

Foothills Minor Hockey Association
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Introduction

Welcome to the Foothills Minor Hockey Association (FMHA). The FMHA administers a minor hockey program for residents in the Town of High River, Hamlet of Blackie and the Municipal District of Foothills within established boundaries approved by Hockey Alberta. The program exists for players from the ages of 5 to 17 (ages as of December 31 of current hockey registration season).

The FMHA have formulated bylaws that are registered with Hockey Alberta, and the Government of Alberta under the Societies Act. The FMHA Executive Committee of the Board of Directors is elected at its Annual General Meeting. Part of the mandate of the Executive Committee of the Board and the Board of Directors is to establish Rules and Regulations for all participants in the hockey program. All members of the association are expected to respect and adhere to the Rules and Regulations.

Mission Statement

The goal of Foothills Minor Hockey Association is to promote, organize and develop minor hockey to its valued membership. Further, we will strive to provide exceptional leadership at all levels, as well develop and demonstrate understanding of sportsmanship, teamwork, life skills, and respect.

Goals

The goal of our program is to provide all participants with a positive, supportive, and safe environment, where they can develop their interpersonal, leadership and hockey skills while learning respect, self-esteem, teamwork and responsibility.

Objectives

The objectives of our hockey program are:

- Provide a game to fit the needs of all participants.
- Provide an opportunity for achievement in an enjoyable and self-fulfilling environment.
- Emphasize the improvement of all basic skills while introducing tactical preparation.
- Assist in individual physical development and conditioning.
- Stimulate development both from an individual and competitive point of view.
- Ensure that participation is enjoyable and fun.
- Leadership by example.
- FAIRPLAY: INTEGRITY, DEDICATION, RESPECT

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Roles

The role of the directors, coaches and volunteers of the FMHA is to provide leadership, opportunity, education and organization. As individuals, we have a tremendous influence on these young athletes and with this comes great responsibility.

To have a positive and lasting impact on these athletes, we are committed to being effective as leaders, teachers, and organizers. We do this through encouraging and supporting our children, coaching enthusiastically and expressing genuine concern for them as developing young men and women.

Role of the Coach

As a Leader:

- Establish goals and objectives.
- Use a democratic coaching style.
- Provide an appropriate role model.
- Develop leadership abilities in your athletes.
- Demonstrate a sincere interest in your athletes.
- Learn with your athletes.
- Be a fair play coach.
- Set a positive example on the ice, on the bench and within the hockey committee
- Always show respect to all players, referees, off ice officials and opposing teams.

As a Teacher:

- Continually seek out coaching clinics and skill development opportunities to allow for growth as a coach.
- Teach the necessary hockey skills, using the proper progression and understandable language.
- Understand that athletes differ in their readiness to learn a skill.
- Understand that athletes learn skills at different rates.
- Teach life skills and lead by example

As an Organizer:

- Plan effective practices.
- Select assistants who will provide maximum benefits to the team.
- Seek the assistance of the players' parents.

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Role of the Parents

Parents are the key to success in any amateur hockey program. The game of hockey is for the kids. As parents, we must all realize that for kids, positive participation is always more important than excellence. Parents are, of course, the people who agree to act as administrators and coaches for our teams. They are the fans, the chauffeurs, the moms and the dads who

contribute a great deal of time and money to ensure an exciting and rewarding year for the children. We must continue to live the values of fun and fair play, respect, integrity and teamwork with a balanced perspective of expectations and definition of success.

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Rules and Regulations 1 – Divisions and Ages

The Divisions and Ages are governed by Hockey Canada & Hockey Alberta. The following ages are as of December 31.

U7 – 5 & 6 years old as of December 31st of current hockey registration season.

U9 – 7 & 8 years old after December 31st of current hockey registration season.

U11 – 9 & 10 years old after December 31st of current hockey registration season.

U13 – 11 & 12 years old after December 31st of current hockey registration season.

U15 – 13 & 14 years old after December 31st of current hockey registration season.

U18 – 15, 16, 17 years old after December 31st of current hockey registration season.

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Rules and Regulations 2 – Player Registration

General Information

Dates for registration are established by the FMHA Board of Directors in the spring of the preceding season. Registration fees are established at the same time by the Board of Directors based on estimated budgeting and expenses for the upcoming season.

Season registration is on-line at the FMHA website. All registration information will be posted on FMHA website as soon as made available by the Board of Directors.

First time and new to the area players must provide an original birth certificate or passport. New to area parents must also provide a completed Parent Declaration to the operation manager at time of registration. Per Hockey Alberta rules, each family will also be required to provide at a minimum 4 documents for proof of residency within the FMHA boundaries. Per FMHA the four required documents are school registration, two utility bills with physical address and name, or one utility bill and a mortgage document and a valid driver's license. These forms will be verified by the Operations Manager and submitted to Hockey Alberta for approval. Parents may be asked to provide up to 5 more proofs by the association or Hockey Alberta if residency is in question. A child's primary residence is where the member spends 4 or more nights a week as per Hockey Canada Regulations.

An initial payment of \$200 is required before August 15th. Players will not be allowed on the ice for conditioning camp or evaluations if the initial \$200 has not been paid. Registration fees must be paid in full by December 1st every year. Failure to have registration paid in full by January 10th, without prior arrangements for payment made with FMHA treasurer will result in the player being deemed ineligible to play until payment in full is made.

All outstanding balances owing will be carried forward into the proceeding season and the child will not be eligible to register until the outstanding fees are paid in full. Members who have gone into arrears with the association without working out a payment program will be required to pay fees in full before conditioning camp begins for all proceeding seasons.

Player registration is subject to the approval of the FMHA. The FMHA reserves the right to refuse the registration of any player.

Players new to hockey at the U18 level, or who have been away from hockey for more than one year will be required to complete a checking clinic.

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Conditioning, and evaluation camps are included with registration.

Registration includes practice and game ice rental, officiating, insurance, HA and league fees, one pair of socks and team photos.

Individual photo and team photo are included with registration. Photo night will be held on a date agreed upon by the Board of Directors.

The FMHA will enforce a cap on teams if the registration numbers demonstrate the need to do so. In the case of team caps, priority will be given to returning FMHA players who have consecutively played within the FMHA over new or transferred players. (i.e. 6 goalies for two teams, returning FMHA members will have priority for placement on a team.) In the case of which all returning players are returning FMHA members, priority will be given to date of registration. All other players will be put on a waiting list. For guidelines see Rules & Regulations 9 – Team Selection of the FMHA Rules & Regulations.

One parent for each registered player must complete the “Respect In Sport (Parent)” program prior to the registration being accepted by FMHA. This program is only good for three years and a parent must be recertified at this time.

Out of Boundary Players

Any out of boundary players that played within the FMHA in the previous season will be returned to their home association as of May 1 as per Hockey Alberta Rules. A player's home association is based on the address of their primary residence (where the member spends 4 or more nights a week).

The FMHA believes that priority must be given to their members for team placement, team size, development opportunities, provincial ranking and fair ice time. For these reasons the FMHA will only take players from other associations under the following conditions:

- The home association does not have ANY teams within their age category.
- If FMHA has room within a specific category, the acceptance of out of association players is at the sole discretion of the FMHA Board.

In the case of out of boundary players who have no team within their association, acceptance to the FMHA will be conditional on the number of FMHA players registered and number of teams. Out of boundary players will only be considered after FMHA registrations have closed and team numbers are determined.

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Fees and Cancellation

Credit card and Interac e-transfers are the preferred method, but cheques are also accepted. Interac e-transfers are to be sent to treasurer@foothillsmminorhockey.com. Automatic monthly credit card payments must be set up at time of registration. Please allow the treasurer up to 5 business days to receive e-transfer payments. Payments will be recorded as date of original receipt.

Late registrations (after August 15th) or those that do not make the initial \$200 payment by August 15th will be assessed a late fee of 10% in addition to regular registration fees. Intro to Hockey (U7 & U9) levels will be exempt from late fees.

All NSF cheques will result in a \$50.00 service fee to be paid by the issuer of cheque. Only cash/money order/certified cheque will be accepted for payment of NSF and must include the NSF fee.

FMHA works with both Kidsport and Jumpstart to assist with funding for those that may require assistance to pay their registration fees. This is a confidential process and only the Treasurer, President & Operations Manager are privy to this information. Families using either program are required to notify the Treasurer for record keeping purposes as the payments from the programs come directly to FMHA. FMHA does have a Bursary Fund available for families for additional support – in order to qualify for additional FMHA support the family must at minimum, apply for Kidsport/Jumpstart and additional information may be required at the discretion of the Treasurer. The FMHA Bursary Program is limited to 2 years in a row of assistance. Any further requests will be reviewed on a one-on-one basis with the Treasurer from repeating families.

Refunds

Withdrawal prior to conditioning camp – amount paid less \$25.00 administration fee

Withdrawal after conditioning prior to evaluations – amount paid less \$50.00 conditioning camp less \$25.00 administration fee. Total \$75.00 deduction

Withdrawal after evaluations prior to team placement - amount paid less \$100.00 evaluation fee less \$50.00 conditioning camp less \$25.00 administration fee. Total \$175.00 deduction

All cancelled registrations due to injury or moving away will be pro-rated based on amount of season played at the discretion of the FMHA Treasurer.

If a registered player withdraws from the program for any reason after the registration process, conditioning camp, and evaluation, the initial deposit of \$200.00 will be forfeited and the balance of the refund amount will be prorated accordingly.

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Please contact the FMHA Treasurer for more details and/or assistance.

There are no refunds issued after January 10th of the current hockey season.

Volunteer Commitment

FMHA is a not-for-profit organization. Without volunteers, our programs simply cannot run. Each member is required to volunteer in an FMHA approved volunteer role each season. There are many opportunities to volunteer throughout the season at both the association and team level.

Volunteer Hours

There are two options for families to fulfill the FMHA volunteer commitment. Should a family have multiple players registered within the association, the volunteer hours are accumulated by **family** not **players**.

Option 1

Pay \$200.00 at time of evaluations to opt out of volunteering.

Option 2

Complete 20 Volunteer Hours.

Volunteer Bond

The amount of the Volunteer Bond is \$200.00. FMHA will invoice member accounts for the value of the Volunteer Bond should the member fail to meet their Volunteer Hour obligations by March 30th of the current season.

As per the FMHA By-Laws, members with outstanding fees are considered ineligible to participate in FMHA activities. As such, the Volunteer Bond invoice amount must be paid prior to participation in any further hockey activities, such as future registrations.

Volunteer Bond Buyout

Members who are unable to volunteer during the season may choose to pay the full amount of the Volunteer Bond at the beginning of each season. Any member that pays the buyout amount will not be required to perform any volunteer duties for the season. It will be the responsibility of the family to notify the Treasurer of FMHA who will then issue an invoice and must be paid upon receipt. Volunteer Bond buyouts are final and may not be refunded. Once this amount is confirmed as being paid, the Board will notify the Head Coach and Manager of your designated team that you are opting out of volunteering.

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Volunteer Bond Exemption

If you are unable to complete your volunteer hour commitments due to unforeseen hardship and would like further consideration, please submit a request for consideration in writing to the Vice President of the FMHA Board at vice.president@foothillsminorhockey.com.

Collected Volunteer Bonds

All collected Volunteer Bond funds are non-refundable. Collected Volunteer Bonds will be applied to the FMHA Bursary funds which will then be used towards offsetting the cost of development for our players.

FMHA Approved Association Level Volunteer Roles

Volunteer hours may be accumulated through many approved volunteer positions throughout the season. Volunteer hours are valid for the current season only and may not be rolled over into future seasons. All volunteer hours must be completed by March 30th of the current season. Should a family not fulfill their volunteer commitment, it is the responsibility of the Manager or Head Coach to let the Board know. Below is a list of positions that are approved volunteer positions eligible to be assessed toward the \$200 volunteer bond. These are year-long positions.

- Member of the Board of Directors
- Evaluations Volunteers
- Coaches
- Manager – maximum 1 position per team
- Treasurer – maximum 1 position per team
- Jersey Parent – maximum 2 positions per team. REQUIRED: Players are NOT to keep jerseys
- Tournament Coordinator – maximum 1 position per team
- Fundraising Coordinator - maximum 1 position per team
- Scorekeepers/Timekeepers – 2 hours logged per game

When designating team roles, each family may only hold ONE position on a team. For instance, if one family member is a Coach, a different family member may not also take on the role of Manager, Treasurer or Tournament Coordinator. The only exception to this is if there is absolutely no one else willing to take on the required role.

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Rules and Regulations 3 – FMHA Conditioning Camp

The FMHA offers a conditioning camp to all its registered players in September of every hockey season, prior to evaluations.

The cost of the conditioning camp is included in the player registration fee.

The conditioning camp dates will be posted on the FMHA website once the times, dates and locations are determined by the Board of Directors. Members are encouraged to check the website for all ice times. Level directors will notify all registered members within their division before the start of conditioning camp of ice times and any other relevant information.

Drills for conditioning camp will be supplied to the on-ice volunteers by the coach and evaluation committee.

On-ice volunteers will be recruited jointly by the coach committee and the evaluation committee, and ideally will be based on volunteers interested in coaching.

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Rules and Regulations 4 – Overage Players

Governed by Hockey Alberta, see hockeyalberta.ca and follow links.

If you wish to apply for overage status as per Hockey Alberta, please contact the FMHA President, taking into consideration the following Hockey Alberta criteria.

Pre-Requisites for Obtaining Overage Status

Limited skill would mean noticeable lack of basic hockey skill such as skating and balance for his/her age. Including limited aptitude for the game in the U13 and higher Divisions.

Verification would mean a letter (s) confirming the lack of skill and ability to play in the proper age Division from the Association, Coach of respective team, including evaluation report if possible.

Only 1st year players (by birth date) in a Division will be eligible for Overage

U9 to U7

- At the discretion of the Local Minor Hockey Association.

U11 to U9

- Player has limited skills.
- Beginner player (1st and 2nd year of hockey).
- Health reasons – supported by letter from doctor.

U13 to U11

- Player is of small and frail structure combined with limited skills – written verification of ability.
- Player has limited skills – written verification of ability.
- Beginner player (1st year of hockey).
- Health reasons – supported by letter from doctor.

U15 to U13

- Player has limited skills – written verification of ability
- Beginner player (1st year of hockey)
- Health reasons – supported by letter from doctor.

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U18 to U15

- Player has limited skills – written verification of ability.
- Beginner player (1st year of hockey).
- Health reasons – supported by letter from doctor.

Junior to U18

- To be reviewed on an individual basis by the Zone Manager of Operations in consultation with Minor Council Chairperson.

May be approved when:

- Association does not have enough players to make a team (12) without applicant. “If more players register later increasing size of team, overage may be revoked”.
- No registered team, other than U18 within 50km of place of residence.
- Health reasons – supported by letter from doctor.
- Must be in school – supported by letter from school.
- No goaltender available – would not be able to register (ice) a team.
- Must meet 3 of the above, before approval would be considered.

Goaltenders

- To be reviewed/approved by Zone Manager of Operations on an individual basis.
- Exceptions may be reviewed on an individual basis per Criteria for Hockey Alberta Final Approval.
- Once the pre-requisites have been met, final approval by Hockey Alberta Zone Manager of Operations will be based on the Hockey Alberta criteria for approval as an overage player in a Minor Division.

Criteria for Hockey Alberta Final Approval

“Overage in a Division should be the Exception and not the Rule”

Final approval by the Zone Manager of Operations to be based on the following:

1. Approval from parent outlining reason.
2. Endorsement/approval by the Local Minor Hockey Association President.
3. Approval by League President
4. Applicant meeting the Hockey Alberta pre-requisites.
5. Application form “information provided”.
6. Conditions of Overage “general”.

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Exceptions

Exceptions would be reviewed on an individual basis, in consultation with and approval of Minor Council Chairperson.

In addition to the above criteria for overage approval, the following exception may be considered: Association does not have enough players to make a Team without applicant.

Overage will not be approved for the following reasons:

- Dislike of coach and team members
- Ice times
- Parents wish

Overage Conditions

All steps for approval by Hockey Alberta must be followed and be done in writing.

All applications must be submitted to FMHA for submission to Hockey Alberta.

Application acceptance critical date is December 1.

All approval for overage play is for games within Alberta only. You must secure additional approval for any activity outside the Province of Alberta.

You must never play an overage that has not been approved by Hockey Alberta.

Overage players can participate in League play (depending on League approval).

Overage players may play in Exhibition and Tournament games, but must receive approval from the Hosting Tournament Committee.

All coaches are responsible for letting the teams that they are playing know they have an overage player. The overage player must be clearly marked on every game sheet (OA) beside the players' name.

Overage status will be granted for one year only.

Overage players are not eligible as affiliates to a higher Division or Category.

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Final approval for overage status must be obtained from the Hockey Alberta Zone 5 Regulation Committee member.

Exceptions must be reviewed in consultation with and approved by Zone 5 Regulation Committee members.

Exceptions from Junior to U18 must be reviewed in consultation with Zone 5 Regulation Committee members.

Leagues may strengthen criteria.

Each application should be reviewed independently and carefully.

Hockey Alberta Responsibility

Please note that with having been approved for special overage status with Hockey Alberta, there are some conditions that must be adhered to:

- Overage players are not eligible as affiliates to a higher Division or Category.
- Overage players must not participate in any Hockey Alberta sanctioned event, until overage status approval has been given by Hockey Alberta.
- Overage approval is for games within Alberta only. Additional approval must be secured for any activity outside the Province of Alberta, from the respective Branch.

Hockey Alberta may revoke overage status at any time, when it has been deemed that the actions of the overage player are not in the best interests of those affected by those actions.

League Responsibility

Leagues may strengthen the Hockey Alberta criteria for obtaining overage status within their respective Leagues.

Leagues may set criteria for maintaining and monitoring overage status within their respective Leagues.

The League may revoke the status of a player from participating in their League based on their maintaining overage status criteria.

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Rules and Regulations 5 – Affiliations

Affiliation Process Per CAHL (Aug. 28, 2023, Version 9)

The Team must follow the Affiliation notification process for the affiliates listed in the CAHL Game Regulations sections 1 f, 1 g and 5 L, as well the additional Hockey Alberta Regulations

[2023-2024 CAHL Game Regulations](#)

Section (A) Division to Division (i.e. U11 to U13, U13 to U15)

Per CAHL Rule 1(g)

For a League Team to use any affiliate player in any CAHL Game, the League must be notified in advance that the player will be used following the CAHL notification on –line form and process. This form must be completed in full each time or it will not be able to be submitted, no exceptions are allowed. In each case, the Team is responsible for submitting the on-line form and then contacting their tier Governor and confirming they have received the notification. Failing to submit the form removes the eligibility of the Affiliate. Texts, telephone calls or emails are not considered meeting this requirement. Additionally, under this process:

- *The links to the forms will be on the CAHL website and communicated to the teams at the beginning of the season.*
- *No blanket approvals are allowed or approved at any time for the teams to use affiliate player(s) for more than one game at a time. The notification process must be used each time (for each game) the team wants to use the Affiliate Player. No Exceptions or the approval to use the player will not be provided. One form per player, per game. All managers will be supplied with a link to the form at the beginning of the season.*
- *The affiliate player must appear on the teams official HCR roster*
- *The affiliate players name must appear on the game sheet and be designated as (AP) If a team fails to comply with this regulation, please see section 5 L) for the details of the potential outcomes*

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FMHA Procedures:

Once Affiliated Player (AP) is selected per Section (D):

Team Manager from requesting team:

- Submits request to CAHL Governor and CAHL VP for requesting Division and Level Director.
- Requests are to be submitted as requests - not statements. The manager is to ask for proposed affiliation to be approved, not tell them they are affiliating. (Per CAHL)

Section (B) All Affiliations During Tiering Process

All Affiliations during Tiering Rounds must have approval of CAHL, whether inter or intra Divisional. Affiliations are only recommended in exceptional cases during Tiering Rounds.

Once Affiliated Player (AP) is selected per Section (D):

Team Manager from requesting team:

- Submits request to CAHL Governor, CAHL VP for requesting Division, League/ Web administrator (cahlwebmaster@gmail.com) and your Level Director.
- Requests are to be submitted as requests - not statements.
- The manager is to ask for proposed affiliation to be approved, not tell them they are affiliating. (Per CAHL)

Section (C) Substitute Goaltender Request Form

Substitute Goaltenders Forms can be used in cases where affiliated goalies are not available or there is no affiliated goalie.

Once Substitute Goaltender is selected and agrees:

Team Manager from requesting team:

- A Substitute Goaltenders Form is completed and signed by FMHA President, Parent or Guardian of Goaltender and Coach of Goaltender.
- Forms can be found on the [Hockey Alberta Website](#).
- Submits request to CAHL Governor, [Hockey Alberta League Rep](#) and your Level Director.
- Requests are to be submitted as requests - not statements.
- The manager is to ask for proposed affiliation to be approved, not tell them they are affiliating. (Per CAHL)

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Section (D) Regular Season Approved Affiliations Within the Same Division

Team Manager from requesting team:

- Submits request in writing to Manager and Coach of the affiliated team, along with the Level Director for the requesting Division.
- Requests will be made for positional needs, not specific skaters.
- The coach and manager of the AP team will discuss which skaters should go up and ask the player and player's parents if they are interested. Once selected, the AP manager will notify the requesting team of which player they will be affiliating.
- Teams are strongly encouraged to rotate through affiliates and must avoid consistently sending the same skaters for affiliations. CAHL and HA frown heavily on repeated affiliations of specific players.

Section (E) General Affiliation Rules and Regs

FMHA does not allow teams to affiliate past their roster numbers for CAHL sanctioned games, all other affiliations (ie tournaments, provincials, exhibition) must receive Level Director approval.

Affiliations are not allowed to replace suspended players per CAHL rules.

At no point are representatives of requesting teams to speak to parents of any affiliate players in regard to affiliation. Communication will only occur between the AP team management and the affiliated players/parents. Once affiliation is approved, the AP will be provided practice and game information.

Failure to respect the intent of affiliations and rules in regard to affiliations may result in the suspension of affiliations to the offending team.

All teams should accommodate the requesting team whenever possible as long as it does not put the AP team at a disadvantage. If any disputes should arise during the affiliation process, the level director(s) for each division should be contacted to mediate a resolution.

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Rules and Regulations 6 – Player Acceleration

Player acceleration applies for players with exceptional abilities and or the Evaluation Committee may decide to offer the top ranked players of an age group (U7 and U9) the ability to play one division higher should the FMHA Board determine that more players are required at the higher division to make the teams an appropriate size.

Players must register in the appropriate age category within the FMHA.

Players wishing to be considered for advancement, i.e. play one division higher, must submit their request to the Evaluation Committee prior to the evaluation process. The player's request for acceleration must be accompanied by an endorsement letter from the previous year's head coach OR 2 assistant coaches, should there be a conflict of interest. The Evaluation Committee will determine if it is appropriate to move the player into the next higher age category evaluation. If it is approved, the acceleration players will start evaluations in the category they have applied to accelerate to.

Players in U7 & U9 will only be considered for acceleration. All other levels will be given permission to try out for AA/AAA programs. If there is a U9 aged player that is trying out for U11 AA, that player must also complete the required sessions for FMHA – U11 evaluations if he/she wants to be considered for that top U11 team.

For U9 age players, the player must evaluate within the top 3 in the next higher age category and be placed on the top team in that category otherwise the player will be placed within the appropriate age category.

U7 players will be allowed to participate in U9 at the level they are evaluated, subject to registration numbers at the U7 and U9 Divisions.

Players may be returned to their appropriate age division after two (2) evaluation sessions, if the Evaluation Committee determines that the player is unlikely to rank in the top three of the advanced age categories as outlined above.

Player acceleration within the FMHA does not apply in the U11, U13, U15, and U18 levels, as these players can try out at the AA/AAA levels.

This rule does not apply to goaltenders.

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Additional registration fees (per fee chart for age level player advancing to) due to advancement of a player are required to be paid in full by December 1st of the current year. The Evaluation Committee may waive this procedure if required to accommodate special circumstances, such as small registration numbers in a particular age category.

Rules and Regulations 7 – Player Evaluation

Objective

The FMHA Board of Directors, the Evaluation Committee, and the Coach Selection Committee believe in an open and transparent process for ALL players and parents during the evaluation/try-outs.

The FMHA's Evaluation Committee will make every effort to place players on teams of appropriate skill level.

The objective of the tryout/evaluation process is to provide as fair and impartial as possible an assessment of a player's total hockey skills/attitude through drills and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill levels as determined during the on-ice evaluations.

The Evaluation Committee may get volunteers who have asked to coach, to evaluate certain evaluation sessions along with the evaluators for that division.

The selection criteria (skating, shooting, passing, game play) will be the same for all players at a particular level from U9 to U18 and the evaluations will be documented. This ensures consistency in the process and provides consistency in player and parent expectations from year to year as players move through the various levels of FMHA's programs.

FMHA will attempt to minimize subjectivity by following Hockey Alberta best practices and use hockey knowledgeable evaluators that do not have affiliations to players within that division. The selection process will reflect on-ice performance during the evaluation period. As an Association, our goal in team formation is to have players of similar ability playing together to maintain balanced competitive teams where the athletes can participate equitably and have fun playing hockey during the season.

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Third Party Evaluations

If the FMHA Board and association decide to perform evaluations using a third-party evaluation company, then all FMHA rules and regulations with regards to evaluations are superseded, and the evaluation process will proceed using the third-party evaluation companies plans and procedures for evaluations.

This may include, as an example, timed trials which are not allowed under the normal FMHA evaluation process. By electing to use a third-party evaluator, the board, association and members agree to let the third-party operate the evaluation per their procedures.

Player Evaluation – General

The evaluation committee will recommend to the board the method of Player evaluation (eg. FMHA runs, third party, combination) to be voted on at the July or August Board of Directors meeting to ensure whichever method is chosen enough time to have the process in place for the start of conditioning camp and evaluations.

Blank evaluation documents are used, and the evaluator presentation will be stored in the Drop box on the website if needed for future use.

Details on the selection criteria, evaluation process and blank evaluation documents will be posted on the FMHA website a week prior to conditioning camp start.

The FMHA evaluation schedule for the upcoming season will be posted to FMHA website as soon as available (watch our website for specific dates and times). Conditioning camp will normally begin in September.

Each player must attend more than 50% of evaluation sessions in order to be eligible to receive a final score from the evaluation committee.

There will be NO timed skating drills. Drills will assist evaluators in determining skating ability, both forward and backward, making and receiving a pass, skating with the puck, shooting, and game play.

Inter and Extra squad evaluation games may be scheduled, as they are available. Every effort will be made to expose all players in “game situations” to a team of evaluators for that age category.

U9 Evaluations

U9 players will all be evaluated as skaters. There will be no goalie evaluations at the U9 level.

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U13, U15 & U18 Regrouping

FMHA reserves the right to regroup players based on the results of previous evaluation sessions.

The FMHA Evaluation Committee provides the guidelines for evaluations to the evaluators at an Evaluators meeting. Evaluation guidelines are tailored to fit the needs of evaluation teams from U9 to U18.

Evaluators will be provided with an exact copy of the drills to be performed; in the order they will be executed. Each drill will be documented including an outline of the skills to be exercised.

The on-ice volunteers will inform the players of what the evaluators are looking for in the drills and scrimmages. All players will do the same drills at a particular level, which ensures a fair process. Key individual skills such as skating, shooting, passing, puck control and the players ability to play the game will be evaluated in both drill and scrimmage sessions. Each player will have an equal opportunity to perform in all evaluation sessions.

A team of evaluators evaluates players. Preferably 3 or 4 for each division.

Evaluation scores are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to rank players for the general membership. Under no circumstances will evaluation results be released to parents. The importance of the evaluation process is to evaluate effectively and equitably, and have players play at a level consistent with their skills and abilities. Furthermore, the FMHA does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent.

Evaluation scores/data are considered confidential and will not be released under any circumstances. The evaluation sheets after each session will be collected by the level director of that division or member of the evaluation committee, placed in envelope, sealed and given to the Data Entry Person. Raw evaluation data is only seen by the Data Entry Person (as selected by the evaluation committee) and is reviewed only by a sub-committee of the Evaluation committee (comprised of the Chair of the Evaluation committee and limited other members of the Evaluation committee as selected by the Evaluation committee) to ensure that no errors are present in the data entry.

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Evaluation sheets will be destroyed 30 days after team selection is completed. Computer records will be deleted at the end of the season.

All members involved in the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be discussed or released.

Injured Players

Injured players should contact a member of the Evaluation Committee before the first evaluation session or if an injury occurs during the evaluation process players need to notify the Evaluation Committee. Players returning from an injury (and not being able to meet the required number of more than 50% of the evaluation sessions) will be placed on the lowest team of any given Division and will be evaluated by members of the Evaluation Committee. The player must skate a minimum of one team practice prior to being moved up to the next level on the determination of the members of the Evaluation Committee. It may take more than one session and may need to see player in game situations. The number of players registered within a division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee's decision will be final.

Late Players

Players returning late to the FMHA from AA, AAA, or Junior team tryouts, will be placed on the second team of any given Division and will be evaluated by members of the Evaluation Committee. The player must skate a minimum of one team session prior to being moved up to the next level as determined by members of the Evaluation Committee. The number of players registered within a division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee's decision will be final. The FMHA has the right to refuse Late Players should the number of players per team be maximized in any given Division.

No Shows During Evaluations

Players who do not participate during the evaluation process without a valid reason will be placed on the lower team in each division and may be evaluated based on evaluation committee discretion. Should a player miss an evaluation session due to illness, family emergency, or any other previously arranged commitment, the player must contact a member of the Evaluation Committee and the Level Director. Upon his return, the player will be placed on the lowest team of any given division and will be evaluated based on the evaluation committee discretion. The player must skate a minimum of one team practice prior to being moved up to the next level as determined by members of the Evaluation Committee. The number of players registered within a division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee's decision will be final.

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It should be noted that depending upon when a player returns to FMHA's program for the current year, a player may play at a "lower level" due to such factors as Division Registration, team numbers and the number of players per team. For example, a player who missed evaluation and is capable at playing at the "A" level after being evaluated may have to play at the "B" level because the "A" level team has reached its limit for number of players per team. Every effort will be made to eliminate such a situation but it must be recognized that the FMHA has a responsibility to all its members and will not delay the implementation of its program.

Members of the FMHA Evaluation Committee, along with the level director for that division, will determine the "Player Count Cut-Off Line" based on the number of teams that will be created in a specific age category and the numbers of players that are to be included on each team. Teams may not be equal in numbers. The FMHA Board of Directors reserves the right to adjust any team number as necessary.

Example (not including goalies):

There are 45 players registered in a specific age group.

FMHA determines to create 3 teams

Each team will be comprised of 15 players

Example

Cut-off line between player C and D

Player A –110 point

Player B - 105 points

Player C - 100 points

Player D - 100 points

Player E - 100 points

Player F – 95 points

The coach may choose either D or E in the place of C.

Goaltender Evaluations

All players who are registered as "goalies" or who are playing the position of goalie will be evaluated as a goalie. If, for example, there is only one goalie registered for U11 and evaluated as a goalie, this does not mean he would be on the top team. There will be no evaluation for goalie at the U9 level.

The FMHA recognizes that the position of Goalie is a specialized position and will endeavor to provide evaluations that indicate this. The FMHA will therefore enlist specified goalie evaluators to do the evaluations for the goalies. The evaluation Committee will recommend a

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method for Goalie evaluations (FMHA or Third Party) and will be voted on at the July or August Board of Directors meeting to ensure whichever method is chosen enough time to have the process in place for the start of conditioning camp and evaluations.

Goaltenders are assigned to the respective teams based on their evaluation ranking. Where the number of goaltenders exceeds the number of teams in a specific grouping, the evaluation committee will determine the teams that will carry multiple goalies.

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Rules and Regulations 8 – Team Selection

After the raw data is compiled by the 'agreed upon' evaluation sub-committee, staggered meetings with the sub-committee and the associated level director will be held to select the teams. This is to try and minimize the exposure of evaluation data.

The goal of Evaluations is to ensure that all players are offered a fair and equal chance to make a particular team. In the case of excessive goalies or skaters, priority placement on teams goes to returning FMHA players, then is subject to registration dates.

Every effort will be made to ensure all teams have been selected before the CAHL deadline.

Team Notification

The general rule for team notification is the respected Level Director will notify the teams within their level. Head Coaches will be notified in similar time frame and will be given the contact information for their team.

Directors will attempt to contact all players within 24 hours of team selection.

Request for Re-Evaluation

If there is a protest of an evaluation, a letter requesting re-evaluation and \$100.00 non-refundable payment in cash is to be provided to the head of the evaluation committee. Requests for re-evaluation will only be considered on the basis that the evaluation process was done incorrectly, unfairly, or a term of the evaluation process was breached which resulted in an incorrect ranking of the player. Proof of this breach must be provided prior to the re-evaluation being approved.

The relevant Level Director, evaluation committee chair and members of the evaluation committee as chosen by evaluation committee chair will attend the team's practice to rank the players on the ice. If it is deemed necessary, they may request the player go to the next team to be evaluated there. Based on the session(s), the evaluation committee has the final say on where the player goes.

No request for re-evaluation will be granted on the grounds of the result alone. No request for re-evaluation will be accepted until after the first team practice.

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Rules and Regulations 9 – Coach Selection

The Coaching Committee will select coaches after the evaluation process and teams have been decided. Coach selections will not be finalized until it is determined where a coach's child will play.

The objective of the coach selection system is to maximize the likelihood that the person best able to develop the players within the Association is selected.

Preference will be given to coaches in good standing, having completed levels of the National Coaches Certification Program, who are currently coaching and who have actively supported the FMHA.

The Coach Selection Committee will select all coaches.

No coach is to be awarded a team, and no one should have prior knowledge of the Committee's recommendations before the Committee's recommendations have been received and approved by the Executive Committee of the Board of Directors.

Members of the Executive Committee of the Board of Directors are not eligible to Head Coach any teams of the FMHA while holding office. Such Member shall not participate in any decisions wherever there is a conflict of interest.

Selection of coaches also includes an appraisal of beliefs in and willingness to act in accordance with the Association's mandate, rules and regulations. An applicant's intentions as well as past performance are important input.

If a parent's coaching interest is restricted to the team the child plays on, then the player must be capable of playing on that team, i.e. he must be evaluated within the generalized group from which the team is selected.

All bench staff are required to obtain a criminal background check every three years. Managers will collect them and send them to the level director. Coaches are accepted based on having submitted the check. The process will be tracked in the HCR system. If checks come back with concerns, carding of coaches or bench staff is subject to review by the executive committee.

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Rules and Regulations 10 – Coach Certification, Coach Clinics

Coach Certification

As per Current Hockey Alberta Regulations and Requirements.

It is the responsibility of all bench staff (coaches, managers, trainers) to get the required certification before the deadline of **November 1st**. This includes making sure the certification is posted to your profile after completion. Bench staff failing to do so will either be individually deemed ineligible by HA or the entire team can be deemed ineligible. FMHA highly recommends getting your required certification as soon as you can and to avoid taking courses at the last minute.

Coach Clinics

The FMHA will hold coach applicants responsible and accountable to ensure that all applicant coaches are qualified and certified. The Association is also responsible in providing training and support to its coaches. Please contact FMHA Director of Development to register in coaching clinics. The FMHA will reimburse coaches for clinic costs. Pre-approval is required for coaching clinics outside of the required Hockey Alberta clinics.

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Rules and Regulations 11 – Trainer Certification, Injury Management and Return to Play

Trainer Certification

As per the current Hockey Alberta Guidelines all trainers are required to have Hockey Alberta Safety Certification and the FMHA requires First Aid certification. Certification will be tracked in the HCR system.

FMHA will reimburse the cost of courses.

Return to Play Guidelines

After a serious injury or illness, it is important that players return to practice and games in a way that promotes complete recovery and minimizes the risk of relapse or re-injury. Concussions and fractures will require written clearance by a medical Dr before the player may return to the ice. Other serious illnesses or injuries (including, but not limited to: sprains, strains, muscle tears, infectious illnesses) may require medical clearance before the player is able to return to play.

Safe return to play after a concussion must follow the guidelines established by Hockey Canada, available on the Hockey Alberta website. Documentation of every step is required to align with HA concussion policy.

The team trainer is a volunteer who assumes responsibility for player safety. If a trainer is unsure about a player returning to play after any injury or illness, they may request that the player get medical clearance before they are allowed to return to team activities.

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Rules and Regulations 12 – Team Management

Team Finances

1. It is strongly suggested that each team have two signing authorities to manage team financial accounts.
2. FMHA will provide a balance sheet template for the treasurer to update throughout the year.

Team Positions

- Immediate family members cannot be carded staff on the same team without permission from the FMHA executive.
- Members of the Executive Committee of the Board of Directors are not eligible to be Head Coach of any teams of the FMHA while holding office. Such Member shall not participate in any decisions wherever there is a conflict of interest.
- Members of the Executive Committee may hold other positions with the teams within the association such as Manager, Assistant Coach, Trainer, etc.
- All bench staff and the team manager are required to sign confidentiality agreements. (Addendum G) They will be collected by the Level Director and kept by the Secretary.

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Rules and Regulations 13 – Equipment

Parents are responsible to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada's requirements. Full safety equipment, including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for conditioning camp, try-outs, practices, warm-ups, or games.

Mouthguards are strongly recommended for all FMHA players, especially at the U13, U15, and U18 levels.

The FMHA shall provide each team with the following equipment: home and away jerseys together with two (2) garment bags, pucks, puck bag, and first aid kit.

The FMHA will provide each player with a set of socks at the beginning of the hockey season. Should a player require additional socks during the regular hockey season, they will be responsible for the purchase of their own socks in the FMHA team colors. U7 teams will receive one set of socks (home or away colors) per player.

A team may design their own jerseys. A jersey design has to incorporate Foothills Flyers colors and logo and must be approved by the FMHA Board.

Jersey handling and care should be assigned to one (1) individual per team. The jerseys should be washed on a regular basis and then hung to dry (do not dry in dryer as this will damage the silk screening). Garment bags are for transporting the jersey and the jerseys should be removed from the bags between games.

Name bars are only allowed to be put on and removed by an FMHA approved seamstress/ business.

The FMHA provides 1 set of goaltending equipment for all U7, U9, and U11 teams. Goaltending equipment is not provided to the U13, U15, and U18 teams. Goal sticks are provided to U7 and U9 teams only.

Any goalie equipment or jerseys requiring repair should be repaired as promptly and as needed. Please contact the Equipment Director if you have any damaged equipment.

Practice jerseys are available to teams during the regular hockey season and must be returned at the end of the season or teams will be required to pay the replacement costs for any missing jerseys.

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Equipment Deposit Policy

As part of the FMHA's inventory control program, a \$400 damage deposit is required **before jerseys will be released** by the Level Director. This deposit must be e-transferred to the FMHA Treasurer (treasurer@foothillsminorhockey.com) This applies to FMHA teams from U9 and up.

U7 teams are exempt from this equipment deposit requirement.

Each team is responsible for the prompt return of all issued equipment at the end of the season. Upon successful return, the full deposit will be returned to the team for distribution. Damage deposit cheques will be kept if the equipment is not returned.

The Equipment Director will communicate year-end equipment return dates and location to all teams no later than **March 1st** each year.

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Rules and Regulations 14 – Officials – Off-Ice

Off-ice Officials (timekeepers/scorekeepers) are required to conduct themselves in a **BUSINESSLIKE**, **SPORTSMANLIKE**, and **NON-VINDICTIVE** manner at **ALL** times. The actions of an Off-Ice Official **MUST** be above reproach. Actions such as “baiting” or inciting players or coaches are **STRICTLY** prohibited.

No one under the age of 18 years old is allowed in the timekeeper/scorekeeper’s box (excludes participating players and on-ice officials).

Instructions to Off-Ice Officials as per Hockey Canada’s Rules:

Off-ice Officials are to be treated with courtesy at all times by players and team officials.

Off-ice Officials are under the general supervision of the Referee for the playing of each game.

Off-ice Officials should follow the instructions as stated in the Hockey Canada Rule Book with reference to Timekeepers, Official Scorer and Goal Judges. They will save themselves from many unpleasant incidents if these instructions are followed.

Off-ice Officials shall refrain from criticizing the work of any other official at any time. The Penalty Timekeeper should keep the Penalty Bench from spectators; should there be any trouble in this respect, report the matter to the Referee.

Off-ice Officials should be at their respective positions a few minutes prior to the start of the game and subsequent periods.

When the Official Scorer obtains the team line-ups, he shall obtain the name and number of the Captain and Alternate Captain(s) of each team. This information shall be given to the Referee prior to the start of each game. If the Official Scorer encounters any difficulty in obtaining the team line-ups, he shall report this to the Referee.

Following the completion of the game the Official Scorer shall sign the Official Game Report and also see that it is signed by the Referee. The Report should then be sent to the appropriate branch or league office.

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Rules and Regulations 15 – Discipline and Suspensions

All disciplinary procedures and policies must adhere to and follow Article 13 of the FMHA Bylaws. The discipline process is incorporated in all aspects of the FMHA Breakaway Program.

The proceedings of all Discipline Committees shall be held in the strictest of confidence and any record of proceedings involving the **Discipline Committee shall be maintained in the personal possession of the Secretary of the FMHA in the strictest of confidence.**

The Vice President of the FMHA Board is the Chair of Disciplinary Committee. The balance of the committee shall consist of FMHA President, Treasurer, Development Director as well as the relevant level director. A member will not sit on the committee if it involves a family member, teammate or if a committee member would prefer to be excused for personal reasons. The Secretary shall attend all disciplinary meetings for the purpose of recording the minutes and handling all documentation.

Power and Delegation of Discipline

The power and delegation granted to the President or their Designate allows for effective and quick action against conduct considered detrimental to the game and its participants. The FMHA Board is prepared to enforce these provisions as required and is an integral part of the reporting and enforcement initiatives. The following lists individuals that have been delegated authority to assess suspensions on behalf of the FMHA:

- The President or their Designate has the power to suspend any coach, player, official or spectator of any team under the auspices of the Association for any conduct on or off the ice, which in the sole discretion of the President or Designate is deemed to be unbecoming or detrimental to the game.
- The President or their Designate shall have the power to prevent any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Association for any conduct, which in the sole discretion of the President or Designate is deemed to be unbecoming or detrimental to the game. Further, the President or Designate has the power to suspend the player, coach, team official or the team to which the spectator is attached.

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Severity of Discipline

FMHA follows Hockey Alberta's minimum suspension guidelines. See the Current Season Hockey Alberta Regulations for the current minimum suspension guidelines. The FMHA reserves the rights to enforce suspensions above these guidelines, as well as to enforce suspensions against parents and spectators.

All players, bench staff or parents issued suspensions or spectators ejected from a game are automatically subject to a written warning and depending on severity, a meeting with the Discipline Committee to review the incident. In addition to a written warning, disciplinary action may also include additional suspensions or expulsion from the association. All disciplinary issues will be reviewed on a case-by-case basis.

FMHA will further act on CAHL & Hockey Alberta issued suspensions per the outline below based on severity and occurrences.

1. MILD

a. Written Warning:

- i. This would be applied when it is a first offence that is less severe in nature. Upon a first offence, a written notification will be issued by the Disciplinary Committee. If a player is involved, the Coach and Manager of the player's team will be cc'd on the warning. Upon receipt of the warning, the player and parents must both sign and acknowledge receipt of notification and return to the Secretary within 48 hours of issue or further action may be taken (i.e. disciplinary hearing).

b. Disciplinary Hearing + Possible Additional Suspensions:

- i. This would be applied when a second offence has occurred within the season. The Disciplinary Committee Chair is to reach out to the Coach prior to the hearing to discuss and gather input as to whether additional suspensions should be applied. A Disciplinary Hearing notification is to be sent out to the player and parents within 48 hours of issue. Following the hearing, a summary letter will be sent for acknowledgement and must be signed by both the player and parents and returned to the Secretary within 48 hours of issue.

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2. MODERATE

- a. Disciplinary Hearing + Possible Additional Suspensions (Min. 2 Games):
 - i. This would be applied when multiple offences have occurred within the season and no remorse or acceptance of responsibility has been demonstrated. A Disciplinary Hearing notification is to be sent out to the player and parents within 48 hours of issue. Following the hearing, a summary letter will be sent for acknowledgement and must be signed by both the player and parents and returned to the Secretary within 48 hours of issue.

3. SEVERE

- a. Disciplinary Hearing + Possible Additional Suspensions (Min. 5 Games to Max. 3 Year Suspension):
 - i. This is for the most serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have re-offended multiple times or have not accepted responsibility for their actions. A Disciplinary Hearing notification is to be sent out to the player and parents within 48 hours of issue. Following the hearing, a summary letter will be sent for acknowledgement and must be signed by both the player and parents and returned to the Secretary within 48 hours of issue.

In cases where discipline action involves a Coach or member of the Bench Staff, a Disciplinary Hearing will be mandatory. All other protocols will be followed by the above.

All written disciplinary correspondence shall be sent out by the FMHA Secretary.

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

FMHA Suspension Guidelines for Abuse of Officials

Penalties – refer to Hockey Alberta Suspension Guideline 11.2

Match on Official | Hockey Alberta | Officials Committee

FIRST OFFENSE The first offense where an FMHA member is suspended for abuse of officials will result in a letter being issued from FMHA stating the member has been put on probation and that any further suspensions will result in an additional suspension from FMHA. The probation will be in effect for 1 year from the date of the offense, at which time the members record will be cleared.

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AN OFFENSE WHILE ON PROBATION A member who is on probation and is suspended will have 2 additional games added to his/her suspension by FMHA. The member will also be put on secondary probation notice

Definition of “Unacceptable Behavior”

Examples include, but are not limited to:

- Players, coaches or parents who intentionally/knowingly violate HA rules (i.e. the playing of ineligible players, ineligible coach on the bench)
- Players, coaches or parents that received repeated suspensions.
- Players or coaches whose HA infractions are of the most serious of offenses (i.e. intent to injure, abuse of a referee, third man in a fight, leaving the bench to fight, derogatory slur)
- Harassment of players, coaches, parents or any association volunteer by any member or volunteer within the association.
- Instances when we are dealing with adults who should know better.

Harassment

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Taking of any in appropriate videos or photos. Distribution, circulation or sharing through social media of any inappropriate photos or videos of any members or volunteers of the association.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing.
- Any form of physical assault or abuse.
- Any sexual offense.

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- Verbal or physical harassment and/or abuse of a game participant (coach, player, official or spectator).
- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment. This includes hostile and harassing behavior towards bench staff, team members, parents, committees or the board of directors.
- Social media postings that are bullying, threatening or hostile in nature.

Appeal Process

- Per Article 14 of FMHA By-Laws. See By-Law for full reference.
- An Appeal Tribunal may at the request of any involved party, review decisions of the FMHA, at cost of \$100.00. If the appeal is upheld, the \$100.00 fee is refunded, otherwise the funds go into the FMHA general fund account.
- The appeal must contain a clear and concise summary stating the grounds for the appeal. Notice of the appeal along with the \$100 must be submitted, in writing, to the President of the Foothills Minor Hockey Association within five (5) days from the date of discipline notification was received.
- The Appeal Tribunal shall consist of one (1) Member of the Executive, one (1) Member at large appointed by the President, and a third individual mutually selected by the first two (2) Members of the Appeal Tribunal.
- The Appeal Tribunal will respond to the appellant's request within (7) seven days of receiving the appeal (this includes the \$100 deposit) unless the matter of the appeal is extremely time sensitive, in which case the Appeal Tribunal will attempt to deal with the matter as soon as practically possible.
- The majority decision of the Appeal Tribunal shall be final and binding.

Suspected Abuse and Neglect

When any person has reasonable grounds, during Hockey Alberta business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta's General Manager should also be advised of the intent to report.

Hockey Alberta shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by Hockey Alberta.

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Rules and Regulations 16 – Ice

General

Practice ice and game ice is the property of the FMHA, and its use will be in accordance with the rules and guidelines set forth herein.

It is the responsibility of the FMHA Ice committee (including operations manager) to fully utilize all ice times made available by the Town of High River and Blackie.

The Ice Committee, in conjunction with the Operations Manager, will develop procedures to ensure fair allocation of game and practice ice times.

The FMHA Operations Manager will have the authority to contract the rental of ice from the Towns of Nanton, Stavely, Claresholm, Vulcan and Black Diamond, should there not be any ice available in High River or in Blackie.

Teams that do not use ice allotted to them for games or practices without notifying the Operations Manager in advance MAY forfeit future ice considerations and will be required to pay for said ice. 14 days notice must be given for cancelled practice or game ice (this includes any game changes made to CAHL league games) and 30 days for tournament ice per arena requirements. Exceptions for weather conditions may be made. Managers must confirm with FMHA Operation Manager that they are aware of the game changes.

Any changes to the rinks' flood schedules must be directed through the FMHA Operations Manager, who in turn will contact the Town's Arena Manager or Blackie Ag Society. Coaches and/or Team Officials are not permitted to instruct Zamboni operators to change ice-resurfacing times.

Practices

Practice schedules run for the full duration of the season, including playoffs.

At the conclusion of the Central Alberta Hockey League regular season play, FMHA teams not involved with League Playoffs or Provincials are entitled to up to two practices per week. All teams after regular season play may request ice and referees for Exhibition Games at the Team's expense. Any teams not making play-offs are entitled to ice for one extra exhibition game at FMHA's expense on top of the one exhibition game offered to each team. The Team will be responsible for officials. Teams involved in League Playoffs and/or Provincials will continue with two practices per week. All schedules will continue to go through the Operations Manager.

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Practice times are allotted to each team at the beginning of the season in a fair and equitable manner, with consideration given to the age of the players involved. Practice schedules are determined by the FMHA Ice Committee in conjunction with the Operations Manager. Ice time and schedules will be allocated to each team and will be dependent on budget and enrollment for the current hockey season. Both the large ice surface and the small ice surface will be utilized when determining the practice schedules for current year hockey teams in the FMHA. Morning practices may be assigned.

In the event there is not enough practice ice time available, the FMHA has the authority to schedule half ice practices on the large ice surface for the U9 and U11 Divisions.

There are no practices scheduled during the Christmas holidays.

Practices might be forfeited during the Provincial Play Downs. The Operations Manager will make every effort to reschedule practices. In addition, if practices are cancelled due to statutory holidays or events outside of the control of FMHA (i.e. Town of High River Christmas Family Skate night) teams have the right to have these rescheduled, and this can be allocated towards ice or field house use or for reduction of extra exhibition games.

Teams are asked to fully use their ice practices and are asked to respect the allotted ice time given to their team.

Upon elimination from playoffs all teams are responsible for IMMEDIATELY notifying the FMHA Operation manager of their intended conclusion of practice sessions. Each team is responsible for continued use of ice until the cancellation obligations are met as per these Rules and Regulations. No shows by teams for practice slots is not acceptable and may result in the team being responsible for cost of ice.

League Games

The Central Alberta Hockey League (C.A.H.L.)'s regular season normally begins the weekend following Thanksgiving in October.

The FMHA Operations Manager and CAHL Representative will provide the league with required home ice slots.

CAHL is responsible in establishing the game schedule for each division.

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Rules and Regulations 17 – Association Logo and Team Sponsorship/Fundraising

Association Logo

The FMHA owns all the rights and artwork for all official symbols, crests, letterhead, etc. related to the Association.

At no point can the FMHA logo be modified without the permission of the Board of Directors.

Team Sponsorship/Fundraising

Fundraising activities organized by the FMHA have priority over individual team fundraising activities. Specific team fundraising activities must not conflict or interfere with the Association's activities.

- FMHA must be made aware of any team fundraising by emailing the FMHA Treasurer by a team representative **before** commencing fundraising activities. **Allowing for five (5) days for review.**
- It is strongly advised that teams have one (1) fundraiser per team in one season. Choose your fundraiser according to your teams set costs and goals. If a second fundraiser is asked for; please be advised that it will only be approved by the Board of Directors if it is for unforeseen circumstance (ie: Provincials)
- Please note that game 50/50's do not require approval, however the proper AGLC license is the individual team's responsibility.
- It is the responsibility of the Foothills Minor Hockey Association Board of Directors to either approve or deny requests if they could be detrimental to the association.
- It is the responsibility of the Manager to ensure their team is compliant with all laws governing their raffle (ie. AGLC).
- Under no circumstance are teams allowed to solicit for sponsorship outside of businesses that team members have a personal connection to.

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Rules and Regulations 18 – Arena Protocol and Damage to Property

Individual teams and players will be held responsible for damages to the Bob Snodgrass Recreation Complex, to the Blackie arena and on exterior arena property caused by any team or team members. Individual teams and players will also be held accountable for damages made to dressing rooms in the other community arenas.

Any player or team causing damage to the Bob Snodgrass Recreation Complex, to the Blackie arena or on exterior arena property will be suspended until such time as the damages are paid in full. Duration of suspension may extend beyond repayment time.

There is a no drinking policy at both the Blackie and High River Arenas. Members of the FMHA attending FMHA activities caught consuming alcohol will face disciplinary action.

Video Recording and Cameras

Video recording devices are not allowed on team benches during games.

FMHA Policy for Electronic Devices in Dressing Rooms

For the safety and protection of its players, the use of any electronic device to send, receive or record a message or image (include text messaging) within the dressing room is strictly prohibited. Any players, parents, bench staff that have an electronic device with them, shall keep the electronic device stored while in the dressing room. Additional restrictions regarding electronic devices in the dressing room can be imposed by the Head Coach.

Electronic Devices include but are not limited to cameras, cell phones, personal digital assistants (iPads, tablets etc.)

If a Coach uses an electronic device as a teaching tool they must notify the Coach Coordinator and/or Board of Directors. Cell phones shall be used in case of emergency only.

Anyone caught taking pictures or videos in change rooms will face severe disciplinary action including possible expulsion from the association.

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Rules and Regulations 19 – Awards

The FMHA encourages all individual teams to conduct their own awards upon completion of their season.

FMHA will continue to award the following award each year:

MIKE RYAN MEMORIAL AWARD
VOLUNTEER OF THE YEAR

Any other awards and presentations given on behalf of the Foothills Minor Hockey Association are to be approved by the Executive Committee of the Board of Directors (with the exception of team presentations to coaches).

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Rules and Regulations 20 – U7 Program

The U7 Program has been established to properly develop players' basic skating and hockey skills under a planned format.

All U7 Program games include non-contact rules.

Teams in the FMHA U7 Program shall be made up of players not less than five (5) years old as of December 31 in the year of registration or as specified by the Board of Directors.

All players must play in their own age group, unless otherwise deemed necessary and authorized by the FMHA Board of Directors.

The U7 Program players are not officially evaluated. Teams are "split" evenly; number of players/team and skill level.

All U7 Program games shall be played on the small ice surface in at the High River Bob Snodgrass Recreation Complex or on a modified ice surface. We use the Hockey Alberta program standards.

At the end of each three (3) minute period, a buzzer will be sounded to ensure equal ice time. This buzzer will signal an automatic rotation of all players except the goaltender.

The FMHA U7 Level Director will establish the game schedule together with neighboring communities, participating in the U7 Program League.

The U7 Program teams practice once a week for one (1) hour on the small ice surface at the Bob Snodgrass Recreation Complex.

The U7 Program teams play one (1) game a week. Games are regularly scheduled on Saturdays.

All U7 Program players must wear full hockey gear, including CSA approved neck-guards and helmets.

Icing of the puck offside rule does not apply in the U7 Program. The FMHA U7 Program Divisional Director might introduce the offside rule at some point later in the season.

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Face-off rules apply only at the beginning of the game, and at the beginning of each 3-minute shift.

Minor penalties will expire at the sound of the buzzer.

Major penalties will result in player's disqualification for the remainder of the game. The severity of the penalty must be explained to the player and the parent by the coach after the game.

One (1) Coach or One (1) assigned referee will officiate U7 Program games. FMHA will be responsible for paying the referee. The game fee paid to referees will be based on current rates. Referees typically starts in the New Year.

All U7 Program coaches (on ice coaches) are required to complete the Hockey Canada Intro to Coach course.

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Rules and Regulations 21 – Referee Payment

Referees are provided to FMHA by a local Referee Association.

The FMHA Operations Manager submits the weekly game schedules to the Referee Association Referee Assignor.

FMHA is responsible for the scheduling and payment of all U7 level referees.

The local Referee Association will submit an invoice to FMHA on a monthly basis.

FMHA is responsible for referee payments for **LEAGUE GAMES AND PROVINCIAL PLAY DOWN GAMES ONLY**.

FMHA is **NOT** responsible for referee payments for **EXHIBITION GAMES**. Each team is responsible for paying referees immediately after exhibition games.

FMHA is **NOT** responsible for referee payment for **TOURNAMENT GAMES**. The Referee Association is to invoice the teams directly for referee payment.

The Referee Association establishes referee fees and travel fees based on Hockey Alberta's current Referee Rates. Refer to Hockey Alberta Regulations, Section I, Referee Rates.

Hockey Alberta Officials Rates

The Referee Association will provide the following number of referees/division:

- U9 A – a minimum of two men, three men when possible
- U9 B & C – two men (a minimum of two men, three men when possible for tournament semi-finals and finals)
- U11 A – a minimum of two men, three men when possible
- U11 B & C – two men (a minimum of two men, three men when possible for tournament semi-finals and finals)
- U13 A, B, C, U15 A, B, C, U18 A, B, C – a minimum of two men, three men when possible

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Rules and Regulations 22 – Tournament Sanction Numbers and Travel Permits

Tournament Sanction Numbers

A tournament sanction number is required by Hockey Alberta when a team wishes to host a home tournament. The FMHA Operation Manager will provide each Division with its respective tournament sanction number.

Travel Permits

Travel permits are required for teams traveling to all non-league games (CAHL, SACHL, Rockies) **whether inside or outside of Zone 5**. This includes exhibition games, tournaments and all Intro to Hockey (U9, U7) games. Travel permits are not required for league play as all league games played within the Central Alberta Hockey League (C.A.H.L.) are sanctioned under the umbrella of Hockey Alberta. Zone 5 and Zone 6 teams participate in the C.A.H.L.

The following rules are to be adhered to by the Coaches/Managers of the FMHA. Failure to abide by these rules will result in the following penalties: a) first offence – a two (2) week ban on travel permits, and b) second and any subsequent offence – a four (4) week ban on travel permits.

- All Hockey Alberta sanctioned teams **MUST** be in possession of a Travel Permit when traveling for non-league games or tournaments.
- Receipt of the Travel Permit **MUST** be confirmed at least twenty-four (24) hours prior to the game or first tournament game.
- FMHA teams must have a copy of their Travel Permit with them at the game or tournament and place the Travel Permit number on each game sheet.
- FMHA Travel Permits will **ONLY** be available through the FMHA Operation Manager.
- Game sheets for exhibition games or tournament games **MUST** be forwarded to the FMHA Operation Manager within twenty-four (24) hours of the completion of the exhibition game or tournament.
- FMHA teams are responsible to ensure that any exhibition or tournament game played is accompanied with a Travel Permit.
- Teams **MUST** also ensure that their opponent has the appropriate Travel Permit if required and that they have placed the Travel Permit number on the game sheet.
- If the Coach/Manager cannot confirm if his opponent has the appropriate documentation, **THE GAME MUST NOT BE PLAYED**.

There are no exceptions to the Travel Permit Regulations.

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Evaluation Commitment Policy

If a registered player leaves the association during or after 2 evaluation skates to move on to another minor hockey association or to a private league to play the season, the following will occur.

1. Suspension from registering with FMHA for the next season:

The player who leaves under the specified circumstances will be suspended from registering with Foothills Minor Hockey Association for the following season.

2. Inability to participate in tryouts:

The suspended player will not be allowed to participate in tryouts for the following season, further limiting their options.

3. Limitation on trying out for outside association (Foothills Bisons AA):

The policy aims to restrict players from trying out for FBAA (elite branch of FMHA) because they cannot register under the governing body of FMHA.

4. Exception for players trying out for FBAA and leaving the association in the same year without FMHA tryouts/ evaluations:

An exception is mentioned for players who try out to FBAA, get released, and leave the association in the same year without participating in FMHA tryouts or evaluations. In this case, they can register again for the following year.

5. This policy is intended for players leaving FMHA to play elsewhere. It does not include players who just decide not to play the current season and does not include players who are injured before, during or after the evaluation process

The purpose of this policy is to protect other members who stay and play in FMHA. Decisions are made in every division based on the numbers we have registered. By players leaving during the process or after selection it affects all players and teams in that division.

It's essential for players, parents, and stakeholders to carefully review and understand the implications of this policy. If there are any specific questions or concerns, it's advisable to contact the Foothills Minor Hockey Association directly for clarification and additional information.

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Addendum A – Break Away Conduct Management Plan

Foothills Minor Hockey Association Code of Conduct “Break Away” Management Plan

Introduction

Over the past several years it has become increasingly apparent that participating in the Game, whether as a player, coach, official, spectator, or administrator has become less and less enjoyable. People are leaving the game for the wrong reasons. Unacceptable conduct by coaches, players, officials and spectators is increasing both on and off the ice.

This Conduct Management Plan is for all members of the Association. With this plan, the Foothills Minor Hockey Association wants to address the fundamental values of the game:

- Shared Respect for all participants of the game.
- Development of the players, coaches, and officials involved in the game.
- Fun while participating in the game.

In order to achieve this, the FMHA wants to BREAK-AWAY from the past and present problems our great game is experiencing, and focus on respect, positive development, and fun. The BREAK-AWAY Conduct Management Plan is not a short-term solution to the serious problems the game is facing. It has been created as a long-term guiding principle for the minor hockey program in Foothills.

Foothills Minor Hockey Association Philosophy

FMHA views the BREAK-AWAY program as support and confirmation to our many coaches, players, officials, parents, and volunteers who are in the majority and who have always participated in the game following the fundamental principles of respect, positive development, and fun. We see 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 BREAK-AWAY program 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. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the BREAK-AWAY program to make our game even better.

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Objectives of the BREAK-AWAY Program

To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct which provides:

- Respect for other participants
- Respect for the great game of hockey
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy

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.

This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behavior of players, coaches, officials, or spectators.

The focus is on achieving the BREAK-AWAY program objectives. Confrontation should be avoided. Practice the "24 Hour" rule and then report the incident, as it is an important step in attaining the programs objectives.

Complaint Handling Procedure

Types of behavior which constitute unacceptable conduct include, but are not limited to:

- Violation of the Parents, Players or Coaches Pledge.
- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing.
- Any form of physical assault or abuse.
- Any sexual offense.
- Verbal or physical harassment and/or abuse of a game participant (coach, player, official or spectator).

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- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment. This includes hostile and harassing behavior towards bench staff, team members, parents, committees or the board of directors.

See FMHA Rules and Regulations Section 17 for further definitions of unacceptable behaviors.

Implementation Trigger

- The reporting of unacceptable behavior by a coach, player, official, spectator, or administrator 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.

Reporting Process

- If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a coach, player, official, spectator, or administrator, is serious enough to warrant a formal complaint, then an Incident Report Form (Addendum E) must be completed.
- ii) The Incident Report Form must be submitted to President and Vice President, via email.

Responsible Reporters

- If, in the opinion of a Coach, Player, Official, Spectator, or Administrator an individual is verbally or physically harassing or abusing a game participant (coach, player or official), at the next stoppage of play, the offending individual will be identified and through discussion with one or both coaches, request that the offending individual(s) cease this unacceptable behavior. If the behavior continues, the official will document the offense on an incident report form or the back of the game sheet. A copy of the write-up will be forwarded to (the Association's designated individual outlined in step 3.b.ii), triggering the complaint handling process. The FMHA's Executive Committee Members are responsible for the management of the BREAK-AWAY plan and will determine if an investigation team is required or the President or Designate can deal with the matter.

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Investigation and Enforcement

- If an Investigation Team is required, the team will be established and the investigation will be conducted per Section 15 Discipline and Suspensions of the FMHA Rules and Regulations. Consideration will be given to help meet the objectives of the plan.
- Any resulting disciplinary action we follow guidelines set out in Section 15 Discipline and Suspensions of FMHA Rules and Regulations.

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Addendum B – Parent’s Pledge

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All parents are asked to sign this pledge to show their support for the principles of Fair Play.

CODE OF CONDUCT FOR PARENTS

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I recognize officials are being developed in the same manner as players, and will be supportive of their decisions during games.
9. I will support all efforts to remove verbal and physical abuse from the hockey environment.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT

PLAYER NAME _____

DATE _____

SIGNATURES:

PARENT _____

PARENT _____

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Addendum C – Players Pledge

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All players are asked to sign this pledge to show their support for the principles of Fair Play.

CODE OF CONDUCT FOR PLAYERS

1. I will play hockey because I want to, not because someone else wants me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper so I do not spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT

PLAYER NAME _____ DATE _____

SIGNATURE:

PLAYER _____ TEAM _____

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Addendum D – Coaches Pledge

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All coaches are asked to sign this pledge showing their support for the principles of Fair Play.

CODE OF CONDUCT FOR COACHES

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT
NAME _____ DATE _____

SIGNATURE:

COACH _____ TEAM _____

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Addendum E - Incident Report Form

Submit completed form via email to:

President: president@foothillsminorhockey.com

Vice President: vice_president@foothillsminorhockey.com

This form is to be utilized by anyone in the Foothills Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME (S) OF ADDITIONAL WITNESSES _____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed.

- Please use blue ink or type the report.
- Reports that are not legible will not be reviewed.
- You can expect an official to investigate your report.
- Unfortunately, a written response to all reports is not possible, as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

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Addendum F - Evaluations Disclaimer

--Insert current season here--

The FMHA and its Evaluation Committee will make every effort to place players on teams of appropriate skill and minimize player movement.

Players will be evaluated by a team of evaluators, selected by the Evaluation Committee established by the FMHA Board of Directors.

Evaluations are documented and remain confidential.

Individual evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to rank players for the general membership. Under no circumstances will evaluation results be released to parents. The importance of the evaluation process is to evaluate effectively and equitably, and have players play at a level consistent with their skills and abilities. Furthermore, the FMHA does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent. The Members of the Executive and Evaluation Committee of the Board will not release evaluation any data.

Evaluators or volunteers that are involved with any of the evaluation data are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released.

I have read the above and will abide by the Foothills Minor Hockey Association's confidentiality evaluation rule.

Name

Date

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Addendum G – Confidentiality Agreement

Foothills Minor Hockey Association Confidentiality Agreement

I, _____ of _____
(name) (address)

In the Province of Alberta, agree that my work for Foothills Minor Hockey Association (“the association”) shall be strictly on the following terms and conditions:

1. I acknowledge that I have been advised by the association that all information and documents that I may have knowledge of or access to through my work for the association are strictly confidential.
2. I undertake and agree at all times to treat as confidential all information acquired through my work for the association, and not to disclose same except as authorized in the course of my work or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the association. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my work or by law.

I understand that this agreement and undertaking includes:

- i. Never discussing the personality of a member or player, his or her information or any details thereof with anyone other than an employee or board member of the association directly concerned;
- ii. Avoiding the use of names of members or players in conversations with other members, players, friends or relatives;
- iii. Ensuring that disclosures of information are made only to persons entitled to that information;
- iv. Ensuring that conversations relating to members, players or other association business are not conducted in the lobby, arena or in public areas where conversations may be heard by other than association employees or board members; and
- v. Enduring the confidential or personal matters concerning association staff, members or players are not divulged or discussed unnecessarily with other employees, members or players.

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3. Duty of Confidentiality

- i. An association volunteer or employee shall hold in strict confidence all information concerning the business and affairs of members and players acquired in the course of association business, regardless of the nature or source of the information or of the fact that other may share the knowledge, and shall not divulge any such information unless disclosure is expressly or impliedly authorized by the member, player's parent/guardian, or is required by law or by a court.
 - ii. An association volunteer or employee shall take all reasonable steps to ensure the privacy and safekeeping of a member or players' personal and confidential information.
 - iii. An association volunteer or employee shall not disclose the fact of having been consulted or retained by a person unless the nature of the matter requires such disclosure.
 - iv. An association volunteer or employee shall preserve all members' or players' secrets even after the member or player ceases to be a member of or player for the association, whether or not differences have arisen between them.
 - v. I understand and acknowledge that, as a volunteer or employee of the association, I am required to honour and be bound by those provisions in the same manner as all the volunteers and employees in the association, even after I cease to be a volunteer, employee or member of the association.
4. I understand that compliance with the confidentiality requirements of the association is a condition of my work and that failure to comply may result in termination of my membership or employment by the association.
5. I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my membership or employment.
6. I have been advised that I have the right to seek independent legal advice prior to signing this agreement.

SIGNED at _____, Alberta, this _____ day of _____, 20____.

Signature of Volunteer or Employee

Witness