



RANGERS ATHLETIC CLUB
Policy and Procedures

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VISION STATEMENT: Developing high-character athletes for advancement in hockey and preparing them for future success in their chosen field, their community and their lives after hockey.

The Ranger Athletic Club (RAC) exists to provide a greater development opportunity to our players that are seeking to play a higher level of hockey. Through the AA and AAA streams, additional players within the specific regions and zones will be given the opportunity to continue to progress and development with new opportunities that may not be afforded to them through their current minor hockey associations.

To support this program, providing a separate committee will allow the Fort Saskatchewan Minor Hockey board to focus on the needs of the players and coaches in the competitive and recreational streams. Some of the additional benefits and difference of these streams are listed in the table below:

	Competitive/Recreational	Rangers Athletic Club
Philosophy	Fair, equal, and fun	Developing players for a higher level of hockey
Program	Focused on majority and mainstream athletes	Focused on top level athletes (approximately 5-15%)
Hockey Alberta	Minor Hockey	<ul style="list-style-type: none"> • Alberta Development Model (AAA) • AA Hockey Model
Volunteers	Focus on needs of competitive and recreational streams	Focus on needs of AA and AAA
Coaches	Most often parent coaches, Hockey Alberta minimum requirements, no honorariums	Different requirements from Hockey Alberta, higher commitment, honorariums
Coach development	<ul style="list-style-type: none"> • Coach 1 • Coach 2 	<ul style="list-style-type: none"> • High Performance 1 • Development 1 • Checking
Players	Mostly local players	Open to all players in AA region and AAA zone
Tryouts/Evaluations	Low tryout fee for top team, independent evaluators are used	High tryout fee, teams are selected by coaches
Player/Parent Expectations	Understanding that players have other activities; ice time should be equal	High level of commitment; ice time will not be equal

STATEMENT OF POLICIES

1.0 Governance

Fort Saskatchewan Rangers Athletic Club (RAC) falls under the representative body of Fort Saskatchewan Minor Hockey Association (FSMH) and is responsible for the coordination and operation of all RAC teams.

RAC is governed by the bodies noted below:

- AAA Program: U18 AAA, U16 AAA, and U15 AAA
Direction provide by the Ranger Athletic Club Committee and the FSMH Hockey Board of Directors (as deemed necessary by RAC Committee)
- AA Program: U18 AA, U15 AA, U13 AA
Direction provided by FSMH specifically President, Vice President, Elite Directors, and the FSMH Board of Directors (as deemed necessary)

These programs are separated as they represented by different boundaries as allocated by Hockey Alberta. While separated by the direction of each program, it is the belief that the Ranger Athletic Club as a whole should hold the same values in terms of the focus on development, growing our athletes and making them better citizens of our communities, regards of where they call their home town.

The structure of the Ranger Athletic Club will be made up of the following:

- Chair
- Vice Chair
- Director At Large
- Director At Large
- Director At Large
- Secretary/Treasurer (FSMH Sports Coordinator) – Non-Voting

Individuals to maintain the voting positions include:

- President or Vice President of Fort Saskatchewan Minor Hockey – Odd Numbered Year
- Fort Saskatchewan Minor Hockey Elite Director 1 – Even Numbered Year
- Fort Saskatchewan Minor Hockey Elite Director 2 – Odd Numbered Year
- Regional Minor Hockey Association 1 (Currently Sturgeon Minor Hockey) – Even Numbered Year
- Regional Minor Hockey Association 2 (Currently Fort McMurray Minor Hockey) – Odd Numbered Year

As the program continues to evolve, additional positions/roles will be added to strengthen the AAA program based on the interest and involvement of other Minor Hockey Associations.

It is noted that representatives will serve 2-year terms. The above positions provide the expiry of when each position comes up for re-election (ex. Odd numbered year = 2021).

Once representatives are identified, positions will be determined by the internal committee.

The Rangers Athletic Club will adhere to FSMH registration fees, as set by the FSMH board.

Annual Election Meeting for all FSMH members to elect the Board of Directors shall be held on or before April 30 of each year. Notice of the place and date of the meeting shall be advertised not less than 30 days prior to the meeting. The Annual Election Meeting will be cancelled if there are no elections to be held. Nominees must meet the eligibility requirements in accordance with the FSMH Policies and Procedures. No nominations shall be accepted from the floor. Following the election, the president/vice president and elite directors from FSMH will decide who will participate in the RAC board. FSMH will contact regional associations with invitation to put forward names for the expiring regional minor hockey association position. Once representatives are established, the RAC committee will then complete an internal discussion to decide who will fill the available positions.

2.0 Membership with Hockey Alberta and Hockey Canada

RAC shall operate as a member of Hockey Alberta ("HA") and Hockey Canada ("HC"). In accordance with the bylaw requirements of Hockey Alberta and Hockey Canada, Fort Saskatchewan Rangers Athletic Club shall:

- a) Conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
- b) Sponsor and encourage minor hockey in the Province of Alberta and with players registered in one or more recognized Hockey Canada divisions or categories which may operate one or more teams;
- c) Unconditionally commit to obey and abide by Hockey Alberta and Hockey Canada's Constitution, Bylaws and Regulations;
- d) Recognize HA as the governing body concerning hockey in the Province of Alberta subject only to right of appeal to Hockey Canada;
- e) Rules – RAC shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada.
- f) Where in the opinion of RAC special rules are required which are not currently required by Hockey Alberta or Hockey Canada, then RAC shall have the power to institute such additional rules to apply to members of RAC so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta or Hockey Canada league rules.
- g) Hockey improvement – RAC shall be dedicated to working and cooperating with Hockey Alberta and Hockey Canada for the betterment of hockey through the following:
- h) Use of Hockey Alberta and Hockey Canada training programs, facilities and literature where considered practicable by the RAC Executive Committee and Board;
- i) Making recommendations for improvements in rules, training programs, etc. by way of

presentations to the various HA councils and by executive attendance at Hockey Alberta annual meetings; and

- j) Making recommendations for development and improvement of programs to Fort Saskatchewan Minor Hockey Association;

3.0 Membership in RAC

Membership in RAC is open upon registration to:

- a) All current and former parents or full-time guardians who are (18) years of age or over Who has/had a player on a RAC team in the previous season or is registered for the upcoming season AND have permanent residency within the association boundaries.
- b) Any person eighteen (18) years of age or over who has/had a player on a RAC team in the previous season or is registered for the upcoming season who resides outside of the association boundaries may request in writing, to the RAC a minimum of fourteen (14) days prior to any Annual Election Meeting, Annual General Meeting and/or Special Meeting to become a member of Fort Saskatchewan Minor Hockey.
- c) Any person eighteen – (18) years of age or over who resides in the association boundaries may request in writing, to the RAC, a minimum of fourteen (14) days prior to any Annual Election meeting, Annual General Meeting and/or Special Meeting to become a member of the Society. If the request is granted, payment of the annual membership fee is due. In the event a person requesting membership is transferring from another Alberta Hockey Association, they must be a member in good standing with their previous Association and must have paid in full all fees, assessments and team charges due and owing to the said Association.
- d) Any member in arrears for fees, assessments or outstanding team charges for any year shall be automatically expelled after the expiration of three (3) months from the end of such year but may be reinstated upon paying all outstanding annual fees, assessments and team charges.
- e) The Board may impose a fine not exceeding two hundred fifty (\$250.00) dollars on any member who contravenes these bylaws or the regulations made hereunder.

4.0 Removal and Suspension from RAC

The Board or, if applicable, the Fort Saskatchewan Minor Hockey Incident Review Committee may suspend any member of the RAC including team official who:

- a) Fails to comply with these bylaws or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the RAC or FSMH, if applicable. An expelled member or team official may appeal his expulsion before the Board by giving written notice to the Board within fifteen (15) days of the date of his expulsion.
- b) An expelled member may not hold office, vote or act as a team official in any of the RAC's activities

- d) Any member in good standing is entitled to vote at any Annual General Meeting, Annual Election Meeting and/or Special Meeting, provided they are present at the time the vote is taken, and provided that they meet the residency requirements as established from time to time by the RAC and FSMH.

5.0 Membership in FSMH

All members of RAC will automatically hold membership in Fort Saskatchewan Minor Hockey Association ("FSMH") under the terms and conditions of FSMH Bylaws, Policies and Procedures.

6.0 Membership Boundaries

The boundary of RAC shall be the same as the boundaries of FSMH as set by Hockey Alberta. It is the policy of the RAC that all participants in its programs shall have reasonable opportunity to participate at the appropriate level through the evaluation process.

Description of area:

AA Draw Zone associations:

Fort Saskatchewan, Andrew, Boyle, Bruderheim, Josephburg, Lamont, Redwater, Smoky Lake, Thorhild, Two Hills, Vegreville

AAA Draw Zone Associations:

Fort Saskatchewan, Andrew, Athabasca, Boyle, Bruderheim, CNN, Fort McMurray, Goodfish Lake, Josephburg, Kikino, Lac La Biche, Lamont, Plamondon, Redwater, Saddle Lake, Smoky Lake, St. Paul, Sturgeon Hockey, Thorhild, Two Hills, Vegreville, Wabasca, Westlock

Resident Players

For a player to be considered a resident player they must have a residence within the Fort Saskatchewan Minor Hockey Association boundaries. New players moving into the FSMH boundaries, for the start of the current hockey season, MUST provide a parent declaration form and proof of new residence or intended new residence within the FSMH boundaries. RAC has the discretion to further investigate player residency status and may request further documentation as well as interview(s) and/or meeting(s) with parents and other hockey community members. RAC has the right to decline a player's registration if they feel the player does not fulfill residency requirements. The family may then appeal the decision in writing to FSMH/RAC President/Vice President and Chair within 7 days which, this appeal will then be heard at the earliest opportunity by an appeal committee. Should the appeal committee uphold the original decision the family could appeal this decision to Hockey Alberta.

Non-Resident Players

For a player to be considered a non-resident player they must have residence within the Zone 2 boundaries as set out by Hockey Alberta.

Import Players

Import players are allowed at the U18 AAA, U16 AAA and U15 AAA.

Import levels to be determined based on criteria set out in the HA Alberta Development Model (ADM). Import players are also allowed at the U18, U15 AA and U13 level as it applies to the Hockey Alberta AA model

7.0 Executive Committee

In general, the RAC Committee supports a position of transparency by its Members and shall give full consideration to the affairs brought to its attention by any officer or Member. The RAC Committee is responsible to the Members and players of RAC in partnership with FSMH.

Members of the Executive Committee must immediately disclose in writing any conflict of interest, no matter how small or indirect, and then abstain from voting on that issue. The disclosure and the fact that the member abstained from voting are recorded in the monthly meeting minutes.

The following is a description of the responsibilities of the RAC Committee. It is not intended that this job description be all inclusive. Each member should be familiar with his or her job description and carry out the assigned duties to the best of his or her ability. In addition to the items described in the job description annexed, the member shall carry out such additional duties as are assigned or required to maintain the integrity of the RAC.

Roles & Responsibilities

The Rangers Athletic Club – AAA Program will oversee the operation of the three AAA teams in Fort Saskatchewan. The roles and responsibilities of the committee may include, but are not limited to:

- Work with sports coordinator to advertise for potential coaches
- Recruit potential coaches
- Sit on coach selection committee
- Review coach qualifications to ensure Hockey Alberta requirements are met
- Assist with selection of team staff, including assistant coaches, trainers, goalie coaches, etc.
- Work with Sports Coordinator and Ice Allocator to book ice for spring and fall camps and tryouts
- Develop presentation for player/parent meetings and spring camp and fall tryouts
- Set tryout fees
- Oversee registration at camps and tryouts
- Oversee tryout process and assist directors and coaches in team selection as necessary
- Assist with player recruitment within the Zone and Region
- Work with directors and coaches to recruit potential players from zone and region
- Develop relationships with surrounding LMHA's to encourage players to attend tryouts

- Assist coaches with speaking to players and families (including local) to promote the program
- Meet with coaches regularly to provide feedback and discuss any concerns from either party
- Establish honorariums for Elite coaches
- Act as a resource for coaches regarding player and program development
- Assist with finding billet homes, where necessary
- Coach evaluation and review
- Oversee tryout process
- Assist with player releases, as necessary
- Set tryout and rep/team fees
- Team budget review
- Review of yearly team plan
- Discipline of members (players, parents, coaches)
- Implement and follow up on coach conduct and expectations
- Review fair play expectations, as necessary

Rangers Athletic Club Chair and Vice Chair Responsibilities

- Chair Rangers Athletic Club committee including all work pertaining to meetings
- Overall responsible for AAA Ranger program
- Director and/or previous board experience preferred
- Hold voting position on FSMH Board
- Attend FSMH Board Meetings
- Represent FSMH at AAA league meetings
- Enforce FSMH policies and procedures with Rangers Athletic Club
- Assist directors with team discipline issues
- Reports to FSMH President (as necessary)
- Oversee Rangers Athletic Club committee budget
- Review team budgets with directors (Oct 15, Jan 31, April 1)
- Develop sponsorship/advertising program for all teams

Fort Saskatchewan Minor Hockey Elite Director Responsibilities

Coach Support

- Continue to monitor coaches throughout season.
- Assist with coach evaluation and feedback
- Meet with coaches a minimum of once per month during season.
- Help to establish rep/team fees and payment plans (all fees to be paid by Dec. 15th)
- Work with the Ice Allocator as required to ensure that teams have adequate practice and game ice allocation.
- Oversee try-outs and team selection process
- Works with the Sports Coordinator to ensure that team and affiliation lists are completed properly and on time
- Assist with player affiliations
- Attend at least one of each of their teams' games and practices per month
- Attend season opening, or other, parent and coach meetings with the teams
- Assist with equipment and apparel selection and ordering
- Recruit potential billet homes for out of town players

- Ensure billet homes complete required paperwork, Criminal record checks
- Complete home visits prior to accepting a billet home
- Work with team directors and coaches to discuss potential billets required
- Create tryout (short term) billet program
- Provide the host family with a team schedule, team contact information, Player Code of Conduct, Host Code of Conduct, contact sheet, house rules for the player, etc.
- Provide the player's family with a team schedule, team contact information, Player Code of Conduct, Host Code of Conduct, contact sheet, house rules for the player, player school employment updates.
- Provide the team coach and FSMH Elite Director the Player Code of Conduct, Host Code of Conduct, contact sheet, house rules for the player, player school / employment updates.
- Meet with the teachers on a regular scheduled basis to discuss the player's educational requirements, assignments, exams, attendance and communicate with the player, player's parents, Elite Director, Coach and teacher about any issues and achievements.

8.0 Finance

Bank Accounts and Purpose - All financial impacts from the RAC will be held within the financials of the Fort Saskatchewan Minor Hockey

Team Budgets & Accounting - Each individual team shall establish a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season. This process (including designation of treasurer, signing authorities, etc.) will follow the guidelines as noted in the FSMH Policies and Procedures.

Teams shall not approach any existing RAC Team Sponsor or Associate Sponsor for fundraising at any time.

Team Contingency (Travel Assistance) - RAC Teams advancing to League Championship, Provincial Championship, or National Championship will be eligible to apply to the RAC Board of Directors and FSMH for travel assistance. The amount of assistance will be determined annually and will take into account the number of RAC Teams advancing to championships, the location of the championship and the funds allocated and available towards travel assistance

9.0 Special Events

High profile events and/or development opportunities will be established by RAC as 'Special Events'. The events will include but not be limited to hosting Provincial Tournaments, Showcases, and All-Star games. A committee shall be formed including at least 3 members of the RAC team directly involved in the special event and at least 1 member of the RAC & FSMH Board of Directors to ensure adequate club representation and event execution. The RAC and FSMH Board of Directors will set costs and profit sharing.

10.0 Discipline

If there are issues or perceived problems on a team the parents, players, coach and manager will deal with the problem on a one on one basis to find a fair and equitable solution and

leverage the parent liaison as necessary. Any issue that can not be solved at the team level will require the Elite Director to complete necessary actions as deemed necessary to solve the situation including support from the RAC Chair. This may include the need to have the FSMH Disciplinary Committee involved in the situation. If the coach issues any player suspensions, the Elite Director must be informed. Any suspension player suspension must have the approval of the Elite Director and RAC Chair (or designate as applicable).

11.0 Hazing Policy

RAC supports only those activities which are constructive, educational, and inspirational and that contribute to the intellectual and personal development of players. RAC unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

RAC interprets hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member that compels another member to participate in any activity against RAC policy will be defined as hazing.

12.0 RAC Apparel

The RAC logo is a protected trademark and cannot be used on any apparel that has not been approved by RAC or FSMH. The primary colors of RAC are red, white, and blue. The standard apparel which will be specified by the team includes: Red helmet, red pant shell, RAC colored gloves, Ranger Athletic Club red hockey bag, Ranger dryland apparel, and jacket (if deemed necessary by team). Every player must wear the sanctioned dryland training apparel when participating in warm up and/or cool down.

13.0 Social Media

At the coach's discretion, the coach may create a Twitter and/or Instagram account to share information on the team including schedules, team highlights, player news, etc. The coach may designate this responsibility to a member/parent of the team and provide them with guidelines that are to be maintained. Any operation using the RAC or FSMH name is to be done in its high regard, including abiding by the code of conduct as stipulated in FSMH policies and procedure. Any action presented through social media that is deemed to break the noted code of conduct will be dealt with by the Elite Director, RAC Chair, and/or FSMH Disciplinary Committee as deemed necessary.

14.0 Team Officials

The Coach Selection Committee will exercise their best efforts in acquiring coaches and assistance coaches that are not parents of eligible players at all levels.

Head Coach Criteria for all levels shall be as follows:

- a) Applicable HA Coaching certifications prior to November 15th deadline;
- b) Proven skill development of players from previous teams;
- c) Positive effect on the character, moral and intellectual development of past players;
- d) Actions and activities over previous season exemplifies qualities of leadership, cooperation, honesty and integrity
- e) Review of Coach Performance Result from previous season;
- f) If new to Association past successes, player and parent testimonials and references will be reviewed;
- g) HA Speak Out and Safety Certification;
- h) Criminal Record Check provided by the Royal Canadian Mounted Police
- i) Child Intervention Check provided by Human Services Alberta (if deemed necessary by RAC Board)
- j) Team Coaching Staff will be determined by the head coach in partnership with the Elite Directors.
- k) All development activities including dryland training, on-ice support, nutrition education, sports psychologists, etc. will be at the discretion of the head coach.
- l) Teams are encouraged to support the local community through charitable activities as much as the schedule permits.

Association head coaches, as chief team officials, are fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities' rests with the head coach.

Head Coach Responsibilities:

- a) Be responsive to directives of the Board and operate the team within established policy and guidelines;
- b) Select players for the team based on the direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;
- c) Ensure proper supervision of the team before, during and after all games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players;
- d) Develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- f) In partnership with team manager, set budget for upcoming year.
- g) Ensure guidelines on proper team apparel, game day dress codes, and on ice dress codes are followed;
- h) Comply with normal administrative directives by:
 - Complying with established Association policy and procedures including, player selection, releases, tryout procedures;
 - Holding a parent meeting at beginning of season at which the head coach attends fully;
 - Reviewing the RAC/FSMH player code of conduct with the parents and players on his team, ensuring all players understand, sign and return these forms to the team manager; and
 - Selection of Assistant Coaches and Managers - The head coach shall be responsible to select his assistant coaches, trainer and manager. The Elite Director must approve all selections and/or changes.

Assistant coach criteria for all levels shall be as follows

- a) Proven skill development of players from previous teams;
- b) Positive effect on the character, moral and intellectual development of past players;
- c) Actions and activities over previous season exemplifies qualities of leadership, cooperation, honesty and integrity;
- d) Review of Coach Performance Result from previous season, if applicable;
- e) If new to Association past successes, player and parent testimonials and references if available;
- f) HA Speak Out and Safety Certification is encouraged;
- g) Criminal Record Check provided by the Royal Canadian Mounted Police;
- h) Retention within the Club;
- i) Child Intervention Check provided by Human Services Alberta (if deemed necessary by RAC Board)

Assistant Coach Responsibilities

- a) Be responsive to directives of the Board and assist to operate the team within established policy and procedures.
- b) Assist in selection of players for the team based on the direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program.
- c) Ensure proper supervision of the team before, during and after all games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players.

Team Manager Responsibilities

The team manager is expected to be responsive, adhere to and promote the directives of the RAC Board and administer the team within established policies and procedures. Duties are as follows:

- a) Coordinate initial parent Meeting with coach input/direction and set draft agenda
- b) The team manager, in conjunction with the team treasurer, is responsible to follow guidelines in regards of providing budget and up to date financial report to FSMH as deemed necessary.
- c) The team manager (in partnership with treasurer) is responsible to establish a fee payment schedule sufficient to cover team expenses. Parents should be given the option to pay their team fee requirement out of pocket or be presented with fundraising opportunities.
- d) Ensure all fundraising initiatives, if applicable, are organized and comply with the team budget and the policies and procedures of RAC AND FSMH
- e) Oversee all administrative duties for the team such as (but not limited to):
 - Retain a copy of HCR (Player Registration) and have available at all games;
 - Retain a copy of team budget and financial statements;
 - Retain a copy of Hockey Alberta Player Affiliation forms
 - Ensure all team officials comply with the Criminal Record Check procedure;

- | | |
|------------|--------------------|
| b) U16 AAA | Maximum 19 players |
| c) U18 AA | Maximum 19 players |
| d) U15 AAA | Maximum 19 players |
| e) U15 AA | Maximum 19 players |
| f) U13 AA | Maximum 19 players |