocation of ice time amongst NMHA's team for practices, league games and provincial playoff games.
- .4 Develop an efficient, equitable allocation of vacant or spare ice time striving to ensure that each team gets their fair share provided however that the following uses of vacant or spare ice time shall have priority in the following order:
 - Provincial Playoff games
 - League Playoff games
 - Regular league games
 - Exhibition games
- .5 Ensure that the ice allocation schedule is available to the Board, the teams, and that the ice practice schedules and game schedules are posted on the Recreation Center Bulletin board and posted on the NMHA's Website.
- .6 Act as a direct liaison with the designate for the Town of Nanton.
- .7 Prepare a schedule of all available game ice times for divisional level as per CAHL Rules and Regulations, and submit accordingly.

DUTIES OD THE COACH COORDINATOR – DIRECTOR

- .1 Conduct an assessment of the need for coaches at the various divisions and conduct an effective coach recruitment program.
- .2 Once all coaching applications are received, establish a Coach Selection Committee consisting of not fewer than Three (3) Members, comprised of Board members and Coach mentors, of which the Board members and Coach mentors must not in a conflict position with respect to the decision to come before the Selection Committee. Prepare a recommendation of coach selections for each level to present to the Executive Board of Directors for their consideration and final decision. The majority decision of the Executive Board of Directors shall be binding.
- .3 Monitor the progress of coaches throughout the year and bring forward reports to the Board from time to time.
- .4 Arrange for the hosting of coaches' clinics and attendance of the NMHA's coaches at clinics.
- .5 In conjunction with the Board, establish guidelines outlining the experience and training requirements for coaches at various divisions.
- .6 Attend initial team meetings with parents/player to record team goals and agreements on how team will be coached for the Season, including playoff, tournaments, team functions and practices.
- .7 Chair coaches meeting prior to start of season league games, to provide updates to League and Hockey Alberta rules and guidelines.
- .8 Chair the coaches meeting prior to January Zone 5 Declaration meeting for Provincial Tournament competition. Review Provincial Tournament guidelines, locations and expectations with coaches to allow them to make informed decisions on participation with their teams.
- .9 Act a liaison between teams and Coach Mentors, to promote the Hockey Alberta Coach Mentorship program within the NMHA. Bring Member concerns forward to Coach Mentors to enable their support of team officials in resolving issues and improving the overall level of coaching within the NMHA.
- .10 In conjunction with the Secretary and the Registrar, maintain a directory of players, coaches, managers, and trainers according to team affiliation.

DUTIES OF THE PLAYER DEVELOPMENT / EQUIPMENT DIRECTOR

- .1 Responsible for overseeing the organization of any NMHA player hockey clinics throughout the current hockey season (Pre-season clinics, goalie clinics, etc.)
- .2 Responsible for on-going player development throughout the season in conjunction with coaches and the Executive Board of Directors of NMHA>
- .3 Be responsible for purchasing, maintaining an inventory record, arranging repair, maintaining an ensuring adequate insurance coverage for all equipment belonging to NMHA.
- .4 Bring forward budgets for equipment requirements and, in conjunction with the Treasurer, ensure that adequate funds are budgeted for this purpose.
- .5 Establish and maintain a record of equipment provided to each team.
- .6 Whenever practically possible, use local suppliers for equipment purchases and repairs.
- .7 At the end of each hockey season, ensure that all equipment belonging to the NMHA is returned and safely stored.

DUTIES OF THE ASSOCIATION DEVELOPMENT – DIRECTOR

- .1 Responsible for maintenance and on-going development of the NMHA website.
- .2 Responsible for updating the NMHA website on a regular basis.
- .3 Responsible for all advertising placement through local mediums in coordination with the Secretary of NMHA. (Website, Local Newspaper, bulletins board etc.)
- .4 Responsible for updating and posting of pertinent information on the NMHA bulletin board within THRC on a regular basis.

DUTIES OF THE REFEREE-IN-CHIEF – APPOINTED

- .1 Under the auspices of the NMHA, responsible for the appointment of referees for all the NMHA's exhibition games, league games, league playoff games, and tournament games, excluding Provincial Playoff games. Referees for Provincial Playoff games will be appointed upon approval of the Zone Referee Representative.
- .2 Liaise with the NMHA Board of Directors as required.
- .3 The Referee-in-Chief is a non-voting position on NMHA Executive Board of Directors.

DUTIES OF LEAGUE GOVERNOR(S) – APPOINTED

- .1 Shall be appointed by the Executive Board of Directors after team declarations have been submitted to league for upcoming season.
- .2 Shall fulfill all Governor Duties as outlined by the said league that is being represented.

- .3 The League Governor position is a non-voting position on the NMHA Executive Board of Directors.
- .4 Liaise with the NMHA Executive Board of Directors as required.

DUTIES OF THE REGISTRAR – APPOINTED

- .1 Be responsible for coordinating the registration of all player wishing to play under the jurisdiction of the NMHA.
- .2 In conjunction with the Board, establish the guidelines of registration.
- .3 In conjunction with the Secretary and the NMHA’s website administrator, arrange for advertising to the general public of registration dates and the NMHA’s fee schedule.
- .4 Maintain accurate records of registration by age category and division, and provide a detailed list of registered players by division to the appropriate Directors.
- .5 With the Secretary and Zone 5 Registrar, ensure all AAHA/CHA insurance coverage, affiliations and transfers of all NMHA players are completed as required by Hockey Alberta regulations on the HCR system and NMHA database.
- .6 In conjunction with the Secretary and the Coach Director, maintain a directory of players, coaches, managers, and trainers according to team affiliation.
- .7 Submit electronically a complete list of teams registered with the CAHL as per CAHL guidelines, prior to the established deadline.

DUTIES OF THE AAHA REPRESENTATIVE

- .1 The President or his designate shall represent the NMHA as the AAHA Representative.
- .2 Have a working knowledge of the Constitution, By-Laws and Regulations of the AAHA.
- .3 Monitor all correspondence from the AAHA, dealing with, or referring matters raised therein.
- .4 Attend, or send an alternate, to all Zone meetings and the AAHA Annual General Meeting. Bring forward the causes and concerns of the NMHA at these meetings.
- .5 In conjunction with the Registrar, oversee the registration of all players (i.e.; player cards and/or team sheets) with the AAHA
- .6 With the Registrar and Secretary, ensure all AAHA/CHA insurance coverage (i.e.; player cards and team sheets) is submitted to the Zone Registrar prior to deadline.

DUTIES OF LEAGUE REPRESENTATIVES

- .1 The President of the NMHA shall assume the responsibility of League Director.
- .2 Monitor the progress of the NMHA's teams within the CAHL and bring forward reports to the Board from time to time.

DUTIES OF COACH MENTORS- APPOINTED

- .1 Support the NMHA's team officials in understanding and performing their roles as they relate to their teams, following the Hockey Alberta Coach Mentorship Program Guidelines.
- .2 Report results of assistance sessions with team officials to the Coach Director on a monthly basis, prior to monthly board meetings.
- .3 Be available for consultation regarding Hockey Alberta Coach Mentorship program to the NMHA
- .4 Coach Mentors are non-voting positions and are not part of the NMHA Board of Directors.

DISCIPLINE AND GRIEVANCE COMMITTEE

- Ensure that discipline with the association is handled fairly and consistently and in accordance with the Rules and Regulations of NMHA.
- The Discipline Committee handles all discipline, complaints & grievances as required and oversees the implementation of the "Fair Play Program"
- Committee consists of the entire Board of Directors.

COACH SELECTION COMMITTEE

- Ensure that all coaches complete the coach application. NMHA reserves the right to request a criminal record check at any time, to be produced within 30 days of the request.
- Make recommendations to the executive of the association for coaching positions at the start of the year.
- Provide coaches with coaching packages and information pertaining to coaching.

REFEREE COMMITTEE

- Ensure we have a strong mentoring program in place, and that our referees have access to education.
- Communication with Referee Coordinator to ensure we have proper assignments and scheduling of referees.

IMPROVEMENT COMMITTEE

- Ensure that the future of the NMHA is evolving with the current times.
- Researching and implementing new ideas like a NMHA webpage, newsletters, and other advancements and improvements.

PROGRAM OPERATIONS & EXPECTATIONS

With the introduction of the “Fair Play Program” and the Association Handbook in 2007 the parents, coaches and players are aware of the NMHA program including expectations for participating at all levels. This will help guide both coaches and executive, and parents in their efforts to make minor hockey a very positive and enjoyable experience for all.

NMHA believes that good coaching is necessary for our youth to enjoy their hockey experience for all youth involved in our program.

1. Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
2. Ensure that all coaches have the required certifications and courses as identified by Hockey Alberta and Hockey Canada.
3. Encourage the use of teaching aids, such as video, to provide balance delivery of instruction and to assist in using actual ice time to its maximum potential.
4. Coaches will provide instruction that is suited to the level of ability, age, and capability of our youth.
5. NMHA will incorporate coach mentorship initiative where wanted and supported. This may include coach meetings, workshops, and training sessions.
6. All coaches are required to complete a coach application each year. At the request of NMHA a completed RCMP Security check may be required.

GENERAL OUTCOME EXPECTATIONS

- That all participants will have a fun and enjoyable experience.
- Skill development for all athletes is a priority over games and competitions.
- That all participants will learn Team Work and learn how to play as a team.
- That all participants will learn and demonstrate respect towards coaches, officials, parents, and other players.
- Participants develop positive life & Social skills.
- Coaches will demonstrate and model behaviours of Fair Play and Respect. They will encourage players to learn and demonstrate these behaviours on and off the ice.
- That all learn to work hard to do their best at all levels.
- To create lasting, positive memories.
- Coaches will be fair to every player; not playing favourites.
- Coach responses to discipline situations will be consistent.
- Guidelines for coaches will be established and provided to coaches

PLAYER REGISTRATION

Player registration information will be made available in early August to all NMHA members through various mediums which include the following methods: (but are not restricted to)

- Advertisements in the Local Papers
- E-mail
- NMHA Website
- NMHA Registrar

A mass registration evening will also be held the first week of September.

Each year the Executive of NMHA will identify a “mass registration” date and communicate that to the community. This is an important date as it gives the Executive as well as the Town of Nanton a clear idea of anticipated numbers of players, teams, ice requirements.

The Executive of NMHA reserves the right to refuse an application for registration, should the applicant not fulfill the requirements as outlined.

EARLY REGISTRATION DEADLINE – EACH HOCKEY SEASON

Novice, Atom, PeeWee, Bantam and Midget Divisions

NOTE: Initiation fees will be a flat fee for the season.

Early Registration Deadline: Determined by the Executive Board

Early registration Fee Schedule will apply up until this date

Complete registration forms, required accompanying documentation and registration fee payment and/or arrangements must be submitted in order for registration to be deemed complete and EARLY REGISTRATION fee schedule to apply.

REGULAR REGISTRATION DEADLINE – EACH HOCKEY SEASON

As of One day after Early Registration Deadline, Regular Registration fee schedule will be in effect for all players registering.

Regular Registration Deadline: Registrations will be accepted up until Hockey Alberta’s final registration deadline for the current Season or as space availability permits.

TEAM DECLARATION DEADLINE – EACH HOCKEY SEASON

NMHA team Declaration Deadline: Determined by CAHL.

Based upon numbers received at Early Registration deadline, NMHA Executive MAY declare No Team in any one division, one week prior to the established **League Final Team Declaration Deadline** for the current hockey season.

This allows NMHA to declare “No Team” in any one division, **early enough if there are**

Not enough players to form a team. This will allow time for arrangements to be made for Players to transfer to other Local Minor Hockey Associations to play for the current season.

FEES & PAYMENT OPTIONS

The Executive of NMHA determines the appropriate fees each year. The registration fee will be Indicated on the registration forms as will the payment options.

All registrations fee may be paid according to the following options:

- Payment in full at registration
- Post-dated cheques with the last cheque dated November 30 of that year.

Players registering after January 1 with NMHA will have their fees pro-rated for the rest of the season, using the Regular Rate Schedule, PLUS \$40.00 to cover administration and insurance fees.

NSF Cheques – Upon receiving NSF notice, the Treasurer will contact the parent/guardian and determine when payment can be made. Applicable bank service charges will be charged to member.

REFUND POLICY

Refunds will be based on date of notification to NMHA Treasurer. The refund rates as follows:

Prior to November 1 st	80% of annual fees less \$20.00
Prior to December 1 st	60% of annual fees less \$20.00
Prior to January 1 st	40% of annual fees less \$20.00
Prior to February 1 st	20% of annual fees less \$20.00

Monies held back are to cover various applicable fees from Hockey Alberta, including insurance. Remaining fees are prorated to cover the cost of ice time and referees used by the team.

FUNDRAISING

GENERAL

Annual membership fees partially fund the association; however, other fundraising efforts play an integral part in providing operating funds to fulfill association commitments.

For additional operational dollars the association is involved in the following opportunities:

- Cash Calendars
- Casino Fundraising
- 50/50
- NHL Hockey Calcutta and Steak Dinner

TEAM FUNDRAISING INCLUDING TOURNAMENTS

Each team may operate fund raising projects on its own, provided permission is obtained from the Executive of NMHA prior to commencing the fundraising initiative. This does not include 50/50 draws at league game. The Executive of NMHA reserves the right to impose conditions, as they deem necessary, to any fundraising application. Fundraising initiatives cannot involve the sale or raffling of alcoholic beverages. To ensure that tournaments are conducted in a self-sufficient manner, strict budgetary practices will be encouraged. Team entry fees should be sufficient to eliminate door entry fees. The Advertising program booklet should be a major funder of any tournament.

A limited number of tournament dates are provided by NMHA each year. Team directors and NMHA Executive will decide which weekends will be available for tournaments. Reserved dates will be booked on a first come first serve basis. If for some reason the team hosting a tournament cannot proceed, they must either find another team who will use this date or give at least 15 days' notice to the Nanton Ice Coordinator of the cancellation. If the 15 days is not given, that team will be penalized \$500.00 from NMHA for late cancellation notice. The fee will need to be paid by the host team from their team account. The Penalty fee can be overturned at the discretion of the NMHA Executive.

All fund raising initiatives requires a Special Event Sanction from the NMHA Secretary.

SPONSORSHIP

The management of team's may be allowed to approach team sponsors for additional funds, goods, or services, with the approval from the Executive.

DIVISIONS & AGES (as per CAHL regulations)

Initiation	4-5-6 year olds
Novice	7-8 year olds
Atom	9-10 year olds
Pee Wee	11-12 year olds
Bantam	13-14 year olds
Midget	15-16-17 year olds

- Age is determined by the child's age as of December 31st

SPECIFIC OUTCOME EXPECTATIONS BY CATEGORY

INITIATION & NOVICE (INITIATION -4, 5, & 6 years; NOVICE – 7 & 8 years)

- Follow the Hockey Canada Initiation Program Curriculum Guidelines.
- Ensure awareness & understanding of respect.
- Have fun & enjoy their participation.
- Player and parents to appreciate their responsibility in ensuring a fun environment.
- Teach and reinforce that giving 100% effort can be linked to fun.
- Stress skating skills as a priority including FUN skating drills
- Learn basic fundamentals of the game including an introduction to basic positions.
- Team Concept – winning and losing is a team effort versus individual focus.

- Equal play = Ice time with a common sense approach at initiation & Novice.
- Coaches at the Novice and above levels can use ice time as a tool for discipline. Where discipline is implemented, there must be communication between coaches and parents. Examples of situations that may warrant discipline are: Swearing, Lack of respect toward other, temper tantrums.

ATOM (9 & 10 years)

- Have fun and enjoy their participation
- Team Work – reinforce that team contribution equals team success.
- Develop good passing skills & improve skating.
- Use Hockey Canada Atom Program Curriculum Guidelines.
- Introduce correct checking skills including angling, sticks checks, and body contact skills.
- Teach individual tactics
- Simple breakout and defensive zone play and basic game and team concepts.
- Goal setting to excel.
- Power play & penalty killing should see equitable opportunities for all players to participate.
- Being fair to every player; not playing favourites.
- Treating all players consistently.
- Consistent coach responses to discipline situations.

PEEWEE (11 & 12 years)

- All Atom expectations.
- Have fun and learn teamwork – Learn to work with others.
- Respect for the game and others including fellow players, opponents & officials.
- Use Hockey Canada Pee Wee Program Curriculum Guidelines.
- Discipline and respect reinforced by coaches and expected of players and coaches.
- Player commitment to attend practices and games.
- Goal Setting
- Power play & Penalty kill plays and units are allowed.
- To learn how to check and receive a check properly.
- Improve skating, passing, and shooting skill, and individual puck control skills.

BANTAM (13 & 14 years)

- All expectations from Peewee level = Improve on skills learned previous year.
- Have fun and learn team work – Learn to work with others.
- Discipline and respect reinforced by coaches and expected of players and coaches
- Player commitment to attend practices and games
- Use Hockey Canada Bantam Program Curriculum Guidelines.
- Good work ethic is expected from all participants
- Team play skills are taught.
- Goal setting is required for teams and individual players.

MIDGET (15, 16 & 17 years)

- All expectations form Peewee level = Improve on skills learned previous year.
- Have fun while ensuring discipline & respect for team mates, coaches, officials and the game.
- Team work – Learn to work with others
- Being fair to every player; not playing favorites.
- Treating all players consistently.
- Consistent coach responses to discipline situations.
- Player commitment to team games and practices is expected.
- Goal setting is required for team and individual players.

PLAYER RELEASES

- Players can and will be released out of NMHA at the discretion of the President as per Hockey Alberta rules.
- All releases must conform to Hockey Alberta and Hockey Canada Rules & regulations.
- The President or Vice-President of NMHA will sign all player card releases.

PLAYER EVALUATION PROCESS

As per League regulations, Tiering in NMHA will start at the Novice category subject to the number of players registering each year. In most cases, each team will be given two (2) ice slots to conduct player evaluations to determine teams. All players must be given a fair opportunity to try out for the team.

Evaluation Process:

- A parent meeting will be held prior to evaluations beginning outlining the process and guidelines.
- Independent evaluators will be Chosen by the NMHA Executive Board of Directors.
- Executive will do their best to make the evaluation process fair for all parties involved.
- During evaluations a team manager and a coach from another team division in NMHA will be asked to supervise the dressing room and conduct the on-ice evaluation sessions.
- Executive members, parents, team managers and coaches of the team being evaluated, will not be allowed to participate in the evaluations process.
- Players who choose not to participate in the evaluation process will automatically be placed on the lowest tiered team.

TEAM SELECTIONS

INITIATION

- Teams are divided to ensure as close to equal teams as is possible.
- Consideration may occur for family situations, travel, etc.
- Minimum of one ice session to evaluate.

NOVICE / ATOM / PEE WEE/ BANTAM/ MIDGET

- Consideration may occur for family situations, travel, etc.
- Minimum of two ice session to evaluate.

PLAYER ACCELERATION & MOVEMENT

The association reserves the right to move players, as required, to ensure teams can be formed. This may occur where players are moved downwards based on physical size and skill levels. The criteria by which someone may be considered for acceleration to a category above where he normally play, is a follows:

- a) The youth must be initially registered in the proper category
- b) A written request is submitted by the player's parent to the Executive of the association and approved by the same Executive.
- c) The youth must be evaluated and placed, according to their skill level; or at the discretion of NMHA Board on a case by case basis.
- d) Advancement would not result in the elimination of a position held be, a youth playing in their own age category.
- e) The youth displays exceptional skills and will not improve if he or she continues to play in their own age category.
- f) The advancement of the player will have no detrimental effects to either the team the player would normally play on or the team the player is seeking to advance to.
- g) Coaches from both teams must make a recommendation to the Executive of NMHA where the final decision will be made.
- h) The Executive of NMHA must approve all player movements.
- i) Player movement / acceleration will not be permitted beyond October 15th of each year.

TEAM & PLAYER AFFILIATIONS

The Executive of NMHA will complete the affiliation process each year as permitted by Hockey Alberta Rules and Regulations. The following statements indicate the position of NMHA regarding player and team affiliations. League and Hockey Alberta Rules and Regulations must be adhered to when utilizing an affiliated player.

The process of affiliation includes:

- a) The coach of the team wishing to use affiliated players must first contact the coach of the team an affiliated player might com form, and request the player.
- b) A player's first commitment must be to the team that they are registered to. **No Exceptions!**
- c) Players chosen will be left up to the discretion of the coaches involved.
- d) The Player can only play the number of games allowed by Hockey Canada and Hockey Alberta Rules and Regulations.
- e) It is the responsibility of both coaches to ensure the maximum number of games is not exceeded.

KIDS SPORT YOUTH ASSISTANCE PROGRAM

To ensure that our minor hockey program is available to all youth, funding may be made available through the local program, Sports for Kids. Those requiring financial assistance should contact the organization directly or contact a NMHA Executive for additional information.

ICE ALLOTMENTS

This is an indication of the amount of ice time that is provided to each category. This is a **guideline** to assist our association in planning the financial needs of our association. The number of players and teams registering in Nanton each year determines the quantity of ice time available.

PRACTICES & GAMES

TEAM	PRACTICE ICE	GAME ICE
Initiation	1-2 hours / week	1 game slot/week
Novice	1-2 hours / week	1 game slot/week
Atom	1-2 hours / week	1 game slot/week
Pee Wee	1-2 hours / week	1 game slot/week
Bantam	1-2 hours / week	1 game slot/week
Midget	1-2 hours / week	1 game slot/week

- Each game slot includes referee costs.
- If a team participates in Provincial Competition NMHA will provide for ice time
- When cancelling ice bookings, the coach or manager must contact the Ice Coordinator 48 hours in advance
- If proper notice for cancelled ice time is not provided and NMHA is charge for the ice, the team will be responsible to cover the cost of ice and / or referees at the discretion of the NMHA Executive.

ICE USAGE GUIDELINES FOR NMHA

If a NMHA team needs to cancel an outside game, they must give 72 hour notice to the outside team, so that we do not get billed for the ice time, referee costs, and fines received from the league. If proper notice is not given the team at default will pay these fees from their team accounts.

COACH SELECTION PROCESS

Each hockey season, all persons interested in coaching must submit a completed coach application form. NMHA reserves the right to request a Criminal Record Check at any time, to be produced within 30 days of the request to the Coach Coordinator.

CERTIFICATION REQUIRMENTS FOR COACHES AND TRAINERS

In an attempt to clarify selection of coaches and the expectations the Association has for coaches, a chart is shown below indicating minimum certification requirements for coaches in Alberta. SUBJECT TO CHANGE ANNUALLY.

The certification requirements set out in this document are based upon the Rules and Regulations of Hockey Alberta and Hockey Canada.

LEVEL	INTRODUCTION TO COACHING	NCCP	CHECKING SKILLS	H.C.S.P. SAFETY PROGRAM	RESPECT IN SPORT
INITIATION	X			X	X
NOVICE		Coach – Level Development – 1		X	X
ATOM		Coach – Level Development – 1		X	X
PEE WEE Team sheeted & carded ABCD Carded AA		Coach – Level Development – 1	X	X	X
BANTAM Team sheeted & Carded ABCD Carded AA, AAA		Coach – Level Development – 1	X	X	X
MIDGET Team sheeted & Carded ABCD Carded AA,AAA		Coach – Level Development – 1 Advanced 1 - Q	X	X	X

- All teams registered with Hockey Alberta, must have one (1) person registered to their team who has completed the H.C.S.P. and is in attendance at all practices and games.
- All teams registered with Hockey Alberta, must have one (1) person registered to their team who has completed Respect in Sport, and is in attendance at all practices and games.

DEVELOPMENT PROGRAMS OF THE ASSOCIATION

Coach Mentorship

The long-term goals of NMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of each Executive each year and will be dependent on financial resources available.

Skill Development

Skill development clinics may be implemented each year as determined by the Executive.

MINOR HOCKEY EQUIPMENT

The Association will endeavour each year to provide, good quality equipment for use by each time.

- **Midgets/Bantams**
 - 2 Complete sets of jerseys with 2 jersey bags
 - First Aid Kit
 - Pucks
- **Pee Wee/Atoms**

- 2 Complete sets of jerseys with 2 jersey bags
- First Aid Kit
- Pucks
- **Novice/Initiation**
 - 2 Complete sets of jerseys with 2 jersey bags
 - First Aid Kit
 - Pucks

One set of goaltender equipment is provided up to and including Atom teams.

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

The colors of the NMHA shall be black, gold and white. All purchases shall reflect these colors. Teams will not be permitted to wear colors that are contrary to this policy.

The association is striving to ensure consistent colors and team dress while representing our community. This applies to team hats, Jackets, and sweat suits or wind suits. The Executive of the association reserves the right to approve all use of NMHA logo.

TRAVEL & TOURNAMENT PERMITS

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

- Travel permits are not required for league play.
- Contact the Secretary for information and permits
- Travel permits must be in your possession when in an “out of province” tournament.
- If hosting a team from out of province or country, a special permit is required. The cost of the permit will be the responsibility of the host team. Contact the Secretary for information and permits.

PROVINCIAL PARTICIPATION

All provincial games take priority over any league games, exhibition games, or other tournaments. Each coaching staff, along with the President and Registrar, will make provincial participation decisions.

GRIEVANCES

Fair Play Ruling

- All issues will be dealt with through the Executive.
- An incident report form must be filled out for ALL complaints and submitted to the board.
- The Executive will immediately contact the parties involved and discuss the situations/complaint.
- In the event of a conflict of interest with an Executive, that member will abstain from the proceedings
- All decisions are final

COURT ACTIONS

It is understood that membership in the NMHA is voluntary. The Executive of the Association, including elected officials and team representatives and the membership, where the case may be, have exclusive jurisdiction to deal with all matters arising by virtue of membership in the association. No decision, order, direction, declaration, or

Ruling of the Executive, Board of Directors, or membership, as the case may be, shall be questioned or reviewed by any court.

Any member bringing legal action against the Executive, Directors or appointed team representatives or the Association before all rights and remedies as provided by these regulations and the Association Bylaws, as well as those a provided for by Hockey Alberta and Hockey Canada, will be deemed by NMHA to be unsportsmanlike enabling the President to suspend and/or disqualify the person or persons bringing legal actions against the association or its representatives.

MEMBER DISCIPLINE GUIDELINES (see attached form)

All discipline situations in NMHA will be dealt with on an individual basis by the Executive in accordance with the Disciplinary Process.

Specific situations

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Executive to explain their side of the situation. Example of serious situations includes:

Players

Mayor Penalties

- Recurring hit from Behind and Fighting

Match Penalties

- Intent to injure or Abuse of Officials

Gross Misconduct

Poor sportsmanship including Respect issues

- Bullying or lack of Respect to coaches, officials, facilities, or volunteers of NMHA
Drug and Alcohol concerns of significant school problems that could affect the safety and well-being of NMHA participants

Coaches

Abuse and/or lack of respect shown towards NMHA volunteers or Executive

Abuse and/or lack of respect shown towards League Directors or officials

Not following Rules and Regulations of NMHA

Not following Rules and Regulations of Hockey Canada, Hockey Alberta, and CAHL

Drug & Alcohol Concerns

Adults (Coaches, Parents and volunteers)

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

- | | |
|--------------------------|------------------------------------------------------------|
| 1 st Incident | Asked to leave facility
Written notice and file created |
| 2 nd Incident | Suspension for a time period to be assigned by Executive |
| 3 rd Incident | Suspension or Expulsion from Association |

Players

Zero tolerance for athletes with alcohol:

- | | |
|--------------------------|---------------------------------------------------------------------|
| 1 st Incident | Suspension and written notice
Meeting with Parents and Executive |
| 2 nd Incident | Suspension for remainder of season |

PROGRAM EVALUATIONS

Coach, Manger & Executive Evaluations:

Parent and Player evaluation forms will be distributed at the end of the season and will be collected at the AGM. A summary of each evaluation will be kept on file and remain confidential to the board.



NMHA