

DMHA Operating Guidelines
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DMHA By-Laws reference [LINK](#).

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1. Code of Conduct

1.1. SPORTSMANSHIP

1.1.1. Good Sportsmanship is expected and required of all players, coaches, parents and spectators. All league, association and Hockey Alberta rules will be strictly enforced. All players will treat their own teammates and their opponents with respect. Players will not criticize their teammates, but they will be courteous, supportive and cheer them on in a positive manner. Parents will not focus on winning or losing, but rather the growth and development of their child.

1.2. APPROPRIATE CONDUCT / ALCOHOL

1.2.1. Any person affiliated with the team who appears intoxicated at any team function, game or practice, will be asked to leave the facility, the police will be notified and parents will be asked to arrange alternative transportation for their child. Parents should remember that there is a time and a place for everything. Minor hockey and Alcohol don't mix.

1.3. ICE RESURFACING

1.3.1. When the ice is being resurfaced between skating sessions, no player shall step on the ice until the resurfacing machine has left the ice and the doors to the machine storage area (zamboni) doors are closed. No players are allowed to enter the ice surface until they are supervised by a team official who is present or on the ice. At the conclusion of a practice or game players are expected to leave the ice surface in an appropriate and organized manner.

1.4. ARRIVAL TIMES

1.4.1. The coaching staff has dedicated their time and has made a commitment to this team and its players. In conjunction with their commitment, they are asking for the same commitment from the players and parents. The team manager or head coach shall be notified as soon as the parent / player knows they are unable to attend any game, practice or team function. Players suspected of not being able to participate in games, shall notify the team 24 hours prior to the scheduled game. If you are going to be late for a game or practice, please communicate to the coach or manager prior to or on arrival at the rink. The parents of players who habitually arrive late may be asked to meet with team officials to resolve the situation. We also ask that all players be at the game a minimum of 30 minutes prior to the game. The coaching staff would like to have the 10 minutes prior to the game with the players to review game plans etc.

1.5. EXPECTATIONS OF PARENTS CODE OF CONDUCT

1.5.1. Incidents of violence and abuse are on the rise in our hockey rinks. Not with players on the ice, but parents in the stands. In order to establish a safe and enjoyable environment for everyone, parents are expected to follow the team's code of conduct. If you disagree with the teams philosophy, development or coaching techniques, contact the coach or manager in writing, in a professional, Proactive manner. Negative and unfounded rumors towards coaches or players create an air of discomfort for everyone. Be respectful of the referees, coaches, all players, parents and spectators at the rink, never abuse a player or coach physically or verbally. Show appreciation for the volunteer coaches who give their time to coach hockey for your child.

1.6. EXPECTATIONS OF SPECTATORS

1.6.1. Remember that participants play hockey for their enjoyment. They are not playing to entertain you. Remember that the players are not professionals and cannot be judged by professional standards. Respect officials' decisions and encourage participants to do the same. Give positive comments that motivate and encourage a continued effort on and off the ice. Do not use bad language or harass players, officials, coaches or other spectators. Refrain from yelling directions to players, coaches or officials.

1.7. COMMUNICATION WITH THE COACHES

1.7.1. Parents shall not approach the coaches before, during or after games or practices for a period of 24 hours to discuss issues about their child. Congratulations and other general remarks are appropriate but DO NOT discuss negative issues when emotions are high. The coaching staff endorses the code of conduct and encourages all parents to utilize the proper procedures when dealing with sensitive issues. All parents, coaches and players are expected to communicate in a positive professional manner. Parents are reminded that it is a coaches job to coach, and his or her decisions are done for the best interest of the team. DRESS CODE is encouraged but remains at the discretion of the coach.

1.8. DISCIPLINARY ACTIONS

1.8.1. Fighting of any kind will not be tolerated on or off the ice. Any breach of the code of Conduct , abusive language, violent conduct, disrespect of coaches, officials and peers will not be tolerated. The coach will handle such problems with the players/parents directly but if the problem continues, the coach may request a meeting with the player/parents, team officials and league representative. It is the intention of team officials to find amicable resolutions to all problems that may arise, but some issues may be resolved by disciplinary actions such as suspensions, loss of

playing time or removal from the team. Parents that directly interfere with the running of the team or the team's philosophy, or refuse to abide by the teams code of conduct will be considered problematic, and requested to meet with team officials or association executive. Any personal attack verbal or physical on any team official will not be tolerated and the parent or player involved will be removed from the team.

1.9. MEDICAL INFORMATION

- 1.9.1. Medical information forms will be handed out at the parent meeting. These forms need to be completed and returned to the manager before your child will be able to participate in any future practices and/or games (league or exhibition),
- 1.9.2. Preparing an Emergency Action Plan: To ensure proper handling of injuries and/or incidents on ice or off-ice that involve team players and/or team officials, all teams must have an Emergency Action Plan. This document will be provided to all teams as part of their Coach/Manager manual. "Care of an Injured Player" document will also be provided to all teams.

1.10. 50/50's, TIMECLOCK/SCOREBOOK, JERSEY CARE

- 1.10.1. As a team, we are very dependent on you to donate some of your time in volunteering with the time clock, score keeping, jerseys and 50/50's. Coaches or managers will appoint volunteers for the following:
- 1.10.2. 50/50: Fundraising is a necessary component of the association to keep dues the lowest in our region. Team managers will appoint representative volunteers to collect 50/50 draw money at each home game.
- 1.10.3. TIME CLOCK/SCOREBOOK
 - 1.10.3.1. For those individuals who are scheduled to work the time clock/score keeping, it is imperative that we complete the game sheet appropriately. Key items to remember are: *To ensure all game sheets have a start and end time and that you must ensure that the time the clock was dropped is noted (if applicable)
*Ensure that the on ice officials clearly print their names and # on the Game Sheet * Short handed and power play goals should be noted as "SH" or "PP" beside goal information.
- 1.10.4. JERSEYS:
 - 1.10.4.1. Home Jerseys – individual would escort the home jerseys to and from each home game as well as launder the jerseys after each game. Parent responsibilities would be to deliver and retrieve jerseys from dressing room.
 - 1.10.4.2. Away Jerseys –individual would escort the away jerseys to and from each away game as well as launder the jerseys after each

game. Parent responsibilities would be to deliver and retrieve jerseys from dressing room.

2. Registration, Fees and Dues

- 2.1. Registration is open to all children interested in the sport of hockey whose age is or between three (3) and ten (10) years as of December 31st of the year in which one is registering.
- 2.2. Registration shall be held with a minimum of two dates with notices published in the local newspaper, with a minimum of 14 days' notice. Email notifications to prior year membership shall be done one month prior to the first registration date. To be eligible for decreased registration rates, members must register prior to 12:00am, June 30th prior to the fall season start.
- 2.3. Registration forms for all minor hockey players shall be completed and signed by the child's parents or legal guardians. If registration is not completed, one does not become a member, and the minor hockey player shall not be allowed on the ice until the registration form is properly completed, all current dues and default charges are paid in full for that child and family, and the Executive Committee has accepted the application.
- 2.4. Registration will also be considered complete if completed and paid for using the on-line registration system. Prospective coaches must register/apply with the Coach– In – Chief ***
- 2.5. DUES and FEES (formerly bylaw 3.1)
 - 2.5.1. The DMHA is a non-profit organization, who will set annual fees for Pre-hockey, Timbits, Novice, Atom, and Conditioning Camp each year in accordance to the clubs financial health.
 - 2.5.2. Should a member withdraw from the Association during the regular hockey season, the Executive Committee shall have the discretion to refund a portion of monies paid. Should the Executive Committee determine that a refund is warranted, the following guidelines will be followed:
 - 2.5.3. Requests for refunds must be made in writing to the Registrar of the Didsbury Minor Hockey Association.
 - 2.5.4. After registration, and prior to the commencement of the first category of player evaluations or first practice, all fees, including registration fees, will be refunded in full minus a \$50 administration fee.
 - 2.5.5. All fee's, will be refunded in full for players who show proof of active Membership (including, but not limited to, a completed "Respect in Sport" with another Minor Hockey Association and transfer to that organization in September or October of the season. No refunds will be given for withdrawals after January 10.

- 2.5.6. After this, a refund will be given based on the following:
 - 2.5.6.1. Month of Withdrawal % of Fees Reimbursed (less carding fees paid by DMHA)
 - 2.5.6.2. September 75% of Program Cost
 - 2.5.6.3. October 60% of Program Cost
 - 2.5.6.4. November 45% of Program Cost
 - 2.5.6.5. December 30% of Program Cost
 - 2.5.6.6. January 15% of Program Cost

3. Hockey Operations

3.1. Team Formation Policy

- 3.1.1. When numbers in a specified age division warrant that more than one team needs to be created, DMHA board of directors will designate players to those teams as per the following specified methods:
 - 3.1.1.1. U7 (Tyke) :The objective is to have teams as equal to each other as possible.The DMHA Vice President will evaluate the kids through the first two skates and place the skaters accordingly. Requests for siblings and/or friends to be on the same team will all be at VP's discretion. Target Min team size: 9.
 - 3.1.1.2. All U9 & U11 players shall participate in the evaluation process with the intent of placing kids on a team appropriate to their skill level. U9 (Novice) Target min team size: 9
U11 (Atom) Target team size: 10- 17 skaters. 2 goalies
 - 3.1.1.3. Upon U11 registration players will have the option to be goalie. There will only be two goalie positions available for each team. If there are three goalies trying out for two teams, one goalie will be assigned to the top team while the other two will fill the role on the bottom team
 - 3.1.1.4. Full-time goaltenders are allowed. If a team has two goalies, they should rotate for equal playing time and the goalie not playing should be allowed to play out as a skater.
 - 3.1.1.5. At the coaches discretion a third or more goalie could be used throughout the year.
 - 3.1.1.6. In divisions where player numbers do not divide evenly between the number of teams contemplated, the extra number(s) will initially be placed on the lower tiered team(s). This includes goalies.

3.2. Underage Players

- 3.2.1. The Board, at its discretion and always taking player safety into consideration, may choose to allow underage players in a division in order

to better balance player numbers between divisions. However, notwithstanding the preceding:

- 3.2.1.1. DMHA does not actively support or promote the "fast tracking" of players upwards between Age Divisions.
 - 3.2.1.2. The Board will only consider fast tracking under exceptional circumstances, not on a routine basis.
 - 3.2.1.3. Size alone does not determine if a player has the capabilities to succeed at an advanced age division
 - 3.2.1.4. The player must clearly exhibit maturity beyond that of their peers
 - 3.2.1.5. A player who aspires to play at level above their own must
 - 3.2.1.5.1. participate in evaluations of that age group.
 - 3.2.1.5.2. must place in the top 75% to make the top team.
 - 3.2.1.6. The decision of the Board regarding underage players will be final and not subject to appeal.
 - 3.2.2. Applications for Evaluating at a higher age group:
 - 3.2.2.1. The family/guardian of the player interested in evaluating at the higher age group, must submit a request to the DMHA association secretary a minimum of 14 days prior to the start of the Evaluation process.
 - 3.2.2.2. The Player Resume of supporting documents is required containing:
 - 3.2.2.2.1. list of previous teams and category
 - 3.2.2.2.2. list of additional programs or clinics attended
 - 3.2.2.2.3. Previous contact information of Head Coach and Assistant Coach Endorsement Detailing:
 - 3.2.2.2.3.1. skills assessment (both acquired and lacking)
 - 3.2.2.2.3.2. summary of player development through season
 - 3.2.2.2.3.3. team systems knowledge and situational awareness
 - 3.2.2.2.3.4. player maturity and conduct
 - 3.2.2.2.3.5. rapport with other players
 - 3.2.2.2.3.6. any discipline issues
 - 3.2.2.2.3.7. level of parental involvement
- 3.3. Player Evaluations
 - 3.3.1. Evaluation Objectives:
 - 3.3.1.1. To provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions
 - 3.3.1.2. To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year.

- 3.3.1.3. To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs
- 3.3.1.4. To form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season.
- 3.3.2. Conditioning Camp and Evaluation process:
 - 3.3.2.1. DMHA will provide 4 conditioning skates prior to the start of evaluation.
 - 3.3.2.2. Evaluation process will consist of 2 skill sessions and 2 scrimmage sessions.
 - 3.3.2.3. Final teams and practice days will be released Sunday evening following evaluations.
- 3.3.3. Evaluators:
 - 3.3.3.1. Evaluators are selected by the Vice President. They are selected based on their hockey knowledge and experience. Evaluators will not have any familial connection to any player he/she is evaluating. Each player will be evaluated with the same scoring system. Scores will be tallied after each session.
 - 3.3.3.2. Report any attempts to approach, influence or interfere with evaluators before, during, or after the evaluation process to a member of the evaluation committee
- 3.3.4. Evaluation by position:
 - 3.3.4.1. DMHA does not evaluate by position at the U7, U9, or U11 level. U11 Players will be expected to skate as forwards and defense during the evaluation games.
- 3.3.5. Late Arrival:
 - 3.3.5.1. If a duly registered resident player is unable to attend any portion of the evaluations, she/he will be allowed to participate in any remaining portion of the process. The head evaluator may, if deemed necessary, request a spot be held on the team being formed to further evaluate the late arriving player. From subsequent evaluation sessions or team play the held spot will be filled by the late arrival or the last cut from the team being formed.
- 3.3.6. Missed Entirely:
 - 3.3.6.1. If a duly registered resident player is unable to attend the evaluation sessions in their entirety, they will be placed on the lowest tiered team of their division.

- 3.3.7. Injury or illness that occurs during the evaluation process:
 - 3.3.7.1. If a duly registered player is injured or ill and is unable to attend the remaining portion of the evaluations due to an injury that occurs during the evaluation process, the Evaluators will be asked if they have had sufficient time to make an accurate assessment of the player against their peers. If the Evaluators feel that an accurate assessment has been made, the DMHA Board will review the Evaluators recommendations and vote to accept them, weighing the evaluation rankings in the sessions attended prior to the injury.
- 3.3.8. Missed entirely due to illness or injury:
 - 3.3.8.1. If a duly registered player is injured or ill and is unable to attend evaluation sessions in their entirety, then a spot will be held on the top team being formed pending the return of the player and the player will be carded on the lowest tiered team.
- 3.3.9. Parent request for siblings in the same team:
 - 3.3.9.1. A parent may wish to request that siblings be placed on the same team. All requests must be submitted to the Vice President prior to the commencement of evaluations. This request must be for siblings within the same division. This request is reviewed on a case by case basis. If it is approved by the Evaluations Committee and the DMHA executive board, both players will be placed on the team where the lowest ranking sibling achieved placement.
- 3.3.10. Conflicts arising from evaluation process:
 - 3.3.10.1. All conflicts are to be directed to the Evaluations Committee after the 24 hour wait period has been observed. If there is a conflict with player selection the Evaluations Committee will make the final decision.
- 3.3.11. Evaluation Committee:
 - 3.3.11.1. Evaluation Committee is comprised of president, vice president and coach in chief

3.4. Practices

- 3.4.1. The DMHA is committed to providing two hours of consistent practice ice every week for each team.
- 3.4.2. Players are required to practice with their own team with the exception of affiliated players participating in practices with their affiliated team.
- 3.4.3. DMHA may use practice times to utilize external development opportunities

3.5. Exhibition Games

- 3.5.1. Any teams wishing to schedule an exhibition game shall contact the Ice Scheduler and Referee in Chief to make appropriate arrangements.

- 3.5.2. Any exhibition games scheduled by the team outside of regular DMHA ice time will be at the cost of the team.
- 3.5.3. No exhibition games shall be scheduled for the first weekend following the establishment of teams to permit for player and team registration processes to be completed.

3.6. Player Release Process

- 3.6.1. all release requests will be addressed on a case by case basis
- 3.6.2. Release requests made by parents must be received no later than the first day of evaluations
- 3.6.3. The Board shall consider the following factors in determining if a player release is due to extenuating circumstances
 - 3.6.3.1. Location of workplace of parents / guardians;
 - 3.6.3.2. Location of the school of the players;
 - 3.6.3.3. Distance of travel / accessibility to ice times;
 - 3.6.3.4. Safety (Emotional/physical) concerns
 - 3.6.3.5. Need for the player in the accepting association.
 - 3.6.3.6. Nature of the DMHA such as number and position of players registered and expected to register, team dynamics, etc.
- 3.6.4. The Board shall deny any Player Movement requests based solely on dislike of a coach, teammate, other Member of the DMHA, or the Association.
- 3.6.5. A decision on player release will be made by the board by September 1, or within 10 days of request being received.
- 3.6.6. The decision of the board will be final and not subject to appeal through DMHA.
- 3.6.7. Upon approval of the majority by board decision, player may be released.
- 3.6.8. Release will provide registration refund with applicable administration fee applied. (fee \$50)
- 3.6.9. Circumstances involving resident players:
 - 3.6.9.1. DMHA defines resident players as those players of Provincial Categorization by Division. While considering the foregoing, if the player's place of residence is outside of the DMHA's defined boundary, a completed Hockey Alberta player movement form will be required at the time of registration, and forwarded to DMHA president for approval

4. Affiliations and Release:

- 4.1. Tyke and novice don't need affiliations
- 4.2. Coaches wishing to bring up an affiliate player to a practice or a game must first ask the coach of the player. The coach of the affiliate has the right to approve or deny such a request. It is expected that the requesting coach respect and abide by the decision of the player's coach.
- 4.3. Parents of the player will be asked for their approval by the player's coach if he feels it appropriate that the player plays with his/her affiliate team. Note: Affiliate guidelines specific to leagues are detailed in league regulations. Novice affiliations are detailed in Hockey Alberta Regulations. These regulations will be provided to the appropriate teams.
- 4.4. Where the movement of an affiliated player to another team is required, affiliate up from the lower league team. ie) Tyke affiliates up to Novice, Novice affiliates up to Atom.
- 4.5. All affiliate players will be registered with CAHL through team manager.

5. Complaints Policy

5.1. General Complaint Principles

- 5.1.1. All members are encouraged to resolve issues amongst themselves prior to proceeding with a formal complaint.
- 5.1.2. Any written complaint must adhere to the 24-hour rule to allow a cooling down period.
- 5.1.3. Any member of the DMHA association may file a complaint with the association for an alleged contravention of any DMHA bylaw or Policy by another member, volunteer or board member.
- 5.1.4. All complaints must be made in writing by filling out the [complaint form](#) located on the Didsbury Minor Hockey website, and be submitted to the team manager.
- 5.1.5. It is recommended and encouraged that all Formal Complaints be handled at a team level.
- 5.1.6. At any point through the complaint processes a member, manager, coach or volunteer are encouraged to reach out to the Disciplinary Committee for clarity or guidance.
- 5.1.7. At any point throughout the complaint processes a manager or member can choose to pass along the complaint to the Disciplinary Committee. After review, Disciplinary Committee can choose to send back to the manager with support or start the process at 2.3
- 5.1.8. The board reserves the right to discipline any member within the Association who does not abide by the bylaws, code of conducts or signed pledges of the DMHA.

- 5.1.9. Complaint process for Association and Arena or Team and League is to follow the pathway chart found in DMHA bylaws under 8.1.4
- 5.1.10. Complaints against a team manager shall go directly to the Disciplinary Committee, by filling out the complaint form.
- 5.2. Complaints submitted to the manager will follow the following process:**
 - 5.2.1. Step 1: Adhere to the 24- hour rule.
 - 5.2.2. Step 2: Fill out the DMHA complaint form and deliver it to the Manager. Manager acknowledges receipt of the completed complaint form in writing within 24 hours. resolution or.
 - 5.2.3. Step 3: Manager will attempt to resolve with involved parties. resolution or.
 - 5.2.4. Step 4: Manager notifies Disciplinary Committee and Disciplinary Committee will start its review process as in 2.3
- 5.3. Complaints submitted to the Disciplinary Committee will follow the following process:**
 - 5.3.1. At any point through this process the Discipline Committee may choose to temporarily suspend the complainant or respondent at the committee's discretion until all details have been reviewed and a resolution is identified.
 - 5.3.2. Upon receiving the complaint, the Discipline Committee shall confirm receipt with the complainant and submitting manager (if applicable) within 24 hours. The committee will start the review process, requesting additional information as needed.
 - 5.3.3. The Discipline Committee will then notify the respondent that the complaint was filed against them. The respondent will be provided with a copy of the complaint form, complainant's name, and will be given an opportunity to respond in writing within 48 hours.
 - 5.3.4. Upon receipt of the respondent's reply, or a waiting period of 48 hours, the Disciplinary Committee will decide whether a Mediation Meeting is possible or a formal hearing is needed and will communicate with DMHA board.
- 5.4. Mediation Meeting Process**
 - 5.4.1. The Discipline Committee will notify the complainant and the respondent of the decision to undertake the Mediation Process. The Discipline Committee may also request any other members they deem necessary to attend the meeting to provide information or to collaborate on a resolution.
 - 5.4.2. The Discipline Committee will establish a meeting date at all parties' earliest convenience. Strive for in-person meetings, virtual if necessary and at the discretion of the Discipline Committee.

- 5.4.3. All parties will be given an opportunity to outline their positions as it relates to the complaint and attempt to identify a suitable resolution.
- 5.4.4. Upon the conclusion of the Mediation Meeting, the Discipline Committee will notify the board of one of the following outcomes:
 - 5.4.4.1. The complaint has been resolved with a summary of steps agreed upon.
 - 5.4.4.2. The complaint needs to be escalated to a formal hearing.
 - 5.4.4.3. The complaint is unfounded and should be dismissed.
- 5.4.5. Mediation Meeting Decision can be appealed as per bylaw 8.3.1

5.5. Formal Hearing Process

- 5.5.1. The Formal Hearing shall normally be chaired by a member of the Discipline Committee with one other Executive Committee member and three non partisan members of the DMHA. The Chair shall choose these three members plus the other Executive Committee member forming the Hearing Committee.
- 5.5.2. The Chair shall determine and confirm members chosen are not a conflict of interest as stated in bylaw 4.7.1. In addition the following are some reasons as to why a member should be disqualified from participating. They may be called as a witness by the complainant or the respondent or they deem they are unable to maintain a neutral position having an unfavorable or favorable relationship with the complainant or respondent.
- 5.5.3. If the Chair is unable to participate in the Formal Hearing process, the remaining members shall elect a Chair from amongst themselves. The minimum amount for a Formal Hearing is three members plus the Chair.
- 5.5.4. The Chair shall determine a date and time for the Formal Hearing which will take place no longer than seven days from being appointed.
- 5.5.5. Minimum three days prior to the Formal Hearing the Chair shall provide notice to the complainant, respondent and any other party the committee deems necessary to attend the Formal Hearing, which shall outline the following
 - 5.5.5.1. The date, time and location of the hearing.
 - 5.5.5.2. Introduction of Hearing Committee members
 - 5.5.5.3. The process that will be followed at the hearing
 - 5.5.5.4. Any new information that has been collected
 - 5.5.5.5. The requirement for the parties to provide a list of witnesses they request to provide information on their behalf at least one day prior to the hearing, either in person or in writing.
 - 5.5.5.6. Any additional information required for the hearing
- 5.5.6. Involved parties have 24 hours to object to the members of the committee on the basis of conflict of interest.

- 5.5.7. If either the complainant or the respondent fail to appear at the Formal Hearing after being properly notified in 2.5.5 the Formal Hearing will continue with those present and the information available.
- 5.5.8. The Chair shall be responsible for management and orderly conduct during the hearing process. The Chair will not ask questions during the hearing or have a vote in the disciplinary action.
- 5.5.9. The Formal Hearing agenda is as follows:
 - 5.5.9.1. Introduction of Chair and committee members
 - 5.5.9.2. Opportunity for any objections to the members of the committee
 - 5.5.9.3. Overview of the Formal Hearing process, including the following
 - 5.5.9.3.1. Addressing all comments through the Chair only when requested
 - 5.5.9.3.2. Cross examination is prohibited
 - 5.5.9.3.3. The necessity for respect of all parties.
 - 5.5.9.3.4. The process following the Formal Hearing
 - 5.5.9.4. Complainant presentation
 - 5.5.9.5. Any individual in support of Complainant
 - 5.5.9.6. Respondent presentation
 - 5.5.9.7. Any individual in support of the respondent
 - 5.5.9.8. Committee requested witness statements, in person or in writing
 - 5.5.9.9. Complainant's rebuttal
 - 5.5.9.10. Respondent's rebuttal
 - 5.5.9.11. Final questions of the committee
 - 5.5.9.12. Dismissal and deliberations
- 5.5.10. The Formal Hearing is not a legal proceeding, but an information gathering process for the committee to make its final deliberations. Therefore no party may utilize legal counsel at the Formal Hearing.
- 5.5.11. Within three days of the Formal Hearing the committee will release their decision, in writing, to DMHA board of directors, the complainant, the respondent, the Disciplinary committee, and manager (if applicable). All sanctions against any party will become effective immediately. Failure to comply with a sanction shall result in an automatic suspension from membership in DMHA.
- 5.5.12. The written decision shall follow the following guidelines.
 - 5.5.12.1. Sanctions shall be shared with DMHA board, team manager and party receiving the sanction.
 - 5.5.12.2. Include a deadline to complete the sanctions and consequences for non compliance to the sanction.

- 5.5.12.3. Sharing information shall be limited to what is deemed necessary by the Chair of the Formal Hearing to convey their decision while ensuring an appropriate level of privacy.
- 5.5.13. The decision made in the Formal Hearing can be appealed according to bylaw 8.3.1

5.6. General Discipline Guidelines

- 5.6.1. The board reserves the right to discipline any member within the Association who does not abide by the By-laws, Code of Conduct policies and signed pledges.
- 5.6.2. The board has granted certain Committees the same authority in regards to disciplinary sanctions. These Committees are Disciplinary Committee, Grievance Committee, Appeal Committee and Formal Hearing Committee.
- 5.6.3. Any disciplinary sanction may be enforced independently or in conjunction with another disciplinary sanction. Unless otherwise noted, all disciplinary sanctions become effective immediately at the time of sanction.
- 5.6.4. Failure to comply with a sanction shall result in automatic suspension from membership in the DMHA. Failure to comply with suspension or expulsion from the DMHA events or premises may result in further investigation by external law enforcement agencies.
- 5.6.5. It is the offender's responsibility to ensure that they provide sufficient documentation to the Disciplinary Committee or manager to confirm that any sanctions applied have been completed appropriately.

5.7. Some disciplinary options are:

- 5.7.1.1. Verbal apology
- 5.7.1.2. Written apology
- 5.7.1.3. Completion of an applicable course or recertification
- 5.7.1.4. Letter of Reprimand from the DMHA
- 5.7.1.5. Restitution
- 5.7.1.6. Removal of certain privileges of membership
- 5.7.1.7. Temporary suspension
- 5.7.1.8. Suspension of membership
- 5.7.1.9. Expulsion of membership
- 5.7.1.10. Publication of the details of the sanction or suspension or expulsion
- 5.7.1.11. Payment of costs incurred due to damage
- 5.7.1.12. Any other sanction or suspension that the DMHA board may deem appropriate

6. Appeals - [Appeal Request](#)

- 6.1. All Appeals will abide by section 8.3 of the DMHA bylaws.
- 6.2. Any member of the DMHA that is dissatisfied with a decision or disciplinary action, in whole or in part, of the Discipline Committee, Formal Hearing Committee, or Grievance Committee shall have the right of appeal to the Board of Directors.
- 6.3. The Appeal Committee must be constructed of a new Chair and members who have not been previously involved in this same case.
- 6.4. The Appeal Committee will have the authority to decide whether a Formal Hearing or a Formal Investigation will be implemented.
- 6.5. All Formal Hearings used for Appeals will follow same procedures as per 2.5
- 6.6. All Formal Investigations will be at the discretion of the Appeal Committee and dependent on the situation and can follow the following guidelines
 - 6.6.1. Meetings will be closed to the public and attended only by the appeal committee and invited witnesses if necessary.
 - 6.6.2. Appeal committee members will gather and examine relevant facts, evidence and information in order to make an informed decision.
 - 6.6.3. This process can involve, but is not limited to, interviews, written questionnaires, document review, requests for information etc.
 - 6.6.4. Following the formal investigation, the committee will release their findings in writing to all involved parties and the DMHA board of directors.
- 6.7. The Appeal Committee has the authority based on the conclusion of their findings to implement corrective actions or uphold previous discipline sanctions.

7. Committees

7.1. Discipline Committee

- 7.1.1. Discipline Committee is composed of 3 board members to be named the first meeting after the AGM. (Recommended president or VP sit on committee)
- 7.1.2. The Discipline Committee is responsible for acting in preventive, supportive and corrective measures pertaining to Discipline.
- 7.1.3. Coordination of DMHA disciplinary policy including assisting any member through the complaint process and notifying DMHA board.
- 7.1.4. The Discipline Committee shall orchestrate the Mediation Process and shall name the Chair for the Appeal, Grievance and Hearing Committees.
- 7.1.5. At any point the Discipline Committee at their discretion may choose to temporarily suspend any member of the DMHA

7.2. Evaluation Committee

7.2.1. Evaluation Committee is comprised of president, vice president and coach in chief

7.2.2. The Evaluation Committee is responsible for reviewing results of evaluation before making it public. As well as dealing with any conflicts or changes that arise during the evaluation process.

7.3. Appeal Committee

7.3.1. The Appeal Committee shall normally be chaired by an executive member with one other Executive Committee member plus three nonpartisan members of the DMHA. The Chair shall choose these three members plus the other Executive Committee member.

7.3.2. The Appeal Committee shall follow processes found in section 3 of the Operating Procedures as well as Bylaw 8.3

7.3.3. The Appeal Committee has the authority based on the conclusion of their findings to implement corrective actions or uphold previous discipline sanctions.

7.4. Grievance Committee

7.4.1. The Grievance Committee will be composed of not less than 3 persons, not associated with the age category in dispute and shall not be required to be part of the Executive Committee nor DMHA. The Chair shall choose the members forming the Grievance Committee.

7.4.2. The Grievance Committee shall follow processes found in section 2.5 of the Operating Procedures and Bylaw 7.3

7.4.3. The Grievance Committee has the authority based on the conclusion of their findings to implement corrective actions or uphold previous discipline sanctions.

7.5. Hearing Committee

7.5.1. The Hearing Committee shall normally be chaired by a member of the Discipline Committee with one other Executive Committee member and three non-partisan members of the DMHA. The Chair shall choose these three members plus the other Executive Committee member.

7.5.2. The Hearing Committee shall follow processes found in section 2.5 of the Operating Procedures.

7.5.3. The Hearing Committee has the authority based on the conclusion of their findings to implement corrective actions or uphold previous discipline sanctions.

8. Leagues

8.1. **2 & 27:** The 2 & 27 League is a league within the Central Alberta Hockey League and the North Central Minor Hockey League that was designed and implemented for Tyke to Novice hockey in order to reduce travel time for parents and players

with the same caliber of play as the two mentioned leagues. All associations in the 2 & 27 League like within the boundaries of Highway 2 & Highway 27, and consist of Carstairs, Didsbury, Olds and Crossfield. The 2 & 27 League has an active Board made up of one representative from each association. This Board meets regularly throughout the season and governs this league. A schedule is drawn for teams in this league to begin on or about November 1st each season and end on or about February 15th each season. The League also schedules a year-end tournament in which participation is mandatory by all league teams. This tournament is hosted on a rotating basis by participating league teams. The DMHA representative for the 2015/16 hockey season is Nicki Boyle. The 2 & 27 tournament this year is in Carstairs, date to be determined.

- 8.2. Central Alberta Hockey League: The CAHL is a league that extends from Oyen to Didsbury to Banff to Fort McLeod to Brooks and ices hockey for Novice to Midget. The CAHL has an extensive Board that meets regularly before, throughout and following the season and governs the league. Each division of hockey has a variety of tiers and each tier has a Governor. Governors create and distribute schedules for the tier they are looking after, keep the tier website up to date with all relative information and game statistics and run playoff rounds specific to their assigned tier. Every association has a CAHL representative that must attend mandatory meetings as they are scheduled. The CAHL rep sits on the Association Board and keeps the Association apprised with necessary CAHL information. Additional CAHL information is handed out to team Managers at the Coaches and Managers meeting at in midOctober that is hosted by DMHA. Our CAHL rep for the 2015/16 hockey season is Kean Milburn. IMPORTANT: Attached the Managers Reference and Responsibilities for CAHL attached. Novice and Atom Managers need to make sure you familiar yourself with these.
- 8.3. CAHL Hockey - www.cahlhockey.net
- 8.4. Hockey Alberta - <https://www.hockeyalberta.ca/home/>
- 8.5. Hockey Canada - <https://www.hockeycanada.ca>

9. Tournaments

- 9.1. Tournament fees: Tournament fees are not included in players annual registration fees. Therefore, by majority vote among the team will the manager proceed in making tournament arrangements, AND fund the event. Tournament entry fees may vary, however \$1000-\$1250 is a good target for tournament fundraising. Due to strict timelines, the association will afford your entry fee(s), to be paid back within agreed upon timelines and fundraising requirements.
- 9.2. Tyke Tournaments: 2 and 27 league applies to Intro to hockey league whose final tournament rotates among the towns in the league. Since Intro and Tyke don't have the option for a home tournament every year, the DMHA affords the Tyke

year end tournament for Tyke. This tournament is like the Tyke “Playoffs”, which is reasoning which would otherwise be afforded by association for Novice and Atom leagues playoffs.

10. Fundraising

The DMHA relies heavily on fundraising to keep registration costs well below neighboring communities. The association purposefully operates at a loss each year, subsidized by a major casino fundraiser and team activities which recover approximately \$9K per season.

- 10.1. 50/50: Funds are commonly raised through your 50/50 sales, home tournament income (raffle table, donations, etc.). All money will be tracked by the Treasurer and an update will be provided upon request. Monies owing/refunded back to the team will be communicated between the team manager and the treasurer. DMHA sets up a 50/50 license for each team. The team manager should/will assign parents to sell 50/50s at their home games. The team manager will keep track of this money and return the 50/50 sheets to the 50/50 rep.
- 10.2. Casino: As a non-profit association, DMHA is eligible to participate in a major Casino fundraiser every 3 years. Participation by members is crucial when DMHA is invited to participate.
- 10.3. Each team is required to afford their additional “Tournaments”, team parties, coach gifts and similar. Upon review of the scope of additional costs, each team manager will communicate and assess EACH PLAYER the additional fees required, in the form of a post dated check(or similar), which can reach up to \$200 per player. All subsequent fundraising efforts to offset these costs will be tracked, and where members participate, their assessment returned/torn-up end of season.

11. Ice times and Schedules

- 11.1. Didsbury Minor Hockey Association has an Ice Scheduler who is responsible to schedule and allocate ice for all DMHA teams. It is the responsibility of the Team Manager to work closely with the DMHA Ice Scheduler in regard to team ice. The ice scheduler for the upcoming season will be updated accordingly on the DMHA website.

12. Volunteers & Participation

- 12.1. Certification Requirements
- 12.2. Managers Manual: [LINK](#)
 - 12.2.1. Managers reference and Responsibilities original [LINK](#)
- 12.3. Coaches & Player Coaches:
 - 12.3.1. Coaches are deemed eligible by the following:

- 12.3.1.1. Recommended by the Coach in Chief
- 12.3.1.2. Selected through sub committee appointed by the board of directors
- 12.3.1.3. Successful navigation of the Committee/Coach interview regarding philosophy of coaching
- 12.3.2. ONLY Atom players are eligible to become mentor coaches, as Novice level coaches lack the skills to and maturity to refrain from playing vs assisting. At the discretion of the head coach, they may (or may not) appoint up to 2 atom level player coaches per year. For player coaches above Atom level, same policy applies however these must be formally carded to for insurance purposes.
- 12.4. Referees
 - 12.4.1. All referees are required to re-certify annually. The referee in chief will communicate upcoming clinics and training opportunities, which occur in September/October each season
 - 12.4.2. Ref in chief will solidify ref assignor each year.
 - 12.4.3. Officials will be assigned using the Arbiter assigning program. The optional “app” is available for purchase.
 - 12.4.3.1. Arbiter Android app: [LINK](#)
 - 12.4.3.2. Arbiter Apple app: [LINK](#)
- 12.5. Resource: Central Zone Referees Committee - www.czrc.ab.ca

13. Awards

- 13.1. No parent or coach is eligible to vote on their own kids for awards
- 13.2. Awards will utilize objective rubric point system to avoid subjectivity and discrimination . All awards eligibility and its components, will be distributed to team managers within 30 days of the AGM.
- 13.3. Awards Committee - the awards committee may appoint sponsors, past members or directors to participate in rating.

14. Detailed Job descriptions - Board of Directors

- 14.1. President
 - 14.1.1. Manage and supervise the operations and affairs of the DMHA.
 - 14.1.2. Ensure that DMHA's Bylaws and Policies and Procedures are followed.
 - 14.1.3. Sign as one of the signing officers of the DMHA
 - 14.1.4. Exercise the powers of the Executive Committee in case of emergency, subject to ratification at the next meeting of the Executive Committee
 - 14.1.5. Refrain from voting except to cast a deciding vote
 - 14.1.6. Represent the DMHA whenever formally dealing with outside agencies such as CAHL, HA and 2&27.

- 14.1.7. Ensure that all of the duties of the DMHA's officers are fulfilled.
- 14.1.8. Preside at Annual, General and Executive meetings of the DMHA, unless due to conflict of interest. In this instance, the President shall assign an impartial/non-partisan representative to stand in on their behalf.
- 14.1.9. Promote the objectives of the DMHA to the fullest.
- 14.1.10. Suspend/discipline any team or team management, member, or player in accordance with Bylaw 8.0., subject to ratification at the next Executive meeting of DMHA
- 14.1.11. Work with the DMHA Secretary to develop agendas for General, Executive and Annual General meetings.
- 14.2. Vice President
 - 14.2.1. Exercise all powers of the President in the event of the President's absence or inability to act
 - 14.2.2. Accept and assume all responsibilities as assigned by the President or Executive Committee
 - 14.2.3. Sign as one of the signing officers of the DMHA.
 - 14.2.4. Represent the DMHA whenever formally dealing with outside agencies such as CAHL, HA and 2&27, if the President is unable to do so.
 - 14.2.5. v. Sit on any discipline board involving a coach, player, manager, trainer, or other official, unless conflict is proven to the Executive, at which time the Executive will appoint another executive member to attend.
 - 14.2.6. vi. Address 'Let's Play' Program incidents and report to the Grievance Committee and or Executive Committee, as required. vii. sit on Coaches Evaluation Committee, as required, viii. Responsible for administering the player evaluation process.
 - 14.2.7. ix. Accept and assume all responsibilities as assigned by the President or Executive Committee.
- 14.3. Treasurer
 - 14.3.1. Maintain, or cause to be maintained, a record of all monies received and disbursed and be entrusted with the banking of all monies, securities, and safety box keys, including fundraising monies, specifically budget related items, including:
 - 14.3.2. Develop annual budget for DMHA for distribution and approval at the AGM for the upcoming hockey season.
 - 14.3.3. Monitor budget against actual revenue and expenses to ensure budgeted areas are on track.
 - 14.3.4. Work with the Tournament coordinator to develop tournament budgets for DMHA Executive approval before tournament preparations are able to begin.
 - 14.3.5. Report any concerns to the DMHA Board Members.

- 14.3.6. Accounting of all monies related to the play of minor hockey including:
- 14.3.7. Deposit and tracking of all registration fees – ensure all players have paid registration dues
- 14.3.8. Deposit and allocation to team accounts of 50/50 money and money raised/donated for said team.
- 14.3.9. Deposit and payments related to tournaments.
- 14.3.10. Issuance of receipts for all sponsorship and donations made (tournaments or otherwise).
- 14.3.11. Payment of all invoices related to the play of hockey.

Reporting:

- A. Provide year-to-date income statements to all board members at monthly executive meetings.
- B. Provide team account reports to team managers on a monthly basis.
- C. file DMHA's Annual Return to Consumer & Corporate Affairs.

Miscellaneous

- A. Delivery of DMHA books to accountant for annual audit. Report any discrepancies to the Board.
- B. Present income statement for current year along with audited financial statement from previous year to association members at the Annual General Meeting.
- C. Completion and submission of various grant application as required.
- D. Completion and submission of Societies Act Annual Return.
- E. Sign as one of the signing officers of the DMHA.
- F. Accept and assume all responsibilities as assigned by the President or Executive Committee

14.3.12.

14.4. Secretary

Responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings:

A. Monthly Meetings:

- a. Aid the President and Vice President in developing the monthly meeting agenda
- b. Notification to all board members of time & place on monthly meetings
- c. Record all facts, decisions and motions made at monthly meetings
- d. Issue minutes for all monthly meeting to Board Members

B. Annual General Meeting

- a. Aid the President and Vice President in developing the monthly meeting agenda
- b. Attend Annual General Meeting to record election of new

- officers along with motions passed
 - b. Maintain accurate records of the proceedings of the DMHA and issuance of any notices of meetings, registration, or other information.
 - c. Retain both digital and print up-to-date copies of the DMHA's By-Laws, Special Rules, and Policies and Procedures.
 - d. Sign as one of the signing officers of the DMHA
 - e. Accept and assume all responsibilities as assigned by the President or Executive Committee
- 14.5. Registrar
- 14.5.1. Registrar training available per webcast through Hockey Alberta
- 14.6. Coach in Chief
- Obtain qualified coaches for all teams with in DMHA
 - Conduct regular meetings with the coaches/managers on coaching requirements
 - Arrange any coaching clinics and notify potential coaches of clinics and locations
 - Serve on the coaches evaluation committee, as chair and or spokesperson
 - Accept and assume all responsibilities as assigned by the president or executive committee
 - Annually organize conditioning camp for the association. The camp represents an opportunity to welcome potential coaches for the upcoming season.
- 14.7. Ref in Chief
- 14.7.1. In addition to the job description as outlined in the by-laws, the RIC will:
- 14.7.1.1. Notify/update RIC contact info to North Central Zone Chair (below)
 - 14.7.1.2. September: Facilitate annual clinic prior or after the 3 on 3 tournament (Sept 6,7,8 in 2019)
 - 14.7.1.2.1. Book instructors through Darren Kuz, Regional Coordinator - nczchair@gmail.com
 - 14.7.1.2.2. Communicate w/partner associations to avoid overlap
 - 14.7.1.3. Complete required backcheck and criminal record checks [LINK](#)
 - 14.7.1.4. October - Evaluate, learn & facilitate assigning scheduling software as required (Arbiter 2019/2020) [LINK](#)
 - 14.7.1.5. October - February: Support and/or perform the duties of the ref assignor in their absence, assigning officials
 - 14.7.1.6. Nov- January: Schedule on-ice shadowing of new officials (Lev1).
 - 14.7.1.7. Work with assignor to establish rank and advancement standards
 - 14.7.1.8. Attend annual training and promote education within association
 - 14.7.1.8.1. Don Koharski - Team Stripes Academy ([LINK](#))

- 14.7.1.9. Forecast and Report expenses monthly & annually
 - 14.7.1.10. Address conflict as necessary; complaints, grievances, and behavior.
 - 14.7.1.11. Facilitate the awards rubric for Official of the year, administered at banquet Date TBA
- 14.8. Referee Assignor:
- 14.8.1. The ref assignor will assign each official using the Arbiter software for assigning unless otherwise directed by the RIC.
 - 14.8.2. All ranking parameters will ensure qualified referees are assigned to appropriate games at every opportunity. Where necessary, the RIC will fill-in to ensure qualified officials are officiating at all times.
 - 14.8.3. Monthly invoices will be delivered to the DMHA treasurer within one week of the last weekend of the billing month
 - 14.8.4. The Assignore will assist where necessary to ensure facilitation of officials checks are available by the 15th each month.
- 14.9. Equipment Coordinator
- 14.9.1. i. maintain an inventory of all hockey equipment and what is disbursed to each team
 - 14.9.2. ii. recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee
 - 14.9.3. iii. accept and assume all responsibilities, as assigned by the President or executive committee.
- 14.10. Fundraising Rep
- i. Arrange for the printing of any tickets.
 - ii. Develop/form a fundraising committee of 3-5 people.
 - iii. Delegate to a fundraising representative or manager for each team the team's responsibilities.
 - iv. Distribute any tickets or information to team managers.
 - v. Collect the Fundraising revenue and balance sheets and deliver to the Treasurer
 - vi. Arrange for advertising and prizes.
 - vii. Complete the draws, publish the winners and arrange for payment to the winners
 - viii. Ensure the annual license application and Annual Report are submitted to the Alberta Gaming and liquor Commission
 - ix. Be a member of the Fundraising Committee
 - x. Purchase all raffle licences for DMHA and final submissions to Alberta Liquor and Gaming.
 - xi. Assist any tournament raffle coordinators.

xii. Print all 50/50 boards and put in team lockers for managers.

xiii. Collect completed boards and record the amount of funds collected by each team.

i. Accept and assume all responsibilities, as assigned by the President or executive committee.

14.11. CAHL Director/Governor

14.12. Media Rep and Webmaster

- Maintain DMHA website
- Promote reporting of DMHA activities to the local news media
- Coordinate the annual minor hockey photographs
- Arrange for the completion of a framed poster for all team photos
- Coordinate the annual banquet and awards night
- Responsible for the placement of an advertisement in the local newspaper to promote awareness of upcoming AGM and vacant positions. Posters and/or notices also may be placed in the arena and on DMHA website.
- Insured membership receives all communication and updates directed from the executive.
- Insure the posting of minutes and updates to the policies and procedures, appendices and bylaws.
- Accept and assume all responsibilities as assigned by president or executive committee

14.13. Tournament Coordinator

14.13.1. Tournament Coordinator:

14.13.2. The tournament coordinator is a board member position. They will select a tournament director for each tournament held by DMHA. The tournament coordinator will be responsible for the following;

14.13.3. • Ensuring that a proper budget has been established by the committee.

14.13.4. • Oversee and organize the 3 on 3 tournament held by the association.

14.13.5. • Advise and provide support for each tournament committee.

14.13.6. • Main contact for teams registering for each tournament.

14.13.7. • Establishing teams for tournaments

14.13.8. • Collecting dues from registered teams

14.13.9. • Obtaining rosters from registered teams

14.13.10. • Communicator between registered teams and tournament director

14.13.11. • Obtain, waivers from registered teams

14.13.12. • Provide schedules, guidelines and rules to registered teams

14.13.13. • Provide accommodations and maps to registered teams

14.13.14. • Hold a parent meeting six weeks prior to the tournament to obtain tournament

- 14.13.15. director/committee
- 14.14. 2&27 Rep
 - 14.14.1. Attend meetings as required and to bring any questions or concerns from their towns associations to meetings
 - 14.14.2. The liaison between league & the association
 - 14.14.3. Attend and vote at league meeting based on the decisions of the association
 - 14.14.4. This is a yearly reviewed term
 - 14.14.5. The year DMHA governs the league the 2 & 27
- 14.15. Ice Scheduler
 - a. Attend meetings as required
 - b. Shall attend the town of Didsbury ice scheduling meetings on behalf of the Board and submit the requested ice time as decided by the Board
 - c. Schedule and coordinate practice, game and tournament ice times, special events and clinics by DMHA as deemed appropriate
 - d. Submit teams weekly game schedule to arena staff
 - e. Submit teams weekly game schedule to ref assignor
 - f. Submit ice times to CAHL by dates provided by CAHL
 - g. Shall have authority to change any posted times in order to accommodate and/or correct unforeseen errors, omissions or league changes. If this situation arises, the Ice Scheduler shall notify all affected coaches and level coordinators immediately.