



# RANGERS ATHLETIC CLUB

## POLICY AND PROCEDURES





## Table of Contents

Vision Statement:.....	4
Statement of Policies .....	5
Governance .....	5
Membership with Hockey Alberta and Hockey Canada .....	7
Membership in RAC .....	7
Removal and Suspension from RAC.....	8
Membership in FSMH .....	8
Membership Boundaries.....	9
Description of area:.....	9
Resident Players.....	9
Non-Resident Players.....	10
Import Players.....	10
Executive Committee .....	10
Roles & Responsibilities .....	11
Rangers Athletic Club Chair and Vice-Chair Responsibilities .....	12
Fort Saskatchewan Minor Hockey Elite Director Responsibilities .....	12
Finance .....	13
Special Events .....	13
Discipline .....	14
Hazing Policy .....	14
RAC Apparel .....	14
Social Media.....	15
Team Officials.....	15
Head Coach Responsibilities: .....	16
Assistant coach criteria: .....	16
Assistant Coach Responsibilities .....	17
Team Manager Responsibilities .....	17
Team Treasurer Responsibilities.....	18
Trainer Responsibilities:.....	18
Trainer Qualifications: <b>(New)</b> .....	19
Minor Officials (Includes Timekeepers, Scorekeepers, Penalty Box Personnel, etc.).....	19



Tryout Notes: .....	19
Tryout Dates.....	20
Roster Size.....	20
Budget Items.....	20
Compensation .....	21
Coach Compensation Package – <b>(Updated)</b> .....	21
Coach Travel and Milage <b>(New)</b> .....	21
Trainers Compensation .....	22
Tryouts <b>(New)</b> .....	22
Substitutes <b>(New)</b> .....	22
Trainer Travel & Milage <b>(New)</b> .....	23



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 steams are listed in the table below:

	<b>Competitive/Recreational</b>	<b>Rangers Athletic Club</b>
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"> <li>• Alberta Development Model (AAA)</li> <li>• AA Hockey Model</li> </ul>
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"> <li>• Coach 1</li> <li>• Coach 2</li> <li>• Checking</li> <li>• RIS-L</li> </ul>	<ul style="list-style-type: none"> <li>• High Performance 1</li> <li>• Development 1</li> <li>• Checking</li> <li>• RIS-L</li> </ul>
Players	Mostly local players	Open to all players in AA region and AAA zone
Tryouts/Evaluations	No tryout fee, independent evaluators are used	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

### 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 provided by the Ranger Athletic Club Committee noted from the below locations

#### **AAA Draw Zone Associations:**

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

- AA Program: U18 AA, U16 AA, U15 AA, U13 AA, U11 AA  
Direction provided by the Ranger Athletic Club Committee noted from the below locations

#### **AA Draw Zone Associations:**

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

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 hometown.

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

- Chair – To be held by President of RAC.
- Vice Chair – To be held by RAC Vice President
- Director At Large (7)
- Secretary/Treasurer (FSMH Sports Coordinator) – Non-Voting



Individuals to maintain the voting positions include:

- Vice President (RAC) 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 Associations (3) (Sturgeon Minor Hockey, Bruderheim/Lamont, Boyle/Grassland and Area) – Even Numbered Year
- Regional Minor Hockey Association (2) (Fort McMurray Minor Hockey, Vegreville Minor Hockey) – Odd Numbered Year

President RAC and Chair of RAC will not hold a voting position and term renews every odd numbered year.

As the program continues to evolve, additional positions/roles will be added to strengthen the AAA/AA 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. RAC Fees will be determined by the Ranger Athletic Club in partnership with FSMH.

**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.



## 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:
  1. Use of Hockey Alberta and Hockey Canada training programs, facilities, and literature were considered practicable by the RAC Executive Committee and Board.
  2. 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 meeting.
  3. Making recommendations for development and improvement of programs to Fort Saskatchewan Minor Hockey Association.

## 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.

### 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 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.

### 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.





## 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, Lamont, Redwater, Smoky Lake, Thorhild, Two Hills, Vegreville

#### AAA Draw Zone Associations:

Fort Saskatchewan, Andrew, Athabasca, Boyle, Bruderheim, CNN, Fort McMurray, Goodfish Lake, 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, U17 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

U16AA and U11AA – As both teams do not follow the current AAA and AA Hockey Alberta model noted above, any import players would require a release from their minor hockey organization, understanding that if they are released from tryouts, they would have to return to their minor hockey organization. In addition, as these teams are not under the Hockey Alberta model, the amount of import players will be limited to the following:

- U16AA – A maximum of 6 import players will make the team
- U11AA – A maximum of 4 import players will make the team

The above is subject to the ability to fulfill a competitive roster for the applicable team. Any exception to the above would require approval from the RAC board.

## 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 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 RAC 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

- Direct connection between RAC and Head Coach
- Once coach is hired, be sure to work with Coach and Ice Coordinator as soon as possible to ensure coach has required ice time including length and discussion with skills or games.
- Goalie sessions should be run with support by our goalie coordinator in partnership with the coaching staff. Can also use RAC goalie development coach (currently Kurtis Mucha). Line up shooters.
- Ensure conditioning camps are run by AAA coaches with support from AA coaches at each level
- Set up condition camp groups in partnership with coach and RAC VP
- Compile and update registration spreadsheets in partnership with Sports Coordinator
- Ensure tryout provides mixture of skills and drills, small area games, battle and compete drills, flow drills, as well as scrimmages prior to intersquad game.
- Ensure to have people running clock for scrimmages and scorekeeper/music/penalty doors for intrasquad
- Ensure refs are booked for scrimmages and intrasquad game (check with Ice Coordinator)
- Continuously share updated registration list with coaches
- Coordinator, organize, distribute, get back tryout jerseys
- Forward all Elite Waiver Forms and 2<sup>nd</sup> tryout requests to RAC VP
- Coordinate billets in partnership with sports coordinator. Start searching early for families.



- Veteran billet players should be placed first
- Secure sponsorship for RAC teams in partnership with sports coordinator
- Communicate release with sports coordinator and RAC VP
- Work with RAC President and VP to establish timelines on when teams need to be set. AA league requires deadline on when rosters need to be set (24 hours before first game).
- Work with sports coordinator to update tryout roster on FSMH website so regional associations know who has been cut and who is still with us

## 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

## 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.



## 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).

## 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.

## 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 – **Ranger logo on Left and Right side of helmet.**
- red pant shell,
- RAC colored gloves,
- Ranger Athletic Club red hockey bag,
- Ranger dryland apparel (Every player must wear the sanctioned dryland training apparel when participating in warm up and/or cool down)
- jacket (if deemed necessary by team).



## 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. At the end of the season the account must be terminated or the log in information must be shared with FSMH to pass on to the next season.

## 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 exemplify 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:

- Coaches at U18AAA, U15AAA, U13AA, and U11AA are expected to run conditioning camps prior to their tryouts. This cost is included in the payment the coach will receive from FSMH as part of the tryout process. This cost will be subject to the parent coach rule.
- Releases – Ensure they are not done during/after team building events. Preference would be after an on-ice session. Coaches to give reason for release and ensure players get positive feedback and areas of improvement. For U11AA releases, strongly encouraged to have parent in the room when face to face releases.
- RAC coaches are to support other RAC coaches if they are looking for additional support on evaluating players. Preference would be to not use board members to ensure that isn't a feeling of biasness from families. Directors can be involved in release discussions to ensure full view of players in question are being discussed. This cost is included in the payment the coach will receive from FSMH as part of the tryout process. This cost will be subject to the parent coach rule.
- If coaches don't have any assistant coaches (or no coach at all), and other RAC coaches aren't available, can use independent evaluators, but ensure they are asking what coach is looking for and what to evaluate (could be different from minor hockey program). Coach may want written notes and same evaluators for each session for consistency and feedback.
- Beneficial to have coach on ice and off ice to be able to interact with players, but also watch more from a distance in the stands.
- All RAC coaches should have an "Introduction" meeting either face to face or virtually prior to or during the first day of training camp to level set expectations for players, parents, etc. This would be considered an information session on how the tryout process will work, as well as a layout of what the season will look like including weekly schedule, costs, etc.

### Assistant coach criteria:

- Proven skill development of players from previous teams.
- Positive effect on the character, moral and intellectual development of past players.
- Actions and activities over previous season exemplify qualities of leadership, cooperation, honesty and integrity.
- Review of Coach Performance Result from previous season, if applicable.
- If new to Association past successes, player and parent testimonials and references if available.
- HA Speak Out and Safety Certification is encouraged
- Criminal Record Check provided by the Royal Canadian Mounted Police.
- Retention within the Club.





- Child Intervention Check provided by Human Services Alberta (if deemed necessary by RAC Board)

### Assistant Coach Responsibilities

- Be responsive to directives of the Board and assist to operate the team within established policy and procedures.
- 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.
- 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
  - Assist in any team / player conflict resolution processes
  - Arrange for team buses and hotels for out-of-town travel
  - Plan, prepare and distribute an itinerary for all team travel
  - Prepare, submit and retain copies of all team travel permits.
  - Pickup, proper care and return of RAC jerseys.
  - Confirm before the start of each game that the Referees have arrived.



- Arrange for Referees for all exhibition and provincial play down home games.
- Distribution of team schedules to parents and RAC Directors.
- Rescheduling of league games per applicable League and RAC policies.
- Ensure Game Sheet Protocol is followed.
- Submit all game sheets and game stat reports to the applicable league contacts.
- Ensure all game sheets and officials' game reports which pertain to major penalties and suspensions are faxed to the appropriate League Director, Divisional Director and President.
- Ensure all penalties and suspensions are properly recorded on the game sheet and served as per league rules; and
- Any other administrative duty that may arise from time to time and use available resources such as the Elite Director or FSMH Sports Coordinator as necessary.

### Team Treasurer Responsibilities

The Team Treasurer is expected to be responsive, adhere to and promote the directives of the RAC Board and administer the team's finances within established policies and procedures. Duties include:

- Prepare the team budget, in cooperation with the manager. Upon approval from the majority of the team parents, the budget must be submitted as per the guidelines of the FSMH Policies and Procedures.
- The Team Treasurer is responsible to ensure players' accounts are not held in a deficit position.
- The Team Treasurer will be one of two signing authorities for the team bank account set up
- Must submit budget to FSMH Sports Coordinator by October 31, January 31, and end of season.

### Trainer Responsibilities:

- Provide care and attention to player injuries.
- Provide injury reports and updates to the coaching staff so they are fully aware of player injuries on a daily basis.
- Provide players with any medical treatment they may need prior to, during and after practices and games. Have an EAP (emergency action plan) in place for major injuries.
- Responsible for equipment care/minor fixes throughout the season.
- Run off ice warm up and cool down.
- Organize medical binder with current medical forms.
- Keep a logbook in a binder of all injuries, players in physio, using chiro, massage, etc.
- Role of the trainer is important given the direct interaction and influence with young athletes, coaching staff, and teams.



- Hours: trainers must attend 2-3 games a week and 2-3 practices. Expected to be at the arena 1 hr. prior to ice time. Remain after the game or practice until all duties have been completed. Travelling with the team to away games and tournaments on weekends. Regular season travel is within Alberta. Potential travel outside Alberta for Tournaments.
- Duties:
- First aid care of athletes, age ranges from 13-18.
- Risk management preparing EAP, collecting player medical forms, informing parents, coaches and managers of injuries sustained during practices, games and outside of hockey.
- Pregame taping, warm-ups and stretching.
- Post-game - assessing, cool-down and managing injuries.
- Referral of players to appropriate medical and rehab centers.
- Follow up with players, parents, coaches, and Head Trainer.

#### Trainer Qualifications:

Trainer is required to provide proof of qualifications to FSMH prior to the start of the season.

- First Aid/CPR
- Hockey Alberta safety course
- hockey experience is an asset but not required
- prevention and care of athletic injuries course or equivalent.

#### Minor Officials (Includes Timekeepers, Scorekeepers, Penalty Box Personnel, etc.)

While in this capacity minor officials are considered a game official and should be impartial and not express an opinion on how the game is being called. No minor official shall tamper with the game sheet.

Minor Officials are subject to ejection should there be a breach of this protocol. Further disciplinary action may be imposed.

#### Tryout Notes:

- Any player that comes for a second tryout that falls outside the top 27 list from a separate association needs to be approved by Elite Director and VP in consultation with Coach



- Any team that is playing in an ice breaker tournament should likely carry one full extra line (3 F, 2 D, 1 Goalie) to ensure good competition for spots, and to prevent additional injuries or the burn out of players during this phase of the tryout process

### Tryout Dates

- U15AAA and U18AAA should start second last weekend of August (For 2022 Fri Aug 19<sup>th</sup>)
- U15AA start following weekend (For 2022 Fri Aug 26)
- U17AAA, U13AA, U11AA September long weekend (For 2022 Fri Sept 2)
- U18AA and U16AA 2<sup>nd</sup> week of September (For 2022 Fri Sept 9<sup>th</sup>)
- Conditioning camps during the week leading up to tryouts.
  - May need to add in extra skates if big gap from when players are released (From U18AAA to U17AAA or U18AA)

### Roster Size

Rosters on all teams shall not exceed the following:

U18AAA	Maximum 20 Player
U18AA	Maximum 19 Player
U17AAA	Maximum 19 Player
U16AA	Maximum 19 Player
U15AAA	Maximum 19 Player
U15AA	Maximum 19 Player
U13AA	Maximum 19 Player
U11AA	Maximum 17 Player

### Budget Items

RAC/FSMH will provide the coach honorarium to each RAC coaching staff (subject to the parent coach rule) for the first 30 days of the team formation process or **up to Oct 1 whichever comes first**. After that, the team will cover the remaining cost to October 1<sup>st</sup>. If camp starts after September 1<sup>st</sup>, RAC/FSMH will provide a prorated Coach Honorarium beginning on the first day of the training camp to September 30<sup>th</sup>.

- Ex. Camp starts August 20<sup>th</sup>. RAC/FSMH covers payment to Sept 20<sup>th</sup>. Team pays prorated honorarium from Sept 21<sup>st</sup> to September 30<sup>th</sup> then pay each month thereafter.
- Ex. Camp starts Sept 10<sup>th</sup>. RAC/FSMH provides prorated coach honorarium from Sept 10<sup>th</sup> to September 30<sup>th</sup>. Team pays each month thereafter



- RAC/FSMH will provide a budget for the following teams as part of their recruitment expenses during the year prior to training camp. Head coaches will receive reimbursement for costs included: Mileage, Accommodations, Per Diem Meal, and any additional expenses approved by RAC. RAC director to approve mileage rate, per diem rate, and any additional expenses to be included prior to coach incurring costs. Coach is to provide applicable receipts as requested. These costs do not include any costs associated by a RAC/FSMH organized Spring Identification Camp
  - U18AAA \$1000
  - U15AAA \$750

## Compensation

### Coach Compensation Package – (Updated)

All “AAA” Teams – **Total Monthly Maximum Package \$3600.00**

- Head Coach - Max \$1,800/ Month
- \*Assistant Coaches Max \$600 each/Month (Max of 3 Assistant coaches)

U18, U16, U15n U13 “AA” Teams – **Total Monthly Maximum Package \$2200.00**

- Head Coach - Max \$1,000/Month
- \*Assistant Coaches Max \$400 each/Month (Max of 3 Assistant coaches)

U13 AA Teams – **Total Monthly Maximum Package \$1,700**

- Head Coach max \$800/Month
- Assistant Coaches Max \$300 each/Month (Max of 3 Assistant coaches)

U11 “AA” Teams – **Total Monthly Maximum Package \$1,100**

- Head Coach max \$500/Month
- Assistant Coaches Max \$200 each/Month (Max of 3 Assistant coaches)

**The coaches and assistant coaches pay combined must not total more the month compensation package totals listed above. If less then 3 assistant coaches are hired to any team, the compensation rate does not change the total package would be reduced.**

### Coach Travel and Milage

- Coaches will not be paid travel time or milage for any regular season events or games including tryouts, exhibition games, dryland & special events.
- If the team has chosen group travel such as a bus or a plane the coach is expected to travel with the team



- If the team is not taking group travel for an out-of-town tournament the coach will be paid .30/km for the return trip.
- If attending a meal planned by the team, the coach’s meal will be paid for by the team.

Any coach that has a child on the above teams will not be provided with compensation unless approved by the RAC Board. Pay period for coaches is from approximately September 1 to March 31<sup>st</sup> subject to the completion of the season (losing out of playoffs) and team activities ceasing. In this case, the March payment will be prorated.

### Trainers Compensation

TEAM	TRAINER	GAME	PRACTICE
U18AAA	Courtney Shaw	\$100.00	\$50.00
U18AA	Marjorie Lepine	\$75.00	\$50.00
U17AAA	Emma Casella	\$75.00	\$50.00
U16AA	Emily Shrubbs	\$75.00	\$50.00
U15AAA	Tom Hughes	\$75.00	\$50.00
U15AA	Beau Cox	\$75.00	\$50.00
U13AA & U11AA	Courtney Shaw – Does not attend Games or practices but is there are a resource if needed by the team.		
*Tryouts \$20.00/hr			

### Tryouts

- Trainers start with their assigned team as soon as tryouts begin for the season. Fort Saskatchewan Minor Hockey will cover the cost of the trainers for the first 30 days, until the team is finalized or up to Oct 1 whichever date come first at a rate of \$20.00/hr after this date the team will begin paying the trainer with the above rate schedule.

### Substitutes

- If a trainer is unable to attend a practice or a game it will be the responsibility of the trainer to find a substitute and to pay the substitute the required amount, the substitute will not invoice the team.



## Trainer Travel & Milage

- If an overnight trip trainer will be reimbursed for hotel expenses.
- If attending a meal planned by the team, the trainer's meal will be paid for by the team.
- If team does not take group transportation to tournament; trainer will be paid .30/km – milage will only be paid for out-of-town tournaments when a bus/plane is not available.
- If the team has chosen group travel such as a bus or a plane the trainer is expected to travel with the team
- Trainers will not be paid travel time or milage for any regular season events or games including tryouts, exhibition games, dryland, special events.



Document History

DATE	EDIT/CHANGES
JULY 11, 2022	Ranger logo on helmet added to Apparel section.