



POLICIES AND PROCEDURES

INDUS MINOR HOCKEY ASSOCIATION



INDUS MINOR HOCKEY ASSOCIATION
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1.0 MISSION STATEMENT

“To develop the knowledge of players, coaches and parents and build their skills in the game of hockey with the inherent values of fun and fair play.”

2.0 GOALS OF THE DOCUMENT

These policies and procedures provide the executive board and members of the Indus Minor Hockey Association (IMHA) with the basis from which decisions are made. “The Bylaws” are a separate document that outlines the operating structure for the Indus Minor Hockey Association and the specific job responsibilities of its board members.

.1 DOCUMENT SCOPE

This policy document encompasses all programs offered by the Indus Minor Hockey Association and the procedures required to effectively run them. It is designed as a resource for all members of the Association and is available for viewing at www.indusminorhockey.com. A hard copy of this document shall be provided to any member upon request.

This document does not replace or take precedent over the Association Bylaws. Should there be any conflict between this document and said Bylaws, the Association Bylaws shall always govern and are deemed most accurate.

This document is intended as a guideline for the operation of IMHA and to inform members as to what they can reasonably expect in IMHA programs. Notwithstanding the described policies, circumstances may arise that necessitate modifications to the programs, and it is understood that it is fully within the Board’s jurisdiction to make such modifications.

.2 DOCUMENT CONTENT

All content in this document is reviewed, edited, and implemented by the IMHA Board of Directors on an annual basis. All content included in this document is in support of the Associations Vision, Mission, and Values. Should any member wish to provide input or feedback as to the content of this document they may do so in writing to the IMHA President. All member requests for changes to this document shall be discussed at an IMHA BOD meeting.

All members of the Board of Director’s are responsible for ensuring that the Policies and Procedures manual is up to date. The President is responsible for custody of the master copy of this manual and for distribution of updates. There is no one owner of all content provided herein however for greater clarity, the Association Secretary shall always hold the latest copy of this document.

The President and the Secretary are responsible for destroying all records/documents in the IMHA office that are over seven (7) years old to date.

.3 ASSOCIATED DOCUMENTS

There are other Association documents that are referenced in and/or work in conjunction with this document. These other documents include but are not limited to:

- IMHA Bylaws
- IMHA Fundraising Manual
- IMHA Tournament Hosting Guide
- IMHA Equipment Checklist
- IMHA Manager’s Manual
- IMHA Evaluations Policy/Guideline

3.0 DEFINITION OF TERMS

AGM or "Annual General Meeting": means the general meeting of the Members as provided for in Bylaw 4.8.1.

Association: shall mean the IMHA.

Board: means the Executive Board, Board of Directors and Team Managers of the IMHA.

Board of Director's: shall have that meaning defined in Bylaw 4.3.

Boundary: shall mean that line, as mutually agreed upon and/or recognized by Hockey Alberta that separates one-member association from another and defines that area from which each member association may register participants as "resident" players.

BVAS: means Bow Valley Agricultural Society

Bylaws: means the rules and regulations enacted by the Association to provide the framework for its operation and management.

CAHL: means Central Alberta Hockey League

Category(ies): means those sub-divisions of the Divisions commonly known as AAA, AA, A, B, C, D, and/or such other sub-divisions as the Board may from time to time decide.

Coach: means a person registered with the IMHA as a coach of a Hockey Team.

Director(s): means a director of the IMHA.

Discipline: means correction, chastisement, punishment, and penalty and, without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;

HA: means Hockey Alberta.

HC: means Hockey Canada.

HKPF: means Help Kids Play Fund.

HCR: means Hockey Canada Registry.

IMHA: means Indus Minor Hockey Association.

Import: shall be defined as a player that resides outside of the geographic limits of the location of a Hockey Team.

Legal Guardian: shall be defined as a person that is granted guardianship of a Player under the age of eighteen (18) years by the law courts of competent jurisdiction.

LMHA or "Local Minor Hockey Association": means an association, registered as a body corporate in the Province of Alberta, which has adopted bylaws and regulations that are consistent with the Bylaws and Regulations of Hockey Alberta and are approved by the Board and operates a program in Minor Hockey with one or more Hockey Teams. The bylaws and regulations of said association may be more restrictive, but not less restrictive, than those of Hockey Alberta.

Manager: means a person registered with the IMHA as a manager of a Hockey Team.

Member: shall mean...

- a. A Member Team; and

- b. Local Minor Hockey Association and for the purpose of clarity does not include a Minor Hockey Team, Player, Coach, Manager, Stick-boy, Referee, Linesman or Official.

Non-Resident: shall be defined as a player who resides outside of the boundaries of the member association that the player is registered with in any playing season.

Off-Ice Officials: means those persons that work as timekeepers, goal judges, penalty-box attendants and other persons which may be required off the ice from time to time for the organized conduct of a game of hockey.

Officer(s): means an officer of the IMHA as provided for in Bylaw 4.2.

Past President: means the immediately former President of the IMHA.

Player: means a person registered with the IMHA as a player of a Hockey Team.

Policies: means the principles, rules and guidelines formulated or adopted by the association to reach its long-term goals. They are designed to influence and determine all major decisions and all activities take place within the boundaries set by them.

Procedures: are the specific methods employed to express policies in action in day-to-day operations of the association. Together policies and procedures ensure that a point of view held by the governing body of an association is translated into steps that result in an outcome compatible with that view.

President: means that person elected as the president of the IMHA.

Regulations: means those regulations of the IMHA for the administration and advancement of hockey.

Resident Player: in Minor, shall be defined as a player who resides within the boundaries of the member association that the player is registered with in any playing season.

Rules: means those rules of the game of hockey as made from time to time by Hockey Canada;

Suspension: means a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that a suspension must stipulate a length of time or number of hockey games, or type of hockey game or any combination thereof.

Trainer: means a person registered with the IMHA as a trainer for a Hockey Team.

Vice-President: means that person elected as the vice-president of the IMHA.

4.0 GOVERNING BODIES

.1 HOCKEY CANADA (HC)

Hockey Canada (HC) is the governing body of organized hockey in Canada.

1.1 OBJECTIVES

1. To foster and encourage the sport of Hockey throughout Canada.
2. To foster and encourage leadership programs in all areas related to the development of hockey in Canada.
3. To promote and encourage the foundation of Provincial and inter-collegiate Amateur Hockey Association as local governing bodies.
4. To establish and maintain a uniform test of amateur standing and uniform playing rules for organized hockey.
5. To affiliate with and cooperate with other national and international hockey organizations.
6. To conduct inter-branch and international contest of organized hockey

1.2 MISSION STATEMENT

“Lead, Develop, and Promote positive Hockey Experiences.”

1.3 BELIEFS

Hockey Canada Believes:

- In a positive hockey experience for all participants, in a safe, sportsmanlike environment.
- In the development of life skills which will benefit participants throughout their lives.
- In the values of fair play and sportsmanship, including the development of respect for all people by all participants.
- In hockey opportunities for all people regardless of age, gender, color, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.
- In the importance for participants to develop dignity and self-esteem.
- To always instill the values of honesty and integrity in participants.
- In the promotion of teamwork and the belief that what groups and society can achieve is greater than that which can be achieved by individuals.
- In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.
- In the value of hard work, determination, the pursuit of excellence and success in all activities.
- In the benefits of personal and physical well-being.

.2 HOCKEY ALBERTA (HA)

Hockey Alberta (HA) is the governing body of organized hockey in Alberta.

2.1 DESCRIPTION

Hockey Alberta (Alberta Amateur Hockey Association, AAHA or HA) is the governing body for organized hockey in the Province of Alberta. HA is a member of Hockey Canada. Referees are members of HA and the chairperson of the Referee's Council serves on the HA Board of Directors.

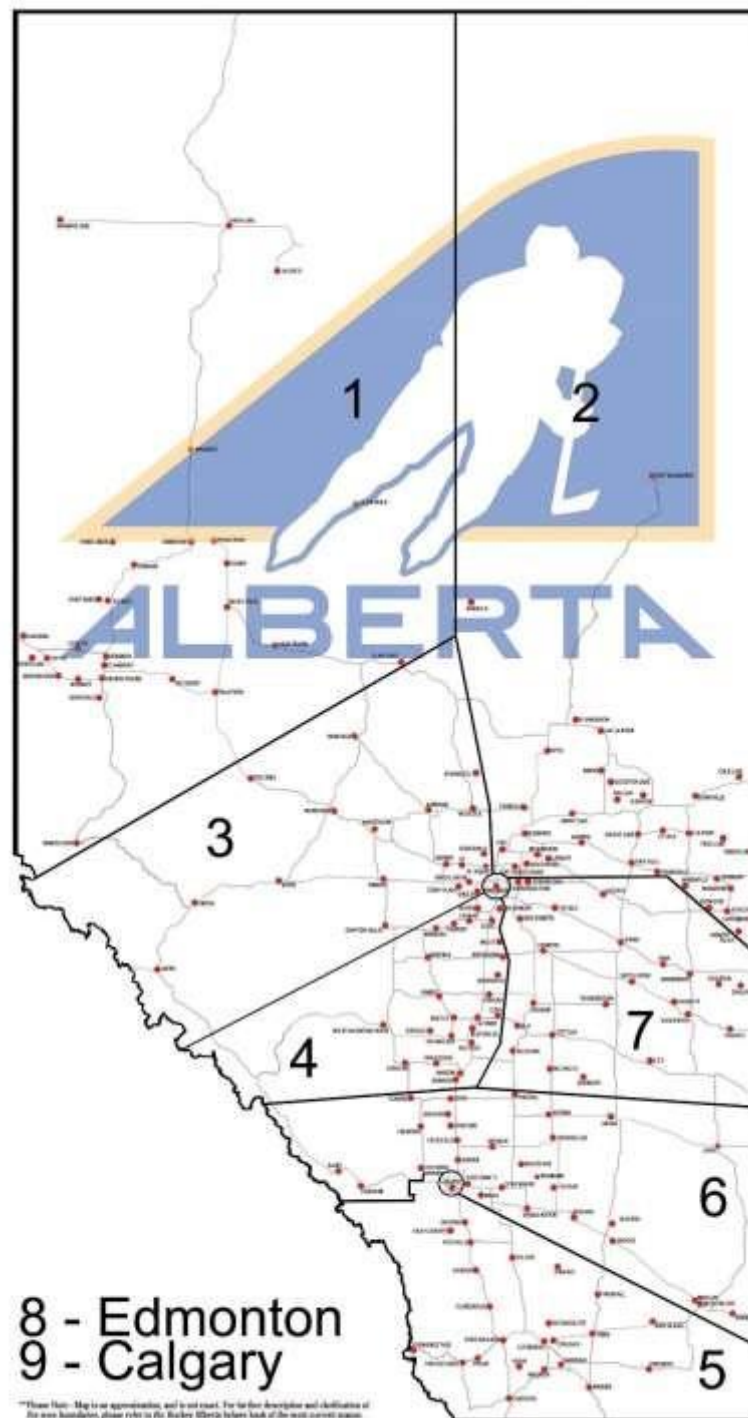
Rules and Regulations governing the game of hockey are standard across Canada. Rules and Regulations are reviewed by the National body every five years.

Hockey Alberta approves the boundaries of each member association and is divided into nine zones as outlined in the following zone map.

HA acts as an appeal board to which any member, team or player may appeal any disciplinary measure or other matter rendered against him/her.

HA issues permits for tournaments and exhibition games in order to ensure that participating teams meet age and other registration requirements.

Every player and official of teams are required to register on HA Player Cards or Team Sheets. This ensures equity based on age and residential requirements and provides a historical record of a player's career.



2.2 OBJECTIVES

1. To promote and encourage the formation of amateur hockey clubs and leagues.
2. To establish and maintain a uniform test of amateur standing and uniform playing rules for amateur hockey.
3. To encourage and foster personal development and leadership qualities of individuals through their participation in amateur hockey.

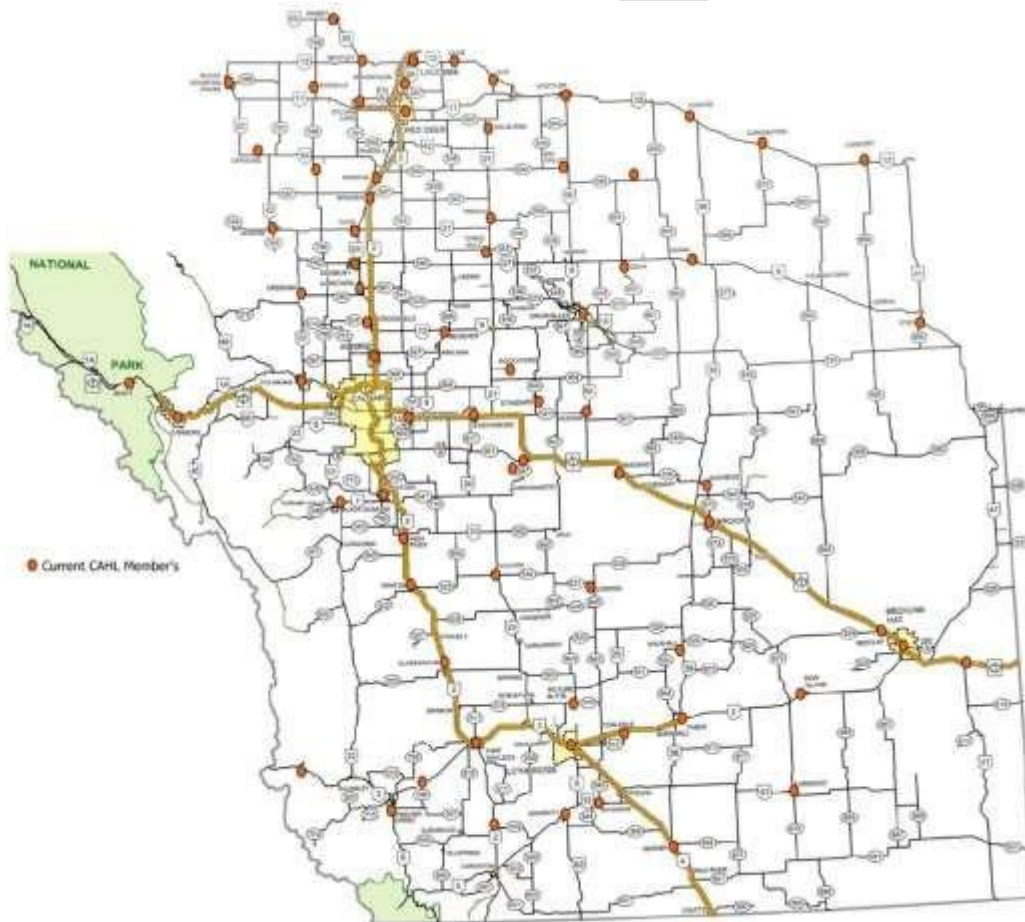
2.3 MISSION STATEMENT

“To foster hockey and contribute to community building by providing leadership and creating opportunities for valuable life experiences. We serve those who serve the athletes.”

3 CENTRAL ALBERTA HOCKEY LEAGUE (CAHL)

3.1 DESCRIPTION

The Central Alberta Hockey League (CAHL) is the governing body of minor hockey for all teams registered in the CAHL. Boundaries of CAHL are provided in the following map. The Indus Minor Hockey Association is a member of and plays under the rules of the CAHL. Each team will be responsible for complying with all the rules and regulations of the CAHL.



3.2 OBJECTIVES

1. Developing character and sportsmanship.
2. Maintaining and increasing interest in the game of hockey.
3. Developing the skills of hockey.
4. Developing a healthy self-image and enjoyment of the sport.
5. Fostering a general community spirit.
6. Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, cooperation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty.
7. To maintain competitive hockey and attempt to accommodate travel concerns.

.4 BOW VALLEY AGRICULTURAL SOCIETY (BVAS)

4.1 DESCRIPTION

The Bow Valley Agricultural Society (BVAS) is a volunteer, nonprofit group that oversees the safe and responsible operations of the Indus Recreational Center (Bill Herron Arena) and associated facilities.

4.2 MISSION STATEMENT

“The role of the Bow Valley Agricultural Society is to encourage community spirit for individuals/families living in our rural community through integrity and professionalism. To develop and maintain facilities, enable volunteers, support programs and related services based on community needs.”

4.3 OBJECTIVES

1. Meet needs of Community utilizing current infrastructure by providing a second ice surface to our growing community while addressing current environmental water issues.
2. Offer different programs and options to meet social and recreational needs.
3. Promote volunteerism and encourage participation by being role models.

5.0 INDUS MINOR HOCKEY ASSOCIATION (IMHA)

.1 DESCRIPTION

The Indus Minor Hockey Association (IMHA or Association) is a registered society in the province of Alberta and is the local organizing body for minor hockey within Zone 6 of HA and CAHL. Indus Minor Hockey operates under the rules and regulations as set forth by HC, HA and the CAHL.

.2 OBJECTIVES

1. Organizing an adequate number of hockey teams, to permit boys and girls from Indus and surrounding area (as outlined in section 6.3) who wish to play hockey, to be on a team insofar as facilities and ice time permit.
2. Ensuring all participants conduct themselves properly within the IMHA Code of Conduct.
3. Provide for a safe and fun environment for the IMHA hockey teams both at our home facilities and away facilities including travel in between. Our certified trainers will ensure this by using proper safety practices and incident action plans.
4. Providing the best coaching available in the area and encouraging these coaches to obtain as many of their coaching levels as possible and at a minimum ensure that they have what is required for the level they coach as required by HA guidelines.
5. Ensuring that the teams play the game cleanly and helping them to develop as many of the skills of the game as possible.
6. Encouraging team members to develop character and sportsmanship and to learn and enjoy teamwork and team participation.
7. Seeing that teams accept wins as well as losses gracefully.
8. Encouraging parental support of teams in order to make minor hockey an event that can be shared with pride by the community.
9. Keeping the registration fee schedules as low as possible and subsidizing as is deemed reasonable. Promote holding fundraising projects to support minor hockey.
10. Entering these minor hockey teams in leagues where they can best participate against teams closest to their level of competition as per the CAHL guidelines.

.3 BOUNDARIES

The boundaries of the IMHA are established and approved by Hockey Alberta and are as follows:

North Boundary:

Commencing at the City of Calgary Boundary and proceeding east along Glenmore Trail (Highway 560) until the intersection of Glenmore Trail and Highway 791. North on Highway 791 to Twp Road 240 then East on Twp Road 240 through to Boundary Road. South on Boundary road to Glenmore Trail (Highway 560) and East to Highway 24.

East Boundary:

Commencing at the intersection of Glenmore Trail (Highway 560) and proceeding south along Highway 24 until the intersection of Highway 24 and Township Road 221. Proceed south along Range Road 263 until it intersects the Bow River.

South Boundary:

Commencing at the point where Range Road 263 intersects the Bow River proceed west along the bow River until it reaches the City of Calgary Boundary at Range Road 285.

West Boundary:

Commencing at the point where Range Road 285 intersects the Bow River proceed North along the City of Calgary Boundary until it intersects Glenmore Trail (highway 560).

.4 DIVISIONS

The IMHA hockey program shall operate the following divisions (subject to registrations) as defined by HA:

- a) U7 (5 & 6 year olds before Dec 31 of current season)
- b) U9 (7 & 8 year olds before Dec 31 of current season)
- c) U11 (9 & 10 year olds before Dec 31 of current season)
- d) U13 (11 & 12 year olds before Dec 31 of current season)
- e) U15 (13 & 14 year olds before Dec 31 of current season)
- f) U18 (15, 16 & 17 year olds before Dec 31 of current season)

6.0 ADMINISTRATION

.1 BOARD MEETINGS

Regular Board meetings are held the second Wednesday of the Month in the meeting room at the Indus Recreational Center (Bill Herron Arena).

All meetings shall follow an agenda as prepared by the Secretary and distributed to the Board members before the meeting. Normally the president will chair the meetings. In the President's absence the Vice-President will act as chairperson. The agenda should include a report from each director. Any IMHA member wishing to speak at these meetings must inform the President at least three (3) days in advance of the meeting for it to be added to the agenda.

Any director having three (3) unexcused absences to regularly scheduled monthly meetings may be subject to removal by the board with a 50%+1 vote. The removed member will be notified by the President within 48 hours of the vote via email with all other board members being copied.

Monthly Board meetings are open to all association members.

.2 IMHA REPORTING PROCEDURES

The Webmaster should be responsible for all correspondence of the Association. This means he/she maintains a record of all documentation that is sent out on behalf of the IMHA and a copy of all such correspondence should be provided to the Secretary for and stored within the online IMHA folder for future reference.

The Secretary is responsible for creating an agenda for every meeting of the Board or membership and creating and maintaining the minutes of each meeting. They are also responsible for ensuring that copies of meeting minutes are made available to each Board member for review within seven (7) days of the meeting; minutes will also be sent to Webmaster for posting on the website once voted on by the Board at the next meeting.

In preparing for all Board Meetings, each board member must submit a written report to the Secretary and a copy of same to the President within 48 hours of the meeting date. These reports must be submitted by email and if not submitted they will not be added to the agenda. They can be added to the agenda at the next meeting prior to the agenda being approved.

The Secretary, once he/she has received the reports from all members, should send out one email to all Board members which includes: the agenda for the next meeting, the previous meetings minutes and copies of all reports submitted for the next meeting.

Regular meeting dates of the Board should be set and published on the IMHA website calendar.

Dates of annual events and meetings such as AGM should be set at the first meeting of the Board after being elected and published on the IMHA website and Calendar.

.3 SIGNING AUTHORITY

All cheques written on behalf of the IMHA require two signatures.

The five members of the Executive Board (President, Vice-President, Treasurer, Registrar and Secretary) shall have signing authority.

Signing authority will be reviewed and updated by the Treasurer at the bank at the commencement of each new season.

.4 PURCHASE POLICY

From time to time the IMHA needs to make purchases on behalf of the Board and its members. All purchases made on behalf of the Board must be made with the best interests of the Association in mind and therefore the following policy and procedure has been created and approved by the IMHA Board.

All purchases to be made on behalf of the IMHA are to be brought to the Board of Director's attention either via a monthly report or as new business or round table discussion in advance of the purchase being made whenever possible.

1. All purchases in excess of \$250.00 shall be placed on the agenda of the next Board of Director's meeting and voted on. Purchases less than \$250.00 shall be noted into the minutes by the purchaser and does not need a vote.
2. In the event that the IMHA needs to expend an amount greater than \$250.00 then the party responsible for the purchase shall obtain three (3) written quotes for the purchase and follow the following procedures:
 - a) All written quotes shall be provided to the Secretary for entrance into the monthly meeting minutes and kept as a matter of course.
 - b) Whenever large or multiyear commitments are required the Board of Director's are encouraged to look for proposals and not just bids with prices so that the knowledge of the vendors can be considered.
 - c) The Board of Director's should encourage email submissions so that proposals can be easily tracked and reviewed by all who need to, and all submissions times and vendors may be accurately traced and identified.
 - d) If a product or service (with a value in excess of \$250.00) is to be donated or delivered at a greatly reduced price it is the Board of Director's decision if the purchasing procedure needs to be followed.
3. Recognition of reduced services or donations should be recognized on the website and monthly meeting minutes so that further donations may be encouraged.
4. All Board of Director's members are required to make purchases that are in the best interest of the members of the IMHA.

PROCEDURE

Purchases that are made by existing members of the Board of Director's are to follow the purchasing procedures prior to making the purchase.

When a purchase is to be made that exceeds the \$250.00 threshold the following procedure shall be followed:

1. The Board of Director's member responsible for the purchase (the purchasing party) shall make the Board of Director's aware of the potential need for a new purchase at the next possible meeting. The purchase shall be presented along with the justification for the purchase.
2. The Board of Director's shall then vote upon the need and validity of the purchase and determine if funds are available to make the purchase.
3. Once the need for a purchase has been approved by the Board of Director's the following steps shall be followed:
 - a) The proposed purchase to be made shall be posted on our website so that all potential vendors who are members of our organization can be made aware of the organizations need to make a purchase. Details posted to the website should include the description of

the purchase, the need for a proposal, the name of the IMHA Board of Director's member to submit proposals to and a closing date for bids or proposals.

- b) Bids or proposals shall only be received by the party responsible by the date outlined for the purchase. Bids or proposals delivered to another party or after said date shall not be considered.
- c) Best efforts shall be made to obtain at least three (3) bids.
- d) Bids and proposals shall be reviewed and organized by the purchasing party then presented to the Board of Director's for review and approval at the next meeting unless otherwise directed and recognized in the minutes of the last meeting.
- e) Once approval is received the purchase is made and all receipts are to be delivered to the Treasurer for payment and the Secretary for recording purposes. All warranty cards

7.0 FEES

.1 GENERAL

The registration fees shall be reviewed annually by the Executive Board and made available at the AGM. The registration fees are meant to reasonably reflect the costs associated with delivering our hockey program. The registration fees shall be based on a forecast included in the Association budget that the Executive Board shall vote on prior to the AGM. The finalized budget shall be made available for review at the AGM.

Registration fees shall cover all IMHA assigned practice ice, assigned game ice or allotted extra ice costs including referee expenses, insurance, league fees, provincial play down fees, provincial ice as needed and other budgeted operating expenses. Individual teams are responsible for costs incurred for ice outside of IMHA assigned times, referee expense outside of IMHA assigned or allocated game time, tournament fees, travel expenses and other individual team expenses.

All fees must be paid in full by September 1st. Fees paid means either full payment upon registration or established payment arrangements as approved by the Executive Board.

Any family member with outstanding player registration fees after the September 1st deadline will not be considered “in good standing” and will result in loss of voting privileges and or removal from the IMHA membership if applicable.

Any NSF cheques must be cleared prior to player taking part in first game. Any outstanding balances or NSF cheques from previous season must be cleared up with cash before acceptance of registration in current hockey season.

All outstanding balances from previous seasons must be paid prior to being able to register for the current season. Any outstanding balances will automatically be added to the members registration fees via the online registration system.

.2 REFUNDS & WITHDRAWALS / LATE REGISTRATIONS

All requests for refunds must be provided in writing to both the Registrar and Treasurer. The last date for voluntary withdrawal with a full refund is September 15th. All refund requests after September 15th will be reviewed on a case by case basis by the Executive Board and should the Executive Board agree on issuing a refund, the refund shall be issued to the entity from whom the registration fee was received. Once a refund is issued, that player is no longer eligible to play for the IMHA during that season.

Prorated refunds may be permitted if a hockey injury or unrelated medical illness is to keep the player out for 8 weeks or longer, (doctor's note is required). No refund will be permitted if an injury is sustained participating in extracurricular activities. After January 31, no refunds will be completed. A \$200.00 administration fee plus the prorated for the season – based on 6 months, will be calculated. Refunds will be reviewed by the IMHA Board for approval.

Requests for refunds will not be looked at based on a league suspension or other disciplinary action. Any player that makes AA or AAA will receive a full refund.

Fees due from late registrations or early withdrawals shall be reviewed on a case by case basis and where the board of directors deem reasonable maybe pro-rated based on the portion of the season in which the player is participating.

.3 NSF CHEQUES

A \$25.00 service charge will be levied by the IMHA for all NSF cheques. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by banks.

.4 IMHA HELPS KIDS PLAY FUND (HKPF)

The IMHA recognizes that from year to year we may have some families in our community that require financial assistance in order to pay their child's hockey fees for the season. The IMHA Help Kids Play Fund (HKPF) was established to provide a means for all children in our community to be able to play hockey if they want to.

Every year a portion of the proceeds determined by the board will be used to sustain the fund. At no time shall the fund balance exceed \$10,000.00

To Apply:

The family must have first applied to KIDSPORT (www.kidsport.ab.ca) or JUMPSTART (<http://stage.jumpstart.canadiantire.ca/en/what-we-do/want-to-apply>)

Upon a successful application to either KIDSPORT or JUMPSTART the family will then qualify to have the dollar amount received from either charity matched by the IMHA HKPF Fund. If the monies received exceed the cost of registration, then the player's personal Tournament Fund will be credited the amount of the excess funds up to a maximum of \$100.00. Those funds can then be used to pay for any additional hockey related expenses incurred over the season (i.e., participation in tournaments, exhibition games or conditioning camps).

Regardless of the success of KIDSPORT or JUMPSTART applications, the IMHA may also discuss extending the payment terms for the family to March 1st of the current season to allow more time for a family to pay.

The executive board reserves the right to consider covering the entire family's dues via the IMHA HKPF. These considerations will be presented and voted on by the board members.

The deadline for all applications is July 31st prior to the upcoming hockey season.

All requests will be handled with the upmost confidentiality and must be sent to the President only. The only other members that will know who has applied are the IMHA Registrar & Treasurer. Once the applications are received, they will be discussed at the first August executive meeting and the applicants will receive an email with an answer from the IMHA board. During all discussions at the board meetings no applicant names will be shared.

To Donate:

Anyone interested in donating to the IMHA Help Kids Play Fund can contact the IMHA Treasurer directly at: treasurer@indusminorhockey.ca

8.0 ACCOUNTS

.1 FAMILY ACCOUNT

Upon registration with IMHA a Family Account is created for invoicing purposes by the IMHA Treasurer. IMHA fundraising credits and/or any BVAS 'volunteer hour' credits are flowed through credit memos using this account.

Some IMHA fundraising activities, as organized by the Director of Fundraising, split proceeds between the IMHA and the individual families that participate in the activity. The family's portion is credited to their Family Account and can then be used towards costs incurred for any member of the family registered with IMHA. Examples:

- Registration Fees
- Tournament Registration Costs
- In House Camps
- Team Hockey Development Activities outside IMHA
- Extra Ice or Dry land Costs
- IMHA Wear

Any credits in this account can be paid out at any time by written request to the Treasurer.

.2 TOURNAMENT FUND ACCOUNT

The Tournament Fund Account is a player's share of profits earned through hosting one of three IMHA Tournaments:

- U9 Tournament – CAHL Re-tiering weekend (End of March)
- Christmas Tournament – Offered to U18, U15, U11 (dates may vary)
- Bill Herron Memorial U13 Tournament (2nd/3rd weekend of November)

Upon completion of the hosted tournaments, the Team Tournament Coordinator submits a Profit/Loss statement to the IMHA Treasurer. The Treasurer then divides the profit or loss evenly amongst all IMHA players on the hosting team(s). Each player is assigned their own named account by the IMHA Treasurer; this fund is player specific and follows each player through their years of hockey with IMHA.

As per AGLC regulations, because some of the tournament profits are derived through gaming, these funds must be used for player development, such as:

- Tournament Registration Costs
- In House Camps
- Team Hockey Development Activities
- Extra Ice or Dry land Costs

Credits in Tournament Fund Accounts can be transferred to other IMHA registered players upon the account owner's request but will not be paid out should a player not return. An exception may be made for import players that IMHA is unable to allow to return.

9.0 REGISTRATION

.1 GENERAL

Each year the IMHA will make available on the IMHA website all online registration INFORMATION for the upcoming season. Registration is open to all eligible persons within the defined IMHA boundaries.

- All registrations will be completed using Hockey Canada's Online Registration system (HCR)
- Registration will run from May 15th – June 30th
- Late Registration Fees will apply after June 30th
 - \$50 from July 1st – July 31st
 - \$75 from August 1st – August 31st
 - \$100 after August 31st
- Late Fees will not apply to U7 registrations
- All players will be registered according to HA regulations.

.2 CONTENTS OF REGISTRATION PACKAGE

The registration package contents may vary slightly from year to year but shall contain the following at a minimum.

- IMHA Information Letter (sent via email with link to online registration)
- IMHA Release, Waiver and Assumption of Risk
- IMHA Medical Questionnaire
- IMHA Code of Conduct Form

Complete package content will be available via the Online Registration system.

.3 BOW VALLEY AGRICULTURAL SOCIETY MEMBERSHIP

Each family participating in any minor sports program offered at the Indus Recreational Center must have a valid BVAS membership. Membership fees will be included, along with IMHA registration fees, for each player within the online registration system. Any fees overpaid for the current season (i.e., in the case of families with more than one child in the IMHA) will be credited to the player's family account.

.4 ELIGIBILITY

Registration in the IMHA shall be open to all eligible players.

- Players registering with IMHA must reside within the boundaries outlined in section 5.3 of the Policies & Procedures manual.
- All new registrants must provide a copy of Birth Certificate at time of registration.
- All new registrants coming from another Local Minor Hockey Association (LMHA) must provide a Parent Declaration form completed in full to the IMHA registrar prior to being able to complete the online registration process
- The IMHA has the right to refuse registration to any family who has consistently breached the Conduct Management Plan in a previous season and no requested release will be given. Eligibility to return to playing may be requested in the next season.
- All previous fees due to the IMHA (registration and NSF cheques) must be paid in full prior to acceptance of registration.

.5 RESPECT IN SPORT

Hockey Alberta requires that one member of each registered family have a current certification in the Respect in Sport online course. The Respect in Sport for Parents Program is effective and informative for parents and caregivers of active children. This program encourages positive sport behaviors and provides insight for parents into the roles of coaches and officials.

New families in minor hockey must complete the 'Respect in Sport – Parent' program offered by Hockey Alberta prior to completing online registration. The IMHA requires that all families complete this course no later than September 15th of the current hockey season. Certification is good for 4 years, after which re-certification is required.

.6 GOALTENDERS

The IMHA does **NOT** register goaltenders in the divisions of U7 and U9 as it is HA policy that all children at these ages be allowed to try goaltending at some time during the season at the Coaches discretion.

In the U11 division the IMHA designates a maximum of two (2) goaltenders per team however these goaltenders are still registered with HCR as players, leaving the option for goalies play out as a player if it is not their turn in the goaltender rotation, this is done at the Coaches discretion.

In the divisions of U13, U15 and U18 the IMHA is only permitted to register a maximum of two (2) goaltenders per team within the Hockey Canada Registries (HCR).

For U11, U13, U15 and U18 divisions it is expected that once a child has been registered as a goaltender they will:

- 1) Have their own equipment for evaluations
- 2) Not be allowed to return to player status unless they are released as a goaltender by IMHA based on numbers or evaluations
- 3) Be expected to remain in the goaltending position for the balance of that season. Goalies registered as such with Hockey Canada Registries will not be allowed to play out as a player if it is not their turn in the goaltender rotation. (U11 age goaltenders may be allowed to play out at the Coaches discretion because they are registered as players with HCR).

Goalies will go through the evaluation process as overseen by the evaluation committee but completed by an outside source. A maximum of 2 goalies will be selected per team.

If the goalie requirement is exceeded, the goalies that received the highest evaluations marks will remain within the IMHA program. Excess goalies will be given a release to play with another association. IMHA will not be held liable to find an association to take the excess goalies but will assist with the process if needed.

Goalies who register after August 15th of each year will be placed on a waiting list if there are currently enough goalies registered in any specific division.

Goalies that register in U11 – U18 and are not happy with the team they have been placed on are not able to re-evaluate as a player. If they wish to play out, they will be placed on the lowest team and have no chance of reevaluation.

If there are more than the required number of goalies registered in the U11 division before August 31st, there will be a meeting with all of the parents to inform them of the situation and at that time they will be allowed to have their child evaluate as an out player if they choose. If all parents decide to have their child evaluate as a goalie, it will follow the IMHA policy of goalie evaluation. The extra goalies will then be allowed to play out but on the lowest team with no reevaluation.

.7 REGISTRATION GUIDELINES

This procedure applies to all existing IMHA membership.

GUIDELINE 1

IMHA Opens the Online Registration process on May 15th of each year. All pertinent registration information, including fees for the upcoming season and the link to the online system, can be accessed at: www.indusminorhockey.ca/registration

GUIDELINE 2

Registration will run from May 15th to June 30th of each year. Regular registration fees, as decided on by the IMHA Board, will apply to members who take advantage and register during this time.

GUIDELINE 3

Late Registration Fees will apply as follows, to all registrations received after June 30th:

- \$50.00 Late fee on registrations received from July 1st – July 31st
- \$75.00 Late fee on registration received from August 1st – August 31st
- \$100.00 Late fee on all registrations received September 1st and after

GUIDELINE 4

It will be assumed that all Registrations will be complete by August 31st of each year. The IMHA will then determine if the budgeted teams will be fiscally viable with competitive teams, dependent on the number of Registrants.

GUIDELINE 5

Registrations after the 31st of August will be approved by the IMHA Registrar and President depending on player/goalie requirements needed within the association. Players/Goalies that register after teams have been determined will be placed on a waiting list. The waiting list will be held by the Registrar and reviewed based on association requirements.

GUIDELINE 6

IMHA reserves the right to increase or decrease the number of teams for a division based on the following requirements:

- If IMHA loses a significant number of players to “AA” or “AAA” for the upcoming season, a decision to decrease the team numbers in U13, U15 or U18 would be determined by the IMHA Executive Board

At least 13 players and 2 goalies are required to have a managed, competitive team in U13, U15 and U18 and 14 players in U7, U9 and U11. The IMHA has the right to decide if teams can compete with lower amounts of players and or goalies.

10.0 SEASON SCHEDULE

.1 CONDITIONING / DEVELOPMENT CAMPS

The IMHA will attempt to schedule (ice time permitting) conditioning and development camps at the start of each season prior to evaluations. Camps may or may not be included in registration fees. During conditioning the coaches will run the players through simple drills to get them ready for evaluations. At U9 and U11 levels the Coaches will run the players through the drills to be used during evaluations. Coaches will help the players through drills during the conditioning but will not be allowed to help once evaluations begin.

.2 EVALUATION PERIOD

Pre-season evaluations will be held during the month of September; generally starting the second weekend and finishing up by the third weekend.

.3 SEASON START/END DATES

The IMHA will support the league and Provincial playoff schedules determined by the CAHL and HA which is typically from October 1st to March 31st. Specific CAHL season dates can be found on the CAHL website: http://cahlhockey.net/page.php?page_id=63464

.4 DISRUPTIONS TO SCHEDULE

Ice schedules may be disrupted from time to time as a result of provincial tournament play and/or league playoff requirements as dictated by HA and the CAHL. Teams losing their ice slots will be re-assigned alternative ice slots to the best of the ability of the Ice Scheduler. Provincial games take precedence over league games. Both Provincial and League games take precedence over Exhibition games or tournaments.

.5 YEAR END CELEBRATIONS

The IMHA holds an annual Awards night(s) at the end of each season in order to celebrate and acknowledge the association's accomplishments from that season. The date(s) of the celebration(s) are determined/booked with BVAS in the previous off season; the dates will also be published on the IMHA website at that time. All teams U11 and up are required to attend.

The Vice-President will oversee organizing and coordinating the event and determining the format, including how many nights are required, which teams will attend which evening, decorations, food (Ice Cream or potluck dinner, etc.), medals & trophies, any necessary sponsorship

5.1 ESSO MEDALS OF ACHIEVEMENT PROGRAM

The Esso Medals and Certificates of Achievement program celebrates the hockey journeys of the young players you're proud to have on your team – ones who make everyone around them better. The IMHA is proud to participate in this program and present these awards at our Year End celebrations for all age groups. Each player in IMHA will receive a Certificate of Achievement and 3 Individuals per team will receive Medals of Achievement in the following categories, as selected by their coaching staff:

- **MOST IMPROVED:** The team member who has improved the most since the beginning of the season. Skating skills stick handling as well as an understanding of the game rules and positions would be things to consider.
- **MOST DEDICATED:** The team member who not only attended each practice and game but would also work very hard in the games and at practice. This player could be depended on by both the Coaches and team mates to always do their very best. (Other factors: Can't wait to get on the ice, front of line for drills, love for the game.)
- **SPORTSMANSHIP:** The team member who was always positive and respectful to the officials, coaches and their teammates. They didn't argue with the officials calls and listened to the Coaches' instructions in games and practices. (Other things to consider: Helps teammates, low/no penalty minutes, no reprimands for unacceptable behavior, listens well.)

Every January the IMHA Registrar will register and order the Certificates and Medals through the Esso website:
<https://www.essomedals.com/>

5.2 LEADERSHIP AWARDS

The IMHA is proud to present the Leadership Award to one player per team (as selected by the team's coaching staff) in the age groups of U11, U13, U15 & U18, based on the following criteria: 'This player is a positive contributor on and off the ice; helps team mates and coaches; sets good examples; knows the game of hockey; plays a team game - not an individual effort; is a positive influence on other team mates, has shown good preparation from previous years.'

The Leadership Award is usually in the form of a trophy and the IMHA annually solicits a sponsor for all of the Association's Leadership awards. The award may or may not include the sponsor's logo as determined by the donator. Awards are to be ordered through the IMHA preferred vendor and will remain the same style unless otherwise determined by the Executive Board and/or the donator.

5.3 INTRO TO HOCKEY YEAR END CELEBRATIONS

Typically, because of its format and length, the U7 and U9 teams will NOT participate in the IMHA Awards Night Celebration(s). In lieu of their participation the IMHA budgets \$100 per team in these age groups so that they can host a year end celebration of their choice, ideally something more age appropriate. This can be changed to include the U7 and U9 teams in the year end celebration by the board of directors and team staff, should there be interest.

All 'Intro to Hockey' teams will be provided with Esso Certificates of Achievement for each player as well as the 3 Medals of Achievement, however the decision to present the individuals Medals will be at the discretion of the team's coaching staff.

11.0 TEAM SELECTION

The Player evaluation process will be overseen by the Director of Hockey Development: Evaluations Coordinator. The process followed by the IMHA may vary season to season (as well as between divisions) as a result of player registration. Prior to each season a document outlining the entire Evaluation Process for the upcoming season will be posted on the IMHA website. This document will detail what players/parents can expect during the evaluation procedure in terms of skill and game evaluations.

.1 EVALUATION PROCESS

Each season the evaluation process will be decided on by the Executive Board with the assistance of the Director of Hockey Development: Evaluations Coordinator. The evaluators, as selected by the IMHA evaluation committee, will complete a skill evaluation for each player for all game play. Evaluators for each level, if not from outside the association, must be made up of people who are not coaching at that division nor have children registered in that division.

Any player that will be absent during any portion of the evaluation process must notify the Evaluations Coordinator as soon as possible with a valid reason (i.e., doctor's note, family emergency etc.). When the player can return, they will be evaluated in skills as well as games in different tiers and placed accordingly.

.2 GOALTENDER EVALUATIONS

Goalies will be evaluated and placed by the following combined criteria:

- All goalies will be evaluated by an independent goalie evaluator.
- All goalies will be evaluated during regular evaluation games. The independent goalie evaluators will complete a skill evaluation sheet for each goalie

.3 MAKING THE TEAMS

Players will be ranked through the evaluation process. Coach picks may be made available to the Head Coach if outlined in the evaluation process documentation.

3.1 Intro to Hockey (U7 and U9)

U7 will be formed at the discretion of the Executive Board with input from Director of 'Intro to Hockey' and Director(s) of Hockey Development prior to the start of the season.

U9 evaluations will be ranked per the processes outlined in U11 to U18 but will work closely with the Director of Intro to Hockey.

3.2 U11 THROUGH U18

Teams in U11, U13, U15 and U18 are divided up based on the ranking the players receive from their evaluations. Coach pick selections will be made available based on the outline from the evaluation process drawn up prior to evaluations.

3.3 GOALTENDERS

Goalies will be placed on a team by their evaluation scores by an outside evaluator.

.4 NOTIFICATION

Once the teams are divided the lists will be posted on the IMHA website. No re-evaluation requests will be looked at until after the first practice. In the event an unbalance of players occurs between teams, the lower-level team shall have the larger number of players in non-contact divisions and at the discretion of the IMHA board of directors. Depending on the size of the team, if there is non-contact and a contact team in U15, the IMHA may decide to place additional players on the body contact team.

.5 RE-EVALUATION REQUESTS

A great deal of time and effort is put forth in the evaluation process. Any request for re-evaluation will be based on a possible error in the evaluation process. There will be no re-skate or re-evaluation of the skills on ice, the Director of Evaluations will work with the Executive Board to review the process of placement for the requesting player to determine if a clerical error occurred. Each evaluation review must be accompanied with a \$100 non-refundable cheque. The \$100 does not mean the player will be moved.

Under **NO CIRCUMSTANCES** are IMHA Board Members to be confronted personally about where a player has been placed. Doing so will result in no re-evaluation being granted.

.6 TEAM SIZE

Team sizes within the limits defined below shall ultimately be at the discretion of the Executive Board as dictated by HA and the IMHA registration numbers. The below numbers outline the maximum number of players per team prior to application of an oversized team as outlined in Hockey Alberta and Hockey Canada regulations.

U7:	Maximum 20
U9 :	Maximum 19
U11 :	Maximum 19
U13:	Maximum 17 skaters/2 goalies
U15:	Maximum 17 skaters/2 goalies
U18:	Maximum 17 skaters/2 goalies

.7 AFFILIATIONS

Affiliations are intended to provide assistance to teams that may be short of players. It is also intended to give players the opportunity and experience of playing at another level of play. All affiliations must be approved by the IMHA president and submitted to the Governing Bodies prior to any player appearing in a game with the affiliated team as outlined in the Hockey Alberta Affiliation procedure.

7.1 AFFILIATIONS WITHIN THE SAME AGE DIVISION

Coaches requiring an affiliated player may do so from the list of approved affiliates from their affiliation list. The coach must contact the affected teams coach to indicate that they will be affiliating a player off their affiliation list with the time and date of the affiliation. Affiliation requests should be made to the affected team at least 48 hours prior to the game. No affiliation request will be denied by the affected team's coach. Should there be a conflict between the two coaches, it will be escalated to the President of IMHA. It is desirable that the affiliated player first practice with the team prior to participating in affiliated games. It is understood that all player's first commitment is to the team they are registered with. The number of games played as an affiliate will not exceed the regulations of the Governing Bodies. Any affiliation, whether game or practice, in excess of that defined by the Governing Bodies regulations must receive prior approval of the IMHA President and Director of Hockey Development – Player Development Coordinator.

Coaches are expected to provide affiliation requests on a rotating basis to those players applicable in the lower division.

7.2 AFFILIATIONS TO HIGHER DIVISIONS

Affiliations to a higher Division should be given to players on a rotating basis and based on merit as much as skill.

12.0 PLAYER MOVEMENT

.1 PLAYER RELEASES

Notwithstanding anything to the contrary as contained in the regulations of the governing bodies (HC, HA and the CAHL) IMHA will only release players when any of the following conditions apply:

- The request for release is to a LMHA to play a higher classification of hockey (e.g., AA or AAA, or Female division of hockey not available within IMHA.) See 12.2 Permission to Tryout.
- IMHA registration numbers deem a division full or unable to register a team. See 12.1.1 Release Based on Registration Numbers.
- There is a change in residency that impacts a player. See 12.1.2 Release based on Change of Residence.
- Under exceptional circumstances in which the President and the Registrar must review a written request to do so and present it to the Executive Board.

1.1 RELEASE BASED ON REGISTRATION NUMBERS

If registration numbers dictate there are too many players for one team yet not enough to create a second team in any age division, the following practice will be followed for placing players.

- 1) Every effort will be made to recruit new players or previous players that may have a renewed interest in playing hockey
- 2) The IMHA will contact neighboring LMHA's to see if there are players available in that age group to join the IMHA
- 3) The IMHA will look to move players up from a lower age division to the older age division, if it does not disadvantage that player(s) development or severely discount the competitiveness of the younger age division.
- 4) If we cannot register a team the IMHA will make every effort, with no guarantees, to find other local LMHA's that can accept our players. These players will only be released for that season and must return to the IMHA the next year

While it is the IMHA's goal to provide an opening for all registrants to play on IMHA teams, if registration numbers are still insufficient to create a team in an age division after exhausting the above process, the IMHA will release players in the following process:

- 1) Players who have already expressed interest in leaving the IMHA
- 2) Players who's address of residence is outside the boundaries of the IMHA
- 3) Players within the address of residence boundary of the IMHA but did not play with IMHA or an elite stream Hockey Alberta team (AAA or AA) the prior season(s).
- 4) Members not in good standing at the time of registration
- 5) Past history of a player both positive and negative
- 6) Skill evaluation by an independent party.

NOTE: All goaltenders registered as goaltenders with the IMHA before the evaluations begin will be evaluated by an independent party and placed on teams by skill level. Goalies not placed on teams will have the option of playing out as a player or being released by the IMHA to find another LMHA requiring a goaltender. The IMHA will make every effort to assist the goaltender in finding a place to play with no guarantees. The President will be the first to contact the other LMHA's and follow up accordingly.

1.2 RELEASE BASED ON CHANGE OF RESIDENCE

Once a player's residential status changes and they are registering for the first time in a different LMHA a notification of release will be generated by HA. Once a Parent Declaration Form is submitted

to the IMHA a release will be issued to that player.

1.3 OUTRIGHT RELEASE

All requests for an Outright Release must be submitted in writing to the President of the Indus Minor Hockey Association and must contain the reasons for the request. Requests for release based on a disagreement on the outcome of player evaluations or IMHA Policies and Procedures shall be deemed a permanent request for release, or an Outright Release, and if granted such member will not be allowed to register with the IMHA in the future.

1.4 UNSANCTIONED LEAGUES

As per Hockey Alberta, players playing in unsanctioned leagues become ineligible to participate in HA sanctioned games & events. All IMHA practices, games, etc. are covered by HA sanctions, therefore our association is unable to accept players that are also participating in unsanctioned leagues as it risks our sanctioning, including insurance coverage from Hockey Alberta. IMHA players found to be participating in unsanctioned and sanctioned leagues at the same time, shall be given an outright release immediately.

.2 PERMISSION TO TRYOUT

Players wishing to try out for a higher classification of hockey (i.e. AAA or AA) must first register with the IMHA. Registration must include payment. A HA 'Permission to Tryout' form will be signed by the President. Registration and payment is required before this form is issued to ensure that the player has a place to play should they be cut from tryouts. HA 'Permission to Tryout' forms must be obtained for every team the player is intending on trying out for.

All players that are selected for AAA and AA teams will be released and reimbursed their full fees. Refund requests must be submitted in writing to the Registrar and Treasurer. All players released to a higher classification of hockey will be returned to the IMHA once the current hockey season ends.

AA	U13 U15 U16 U18	Wheatland Braves Wheatland Warriors Wheatland Raiders Wheatland Chiefs	Wheatland Athletic Association (SCAHL)
AAA	U15 U16 U18	Okotoks Oilers Okotoks Oilers Bow Mark Oilers	Okotoks Oilers Athletic Association (AEHL)
Female Elite	U15AA U18AA U18AAA	Rocky Mountain Raiders Rocky Mountain Raiders Rocky Mountain Raiders	Okotoks Oilers Athletic Association (AFHL)

.3 PLAYER ACCELERATION

Player acceleration should be the **exception** not the rule. Player acceleration should be considered only where the player is considered to have exceptional player status. Exceptional player status would be granted to a player whose qualities not only on the ice, but as a person deem the player deserving the rare privilege of participating in a higher age division.

3.1 AT THE REQUEST OF THE PLAYER/FAMILY

The following conditions will apply to a player acceleration request:

- Players wishing to play in U13 or above where an elite team exists (i.e., AA/AAA), will be

required to make that elite team and should follow that Elite team's policies and procedures in qualifying to tryout as an under-aged player. If the player does not make that team and returns to play for IMHA, he/she will play in his/her age-group.

- Where an elite team does not exist and the player wishes to play in the next age-group within IMHA, the following conditions apply:
 - a) Players must be registered in their appropriate age category within IMHA
 - b) An Acceleration Request Form must be filled out and submitted by August 1st to the IMHA President, accompanied with a \$100.00 Player Acceleration Fee for consideration
 - c) Acceleration will be considered based on evidence of exceptional abilities and may require references from the previous hockey year's Head Coach
 - d) Once your application has been reviewed by the IMHA Executive Board, you will be notified of their decision by no later than August 31st. If you wish to appeal the Board's decision a hearing will be set prior to the start of evaluations
 - e) The Executive Board of the IMHA reserves the right to void any movement if it jeopardizes the registration of any team or if the IMHA registration numbers in either division do not allow for the move
 - f) If there is no room for movement based on numbers, the fee will automatically be refunded

CRITERIA:

Only 2nd year players (by birth date) in a division will be eligible for player acceleration. To accelerate, a player must be ranked in the top of the higher division based on the following:

- a) **U7/U9:**
 - A skater must evaluate in the top 5 on the top team in the next higher division (U9/U11), otherwise the player will be returned to their appropriate age category
- b) **U11/U13/U15:**
 - An U11 skater must evaluate as a top 3 forward or top 2 defensemen on the top team in the next higher age category (U13), otherwise the player will be returned to their appropriate age category
 - A goalie must evaluate as number 1 in the next higher age category (U13), otherwise the player will be returned to their appropriate age category

PLEASE NOTE:

- If an approved Acceleration Player is not ranked in the top 10 (Top 6 Forwards or Top 4 Defensemen, if applicable) in the higher division after the first 2 evaluations, they will be returned to their appropriate age division
- Additional registration costs due, to the advancement, are to be paid in full at the time of placement on a higher-level team
- If a player begins evaluations in their appropriate age category and an IMHA Executive determines it is appropriate to move the player into the next higher age category based on input from the evaluators the above application procedure will be waived
- The IMHA Executive Board may waive this procedure if required to accommodate special circumstances, such as small registration numbers in a particular age category

3.2 AT THE REQUEST OF IMHA

If accelerating players to an upper division is required by the IMHA to facilitate team registration the following process will be followed:

- a) A review of the entirety of the age division will take place with the Executive Board and the Director of Evaluations and the Director of Player Development to determine which

players will be moved to the older age division. The determination of which players will be moved is dependent on the older divisions teams needs. Consideration must be made to the impact of taking players away from a specific division and placing them in the older division. A discussion with the selected player and their family will take place to the reasoning for the acceleration and expected team placement.

- b) If a player is not willing to move up the next player on the list will be asked
- c) Players selected will be evaluated in the upper division's evaluation games
- d) After they are evaluated, and because it is at the request of the IMHA, the selected player(s) will be placed in the tier which best suits their ability based on evaluation results.
- e) As the request is made by the IMHA to accelerate a player(s) no Acceleration Charges will be applied

Player acceleration is generally not recommended

.4 PLAYER IMPORT VIA RELEASE FROM ANOTHER LMHA

Any player wishing to play in the IMHA who does not reside within the IMHA boundaries as described in Section 5.3 must register in their LMHA first and obtain a release form from their LMHA prior to registering.

Import players will only be considered if there is room for that player in their age division.

13.0 ICE SCHEDULING

.1 GENERAL

Any team not using ice time assigned to them shall pay a fine equivalent to the cost of renting the ice. It is the Managers responsibility to inform the Ice Scheduler responsible at least thirty (30) days in advance if the team does not intend to use the ice time assigned to the team. Should you be unable to give thirty (30) days' notice and the BVAS is unable to rent the ice slot then the IMHA will be charged as per the following schedule:

1. 14-30 days' notice and the ice can be resold the IMHA will receive 100% of ice cost back if the ice is resold by BVAS.
2. 8-14 days' notice and the ice can be resold the IMHA will receive 75% of ice cost back if the ice is resold by BVAS.
3. 0-8 days' notice and the ice can be resold the IMHA will receive 50% of ice cost back if the ice is resold by BVAS.

Extra ice time used by a team must be paid by the team itself, and not by IMHA. All ice designated to teams is the property of IMHA. If teams are unable to use ice designated to them, it will be turned in to the Ice Scheduler with greater than thirty (30) days' notice as listed above. Ice time forfeited in this manner may be returned later, at the Ice Schedulers discretion, time permitting.

.2 PRACTICE ICE

All teams will be provided practice ice as follows for each season (This is a generic guideline. Ice times may be adjusted as deemed necessary by the IMHA):

- 1) U7 – 30 HOURS (SHARED)
- 2) U9 – 40 HOURS (SHARED)
- 3) U11 – 40 HOURS (30 SHARED / 10 FULL)
- 4) U13 – 40 HOURS (25 SHARED / 15 FULL)
- 5) U15 – 40 HOURS (40 FULL)
- 6) U18 – 40 HOURS (40 FULL)

.3 DRYLAND/OFF-ICE PRACTICES

The IMHA recognizes the limited ice available at our facilities and in doing so will periodically schedule teams off-ice practices (or Dryland Training) in lieu of a weekly on-ice practice. This will be done to help ensure that teams always get 2 practice times per week.

Teams may also wish to schedule Dryland time in order to work on their own player development areas. The IMHA budgets dryland time for each team and teams are welcome to contact the IMHA Director of Ice Scheduling to schedule more dryland time within the budgeted amounts.

.4 GAMES ICE

All teams will be provided game ice according to HA and CAHL requirements:

- 1) U7 – one (1) hour
- 2) U9 – one (1) hour
- 3) U11 – one and one half (1.5) hours
- 4) U13 – two (2) hours
- 5) U15 – two and one quarter (2.25) hours
- 6) U18 – two and one quarter (2.25) hours

Game length may be adjusted for Provincial Playdown or Playoff Games as per the HA and CAHL regulations. For regular league (and exhibition) games IMHA is a Drop Clock association, meaning when there is 5 minutes remaining in an ice slot the game clock will be dropped to 2 minutes at the first available stoppage in play.

.5 ICE TRADES AND NOTIFICATION

Any team cancelling their scheduled ice with less than 72 hours notification to the Ice Scheduler will not receive any additional ice in lieu. Notification of all returned ice MUST be given to the Director of Ice Scheduling so that it can be forwarded to the facilities manager at the applicable Arena, or the ice slot can be offered to other teams.

Each facility has its own cancellation policy which is why teams must make every effort to notify the Director of Ice Scheduling of any changes/cancellations as soon as possible.

14.0 REFEREES

.1 GENERAL

The IMHA strongly supports encouraging local boys, girls, and adults to become carded AAHA referees. In late 2009 the Chestermere & Indus Referees' Association was formed which now includes and represents all officials from the Chestermere and Indus Minor Hockey Associations. The association operates under the direction of the CZRC - Central Zone Referees' Committee.

Referees will be assigned to all CAHL league games via a tie-in through the Goalline website scheduling system. To book referees for Exhibition Games (for all Indus Minor Hockey Association Teams) teams are required to contact the IMHA Director of Ice Scheduling who will update the Goalline system with the game such that officials can be assigned. The request must include the team requesting the officials, league & level, home & visiting teams, date, time, duration of ice time, exhibition or league game and venue.

All Referees must be carded in current year by HA. Referees must be two years older than the age of the players they are assigned to. Provincial Tournament Referees will be assigned in accordance with HA regulations.

Feedback with respect to officiating must be submitted to the Referees Association via the Coach Evaluation Form on the IMHA Goalline website.

.2 PAYMENT

The IMHA will provide payment for all referees and linesman for all league, provincial and exhibition games (1 per team) played on regularly assigned game slots. Changes in referee wages will change according to the AAHA fee schedule from year to year and approved by the IMHA Board.

Teams arranging extra exhibition games on practice ice slots or individually purchased ice are responsible for referee costs.

League and Provincial games rescheduled by the Governor in accordance with HA rules and beyond the control of the team will have officials provided by the IMHA.

15.0 EQUIPMENT

.1 GENERAL

All equipment issued by the IMHA shall be clearly marked and it becomes the responsibility of the “borrower” to maintain and care for this equipment. All Team Equipment Managers will be required to fill out an equipment inventory sign out sheet prior to the season. Each player will submit a \$20.00 equipment bond at the time of registration to cover any damaged or loss equipment (above normal wear and tear). The equipment bond will be refunded at the end of the year if no damage is noticed. As part of the online registration system, IMHA families are given the option of donating their Equipment bonds to the BVAS Men’s Auction Donation. If they have indicated that they wish to donate the IMHA Treasurer do so on their behalf at the end of each season. All other equipment bonds will be credited to the player’s family account.

.2 PLAYER EQUIPMENT

No IMHA players will be allowed on the ice without adequate protective equipment, particularly helmet, gloves, shin pads, mouth guards, and athletic supporters and can, face masks and neck protector. All IMHA Coaching Staff is responsible to ensure players are outfitted in adequate

equipment before they step on the ice.

.3 GOALTENDING EQUIPMENT

It is the policy of the IMHA to provide necessary goaltending equipment for all teams in the U9 age group. Goalie equipment supplied will consist of pads, blocker, catcher, chest protector and neck guard. Skates, helmet, pants and athletic support are the responsibility of the individual player.

The IMHA will provide goalie sticks for U7 and U9 teams.

.4 FIRST AID KITS

The IMHA will provide all teams with appropriate first aid kits. Kit contents may vary depending on level of play (i.e., U7 to U18). First Aid kits are the responsibility of the borrowing team. All kits must be returned to the Director of Equipment at the end of each season. Kits will be restocked prior to reissue.

.5 PUCKS AND COACHING EQUIPMENT

The IMHA will provide pucks to each team at the start of each season. All remaining pucks are to be returned to the Director of Equipment at the end of the season.

.6 WATER BOTTLES

Water bottles are the responsibility of individual players.

.7 MOUTHGUARDS

Mouth guards are the responsibility of the individual player and are strongly encouraged for all players in the IMHA.

.8 SEASON START-UP PROCEDURE

Once Coaches have been assigned to teams the Director of Equipment will be given a list of Coaches and their first practice times so that IMHA issued equipment can be made available at their first practice.

.9 END OF SEASON EQUIPMENT RETURN

All IMHA issued equipment will be returned to the Director of Equipment no later than March 31st of each season.

16.0 TEAM PERSONNEL

.1 COACH SELECTION PROCESS

1.1 GENERAL

Each team shall have no more than four coaches, one trainer and one manager – any registered team personnel in addition to this must be approved by the IMHA Board.

One Coach shall be designated as the “Head Coach” and the others as “Assistant Coaches”. The Coach and Manager must be at least 18 years of age at the beginning of the season and must be capable of controlling the team assigned. The Assistant Coaches must be at least two years older than the oldest player on the team.

Prospective Coaches must submit their application and vulnerable sectors check as described in the Coach Selection Process listed below. The Executive Board shall have the final decision on selection of Coaches following a review of the Director of Hockey Development - Coaching Coordinator's recommendations.

The Head Coach position will be selected from applications received by the Director of Hockey Development. The following criteria will be used in the “Coach Selection Process”:

- Application review and assessment
- Prior coaching evaluation reports
- Priority to qualified non-parent coaches
- Coaching experience and required certification level
- Vulnerable Sectors Check
- References

If possible potential Coaches for each team should work with the Directors of Hockey Development during the conditioning camps and preparation of the players for the evaluation process. Coaches may be evaluated during this time.

The Head Coach will be selected on the final day of player evaluations prior to player notification of evaluation results. The Coaches will be selected by the Director of Hockey Development - Coaching Coordinator with approval from the Executive Board. Members of the Coach Selection Committee shall be restricted to persons not applying for a Head Coach position – if there is an applicant on the committee, that person shall excuse themselves while the selection is made by the remainder of the committee.

The Head Coach will be given a list of suitable assistant coaches from which he will select the rest of his coaching staff. The Head Coach will also be responsible for selecting the Team Manager. The Team Manager is not to be the spouse of the Head Coach.

All Head Coaches must have or obtain the required coaching certification. The IMHA will absorb the costs for obtaining the training. All Coaches must also sign the Coaches' Code of Conduct before the season begins. Failure to do so will result in the selected candidate not being able to coach within the IMHA.

Coaching candidates must be aware that they will be selected and assigned to a team based on the following:

- i. The preferred level they are requesting to coach at and the availability of positions at that level.
- ii. The perceived level of competence, including experience and commitment.
- iii. The suggestions offered toward Fair Play and discipline.

- iv. If no one applies to coach a particular team, the IMHA Executive Board and Director of Hockey Development - Coaching Coordinator, will approach the parent group of that team and request that someone volunteer.

All coaches will be assigned after the team selection process is completed.

1.2 HEAD COACH

Duties of the Head Coach shall include:

- Maintaining proper conduct and actions of team while at home and away games or at any event in which the team participates.
- Ensure both home and away facilities are left in a clean and orderly condition before the players leave.
- Ensure their teams are off the ice promptly when their scheduled ice slot expires.
- Provide input into the final roster spots of their teams (where applicable) and contact his/her selected players with the results their evaluations.
- Hold a parent information meeting within seven (7) days of team selection to outline:
 - Plans for the year including philosophy and goals.
 - Indicate anticipated expenses
 - Discuss means of obtaining revenue
 - Explaining IMHA policy (IMHA rep to attend)
 - Ensuring all Code of Conduct forms are signed by parents and players.
 - Select parent volunteers (as per section 15.3)

More information is available in the IMHA Coaching Manual provided to Coaches at the beginning of each season.

Note: The Head Coach, Assistant Coaches and Trainer are required to have a Vulnerable Sector Check within 3 years. After 3 years, a new check must be submitted to IMHA. Any cost associated to these checks will be absorbed by IMHA. Copies will be kept in a restricted IMHA Executive Folder and uploaded onto Hockey Canada under each person's personal profile.

1.3 ASSISTANT COACHES

Assistant Coaches will be selected by the Head Coach from a list of suitable coaches provided by the Director of Hockey Development – Coaching Coordinator. The Assistant Coaches will aid the Head Coach in the completion of their duties.

1.4 TRAINER

The Trainer will be selected by the Head Coach and is required to complete the Hockey Canada online Safety course.

2 COACH EDUCATION REQUIREMENTS

The IMHA must ensure that all their Coaches and Registered Bench Officials (including the team Manager) are in compliance with all Hockey Alberta qualification requirements as of November 15th of the current playing year. The Vice-President of the IMHA will contact all teams that are required to complete additional Coaching Certifications as soon as possible at the beginning of each season in order to facilitate the process. Teams failing to adhere to these requirements may jeopardize their eligibility for league or provincial play.

3 IMHA COACHING EVALUATIONS

Coaches will be provided with direction from the Director(s) of Hockey Development with respect to expectations of IMHA coaches. This will be particularly focused on new coaches to assist with their

understanding of their responsibilities and the expectations of the IMHA organization.

Informal evaluations will be done by the Director of Hockey Development – Coaching Coordinator through-out the season to provide constructive feedback to coaches on coaching style, utilization of ice times, and basic skill level achievements.

A formal review will be done between the end of November and the middle of December to provide constructive feedback to coaches on coaching style, utilization of ice times, and basic skill level achievements. This review will include the results of a Coaches evaluation survey.

A final formal review will be done at the end of the Hockey season to provide constructive feedback to coaches on coaching style, utilization of ice times, and basic skill level achievements.

This review will include the results of a Coaches evaluation survey. Should the Director(s) of Hockey Development go through their reviews and have concerns with a coach's abilities to deliver acceptable standards of coaching then this will be reviewed with the coach and the IMHA executive. Appropriate measures will be taken to rectify the situation at the sole discretion of the IMHA executive.

It should be noted that these reviews are intended to provide continuous feedback on coaching skills and are meant to assist in development as a head coach or assistant coach. This will in turn benefit the IMHA hockey players in their development and will help to ensure that appropriate skill levels are being attained in each age category.

.4 MANAGER

For Coaches to devote their time to coaching a team manager is necessary to the team. Team Managers will be selected by the Head Coach, with input from the Assistant Coaches and the Director of Hockey Development - Coaching Coordinator.

Managers' duties include:

- Assisting the person responsible for scheduling ice times for minor hockey if necessary
- Seeing that the coaches are aware of ice times assigned to them
- Assisting coaches in finding tournaments or exhibition venues, if assistance is required.
- Overseeing tournaments run in their level and arbitrating any problems, which may occur in the absence of a tournament coordinator.
- Liaison for all team issues with designated Ice Schedulers, Referee Coordinators, Arena bookings, etc.
- Managers will be responsible in scheduling exhibition games, rearranging regular season games if a situation arises in the division that the team is in, crossover games and playoff games.
- Manager will organize their team for the Harvest Dance for food and prizes and ensuring that their team is volunteering for the appropriate shifts during the Fundraiser.
- Managers will organize food for the end of the IMHA year wind up and making sure that their team has ESSO awards and certificates for their team's end of the year party.
- To communicate all team related and IMHA related news to the parent group.
- To represent their team by attending monthly IMHA board meetings and relaying and pertinent information back to the parent group.

.5 PARENT VOLUNTEERS

5.1 PARENT LIAISON

A team's Parent Liaison shall be **elected** at the commencement of each hockey season by majority vote of the parents on each individual team. There will be one liaison for each team playing hockey. The Parent Liaison shall be neither a coach nor manager from the team they are representing.

The Parent Liaisons duties shall include:

- Handling all complaints or suggestions from parents regarding the operation of the team and see that these matters are quickly and fairly resolved.
- Attendance at any Special General Meeting, as outlined in section 4.8.4 of the Bylaws, in which a complaint in writing is to be reviewed and communicating the results of these meetings to the team they represent.

The Team Liaison will remain with the team from the date of election until the end of the hockey season.

5.2 PARENT MARSHALL

Each team's Parent Marshall will ideally be an adult who not only knows the game and its rules but is someone who can provide perspective to the team's parents in situations where things may get out of control. At its simplest, this is a position of 'crowd control' whereby this person will be willing to step forward and be the voice of most parents when others are acting inappropriately, be it to the officials, opposing team or their fans, or even your own team.

The addition of the Parent Marshall position to all IMHA teams is one that has been greatly supported by the local referee's association, as not having to deal with unruly parents let's referees focus on the players! Just as a courtesy, the referee's association would appreciate it if the Parent Marshall would introduce themselves to the officials prior to the beginning of each game.

If situations arise during a game, depending on the situation, the role of the Parent Marshall may just be to firmly ask the parent group to settle down. If things continue to escalate, the Parent Marshall may have to pull specific parents aside or remove them from the group to have a quick conversation.

Ideally the Parent Marshall should never have to ask another parent to remove themselves from the rink, however if things continue to escalate it is suggested that the Parent Marshall first give parents a warning – and be intentionally direct so that the specific parent knows the exact consequences of his/her behavior. Then if the behavior continues, the Parent Marshall has every right to ask the individual to leave the rink.

Obviously, there may sometimes be situations where things escalate rapidly and in these cases the Parent Marshall may feel the need to step in immediately in order to prevent the situation from getting completely out of control. Again, it is our hope that these situations will be avoidable if the Parent Marshall can help keep Parents under control from the onset of not only each game but the season.

5.3 TOURNAMENT ORGANIZERS/COMMITTEE MEMBERS

The IMHA annually hosts 3 separate tournaments in three age divisions. All teams involved in the tournaments are required to provide enough parent volunteers to form the tournament organizing committee, under the direction of the IMHA Director of Tournaments.

5.4 FUNDRAISING COORDINATORS/COMMITTEE MEMBERS

Under the guidance of the IMHA Director of Fundraising, teams made be required to provide 1-2 volunteers to sit on an Association Fundraising committee. Committee members may be involved in event coordinating and planning.

5.5 GENTLEMEN'S AUCTION REPRESENTATIVE

The BVAS annually hosts the Gentlemen's Auction Fundraiser whereby all the event proceeds are used to offset the ice costs at the Indus Rec Centre for all minor sports associations. Being the major recipient of the event proceeds the IMHA is required to provide volunteers for the event planning committee. As a rule, we require 2 parent volunteers per team to attend monthly committee meetings beginning in January and concluding in April when the event is held.

17.0 TEAM RULE GUIDELINES

.1 GENERAL

All players and parents are expected to abide by the following:

- Players are expected to arrive for practices or games no later than 30 minutes prior to the scheduled start time and must be completely dressed no later than 15 minutes prior to the scheduled start time.
- No parent will be allowed into the dressing room 15 minutes prior to start time or 15 minutes after any game or practice, unless invited into the room by the coach.
- Players are expected to be attentive and work diligently at all practices and games.
- Players must be afforded the opportunity to speak, but first they must listen.
- No parent will interfere with the coaching staff during a practice or game, even though they do have the right to discuss player development and objectives with the coach. However, parents are asked to wait for 24 hours to elapse from the conclusion of the practice or game in order to allow for a 'cooling off' period ... and thus, the parent and coach interview can be conducted in a more calming atmosphere. Parents must seek the assistance of the parent liaison as per Section 16.5.1
- No coaches, managers or parents are permitted to enter the official's dressing room at any time, before or after any game, unless specifically invited by the head referee.
- Dress codes are left at the discretion of individual teams, but IMHA would encourage players to be neatly dressed when representing their team and association.
- Players must make all possible efforts to inform their coach if they are going to be absent from a game or practice. It is only common courtesy to give as much notice as possible.
- All players in all divisions should be afforded equal ice time regardless of their skill ability. However, equal ice time during games is contingent with regular attended practices and with conducting him/herself properly within the Rules of Conduct. Coaches may limit the game playing time for any player as a legitimate disciplinary measure and can make reasonable decisions at their discretion.
- In the U13, U15 and U18 divisions, coaches are granted greater latitude to utilize players in accordance to how the competitive situation demands. However, these coaches are expected to be aware of the policy of fair play in allowing each player reasonable opportunity for development and enjoyment. Coaches are reminded to exercise the use of their players.
- All players, parents and team officials must abide by any rules set forth by their individual teams.

18.0 PLAYER DEVELOPMENT

.1 PLAYERS

It is the intent of the IMHA that players for all teams U9 and up be offered regular power skating and/or skills sessions provided by a vendor chosen by the Director of Hockey Development – Player Development. The number of sessions will be determined by the fundraising efforts from the previous season and included in the budget for the current season. Should there be limited funds the sessions will still be considered but at a cost to the player; if this is the case the IMHA will advise all players/families well in advance of the sessions.

.2 GOALIES

All goalies, on U11 teams and up, will be offered in-house Goalie training as organized by the IMHA Director of Hockey Development – Player Development Coordinator. The extent of the training offered, as with all Player Development, is limited by the budget and dependent on the previous year's fundraising efforts. At a minimum, the IMHA will provide each goalie funding towards one session of goalie training of their choice.

.3 CHECKING CLINICS

All U13 players and up are required to attend a Checking Clinic offered by Hockey Alberta or another association as deemed fit by IMHA. The IMHA Director of Hockey Development – Player Development Coordinator will also annually arrange a Checking Clinic for IMHA players to participate in prior to the commencement of evaluations.

19.0 U7 & U9 INTRO TO HOCKEY PROGRAM

.1 GENERAL

As per Hockey Canada, it is mandated that all games are played on cross ice / half ice for all U7 and U9 players.

.2 GOALTENDERS

- U7: no goalie equipment except for a goalie stick
- U9: full goalie equipment but no full time goalies

.3 GAME PLAY RULES

- 4 on 4 with a goalie
- Continuous play (line changes on the fly and no stoppages in play)
- Use buzzer for line changes
- Faceoff only to start halves
- No position specialization
- Blue puck is required for U7 game play

.4 GAME ADMINISTRATION RULES

- No score is kept
- No standings or stats kept
- Game summary or game sheet is required for U9

.5 GENERAL ADMINISTRATION RULES

- Travel Permits are required
- No Jamborees or Festivals prior to November 1
- Coach requirements need to be adhered to
- Players and team officials can be registered as a program or a team
- No affiliation required

20.0 PROVINCIALS

As a small association, for any of our players to play any kind of elite stream hockey they must leave our association to play elsewhere. The Hockey Alberta Provincial Championships are the highest level of competition that we can offer our players and as such we encourage all teams to pursue the goal of being Provincial Champions. The experience of a Provincial Tournament is unlike any other and something a player will remember for the rest of their life. Part of the reason the experience is so special is that teams must earn their spot in the tournament through winning their respective CAHL tier.

.1 PROVINCIAL TOURNAMENTS

Dates and locations of Provincial Tournaments are announced by HA mid-December. As per Hockey Alberta, all league champions must attend the Provincial Tournament.

.2 PROVINCIAL TOURNAMENT FUNDING

Once a team has qualified for the Provincial Championship tournament there are additional costs

incurred, such as tournament admin fee, travel costs, hotels, etc. depending on where the tournament is being hosted. As a show of support to teams representing our association and community at these tournaments, the IMHA has traditionally chosen to pay for the Tournament admin fees for the teams that qualify for the tournaments.

Teams may request additional funding from IMHA for other branded items (ex. Pins). All requests are to be made in writing for approval from the IMHA Board.

21.0 BRANDING

.1 APPAREL

1.1 GENERAL

The IMHA will review their apparel supplier on an annual basis and use the best supplier in the interest of its members. Team apparel shall be paid for by the individual players, teams, or sponsors.

.2 JERSEYS

2.1 GENERAL

The IMHA will ensure that each team is provided a minimum of two sets of jerseys (home and away) for game use only. Exceptions will be made for U7 and the use of Tim Horton's Timbits® jerseys. Each team will also be supplied two jersey bags at the beginning of the season.

All jersey purchases must be coordinated through the Director of Equipment and approved by the Executive Board. All new jerseys ordered shall be in the colors of the "Boston Bruins" and bear the Indus Hurricanes logo on the front, unless otherwise approved by the Executive Board.

All jerseys purchased will be numbered 2-20 (goalies 1 and 30) for the A-team, 21-42 (excluding 30, 33 and 34) for the B-team (goalies 31 and 35) and 43-63 (goalies 33 and 34) for the C-team.

Each team's Equipment Manager will oversee their assigned jerseys for the duration of the season.

Evaluation jerseys are the responsibility of the Director of Hockey Development: Evaluations Coordinator and shall be kept in the IMHA office or equipment room.

2.2 SPONSORSHIP

Sponsors wishing to purchase a complete set of jerseys may have their name placed on the back of each jersey for the life of the jersey.

.3 TROPHIES AND BANNERS

3.1 GENERAL

All banners created by the IMHA for such things as Zone or League Champions etc. will be created in the colors of Indus Minor Hockey and be of uniform size and shape.

.4 LOGOS AND CRESTS

4.1 GENERAL

All logos and crests are the property of the IMHA, and any use must be approved by the Executive Board.

4.2 SPONSORED PRACTICE APPAREL

From time to time teams may have branded gear, other than game jerseys (i.e., practice jerseys) donated by a team parent or family member, with the intent that the players can keep the jersey at the completion of the season. It is the policy of the IMHA that only a modified 'Hurricanes' logo be permitted to be printed on these jerseys in order to maintain the integrity of the IMHA logo and 'brand'.

22.0 FUNDRAISING

.1 GENERAL

All major fundraising projects are to be coordinated by the Director of Fundraising. Complete details of existing IMHA Fundraising efforts can be found in the IMHA Fundraising Manual.

.2 FUNDRAISING

The solicitation of funds from individuals or corporations (private and/or public); or engaging in profit making activities; which result in obtaining funding or benefits for a team, members of a team or an association event.

2.1 SPONSORSHIPS / DONATIONS

Cash or cash equivalent contributions made by individuals or corporations; solicited or unsolicited; which result in obtaining funding or benefits for a team, members of a team or an association event.

All donations made to an IMHA team are required to be spent on whatever the donor believed they were donating to. For example:

- If a company or individual donates to the U9 Tournament, the donation is deemed U9 Tournament income and dealt with as described in Section 8.2.
- If the company or individual wants to purchase jackets for the team, it must be used for that, though the donor can pay the supplier of such items directly

IMHA Members may not involve themselves with any activities which require solicitation of Fundraising, Sponsorships or Donations without the prior approval of the IMHA Board.

.3 SPONSORSHIP

If sponsorship of an individual team(s) is obtained, then recognition may be given to the donor on the IMHA website under the team(s) page. All advertising/logos must be removed at the end of each season.

.4 INDIVIDUAL TEAM/EVENT FUNDRAISING POLICY

In the event a team or event committee wishes to conduct a fundraiser they must complete and submit a Fundraising Request Form to the appropriate IMHA Board Executives.

All team and event fundraising activities must have a designated coordinator for the fundraiser. The Fundraising Coordinator is then responsible for obtaining required Board Approvals prior to initiating any Fundraising activities.

Board Approval is only provided through complete sign off of the Fundraising Request Form; no other form of verbal or written approval shall be considered official.

If the fundraiser is approved by the Board, it shall be the responsibility of the coordinator to manage the fundraiser from start to finish. All profits from fundraising activities will be submitted to the IMHA Treasurer together with an IMHA Event Summary Form and any other records necessary to calculate the profits and distribution of the profits.

The Treasurer shall review the Summary Form and all other records for accuracy prior to approving the distribution of funds. Money earned through fundraisers will not be credited to a player's dues until

the fundraiser is closed.

A fundraiser is closed once the fundraiser has ended, all money has been collected and the costs of the fundraiser have been paid. Fundraisers will be closed soon as possible.

If after a player's season dues have been paid in full, the player's account has a credit as the result of participation in organization fundraisers, the credit will be applied to next season's dues. If a player does not return to the organization, they will not receive a refund for the credit amount resulting from participation in organization fundraisers. The amount of the credit will become organization funds.

Any fundraising done by individual teams must first be approved by the IMHA Executive Board.

The fundraising coordinator will be responsible for obtaining a license through the Secretary should one be required.

.5 SOLICITATION OF SPONSORSHIP AND DONATIONS

In the event a team or event committee wishes to solicit any individuals, companies (private or public) or organizations; they must complete and submit a Request to Solicit Sponsorship/Donations form to the appropriate IMHA Board Executives.

All team and event Sponsorship/Donations Solicitation activities must have a designated coordinator.

The Coordinator is then responsible for obtaining required Board Approvals prior to initiating any Solicitation activities. Board Approval is only provided through complete sign off of the Request to Solicit Sponsorship/Donations form; no other form of verbal or written approval shall be considered official.

If the Request to Solicit Sponsorship/Donations form is approved by the Board, it shall be the responsibility of the coordinator to manage the Sponsorship/Donations solicitation process from start to finish.

All Sponsorship/Donations require the donor to sign off on a Declaration letter. All profits from the Sponsorship/Donations Solicitation activities will be submitted to the IMHA Treasurer together with a Sponsorship/Donations Declaration Letter. The Treasurer shall review the documents and all other records for accuracy, prior to approving the distribution of funds.

Money earned through Sponsorship/Donations will not be credited to a player's dues until all the Solicitation activities are closed. The Solicitation activities are deemed closed and have ended, once all money has been collected and the costs of the Solicitation activity have been paid.

Sponsorship/Donations Solicitation activities will be closed soon as possible.

If after a player's season dues have been paid in full, the player's account has a credit as the result of participation in organization fundraisers, the credit will be applied to next season's dues. If a player does not return to the organization, they will not receive a refund for the credit amount resulting from participation in organization fundraisers. The amount of the credit will become organization funds.

.6 UNSOLICITED SPONSORSHIP AND DONATIONS

In the event a team or event committee receives an unsolicited sponsorship/donation by any individuals, companies (private or public) or organizations; they must have that donor complete a Sponsorship/Donations Declaration Letter. The Sponsorship/Donations Declaration Letter must be

submitted to the appropriate IMHA Board Executives prior to acceptance of the Sponsorship/Donations.

All profits from the Sponsorship/Donations shall be applied per the Donation Declaration letter.

Should the letter provide no specific application direction, the IMHA Executive board shall decide on how to allocate the funds.

.7 SUPPORT

All parents, players and teams are expected to support the fundraising activities initiated by the IMHA. The IMHA has the right to withhold certain privileges, including ice time, from teams failing to support fundraising activities. The IMHA shall also have the right to rebate a portion of funds raised to individuals who have demonstrated exceptional support of fundraising activities.

.8 USE OF FUNDS

Unless otherwise stated in the Fundraising Request Form, all proceeds raised through IMHA's major fundraising events shall be carried forward from the season within which they are raised and applied to the operating costs of the following season. These amounts will be shown on the Budget for the following season as subsidies that are used to offset the required registration fees for that season. to support the fundraising activities initiated by the IMHA. The IMHA has the right to withhold certain privileges, including ice time, from teams failing to support fundraising activities. The IMHA shall also have the right to rebate a portion of funds raised to individuals who have demonstrated exceptional support of fundraising activities.

23.0 TOURNAMENT HOSTING

.1 GENERAL

The IMHA will allow any IMHA Division to host a tournament if ice time allows. The entire cost of this tournament is to be paid by the host team(s). The right of gate admission is subject to approval by the BVAS. The Executive Committee shall negotiate for this approval.

.2 TOURNAMENT ROTATION

- Bill Herron Memorial U13 Tournament – CAHL Tiering Break weekend (2nd/3rd weekend of Nov.)
- Christmas Tournament – Rotated between U11, U15 & U18** (dates may vary)
- U9 Tournament (End of March)

****Please note the Christmas Tournament Rotation does NOT adjust if an age group declines to host on their year of the rotation**

.3 TOURNAMENT RESPONSIBILITIES

3.1 DIRECTOR OF TOURNAMENTS RESPONSIBILITIES

- Establish tournament dates for the season and ensure the tournaments are sanctioned and posted on the Hockey Alberta Tournament page
- Confirm that blocks of ice have been booked for each tournament
- Secure tournament chairpersons/committees for each tournament sanctioned or hosted by IMHA
- To assist with the finalization schedules for each tournament
- Coordinate and assist Tournament Committee with duties
- Provide advice and guidance to all Tournament committees
- Report back to the board on finished tournaments

3.2 TOURNAMENT COORDINATOR(S) RESPONSIBILITIES

Each host team will appoint a tournament coordinator who is responsible for working with the other team's coordinators and the IMHA Director of Tournaments, to complete the following:

- Establish a Tournament Organizing Committee
- Confirm tournament dates for coming year
- Confirm Ice Booking for the tournament
- Solicit teams to attend the tournament
- Ensure entry fees are collected from teams attending
- Provide tournament rules to each team (include drop clock rules if necessary)

3.3 ORGANIZING COMMITTEE RESPONSIBILITIES

- Confirm executive responsibilities have been completed
- Obtain sanction number from the Director of Tournaments
- Develop tournament schedule with the ice Scheduler
- Provide schedule for referee director if refs are needed
- Provide schedule for each team entering the tournament
- Prepare invitational letter for each team entering tournament
- Solicit advertising and prepare program

- Arrange for arena decoration
- Prepare raffle table if required
- Arrange for trophies and awards
- Arrange for food service requirements
- Opening/Closing ceremonies
- Schedule Volunteers for all required positions including raffle table, 50/50 sales, time keepers/announcers and music
- Prepare financial summary report for IMHA Executive Board

3.4 TEAM RESPONSIBILITIES

- Help select the teams to enter the tournament
- Advise organizing committee of names of invited teams
- With organizing committee, invite teams and ensure entry fees are paid
- Solicit/Arrange for volunteers for all times/positions as per the volunteer schedule prepared by the Organizing Committee
- Assist in presentation of awards

24.0 GRANTS

.1 GENERAL

As a registered non-profit society in the province of Alberta the IMHA may from time to time need to apply for funding via grant programs offered by the federal, provincial and/or municipal governments. The Executive Board shall take on the responsibility of completing such applications and providing any necessary supporting documents to do so.

.2 BOW NORTH RECREATION BOARD – ROCKY VIEW COUNTY

Rocky View County offers grant funding to assist non-profit community organizations with providing recreational services to County residents, and with general operating and capital costs associated with building and enhancing recreation facilities and community halls located in the County.

The application deadline for this annual municipal grant is March 1st.

25.0 CONDUCT MANAGEMENT PLAN

.1 GENERAL

Over the past several years it has become increasingly apparent that participating in the game of hockey, whether as a player, coach, official or spectator, has become less and less enjoyable. People are leaving the game of hockey for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials and players amongst themselves is increasingly more unacceptable both on and off the ice.

The Indus Minor Hockey Association views the Conduct Management Plan as support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect, and positive development of the game. The IMHA sees this program as a vehicle to assist them to further these values and make the game even better and more enjoyable. One could view the Conduct Management Plan as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the Conduct Management Plan are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a Conduct Management Plan that is totally positive. We encourage the majority to confidently come forward with energy and support the Conduct Management Plan to make our game even better.

.2 OBJECTIVE OF THE CONDUCT MANAGEMENT PLAN

The Conduct Management Plan plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness. The Conduct Management Plan promotes acceptable conduct which provides:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness and equity
- Caring attitudes
- Freedom to enjoy and flourish
- Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official or spectator.

The Conduct Management Plan is not intended to be a new process for complaints about officiating or general hockey rules. The objective of the Plan is to promote and ensure acceptable behavior.

.3 DEFINITION OF UNACCEPTABLE BEHAVIOR

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of "unacceptable behavior", the responsibilities of the Indus Minor Hockey Association, coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the objectives of the Conduct Management Plan. Confrontation should be avoided, and reporting is encouraged as it is an important step in attaining the objective.

.4 COMPLAINT HANDLING PROCEDURE

4.1 IMPLEMENTATION TRIGGER

The reporting of unacceptable behavior by a director, spectator, coach, player or official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

4.2 REPORTING PROCESS

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, then an incident report form must be completed.

The incident report form should be submitted to the President of the Indus Minor Hockey Association at president@indusminorhockey.ca for review and actions.

4.3 RESPONSIBLE REPORTERS

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behavior. If the behavior continues, the official will document the offense or action on a game incident report form or the back of the game sheet. A copy of the write up on the game sheet will be forwarded to the President of the Indus Minor Hockey Association at president@indusminorhockey.ca, triggering the complaint handling procedure.

If in the opinion of a Director, spectator or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official or spectator), an incident report form is to be completed and forwarded to the President of the Indus Minor Hockey Association at president@indusminorhockey.ca. This will trigger the complaint handling procedure.

4.4 ENFORCEMENT

After investigation, the Indus Minor Hockey Association President shall have the power to summarily suspend any player, coach, trainer, manager, official or spectator of any team under the auspices of the IMHA for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The Indus Minor Hockey Association President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the IMHA for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

Further, the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached.

This authority may be delegated to such IMHA directors and officials as the President may designate.

The power and delegation granted to the President allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. The IMHA is prepared to enforce these provisions as required and are an integral part of the reporting and enforcement initiatives.

4.5 APPEAL PROCESS

Upon receiving a request for an appeal, the Indus Minor Hockey Association will establish a Special Committee comprised of three (3) board members to hear any appeals related to the discipline or

actions undertaken as a result of the outcome of an investigation. Appeals should be heard as soon as is practical (within 7 days). The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of the Indus Minor Hockey Association within five (5) days from the date of notification of discipline. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeals process.

.5 DISCIPLINE GUIDELINES

In many instances, offences that are similar to those identified in the Hockey Alberta Minimum Suspension Guidelines will be dealt with in the same manner. The only difference being that when we are dealing with adults who should know better, they would be given an additional one game suspension.

When an individual is suspended, they are suspended from **ALL** minor hockey activities. This includes attending other sibling's games if they are a parent with other children playing hockey. It also includes refereeing games if they are a referee.

All suspensions should be reviewed by the same person to ensure consistency in the application of discipline is maintained.

Severity of Discipline

A. Mild (Reprimand to 2 game suspension)

This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person re-offending.

B. Moderate (Minimum 3 game suspension)

This is for offences which are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would also be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of re-offending is high.

C. Severe (Minimum 5 games to 3 years suspension)

This is for the most serious offences. An example should be physically threatening or assaulting another individual. Application of this type of discipline should be for individuals who have re-offended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to re-offend.

26.0 HARASSMENT AND VIOLENCE POLICY

.1 INTRODUCTION

IMHA is committed to providing an association free of harassment and violence. IMHA will not tolerate harassment or violence and will promptly investigate all allegations of and take appropriate action.

.2 DEFINITIONS

2.1 HARASSMENT

Harassment means any single incident or repeated incidents of objectionable or unwelcome comment, conduct or action by a person, that is known, or ought reasonably to be known, to cause offence or humiliation to a person, or adversely affects the person's psychological and/or physical health and safety. These types of comments conduct and action can detrimentally affect the association's environment and may lead to adverse consequences. Conduct may be unwelcome or offensive to others even if the harasser did not intend to offend. Harassment may be directed at an individual or a group or may be experienced by an individual or group.

Harassment can occur between individuals of the same or different age, between coaches and players, parents and players, parents and coaches, etc. The harassment must arise because of or in the course of an IMHA setting.

Harassment may be discriminatory where it is based on a prohibited ground. Common prohibited grounds of discrimination found in legislation generally include such grounds as race, creed, color, ancestry, place of origin, nationality, age, political belief, religion, sex, sexual orientation, marital status, family status, physical disability, mental disability, source of income, or any other basis prohibited by law.

- Harassment may include verbal and non-verbal behavior such as:
- Unwelcome repeated remarks, jokes, slurs, innuendoes or taunting.
- Displaying of racist, derogatory or offensive pictures, graffiti or materials.
- Written or verbal aggression, insults, abuse or threats **including social media**.
- Creating a hostile playing environment.
- Bullying, which can include behavior such as:
 - acts of intimidation.
 - vandalizing personal belongings,
 - cyber bullying; and
- Sexual Harassment, which can include behavior such as:
 - Engaging in a course of comment or conduct against a player, coach, parent because of sex, sexual orientation, gender identity or gender expression, and
 - Making an unwanted sexual solicitation or advance.

Differences in opinion or minor disagreements between coaches, players, parents, etc. are also generally not considered to be harassment.

2.2 VIOLENCE

Violence involves any behavior, whether a threat or an act, from anyone against a player, coach, referee, parents, etc. or a person's family or property, which gives the person reasonable cause to believe they are at risk of injury or harm.

Violence must arise because of or in the course of an IMHA setting, and could include:

- Threats, whether in writing or verbally.

- Threat of physical aggression - to cause physical harm or damage to personal property or IMHA property.
- Physical aggression such as hitting, pushing, or kicking.
- Psychological harm.
- Weapons threats.
- Domestic violence - a pattern of behavior used by one person to gain power and control over another with whom a person has or has had a personal relationship.
- Sexual violence - any sexual act, attempt to obtain a sexual act, or other act directed against a person's sexuality using coercion. It can be from any person regardless of their relationship to the victim.

.3 PROCEDURE

3.1 INFORMAL RESOLUTION

Where appropriate, and about your own safety, attempt to resolve the issue directly with the individual(s) causing the offensive behavior and request for it to stop.

You may also ask your coach / parent to assist you with an informal attempt to resolve the issue.

3.2 RESPONDING TO A COMPLAINT

If someone complains to you informally about your behavior, consider your behavior carefully. It may be that, unintentionally, you have spoken or acted in a way that has offended, humiliated or degraded another person or group of people. If so, you may want to consider apologizing, as it is your responsibility to change your behavior if it is harassing or offensive to others.

If someone files a complaint about your behavior, you are required to participate in the investigation. You will be expected to cooperate and give your perspective on what happened.

3.3 MAKING A COMPLAINT

If the situation remains unresolved after an informal attempt to correct the behavior, or if you are uncomfortable or do not feel safe resolving it informally, contact your coach or manager.

Note: If your manager / coach is the alleged respondent, report the issue directly to your parent / Board Member.

Managers who have received a complaint from an individual should escalate this to the Board.

The manager / coach must ensure that medical attention is provided to any player who is injured.

All person(s) has the right to contact the police at any time, especially where immediate assistance is required. Depending on the nature of the situation, we may need to engage the police.

3.4 INVESTIGATING A COMPLAINT

IMHA will take appropriate interim measures as necessary to protect players / parents and team personnel while a complaint is being investigated.

The Board will lead an investigation in a fair, respectful and timely manner and in a way that is appropriate given the circumstances. This will involve interviews with the parties involved and the collection and review of relevant documents.

If at any time during the investigation, the complaint can be resolved, the resolution will be recorded in writing, signed by the complainant, the respondent and the investigator, and will be placed in a confidential file to be kept by IMHA.

Upon completion of the investigation, the investigator will prepare a written report summarizing the complaint, the steps taken during the investigation, the evidence gathered, the findings of fact, conclusion on whether the respondent breached a policy or other legal requirement. The complainant and the respondent will be informed of the results of the investigation.

If a decision is made to act on the findings of an investigation, the following conditions should be considered in determining corrective action:

- Nature of the incident
- Prevention of recurrence
- Period and frequency of the incidents
- Impact of the incident on the complainant and on the association
- Vulnerability of the complainant

3.5 CORRECTIVE / DISCIPLINARY ACTION

Types of corrective/disciplinary actions that IMHA may impose, considering the circumstances of the incident, may include:

- Updating existing controls to reflect investigation findings
- Removal/ban from IMHA
- Verbal or written warning
- Suspension

Where a complaint is not substantiated, documentation of the investigation will be kept confidential by IMHA and accessed only by the President and Vice-President if required.

3.6 NON-RETALIATION

IMHA strictly prohibits any retaliation against anyone who:

- brings a complaint or.
- acts as a witness in a complaint or.
- is accused of harassment or violence where the allegations are unsubstantiated or inconclusive.

3.7 APPEAL PROCESS

People named in the complaint or the complainant may appeal the investigation findings should they disagree with the outcome. Appeals must be in writing to the President.

.4 SOCIAL MEDIA/CYBER BULLYING

At no time is a picture to be posted of a person of IMHA or another LMHA without consent. Negative or perceived negative comments made by IMHA players, parents or coaches on Social Media relating to IMHA or other LMHA players, associations, etc. will not be tolerated and will follow the Procedure as outlined above.

27.0 ZERO-TOLERANCE DRUG & ALCOHOL POLICY

.1 GENERAL

The Indus Minor Hockey Association (IMHA) recognizes that the use of drugs or alcohol is a health and safety concern for players, parents, coaches, managers, volunteers and the public. IMHA is committed to reducing risks related to the use of drugs or alcohol during all hockey practices, games and other activities affiliated with the association.

All players, coaches, managers and volunteers are required to assist in maintaining a safe and healthy environment that is free from the effects of drugs or alcohol. IMHA has a Zero Tolerance policy and will not permit a person to play hockey, interact with players or be on the ice if there are reasonable grounds to believe that the person has consumed alcohol and/or drugs, which is believed to have negatively-affected them. The use, possession, sale or distribution of illicit drugs, or the misuse of prescription or over-the-counter drugs is strictly prohibited on IMHA property as well as any event associated with IMHA.

IMHA is similarly unequivocally opposed to the use by athletes of banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behavior contrary to that above will not be tolerated. Incidents are to be dealt with on an individual basis.

Alcohol is prohibited in dressing rooms, before any game or practice and any other event affiliated with IMHA and its players. IMHA reserves the right to refuse and coach, player or volunteer to partake in any IMHA event as deemed necessary. IMHA will take all necessary measures to ensure confidentiality and protect the privacy rights of all persons in respect to the application of its Drug and Alcohol Policy.

.2 EXPECTATIONS:

- The coach has a duty to report.
- The coach participates co-operatively in disciplinary proceedings when required.
- If under 18, the coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
- The coach / association has the authority to remove a player from team activities.
- Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
- The coach informs the authorities should the incident warrant criminal investigation.
- The coach documents the incident.
- The coach forwards this documentation for filing/action with the Association.
- The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
- One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
- Suspension of the athlete is at the direction of the Association and League.
- If the decision is to seek suspension the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association and Governor. Should this happen, the process follows the suspension procedure of the League.

Rules and regulations regarding the illegal use of drugs and alcohol, smoking, curfews, inappropriate behavior including abuse, harassment, and bullying should be reviewed with team members, parents and team personnel. Coaches are well advised to ensure that these rules and regulations are following those of the Association, League and Hockey Canada.

28.0 LEAGUE / HOCKEY ALBERTA SUSPENSIONS

.3 GENERAL

Suspension of a player's or Coach's privileges will be in order when evidence exists that there is a consistent disregard for the philosophy or standards of the IMHA or the philosophy or standards of the CAHL or HA. The Conduct Management Plan will be used with issues occurring off the ice that may not have been dealt with by the CAHL or HA.

It should be noted that suspensions handed down by the Governing Bodies represent a minimum suspension only.

.4 PLAYER SUSPENSIONS

Actions by a player that would cause him/her to be considered for suspension should be reported as per the conduct management plan. The decision will be communicated back to the player's coach and parents.

.5 COACH SUSPENSIONS

Actions by a coach that would cause him/her to be considered for suspension should be reported as per the conduct management plan. The decision will be communicated back to the coach via the President.

.6 SUSPENSION APPEALS

Any player or coach suspended through HA or CAHL shall have the right to appeal the suspension to HA or CAHL. The appeal must follow each organization guide lines.

Should any IMHA member wish to appeal a suspension handed down by the Governing bodies (HA or CAHL) it is the responsibility of the Member to communicate this in writing, within 24 hours of the decision being made, to both the Association President and the League Governor in question. The appeal request shall be reviewed by both the President and the Executive Board who shall determine whether the appeal request shall be acted on by the IMHA. **Under no circumstances shall any Member appeal directly to the Governing bodies.** It should be noted that disagreement with the decision of an on ice official shall NOT be deemed sufficient grounds for an appeal. Additionally, there shall be no appeal of any "minimum suspensions" as directed by the Governing Bodies.

29.0 CONCUSSION POLICY

.1 GENERAL

Indus Minor Hockey Association (“IMHA”) is committed to maintaining the health, well being and safety of all its participants. Safety is a top priority for those participating in the sport of hockey.

Indus Minor Hockey Association follows the Hockey Canada and Hockey Alberta rules and regulations when it comes to conduct on the ice which aids in the prevention of concussions using education programs and enforcement of the rules of the game.

- This includes, but is not limited to:
- The reduction of violence in the game.
- The reduction of head contact.
- The reduction of hitting from behind.
- Education of all participants on prevention and recognition of head injuries and responsible return to play.
- Encouraging respect and fair play.

.2 SCOPE

The IMHA Concussion policy applies to all players, coaches, officials, trainers, safety personnel, registered participants, parents/guardians, administrators, and decision makers of the Indus Minor Hockey Association.

.3 ADHERENCE

Indus Minor Hockey is dedicated to reducing concussions and their impact through commitment to education and enforcement of the rules. IMHA team coaches, trainers, safety personnel and staff adhere to Hockey Canada’s Return to Play strategy as a minimum standard in addressing concussion injuries.

Disciplinary action will be taken if any team or individual knowingly disregards their responsibility of requiring a physician’s written permission permitting a player to return to play following a concussion.

.4 PROCESS

- If a player is suspected of having a concussion,
 - They are immediately removed from play, regardless if the concussion occurs on or off the ice and they are not permitted to return to play that day.
 - If there are doubts, assume that a concussion has occurred.
 - The player is referred to a physician for diagnosis as soon as possible.
- Once a player, who is experiencing “concussion like symptoms” is diagnosed, they are not permitted to return to play or practice/training until all of the return to play requirements are met.
- Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity.
- NOTE: Second impact syndrome, although rare, can occur in players who return to activity with ongoing symptoms. Monitoring of return to play is essential. Always err on the side of caution

The player is observed for symptoms and signs of a concussion using the Hockey Canada Concussion Card or the current SCAT 5 Pocket Recognition Tool.

Remember, even though symptoms may not be present, or they come and go, the player is removed

from play the day of the injury, does not return that day and sees a physician as soon as possible.

If the player experiences loss of consciousness assumes a neck injury – call Emergency Services. If there is a significant loss of awareness and/or orientation, direct the player to an emergency room at the nearest hospital. If unsure err on the side of caution and call Emergency Services. It is important to become familiar with the red flags section of the Concussion Recognition Tool 5.

All injuries, including concussions are documented and reported as per Hockey Alberta reporting policies. If the player is a child or adolescent, also report to the parents/guardians.

All concussions and suspected concussions must be referred to a physician as soon as possible. Coaches, Safety Personnel, and parents/guardians are not to pressure the player to return to play until the player has completed the six-step return to play strategy and is medically cleared by a physician.

Important:

A second sustained concussion on top of the first sustained concussion can lead to substantially more damage than one concussion alone. The effect of concussions is cumulative and the end result of several concussions could be ongoing symptoms. If not properly managed the result could be the end of a players' participation in sport and affect other aspects of their life. Sufficient time between the concussion and return to play is critical. If there are previous concussions, it is important to report this to the physician.

Children are more sensitive to the effects of a concussion and will need to have a longer period before returning to sport. Use symptoms rather than a set time frame when assessing return to play. Always follow the advice of a physician.

Hockey Canada has a Concussion Awareness app available for Apple and Android phones. This app has information on Prevention, Symptoms, Action to be taken, etc. IMHA encourages all coaches, trainers and managers to use this app in order to help identify symptoms of a concussion.

Additional information can be found here:

<https://www.hockeyalberta.ca/members/game-conduct-management/concussions/>

<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/concussions/concussion-toolbox>

30.0 EMERGENCY ACTION PLAN (EAP)

.1 GENERAL

An emergency action plan (EAP) has been designed to assist IMHA Coaches, Trainers, Managers and Teams at all levels in responding to emergency situations. The idea behind having such a plan prepared in advance is what will help in responding in a reasonable, responsible and clear-headed way if an emergency occurs.

When an injury occurs, and the trainer leaves the bench to help on the ice he/she will activate the EAP immediately if the injured player:

- **Is not breathing**
- **Does not have a pulse**
- **Is bleeding profusely**
- **Has impaired consciousness**
- **Has injured the back, neck or head**
- **Has visual major trauma to a limb**
- **Exuding symptoms of concussion which include but are not limited to dizziness, nausea, memory loss, confusion, disorientation, vacant stare, lack of focus, ears ringing, seeing stars or flashing lights, speech impairment, balance impairment, headache and sight disturbances and of course loss of consciousness.**

At the beginning of each season as new teams assemble, they will now be responsible for not only assigning duties such as trainer, manager etc. they will also be responsible for designating an EAP team who will be in charge of emergency situation response. This team will include:

.2 TRAINER

The trainer will be responsible for the following once a player has been injured on the ice:

1. Control the environment so that no further injury can occur.
2. Do a first assessment of the situation. If the injured player shows any signs of the above injuries activate the EAP immediately.
3. If the injured person is not showing any signs of the above injuries the Trainer will use his/her discretion as usual when treating the injured and removing them from the ice so play can resume.
4. Assess the injury on the bench. Shock may be setting in. If the player is now showing signs or symptoms of the above activate the EAP immediately.
5. Control the return to activity. Allow the player to return to activity after injury only if there is no swelling, deformity, continued bleeding, reduced range of motion or pain.

.3 EMERGENCY RESPONSE PERSON (ERP)

This person must be able to attend all practices and games, always carry a charged cell phone, and have emergency telephone numbers and addresses for all arenas the team will be playing at during the season. They will also have full access to all parent/guardian contact numbers for each player. This is the person in charge.

.4 CALL PERSON

This person will be the one who contacts medical authorities and assists the ERP. This call person must be familiar with the facility and able to give clear and concise instructions to get emergency

responders to the injured players along with providing nature of the injury and what, if any, first aid has been done.

.5 ASSISTANTS

Assistants will be required in the form of:

5.1 WATCH PERSONS

Two people who will go to the closest entrance and await the emergency responders. Clear any traffic from the entrance or access before emergency responders arrive. One of these two will be floating between the call person and the entrance person to check on injured and advise responders estimated time of arrival.

5.2 CROWD CONTROL

This volunteer will be responsible to make sure no one else including the parents of the injured are to be near the ice or the injured party. The trainer and ERP will be communicating on ice with the call person who is off the ice to all other members of the EAP team.

5.3 BENCH LIAISON

This person will be the go between for the home and away benches and will notify both sets of coaches when they must remove players from their respective benches into the dressing rooms if they have not already done so.

5.4 CARE

This person will look after the parents of the injured player and if necessary, remove them from the immediate situation. The first thing any parent wants is to be with their child on the ice at the point of injury and this is detrimental to everyone involved. Control of the situation is primary.

.6 EAP CHECKLIST

- Access to telephones
- Home Venue information
- Away Venues addresses and phone access (updated each season by the risk management

person.) This will apply only to arenas used by the CAHL. Any team travelling to other venues will be responsible to have the information readily available.

- All Trainers boxes MUST include emergency contacts for all players and current medical information sheets containing medical profiles.

IMHA requires that players who are unable to participate in games and practices due to injury or serious illness that requires medical attention obtain a note from a physician verifying they have recovered before they can return to play and practice.

31.0 REVISION DATES

- Drafted throughout 2011-12 and voted on as a complete document at May 2012 Board of Director's Meeting.
- Revised throughout 2015-16 and voted on as a complete document at May 2016 Board of Director's Meeting.
- Revised throughout 2019-20 and voted on as a complete document at _____

32.0 INDEX

33.0 REFERENCES