

APPENDIX

IDCMHA POLICIES

A. MEMBERSHIP & PARTICIPATION

1. Members shall be those persons and their families who reside within the boundaries of Ile Des Chenes and Grande Pointe.
2. Members may participate in any organized activity provided accommodation in the activity is available, members register before the registration cut-off date, and any registration fees are paid.
3. Members may cancel their participation in any activity at any time by contacting the Registrar and Treasurer according to the appropriate policy (see Refunds).

B. AGM FEE

1. Each family will be assessed a \$50 AGM deposit.
2. The AGM will be held annually in April, with the specific date communicated at least three weeks in advance.
3. Deposits will be returned at the AGM. Cheques for families not in attendance at the AGM will be deposited by May 30th.

C. REGISTRATION

1. No player may participate in a practice or game before having completed registration.
2. Parents are responsible for ensuring registration fees are paid in full, either upfront or in installments.
3. All payment information must be kept up to date.

D. LATE REGISTRATION

1. Registration begins in August and closes in September for the upcoming hockey season. Members registering after the published registration dates but before the final cutoff date of September 30th will be required to pay a late registration penalty of \$25.00. Both the cutoff date and fee are subject to change based on Board approval. Late registrants will be placed on a team based on Article 22, Section C of the Constitution.

E. REFUNDS

1. A refund of the registration fee will be permitted up to December 31st on a pro-rated basis less any Hockey Canada, Hockey Manitoba or Eastman Hockey fees, as well as any insurance fees. Season length will be considered as five months (the start of

October to the end of February) for U7 and six months for U9 and up (the start of October to the end of March).

2. Refunds will be prorated based on the date of withdrawal submission via email to the Registrar and Treasurer.

F. TRANSFERS (IN & OUT)

1. All transfer requests must follow Hockey Canada, Hockey Manitoba and Eastman Hockey policy. Board approval may be required.
2. Transfers will not normally be considered when players have the opportunity to play at their home association. However, consideration may be given for reasons such as: family circumstances; instances of conflict; or space available on teams.
3. Players transferred in will be assigned to a team according to Article 22 of the Constitution.

G. AGE ADVANCEMENTS

1. Age advancements are generally not permitted. In exceptional cases where an advancement is required to form a viable team, requests may be considered on an individual basis and will apply to one season only. All age advancements must be approved in writing by the player, the parents, and the Board.

H. PLAYERS' CODE

Coaches will read this Code to their players at the start of the season and review it as necessary. Failure to comply with this Code would warrant disciplinary action.

1. Play the game for enjoyment and learning, remembering that sports are meant to be fun, help you improve your skills, and build confidence.
2. Follow the rules and respect officials at all times. Questions or concerns should be raised only by the team captain or coach.
3. Show good sportsmanship by staying calm, using respectful language and actions, and treating teammates, opponents, and officials the way you would like to be treated.
4. Be a team player by giving your best effort, supporting others, cheering good plays by all teams, and working positively with coaches, teammates, and opponents.

I. PLAYER DISCIPLINE

1. Coaches have the responsibility to maintain just and reasonable discipline within their team. Player discipline must be taken in the following situations: poor sportsmanlike behaviours; refusing to follow instructions; failure to attend practices/games without adequate notice or reason; jeopardizing the safety of themselves or others.
2. Disciplinary action may include: extra skill-oriented drills; dismissal from a practice or game; suspension from future game(s); dismissal from the team.
3. Coaches must make a reasonable attempt to inform the player's parents of the difficulties being encountered and of the disciplinary plan being pursued. Suspension

from future games will occur only after consultation with the President of IDCMHA or his designate.

J. COACHES' CODE

Coaches will read this Code at the start of each season and review it as necessary.

1. Place player development, safety, and enjoyment at the center of coaching, and recognizing that children participate to learn and have fun, not just to win.
2. Treat all players fairly by providing equal opportunities for participation and development, making reasonable demands on their time and energy, and respecting that they have interests beyond the sport.
3. Model and promote respect by demonstrating positive behavior toward players, opponents, officials, and opposing coaches, encouraging good parental conduct, and using praise and constructive guidance rather than criticism.
4. Maintain professional responsibility by staying informed on best practices in youth development and coaching, setting a positive example worthy of players' respect, and complying fully with all IDCMHA rules and policies.

K. COACHING DISCIPLINE

1. Anyone who feels that a coach is not following the Coaches' Code must first contact their Parent Representative, 24-hours after the conflictual event. If their problem is not resolved, they must submit their concern in writing to IDCMHA.
2. Disciplinary action may be required in some situations, such as: poor sportsmanlike behaviours (i.e. abuse of officials, coaches, opposition, team players, spectators, etcetera); refusing to follow IDCMHA policies; jeopardizing the safety of themselves or others; unfair or inequitable treatment of players.
3. Disciplinary action could be a verbal or written warning; or possible suspension from their coaching duties.

L. NEW COACH BENEFITS

1. New coaches will receive a \$75 reimbursement to purchase a coaching tracksuit from a Board-approved vendor.
2. Coaches must submit receipts and have completed all required coaching certifications prior to reimbursement.

M. PARENTS' CODE

1. Support your child's participation in sport by respecting their willingness to play, remembering that sports are for the child's enjoyment, and encouraging effort, learning, and improvement over winning.
2. Promote fair play and sportsmanship by teaching respect for the rules, officials, coaches, teammates, and opponents, and by modeling positive behavior at all games and activities.

3. Respond to both success and defeat constructively by recognizing honest effort, encouraging skill development, and avoiding criticism, ridicule, or emotional outbursts.
4. Help maintain a safe and respectful environment by not encouraging or participating in verbal and/or physical abuse, valuing the contributions of volunteer coaches, and following established procedures for raising concerns or complaints.

N. VOLUNTEERING

1. IDCMHA relies on volunteer support for operations. Volunteering is a meaningful way to contribute to the IDCMHA community. Families are encouraged to share responsibilities including timekeeping, divider duties, and tournament support.
2. Parent members are strongly encouraged to consider volunteering for open Board positions or participating in sub-committees.

O. MANDATORY PARENT PARTICIPATION

1. Once teams are formed, a mandatory parent meeting will be held. One representative from each player's family must attend. Written notification must be submitted to the Secretary if attendance is not possible.
2. Individuals wishing to volunteer in a coaching capacity must fill out a coaching application and attend the parent meeting.
3. All team roles must be filled at the parent meeting before ice times are scheduled. Roles include:
 - **Manager:** Helps keep the team organized by looking after communication, schedules, and basic team administration..
 - **Parent Representative:** Approachable point of contact for parents who may have questions or concerns during the season.
 - **Tournament Coordinator:** Helps plan and organize the home tournament along with other Tournament Coordinators. Availability for shifts throughout the tournament weekend is expected.
 - **Safety Representative:** Assists with injury reporting and serves as a go-to resource for safety-related questions throughout the season.
 - **Head Coach:** Leads the team by focusing on skill development, teamwork, and creating a positive hockey experience.
 - **Assistant Coach:** Supports the Head Coach during practices and games while helping players develop their skills and confidence.

P. TEAM FINANCES

1. Team managers are responsible for managing funds collected for exhibition games, tournaments, and related expenses.
2. Managers must document all funds collected and disbursed for accountability. These records should be available to parents, if requested.
3. Any expenditures using team funds must be approved by the team.
4. Unused funds at the end of the season will be returned equally to each player's family.

Q. COMPLAINT PROCESS

1. Members with complaints should first contact the team Parent Representative. If unresolved, complaints must be submitted in writing to the President, Vice-President, and Secretary.
2. Complaints should be submitted no sooner than 24 hours after an incident and no later than two weeks following it, to allow timely follow-up.
3. Complaints will follow the process outlined in Article 18 of the Constitution.

R. EXHIBITION GAMES & TOURNAMENT POLICY

1. Exhibition games may be scheduled at the discretion of the head coach and subject to ice availability within allotted times. Each team is allocated two ice times at no cost.
2. Referee fees for exhibition games will be paid by the team.
3. Teams are required to participate in their home tournament. Teams are encouraged to enter their teams in other local tournaments as well.
4. Teams may participate in tournaments with the consent of the head coach and majority approval of families.
5. Team managers must immediately communicate all tournaments and non-IDCMHA exhibition games to the Ice Convenor to avoid scheduling conflicts.

S. TOURNAMENT FUNDRAISING POLICY

1. Each division hosting a home tournament may choose whether to organize money-making initiatives. Tournament Coordinators have the discretion to opt out of these initiatives.
2. If the Tournament Coordinators elect to hold a silent auction or other fundraising activities, the fee charged to families must not exceed \$30.00 per player. All fees collected for these initiatives must be used solely for tournament prize purposes.
3. Any net proceeds remaining after prize expenses have been paid must be distributed evenly among every team within the division hosting the tournament.
4. Prior to distributing surplus funds, the team Manager must conduct a parent poll to determine whether these fees should be returned or used for a team activity.

T. PROVINCIAL PLAY DOWNS

1. Teams participating in provincial play downs will be reimbursed up to two home games and associated referees fees.

U. ICE ALLOTMENT

1. Teams at the U7 level will be allocated 1–2 ice times per week. Teams at the U9 level and above will be allocated 2–3 ice times per week. Given that IDCMA operates out of a municipal facility that supports other programs, some weeks may not meet the

aforementioned allotments but teams can expect this to equalize over the course of the season.

2. Ice allocations are subject to change based on ice availability. Every effort will be made to provide consistent and predictable ice scheduling.
3. Teams that cancel their ice sessions, with less than three days' notice, will be responsible for the cost.
4. Requests to change an ice time will only be considered in the case of a conflicting league game or tournament.
5. Non-IDCMHA exhibition games and tournaments must be communicated to the Ice Convenor immediately upon scheduling.
6. Ice will be shared among teams up to and including the U13 level, as necessary.

V. EQUIPMENT & JERSEYS

1. The proper protective equipment, as specified by Hockey Canada, Hockey Manitoba and Eastman Hockey, must be worn at all games and practices (i.e. helmets, facemasks, throat guards, etcetera).
2. Families will be assessed a \$150 deposit per player for jerseys.
3. Once jerseys are issued, the player is responsible for their care and return. Lost or damaged jerseys may result in the forfeiture of the deposit.
4. Deposits for jerseys returned in good condition will be returned at the AGM.
5. Deposits for jerseys not returned or returned in damaged condition will be deposited by May 30th.

W. FACILITY USE

1. All members must respect both home and away facilities.
2. Children not on the ice must be supervised at all times.
3. Vandalism or inappropriate conduct in the arena or changing rooms will not be tolerated.
4. All conduct during practices, games and tournaments must align with Hockey Canada, Hockey Manitoba, and Eastman Minor Hockey guidelines and Article 25 of the Constitution.

X. CORRESPONDENCE

1. Board members are volunteers and will respond to emails as promptly as possible. Correspondence will be prioritized by urgency and importance.
2. Important information, including schedules, events, and deadlines, will be communicated at least two weeks in advance.

Y. ASSISTANT ROLE

A duly elected Board member, exclusive of Executive positions, can work collaboratively with another individual to assist in fulfilling the duties of their position (i.e. Ice Convenor, Tournament Coordinator). This individual would be called an Assistant [ROLE].

1. Individuals holding an Assistant role are not Board members; have no voting rights; are not counted toward quorum; are not required to attend Board meetings and are not eligible to receive honoraria.
2. Attendance at Board meetings for Assistants must follow the process outlined in Article 14 of the Constitution.
3. The elected Board member requesting assistance remains fully and ultimately responsible for fulfilling the duties of their role as outlined in Article 19 of the Constitution.
4. The Board member requesting assistance must notify the Board of their intent. They are also responsible for finding and selecting an assistant; but they may receive help from other Board members. Once determined, they must notify the Board who is assisting them and how. The Board must approve the selection of any Assistant.
5. Any Assistant is subject to the same annual Confidentiality agreement required by the Board.