

EAST CALGARY TWIN ARENA SOCIETY

E.C.T.A.S.

POLICIES AND PROCEDURES - HOCKEY



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ARTICLE 1 - INTRODUCTION

1.01 NAME

The name of the organization is the "East Calgary Twin Arena Society", herein referred to as "ECTAS".

1.02 GOVERNING BODIES AND STRUCTURE

There are seven community associations who participate equally in the financing, development, operations, administration and maintenance of ECTAS.

Albert Park / Radisson Heights
Dover
Erinwoods
Forest Heights
Forest Lawn
Penbrooke Meadows
Southview

- A. In 1979 East Calgary Twin Arenas Society was formed for the purpose of constructing the Twin Arena. In 1981 the '7 Clubs' Winter Sports Council was established for the purpose of organizing the hockey and figure skating programs. In 1986, due to the growth of all programs, separate Figure Skating Council was formed. In 1997 due to the decrease in the figure skating programs, Figure Skating Council was disbanded.

1.03 GOVERNANCE

- A. On behalf of the seven communities, the E.C.T.A.S. Board is the governing and legal structure and registered Society under the Societies Act of Alberta.
- B. The E.C.T.A.S. Board of Directors consists of two (2) directors elected or appointed by each community. One (1) will be the voting director, the other the alternate. The alternate will vote in the absence of the voting director. In addition a President, Two (2) Vice Presidents and a Secretary/Treasurer elected from the membership at large.
- C. The Sports Council is a Council established by the E.C.T.A.S. board to deliver the hockey program.
- D. These Policies and Procedures are that of the Sports Program and are ratified by the E.C.T.A.S. Board.

1.04 THE SPORTS COUNCIL

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Is comprised of one elected/appointed director from each of the seven community associations, one assistant director per community when possible, a Secretary and a Chairperson who is elected (see Policies & Procedures 2.01 A & B). The Sports Council will have (1) one vote per original (7) seven communities.

1.05 ASSOCIATION: CLUB NAME

- A. The name of this sports club is "SEVEN CLUBS".
- B. **ASSOCIATION: CLUB COLOURS**
The following colours represent the club:
BLUE / RED / WHITE
Sports Council prior to purchasing must approve all wearing apparel. Wearing apparel should consist of the three colours not including Logo or Cresting.
Coloring must match the new "7 Clubs Jersey" (see article 1.06 A/B/C)

1.06 ASSOCIATION: CLUB LOGO

THE LOGO IS:

- A. The 'Seven' (number) with the word 'CLUBS' written in script to the right hand side of the number. Include the letters 'ECTAS' in the lower left-hand corner with the word 'CALGARY' in the lower right.
- B. Crest is a large Eagle with 'CALGARY ECTAS' above Eagle. Seven "club logos" with a large number '7' and the word 'CLUBS' in the body of the Eagle.
- C. The disk for the Logo must be obtained at the ECTAS office when required, on availability. \$100.00 refundable team deposit required.
- D. The logo and configuration must match the 7 Clubs team jersey logo. See Arena Office for sample.

1.07 INTERPRETATION OF POLICIES AND PROCEDURES

- A. All policies and procedures relate and apply exclusively to the article under which they are found.
- B. Sports Council Chairperson, Directors and their Assistants are solely responsible for clarification prior to individual action.
- C. Revert to the East Calgary Twin Arena Society Bylaws when the "7 Clubs" Hockey Program, Policies and Procedures do not cover a specific issue.

1.08 MEMBERS IN GOOD STANDING

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- A. A member will be considered in good standing provided it can be shown that he/she is neither in violation of the bylaws or policies & procedures of the society (association), nor under investigation for an infraction detrimental to the society (association), or under sanction by the jurisdiction of the Sports Council or ECTAS board of director.
- B. Members in “good standing” are community members who have upheld all commitments to their community and who are not suspended or in the process of being issued disciplinary action by the E.C.T.A.S. Board or Sports Council of the East Calgary Twin Arena Society, and those who are not in arrears to the community or arena. And abide by the bylaws of E.C.T.A.S.
- C. Any written indication Sports Council receives that legal action is a possibility or pending removes the related issue from the Sports Council jurisdiction. All documentation is immediately forwarded to the ECTAS Executive and the member seeking legal action is at once considered to be “not in good standing”. ECTAS will resolve the problem through the Society’s legal counsel.
- D. The filing member(s) is considered to be “not in good standing”. Any member(s) who contacts police to lodge a complaint regarding the Hockey Program or its Volunteers (while representing Seven Clubs) will be under full suspension and ECTAS will immediately be requested to suspend the member(s) from the building until we have received official notice that the matter has been cleared through the police and/or court system or verification has been received of all charges rescinded.

1.09 MEMBERSHIP

All individuals participating in any capacity, in any of the programs offered at ECTAS must have a current valid membership from one of the participating communities.

1.10 SPECIFIC JURISDICTION OF THE ECTAS BOARD OF DIRECTORS

Although the ECTAS Board of Directors has many duties under their own board's operating procedures the following areas are specifically related to the Hockey Program:

- A. Resolving any problem or incident involving a hockey/team with theft or vandalism, is the responsibility of the Sports Council Category Director and Chairperson. The Sports Council Chairperson must keep the President of E.C.T.A.S. fully informed during proceedings.
- B. Any concerns regarding the staff of the Twin Arenas are to be addressed by the ECTAS Board.
- C. Financial matters. (This does not include team accounts.)

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1.11 VOLUNTEERS

- A. No member of any Board of Directors or Councils shall receive remuneration for their services.
- B. No member of the Organization offering services as a coach, assistant coach, and manager or in any other capacity whereby the program is enhanced by these services may receive remuneration for these services.

ARTICLE - 2 SPORTS COUNCIL

2.01 ELECTION OF CHAIRPERSON

- A. The Chairperson and Assistant Chairperson will be elected from the Sports Council 'from within when possible' for a two (2) year term. The Chairperson must have completed a minimum of one full two (2) year term in the position of Winter Sports Director; may not have been removed from any Council for inappropriate behaviour; must be a member in good standing with the Association and their Community.
 - i) The community will be responsible for electing a new Winter Sports Director and will send an authorized Representative/appointed (with full voting privileges) until a New Director can be secured.
 - ii) Requirements and procedures regarding this placement will be covered prior to a vote being taken by the Sports Council.
 - iii) The election of a new Chairperson and/or Assistant will be carried out no later than the June meeting of Sports Council.
- B. The Sports Council will consist of a minimum of eight (8) members (but not limited to) One (1) Chairperson and seven (7) Voting Directors -- 1 per Community. There must be a quorum (minimum representation of 5 communities) in order to hold a meeting.
 - i) Election of Chairperson is to be by current Sports Council. There will be a maximum of seven (7) closed (paper) votes, 1 per community.
 - ii) Election is to be carried out by the elected person who may be the Secretary, an Assistant Director or an appointed person who is not eligible to vote.
 - iii) All nominees and the current Chairperson will leave the room prior to the vote, to allow the directors a discussion period.
- C. The Council must be given the opportunity to vote. Should there only be one nomination, the council must have their discussion period and may appoint that nomination by acclamation, or be a majority vote to resort to:
 - i) Requesting the most current Chairperson, to stay on till such time they have new nominees.
 - ii) The Assistant Chairperson assumes the Chairperson's position.
 - iii) Call upon a prior Chairperson.

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- iv) ECTAS President/Vice President may fill in as interim Chairperson no longer than 3 months to allow nominations.
- D. Agenda for meeting where the Chairperson is being elected will be in the following order:
 - Attendance
 - Reading / Approval of prior month's minutes
 - Additional Agenda Items
 - ECTAS Report
 - Category Reports
 - Old Business
 - Elections
 - By New Chairperson - New Business
 - Adjournment
- E. The process and actual vote count must appear within the Sports Council Minutes.

2.02 GENERAL

- A. The seven communities will authorize a Winter Sports Director to carry their community's vote into all dealings with the Sports Council of Directors at East Calgary Twin Arena Society for a two (2) year term.
- B. An official quorum at any meeting shall be five (5) voting members of the Sports Council of Directors.
- C. The prime concern of this Council is to organize and operate in accordance with basic Policies and Procedures, approved by the governing bodies, and to ensure these are administered consistently, objectively and fairly in all matters.
- D. The Council must at all times be cognisant of rules and regulations set forth by outside governing sports bodies which include, but are not limited to, the Minor Hockey Association of Calgary, the Alberta Amateur Hockey Association and the Canadian Amateur Hockey Association.
- E. The Sports Council will work co-operatively with the ECTAS board. Striving to enable every child, registered in the programs, the opportunity to participate in their chosen sport at a level where the child's talents, ability and commitment will be most duly recognized, thus allowing the child to achieve the maximum level of skill and enjoyment at their age category.
- F. There are two (2) programs governed by the Sports Council, solely or in conjunction with other Councils / Associations.
 - i) The Hockey Program,
 - ii) The Junior Referees Program (in conjunction with the Referee's Association).
- G. A majority must be reached in order for a decision of the Sports Council to be final.

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- H. All Sports Council meetings remain “closed” due to the sports Council’s responsibility to ensure the privacy of the Minor’s and members regularly dealt with. Guests may be invited and members may request in advance in writing to the Chairperson to attend for a specified period of time.
- I. All Sports Council minutes are confidential and available in the following instances.
 - i) Members in good standing,
 - ii) May not be removed. Issues pertaining exclusively to a team or individual may be viewed by the member through the Chairperson for members in good standing.

2.03 DUTIES / RESPONSIBILITIES: CHAIRPERSON (Job Description)

- A. The Chairperson will not handle any problem dealing in direct conflict with a family member but will re-direct the concerns to their Assistant or another Director.
- B. The Chairperson will ensure that all Sports Council Directors conduct themselves in a manner that does not result in conflict of interest or bias. They will make every effort to ensure complete information is presented to the Sports Council in order that consistent, fair and objective decisions are made to the best of their abilities.
- C. The Chairperson will attend the ECTAS Board meetings on a regular basis as a courtesy to keep their board updated on the Sports Council's progress throughout the year. The Chairperson will be a non-voting participant but may participate in all discussions.
- D. The Chairperson will attend meetings at the request of a Director to facilitate, mediate, intervene or advise.
- E. The Chairperson will be the liaison between outside sports organizations (Minor Hockey and other Associations) and the Sports Council.
- F. The Chairperson may institute disciplinary action when deemed necessary but will bring the information to the Sports Council of Directors at the earliest convenience. (See: Article 4:07 Suspension by a Director)
- G. The Chairperson / Sports Programmer are responsible for requisitioning new equipment for the programs, upon financial approval from the ECTAS Board. The Sports Programmer is also responsible for the handling of the equipment, (ie: jerseys being signed in and out) however, this task may be delegated to the Equipment Manager.
- H. Written notification of all disciplinary measures dealing with suspensions due to unsportsmanlike conduct outside the context of a game and it's direct participants will be forwarded to the President of the ECTAS Board.

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- I. The Chairperson will notify in writing, all parties involved in a formal grievance.
- J. Should the Chairperson request a release for their child from this organization because they are unhappy with the program, they must immediately resign the Chair.
- K. The Chairperson will ensure that team accounts are accurate and in line with the fund raising guidelines and that those responsible for the team accounts are reporting and confirming their transactions to the ECTAS Arena Office. The Category Director/Arena Office may 'freeze' accounts at any time when questions and/or issues remain unanswered, funds remain unaccounted for or the Arena is in jeopardy of being held liable for team or individual debt (where a team has been identified as a user or third party). The Chairperson may at any time request that team parents sign a special waiver for release of funds, which are frozen to accommodate special circumstances and to protect the team account
- L. The Chairperson has the obligation to monitor the progress of Directors and their Assistants to ensure their selected Category is being governed and reported on fairly, objectively and consistently. Where a team, group or individual is being singled out by a Director in an unacceptable manner, the Chairperson is obligated to bring this information to the Sports Council and may request a change of Category or removal of this Director (see: Article 2.04). Sports Council must reach unanimous approval for this issue to take effect.
- M. Work closely with the Sports Programmer.
- N. Removal of the Chairperson will result following a majority vote by all active Sports Council Directors. A Non-confidence vote would initiate through, but not be limited to:
 - i) Breach of confidentiality (any information that would not be reported to the monthly Community meeting; information relayed to Executive Boards of the Community Associations only).
 - ii) Unsportsmanlike conduct unbecoming a member of the Sports Council governing body,
 - iii) Disrespect,
 - iv) Misuse of authorized powers as detailed in Policies and Procedures,
 - v) Failure to provide information to the Sports Council and their affiliates.
 - vi) All Financial matters.

2.04 DUTIES / RESPONSIBILITIES: DIRECTORS (Job Description)

- A. Each Director will be appointed one of the following areas to co-ordinate, by the Chairperson in conjunction with the Sports Council.
 - i) CATEGORY COORDINATOR -
Timbits, Pre-Hockey and Learn To Skate
Novice
Atom
Pee Wee
Bantam
Midget and Junior

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- Tournaments
 - ii) Hockey Development
- B. Directors must attend monthly meetings of the Sports Council and will keep the Council advised of activity or problems arising in their category. Directors must make conscientious decisions or request assistance from Chairperson.
- C. Director's must not be absent from three Sports Council meetings without their Assistant in place to carry out all delegated responsibilities which includes attendance at all meetings. Should the Council be left without any representation from a Community, the Sports Council Chairperson will advise the appropriate community who will be responsible for securing a new Director to bring their community's vote into Sports Council. The Community President will advise those respective parties within their community of the change(s).
- D. Directors are responsible for their category and must provide a fair evaluation process, seeding of teams and conflict resolution throughout the year.
- E. Removal of a Director will be initiated following a unanimous vote by all remaining Directors. The Sports Council Chairperson will forward this motion and vote immediately to the appropriate Community Executive. A non-confidence vote would initiate through but would not be limited to:
 - i) Breach of confidentiality (any information that would not be reported to the monthly Community meeting. Information relayed to Executive Boards of Community Associations only).
 - ii) Unsportsmanlike conduct unbecoming a member of the Sports Council governing body,
 - iii) Disrespect,
 - iv) Misuse of authorized powers as detailed in Policies and Procedures,
 - v) Failure to provide information to the Sports Council and their affiliates.
 - vi) All Financial matters.
- F. Directors are responsible for regular contact with their Category's Coaching Staff. Weekly phone calls or scheduled weekly meetings will be arranged by the Category Co-ordinator to identify problems, concerns, queries and potential hot spots.
- G. Directors must ensure that the coaches, players, spectators, etc adhere to all policies and procedures.
- H. Directors will not handle problems directly involving a family member. Their Assistant or another Director must be called upon to resolve the problem. The Chairperson will be consulted if the problem is not brought to a reasonable conclusion.
- I. Directors will not co-ordinate a category in which any family member (or individual residing at the same residence as the Director), is a coach, assistant or manager on one of the teams without having an assistant director to handle any conflict within that category.

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- J. Directors will ensure their respective communities are kept informed of program activity but will ensure that confidentiality be maintained where Minors are involved.
- K. Directors and their assistants will not be allowed to 'Head Coach' any team within the organization. They may give application to assist or manage a team in another category.

Following approval of the Sports Council the final decision to appoint this individual to one of these areas will be up to the appropriate Category Co-ordinator.

A Director may take a category that his/her child is in, but at anytime a problem arises with the child's team their Asst. Director or Chairperson would deal with it.

- L. Category Directors will notify Head Coaches who have been assigned a coaching position following application approval by Sports Council.
- M. Directors will ensure that the child of a coach is assigned to play the level of hockey, which is best suited for that child in their appropriate age category.
- N. Directors must attend the first parent's meeting of every team in their category. These meetings will be scheduled immediately following team selection.
- O. Directors as Category Co-ordinators or the Chairperson of the Sports Council may issue suspensions to any participant in the Hockey Program, within their category, as authorized in Articles 4.05 and 4.06, 4.07.
- P. Directors may contact Minor Hockey League Chairperson within their Category at any time.
- Q. A written detail of a suspension must be handed in and entered into the Disciplinary Book kept by the Sports Council Chairperson.
- R. Should a Director or immediate family member request a release for their child under 18 years of age from this organization because they are unhappy with the program, they must immediately resign their position as Director.
- S. Must personally evaluate community player registration lists before the first ice-slots in the evaluation process, to assure initial placement as per Sports Council guidelines.
- T. Directors responsible for a Category must submit to the Arena Office a "name, address, phone " list of each team's coach, assistants, manager and treasurer, as soon as the team is formed.
 - i) Managers/ Treasures and Trainers must be brought forth by the category director and approved by the Sports Council.

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- ii) It is up to each category director to ensure that two directly / indirectly family members or individuals residing at the same residence do not hold key positions within one team. (Key position; Head Coach and Treasurer, or in the case where by the Manager / Treasurer is one position rather than two positions). (Refer to article 8.01)

ARTICLE 3 – COACHES

3.01 ACCOUNTABLE TO

- A. The Head Coach is accountable to their Category Coordinator/Chairperson
- B. Directors are responsible for regular contact with their Category's Head Coaches. Weekly phone calls or scheduled weekly meetings will be arranged by the Category Co-ordinator to identify problems, concerns
- C. Head Coaches are solely responsible for regular contact with their Minor Hockey League Chairperson for reporting of game scores and events. Effort should be made to keep them informed whether the team is winning or losing as this will effect the final round placement moving the team up or down.

3.02 APPLICATION

Applications for coaching positions are accepted throughout the year by completing the appropriate form and handing it in to the Sports Programmer.

All applications will be verified/confirmed by the Chairperson before placement of coaches. Coaches are placed after the initial evaluation process whenever possible.

Coaches will be allowed the last five moves including goalies with Category Directors approval.

3.03 ASSIGNED ICE

- A. No one may sell assigned ice. Where an outside team is unable to provide return ice - no money may be exchanged in lieu of ice, however, other arrangements could be agreed to. i.e. other team pays for referee's.
- B. Where a team misses an ice time without forty-eight (48) hours notice to the Arena office, the team will be penalized.
- C. All pre-scheduled ice times will be forfeited during tournaments at ECTAS and may be allotted back to teams by the arena office.
- D. Coaches will not bump any other team or assigned group from their ice.
- E. Coaches will advise their Category Co-ordinator of all deviations from their assigned ice schedule in advance.

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- F. Each team is authorized by the eight participating communities to receive:
- i) Timbits and Learn to Skate will share ice at scheduled times. The program will start approximately mid September and end at the conclusion of league play. This includes home and practice ice. This does not include the time frame during the full Minor Hockey Week or Playoffs or Seven Clubs Tournaments. (This accommodates the loss of ice during Tournaments)
 - ii) Novice, Atom and Pee wee, individual evaluation begins early Sept to mid Oct, with no less than 3 ice times per group.
 - iii) Exhibition games from Oct 15 to Oct 31, guaranteed no less than 3 ice times per team.
 - iv) Novice to Junior: Five (5) ice times every 2 week period beginning approximately November 1st and ending at the conclusion of league play. (Including home games, away games and practices)
- G. Following the conclusion of league play up until home tournament or exclusion from playoffs/Minor Hockey Week ice will be assigned when available as required for home tournament preparation. All additional ice requirements can be purchased through the Arena Office and be paid for at “going rates” where availability permits. All additional ice purchased is the team’s responsibility. The team must notify the office when excluded from Minor Hockey Week/League Play/Playoffs. Ice will be assigned on a first come first served bases
- H. Non-prime time ice (during the week), is often available at a reduced rate for all Seven Clubs participants and all members of the seven participating communities. The Sports Programmer will have the details.

3.04 CLINICS

- A. Sports Council in conjunction with Minor Hockey encourages all coaches to upgrade their levels annually.
- B. All teams from Timbits through Junior MUST have 2 coaches (minimum) with “Speak Out” and “Safety Certifications”.
- C. All Timbits Head Coaches and (1) one Assistant Coach MUST have their “Introduction to Hockey” Certification prior to January 1st or they will be replaced. (Exception: confirmation from Minor Hockey that an individual has been accepted into a clinic scheduled in January.)
- D. All Novice, Atom, Pee Wee Division 3 and below, Bantam, Midget and Junior Head Coaches and (1) one Assistant Coach MUST have their “Coaches Level 1” Certification prior to January 1st or they will be replaced. (Exception: confirmation from Minor Hockey that an individual has been accepted into a clinic scheduled in January.)
- E. All Pee Wee through Junior C Head Coaches and (1) one Assistant Coach must have their “Checking Skills” Certification prior to January 1st or they will be

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replaced. (Exception: confirmation from Minor Hockey that an individual has been accepted into a clinic scheduled in January.)

- F. All Pee Wee Division 1 and 2 Head Coaches and (1) one Assistant Coach MUST have their “Development 1” Certification prior to January 1st or they will be replaced. (Exception: confirmation from Minor Hockey that an individual has been accepted into a clinic scheduled in January.)
- G. Any member of Seven Clubs coaching staff may attend coaching clinics.
- H. At the end of the season, ECTAS will reimburse any member of the coaching staff who attend and complete a full coaching session with the following stipulation:
 - i) Must have prior approval from the Sports Council Chairperson.
 - ii) Only one (1) paid attempt per level per coach

3.05 GAMES - LEAGUE/EXHIBITION

- A. All ice scheduling is done through the Sports Programmer.
- B. Ice schedules for all teams are distributed by the Sports Programmer to the appropriate Director. All practices and games are identified on the team schedule.
- C. The Timbits House league, Pre Hockey and Learn to Skate concludes the end of February.
- D. Esso sponsored 'Minor Hockey Week' operates under it's own schedule (separate from league schedules) and usually starts during January (Date TBA) running Friday through to the following Saturday. All minor hockey teams are required to participate - no travel permits are issued during this Minor Hockey Week tournament. The first game of Minor Hockey Week counts as a league game.
- E. A Category Co-ordinator or the Chairperson of Sports Council, prior to the game, must approve all ‘Exhibition’ games in writing. A verbal approval may be obtained, prior to the game; however, documentation must immediately follow.
- F. Once the Minor Hockey “Seeding Round” commences, Timbits through Atom categories are restricted by Minor Hockey in the numbers of games allowed per team. The “season” which runs approximately November through April, includes all League, Exhibition and Tournament games.
 - i) Timbits – as per Timbit program
 - ii) Novice - Junior as per regulated rules through Minor Hockey.
- G. All Minor Hockey Coaches (Novice through Junior) must notify their Minor Hockey Association League Chairperson of all Exhibition and Tournament games **PRIOR TO PLAY**.

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- H. Coaches must ensure that practice ice times are used to the best of their ability. Exhibition games are to be kept in balance with the number of practices the team has been assigned.

3.06 INTERIM COACHES

The Category Co-ordinator will place interim Coaches until the Sports Council can approve the selection of Coaches.

3.07 MEETINGS

- A. All Head Coaches will attend a mandatory meeting immediately following the completion of evaluations and team selections. This meeting is called by the Sports Council to discuss policies, procedures, rules, structure, responsibilities, expectations, accountabilities, etc.
- B. Head Coaches will hold two mandatory meetings with their 'Parents'.
 - i) The first of these meetings will be following the Head Coaches meeting and before the league begins. Introductions will be made a discussion held regarding team objectives, rules, fund raising, conduct, policies, procedures, etc. The Category Co-ordinator must be present at this meeting.
 - ii) The second of these meetings will be between “Seeding Round” and “second Round” league play. The team parents are to be informed of any changes within their team (ie: moving to another division, strategies, etc.) and they are invited to bring forward any areas of concern that directly involve the ‘team’. The Category Coordinator must be present at this meeting.
- C. Sports Council recommends that regular 'parents meetings' be held to keep everyone informed and to deal with concerns as they arise so as to keep on top of any problems as they occur.
- D. Head Coaches will attend the tournament meetings for the '7 Clubs' program as the Category Co-ordinator calls them. (Teams may be monitored by the Assistant(s) should these meetings run at the same time as assigned ice.)
- E. Head Coaches must attend Manager's meetings, as they are responsible for their managers. (Teams may be monitored by the Assistant(s) should these meetings run at the same time as assigned ice.)
- F. Head Coaches must ensure their parent's support group receives a monthly statement of the team's finances, which will include:
 - i) Previous month's balance
 - ii) All monies received during month
 - iii) All expenses paid out during month
 - iv) Closing month's balance

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3.08 QUALIFICATIONS

- A. Coaching Staff must at all times conduct themselves in a sportsmanlike manner setting a positive example for their players.
- B. Coaching Staff must be 'in control' of their players at all times and are responsible for discipline to maintain sportsmanlike, acceptable behaviour and respect of the sport, the program, the facility and the volunteers who make this program possible.
- C. All coaching staff must be members of one of the seven (7) participating communities. Out of boundary coaches will be accepted provided the individual holds a current membership in one of the seven (7) participating communities. All coaching staff must submit proof of membership to the office.
- D. Timbits Head Coaches who coach their own child will take their child as the coaches first draft choice. The same applies to the assistant coach.
- E. Head Coaches must keep in close contact with their Category Co-ordinator and must communicate any problems that are being encountered.
- F. Head Coaches (Novice through Junior), must be in constant contact with the assigned Minor Hockey Association League Chairperson, keeping them informed of game infractions, scores, incidents that occur during the game, win or lose.
- G. Winning coaches MUST mail or drop-off white copy of all score sheets to their Minor Hockey Association League Chairperson as required.
- H. Any referee write-ups on the score sheets must be into the Minor Hockey Association League Chairperson within forty-eight (48) hours.

3.08.01 ECTAS BOARD OF DIRECTORS

Any member of the ECTAS Board of Directors, upon approval from the ECTAS Board of Directors, may submit an application to coach, assist or manage in the program.

3.08.02 SPORTS COUNCIL DIRECTORS

Sports Council of Directors may not coach, assist, or manage a team within their category however, upon approval of the Category Co-ordinator the Director may make application to be a coaching assistant or manager in another category.

3.09 REFEREES

- A. Coaches must set the example by showing consistent leadership, displaying respect for the game and officials.

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- B. All teams not supplied with Minor Hockey Association referees must use referees supplied by the Seven Clubs Referees Association.
- C. All coaches (Novice through Pee Wee) are required to contact the 'Referee Assignors' to secure referees for all exhibition games.
- D. All Minor Hockey League games are provided officials throughout the season for League, Playoffs and Minor Hockey Week.
 - i) Timbits through Atom and Pee Wee Divisions 6-10 provided from the 7 Clubs Junior referee Pool.
 - ii) Pee Wee Divisions 1-5 through Junior provided from Central Zone referees and 7 Clubs linesman as required.

3.10 REQUEST FORMS

- A. Request forms are a three-part form used for any of the following purposes:
 - i) Request authorization to play all exhibition games
 - ii) Request authorization to enter all tournaments
 - iii) Request release of funds from the team account
- B. The Request Form must be completed and forwarded to the Category Co-ordinator as soon as possible prior to required date with an 80% parent approval form if the request is for an out of town tournament or the expense is over \$100.00. Tournament requests must be in as soon as possible as travel permits and sanction numbers for out-of-town tournaments must be requested. If your Category Director is not available contact another Council member for direction.

3.11 RESPONSIBLE FOR

- A. Head Coaches will submit the names of assistant coaches and managers to the Category Co-ordinator. Coaches make no placements. Approval must be received from Sports Council via the Category Co-ordinator.
- B. Head Coaches are required to advise their Category Co-ordinator of all suspensions issued by Minor Hockey within forty-eight (48) hours of the initial suspension. Failure to do so will result in the coach's suspension.
- C. Head Coaches are permitted to bench a player for misconduct, unsportsmanlike behaviour, abuse to any official, unexplained absences or any conduct that is deemed detrimental to the well being of the team and organization. Benching may be done for any portion of a game, to a maximum of two periods. Full game suspensions may ONLY be issued as authorized in Articles 4. - Discipline. A coach may suspend any player for a full game, one time without the Co-ordinator's intervention. (See: Article 4.06, Suspension by a Coach) The details may be conveyed verbally at the earliest possible opportunity however; the Coach must provide written documentation to the Category Co-ordinator within seventy-two (72) hours following this discussion.

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- D. Head Coaches are required to keep the Category Co-ordinator informed of all teams' progress, problems, concerns etc.
- E. The association copy (yellow or pink) of all score sheets MUST be dropped off at the arena Concession for your Category Co-ordinator's file within forty-eight (48) hours following every game. This includes all league/exhibition/tournament games. The team may make a copy of the game sheet for their own records however all pink/yellow copies are the responsibility of your Category Co-ordinator. Failure to comply will result in a coach's suspension until all game sheets have been retrieved.
- F. Head Coaches are responsible for ensuring all those participating on the team or with the team follow the rules and regulations as required by Sports Council, E.C.T.A.S., MHAC, AAHC, etc.
- G. Head Coaches must ensure that each player on their team is treated fairly, consistently and objectively.
- H. Head Coaches are responsible for ensuring that no player is left unsupervised in a dressing room during practices or games (home and away) or face suspension. The Head Coach may designate an adult to remain in the dressing room however; the Head Coach is still responsible for all activity within the dressing room.
- I. Head Coaches are responsible for ensuring that sufficient control/discipline is maintained over the players so as not to allow unsportsmanlike conduct and disrespectful behaviour to interfere with the welfare of the team or organization, team concepts and instruction.
- J. Head Coaches are responsible for ensuring that as a "Support Group" the parents are kept informed. The parents group does not run the team. That is the responsibility of the Head Coach using all assistance that is available to them.
- K. Head Coaches must ensure their parent's support group receives a monthly statement of the team's finances which will include:
 - i) previous month's balance
 - ii) all monies received during month
 - iii) all expenses paid out during month
 - iv) closing month's balance
- L. The Head Coach is responsible for dealing with immediate problems that arise within the team; however, they are required to immediately advise their Category Co-ordinator of all actions taken.
- M. The Head Coach is responsible for allocating more or less playing time to individual players in any particular game but MUST ensure that over a few games the playing time per player is relatively equal. This includes all games and practices, home or away.

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- N. Coaches, managers, trainers etc. who are part of the team MUST keep their Category coordinator informed of all concerns and problems.
- O. Head Coaches are responsible for ensuring that all individuals and coaches participating in the program will follow the Hockey Calgary rules and regulations on wearing a helmet. No person under 18 is allowed in the penalty box without a helmet unless the area is entirely enclosed. Our teams must also adhere to this rule away from our building.
- P. Head Coaches are responsible for signing out team jerseys and MUST complete the jersey lists at the beginning of the season and forward to the Equipment Manager or Office by November 30th.
- Q. Head Coaches are responsible for handing in all jerseys to the Equipment Manager: clean, repaired (or repairs noted on jersey), name bars carefully removed by the approved source, 'C' and 'A' patches left on the jerseys, hung on hangers and in the provided garment bags.

3.12 SELECTION AND PLACEMENT

- A. The Sports Council will approve coaches on the following basis:
 - i) present certification
 - ii) past performance in following the program set out by the '7 Clubs' Sports Council (or willingness to do so) based on previous 'coaches evaluation process'
 - iii) number of years coaching the same group (Sports Council recommends that a coach only remain with a group or majority of a group for no more than two consecutive seasons)
 - iv) requirements of the team of players
 - v) one team per head coach, however a head coach may make application to assist on another team
- B. Sports Council will place all coaches.
- C. Any member of the Coaching Staff or a Manager who does not make a conscious effort to abide by the 'Policies and Procedures' and work diligently with their Category Co-ordinator and the players assigned to them, or displays behaviour that is deemed to be inappropriate or unsportsmanlike will be replaced by the Category Co-ordinator in conjunction with the Sports Council Chairperson.

3.13 TEAM RULES

- A. Each Head Coach must prepare a written copy of 'Team Rules'. These 'Rules' must include but not be limited to:
 - i) required time of arrival for practices
 - ii) required time of arrival for games
 - iii) expectations
 - iv) behaviour that would result in being benched
 - v) behaviour that would result in the coach requesting a suspension

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- vi) required dress for games
 - vii) Parents 'in or out' of dressing rooms
 - viii) Dealing with conflicts
- B. Written 'Team Rules' must be handed in to the Category Co-ordinator for approval before the first parents meeting.
- C. At the discretion of the Category Co-ordinator, one copy of the 'Team Rules' will be passed around at the first parents meeting and each family **MUST** sign the document signifying that they understand and are expected to comply with these rules for the duration of the season - win or lose!

ARTICLE 4 – DISCIPLINE

4.01 ALCOHOL, TOBACCO PRODUCTS, ILLEGAL SUBSTANCES

- A. Any player, parent/guardian or coach consuming alcohol, smoking, using tobacco products or under the influence of any illegal substance, in prohibited areas or while representing '7 Clubs' will be suspended immediately. The player, coach, parent/guardian will remain suspended until Sports Council can convene to deal with the suspension.
- B. No member involved with the coaching or assisting of a Minor Hockey team will be under the influence of alcohol or illegal substances. **ZERO TOLERANCE.**

4.02 BENCHING OF A PLAYER

- A. Head Coaches are permitted to bench a player for misconduct, unsportsmanlike behaviour, abuse to any official, unexplained absences or any conduct that is deemed detrimental to the well being of the team and organization. Benching may be done for any portion of a game, to a maximum of two periods. Full game suspensions may **ONLY** be issued as authorized in Articles 4.05 and 4.06.
- B. At the discretion of the coach a player may be benched for disciplinary reasons. Some of these infractions are, but not limited to:
- i) Abusive language
 - ii) Unsportsmanlike conduct
 - iii) Unexplained absence
 - iv) Repeated violation of rules
 - v) Disrespect of team, teammates, coaches, officials, spectators and/or association.
- C. The Head Coach is required to explain to the player why a benching is occurring. If a parent of that player subsequently has a problem with the action of the coach the parent may request a meeting at a later date (anytime other than one hour before, during or after a game or practice) at the coach's convenience. Sports Council recommends that this situation be dealt with by these parties within forty-eight (48) hours following the incident and suggests that the player(s) involved be included in the meeting.

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- D. If the unacceptable behaviour does not stop Head Coaches are to immediately request Category Co-ordinator intervention and suspension for the player(s).
- E. All repeat benching that are given to a player, that occur due to the same or similar disruptive behaviour, must be reported to the Category Co-ordinator.

4.03 DISCIPLINARY AGREEMENTS/CONTRACTS

- A. Upon determination of a breach of acceptable conduct; policies, procedures. Disrespect; any member of this association may be required to sign a disciplinary form. **ZERO TOLERANCE**
- B. This form states specifically why discipline is being initiated and the specific discipline that is occurring.
- C. During a mandatory meeting to discuss the specific infraction, a compromise may be decided upon and the form may be altered to reflect a more accurate detail of the situation. This will be at the sole discretion of the Council member who called the meeting (Chairperson, Director and/or their assistants).
- D. Any member, who refuses to sign a disciplinary agreement form, action will be adhered to regardless. At this time ECTAS Executive will be notified and Sports Council may request a full suspension from the building.
- E. Any member “in good standing” may request to explain their situation at a meeting of the full Sports Council; however, the suspension will stand until the Council convenes, within 72 hours of receiving notification.
- F. Any member who refuses to sign a disciplinary agreement within 72 hours of notification of the agreement may be subject to in house suspensions being assessed
- G. Any member making the choice to disregard the disciplinary parameters as stated will be served a second, more severe notice of further discipline.
- H. Should a member receive TWO in-house notations/agreement suspensions, over any two year period, may result in a full suspension.
- I. Parents are welcome to disciplinary action meeting, but are not there for open discussion. Community Rep will be present on behalf of Community child if requested.
- J. Any member taking legal action will be suspended from all “7 Clubs” hockey functions. The entire matter will immediately be forwarded to the ECTAS Executive whereupon the ECTAS Executive may issue a suspension from the premises until all legal matters have been formally resolved.

4.04 RAFFLES

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- A. No team will hold an illegal raffle of any kind. (See article 9.06 A)
- B. Disciplinary action regarding a team or individual involved in an illegal raffle will be handled by the ECTAS Executive utilizing but not limited to any of the following methods.
 - i) full suspension
 - ii) loss of all team funds in account
 - iii) loss of all team funds raised to the point of the infraction
 - iv) forfeiture of team fund raising privileges for the remainder of the season

4.05 SUSPENSIONS

Failure to abide by the policies and procedures may result in suspension:

- A. Head Coaches are responsible for ensuring all those participating on the team or with the team follow the rules and regulations as required by Sports Council, ECTAS, MHAC, AAHC, etc.
- B. Head Coaches are responsible for ensuring that no player is left unsupervised in a dressing room during practices or games (home and away). The Head Coach may designate an assistant to remain in the dressing room however; the Head Coach is still responsible for all activity within the dressing room.
- C. Any member of the Coaching Staff, including the Manager who does not make a conscious effort to abide by the 'Policies and Procedures' and work diligently with their Category Co-ordinator and the players assigned to them or displays behaviour that is inappropriate or unsportsmanlike will be replaced by the Category Co-ordinator and/or the Sports Council Chairperson.
- D. Should a member of this organization not adhere to the policies and procedures listed in this manual and/or behave in any manner that is offensive, abusive or displays a blatant lack of respect for same, disciplinary action will be taken immediately.
- E. Disciplinary action may include but not be limited to any portion or all of the following:
 - i) signing a contract of expected conduct and/or a suspension (length of suspension to be determined by the Director(s) responsible for this area),
 - ii) a 'Player Release' may be issued,
 - iii) Ejection from this facility (by any staff member or Director) and will be banned from the facility until the Sports Council can convene at which time disciplinary action will be decided
 - iv) Community service (volunteer) hours as assigned

4.06 SUSPENSION BY A COACH

A coach may suspend any player for a full game, one time without the Co-ordinator's intervention. The details may be conveyed verbally at the earliest possible opportunity however; the Coach must provide written documentation to

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the Category Co-ordinator within seventy-two (72) hours following this discussion.

4.07 SUSPENSION BY A DIRECTOR

Any Sports Director or Sports Council Chairperson may suspend a player, coach, parent or spectator for unsportsmanlike conduct and/or violation of Policies and Procedures. The individual will remain suspended until the Sports Council can convene to deal with the suspension.

4.08 SUSPENSION BY MINOR HOCKEY OR OTHER ASSOCIATION

With any suspension handed down by an organization or association other than '7 Clubs', as a result of a disciplinary hearing/action there may be a further suspension by the '7 Clubs' Sports Council.

4.09 UNSPORTSMANLIKE CONDUCT

Coaches, assistant coaches, managers, players, spectators, referees and/or parents will conduct themselves in appropriate (sportsmanlike) behaviour at all times when they are present at any organized activity involving the team or organization. This includes use of the ECTAS facility at all times, in any capacity.

Failure to comply will result in one of the following, (but not limited to):

- i) Minimum penalty - disciplinary write up
- ii) Maximum penalty - suspension (length of suspension to be determined)

4.10 WEAPONS

Anyone caught with or found to have had a weapon (or any object that would be considered a weapon) in their possession while at the ECTAS facility or at any organized function authorized by '7 Clubs' will be suspended. The suspension will stand until the E.C.T.A.S. Board and Councils can convene to deal with the situation.

ARTICLE 5 – EQUIPMENT

5.01 GENERAL

- A. All hockey equipment purchased for the program is the property of the East Calgary Twin Arenas Society.
- B. Every team is charged a fifty (\$50) dollar, one time, User Fee when the team account is opened to cover the cost of all the equipment they are eligible to use throughout the season. Not included (postage – laminating) there will be an extra charge for this service.

5.02 BOARDROOMS

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- A. The boardrooms are identified by 'Blue and Red' (this corresponds to the arenas). Teams **MUST** book these rooms in half-hour time slots (half hour / one hour /one and a half hours, etc.) through the Lounge Staff.
- B. To get a key for the Boardroom you must turn in a key to the Lounge Staff.
- C. All children of adults using the boardrooms **MUST** be in the boardroom with the adult or under adult supervision if left in the Lounge.
- D. Upon leaving: chairs must be pushed in, garbage must be cleaned off of tables and floors and glasses, cups, plates and cutlery must be returned to the kitchen.

5.03 GOALIE EQUIPMENT

- A. Timbits: will be supplied with one set of goalie equipment per team and the Head Coach will be held responsible for it's safe return at season's end.
- B. NOVICE, Atom and Pee wee: If unable to supply your own goalie equipment (no sticks) ECTAS has a small number and variety of goalie pads, protectors, blockers and catchers that may be rented. There is a \$150.00 damage deposit charged at pick up time. Of this fee \$50.00 is non-refundable. This equipment **MUST** be returned 10 days following the final ice-time in its 'when rented' condition to receive a refund of a portion of the original rental costs.
- C. SUMMER CAMPS:
Equipment is available to '7 Clubs' members to attend summer goalie camps. The charge for use of this equipment is \$150 dollars. Of this fee, \$50.00 is non-refundable. The remaining refund will be determined by the condition of the equipment upon return. Return **MUST** be no later than three (3) days following the end of camp.

5.04 NAME BARS

The bar will display: 'players surname', white with blue lettering with the bar outlined in red ribbing. An authorized representative will sew on and remove the name bars. The fees for these services will be withdrawn from the team account.

5.05 PHOTO COPIER

All teams may make use of the copier for organization business however, only the concession staff or a Sports Council Director may operate this equipment. You are requested to attach a note to the photocopying stating specifically when the copies are required and the number of copies required and leave the request at the concession returning for them only when you requested the copies to be complete.

5.06 PINNIES, PUCKS, PYLONS, TUTOR SHOOTERS

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- A. This equipment is available upon the coach's request through the Arena Concession for use by the team within the facility.
- B. Pinnies are available from the Arena Concession and may be signed out by the Coach. Exact numbers of pinnies signed out must be signed back in or a "replacement cost" charge will be levied against the team account.
- C. Games and practice pucks are signed out to the coach through the Equipment Manager.

5.07 SOCKS - CLUB COLOURS

For all sanctioned games all teams must wear proper 7 Clubs socks (with the exception of the Timbits House league)
Home Socks - white with blue band bordered in red
Away Socks - blue with white band bordered in red
Approved "7 Clubs" socks will be sold at cost to the players during registration and/or through the office.
A matching pair of 7 Clubs socks must be worn at all games in appropriate manner.

5.08 TIME CLOCK

Sports Council recommends that each adult involved with the team become proficient using the clock. A copy of the instruction manual should be with the control panel if not there please contact the arena operator and request a copy.

5.09 UNIFORMS

- A. Uniform Jerseys are purchased through tournament profits and donations from team accounts at the end of the season. Uniforms may only be worn in team situations and are not to be handed over to individual players.
- B. The Equipment Manager arranges to sign out the appropriate sets of home and away jersey's and the head coaches are responsible for these throughout the season. However, they may delegate the washing and control for the season to parent volunteers. Coaches must retrieve the jerseys from these parents at the season's end in order to return them and sign-off on the jersey sign-out sheets.

There will be a \$200.00 deposit on the Jersey's (\$100.00 per set) to be reimbursed when Jersey's are returned at the end of the season..

- C. Jerseys and uniform bags must only be returned in the following manner.
 - i) Jerseys and uniform bags washed and hung up.
 - ii) Uniform bags tagged with appropriate team name (Novice 1, Atom 3, Pee Wee 4...etc.)
 - iii) Captain and Assistant patches are to be left on the jerseys.
 - iv) All name bars are to be removed and the coach is to return these immediately to each player.

Jerseys must be returned to Equipment Manager within (10) days following the team's final ice-time.

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5.10 VCR/DVD

This equipment was purchased for the teams' use through the season. A boardroom must be booked in advance and a request must be made at that time for use of this equipment. Bookings are to be done with the Lounge Staff.

5.11 VIDEO INSTRUCTIONAL / EDUCATIONAL TAPES

Sports Council has purchased a number of videos/DVD's to offer the coaches. Arrange with any Sports Council Director to sign out these tapes. The team or individual will be charged, if these tapes are not returned.

ARTICLE 6 – EVALUATION

6.01 GENERAL

- A. Every player will receive a fair evaluation based on ability at the proper age and category level. Every effort will be made to ensure every registered player has a team to play on.
- B. Where two players are of equal ability: effort, attendance and commitment, major/minor status may be used as deciding factors in placement.
- C. In categories where players are moved down rather than up each player will be fairly evaluated at that level before moving down to a lesser calibre.
- D. No movement or discussions with players regarding movement will take place without the prior approval of the appropriate Category Co-ordinator.
- E. It is Seven Clubs mandate to place all late in boundary players prior to accepting any late out-of-boundary.
 - i) Where an out-of-boundary player is accepted into the program to fill roster requirements, the out-of-boundary player will not take precedent over any in-boundary player who has met all registration requirements.
 - ii) Pre-registered out-of-boundary players will be evaluated as equals, if they have registered with all release approvals within the registration dates and have played the prior year.
 - iii) Where there are too many players for one team and not enough to form a second team, players will be cut to meet roster requirements only and if possible, found another association to play out of. Teams at this point must carry the maximum number of players. In-Boundary members will be the last cuts provided all registration requirements have been met.

6.02 METHOD OF EVALUATION

- A. Sports Council will devise the most fair, objective and consistent evaluation process available for their category. The Category Co-ordinator will direct, regulate and monitor all of the evaluation process reaching completion as quickly and efficiently as possible.
- B. There are presently two types of evaluations in use:

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- i) drafting is used where two teams are registered in the same division, to ensure teams are as equal as possible)
 - ii) tiering (used by all other teams)
- C. Persons who are doing evaluations will tier players from strongest to weakest team.
- D. Persons who have no connection to any player in the evaluation do the actual evaluations and tier players from strongest to weakest.
- E. Coaches are permitted to make the last selections on their teams with approval of Category Co-ordinator before any player is advised of any movement.

6.03 APPEAL PROCESS

An appeal of the evaluation received by one specific player must be in writing to the appropriate Category Co-ordinator within forty-eight (48) hours of the final selection.

ARTICLE 7 –GRIEVANCE

7.01 GENERAL

Anyone with a concern or complaint is encouraged to take those concerns to the appropriate individuals through the proper channels. All concerns must be in writing and will be dealt with at the next earliest Sports Council meeting unless deemed necessary due to circumstances that it must be dealt with sooner.

7.02 COMMENCE GRIEVANCE PROCESS AND INITIAL FACILITATING BODY

- A. Complaints regarding teams' operations must be initially directed to the coaching staff of the involved team. An honest attempt must be made at this level before seeking Category Co-ordinator intervention.
- B. Should this problem not reach conclusion at this level the Category Co-ordinator is to receive a written documentation of the problem or concern within seventy-two (72) hours of non-resolution. The Category Co-ordinator will address the problem and most often will be able to reach an amicable conclusion at this level. An honest attempt must be made at this level before seeking Sports Council intervention.
- C. Whenever a Category Co-ordinator feels that the Sports Council Chairperson could be of assistance regarding their Category problems they will arrange to meet. Together they will work out the problems in conjunction with those involved or bring these to the next meeting of Council.
- D. Any letter received by the Sports Council Chairperson will first be confirmed with the appropriate Category Co-ordinator. The Co-ordinator will have the first opportunity to deal with the problem/concern regardless of who receives the information first.

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- E. Should all efforts fail to resolve problem(s), the matter will be discussed at the next Sports Council meeting and input from all Sports Council Directors will be sought. The original participants in the dispute may be requested to attend.

7.03 FORMAL RESPONSE TO GRIEVANCE

The Sports Council will review the facts and in writing within one week of this meeting will inform those parties involved. (In some cases the Sports Council will authorize the Category Co-ordinator and/or the Chairperson to verbally notify the related parties.)

- 7.04 A 'Special Circumstance Hearing' may be requested by the Sports Council and/or the ECTAS Board of Directors. This would be necessary when the problem effects the organization as a whole or when two or more Boards of Directors feel that jurisdiction overlaps or crosses boundaries set up for the E.C.T.A.S. Board and Councils. (Specifically, matters of principle or policy.)

7.05 SPECIAL HEARING COMMITTEES

A community member may submit in writing their concerns to their community association within seven (7) days of the Sports Council ruling. If the community association feels the concerns are valid/warranted and that they have not received fair, objective and consistent handling from the Sports Council, after consulting all involved parties, they may contact the E.C.T.A.S. President to request a Special Hearing for their member.

7.06 PETITIONS

- A. Sports Council believes that 'Petitions' are unproductive and display one-sided efforts to handle a situation/problem/concern that could be solved when all steps provided in the grievance procedures are undertaken.
- B. Petitions are not to be circulated within the facility in an attempt to have decisions, policies and/or procedures altered to the benefit of those few in a special interest group who sign or are asked to sign.
- C. Letters from concerned members identifying their concerns addressed to the Sports Council Director or Chairperson will be given immediate attention.

ARTICLE 8 – MANAGERS

8.01 ACCOUNTABLE TO

Each team is required to provide a manager other than the coach or assistant. Where upon a significant other/spouse, direct relation or indirect person residing at the same residence as the head coach, an unrelated treasurer is required. Managers are accountable to the Head Coach and their Category Co-ordinator.

8.02 POSITION REQUIREMENTS

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These individuals must be organized and able to deal efficiently and effectively with Sports Council, arena staff, coaches and parents. They must be consistent with the retrieval and disbursement of information on a monthly basis. Must be familiar with and follow Policies and Procedures. They must be appreciative and respectful of the various circumstances of those involved in the Parents' Group and be open to new ideas and change to achieve the common goals.

8.03 RESPONSIBLE FOR

- A. Managers/Treasurers are responsible for the collection and distribution of information between parents and office staff, parents and the Sports Council and visa versa, on a monthly basis.
- B. Managers/Treasurers are responsible for ensuring the operations and activities of the parents' group follow all Policies and Procedures of the ECTAS Organization.
- C. Managers/Treasurers are to (upon request) assist the coaching staff whenever and wherever possible.
- D. Managers/Treasurers must always be aware of where their duties end and the duties of coaches or Sports Council begin.
- E. Managers/Treasurers must be available for a monthly meeting to discuss areas of concern, progress and to submit monthly financial statements at that time.
- F. Managers/Treasurers must ensure the team parent's receive a monthly statement of the team's finances, which will include:
 - i) previous month's balance
 - ii) all monies received during month
 - iii) all expenses paid out during month
 - iv) Income and Expense sheet to be turned into the Office for verification at the end of each month and once verified the manager MUST copy and give each parent a copy.

8.04 SELECTION AND PLACEMENT

- A. All selections must be approved by the Sports Council and the appropriate Category Co-ordinator will finalize placement.
- B. It is the recommendation of the Sports Council that from the first parents' meeting, the Head Coach submit three names as possible managers to their Category Co-ordinator for approval.

ARTICLE 9 - MONIES AND FUNDS RECEIVED

9.01 GENERAL

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- A. The rules governing all fund raising are compiled to make this necessary facet of the hockey program as equitable as possible between teams while adhering to Alberta Liquor, Gaming & Lottery Commission regulations.
- B. The formula utilized for fund raising approval is as follows however; no team will be allowed to exceed the maximum amount without written approval from the Sports Council.

FUND RAISER: AVAILABLE WITH APPROVAL TO:

DANCE	PEE WEE and up
GAMES NIGHT	ALL TEAMS
SKATE-A-THON	OPTIONAL at ECTAS
MISCELLANEOUS	ALL TEAMS

7-Clubs Community Centres may be available for dances and Games Nights

Baked goods sale; bottle drive; craft sale; garage sale; hamburger/hotdog sale; treasure chest books.

- C. Should additional fund raising (exceeding the previously approved budget) be required, approval must be obtained from Sports Council through written request to the Category Co-ordinator.
- D. Whenever an out-of-town / out-of-province tournament is applied for the team must apply for additional fund raising (if required) at that time. The additional expenses that need to be approved are 'paid' transportation for the team members and coaching staff and accommodation for team members only at two players minimum per room (all players under the age of 18 are not permitted to stay in a room on their own).
- E. All monies raised or donated are to be used exclusively to cover the expenses incurred by all the players and coaching staff, (upon team parent agreement where coaching staff do not have a player registered on that team, coaches' expenses may be covered), and the operations of the team, as specified in their 'donation letter'. These funds are not to be used to cover any team parents' expenses. No funds are to be used to purchase any article / item that would single out one or more players.

9.02 BUDGET

Before any team does any fundraising, the team MUST prepare a budget which MUST be approved by the Category Co-ordinator. The budget must indicate that the expenses you are expecting the team to incur will match the expected income or revenue you hope to bring in over the course of the season. This is an estimate only but budgets should be fairly close to the projected expenses. This budget must include four parts in order to receive approval:

- i) No fundraising may begin prior to Oct 1st of current season, unless pre-approved. See article 9.06 A.

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- SAMPLE ONLY -

A.	EXPENDITURES: (sample entries- only)		
	Tournaments	3 @ \$800/ea	\$2400
	Wind-up Party	\$550	\$ 550
	Referees (Exhib)	\$16 @10 games	\$ 160
	User Fee	\$50 max/team	\$ 50
	Misc (Slurpees)	\$50 annual	<u>\$ 50</u>
	TOTAL:	\$3210	

B.	INCOME WITH ESTIMATED DATES AND AMOUNTS:		
	Games Night	November 15	\$1,500
	Skate-a-thon	December 14	\$ 700
	Bottle Drive	January 31	\$ 300
	Meat Sales		\$710
	TOTAL:	\$3210	

- C. INDIVIDUAL NON-VOLUNTEER RATE:
Parents who are not able to volunteer may take the option of paying their portion of the expenses calculated as if the entire team were dividing the expenses equally. This does not fall under the Article 9.05, Donations/Sponsorship and is non-refundable at the end of the season.

INDIVIDUAL NON-VOLUNTEER RATE: (PER: 15 PLAYERS)

\$3210 divided by 15 families = \$ 214.00

Parents may post date three (3) cheques payable to the team account for the sum of \$71.33, \$71.33 and \$71.34 with the last cheque payable on or before December 31st.

- D. SIGNATURES FROM TEAM PARENTS:
At the discretion of the Category Co-ordinator, signatures (one from each family) must be written on the proposed budget signifying the parents group for the team is in agreement and that all are aware of the expected expenses and the fund raising requirements that are necessary for these expenses to be covered equally by each family / player.

- E. Parents/guardians who refuse to participate in fund raising projects or to pay the non-volunteer rate as described in the budget will have their child's privileges suspended in the areas of tournament participation, exhibition games, jackets (clothing items), equipment purchases, outings and wind-up; any event or purchase utilizing funds from the team account.

9.03 CLOSURE OF TEAM ACCOUNTS

The team shall have until May ^{1ST} providing they have met all requirements denoted and equipment policies to close out their account. At the end of the season, following payment of all approved team expenditures, the remaining funds are forwarded to ECTAS to purchase new and replace damaged equipment, 7 club jerseys, practise pucks, etc. These funds are not used for any other purchases than

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those required by the players in the programs and assist in keeping the cost of the registration fees as low as possible.

If a parent feels their child does not need or require wearing apparel etc. They can request their share to be held in trust by ECTAS and used towards next year's registration fees.

9.04 DEPOSITS

- A. All team funds will be deposited with the arena office. A deposit form will be completed with each deposit. Deposits may also be made at the main floor concession after business hours however; when the staff is busy you must wait. All funds raised/donated by a team MUST be deposited into the team account. And all invoices to be paid by cheque by the office.
- B. 50/50 draws are licensed by ECTAS and will be discussed at the Mangers Meeting.

9.05 DONATIONS / SPONSORSHIPS

- A. Sponsorships and/or donations must be accompanied by a letter to the Sports Council of Directors from the sponsor / donor detailing how the contributions are to be distributed. A parent (donor) who follows this procedure may have donated funds returned to them at season's end if the specific expense has been covered by team funds; however, the 'donor letter' must state that this is to occur. All donor/sponsorship letters must state what is to be done with any funds that are not spent on that specific expense.
- B. All funds received through sponsorship or donations must be deposited into the team account and belong to the team to be used for the specified approved expenses.
- C. A donation of the cost of the uniforms will cover the cost of sponsorship of a team.
- D. If a coach obtains a sponsor / donor or fundraises sufficient monies for a set of uniforms, that team may use the uniforms for the hockey season but at the conclusion of the season all uniforms become the property of ECTAS.
- E. All uniforms will have the "7 Clubs" logo on the front of the jersey and a crest (or patch) with the sponsors name on the shoulder.
- F. Any person or firm who donates \$100 or more will have their name appear on the Donor's Board in the East Calgary Twin Arenas. An 'Appreciation Certificate' will be mailed as soon as possible after the donation for money or uniforms have been received by ECTAS.
- G. All uniforms will be purchased by ECTAS.. No other team or member may purchase '7 Clubs' or 'team' jerseys without prior approval of the ECTAS Arena Office.

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9.06 RAFFLES

- A. A Team may apply to hold a Raffle by first meeting with the Arena Office and govern the Rules and Regulations, Terms & Conditions of the AGLC. At this meeting it will be discussed as to what the funds can be used for. After the team agrees on what they are doing a request form will be filled out and submitted to their Category Director Upon approval the team will be responsible to purchase their own licence bringing the original copy into the office, the team will keep a control sheet on sales etc. and work with the Arena Office to submit the final paper work to Liquor, Gaming and Lottery.
- B. Disciplinary action regarding a team or individual in an illegal raffle will be handled by the ECTAS Executive utilizing but not limited to any of the following methods:
 - i) full suspension
 - ii) loss of all team funds in account
 - iii) loss of all team funds raised to the point of infraction
 - iv) forfeiture of team fund raising privileges for the remainder of the season
- C. Teams may hold 50/50 draws during home games in our facility only. If more than 1 home team is playing at one time, each team will be limited to selling in their arena.

9.07 TEAM ACCOUNT CONTROLS

- A. Raffles are allowed only during tournaments. Refer to Tournament Raffles article 18.04 D.
- B. All teams must submit a monthly statement of their team account to their category Co-ordinator.
- C. The Chairperson will ensure that team accounts are accurate and in line with the fund raising guidelines and that those responsible for the team accounts are reporting and confirming their transactions to the ECTAS General Manger.
- D. The Chairperson/Category Director/Arena Office may “freeze” accounts at any time when questions and/or issues remain unanswered; funds remain unaccounted for or the Arena is in jeopardy of being held liable for team or individual debt (where the team has been identified as a user or third party). The Chairperson/Category Director may at any time request that team parents sign a special waiver for release of frozen funds to accommodate special circumstances and protect the team account.

9.08 TEAM FUND RAISING

- A. Approval must be obtained from the Sports Council Chairperson/Category Director for specific fundraiser before teams have been set.
- B. Before any team does any fund raising, a completed budget must be submitted to the Category Co-ordinator for approval. (See: Article 9.02, Budget)

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- C. Funds are released from the account only upon receipt of an approved 'Request Form'. (See: Article 3.10 - Request Forms)
- D. A team may raise funds to a maximum of:
Pre Hockey - Timbits \$3500
Novice, Atom & Pee Wee \$5000
Bantam, Midget & Junior \$7500
- E. Should additional fund raising (exceeding the previously approved budget) be required, approval must be obtained from Sports Council through written request to the Category Co-ordinator.
- F. All funds raised by the team are to be spent on the players at a maximum of \$ 250.00 per player. May be used from team funds raised (No Gaming funds to be used) to purchase any of the following.
- G. Coaches/Managers/Treasurers appreciation tokens may be purchased by fund raised money (No Gaming funds to be used) but not to exceed \$125.00 with 80% team approval.
- H. Colours and cresting must meet club specifications.
(See: Article 1.05(B)-Club Colours/Club Logo; Article 19 -Wearing Apparel)

IN CLUB COLORS

- i) Club Jackets
- ii) Club Pullovers or Cardigan Sweaters (See: Article 19 Wearing Apparel)
- iii) Club Socks
- iv) Helmets
- v) Hockey Gloves
- vi) Hockey Pants
- vii) Hockey Sticks (of good quality)
- viii) Team Pictures
- ix) Sweat Pants / Sweat Shirts

NO RINGS TO BE PURCHASED THIS EXCLUSIVE TO THE BANTAM CLASSIC TOURNAMENT

9.08.01 DANCES AND GAMES NIGHTS

Games Nights and Dances may be held at one of the seven community centres.

9.08.02 FIFTY/FIFTY DRAWS

May be sold at Home Games only after setting up paper work with the office.
Teams are not to sell any 50/50 during 7 Clubs home tournaments. This requires a separate licence.

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9.08.03 SKATE-A-THON

- A. All teams, including all coaching staff, are eligible to participate in a Skate-a-thon and if this project is selected as a team fundraiser all players must skate. In the case of illness the Category Co-ordinator may approve an alternate skater or assign a future practice ice for this player to skate. No pledges will be collected unless the skater actually skates.
- B. Two (2) teams must share Skate-a-thon ice. Each team account will be charged with half of the normal “going rate” (for Minor Athletics).
- C. All Skate-a-thon pledge sheets MUST be handed in to the Arena Office along with the pledged money within one month of scheduled skate.

9.09 WIND-UP PARTY

The parents group is responsible for planning the player’s windup party and may withdraw from their team account a maximum of \$550.00 for Timbits through Atom and \$800.00 for Pee Wee through Junior. These funds must cover all purchases and expenses. Receipts must be submitted.

9.10 WITHDRAWAL OF TEAM FUNDS

- A. Funds are released from team accounts only upon receipt of an approved 'Request Form'. (See: Article 3.10 - Request Forms)
- B. Should a player or parent/guardian chose not to participate in a team function (tournament, wind-up), where the team has voted democratically (majority vote) to participate, there will be no refund to the player or parent/guardian not participating.
- C. If a player leaves the Seven Clubs sports program because that player or the parents are unhappy with the program, they are not entitled to any money they have raised from the team fund raising account.
- D. If a player moves outside the city they will be entitled to their share of funds raised and allocated specifically for the purchase of a team jacket, club sweater, etc. (No Gaming funds to be returned)(See: Article 9 - Team Fund Raising)

ARTICLE 10 - PARENTS, CHILDREN AND SPECTATORS

10.01 GENERAL

- A. All members residing within the Seven Clubs boundaries pay a registration fee which allows them the privilege and opportunity to participate in the programs as a skater / player or spectator and to use the facility for social purposes. Their behaviour and willingness to respect and adhere to the policies and procedures of this organization will determine if these privileges are allowed to continue.

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- B. Rules and regulations are in place to promote an environment where the participants feel safe and find encouragement to share in the social aspects, athletic growth and friendships constant with organized sport and available through this organization.
- C. This organization focuses on the child and operates on the generosity and willingness of the volunteer. No Board/Council member, coach, or manager may receive any monetary payment for the countless hours that they offer to this organization and to your child.
- D. No parent/guardian or player will contact the Minor Hockey Office or Minor Hockey personnel for any reason. It is the Head Coach's sole responsibility to inform Minor Hockey through the League Chairperson of all issues regarding the team and play.

10.02 CONDUCT AND RESPONSIBILITIES

- A. It is the responsibility of parents / guardians, players and spectators to control themselves and conduct themselves in a sportsmanlike manner at all times when representing the organization or enjoying the facility.
- B. It is the responsibility of the parents / guardians and spectators to control their children at all times when representing the organization or enjoying the facility.
- C. It is the responsibility of the parents / guardians and spectators to promote respect and tolerance for coaching staff, officials, teammates, other members of this facility, organization and the opposition and their facility.
- D. It is human nature not to like everyone all the time however, it is the responsibility of each member to make the necessary effort to do whatever is in the best interests of the players and to provide a pleasant atmosphere for the children to play in regardless of your tastes and preferences in associates.
 - i) Parent to Parent or parent to Official (Coach, Asst, Manager, Treasurer, Referee, Sports Directors or Asst, Volunteer of the Hockey Program and Staff) disputes that do not have a direct relationship to a player and their performance and/or participation within the team MUST be dealt with between the adults involved. Directors will not intervene in disputes where the player does not have a problem with the coach or where the players do not have a problem with each other.
 - ii. Adults MUST communicate, compromise, and solve their own personal problem and disputes outside ECTAS.
 - iii. If no solution is reached between disputing adults, do what is in the best interests of "the children" keep opinions to yourselves - stay clear of each other and let the children play! Should a Director be left with no alternative (the dispute begins to affect the team), the offending parent(s) will be dealt with and removed from all situations where the team could be affected. (See: Article 10.02.(K)(L))

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- E. A player or parent may not have the coach they would like or they may not be on the team they would like to be on however, the program is set up to do what is in the best interests of the majority of the children and we are not able to continually make everyone happy in every situation all the time.
- F. Children are not permitted to play on the cement and railings outside the second floor entrance. ECTAS does not accept any responsibility for any accident that occurs where children are left unsupervised or allowed to play in a restricted area.
- G. Children should not be left unsupervised in the lounge on the second floor. If unsupervised children misbehave in the lounge, ECTAS employees reserve the right to remove the individual from the lounge or facility.
- H. While members attend 'boardroom' functions children must be in attendance with their parents or have a designated adult supervise them during this time in the lounge.
- I. All members under the age of eighteen (other than players or coaching staff in helmets) are not permitted beyond the 'players gates' at either end of the player's benches. ECTAS accepts no responsibility for anyone who is unprotected and is injured in any way while within the unprotected area between gates.
- J. No parent / guardian or spectator is permitted beyond the 'players gates' at either end of the players benches unless they are part of the designated coaching staff or officials for the current game or practise. Should a negative disruption occur for any reason while a parent/guardian or spectator is in this restricted area, it is their sole responsibility and will be held accountable for any disruption that occurs as a result of them being where they are not permitted. They will, as the instigator, receive a minimum suspension of one game.
- K. Should a member of this organization not adhere to the policies and procedures listed in this manual and/or behave in any manner that is offensive, abusive or displays a blatant lack of respect for same, disciplinary action will be taken immediately.
- L. Disciplinary action may include but not be limited to any portion or all of the following:
 - i) signing a contract of expected conduct and/or a suspension (length of suspension to be determined by the Director(s) responsible for this area),
 - ii) a 'Player Release' may be issued,
 - iii) ejection from this facility (by any staff member or Director) and will be banned from the facility until the Sports Council can convene at which time disciplinary action will be decided,
 - iv) community service.
- M. Parents are encouraged to submit letters in regards to Coaches, Manager evaluation performances from the season. These forms may be handed in at the Main Floor concession to be left in Chairpersons file.

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ARTICLE 11 - PICTURES

11.01 GENERAL

- A. The chosen Photographer is required to supply a 5" x 7" team photo of each team to the arena Sports Programmer prior to Dec 31 of each year. Date and Time for picture taking to be set by Sports Council
- B. Teams that determine team funds will pay for the players photos will direct the funds to come out of the \$250.00 maximum allotment per player. (See: Article 9 - Team Fund Raising)

ARTICLE 12 - PLAYERS

12.01 GENERAL

- A. All players are requested to be in full uniform and the appropriate socks (Timbits House league excluded) for all Seven Clubs games.
- B. No players are allowed on the ice without full acceptable equipment when skating as part of a team. This includes helmets for all players.

ARTICLE 13 – REFEREES

13.01 ASSOCIATION: SEVEN CLUBS REFEREES

- A. Seven Clubs utilizes the services of the Junior Referees Program. Two appointed members at-large organize the program.
- B. The Sports Council is responsible for this program.

13.02 ASSOCIATION: JUNIOR REFEREES

- A. Qualifications to become a member of this program are:
 - i) Bantam age (minimum 13 years old) and older
 - ii) Willingness and ability to accept the responsibilities and challenges of being a referee within the program.
- B. Referees are responsible for arranging their own transportation.
- C. All referees must attend a referee's clinic for the current season.
- D. A referee of Seven Clubs must be a member of good standing. (All suspensions and/or discipline problems must be reported immediately to one of the Referee Assigners.

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- E. Timbits, Novice, Atom and Pee Wee tournaments will have Seven Clubs Officials assigned and fees will be as follows:
Novice through Pee Wee Division 6 and below – flat rate of \$20.00
- F. For Pee Wee Division 5 and below, the Referees Association of Calgary will provide the referee and the association will be responsible for providing 2 linesman per game
- G. All referees must be in full uniform (ref shirt, black pants and helmet).

13.03 CLINICS

Central Zone will hold Super Clinics. You may register for this clinic through the Central Zone Referee's Association.

13.04 FEE STRUCTURE AND PAYMENT OF REFEREES

- A. Seeding, regulation and playoff games will be paid for from the referees' account.
- B. For exhibition games, all teams will be responsible for obtaining a referee from the Referee Assignors and paying their referees from their team account. Actual payment (in cash) to the referee responsible for the game **MUST TAKE PLACE PRIOR TO STARTING THE GAME.**

ARTICLE 14 – REGISTRATION

14.01 IN-BOUNDARY

- A. Any community member that is a resident of, and holds a current family membership with one of the eight participating communities is classified as an 'In-Boundary' player.
- B. Registration dates for the Hockey Program are set during the preceding season for the coming season by the Sports Council of Directors.
- C. Registrations are held at East Calgary Twin Arena Society and members are required to register there.
- D. All players are required to register in their appropriate/proper age and category level.
- E. Late registrations will be accepted until September 30th. Any player who registers after the set registration date will go on a waiting list, only to be pulled off this list by the Sports Council Chairperson to bring a team's roster to required numbers.

In Boundary waiting list players who have met all registration requirements will be pulled first from the waiting list prior to out-of-boundary registrants.

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- F. Any player who moves into the community after the final registration date until November 30th may register with the arena office and go to the top of the waiting list.
- G. No player will be allowed on the ice until fees have been paid or arrangements have been confirmed.
- H. A player who does not meet their fee requirements through the East Calgary Twin Arena will be withdrawn from the program upon advice from the East Calgary Twin Arena through their Sports Council Director. Once fees have been paid or arrangements have been made to clear up the fees, the E.C.T.A.S. Office will advise (again through the Sports Council Director) that the member may resume their ice-time.
- I. The association reserves the right to refuse or place on a waiting list registration for any member who has in the preceding year withdrawn early from the hockey program for reason other than injury or illness.

14.02 IN BOUNDARY: "AA" BANTAM, MIDGET AND JUNIOR

- A. Players must pre-register with the arena office prior to 'AA' try-outs. (Paperwork only)
- B. The Sports Programmer will prepare one list in THREE distinct parts; this is also the sequence that players will be pulled to fill team rosters.
SECTION 1) IN BOUNDARY 'AA'
SECTION 2) OUT OF BOUNDARY 'AA'
SECTION 3) PLAYERS WHO HAVE NOT MET REGISTRATION REQUIREMENTS (which consist of: initially contacting (phoning) the Sports Programmer, checking in following first-cuts, picking up and returning completed documentation to the Arena office)
- C. Within forty-eight (48) hours after being released from their first 'AA' program, the player must contact the ECTAS Sports Programmer to signify their intentions of where they desire to play.
- D. With that confirmation, the player has forty-eight (48) hours to pick-up, complete registration requirements and return this documentation to the arena.
- E. All fees must be paid or the Community Sports Council Director must confirm arrangements. NO player will be allowed on the ice until this confirmation has been received.
- F. Any player who does not comply with the registration requirements will be dropped to the bottom of the waiting list after forty-eight (48) hours has transpired (SECTION 3 - PLAYERS WHO HAVE NOT MET REGISTRATION REQUIREMENTS).
- G. Late registrations in these categories will be accepted until September 30th.

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- H. All Seven Clubs players pulled off the waiting list and who have met the registration requirements will be given a fair evaluation in relation to all other players in that program.
- I. All Out-of-Boundary players pulled off the waiting list who have met the registration requirements will be evaluated and placed on a team.
- J. If there are insufficient numbers of players to meet the minimum requirements of MHAC, seventy-two (72) hours before the registration deadline, all players will be notified and the players will be placed with another team or association if possible. 'In-Boundary' members will be the final cuts from the program provided all registration requirements have been met. If sent to another association, the East Calgary Twin Arena Office will refund registration fees.

14.03 OUT OF BOUNDARY – PROTECTED

- A. Protected players who do not reside within the Seven Clubs boundaries must be approved through MHAC for a release from the community they presently reside in prior to final registration.
- B. Once the release is received by Seven Clubs the Protected List kicks in and any player then falls under the same requirements and regulations as an 'IN-BOUNDARY' player.

14.04 OUT-OF-BOUNDARY: UNPROTECTED

- A. Unprotected players must be approved for release from their own community or sports association and through the Minor Hockey Association, prior to registering with 7 Clubs. Should they register during 7 Clubs registration dates they will be accepted to participate in the full evaluation process, with the exception of goalies. Goalies must wait till September 30th to be pulled from the waiting list.
- B. Players are encouraged to pre-register with the Sports Programmer however; they will be called up from Section 2 of the Waiting List only when roster requirements are not met utilizing registered 'In Boundary' and 'Protected' Seven Clubs members.

ARTICLE 15 – RELEASES

15.01 FROM ANOTHER ASSOCIATION - TO 7 CLUBS

- A. Releases that have been approved by MHAC will be accepted at Seven Clubs only when the program has an insufficient number of players for a team that the released player would be assigned to.
- B. MHAC approved releases must be presented to the Sports Programmer with approval by the Sports Council Chairperson.
- C. Only approved releases on MHAC Release and Waiver Forms will be accepted for consideration.

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- D. Sports Council has the right to refuse any release due to disciplinary action not being fulfilled and/or to notify the new association and MHAC of the outstanding disciplinary action.

15.02 TO ANOTHER ASSOCIATION - FROM SEVEN CLUBS

- A. Seven Clubs players may be released from the association for failure to comply with Policies and Procedures.
- B. Seven Clubs will not authorize a release to satisfy a player or a parent who is unhappy with category evaluations and subsequent placement to a team or due to the placement of coaches unless the proper procedures have been followed.
- C. The term of release for any player from Seven Clubs will be for the duration of the category the player was released from. (Exception: players who were released, as there was no team available for them to play on. These players must return for the registrations with Seven Clubs the following year.)

ARTICLE 16 - TEAM AFFILIATION

16.01 GENERAL

Timbits affiliate first year to second year teams only, if permitted by Minor Hockey. Minor Hockey teams affiliate to another team and the Sports Council must do this at the start of the season.

16.02 ASSIGNING AFFILIATIONS

Teams will be affiliated according to Minor Hockey rules with Category approval.

16.03 REGULATING USE OF AFFILIATES

- A. A player of a lower division may play any number of games for a team of higher division prior to January 10th but may not play more than five games (league play) with the higher division after January 10th (goalie's are excluded from this ruling).
- B. When a coach is requesting from their affiliate team, they must:
 - i) First contact the appropriate Category Co-ordinator (s) for approval.
 - ii) Then contact the appropriate coach to obtain the affiliate..
 - iii) The Affiliate's Head Coach will contact their own parent to advise of affiliate request (player only is contacted for Bantam through Junior).
- C. Affiliated players may only be used in strict accordance with approved MHAC list.

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- D. Registered affiliates may only be used when:
 - i) Atom through Pee Wee: team rosters drop below 12 skaters
 - ii) Bantam: team rosters drop below 13 skaters
 - iii) Midget and Junior: affiliates may be used to bring total of skaters up to the total registered on the roster (no Minimum).
- E. No team will exceed the number of registered players on their team when using affiliate players.

16.04 USE OF AFFILIATE PLAYERS

- A. When a higher division team uses an affiliated player they must signify same in writing by placing (AP) after the players name on the score sheet.
- B. Coaches may only use affiliates to replace missing players that are injured, ill, or out of town (with permission slip) as per MHAC. They may not replace for a weaker player or a suspended player. A letter must be signed, in advance of any game, where an affiliate player (this includes goalies) is used in a tournament. The parent(s) of the team's registered player must sign that they are aware their child is being replaced.
- C. The affiliate team must make players available if they are not playing in crucial game themselves. In all cases involving a skater, if the affiliate team is playing and is not able to give up a skater, the original team plays short-handed without using any affiliates.
- D. The sequenced order of affiliated teams may be used at any time until January 10th. Each affiliate skater is permitted to affiliate only five (5) games (including payoffs).
- E. Goalies may be used as frequently as required and there are no deadlines as an affiliate under which they must follow. The procedure for using an affiliate goalie is as follows:
 - i) Team A goalie is ill, injured or out of town. Team A goes to their registered affiliates, Team B.
 - ii) If team B is playing or their goalie is unavailable Team A then reverts to the MHAC "Good Neighbour" Policy. With the approval of the Category Co-ordinator and the Minor Hockey League Chairperson, Team A approaches another team within their category and division, requesting that they loan Team A their goalie.
 - iii) Team A may only bring up goalies to fill their roster; if Team A is registered with one goalie, they may only bring up one affiliate.
 - iv) Where a team registers with only one goalie they may take one affiliate goalie on out of town tournaments however, coaches must send the affiliate roster at the time of registration for the tournament.
- F. Any team that intends to use their affiliates in a tournament must forward their "Affiliate roster (available from the Category Co-ordinator) attached to their own roster when registered for a tournament.

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- G. A team found to be using illegal players will forfeit all games played with the illegal players and will return all prizes won while playing with an illegal player.

ARTICLE 17 - TIERING AND ROSTER NUMBERS

17.01 GENERAL

- A. All Minor Hockey Teams (Novice and up) are tiered by ability to perform. No two 7 Clubs teams will be permitted to participate within the same division of a round robin tournament, unless seeded in the same division by Minor Hockey.
- B. Timbits and Pre-Hockey tiering depends entirely upon the number of players. Timbits and Pre-Hockey teams are tiered by age and/or ability in the program. The program seeks to place the players within the House league Program so that teams are as equal as possible.

17.02 MOVEMENT BETWEEN TEAMS

- A. Minor Hockey deadline for all player movement is
Timbits to Bantam December 10
Midget to Junior January 10
Any moves after these dates must be approved through MHAC.

17.03 GOALIE PLACEMENT

In Categories that have enough goalies to place two goalies on each team the goalies will alternate (either every other game or equal portions of each game) and will not skate out with the other players when they are not in goal. Goalies are not permitted to skate out being either stronger than the team's strongest player or weaker than the team's weakest player and Category approval is required.

17.04 NOVICE, ATOM, PEE WEE, BANTAM, MIDGET AND JUNIOR

	NUMBER OF PLAYERS REQUIRED		
** MINIMUM **	SKATERS	GOALIES	TOTAL
Novice – Bantam	14	2	16
** MAXIMUM **			
Novice -Midget	17	2	19

Junior may have 19 skaters, 2 goalies for a maximum total of 21, but only 17 skaters may dress.

17.05 Timbits & Pre Hockey

**** MIN/MAX **** ALL ALL

ARTICLE 18 - TOURNAMENTS AND OUT-OF-TOWN GAMES

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18.01 GENERAL

- A. A travel permit must be obtained to play in any tournament outside the City of Calgary. For exhibition games, a permit is necessary if the team is travelling more than 100 kilometres outside the City. Before a travel permit is issued by M.H.A.C., a team requires written permission from their Sports Director or Association Chairperson which must be presented to the M.H.A.C. office through the ECTAS office for the necessary permit. For exhibition games within 100 kilometres, a travel permit is not required by teams must have the permission of their MH league chairman.
- B. Parents travelling out-of-town with their child on tournaments are solely responsible for the actions of their child. Coaches or other parents must take the responsibility for children whose parents are not present on the trip and children must be advised of who is responsible.

18.02 DIRECTOR AUTHORIZATION

- A. The Category Co-ordinator must be notified in writing (Request Form) before approval can be given to enter a tournament or out-of-town game.

Category director may refuse a team permission to enter a tournament for financial, tiering/disciplinary reasons.
- B. A travel permit from MHAC must be requested by the Team through the Minor Hockey office, ten (10) days prior to the scheduled out-of-town game; no team may leave without it.
- C. At no time will anyone other than the Chairperson and/or Sports Programmer contact the Minor Hockey Office for any reason. All contact is to be made by individual teams through their Category Co-ordinator and these Directors will proceed through the Chairperson and/or Sports Programmer.
- D. Sanction Numbers, which each tournament is given by their respective associations, are required for out-of-town tournaments only.
- E. No fees or registration money will be forwarded to any organization until the Category Co-ordinator has approved release of these funds following confirmation that all documents are in order and all procedures have been followed and completed.

18.03 MINOR HOCKEY AUTHORIZATION

- A. At no time will anyone other than the Chairperson and/or Sports Programmer contact the Minor Hockey Office for any reason. All contact is to be made by individual teams through their category Co-ordinator who will then proceed through the Chairperson and/or Sports Programmer.

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- B. MHAC will not authorize any travel permit for teams that are still involved in play during Minor Hockey Week, League Play (only for teams that use Central Zone Referees), Playoffs, provincials and Winter Games. Due to heavy scheduling loads, their office seldom issues permits during these peak rush times of the season.
- C. Allowances must be made and teams must adjust their requirements accordingly. Consult your Director if unclear of correct procedure to follow.
- D. MHAC will not release a travel permit to any team who is potentially still in playoff position until MHAC has verified completion of play.
- E. The Chairperson or Category Coordinator may at any time request that team parents sign a special waiver for release of funds to accommodate special circumstances and to protect the team account.
- F. Sanction Numbers, which all tournaments are issued by MHAC or out-of-town Associations are required.

18.04 NUMBER OF TOURNAMENTS - CALGARY

- A. Seven Clubs Category Tournaments are mandatory for all teams. The following are the Maximum numbers of tournaments, where available as per approved Budget

Timbits	7 Clubs	- subject to Timbit Program
Novice	7 Clubs /plus 3	-within Alberta (one out-of-town tournament requiring accommodation)
Atom	7 Clubs /plus 3	-within Alberta (one out-of-town tournament requiring accommodation)
Pee Wee	7 Clubs /plus 4	-no area restriction
Bantam	7 Clubs /plus 4	-no area restriction
Midget	7 Clubs /plus 4	-no area restriction
Junior	7 Clubs /plus 4	-no area restriction

All Timbits -Midget MUST have prior consent by Sports Council and 80 % parent approval.

Junior's must have prior approval of Sports Council and 80 % player approval. If under 18 MUST be signed by parents

- B. All team parents are required to perform volunteer assignments during their '7 Clubs' tournament. This may be in the form of overseeing the tournament, accepting responsibility as team tournament committee representative or one or all of the following: scorekeeper, timekeeper, 50/50 seller, other as defined by committee. By not doing so fines may be assessed.
- C. All donations received for 7 Clubs tournament must be in sufficient quantity to provide for ALL participants in the entire tournament. One team may not provide solely for their own division. ECTAS will provide a \$1.00 ECTAS coupon from Timbits to Pee Wee.

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- D. The category director may decide to have a tournament raffle. This raffle will only take place providing the director in conjunction with the tournament committee of that category agree on the raffle. Each Seven Clubs team that participates must provide an equal amount of value of donations prior to the tournament in order to have the raffle. The proceeds from the raffle will be held separate from the tournament and will be distributed equally amongst the participating teams, to reduce their entry fee for the tournament. All raffles must be licensed by the Liquor, Gaming and Lottery with ECTAS making the application.

ARTICLE 19 - WEARING APPAREL

19.01 GENERAL

- A. The bodice or main colour of the article must not be white (white is restricted to Sports Council) or Red. It should consist of the either Blue or three colours (RED/BLUE/WHITE) not including Logo or cresting.
- B. When purchasing team jackets, pullovers, sweat shirts, warm-up suits etc., the 7 Clubs colours and logo must all be present and in accordance with our cresting. (See Article 1- 1.05 (B) Association Club Colours/1.06 Club Logo;
- C. For all sanctioned games all teams must wear proper 7 Clubs socks (with the exception of Timbits). Juniors must wear the away socks (blue). Socks must also be worn properly and in good condition.

Home Socks - white with blue band bordered in red

Away Socks - blue with white band bordered in red

ARTICLE 20 – MISCELLANEOUS

20.01 AWARDS FOR THE ‘HOCKEY PROGRAM

- A. ECTAS will supply awards for the following at the end of the season:
- i) League Winners (decided before MHAC tie- breaker games)
 - ii) Division Playoff Winners / Finalists
 - iii) City Champions / Finalists
 - iv) Minor Hockey Week Champions / Finalists
 - v) Provincial / Inter-Provincial Champions
 - vi) GOLDEN WHISTLE AWARD
- In-House Referees only: Junior/Intermediate/Senior. (Selection made by Referee.)
- B. Banners will be hung in the arena with names of team - year - Champion(s) and Category won.
- C. ECTAS will supply awards for the following areas of excellence:
- i) 2- COACHING TEAMS OF THE YEAR (Head coach, assistants, manager/treasurer)

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TIMBITS through ATOM

PEEWEE through JUNIOR

(Selection made by the Sports Council Directors and Assistants following approved criteria.)

- ii) **6 - SPORTSMANSHIP AWARDS**
Maximum of 6 Sportsmanship awards.(Selection made by appropriate Sports Council Category Coordinator following approved criteria).
- iii) **EXECUTIVE OR DIRECTOR OF THE YEAR AWARD**
(Selection made by E.C.T.A.S./Sports Council)
- iv) **VOLUNTEER OF THE YEAR AWARD**
(Selection made by members at-large).
- vi) **LIFETIME ACHIEVEMENT AWARD**
(Selection made by members at-large).

20.02 MINOR HOCKEY WEEK

- A. Esso sponsored 'Minor Hockey Week' operates under it's own schedule (separate from league schedules) and usually falls during the last full week of January running Friday through to the following Saturday.) All minor hockey teams are required to participate - no travel permits are issued during this Minor Hockey Week tournament.
- B. No games are left in a tie and must be played to a winner.
- C. There is no game protests allowed during the tournament and no games are rescheduled.
- D. All games are assigned referees. Associations are usually requested to supply referees for the first two (2) games of Novice through Pee Wee Non-Contact divisions. When referees become available (through teams dropping out of their tournament play) the Referees Association of Calgary will assign and supply all remaining requirements.
- E. Team plaques and individual medals are given only to the top two (2) teams in each division of each category.
- F. All participants are to be especially conscious of displaying sportsmanlike conduct throughout the tournament - win or lose.

ARTICLE 21 - HOUSE RULES

21.01 ADDITIONAL ICE BOOKINGS

Coaches are advised to contact the Sports Programmer to secure additional ice slots. These are often available at a minimal charge, which may be paid from team accounts on approval from the Category Coordinator.

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Scheduled ice times are to accommodate only those players registered with the team whose ice is being used. Player's siblings and non-registered skaters are NOT to be permitted on anyone's scheduled ice except their own.

21.02 ASSISTANTS ON PRACTICE ICE

- A. Scheduled ice times are to accommodate only those players registered with the team whose ice is being used. Younger siblings and non-registered skaters are NOT to be permitted on anyone's scheduled ice except their own.
- B. Where higher calibre and category players are used, specifically goalies, they may be involved in the practise but only if they are providing assistance to the goalies (not playing around!)

21.03 7 CLUBS TOURNAMENT ASSIGNED ICE

During tournaments all assigned ice will be cancelled/forfeited for the duration of the tournament, ice may be reassigned on availability.

21.04 DRESSING ROOM KEYS

Only those who are going to accept responsibility for the players while they are in the dressing rooms may exchange their keys for a dressing room key. This individual must remain with any player while in the dressing room until the coaching staff arrives to relieve them.

21.05 FACILITY DRESSING ROOMS

At no time will any player be left unattended and/or unsupervised inside a dressing room while in this facility or at an outside facility. The Head Coach is responsible for ensuring that this practise is adhered to and will be suspended for failure to comply.

21.06 FLOODING ICE

No person may be on the ice or open the gates while the flooding gates are open. Once the gates have been opened all players & coaches MUST leave the ice IMMEDIATELY and not take one last skate around before leaving.

21.07 GATES ON PLAYERS SIDE OF ARENAS

No parent/guardian or spectator is permitted beyond the 'player's gates' at either end of the players benches unless they are part of the designated coaching staff or officials for the current game or practise.

Should a disruption occur for any reason while a parent/guardian or spectator is in this restricted area, it is their sole responsibility and they will, as the instigator, receive a minimum one game suspension.

21.08 HELMETS

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All participants must follow the CAHA, (other than players in helmets) are not permitted beyond the 'players gates' at either end of the players benches. ECTAS will accept no responsibility for anyone who is unprotected and is injured in any way while within the unprotected area between gates.

21.09 PROCEDURE FOLLOWING GAMES - '7 CLUBS' TEAMS HOME GAMES

- A. Upon conclusion of all home games following the hand shakes '7 Clubs' players must skate immediately back to their player's box and wait the few minutes for the opposition to leave the ice and get into their dressing room. Then, '7 Clubs' teams may leave the ice and go directly to their own dressing rooms.
- B. '7 Clubs' teams will always use a separate entrance / exit on and off the ice.

21.10 PROTECTIVE EQUIPMENT

No players are allowed on the ice without full acceptable equipment when skating as part of a team

21.11 ELECTRICAL EQUIPMENT / COMPONENTS

No team shall utilize any electrical equipment/components in the dressing room unless powered by batteries. Absolutely no power cords will be permitted in open walkways.

21.12 HEAT SOURCE EQUIPMENT / COMPONENTS

There is to be NO blowtorches, matches, lighters or any other source of flammable equipment/components in the dressing rooms. Should you need a source to change the blade in your stick, you must contact a rink attendant or have a coach take (or supervise) it in an appropriate area in order to use the flammable source.