

Fort Saskatchewan Minor Hockey  
Policy and Procedures Manual

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## **1.0 Mission Statement**

In that the game of hockey is a team sport that provides a means for bringing people together in a healthy atmosphere of competition, the objectives of Fort Saskatchewan Minor Hockey (FSMH) shall be:

- to promote hockey as a means of providing an enjoyable and rewarding learning experience for players and participants
- to promote and develop player skills and abilities
- to promote and develop sportsmanship, fair play, pride, and achievement through involvement
- to promote an environment where each player has an equal opportunity to participate and develop
- to recognize and address the needs of player development for both recreational and professional purposes
- to keep in balance the development of every player on the team with the goal of being competitive
- to promote and develop players towards being responsible adults that the City of Fort Saskatchewan can be proud to have as ambassadors
- to maintain affiliation and abide by the constitution and bylaws of the Fort Saskatchewan Minor Sports Association (FSMSA), Canadian Hockey Association (CHA), and Hockey Alberta (HA)
- to abide by the policies and regulations of those leagues in which FSMH teams participate, providing these in no way contravene the preceding outlined governing bodies.

## **2.0 Terms of Reference**

Under the umbrella of the Fort Saskatchewan Minor Sports Association (FSMSA), the Fort Saskatchewan Minor Hockey (FSMH) Executive was formed to organize and administer all aspects of minor hockey and its operations within the City of Fort Saskatchewan.

## **2.1 Executive Powers and Duties**

The FSMH Executive may consist of up to 23 (twenty three) elected members. Any executive positions left vacant following the AGM will be filled through an election process by motion, by an Executive majority, with full voting privileges, at subsequent executive meetings. The FSMH Executive shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Public Relations Director, Ice Allocator, Tournament Director, Equipment Director, Registration Director, Ways and Means Director, Technical Director, Sponsorship Director, Midget Director, Bantam Director, PeeWee Director, Atom Director, Novice Director, Initiation Director, Senior Female Director, Junior Female Director, and 2 Elite Directors.

### **Policy:**

FSMH shall ensure that the business and affairs of FSMH are conducted in accordance with the FSMH Policies and Procedures Manual. In general, the Executive supports a position of open access to FSMSA members and shall give full consideration to the affairs brought to its attention by any member.

Should any discrepancies or gaps exist in the FSMH Policies and Procedures, then Hockey Alberta Bylaws and Regulations will become the governing document.

### **Guidelines:**

The Executive shall:

- determine the general policies with respect to the organization, administration and operation of FSMH at all levels
- provide for the development of players, coaches, referees and officials.
- consider questions brought in written form before it with due consideration of the opinions of the petitioner
- have the power to fill by nomination and election by a majority, at any regularly scheduled Executive meeting, any office of vacancy which may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate. Such positions have full voting rights and their positions become up for election following the Election Procedure in Policy 4.1., when they come due.
- have the power to suspend or discipline any player, team official, league representative, team follower, parent, Executive member, or FSMSA member for conduct in contravention of FSMSA/FSMH Policies and Procedures, as well as those of the CHA, Hockey Alberta and league associations which govern rules of play
- elect Executive members from the general membership at the Annual General Meeting. Members of the Executive shall hold office until their successors are duly elected, or re-elected.
- have the power to rescind, alter or add to its main Policies and Procedures Manual at routine or special meetings. Such a resolution must be passed by a majority of not less than 2/3 (two-thirds) of the FSMH Executive present, and adequate notice must be provided by the President prior to the meeting outlining the nature and details of changes.

## **2.2 Membership**

To hold membership in the FSMH, one must have a valid FSMSA membership.

### **3.0 Administration**

#### **Annual Budgets**

The FSMH President shall be responsible for presenting an annual budget to the FSMSA, which accurately reflects all financial aspects of the hockey operations, by the 31<sup>st</sup> of July each year.

In addition to the Treasurer, the following people must be involved in the budget procedure:

- President
- 1<sup>st</sup> or 2<sup>nd</sup> Vice President
- Ice Allocator

#### **3.1 Accounting and Auditing:**

The Treasurer and the FSMSA Treasurer or the MSA office accounting clerk shall work together to prepare and administer an adequate system which shall, in accordance with approved accounting procedures, assure correct measurement and control of revenues and expenditures of FSMH operations.

- on a monthly basis, the President and Treasurer shall receive and review the financial status, reporting variations exceeding 10% of budget to the Executive. Explanations and contingencies, backed by the approval of the Executive, will be required to assure the organization remains solvent
- extraordinary items dealing with revenues/expenditures, including FSMH Executive expenses, must be discussed and approved in the form of a resolution approved by the Executive during regular or special meetings
- the books, accounts and records of the FSMSA as they pertain to the FSMH, are audited at least once a year
- a year end report should be made available to the FSMH membership at the end of the hockey season and tabled at the Annual General Meeting

#### **3.2 Meetings**

##### **Regular Meetings:**

Meetings of FSMH Executive shall be held as often as necessary. Unless cancelled for summer recess, they shall take place on a monthly basis.

##### **Special Meetings:**

A special meeting may be called on the instructions of the President or any 3 (three) Executive members of the FSMH, providing all Executive members have been duly informed. No business can be conducted unless there is a quorum of Executive Members in attendance.

##### **Quorum:**

A quorum of the Executive shall consist of one member more than 50% of the filled positions on the Executive, with a minimum of 12. Vacant positions are excluded for purposes of calculating quorum requirements.

##### **Attendance:**

As part of each member's commitment to the board, attendance at Regular Meetings is mandatory. Understanding these are voluntary positions and circumstances do arise which may make it difficult to attend all meetings, all members must attend an minimum of 7 Regular Meetings per year and are not permitted to miss more than 2 Regular Meetings in a row.

In the event a member is unable to fulfill these attendance requirements, sanctions towards the member may take the form of :

- A written reprimand
- A loss of voting rights
- An expulsion
- A combination of the above

The President shall ensure that each incident is reviewed and dealt with by a committee of not less than three people.

#### **Annual General Meeting (AGM):**

- FSMH shall hold an AGM open to all FSMSA members in good standing, at least once per hockey season. Due notice of the Annual General Meeting will be advertised to all participating members and those interested in the hockey program, with a minimum of six weeks notice.
- people who wish to fill an executive position must send in their self nomination to the FSMSA office no later than 21 (twenty one) days prior to the AGM. The FSMH membership shall hold a vote for executive positions that have more than 1 nominee at the AGM. The newly elected Executive members shall then form part of the FSMH Executive Board for 2 year terms.
- only members of the FSMSA and FSMH in good standing may attend the AGM, and are eligible to vote. Proxy votes are not allowed. Members have the privilege of standing for, or nominating a representative for election for each position. Positions, terms and duties thereof are detailed in Article 4.0 of these regulations.
- amendments to the FSMH Policies and Procedures cannot be made at the AGM. However, attendees at the AGM can express their concerns and elect members that are dedicated to working on the FSMH Board to promote and institute their consensus.
- FSMH should use the AGM to respond to concerns and report details as to their ideas, initiatives, and policy changes in relation to the operations of the minor hockey program.
- FSMH membership can petition FSMH at least 21 (twenty-one) days prior to an AGM with a written request to the President for any topic they wish to have added to the agenda.
- an annual report from all Directors and Level Directors is to be made available and filed with the minutes of the AGM.
- any FSMSA member in good standing that wishes to run for any vacant executive position at an AGM, must drop off a letter of intent, which will include the position that they are applying for as well as a contact address and phone number, to FSMSA no less than 21 days prior to the scheduled AGM.
- the agenda for the AGM will be finalized at least 14 (fourteen) days prior to the meeting. FSMH Executive members shall receive the agenda by e-mail. As well, copies of the agenda and the names of the individuals who are applying for positions will be posted on the FSMH website, and made available at the FSMSA office for the general public.

### 3.3 Conduct of Regular Meetings

#### Order of Business

The following forms a guideline for the order of business at any regular meeting. The agenda may be modified if required.

1. Reception of Visitors
2. Review/adopt the Agenda
3. Review/adopt Minutes of Previous Meeting (Regular/Special)
4. Old Business
5. Reports:

All reports will be posted on the FSMH Website for review by the FSMH Executive. These reports will be placed in a secured location only accessible by the Executive Committee members. The Vice Presidents will be tasked with formally reviewing all the reports and will determine if any information from the reports needs to be brought to the meeting for board resolution. Should any of the other committee members feel there are items in the reports which require board resolution, they will be required to communicate this to the respective Vice President. The Vice President will make the final decision on what is brought to the meeting. Board reports which will be posted include the following:

Mentorship/Development  
Sledge Hockey  
Treasurer  
Registration  
Ice Allocator  
Midget  
Bantam  
PeeWee  
Atom  
Novice  
Initiation  
Senior Female  
Junior Female  
Equipment  
Public Relations  
Sponsorship  
Ways and Means  
Tournament  
Technical  
Elite  
MSA  
Correspondence

6. Leagues: All league reports will also be posted on the website.

AA Council	AMHL	ERBHL
AMMHL	AMBHL	
ACCHL	1660	
REM15AA	REMAA	
Elk Island	ECPWHL	

7. Working Committee Updates

8. New Business
9. Adjournment

**Minutes:**

The minutes of FSMH meetings shall include a record of those in attendance, motions considered and their disposition..

The minutes shall be posted for Executive committee review within 3 (three) days following the meeting. Copies of the meeting minutes shall be kept on file at the FSMSA office and be available for review by any FSMSA members. Records retention for FSMH meeting minutes is 3 years + current.

**Voting:**

Every Executive member present shall vote on every matter unless excluded by a majority of the Executive from voting by reason of perceived conflict of interest.

The only time that the President will vote is in the event of a tie vote by the members present. He/she will cast their vote in order to break the tie.

**Motions:**

- Each member shall have the privilege of proposing motions for consideration by the Executive with a requirement of a seconder.
- On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate. However, closure shall not take place until every member choosing to speak has had the opportunity to do so.
- Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer.
- A proposer has the right to withdraw the motion at any time.

**3.4 Sponsorship**

FSMH shall encourage corporations, businesses, and organizations to become sponsors of the FSMH program. Sponsorship fees and guidelines for sponsors shall be set by the FSMH Sponsorship Director and approved by the Board. Each Sponsor will be provided with, but not be restricted to the following:

- a team photo and Certificate of Appreciation
- Coaches/managers shall provide the sponsor with a game schedule as a courtesy, as well as a thank-you letter
- invitations to any special events, i.e. an appreciation evening

## **4.0 Executive Positions**

### **Elections**

Elected in even numbered of years for two year terms:

President	Registrar
Initiation Director	Elite Director (1)
Treasurer	2 <sup>nd</sup> Vice President
Ice Allocator	Technical Director
Midget Director	Senior Female Director
Peewee Director	Atom Director

Elected in odd numbered years for two year terms:

1 <sup>st</sup> Vice President	Secretary
Ways and Means Director	Sponsorship Director
Bantam Director	Public Relations Director
Novice Director	Equipment Allocator
Junior Female Director	Elite Director (1)
Tournament Director	

## **4.1 Roles/Responsibilities**

### **President Responsibilities:**

- overall direction of FSMH
- supervision and direction of all Executive members, including standards of performance, sphere of control, and disciplinary action
- oversees preparation of agenda by the Secretary for Executive meetings
- schedules, presides over, and controls Executive meetings
- oversees the preparation of annual budget and financial statements
- maintains contacts with other hockey oriented regulatory and resource groups
- serves as a member of coach selection, grievance, and disciplinary committees
- becomes Past-President in an advisory capacity
- has signing authority
- attends or appoints a designate to FSMSA, HA, league and other meetings
- performs all required press releases through the media as required by the Executive
- oversees the operations of all level teams and their Directors

### **1<sup>st</sup> Vice President Responsibilities:**

- runs meetings in the President's absence
- serves as an alternate in attendance at various hockey oriented regulatory, league and resource groups
- oversees the operations of the Elite, Midget, Bantam, Pee Wee Rep and Atom Rep teams and their Level Directors
- oversees FSMH hockey, power skating, and coaching schools/clinics.
- oversees application for government/industry grants
- reports to the President

### **2<sup>nd</sup> Vice President Responsibilities:**

- oversees the operations of Peewee HL, Atom HL, Novice, Initiation, and Female teams and their Directors
- runs meetings if both the 1<sup>st</sup> Vice President and the President are absent
- reports to the President

### **Secretary Responsibilities:**

- records the minutes of all meetings and circulates them to all Executive members and to the FSMSA file.
- maintains files with all previous pertinent data
- attends all Executive meetings
- has charge of all Executive records
- maintains and updates the FSMH Policies and Procedures Manuals as required
- performs such other duties as designated by the President
- reports to the President

**Treasurer Responsibilities:**

- maintains, in conjunction with the FSMSA office staff, all FSMH accounting records and back-up data
- prepares purchase orders on request from authorized Executive members
- prepares financial statements for presentations at monthly and annual meetings
- works with Ways and Means Director to assure that all teams properly document and report fund raising and gaming revenues
- works with the Tournament Director to ensure that teams submit payment for their tournament ice bills
- ensures that teams pay for their extra ice usage
- has signing authority
- reports to the President

**Public Relations Responsibilities:**

- administer the public relations program and ensure that hockey constantly remains in the public eye
- ensures that FSMH has a webmaster and monitors content of the FSMH website
- co-ordinate all advertising for FSMH, which may include: registration, Annual General Meetings, special meetings, special events, and coach applications
- in co-ordination with other Executive members, prepares and distributes via the website, newsletters to keep the general membership informed
- post relevant articles on the web site and bulletin boards at the arenas and encourage the membership to do likewise. In addition, encourage the teams/directors to post current statistics.
- submit articles regarding FSMH to surrounding publications (i.e. Minor Hockey News, Hockey Directory)
- register FSMH with organizations that will promote our tournaments and programs
- reports to the President

**Ice Allocator Responsibilities:**

- schedules all game and practice ice times for FSMH teams
- reports on a regular basis to the Executive concerning problems
- follows up on ice use by teams and ensures full utilization
- fairly distributes extra/available ice among minor hockey teams and bills the teams accordingly
- oversees scheduling of special events with the Technical and Tournament Directors (i.e. skate-a-thon, schools, clinics, tournaments, etc.)
- follows up on complaints by ice users and City supervisors
- has signing authority
- reports to the President

**Tournament Director Responsibilities:**

- co-ordinates all annual FSMH tournaments
- researches and obtains information regarding tournaments in other areas
- assists individual teams with their tournaments as required
- obtains sanction permits, special permits and travel permits as required
- prepares and sends out the tournament invoices to all of the individual teams and tracks their payment along with the Treasurer
- reports to the President

**Equipment Allocator Responsibilities:**

- purchases and maintains all equipment
- maintains a record of current inventory and files a copy with the minutes and with the FSMSA for insurance purposes
- maintains reasonable access for equipment inquiries by teams
- obtains best prices possible for equipment, but is to buy locally if prices are competitive
- extraordinary, non-budgeted equipment needs must be approved by FSMH before purchase
- on high priced equipment (i.e. goalie pads), competitive bids must be obtained to assure fair price is negotiated
- ensures that a record of all equipment released during the off season is maintained and a substantial deposit is paid
- arranges for handling, storage, repair, cleaning and inventory of equipment
- is the only person that is authorized to purchase new equipment from suppliers
- reports to the President

**Registrar Responsibilities:**

- register all players and team staff
- keeps all documentation relating to registration of players with FSMH as well as with Hockey Alberta (e.g. carding)
- ensures that all players/coaches are properly registered in the HCR system
- ensures that team and affiliation lists are completed properly and on time
- prepares a rollup of players for the next season in order to accommodate proper budgeting
- compiles a directory of all players regarding name, address, and phone numbers
- has signing authority
- reports to the President

**Ways and Means Director Responsibilities:**

- co-ordinates fund raising functions (dances, 50/50, raffles, casinos, etc.)
- arranges for temporary volunteers to assist FSMH with projects
- arranges for photographer for FSMH team photos
- assists Vice President with application for government and industry grants
- co-ordinates schedules for JRC/SPX concession support staff and reports to the FSMSA 2<sup>nd</sup> Vice President on concession issues
- reports to the President

**Technical Director Responsibilities:**

- maintains a regularly updated database as required by Hockey Alberta of all coaches and their coach levels and certification
- co-ordinates coach, manager, and trainer clinics as required by Hockey Alberta
- co-ordinates goalie sessions/clinics
- co-ordinates hitting, power skating and hockey schools with the aid of 1<sup>st</sup> Vice President
- reports to President

### **Sponsorship Director Responsibilities:**

- obtains new, and maintains existing sponsors
- sets the sponsorship fee rates with FSMH Board approval
- follows up with team pictures and game schedules to sponsors
- sends out invoices to sponsors to collect sponsorship fees
- provides updated reports at executive meetings
- ensures that sponsor cresting is done, along with the Equipment Allocator
- solicits and secures a sponsor for each team
- advises sponsors of special functions and tournaments
- assures teams provide publicity for their sponsors
- reports to the President

### **Level Director Responsibilities:**

- bring forward all names of potential coaches to Executive for ratification before any involvement with the team members.
- co-ordinate and set up team selection in conjunction with Evaluation Committee
- co-ordinate and set up coaching selection in conjunction with the Coaching Selection Committee
- ensure that coaches and managers fulfil obligations to their team and FSMH
- serve on grievance and disciplinary committees as required
- work with the Ice Allocator as required to ensure that teams have adequate practice and game ice allocation
- prepare and propose changes or amendments to hockey program as needed
- report monthly to FSMH
- table and provide an annual summary of level operations at the AGM
- Directors of Initiation, Novice, Atom B, Peewee B, and the Female teams report to the 2<sup>nd</sup> Vice President
- Directors of Atom Rep, Peewee Rep, Bantam, Midget, and Elite teams report to the 1<sup>st</sup> Vice President
- ensures that the FSMH uniform policy is enforced
- oversees the return all of FSMH equipment and uniforms
- ensures that tryouts are run with proper evaluators and that team selection is done in a proper fashion
- co-ordinates player movement between teams (final movement must be made before November 1<sup>st</sup> for all "B" level teams)
- works with the Registrar to ensure that team and affiliation lists are completed properly and on time
- attend at least one of each of their teams' games and practices per month
- attend league meetings and strive to place their teams in the proper divisions in these leagues to allow them to compete and succeed
- attends season opening, or other, parent and coaches meetings with the teams in their care in order to become known to the teams and be accessible.
- review team budgets and get approval from the parents, and then FSMH
- must have monthly meetings with coaches to get progress reports
- reports to the President

## **Elite Level Director Responsibilities:**

- report to the 1st Vice President and the President
- recruit possible coaches to interview
- take part in the interview process and recommend coach selections
- ensure that prospective coaches are placed on the proper teams
- encourage mentorship amongst coaches
- refine the budgets for the 3 teams and present to the FSMH board and the potential coaches
- work with the coaches to recruit players from throughout the Zone to come to tryout camps
- work with the coaches to improve their skills and qualifications
- be fully involved in the tryouts for those teams to ensure that the FSMH Policies and Procedures are followed and the best players are selected
- hold full voting positions on the FSMH board
- will represent FSMH at the appropriate league meetings
- work with the FSMH Registrar to ensure proper team registration and payment of dues to FSMH and the teams
- write standard team rules and ensure proper and equal discipline for players and coaches alike
- ensure that budgets are followed and any bring any proposed deviations to the V.P. and President for approval
- enforce all FSMH Policies and Procedures within the Elite division
- attend FSMH monthly meetings

### **4.2 Resignation of an Executive Member**

Members of the Executive may resign their position by providing the President with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation, so that the Executive will have an opportunity to elect a replacement.

### **4.3 Removal of an Executive Member**

A member of the Executive board shall be relieved of their duties and removed as a member of the Executive board upon a 75% majority vote of the Executive on the basis that the Executive member is doing an unsatisfactory job, or bringing FSMH into disrepute

## **5.0 Hockey Teams/Personnel**

### **5.1 Coach Selection**

Selection of team personnel (coach, assistant coaches, managers, trainers) is overseen by FSMH Executive. Any individual interested in a Head Coach position may apply for that position by submitting a resume by the deadline specified by FSMH, to the FSMH office.

For those individuals who submit a resume within the deadline specified by FSMH, the following procedures will apply:

- It is critical that the Coach Selection Committee ("the committee") consist of the President, one Vice President, and at least three Level Directors. Other members of the Executive may participate in the interviews if they so desire. The Coach Selection Committee will review the applications and, if necessary, conduct interviews on all applicants.

- The committee may choose to ask additional individuals (“the Advisors”) to assist in reviewing applications and conducting interviews. It is recommended that the Advisors be members of the FSMH executive, but do not need to be. The Advisor should be a MSA member in good standing. The purpose of the Advisors is to provide input to the committee that will assist the committee in evaluating the applicants. Once this input has been provided to the committee, the Advisors’ involvement in the process ends; that is, the Advisors will not be part of the discussions relating to the final decision of the committee.
- The Selection Committee must notify all of the FSMH Executive members via e-mail that coach interviews are taking place. This step is necessary to ensure that all Executive members are kept informed of situations that directly impact them. The message will contain the following information:
  - applicant names
  - dates of interviews
  - committee members

Once all applications have been reviewed and input has been received from the Advisors, the committee will discuss the merits of each applicant and make a final decision. The decision of the committee may be to award the position to an applicant or to delay the selection of a person to fill the position until a later time. (For example, the committee may decide to delay filling the position until closer to the start of the season).

If the committee does not reach a unanimous agreement on the final decision, the decision will be made based on a vote by the committee, with the decision being determined by a simple majority.

With the exception of the President, an individual may not be part of the committee, or act as an Advisor, if that individual meets any of the following criteria:

- the person has applied for a position at the same level
- the person is somebody who the FSMH Executive Board has directed that, for any reason, the person is not to be a member of the committee or an Advisor.

If the application of the above criteria, or lack of availability, means that there are not enough people to form a committee, then the committee may include members other than the President, Vice Presidents and Level Directors. However, to be a member of the committee, an individual must be a member of the FSMH Executive.

For situations where a coach has not been selected as a result of the above process (either because no applications were received or the committee decided not to award one of the applicants with a position) the following process will apply:

- The Level Director working with the President and relevant Vice President for that particular level will identify interested and eligible candidates for the particular position.
- The Level Director, President, and Vice President will work to match up the open coaching positions for the particular level with the coaches identified

Coaches selected under either of the above processes will be communicated to the FSMH Executive Committee.

While the Head Coach will make the final selection of supporting personnel (manager, assistant coaches, trainer, etc.) he must submit and receive approval from the Vice President and level Director. These selections will also be communicated to the FSMH Executive.

Once approved, any coach, assistant coach, manager, trainer, or treasurer must go through a criminal records check through the RCMP as per MSA Policies And will be valid for 3 years. In the case that the person has a criminal record, a FSMH committee must be formed to decide on the eligibility of that person to remain in this position of trust.

At the Bantam AAA, Minor Midget AAA, and Midget AAA levels, coaches and assistant coaches will not be parents to any player on the team and any person that may be a registered scout with any AJHL or WHL team may not participate on the bench. Any deviation from this must first be approved by the FSHM Executive.

All coaches wishing to come back for a second season will need to reapply. ,

## **5.2 Accreditation**

FSMH teams are required to adhere to the standards of accreditation as set by Hockey Alberta to ensure eligibility for Provincial play, and the development and safety of our Minor Hockey program.

## **5.3 Team Personnel Roles/Responsibilities**

### **Coach**

#### **Policy:**

FSMH Head Coaches are fully responsible for all of the activities of their team. Delegation of responsibilities to Assistant Coaches, Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his staff in consultation with the Level Director

#### **Coaches are expected to:**

- adhere to the Coaches' Code of Ethics (Refer to Article 6.5)
- respond to directives of FSMH and operate the team within established Policies and Procedures.
- respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop to their potential
- recognize their responsibilities as leaders, educators, and role models for young players.
- conduct towards players, parents, officials and other people should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, alcohol abuse, or profanity will not be tolerated.
- be sensitive to parent concerns, and prepared to respond cordially when warranted.
- establish regular communication with parents on games, practices, schedules, fund raising, etc.
- recognize that, while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family and educational responsibilities and reasonable accommodation of these other factors is expected.
- select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program.
- commit themselves to the continued development of all players for the full season, once players are selected to a team.
- deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.

- ensure proper supervision of the team before, during, and after games and practices and accept reasonable responsibilities for the conduct, safety and well-being of their players.
- develop a set of rules for the team which are clearly communicated and enforced equally on all players.
- have a development plan for the season.
- encourage and motivate their players toward enjoyment of the game, team concept, and skill development.
- comply with normal administrative directives by holding a beginning of season parent meeting; discuss the team budget, and submitting a team directory.
- ensure that the team has adequate support personnel.
- may suspend any player for failure to pay team fees (initial or monthly)
- **meet with each player at least once (FSMH suggest once mid-season and once per near the end of the season) to provide feedback for areas of strength and improvement**

## **Manager**

### **Policy:**

FSMH team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, team Managers should assume responsibility for most of the organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

### **Team Managers are expected to:**

- respond to directives of FSMH and operate the teams within established Policies & Procedures
- ensure financial requirements of FSMH are fulfilled
- assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community ambassador is maintained
- establish, maintain, and enhance communication with league commissioners, representatives and participants
- establish, maintain and enhance communication with other Associations' team members at the appropriate level (Rep or house league)

### **Specific Tasks:**

- while the following is not a comprehensive list of all duties for Managers, it may serve as a guide for tasks, which the Head Coach may delegate:
- have team list to Registrar as quickly as possible so that they may perform carding duties
- collect the rep fees for the registrar or deliver to the MSA office
- gathering of relevant player history, and establishment of a medical treatment permission waiver
- delegate duties such as Parent Liaison, emergency contact, etc., prior to the start of the season and ensure the procedures are followed
- organization of parent meetings
- organize parent volunteers for concession duties (normal games, Hawks and Chiefs games, tournaments, any Provincial tournaments)
- participate in formulation of team objectives and rules
- preparation of team budget (together with team treasurer)
- supervise and monitor collection of money and fund raising
- arrange team transportation, accommodation and subsistence
- arrange for extra ice as required

- ensure that money is set aside for extra ice and promptly pay FSMH for all extra ice
- confirm scheduled away games
- submit the Travel Request Forms (for other than League play) in accordance with the rules as outlined in the form
- act as co-ordinator for Provincial competition (Rep division only)
- organize and manage parents or parent committees as may be required for fund raising, tournament committees, etc.
- confirm tournament ice time and sanction number at start of season
- get affiliation lists to Registrar/President
- when a team has been given an extra ice slot for an exhibition game, but that slot is used instead for practice, the Ice Allocator must be notified of the change, otherwise the team will be charged for the referee wages

## Assistant Coach/Trainer

### Policy:

The Assistant Coach/Trainer positions are to be filled by the Head Coach. Duties are assigned by the Head Coach. FSMH will, when requested by a Head Coach, appoint an Assistant Coach/Trainer.

### 5.4 Team Selection

For the selection of players for the Atom AA and A, Peewee AA and A, Bantam AAA and AA, Major Midget AAA and Midget AA, and Minor Midget AAA (Rep. teams) refer to Team Formation Procedures (Refer to Article 5.6), in conjunction with the tryout fee structure. For all other levels, FSMH will use the guidelines as outlined under the Team Formation Procedures Policy.

Tryout fees will be set every year, by FSMH, before the registration dates. It will be reviewed using the same user pay formula that is used to set the registration fees every season. The tryout fees are non-refundable after the tryouts begin.

The purpose of the tryout fee is twofold:

1. It signifies the player's intent to register with FSMH if successful upon making a rep. team.
2. The sum of the tryout fees collected is intended to cover the pre-season costs associated with the rep teams. Tryout fees will be paid by all players that try out for a rep team regardless of when the player registers, including after tryouts are complete. No player shall be allowed on the ice without having first paid their tryout fee, and any player that is designated as a local player **must have their registration fee paid in full before being allowed to skate in any tryouts. No exceptions!**

### 5.5 Number of Players per Team

Major Midget AAA	<b>20 players</b>
Midget AA, Minor Midget AAA, and Bantam AAA	<b>19 players</b>
Midget A, Midget 15AA, Bantam AA, Bantam A, Peewee AA, Peewee A, Atom AA, and Atom A	<b>17 players</b>

The number of players per team for the above mentioned teams can only be adjusted by FSMH Executive. Exceptions to the team size must be brought to the Executive by the Level Director for approval by a majority vote. This is to accommodate team formation regulations as set by Hockey Alberta.

All other teams will have the number of players per team set by FSMH at the beginning of the hockey season, based on the player registrations for each level. FSMH will stay within the Hockey Alberta regulations for minimum and maximum number of players per team allowed.

## 5.6 Team Formation Procedures

The fundamental basis of the Team Formation Process is to provide a fair and transparent means of ensuring that the players are provided with the opportunity to play at a level and environment where they can maximize the development of their skills and enjoyment of the game.

The team formation process for selection of players will be with the support of the Level Director, the coaching staff, and for applicable levels independent evaluators.

NOTE: Independent evaluators should not be related to any player who is trying out. Team selections are based on players' age category, direct observation of demonstrated individual and team skills, estimates of future development potential, attitude, and perceived dedication to the program.

Coaches will adhere to FSMH approved Team Formation Guidelines available in the Annual Coach Manual. The Team Formation Guidelines will be reviewed annually by the Executive, and also adhere to the policies, as outlined below:

1. Level Directors must approve of their respective coaches' Team Formation processes prior to commencement of the tryout process. Level Directors must be present (or assign a member of the Executive if they cannot attend) at the initial parent meeting which will also take place prior to the commencement of tryouts.
2. To allow coaches, following the identification of the "locked players" by independent evaluators, the opportunity and flexibility to select a team based on their own coaching philosophy and the assessment of the players skills, attitude and coachability. The locked players will not total more than 10. These 10 players will be inclusive of any players that have not been released from the team above. For example, if the team above still needs to release 2 forwards and 1 defencemen, the evaluators will only lock in 4 forwards and 3 defencemen, keeping the total number of locked players at 10 once those 3 players are released. In addition to the 10 locks, the evaluators will provide the list of players that ranked 11-20 (atom/peewee divisions) and 11-22 (bantam division). The coach will then choose players from this list to fill the remainder of the team roster. Evaluators must be hockey knowledgeable people who are not directly connected to the players trying out. There must be a minimum of 3 impartial evaluators (not including the head coach). The evaluators must be in attendance throughout the entire tryout process. A list of these evaluators must be made available to the FSMH respective Level Director for approval prior to the commencement of the process.
3. For the number of Imports allowed at each level, refer to Article 7.4 Imports.
4. FSMH and the Level Director will communicate the time frame for completion of team formation. This will be shared with the parents in the initial parent meeting.
5. Level Directors for level below AA and A are charged with the responsibility of ensuring that teams at any level are balanced and competitive based on the Guideline for Balancing Non-Rep Level Teams, which will be reviewed annually by the FSMH Executive. This may involve moving players laterally between teams after initial placements have taken place. While it is expected such movement will be kept to a minimum and not occur after November 1st, the Level Director in consultation with the Vice-President assigned, authority is final.
6. Team roster reductions shall be made with care, and the accepted process shall maintain the dignity of the player involved. The Level Director is charged with ensuring that these are done in accordance with the approved Team Formation

- Guidelines. Information on reductions must be passed down to the next team by coaches within 12 hours, and to inform players of their next team assignment.
7. Moving players between Initiation and Novice in order to place the players according to their skill level is allowed and encouraged. This must be done first with the approval of the Level Director, Level Vice President, and the President. Parents of the player being moved must give final approval. Players moving up to Novice must pay the registration rate for the higher level. If a player is moved down to Initiation, they will be refunded the difference between the two levels.
  8. Novice is the first age group that features teiring and all players that wish to be evaluated for a rep level Novice teams will be evaluated and placed on teams according to their grades as skaters.

Based on the Team Formation model being used, the following "Locks" for player selection will be adhered to:

The criteria for selection of players and goaltenders will be based on the FSMH Team Formation form applicable to the level being evaluated. Evaluations are to be based on the mixture of skills, drills and game situations.

15 Skaters (Atom) – evaluators will place the top 6 forward, the top 4 defencemen on the team.

15 Skaters (PeeWee) – evaluators will place the top 6 forward, the top 4 defencemen on the team.

17 Skaters (Bantam) – evaluators will place the top 6 forward, the top 4 defencemen on the team.

Goaltenders' criteria:

Goaltenders' regardless of the number of goaltender positions available will be ranked and the number one rated goalie will be a "lock." If no independent evaluators are used for goaltender evaluations, the team formation process will need to clearly communicate how goaltenders will be selected prior to the tryout process.

## 5.7 Underage Policy

Underage players in the categories of Novice and above shall be permitted to try out for the category immediately above their age group, but only for the top team in the category for which they are trying out.

Parents wishing to have their child try out as an underage player must get the approval of the Level Directors of the upper and lower levels, and the previous year's coach, in writing. This letter, along with a parent's consent letter, must be communicated to the FSMH Executive Board . The player must also first register in their appropriate age category.

1. Once the parents, coach, Level Directors, and President approve the tryout for the underage player, the player's ranking will be determined by the FSMH Evaluation Process, with no reference to "underage status"..
2. If the player can not make the top team in the category for which they are trying out they must return to the evaluations in their appropriate age category. If the player makes the team, they must pay the registration and rep fees for the higher level team. In the event the player is sent back to their normal category, they will not be responsible for another tryout fee at the lower level.

## 5.8 Affiliations

The affiliation process must be completed as per Hockey Alberta regulations on or before December 15<sup>th</sup> of each season. It is the responsibility of the teams' coaches and managers to ensure that they either do a team-to-team, or a named affiliation and have that in to the Registrar with their Director's approval. The President must then also approve of these affiliations before the Registrar can enter them into the HCR.

This process **must** be followed each and every time that a coach wants to call up an affiliate player to either play a game, or simply to attend a practice:

1. the coach must first call that affiliate player's coach to ask for his permission for the call-up.
2. the coach who holds the player's card has the first right of reasonable (\*) refusal based on his team's needs for that player. If the coach has reasonable grounds for refusal, then the player will not go up to the affiliate team. In case of a dispute as to what are reasonable grounds for refusal, the level Director must be called to intervene.
3. once the coach grants approval for the affiliate to go up to the requesting team, then the requesting coach may call the player's parents to ask for their child to come and play.
4. the receiving team's manager must be informed via the coach that an affiliate player will be playing with the team. The manager ensures that the affiliate player is added to the game sheet for the game that they will be playing and the affiliate player must be designated on the game sheet with the letters "AP" after their name. The manager and coach must keep track of the number of games that the affiliate plays with their team.
5. in the event that a player is lost to his team, it will be up to the Level Director and the two coaches involved to come to an agreement as whether or not a player will be moved up as a permanent affiliate or not. If an agreement can not be reached, then the Level V.P. or the President will be asked to help settle the dispute.

6. as the season draws to an end, this policy must continue to be followed. It is not to be assumed that any team's season is over at any time. Many teams attend end of season tournaments and bypassing this procedure could jeopardize their team's chances.
  - Examples of reasonable right of refusal may be when the player is needed on his carded team for a game on the same day, letting the player go may have him playing too many days in a row thereby affecting his ability to play for his own team, his team needing his services to play in a tournament at the same time that the call-up is requested, etc.

Players that are not affiliated to a team will not be allowed to participate in team practices or join the team's bench during games. The only exception to this policy is where an older player is coming to a practice in order to help the coaching staff. Players that are younger than the team level will not be allowed to be considered as coaches helpers. This player must be registered with FSMH, must wear his appropriate equipment, and must be there as a coaches helper only.

## 5.9 Uniforms/Equipment

- all team uniforms (socks and sweaters) are provided by FSMH, and remain the property of FSMH, under the direction of the Equipment Allocator. These are to be used for all league, playoff and exhibition games. These items are not to be used as practice equipment.
- uniforms and equipment will be assigned to each coach in accordance with established procedures. The Coach/Manager is responsible for in-season care and return at season's end. Any needs or concerns regarding equipment/uniforms are to be brought to the attention of the Equipment Allocator.
- Team managers are responsible for collecting the sweater deposits from parents before issuing any sweaters to the players.
- the official uniform shall be New York Rangers home and away colours, appropriately crested with sponsor patches. **All helmets and pants must be black. Coaches must insist on this provision.** All teams must conform to the colour scheme and players who previously played with other colours must change before playing any games.
- the Major Midget AAA, Minor Midget AAA, and Bantam AAA teams will wear red helmets and red pants. These colours differentiate these teams as the Elite Stream teams in FSMH. The procurement and cost of these items is borne entirely by the teams/parents, not by FSMH.
- the official City colours are predominantly blue with red and white trim. While style and supplier are optional, any team jackets, sweaters, etc. must utilize this colour scheme.

## 6.0 Code of Ethics

### Policy:

The following codes of ethics apply to all parents, players, team personnel, and Executive members of FSMH. They are minimum standards of behaviour which participants are expected to observe. Violation of the standards by a participant may lead to a review by FSMH for subsequent exoneration, reprimand, or expulsion.

FSMH will not be held responsible for any articles that may be lost or stolen in the course of any of its sanctioned events.

Any electronic devices that are capable of video recording or playing(I-pods, cameras, cell phones, etc.) are not permitted in the dressing rooms at any time. The only exception to this is in the case of a special event that is closely supervised by adults. The team coaches and managers are responsible for collecting all electronic devices before any practice or game, and returning them to their rightful owners after the game or practice is complete and the players are leaving.

## 6.1 Bullying/abuse

FSMH will define bullying as any form of unwanted intimidation that is forced upon any individual or individuals against their will. Bullying is dangerous to the point that physical or emotional harm may come to any person. It may end up destroying a team, or any individual's desire to participate at whichever level they are currently participating.

FSMH will neither condone, nor tolerate bullying at any level, or by any person. FSMH will be considered to have a zero tolerance policy when it comes to bullying. It is expected that any individual that feels that they are being bullied, will report such behaviour to their coach, manager, parent liaison, or a member of the Executive.

If the Executive receives a complaint about any degree of bullying, the complaint will be dealt with **immediately**. If the coach, coaching staff, or manager is involved in the complaint, this may result in games being cancelled until the complaint is investigated. The Executive realizes this may be disruptive to the team, however bullying at any level or degree is serious enough to warrant this type of consequence. If a player is involved in the complaint, he/she may miss games until the investigation is completed.

The term "bullying" will also apply to anyone who uses any derogatory dialogue towards any player, on-ice or off-ice official, parent, or fan that insults a person's race, creed, sexual orientation, or gender.

Team staff (coaches, managers, trainers, etc.) are ultimately responsible for any improper conduct on and off the ice and in the dressing rooms. As people that are considered to have care and control, or positions of authority, team staff members are not exempt from any part of the bullying/abuse policy.

Upon investigation by a committee of Executive members, if any of the allegations are proven to be true, FSMH will deal swiftly and severely with the individual or individuals involved. Discipline will range from immediate, indefinite suspension (minimum of 3 games) to outright expulsion and release from FSMH.

## **6.2 FSMH Executive Code of Ethics**

### **In Relation to FSMH:**

- Members adhere to Executive policy and seek to change policy through the proper channels of the Executive.
- Members maintain the integrity of the Executive at all times, and do not initiate or participate in any activity that will place the Executive in ill repute.
- Members honour commitments made on behalf of the Executive.
- Members do not divulge to the general public any item which may cause personal embarrassment or humiliation.
- Members resign from their position immediately when they become unable to fulfil the duties or obligations of their position.

### **In Relation to Colleagues (other members):**

- Members do not criticize the sphere of operation of another member except to that member or the President. Criticism, or reports to the President, shall only be made after the member has been made aware of the nature of the criticism to be levelled.
- Members do not comment, render opinion or decisions with respect to operations not under their control to the general public.
- Members refer to appropriate Executive members' issues arising in the community with respect to their sphere of operation.
- Members do not undermine the confidence of the general public in other members.

### **In Relation to the FSMH Membership:**

- Members fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all players registered with FSMH.
- Members treat the general public with dignity and respect and are considerate of their circumstances.
- Members do not use their position for personal profit, or for profit of immediate family.
- Members do not use their position to influence the placement of any player.
- Members do not use their position to influence the selection of any coach or team official.

## **6.3 Parent Expectations**

### **1. Remember that winning is not everything**

- Teaching your child that having fun, improving their life and hockey skills, making friends and doing their very best is more important than winning. If you can instil this in your child as a life lesson, they will never feel defeated by the outcome of a game now or in the future.
- Make your child feel like a winner every time by offering praise for competing fairly, trying hard, and doing their best.
- There can be only one coach on the team and that person is assigned by FSMH. Do not attempt to be the invisible coach for your child. It will only confuse them and this confusion will result in frustration for you and your child.
- Do be supportive of your child. Praise not just scoreboard success, but attitudinal changes, co-operation with team-mates, toleration, and forgiveness of mistakes, team play, and even discipline. You are raising a child, not a hockey player, and all of the life skills your child learns in this or any other organized activity will help them become better people

## **2. Show respect toward all participants of the game**

- This includes your child, your child's teammates, their parents, coaches, manager, opponents, game officials, and spectators. This means you will not swear, criticize, ridicule, intimidate, lay blame or provide negative comments to any of those mentioned in the preceding point
- Showing respect means that you will encourage, support, nurture, take responsibility for your own actions, and accept the consequences of inappropriate behaviour

## **3. Be a team player**

- In addition to the preceding you will be committed, punctual, accountable, as well as follow and support team rules and objectives.
- You will ensure that your actions support and do not hinder your child as a player in accomplishing his/her player expectations and commitments.
- You will willingly step forward and volunteer to carry out equally your share of the duties necessary to operate the team and FSMH.
- You will treat all participants in team and FSMH activities equally in your undertakings. You will promote and ensure an equal opportunity to work, to learn and receive instruction, and an equal consistent application of team and association rules.
- You will participate and work in conjunction with the team and officials per the team and FSMH objectives. You will, on an ongoing basis, measure your attitude by what you are doing for the team and for FSMH rather than what the team and FSMH is doing for you.

## **4. Care for players, equipment and facilities**

- You will ensure that your child follows facility rules and does not harm or deface any property.

## **5. Act appropriately, both on and off the ice.**

- Remember that your actions, both on and off the ice, represent other people's perception of FSMH, our members, and ultimately our community.
- You are being entrusted to represent your child, the team, and FSMH properly.

Remember that you are one of the most important role models that your child and his/her fellow players and their parents have to measure their actions and themselves by. The example that you set is the one they will measure and remember you by – Good or Bad.

### **6.4 Player's Code of Ethics**

- Players represent FSMH and the City of Fort Saskatchewan. As such, proper behaviour and etiquette must be maintained whether at home or away.
- Always strive to give your best. Pride, esteem, and respect are just a few of the rewards you can expect from your teammates, fans, and coaches if you attempt to be the best you can be.
- Never battle or condemn another player, coach, or referee. Bad calls, missed passes, short shifts, or any of the frustrations which occur in organized sports are not valid reasons to hurt or abuse someone.
- Do not use foul language. If you can't make your point without the use of foul language, then you should re-consider whether you have a point to make.
- Fighting will result in disciplinary action. Hockey is a physical game but there are limits.
- Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.

- Respect for FSMH Executive members, coaches, fellow players, off-ice officials, referees, and fans must be shown at all times.
- Bullying or fighting, on or off the ice, will result in disciplinary action against those involved.

## 6.5 Coaches' Code of Ethics

- A good coach believes that their job is to teach hockey, to develop their players, and to put a team that displays good sportsmanship on the ice for every game. The keys to successful coaching are Leadership and Example. The coach points out what is right and wrong, fair or unfair. The coach stresses co-operation with authority and respect for it. How the coach acts is more important than what is said. A coach who is fair and whom respects authority and the efforts of their players, will have a team that works hard for them.
- The coach tries to give their team the will to win. The coach wants them to know the pride of winning, as individuals and as members of the team. But, they must also know how to lose like good sports. AND SO MUST THE COACH! A team that plays like this earns friends and respect, everywhere it goes, and so does the coach.
- Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
- Our coaches must be responsible for their own behaviour. They are leaders and teachers and their actions reflect upon our entire program.
- Our coaches must be well organized and prepared, both on and off the ice
- No abuse by our coaches towards referees, players, parents, opponents, off-ice officials, or any other person will be tolerated. Yelling, screaming, foul language, and physical abuse are all forms of abuse, and is not the solution to a problem. Coaches that are abusive in any way will be removed from the bench and dealt with through the bullying/abuse section of discipline.
- A coach or team official that is reported as being under the influence of alcohol while in his official capacity with the team may be suspended for the remainder of the year.
- Remember, coaching is a privilege, not a self-serving obligation, and the positions are not handed out lightly! Treat the position and responsibilities with respect.

## 7.0 Program Details

### Division/Level

FSMH provides programs for players aged 4 (four) to 17 (seventeen) in the following divisions:

- **Initiation:** Open to all players up to 6 years of age until January 1<sup>st</sup> of current season. Before registering a 4 year old, the Registrar must be consulted.
- **Novice:** Open to players up to 8 years of age until January 1<sup>st</sup> of current season
- **Atom:** Open to players up to 10 years of age until January 1<sup>st</sup> of current season
- **PeeWee:** Open to players up to 12 years of age until January 1<sup>st</sup> of current season
- **Bantam:** Open to players up to 14 years of age until January 1<sup>st</sup> of current season
- **Midget:** Open to players up to 17 years of age until January 1<sup>st</sup> of current season

## **7.1 Eligibility**

An eligible player shall be one who:

1. Has a current FSMSA membership.
2. Resides within the HA boundaries as specified in 7.2.1.
3. Is a non-resident who meets the criteria as determined by FSMH and Hockey Alberta (Refer to Policy 7.3)
4. Is the correct age for the division/level. All players must register according to their age. Any moves will occur during the evaluation process subject to the conditions that are set out in Policy 5.6 Team Formation.
5. Has not been suspended.
6. Has been correctly registered and has paid the designated fees.
7. Is not in arrears on their previous season's fees (team or FSMH)
8. Residents who leave the program after September 1<sup>st</sup>, then wish to return, may re-register provided there is space in the program.

## **7.2 Boundaries**

The boundary between Strathcona Minor Hockey Association and FSMH has been set at the mid-point between Twp. Rd. 540 and Twp. Rd. 542. The effective line is 541.

The boundary between the Crowsnest North Spurs Minor Hockey Association and FSMH has been set at:

- Highway 37 and Range Rd 231 to Twp. Rd. 552
- East on Twp. Rd. 552 to Range Rd. 230
- North on Range Rd 230 to Twp. Rd. 554
- East on Twp. Rd. 554 to Range Rd. 224
- North on Range Rd. 224 to Twp. Rd. 557 (mid point between Twp. Rd. 554 and 560)

The boundary between Josephburg Minor Hockey Association and FSMH has been set at the mid-point between Range Rd. 220 and Range Rd. 221. The effective line is 220.5.

## **7.3 Non-resident Player**

A non-resident player is defined under the regulations of Hockey Alberta as a player that resides outside of the boundaries of FSMH. While FSMH operates programs for City residents, there are conditions for which FSMH allows the registration of non-resident players:

1. When there is an insufficient number of Fort Saskatchewan resident player registrations to create the teams needed to fulfil league requirements. Non-resident players may only register after September 1st by paying the regular registration fees, provided there is room available in that division. Non-resident players who wish to play must supply a letter of intent from their home organization. The letter of intent should state that the player is authorized to try out to play hockey in Fort Saskatchewan. In addition, player verification forms must be completed and signed by the player's parent. A non-resident player must come with a release from their home association and as well, they will be released back to their home association at the end of the season.
2. Whereas neighbouring Associations (ie. Bruderheim, Josephburg, CNN) have players who have registered with their Associations and there are insufficient registration numbers, or too many for one team, at the players' level, then these players shall be allowed to register with FSMH as a non-resident player, providing FSMH has a placement for them. These players must come with a Zone 2 Permission to Play form that has been signed by the FSMH President and the

Zone 2 Manager of Operations. Unless otherwise decided by FSMH, these players will go to the lowest level team in each division. A Zone 2 Permission to Play player is automatically released back to their home association at the end of the current season.

PLEASE NOTE: Over-riding all these provisions, if the player is considered an import according to Hockey Alberta player verification process, then the player will be considered an import by FSMH. In addition, all Fort Saskatchewan teams must be eligible to compete in Provincial playoffs.

## **7.4 Imports**

While FSMH operates programs for City residents, there are conditions for which FSMH Policies and Procedures allow the registration of non-City residents. They are as follows:

1. FSMH has specific geographical boundaries (Refer to Article 7.2.1) with our neighbouring minor hockey associations (CNN, Josephburg, Strathcona) as required by Hockey Alberta. Players residing within our boundaries, along with those affected by the grandfather clause allowed by Hockey Alberta in the transition season of 1999/2000, will now be referred to as 'resident players' of FSMH. Non-resident players, or imports, are defined as players residing outside of our specific boundaries, which would carry their association's numbers if they were to play in FSMH.
2. When there is a working relationship between FSMH and neighbouring associations to share facilities, we will accept non-resident players if the neighboring association does not have sufficient players, or has too many players for one team, as mandated by Hockey Alberta, at that specific level. That player will carry the non-resident status (see Policy 7.3 Non-resident Player).
3. Imports are allowed at Peewee AA (please see FSMH/JMHA agreement), Bantam AAA, Minor Midget AAA, and Midget AAA only. There may be instances where Imports will be allowed at Midget AA, but this would require FSMH Executive approval.
4. Unless approved by a majority of the FSMH Executive, for a specific individual season only, the Midget AAA, Minor Midget AAA, and Bantam AAA teams must have a minimum of 10 'resident players' carded on the team at the beginning of the season. The number of import players for the Peewee AA team shall be limited to a maximum of two (2), such that the association numbers that they carry will not force FSMH to a higher categorization forcing the formation of a second PeeWee AA team. FSMH is currently considered to be an AA hockey association, as determined by Hockey Alberta.

## **7.5 Registration**

### **Registration Timeline**

**May** - new fee schedule is determined and made available through the FSMSA office and the FSMH web site.

**June** – early registration on-line for residents only:

- communicate with the new rep team coaches regarding registration procedures for local/import players
- rep team coaches send out invitations to tryout. Packages to include: registration form, "Permission to Tryout", and player verification form

- if paying by cheque, payment must be made at the MSA office. Use of credit cards as payment may be done on-line only.

**July** - late registration process begins on-line for residents only:

- FSMSA office will collect fees if paying by cheque and ensure that registration on-line was properly entered. Use of credit cards as payment may be done on-line only.
- the FSMSA Member Code of Conduct and FOIP forms **must** be signed by an adult at time of registration; otherwise the registration may be considered null and void. This only applies for people who do not have a personal computer.

**August/September** - Registrar will provide lists of registered players to level Directors before tryouts begin. Registration for non-residents and imports will take place at the 1<sup>st</sup> ice session. Non-residents/imports must supply:

- registration form
- "Permission to Tryout" form signed by their association's President
- A player verification form with the first section completed and signed by a parent.

Prior to 1<sup>st</sup> league game - releases are obtained for players making the rep teams. New residents and those players who did not play with FSMH last season:

- player verification forms are received back from Hockey Alberta. These will indicate whether the player is eligible to play with FSMH
- registration and rep fees are collected

Registration once the season has started:

- contact the Registrar, who will determine the registration fee and notify level Director
- inform registrant of level Director's name and phone number
- contact FSMSA office to inform them of late registration and the amount to be paid.
- pay registration at FSMSA office if paying by cheque. Use of a credit card may be done on-line.
- get appropriate forms filled out as applicable (registration forms, player verification, releases)

## **7.6 Registration Fees**

Shortly after the AGM, FSMH will consider current and projected operating costs and prepare a fee schedule for the upcoming season. This information will be available to the general public through the FSMSA office, and the FSMH website.

### **Procedure**

Registration will be broken down into two categories:

1. Early registration – will be offered during the period of June 1<sup>st</sup> to June 30<sup>th</sup> when entered using the on-line registration system at fsmsa.net. A discount from the regular registration fee will only be offered for any registrations taken prior to midnight on June 30. Early registration is only open to local players. Imports and non-residents must wait until regular registration begins before they may apply for registration.
2. Regular registration - to be held after early registration. Registrations must still be performed on-line at fsmsa.net. Registrations received after the early registration will be charged the regular registration fee.

Until players are registered, and all local players are paid in full, they will not be allowed to participate in any program activities unless other arrangements have been made with the Registrar. The player will not be entered into the Hockey Canada Registry and will not be submitted to Hockey Alberta until full payment is made to FSMH. If necessary, special payment plans can be worked out on an individual basis with the President and the Registrar.

Appropriate forms must be used and completed in full. All players are required to complete on-line registration, including those players who are initially registering for tryouts only. All players will be able to review the FSMH registration policy when they register, either on-line, or by reading the FSMH Policies and Procedures that are posted on the FSMH web site.

## **7.7 Registration after June**

Players who move to Fort Saskatchewan after June are eligible for the early registration rate.

If the hockey season has begun, the appropriate rate (early registration rate for new residents and regular registration rate for all others) will be pro-rated by the number of months remaining. The hockey season is considered to run from October 1<sup>st</sup> to February 28<sup>th</sup> (29<sup>th</sup>) for the purpose of pro-rating refunds and late registrations.

## **7.8 Payment**

Payment of registration fees shall be made payable to FSMH by cash, cheque or money order. The date of payment shall be the same as the date of registration unless arrangements have been made with the Registrar.

A post-dated payment plan is available to individuals who register prior to the end of June. The payment plan consists of three (3) post-dated cheques dated June 30 (30%), July 31<sup>st</sup> (35%), and August 31<sup>st</sup> (35%).

All cheques returned from the bank will be levied a NSF surcharge as per FSMSA policy. NSF cheques must be cleared up before the player may take to the ice. The President or Registrar may remove any player from the ice for non-payment of registration or rep fees, whether due to a NSF cheque or otherwise. Any outstanding NSF cheques from a previous season will result in the disqualification of a coaching application, and will be required to be cleared by cash or a certified cheque before registration for the new season will be accepted.

## **7.9 Refunds**

All refunds will be assessed a 10% processing fee to a maximum of \$20.00.

Refund of fees for individuals dropping out of the program shall be rendered upon request to the Registrar as per the following schedule:

1. 100% if the refund is requested before October 1<sup>st</sup>
2. 85% if the refund is requested before October 31<sup>st</sup>
3. 45% if the refund is requested before November 30<sup>th</sup>

No refunds after November 30<sup>th</sup>. Refunds do not include the FSMSA membership fee or FSMH tryout fee. In cases where reasons beyond the control of the participant require them to leave the program, FSMH may authorize a refund based on the percentage of time left in the regular season upon written request.

## **7.10 Player Movement**

The fee assessed to a player who is moving to a different team after their registration has been submitted to Hockey Alberta, will be the cost of a Hockey Alberta registration card plus a \$25.00 processing fee.

If the player and/or parent request the move, they are responsible for the payment and the player will move to the bottom team in that division. If a coach requests the move or releases the player, then the team will be responsible for the payment and the player will move to the next team in that division, unless that team has been set and is full.

## **7.11 Tryouts**

Tryout fees are for any player 9 years of age and older (January 1st of the current season) who wants to try out for any rep team. The tryout fee is non-refundable after the start of tryouts. Refer to Article 5.4.

Should a player come in from another Zone to try out for one of the rep teams after their first round of releases, the tryout fee may be adjusted by consulting with the Registrar and the President.

## **7.12 Team Fund Raising**

### **Policy:**

FSMH recognizes that fund raising is an integral part of the teams and as such has set the following policy that teams will follow.

### **Team Budgets:**

Teams must establish a team budget in order that the appropriate amount of fund raising can be achieved (keeping in mind that disbursement of excess funds at the end of a season can be just as problematic as a short fall of funds). This budget must be submitted to FSMH Executive by November 15<sup>th</sup> for review.

### **Maintain an Individual Account for Each Player:**

A record of contribution should be maintained for each player on the team. Individual players should be credited for the following contributions:

- initial out-of-pocket cash paid by the individual but does not include registration fee or tryout fee
- any profits from individual types of fund raising such as the profit that can be readily attributed to the individual effort from sales of meat, chocolates, etc.
- should an individual decide to not participate in fund raising but rather to pay their share of team expenses - all contributions to the team would be deemed to be out-of-pocket

These funds are considered to be contributed by the individual and count to that individual's required payment to cover team expenses. These contributions must be kept separate for future reference if refunding excess funds at season end.

### **Team Fund Raising:**

Any fund raising done by team participation (i.e. bottle drive, 50/50's, square boards, tournament profits) is to be considered team funds and need to be allocated equally to each players account.

### **Employer Contribution/Donation:**

Any funds made available by Employers shall be credited as per the 'Employer's Policies' to either the individual's account or the team account.

### **Player Movement:**

Players that move during the season to another team within FSMH will take the out-of-pocket funds that they have contributed plus any individual fund raising but not including any share of team fund raising money.

### **Disbursements of Funds at End of Season:**

No rebates will be issued until all disbursements have been made relating to the teams' year including post-season tournaments, final ice bills, referee changes, team windups, etc. Total team expenses must be equally distributed per player. These expenses are deemed to be paid from fund raising money (team plus individual) first and then from out-of-pocket.

If there is an excess of funds after all team expenses have been paid, the following will apply:

In no case will a refund be given to an individual for more than the actual out-of-pocket cash contributions that they have made to the team

Funds in excess of out-of-pocket cash contributions will be donated to FSMH for a designated purpose i.e. arena fund, facility improvements.

### **7.13 Referee**

All referees and linesmen must be currently registered with the Hockey Alberta Referees Association.

Game assignments will be based on the referee's level of accreditation, reliability, and the game circumstances. That notwithstanding, the Allocations will be as fair as possible in terms of distributing work assignments.

Minimum standards regarding systems are as follows:

Novice	one referee
Atom/Pee Wee	two man system
Bantam/Midget	three man system

All referees are accountable to the Referee-In-Chief for their performance and conduct.

All referee duties, will be assigned by the Referee Allocator(s). Claim and payment for services rendered will be in accordance with FSMH approved fee schedule and the established procedures for processing.

### **7.14 Discipline**

#### **General:**

As members of FSMH, every player, parent, Executive member, or official represents not only FSMH, but the City of Fort Saskatchewan at all times. It is imperative that everyone behaves as any proper ambassador would be expected to. FSMH will follow and uphold the minimum requirements as stated by Hockey Alberta. FSMH may increase any suspension at their discretion.

#### **Policy:**

FSMH expects executive members, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators.

As such, standards of behaviour consistent with FSMH, FSMSA, Hockey Alberta, the CHA and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized that, from time to time, sanctions may be necessary for behaviour which transgresses acceptable standards. Such sanctions may be applied to any player, team official, parent or Executive members and may take the form of:

- a verbal reprimand
- a written reprimand
- a suspension
- an expulsion
- a combination of the above

#### **Standard Suspensions:**

Where the CHA, Hockey Alberta or league policies dictate a suspension of team officials for a rule transgression and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the Coach in consultation with the Level Director as a matter of routine.

#### **Non-Standard Suspensions:**

When incidents occur, which contravene FSMH Policies and Procedures and are not covered by CHA, Hockey Alberta, or league policy, game officials, coaches, and team officials may report the incident to the Level Director, who will bring it to the attention of the disciplinary committee for their dispensation. Incidents should be reported as soon as possible.

**Disciplinary Committee:**

FSMH, through its Executive members, have the authority to discipline any player, team official, or parent.

The President shall ensure that each disciplinary incident is:

- dealt with by a committee of not less than three people
- treated fairly, and that consistency is maintained across levels
- the right of appeal is extended
- handled in such a way that the integrity and stature of game officials are respected

**Appeal:**

Should a coach, player, team official, or parent feel that the disciplinary committee has not satisfactorily resolved the issue; an appeal may be registered by a written letter to FSMH, accompanied by a \$100.00 appeal fee. The President will ensure that the matter is placed on the agenda of the next FSMH meeting.

FSMH shall provide up to thirty minutes of meeting time for the people making the appeal to state their case. The case shall be presented to the Executive, who shall render its decision by motion. A simple majority shall suffice. The decision of FSMH shall be final and binding on all parties except for those avenues of recourse provided by Hockey Alberta and the CHA. If the appeal to FSMH results in endorsement of the decision of the disciplinary committee or an increase in penalty, the fee shall be forfeited. If the appeal to FSMH results in overruling, the disciplinary committee's decision or lesser penalty than that imposed, the entire \$100.00 shall be refunded.

The President shall have the power to suspend summarily any player, coach, trainer, manager or official of any team under the auspices of the FSMH for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Such suspension to be effective until dealt with by the Special Committee.

This authority may be delegated to such FSMH directors and officials as the President may determine.

The President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of FSMH for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached. Such action to be effective until dealt with by the Special Committee.

This authority may be delegated to such FSMH directors and officials as the President may determine.

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

## **8.0 Grievance Policy**

### **FSMH Problem Solving Protocol**

Undoubtedly a variety of problems and situations may arise during the Hockey season that requires some form of resolution. A large amount of these problems are directed to the FSMH Executive to resolve, even before a concerted attempt is made at the team level. It is our goal to have issues resolved at the lowest level possible and keep the lines of communication open.

Quite often a fear of confrontation is compounded by the assumption that the other party will be unwilling to listen to your concerns. To this end we have developed a Problem Solving Protocol that can be followed for most incidents that you will encounter throughout the hockey season. Each step must be completely explored before proceeding to the next step in the process. Should you try and skip a step in the process, you will be asked to go back and complete it prior to advancing to the next step. Remember, open communication and willingness to resolve the issue is needed from all sides in order for this to work (try and see the other person's point of view).

In all cases, even in the early stages, it is essential that every party involved document their participation in the process and the efforts made to resolve an issue. Without proper documentation it makes it difficult to lend credibility to the complaint. Also a record will then be available in case more problems arise in the future. The documentation should contain a time, date, and place of the events, names of the parties involved and names of any witnesses. Also of major importance is the specific outline of the exact problem/issue, the desired outcome or resolution you are looking for, and any attempts made to reach that outcome/resolution.

#### **STEP 1**

**24 HOUR RULE** – the 24 hour rule requires that you wait for 24 hours before you bring forth a concern. This rule has become very useful in providing you with an opportunity to review the matter with a level head. Input from other family members can be sought to ensure that your perception of the events are accurate, especially if it pertains to your player. What you perceive from the stands may not be what is perceived by your player and he/she may be able to clarify the issue. As noted above, it is suggested that you document your concerns. Even if you choose to ignore the issue at this time, a record of the incident may be required at a future date should the action repeat itself.

**STEP 2**

CONTACT THE Parent Liaison and Manager—the Parent Liaison’s role is to present the parents concerns to the Head Coach and schedule a meeting between the Head Coach (and members of the staff if warranted) and the parents at least 24 hours after the incident occurred. This allows both parties to cool down, so that the problem can be dealt with rationally. A Parent Grievance form will be need to be filled out. This form will be provided to you by the Parent Liaison or Manager. Following this procedure allows for parents to present their concerns to the head coach in a structured format.

Important notes regarding the Parent Liaison:

- Parent Liaison only brings grievances to the Head Coach if the parent wants a meeting.
- Grievances must be about your child. Grievances about, or between, parents, or made on behalf of another child will not be acted upon. All grievances must be reported within 7 days of the incident.
- Anonymous grievances will not be acted upon.
- Grievances are to be in writing. The form will be provided to you by the Parent Liaison or Team Manager and submitted to the Parent Liaison.
- Parent Liaison arranges the meeting and takes notes during the meeting. The manager will also be present at the meeting to ensure all proper problem solving protocol is followed. The Liaison has the authority to terminate the meeting if no progress is being made or the meeting becomes confrontational.
- The Parent Liaison will also communicate any team strategy changes that the coaching staff is implementing. This will help diffuse any situations in the stands with parents, should they not understand the change in direction of the team

Should the Manager or Parent Liaison be involved in the concern, then it is suggested that a three person committee, consisting of parents from the team, be formed to facilitate this meeting. It is felt that in most cases the matter will be a team concern or at least be known to the team members and that by involving the parents in such a committee would not breach confidentiality. Note: a personality conflict with the parent liaison or manager is not an excuse to circumvent this step. You may not always be happy with the team staff chosen to help operate your players’ team for the season; however, they are responsible/accountable to the executive to ensure the smooth operation of the team. Ultimately it will be the responsibility of the team manager to document the events and maintain a copy of the team file. It is suggested that a copy also be provided to the interested parties at the time of resolution to ensure that they concur with the details on the report. Should the matter need to be referred to the next level, then a copy of the record can be presented to the Director of the division involved. Again, documentation of process is essential for continuity of the concern and in the event that it does not get resolved.



### **STEP 3**

Seek the assistance of the Division Director – should the matter fail to be resolved at the team level, then it should be referred to the Director of the division involved. All documentation must be provided so that an assessment of the attempts at prior resolution can be made. Should a situation reach this level in the process, a record of the events will be created and maintained with FSMH. Should the Director determine that some part of this process was overlooked, then the matter will be referred back to the level in the process that was missed.

The Director will consult with the player and/or coach, depending on the parties involved in the incident. The Director will try to come up with a course of action that will put closure to the matter. The use of an arbitrator may be necessary to try and bring the parties together to find some common ground. The Director will provide a written account and details of the final resolution to the parties involved and place same on file with FSMH.

### **STEP 4**

Refer matter to the Level V.P. – After all of the other avenues have been exhausted, the matter will be referred to the level Vice President to determine what disciplinary action is necessary. All documentation must be provided to the level V.P. to determine that the process was followed and solutions attempted. If it is determined that a step in the process was missed or that a possible solution overlooked, the matter will be referred back to the lowest level suitable to handle the situation.

## **9.0 Insurance**

Liability, Indemnity and Accidental Death and Disability Insurance is mandatory for all FSMH players, teams, coaches, managers, referees, executive members and minor officials performing under the umbrella of Hockey Alberta and the CHA who are members of Hockey Alberta in accordance with Hockey Alberta's Regulations and Bylaws.

In order to be insured, the participants of FSMH must have their registration fee paid in full and their names recorded in the Hockey Alberta office or designated office.

In order to provide affordable/comprehensive insurance coverage, the CHA and its provincial and local affiliates will participate in a self-funded National Insurance program. Premiums will be assessed annually and added to the price of CHA and Hockey Alberta card sets and Hockey Alberta team sheets.

### **Policy:**

All annual registrations will henceforth include an assessment to cover the cost of the CHA/Hockey Alberta insurance premiums. Funds collected will assure coverage within terms and extent of the CHA/Hockey Alberta policy limits for all FSMH members. No players will be allowed to participate in any FSMH program unless they are registered.

## **10.0 General**

### **Policies and Procedures Manual**

This FSMH Policies and Procedures Manual is to be reviewed annually, with changes made in accordance with procedures stipulated in Article 2.1 and in the Document Control Procedure for Minor Hockey Policies. Such changes must be tabled at each AGM. Where more detail is required, or clearer stipulation of policy is needed than detailed in this Policies and Procedures Manual, FSMH can, in accordance with Article 2.1 pass and enact resolutions to the Policies and Procedures. A complete and updated Policies and Procedures Manual must be available to each FSMH Executive Member and kept on file at the FSMSA office for access by the FSMH membership.

### **10.1 Ringette/Hockey Ice Allocation Agreement**

A committee representing Minor Hockey and Ringette was formed in the 1998 -1999 season to establish a formal agreement and better understanding of ice sharing between Ringette and Hockey ice users in Fort Saskatchewan. The Agreement outlines the blueprint for ice sharing, as well as a ratio calculation for Ringette and Hockey ice distribution. This calculation will be updated on a yearly basis to reflect the registration and ice ratio changes, which will be submitted, to each sport for record purposes.

### **10.2 Provincial Tournaments (Hosting)**

FSMH reserves the right to expropriate any team's tournament or regularly scheduled ice slot for the purpose of hosting Provincial level tournaments which FSMH has been awarded.

### **10.3 Alcohol**

FSMH will have a "O Tolerance" for the abuse of its alcohol policy.

FSMH does not allow the consumption of alcohol by any person or player, on or in, any vehicle transporting FSMH players (personal vehicles, busses, etc.). As ambassadors for the City of Fort Saskatchewan, and representatives of FSMH, all coaches, coaching staff, and team managers are responsible for upholding this policy. Proper decorum is expected whether at home or on the road.

FSMH will act immediately upon receiving a complaint of non-compliance. Any coach, player, parent, or fan that has consumed alcohol will not be allowed to enter any dressing room, players' bench, or penalty bench, and may be asked to leave the arena altogether if warranted.

The consequences for the offending party for failure to uphold this policy may involve removal from the bench, suspension, or expulsion from FSMH.

Any team function that requires the purchase of a liquor licence, must exclude any and all players.

### **11.0 Fort Saskatchewan Minor Hockey/Josephburg Minor Hockey Association Pilot Project**

Due to continued decline in registration numbers and the uncertain future of minor hockey in Josephburg, Fort Saskatchewan Minor Hockey and Josephburg Minor Hockey Association have teamed together for a 3 year pilot project. A signed copy by both FSMH & JBMA is an attachment to this document and can be found on the FSMH website. The attachment is titled P&P Attachment #1.

# Document History

**Original approval**

This document was originally issued and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Review history**

This document shall be periodically reviewed to ensure that it is valid and current.

The following information lists at least the last two reviews and all reviews that were done in the last 12 months.

<b>Date</b>	<b>Reviewed by</b>	<b>Comments</b>
30 Jul 2011	P. Garbiar	Annual review of Policy & Procedures
17 Feb 2010	R. Mak	Annual review of procedure
20 Jul 2009	L. Buhay	Review of procedure
24 Feb 2009	L. Buhay	Review of procedure

**Revision process**

This document will be reviewed annually along with the FSMH Policies and Procedures.

**Revision history**

The following information documents at least the last two changes to this document, with all the changes listed for the last 12 months.

<b>Date</b>	<b>Approved by</b>	<b>Description of changes</b>
16 Nov 2011	P. Garbiar	Revision to Section 3.2 - addition of meeting attendance policy
08 Aug 2011	P. Garbiar	Revisions to Sections 2.1, 3.2, 3.3, 5.1, 5.3, 5.6, 5.7. Motions passed at Special Meeting by Executive Committee.
17 Feb 2010	R. Mak	Added Elite Directors and duties, Presidential powers to "Discipline", abuse to "Bullying", other small additions