



# **Policies and Procedures Manual**

September 2023

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## **1. INTRODUCTION**

### **RHC1- GENERAL**

The Policies and Procedures Manual, as described herein, shall serve to assist the Board and other members in carrying out the Articles and By-Laws of the Recreational Hockey Association of Calgary (the "Association" or "RHC"). Where a conflict exists between the By-Laws and the Policy and Procedures Manual, the By- Laws shall have precedence.

The Policies and Procedures Manual (the "Manual") may be revised from time to time by the Board of Directors as they deem necessary which revisions shall be done by passing an amendment to the Manual at a Board Meeting wherein fifty percent (50%) of the Board Members approved the changes as presented at the said meeting. Any changes shall be documented by the Secretary of the Board and revisions shall be made to the Manual accordingly. Such revisions shall be posted on the RHC website from time to time and an effort shall be made to make the Manual available to the membership of the Association on the RHC website.

It is noted that, from time to time, there may be events or circumstances that give rise to a need for further policies or procedures. The addition of procedures shall be completed in the manner set out herein for changes to the Manual.

If a situation arises where the Manual does not address how to deal with the said situation, then the Board or persons representing the Association in various capacities shall be permitted to make determinations and proceed in a fashion consistent with the mission statement of the Association and consistent with the terms of the Manual. Where such a unique situation arises, it shall not be deemed to be a breach of the Manual to address that situation as set out herein. If such a situation arises the person or persons involved in that situation are encouraged to bring that issue to the Board for consideration and in particular to address the need for revisions, additions or other changes to the Manual.

In the end common sense and "doing the right thing" for all participants in the hockey program, should prevail. Any comments regarding the Policies and Procedures can be forwarded (email) to the RHC Board via the Registrar.

### **RHC2-PHILOSOPHY**

Recreational Hockey Calgary was created in response to a need for a less competitive playing environment and a less demanding time commitment that exists in community hockey programs. The philosophy of RHC is to

provide opportunities for players' ages 11 to 20 to play hockey that is affordable, fun and safe with moderate time commitments. The organization encourages and supports good sportsmanship, fair play, friendship, and respect. Body checking and aggressive behavior will not be tolerated.

### **RHC3-OBJECTIVES**

The objectives of the Hockey Program are to:

- (a) To provide and administer the Hockey Program for the involvement and enjoyment of all Members and Participants.
- (b) To encourage maximum city wide participation in the Hockey Program.
- (c) To encourage fun, sportsmanship, involvement and team play with fair and equal opportunity.
- (d) To foster the proper conduct of all who participate in, or are involved in, the Hockey Program.

It is a must that every participant in RHC abides by these values. A participant is defined as (but not limited to) a player, coach, official, parent, spectator or Director.

### **RHC4- DEFINITIONS**

All the following definitions that are not otherwise defined herein shall have their meaning defined by the RHC Bylaws, as amended from time to time. The following additional definitions noted below shall be used throughout the Manual, whether the definition was used preceding this Article.

“Association” or “RHC” means Recreational Hockey Association of Calgary.

“Board of Director” or “Board” means the RHC Board of Directors.

“Coaches” means the head coach and assistant coaches for each RHC hockey team.

“Committee” or “Council” means any committee formed by the RHC Board of Directors pursuant to the RHC Bylaws.

“RHC Board of Directors Procedure Manuals” means a manual that provides specific timelines, guidelines and rules and regulations governing each specific area of the individual Board of Directors created by each Director. Director Manuals facilitate the communication of the knowledge of contacts, procedures and specific timelines needed in each area to create a flow of knowledge for the RHC Board and to assist in the transition of new Board Members.

“Hockey Calgary” means Minor Hockey Association of Calgary.

“Policies and Procedures” means the rules and regulations set out and approved by the Board of Directors. These rules guide the day-to-day activities of the Association. These rules and regulations are not Bylaws and may be changed periodically as needed to fit the growth of the RHC, its members, and the economic times. Any policies and procedures changes must be voted on and passed by a majority of Directors. The structured format and strict guidelines along with the rules and regulations in the Policies and Procedure Manuals of running RHC must be in compliance with the Bylaws and regulations of the RHC.

### **RHC5-VOLUNTEER ORGANIZATION**

Volunteers are valuable. RHC is a volunteer-based organization that relies on a pro-active volunteer culture. All Board job descriptions can be found on the RHC website and within the RHC Bylaws and this Manual. Any member in good standing may run for a Board position. Before applying for a position, you should become familiar with the Association. If you are interested in becoming a Board member, come to the Annual General Meeting where these positions are voted on. Being a Board member can be a multi-year commitment.

### **RHC6-DISTRIBUTION OF BY-LAWS AND POLICY AND PROCEDURES MANUAL**

The By-Laws and the Policy and Procedures Manual will be available to all Association members on the RHC website.

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## **2 STRUCTURE**

### **RHC7-BOARD OF DIRECTORS**

#### **Powers and Duties of the Board**

Except where otherwise limited by the Societies Act, the Board has all the powers of the Association as a whole. The powers and duties of the Board include:

- (a) Shall adhere at all times to all structural, organizational committee meeting and financial procedural requirements established within the registered Bylaws by the Association's members.
- (b) Shall take all actions necessary to run the Association's Hockey program.
- (c) Shall promote the objectives and philosophy of RHC
- (d) Shall promote membership in RHC
- (e) Shall hire and dismiss employees, together with setting the terms of their employment, including job duties and salaries
- (f) Maintain and protect the assets and property of RHC

(g) Approve the annual budget and execute all financial affairs of the Association

(h) Prudent fiscal management, including the investment of funds, paying expenses, and operating and managing RHC

(i) Shall develop terms of reference for committees; assign or appoint chairmen and Committee members to each committee; make each committee aware of their Responsibilities in the Association's total decision-making process and in all policy situations; and then make all members of the Association fully aware of all Committee's chairman and of each of their respective program duties.

(j) Shall forward annually to the Registrar of Companies, the Association's Financial Audit, the names, addresses and positions of the newly elected Board members, specifically identifying the officers and the Association's mailing address.

(k) Shall review the Internal Rules and the Association Bylaws annually with the members and make whatever recommendations may be necessary in order to keep these policies or terms of reference as criteria for the Association's current and future operations

(l) Shall have the authority to make and amend regulations governing any or all matters relating to the objects of RHC, finances, elections, procedure and administration of RHC, in addition to the discipline, suspension and expulsion of the Officers, Directors, Members, and Participants enrolled in the Hockey Program. Such regulations shall be in force when made, unless they rescinded, amended or replaced at a general meeting.

(m) Shall have the authority to make and publish rules respecting the conduct of the Members and Participants as may from time to time be necessary and any such rules shall be binding on all Members.

(n) Shall have the power to rescind, alter or add to the RHC Policy & Procedure Manual as the need arises. Changes shall be approved by a majority of not less than seventy-five percent (75%) of such Board members entitled to vote as are present, in person, at the RHC Board meeting, provided that a notice of the changes is received by the President, in writing, at least 21 (twenty-one) days prior to the day of the meeting. The quorum for such meetings shall be a minimum of 50 percent (50%) of the members of the Board.

### **Composition of the Board**

The Board shall consist of a minimum of 5 and a maximum of 15

Directors. The Officers of the Board shall be the President, Vice-

President, Secretary, Treasurer, and the Immediate Past President.

Collectively, the Officers shall form the Executive Committee.

The other Directors shall be known as Coordinators and shall each have responsibility for a specific program or service provided by RHC.

The Board may also consist of any number of non-Director volunteer positions that do not have Board-level voting privileges nor constitute part of the quorum for Board meetings. For this reason, these positions will not be considered or

titled as “Coordinators”. Persons filling these positions are eligible to coach during the season. Examples of these positions are Webmaster and Referee Liaison.

### **Election and Removal of Directors**

The Voting Members shall elect Directors at the AGM. All Directors shall be elected for a two-year term that begins at the conclusion of the meeting where they are elected and ends immediately following the second AGM at which these Directors were elected. In order to stagger the terms of the Directors, the Voting Members may reduce the term of a Director to one year, or extend the term of a Director to three years. The goal and intent of this paragraph is that the Members should elect approximately one half of the Directors at each AGM.

The Voting Members may re-elect any Director for an additional term.

A Director may resign by giving notice in writing to the Secretary or President and the resignation is effective on the date specified in the notice.

The Board may, by an affirmative vote by two-thirds of its board members, remove from office any Director who, in the opinion of those so voting, has been or is being remiss or neglectful in fulfilling their duties as a Director.

Any Director who fails to attend three (3) consecutive meetings of the Board without prior reasonable written excuse may be removed from office by an affirmative vote by a majority of the board. The question of whether an excuse is reasonable shall be determined by a majority of the Board. The written excuse shall be provided by letter or by email, and shall be submitted to the President, except where the absent Director is the President, in which case it shall be submitted to the Secretary.

Voting Members may remove a Director from office by means of a majority vote at a Special Meeting called for that purpose.

If there is a vacancy on the Board, the remaining Directors may appoint a Voting Member in good standing to fill the vacancy until the next AGM. This does not apply to the position of Immediate Past President. This position remains vacant until the next AGM.

No Director may vote in a matter in which he has a conflict of interest. He must declare his conflict and remove himself from the meeting until that agenda item has been determined.

### **Meetings of the Board**

The Board shall hold a monthly meeting from September to April of each hockey season.



The President calls the meetings. In addition, the President must call a meeting if two Directors make a request in writing and state the business to be considered at the meeting.

A minimum of 7 days' notice for Board meetings shall be given to each Director. Notice shall be given by the President, and may be given in person, or by telephone, or by email.

The quorum for a Board meeting is 40% of the total number of elected Directors or a minimum of 5 elected Directors (whichever number is greater).

Each Director has 1 vote and the President does not have a second or deciding vote in the case of a tie vote. A motion is carried by a simple majority vote. A tie vote means the motion is defeated. Voting shall be indicated by the raising of a hand or secret ballot, if requested. The Secretary shall document the votes and report them as necessary. Voting shall only be considered official where all of the requirements for Quorum were achieved.

### **Removal of Officers**

Officers may be removed from office in the same manner as Directors, as provided in section 7.2.3 of these Bylaws. No Officer may receive any remuneration for his services or role as an Officer or Director of the Association.

### **Committees**

Committees are established and dissolved by the Board.

A Board Member shall sit on each Committee, but does not need to chair the Committee.

The chair of each Committee calls its meetings. Each Committee:

- (a) records minutes of its meetings;
- (b) distributes the minutes to the Committee members;
- (c) provides reports to each Board meeting concerning the Committee's activities.

### **The Executive Committee**

The Executive Committee consists of the Officers of RHC. It is responsible for carrying out emergency and unusual business between Board meetings. It must report to the Board on any actions it takes.

### **RHC8-DIRECTOR INTEGRITY**

It is the expectation of all members of the Recreational Hockey Association of Calgary that Board Members will consistently display high moral and ethical standards in the conduct of their duties.

If a Board Member displays behavior that has been determined by the remaining Board of Directors to be improper, unbecoming, or likely to endanger the interests or reputation of the Hockey Association it should be brought to the attention of the Board immediately by any member who has witnessed such behavior.

Upon receiving a complaint by a member dealing with inappropriate behavior of a Board Member a special meeting of the board will occur within 10 days of the complaint being filed. At that meeting the complaint will be reviewed and the Board member whose integrity has been questioned will be given an opportunity to be heard by the remaining Board Members.

At the special meeting the Board will vote on whether to suspend or expel the Board member whose behavior or integrity has been questioned. Any Director or officer may be removed from the Board of Directors by a vote of no less than 75% of the Board for any cause which the society may deem reasonable.

Any member of the board that has three unexcused absences will have their standing on the board brought into question. The board will review the member's attendance and the member may be suspended or expelled from the board.

### **RHC9- ANNUAL GENERAL MEETING**

RHC will hold its Annual General Meeting ("AGM") after the hockey season no later than May 31st in each year. The Board sets the place, day and time of the AGM, but it shall be held in Calgary, Alberta

The Secretary shall announce the AGM at least 21 days in advance by placing a notice stating the place, date, and time of the AGM on the RHC website and by other

most expedient means possible. No error or omission in giving notice of an AGM invalidates the meeting or makes void any proceeds.

The AGM should deal with the following matters but not limited to:

- (a) declaration of a quorum
- (b) approval of agenda
- (c) reading by the Secretary for Acceptance of the Minutes of the previous AGM and any General or Special Meeting of the Members held since the last AGM
- (d) presentation of written and verbal reports from the various Board Members and Committees. The order of reports will be at the discretion of the President.
- (e) presentation of the Association's financial statement and auditor's report on all the financial involvements in the name of the Association during the past year
- (f) appointment of auditors
- (g) election of Officers and other members of the Board for the ensuing term. Nominations from the floor for position as a Director shall be

accepted.

(h) consider other business that has properly come before the AGM. This new business must have been sent to the Board in writing twenty-one (21) days in advance of the AGM. Matters will not be added to the agenda or voted on at the AGM after the meeting has been called to order.

(i) motion of adjournment

The President, on their sole discretion, may limit discussion on business at the AGM to ensure a timely and orderly completion of the AGM.

The President shall chair the AGM. In the absence of the President, the Vice- President shall chair the meeting.

Provided that proper notice of the AGM has been given as set out in Article 10.1.2, the quorum at the AGM is 10 Voting Members of RHC in good standing. After the AGM has been called to order, the departure of Voting Members from the meeting does not have the effect of removing the quorum. The AGM will continue until properly adjourned. If a quorum is not in attendance within 20 minutes of the appointed start time for the AGM, a quorum is to be considered those present after 15 minutes of the scheduled start.

### **RHC10-BOARD MEETINGS**

The Board shall hold a monthly meeting from September to May of each hockey season.

The President calls the meetings. In addition, the President must call a meeting if two Directors make a request in writing and state the business to be considered at the meeting.

A minimum of 7 days' notice for Board meetings shall be given to each Director. Notice shall be given by the President, and may be given in person, or by telephone, or by email.

The quorum for a Board meeting is 40% of the total number of elected Directors or a minimum of 5 elected Directors (whichever number is greater). Each Director has 1 vote. A motion is carried by a simple majority vote. A tie vote means the motion is defeated. Voting shall be indicated by the raising of a hand or secret ballot, if requested. The Secretary shall document the votes and report them as necessary.

Voting shall only be considered official where all of the requirements for Quorum were achieved.

All meetings shall follow an agenda as prepared by the President and distributed by email before the start of the meeting. The agenda should include a report from each director.

The Secretary shall record the minutes of the meeting. Minutes from the previous meetings shall be distributed prior to the meeting or read at the meeting. The minutes from the previous meeting shall be either adopted or amended by the Directors.

All matters of policy and those involving finances shall be presented in the form of a motion and decided upon by a vote of the board members present

Meetings of the Board are not open to Members of RHC.

### **RHC11-ROLE DESCRIPTIONS**

#### **(a) President:**

The President of the Association is its "Chief Executive Officer" and the primary spokesman who interprets its principles, policies and purposes. This person also interprets and enforces all "Executive Decisions" of the Board of Directors to all related individuals or groups. A president shall fulfill a coordinating, motivating and mediating responsibility with the Association's Board or any other group within the Association. They shall interpret, guide and counsel all Association individuals and groups in order that they are always prepared to make a responsible decision on any Association matter that may arise relevant to each of their respective functions.

(a) Supervise, coordinate, facilitate, advise and mediate all the business of the Board for the Association to effect timely and appropriate decisions in all matters concerning the Association. The president will only cast a vote in any situation a tie in votes has occurred.

(b) Ensure that all Directors conduct themselves in a manner that does not result in conflict of interest or bias. They will make every effort to ensure that complete information is presented to the Board of Directors in order that consistent, fair, and objective decisions are made to the best of the Board's ability.

(c) Chairs all meetings of the Director's Board and RHC AGM and other Meetings or hearings as deemed necessary for the proper functioning of the Association, when present and able to do so

(d) Is the spokesman for RHC and the official representative of the Association at Hockey Calgary meetings

(e) Is an "ex-officio" member of all Committees

(f) Assist in the development and implementation of the strategic plan and ongoing strategic planning of the Association

(g) Shall be one of two signing authority for all contracts, leases, agreements, and financial transactions made out in the name of the Association in conjunction with either the Vice-President or the Treasurer.

(h) Shall be responsible for the orientation, education and assignment of all elected Directors to their various responsibilities on the Board

(i) Shall maintain a monitoring program to ensure that the Association is always functioning legally within the provisions of the registered Bylaws, and the

## Internal

Rules; and that the elected Board and its committees are always acting to meet the greater needs of the Association

(j) Shall ensure all meetings of the RHC Board of Directors remain closed to protect the privacy of the minor participants of the program. They may invite any member to attend a meeting for a specified period or may accept an invitation for a member to attend at their discretion, but must ensure that confidentiality is maintained.

(k) Any member of the Board of Directors that breaches confidentiality requirements may be summarily suspended by the President until the matter can be dealt with in an appropriate manner by the Board of Directors.

(l) The President may institute disciplinary action when deemed necessary, but must bring this information forward, for ratification, to the Board of Directors at the earliest possible convenience.

(m) Will not handle any problem dealing in direct conflict with a family member but will redirect the concern to the Vice-President, or in their absence, to another Board member

(n) Participate in any disciplinary hearings

(o) Carries out other duties as the Board may specify.

### **(b) Vice-President:**

(a) Act as a director at large in all meetings.

(b) Chair any meetings if the President is absent or unable to preside

(c) substitutes for the President at any function when requested to do so by the President

(d) ensures that any policies of insurance required by the Board are maintained in full force

(e) carries out other duties as assigned by the Board.

(f) shall be one of two signing authority for all contracts, leases, agreements and financial transactions made out in the name of the Association in conjunction with either the President or the Treasurer

(g) shall be responsible for the orientation, education and assignment of all elected Directors to their various responsibilities on the Board

(h) The Vice-President shall chair the disciplinary review committee and will call upon the assistance of other board members as required.

(i) Arbitrate any disputes arising among coaches or between Association members and coaches.

(j) Ensure that the RHC's Bylaws and Policy and Procedures are being followed.

(k) Be a designate for the RHC at the Annual General Meeting and Special Meetings with the Minor Hockey Association of Calgary

(l) Coordinate with registrar and ensure police checks are conducted for all head and assistant coaches.

(m) Ensure safety guidelines and policies are followed within the Association

(n) Aid coordination of the Annual General Meeting.

### **(c) Secretary:**

- (a) Attend Director's Meeting and AGM, record accurately and distribute accordingly in a timely fashion, the minutes of the meetings of the Association to the same to Board members.
- (b) Shall take receipt of reports of other Association Directors and document them for the record.
- (c) Keep accurate records of all board members and maintain the Board's Correspondence.
- (d) Shall issue notices of all meetings of the membership, Board of Directors and Executive Committee, as necessary.
- (e) Prepare the AGM package for the membership.
- (f) Ensure that the required notices to the Members of the AGM and Special General Meeting are properly made; and carry out other duties as assigned by the Board.
- (g) Contact the Association's lawyer as needed; to file information required to keep RHC's registration current under the Alberta Societies' Act. This will include details of any change of directors following each AGM, together with copies of the annual financial statements presented at the AGM
- (h) Shall produce approved and accurate records of the Association's decisions, actions, procedures or whatever, upon a written demand, which states a sound reason for such a demand.
- (i) In case of the absence of the Secretary, their duties shall be discharged by such officer as may be appointed by the Board
- (j) Assist the treasurer as required.
- (k) The Secretary will maintain the minute book of RHC and will record or cause to be recorded in it the minutes of all proceedings of all meetings of Members and of the Board The minute book will contain at least the following information:
  - (a) Certificate of Incorporation
  - (b) A copy of the by-laws and any Special Resolution altering the by-laws
  - (c) Copies of originals of all documents, registers and resolutions required by law.
  - (d) Copies of originals of financial statements prepared; and
  - (e) Copies of all other documents directed to be inserted into the minute book by the Board.

**(d) Treasurer:**

- (a) Makes sure all funds paid to RHC are deposited in a financial institution approved by the Board.
- (b) Makes sure a full detailed accurate account of receipts, disbursements and cash balance is presented to the Board at all of its meetings.
- (c) Shall prepare all the Association's financial records for audit, and then be responsible for its completion by a qualified independent accountant and its presentation to the Association's members. A copy must be submitted to the secretary for the records of the Association.
- (d) Shall ensure all payments are properly authorized before payment. Prepare all cheques and be responsible for obtaining the required signatures on said cheques.

- (e) Shall be responsible for all banking transactions and cash assets.
- (f) With Board Approval, shall have the authorization to invest available funds within the Canadian Banking system only.
- (g) Prepare an annual budget for the season in the fall for the Board.
- (h) Is one of the co-signing authorities along with the President and Vice President for all cheques.
- (i) Shall have the final authorization to negotiate any financial contracts that may be legally binding to the Association. Written approval from the Board must be granted before any financial contract could be considered
- (j) Issue refunds as required
- (k) Carries out other duties as the Board may specify

**(e) Immediate Past President** (non voting member):

- (a) Shall serve as a resource person to provide continuity and stability.
- (b) Carry out other duties as the Board may specify.
- (c) Has no vote on issues at any level of the Association.

**(f) Registrar:**

**ALL YEAR**

Submit hours to the president and the treasurer each month. (Include emails sent, hours worked, and job performed)

**Pre-Season (February-May):**

- (a) Inform membership of upcoming season's registration deadlines and AGM
- (b) Use email contact list that you created over the season
- (c) Work with president to get the website ready for the upcoming season.
- (d) Upon Board approval for fee schedule, set up fees, registration form and divisions in the Team Snap registration.
- (e) Work with board to adjust any questions for next seasons question set.
- (f) Work with coordinators to get the YET games into TS. (March)
- (g) Clean out all folders when the season ends (late March)
- (h) Make sure ALL fees are paid. Work with ALL to collect outstanding jerseys.
- (i) Make sure all documents are current and up to date.

**Registration (June-September):**

- (a) Meet with Hockey Calgary registrar and other registrars to go over any and all issues that we all share.
- (b) Review each member's registration to ensure they have registered in the correct division/category (e.g. U18 players vs. U18 goalie); contact registrants that have registered incorrectly. Review each registration for payment made, and that RIS parent is current.
- (c) Provide updates on registration numbers, by division, to Board members, as required
- (d) Determine if teams by division need to be restructured (e.g. More teams by division?), in consultation with board.

- (e) Review registrants on "Wait List", to ensure they have chosen the correct selection; contact registrants to confirm
- (f) Maintain list of registrants on the waiting list, by division
- (g) New players to Hockey Canada, MUST supply copy of birth certificate to verify birth date, and proof of residency, and completed RIS parent program.
- (h) Members wishing to register with RHC that are coming from another hockey organization must first request a TRANSFER, via email to Registrar. These transfers are initiated by the receiving organization and are done within the HCR database.
- (i) Contact member when transfer is complete.
- (j) Constantly watch for volunteers interested in coaching. Contact each one to make sure they have all of our qualifications. RIS coach, PIC, some with safety, U13 HC to have C2. Some may need a transfer, or share. This is non stop from when registration starts until the season begins, and even beyond.

**Post Registration (September-October):**

- (a) At registration cut-off, pull registrants, with tracking data, from Team Snap.
- (b) Work with President and Developmental coordinator to get the sorting skate organized and sent out to the U13 and U15 families.
- (c) Review data for correctness
- (d) Create list of registrants, by division, to give to Division Coordinators at least two weeks prior to RHC Coaches' meeting (mid Sept).
- (e) (d) Receive team lists from each Division Coordinator, when ready, including coaches
- (f) Sometimes this is a very tight turnaround. Collect changes to teams from Division Coordinators as they come, up to the seeding round break.
- (g) Send the treasurer all offline payment notices. (subsidy, money orders, etransfers, and any other different payment types.) Keep an accurate financial document.

**HOCKEY CALGARY DEADLINES (December-January):**

Rosters get entered into Team Snap and then "pushed" into the HCR.

**Ongoing:**

- (a) Attend monthly Board meetings and provide report for same
- (b) Provide support to other Board members regarding registration issues
- (c) Maintain the registration database
- (d) Keep an eye on late registrations, and possible wait list, spare goalies, and any withdraw requests.

**(g) Referee Liaison** (non voting member):

The Referee Liaison is responsible for establishing and maintaining a positive working relationship between the RHC and the Central Zone Referees' which oversees the Committee ("CZRC"), referees who are assigned to games played by RHC.



**Qualifications:**

(a) Knowledge of the rules of minor hockey, the administration of CZRC, and the appeals process of Hockey Calgary (“HC”). It is not necessary for the Referee Liaison to be a referee. While this would be helpful, the minor hockey rule book is available online or by order from Hockey Canada and the administration of CZRC can be found at [www.czrc.ab.ca](http://www.czrc.ab.ca)

(b) Impartiality.

(c) Administrative fairness: it is quite common for opposing players and coaches to have vastly different opinions about an incident that occurred during a game. The Liaison must be willing to hear from all parties and not be quick to judge the actions of a player, coach, referee, or fan until they have heard from all parties involved.

**Role Requirements:**

(a) Attend the scheduled meetings of CZRC and RHC to serve as a liaison between the two organizations. CZRC normally meets at 9:30 a.m. on the final Sunday of each month from October to April. (The December meeting is normally held earlier in the month)

(b) Receive, review and consider complaints and concerns about officials from coaches, which are to be filtered and provided by the Division Coordinators for RHC.

(c) Receive, review and consider complaints and concerns about RHC players, coaches and fans brought forward by CZRC through its executive.

(d) Upon determining that a complaint about a CZRC referee appears to have merit, contact the Director of Discipline for CZRC to register the complaint in writing with CZRC.

(e) Upon determining that a complaint about a player, coach, or fan of RHC from CZRC appears to have merit; contact the appropriate person at RHC for further

action. (This is the Division Coordinator, with more serious matters also being referred to the Chair and Vice Chair of RHC).

(f) Attend the annual Coaches’ meeting of RHC to set the tone for RHC playing rules, and to discuss any rule changes or rules emphasis being made by Hockey Canada for the season.

**Role Exclusion:**

The Referee Liaison is NOT responsible for scheduling Referee assignments. This is done by CZRC and its assignors.

**(h) Division Coordinator:**

The Coordinator’s role is to ensure that RHC philosophy, policies and processes are maintained. The Coordinator acts as a liaison between the RHC Board and coaches and provides coaches with the information and support required to fulfill their role. The Coordinator performs many administrative functions to facilitate the day to day running of the division and brings appropriate resources to bear

to resolve problems and issues.

**(a) Champion RHC Philosophy**

The Coordinator understands, upholds and communicates RHC's unique philosophy to various stakeholders, including coaches, players and parents.

The Coordinator is encouraged to review the RHC website:

<https://www.hockeycalgary.ca/stream/view/stream/atb-rec-hockey-council> and the Policy and Procedures Manual to be familiar with the philosophy.

"The philosophy of RHC is to provide opportunities for players ages 11 to 20 to play hockey that is affordable, fun and safe with a moderate time commitment. RHC encourages and supports good sportsmanship, fair play, friendship, and respect.

Body checking and aggressive behavior are not tolerated. "

The coordinator attends games regularly (suggested a minimum of one per week) and communicates frequently with coaches, particularly early in the season, to ensure that the philosophy is being adhered to.

**(b) Develop Relationships with Coaches and Provide Information and Support**

A primary responsibility of the Coordinator is to develop a relationship with Coaches and provide them with the necessary information and support to fulfill their role. This includes:

- (a) Interpret or confirm RHC policies or rules
- (b) Provide relevant documents such as player lists and contact information, game and tournament schedules, player penalty statistics
- (c) Distribute league information
- (d) Respond to requests in a timely fashion
- (e) Respond to inquiries or complaints regarding referees working with RHC Referee Liaison as necessary
- (f) Deal with disciplinary issues

**(c) Administer RHC Policies and Processes**

The coordinator performs many administrative functions to facilitate the successful operation of the division.

**(d) Team Formation Process**

The Coordinator, working closely with the RHC Registrar, implements the RHC Team Formation Process to form balanced functional teams. This is a time intensive process that usually starts at the beginning of September.

**(e) RHC Discipline Policy**

The Coordinator administers the RHC Discipline Policy in an objective and timely manner to address disciplinary issues.

The Coordinator reads the Discipline Policy found in the Coaches Handout.

After each game, the coordinator reviews game sheets. It is the responsibility of the coordinator to ensure coaches submit game sheets within 24 hours of the end of a game or 48 hours prior to the next game via fax, scan or hard copy.

In the event of major penalties and/or game misconducts, the Coordinator determines the length of the suspension, in consultation with the Discipline Committee, if required. A copy of the game sheet is forwarded to the RHC VP. The Coach is then notified in writing of the decision. It is his responsibility to notify the player, enforce the suspension and record on the next game sheet that the suspension was served.

The Coordinator records on a spreadsheet the number of penalties by player. When a player reaches the predetermined threshold, the coordinator notifies the coach, in writing, of the suspension. It is his responsibility to notify the player, enforce the suspension and record on the next game sheet that the suspension was served.

The Coordinator reviews subsequent game sheets to ensure the suspension was served.

The Coordinator informs the RHC Discipline Committee, in writing, of any extraordinary disciplinary issues, including all suspensions.

#### **(f) Player Rating Process**

The Player Rating Process is a simple tool used by coaches to create a 1-4 rating of each player's skill. This is an important tool to help the Coordinator create balanced teams during the Team Formation Process.

In late February, the Coordinator provides coaches with a Player Rating form and instructions to complete player ratings. Upon collecting completed forms, the Coordinator creates a master spreadsheet of all the player ratings which is sent to the RHC Player Development Coordinator for use in the Team Formation Process for the next season.

These ratings are confidential and are for use only by the Division Coordinators.

#### **(g) Security Check Process**

The Registrar is responsible for the Security Check Process; however the Coordinator communicates relevant information to the coaches.

#### **(h) Tournaments**

There are two tournaments for RHC teams which the Coordinator helps to administer.

#### **Esso Minor Hockey Week (EMHW)**

EMHW is a city-wide tournament that takes place typically in late January. Prior to the start of EMHW, the Coordinator communicates to Coaches the specific rule

changes associated with the tournament. To ensure the RHC philosophy is evident and to deal with any issues that may arise, the Coordinator attends as many games during EMHW as possible. The Coordinator compiles game

results after each day of play and reports them to Coaches as well as to Hockey Calgary. Penalties and suspensions are monitored, recorded and served during EMHW as per normal. The Coordinator attends the final game to handout medals.

### **Year End Tournament (YET)**

This tournament takes place in March after the regular season has ended. The Coordinator decides the format of the tournament in each division e.g. divides teams into pools based upon team standings – the strongest teams in one pool, the weakest team in another. The tournament format is sent to the RHC Registrar who forwards the information to Hockey Calgary to receive ice allocation and schedule. The Coordinator communicates the schedule to coaches..

### **(i) Address and Resolve Division-Related Issues**

From time to time issues arise that the Coordinator must address. Some issues will come to the Coordinator from Coaches, parents, players, RHC Board members or some simply from the Coordinator monitoring what is happening in their division.

The Coordinator is responsible for dealing with issues in a timely manner, accessing appropriate resources to find solutions and documenting resolutions and any important communication. If the Coordinator requires additional support in this process, they shall seek input from the RHC Board or other Coordinators.

### **(j) Maintain Accurate Up-to-Date Records**

To facilitate RHC processes and decision making, the Coordinator maintains accurate up-to-date records (ideally Excel spreadsheets) including:

- (a) Team Rosters – Rosters include player name, contact information, date of birth, Hockey Calgary ID#, position.
- (b) Coach List – List includes coach name, team and contact information. This list is distributed to all coaches at the beginning of the season as well as to the RHC Equipment Manager.
- (c) Goalie List – List includes goalie name, team and contact information. This list is distributed by the first game of the season to all coaches as well as to the Coordinator of the next highest division.
- (d) Penalty and Suspension Record – Hockey Calgary tracks the number of penalties awarded to players throughout the season, major penalties, as well as any suspensions.
- (e) Team win-loss record – Hockey Calgary tracks wins, losses, ties by team. A win receives 2 points, a loss 0 points and a tie 1 point. Although RHC does not publicize team standings, the win/loss record is used to evaluate the effectiveness of the Team Formation Process as well as develop the year end

tournament draw.

(f) Player Statistics – To help with the Team Formation Process it is useful to review the Hockey Calgary statistics to track goals scored by player. Again this data is not shared publically.

(g) Game Schedule – This schedule is developed by Hockey Calgary and input into TeamSnap a draft schedule is forwarded to the Coordinators by the RHC Registrar.

(h) E-mail distribution lists – Examples include: all coaches (head and assistant); head coaches only; RHC Board members.

(i) Player Skill Ratings – At U13 and U15 a spreadsheet from the Sorting Skates documents player skill level to aid in the Team Formation Process .

### **Participate on the Board of Directors**

The Coordinator participates on the Board of Directors, providing input and strategic direction.

Attend regular Board meetings, approximately one per month, and Annual General Meeting.

Perform other functions and undertake special projects, as requested by the RHC Board.

### **Attend RHC Meetings**

The Coordinator prepares written materials, makes presentations and attends meetings including:

(a) RHC Board meetings

(b) Coach's meeting – The Coordinator notifies coaches of the date (usually mid- September) and attends the meeting

(c) Annual General Meeting

### **(i) Equipment Coordinator (non voting member):**

This individual will be responsible for the inventory of, distribution of and return of all equipment, jerseys and property owned by the Association.

### **Post -Season (April - June)**

(d) Ensure all jerseys have been cleaned and returned

(e) Ensure jerseys are in sets and in appropriate bags

(f) Repair and replace jerseys as required

(g) Ensure "Respect" badges are on new jerseys

(h) Repair and replace pinnies as required

(i) Order socks

(j) Order puck bags as required

(k) Order pucks as required

(l) Ensure first aid kits are restocked or new ones bought

(m) Order ice packs as required

(n) Order game sheets and any other equipment/items required

(o) Maintain an accurate inventory record of equipment

(p) Ensure proper storage of equipment during the off season

### **Pre-Season (September)**

Distribute the following items to the head coach or their designate and maintain an inventory of equipment and property distributed.

- (a) Jerseys
- (b) Jersey bag
- (c) Socks
- (d) Puck bag
- (e) Pucks
- (f) First aid kit
- (g) Game sheets and other equipment required
- (h) Pinnies (some teams)

At the end of the season, the Equipment Manager will check the returned equipment for missing or damaged items. Any equipment no longer needed may be donated to Hockey Calgary or another organization approved by the RHC Board.

Prepare an equipment budget for Board approval for replacement or repair of jerseys, puck bags, pucks, pinnies, first aid kits, ice packs and for socks, game sheets and bylaw books.

Attend all Board meetings and AGM of the RHC.

### **(k) Player Development Coordinator:**

Player Development Coordinator has overall responsibility and the Sorting Skates Lead has operational responsibility.

The Player Development Coordinator works under the direct supervision of the Executive Committee and is tasked with improving player skills and enhancing consistency and overall hockey experience in RHC. The Player Development Coordinator is responsible for providing leadership and support to RHC in all areas of player development, including the overall coordination and conduct of RHC development sessions.

The Player Development Coordinator should have previous coaching experience and preferably have up-to-date coaching certifications or be working towards them. All RHC volunteers must have completed a police background check and the appropriate Respect-In-Sport training. The Player Development Coordinator should also possess strong communication, organizational, motivation, teaching, and coaching skills.

#### **1) U13/U15 Division Sorting Skates:**

Before the start of each season, RHC will organize a series of on-ice sessions designated as 'sorting skates' in which each registered player in U13/U15 divisions is eligible for and expected to attend. The purpose of these on-ice sessions is to provide the Division Coordinator's with sufficient data on players skating and hockey ability to enable them to develop competitively balanced teams for the season.

The responsibilities for the Player Development Coordinator are as follows:

- (a) Develop a plan for each on-ice session to allow players to demonstrate the following skills – forward and backward skating (without the puck), agility weave (with the puck), in-game hockey skills during a short scrimmage.
- (b) Schedule observers and on-ice support for each ice time and provide a briefing of expectations.
- (c) Observation checklist to be created and distributed to all observers prior to each ice time.
- (d) Acts as a mentor to less experienced observers/on-ice helpers as required.
- (e) Coordinate on-ice support including demonstrations and organizing of stations.
- (f) Work with Equipment Coordinator to ensure adequate pucks, pinnies, pylons, and other equipment are available at the beginning of each ice time.
- (g) Communicate via the age group coordinators any requirements, scheduling and other considerations to coaches and parents

## **2) U13/U15 New To Hockey Development Program and U13 Goalie Development:**

RHC will offer an optional Player Development Program and specialist Goalie Development via 3<sup>rd</sup> Party Provider/s. The Player Development Coordinator will liaise with the 3<sup>rd</sup> Party Provider/s to:

- (a) Assist with the development of the New To Hockey Development Program and Goalie Development to ensure it meets the needs of RHC and complies with the agreed contract with the 3<sup>rd</sup> party provider/s.
- (a) Arrange for additional on-ice support to help run the program/s.
- (b) Monitor and review the program/s during the season, highlighting to the Board any issues or concerns.

## **3) U13/U15 Division Practice Sessions:**

RHC will allocate several ice times per season for the development of the U13 and U15 players. These skills development practices will be led by the head coach for each team.

The responsibilities for the Player Development Coordinator are as follows:

Off-ice (prior to sessions):

- (a) Work with RHC to develop practice plans for each practice to permit the proper progression of skills. Because of the range of skills, practice plans must be flexible to meet the needs of new-to-hockey players, experienced players, and those in between.
- (b) Practice plans to be distributed to all head coaches prior to the practice.
- (c) Acts as a mentor to less experienced coaches as required.
- (d) Work with Equipment Coordinator to ensure adequate pucks, pylons, and other equipment are distributed to Head Coaches at the beginning of the season for skills development practices.
- (e) Schedule additional on-ice support in advance of each practice, if required.
- (f) Communicate via the age group coordinators any requirements, scheduling and other considerations to coaches and parents

On-Ice, **if required** (i.e., Coach unavailable or requires support):

- (a) Act as lead instructor for on-ice development sessions.
- (b) Prior to each session, review the practice plan with the designated on-ice support.
- (c) Coordinate on-ice support including demonstrations and organizing of stations.

The following resources may be used to assist with 1-3 above as required:

- (a) Coaches
- (b) RHC Junior players
- (c) RHC Junior goalies
- (d) Parents (providing they have a valid police background check)
- (e) External consultants/trainers (with board approval for expenditure)

#### **4) Act as a Mentor to RHC Coaches**

From time to time the Player Development Coordinator may be asked to mentor less experienced coaches in RHC. In the U13 Division this may include advising on running skills development practices. In the U15, U18 and Junior Divisions, this may include advice on bench management, in game coaching opportunities, how to deal with challenging players, parents or coaches.

#### **l) Sorting Skates Lead (non voting member)**

Operational responsibility for organizing and running the annual sorting skates for U13 & U15 under the direction of the Player Development Coordinator.

### **RHC12-DISCIPLINE COMMITTEE**

The Discipline Committee shall be in place prior to league starting for the season. The Discipline Committee shall include four (4) Board Members: President, VP, a Division Coordinator & Referee Liaison.. The Discipline Committee shall act as a result of the conduct of: Coaches or Assistant Coaches, players, parents (if deemed necessary), Board Members or any other member of RHC.

It shall have the authority to suspend any player beyond those suspensions levied by the Minor Hockey Association of Calgary or RHC suspension schedule.

It may review all suspensions and may impose further disciplinary action if terms of the suspension were not followed.

RHC maintains the right to refuse membership to anyone who has had conduct unbecoming of the Association.

Should there be unbecoming conduct by any of the aforementioned, (including disruptive behavior, abusive language, physical altercations or vandalism) in any hockey arena, a Disciplinary Committee meeting may be convened, and further actions taken that may include any or all of the following:

- i. Suspension from participating in game play



- ii. Revocation of spectating minor hockey game(s)
- iii. Payment for property damage
- iv. Involvement by policing authorities with possible pressing of charges

### **RHC13-CONTACTS**

See RHC website: <https://www.rehockeycalgary.com/>

### **RHC14-FINANCE**

The fiscal year of RHC ends on the 31st day of March in each year. The fiscal year is April 1 to March 31 unless otherwise altered by the Board of Directors

There must be an audit of the books, accounts and records of RHC at least once each financial year. The audit shall be conducted by a qualified accountant who must be approved at the AGM. At each AGM, the Treasurer shall present the complete and proper submitted audited financial statements of the previous fiscal year for review by the Members. The auditor's report shall be submitted to the Societies Act (Alberta) as required. The Treasurer will also provide a financial report of the past financial year from the data collected for the next audit. However, The Board has reviewed this obligation and has determined that the Association does not require its financial statements to be audited give the size and complexity of the organization. Therefore, at each AGM the Board will recommend that the Association have its financial statements reviewed, not audited, by a qualified accountant.

All payments shall be made in the form of online banking transactions or cheques drawn on the appropriate account of the Association.

The Treasurer shall establish the necessary banking arrangements including signing authorities.

All cheques issued by RHC shall be signed by the Treasurer and one additional Officer or by another person specifically authorized to do so by resolution of the Board. These persons are generally the President and Vice-President.

All contracts, leases, agreements and financial transactions made out in the name of the Association must be signed by any two of the President, Vice-President or Treasurer of the Association.

RHC may borrow or raise funds to carry out its objectives or carry-on operations. The Board shall decide the amounts and ways to raise money in such a manner as they see fit provided approval of members is obtained.

No Member or Director of RHC may receive any payment for services rendered as a Member, Director, or Officer. A Member or Director may be reimbursed for reasonable expenses incurred while carrying out duties on behalf of RHC.

The Board may adopt a Seal of the Association. The Seal shall be kept at the Registered Office of RHC, unless otherwise decided by the Board. The Seal may only be used by Officers, as authorized by the Board.

The Books and Records of the Association shall include the Minute Book and financial Records of the Association and these may be inspected by any member of the Association in good standing at the Annual General Meeting or at any time upon giving reasonable written notice and reason and arranging a time satisfactory to the Secretary and Treasurer. The Association will have the right to establish a fee for copies provided. Directors shall at all times have reasonable access to the books and records of the Association maintained by the Secretary or Treasurer.

In the event that these policies do not adequately cover any situation or item of concern to the Executive, Directors or Members, reference shall be made to The Societies Act, which shall be the supreme authority whereby the action and activities of the Association are managed and controlled.

The Board must approve all un-budgeted expenditures of over \$500.00

Any expenditure may be approved by acceptance of a budget, but the total of such expenditure must not exceed that budget without additional approval of the Board.

The Board shall approve an annual budget and set the membership fees for each season.

Any member that is in arrears for fees or assessments may have such membership privileges or renewals suspended or rescinded until such arrears are paid, with penalty.

A contingency fund of up to 20% of the annual gross revenues can be maintained and carried forward to the next year to cover unforeseen and/or emergency items.

### **Protection and Indemnity of Directors and Officers.**

Each Board Member shall be deemed to have assumed office on the Board upon election at the AGM shall be deemed to have accepted his position, on the express understanding, agreement and condition that he and his heirs, executors and administration shall, from time to time and at all times, be indemnified and saved harmless out of the funds of, and by RHC from and against all costs, charges, actions, causes of action, damages, judgment, claims, liabilities and expenses whatsoever, including but without limitation, his costs on a solicitor/client basis and

any amount reasonably paid by him to settle any action, cause of action, claim or liability or to satisfy any judgment, which he suffers, sustains or incurs:

- (a) in or from any action, suit or proceedings which is brought, commenced or prosecuted against him for or in respect of any act, deed, omission, matter or thing whatsoever made, done, omitted to be done or permitted by him or any other Board Member Director in or about the execution of their office; and,
- (b) in or from or in relation to the affairs of RHC; provided that such costs, charges, actions, causes of action, damages, judgments, claims, liabilities and expenses are occasioned without any fraud or bad faith on his part and RHC shall so indemnify and save harmless each such Board Member.

No Director, Officer, Coordinator, coach, committee, member or volunteer of RHC shall be liable for the acts, receipts, neglects or default of any other Director, Officer, Coordinator, coach, committee, member or volunteer. No Director or Officer is responsible or liable for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with RHC. No Director or Officer is liable for any loss or damage due to an oversight or error in judgment, or by an act or omission in his role as Director or Officer, unless the act or omission is due to fraud, dishonesty, or bad faith.

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society elected for that purpose at the Annual General Meeting.

A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society.

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### **3 REGISTRATION**

#### **RHC 15- REGISTRATION PROCESS**

RHC uses only online through Team Snap.

Registration will be available each year by June 15, after the AGM has been held for the association. RHC does not have access to parent email addresses and passwords for online registration system. Parents must contact Team Snap for any and all issues.

After online registration with Team Snap, you will not hear from RHC until after the coach's meeting in September. By that time team formation is complete and a season schedule has been released. You should also keep an eye on this website for other important information.

Payment – Credit Card (Visa, MasterCard or American Express) or money order only. Cash, cheques and mail in registrations payments will **not** be accepted.

(except under special circumstances) Any member in arrears for fees and assessments will not be allowed to register in the Association in subsequent years until delinquent amounts have been settled to the satisfaction of the Board of Directors.

Age Verification (birth certificate) will be needed for those players entering into hockey for the first time.

### **RHC 16-TRANSFERS**

The Association's policy for waivers in or out of RHC shall conform to the policy of the Hockey Calgary and with any requirements for insurance. All waivers have to be completed before registration as one will not be allowed into the RHC site on the HCR.

### **RHC17- PLAYERS CAN NOT PLAY IN 2 ASSOCIATIONS (FROM HOCKEY CALGARY)**

Players who play within the Recreational League cannot affiliate to or play for teams within the competitive divisions (this includes Community U13, U15, and U18 and Junior C, and U15 AA, U16 AA, U17 AA, U18 AA, U18 AAA, Junior B, High School Hockey and Female Divisions).

### **RHC18-GOALIES CAN PLAY IN 2 ASSOCIATIONS (FROM HOCKEY CALGARY)**

Players who play goal or designated goaltenders within the competitive divisions of U13, U15 and U18 can affiliate with the permission of Hockey Calgary for the purposes of playing goal within the Recreational League if enough goaltenders are not available within the Recreational League. The maximum number of games that a player or designated goaltender plays goal within the Recreational League is unrestricted.

### **RHC19-REGISTRATION FEE**

The annual registration fee levied to each member by RHC shall be as set from time to time by the Board of Directors and shall be payable as deemed by the Board of Directors. Fees will be posted online, around the middle of May on our website.

RHC is a non-profit organization, which means that all the money RHC collects in fees goes back into the organization. The only paid positions in RHC other than the professional accountants etc. who are required to use to fulfill our responsibility to our members, and to the provincial government which sanctions us is the Registrar. RHC's other costs include ice rental, referee payment and equipment replacement.

## **RHC20-REGISTRATION DEADLINE**

RHC registration will open on June 15 each year. Everyone may register on this date. Registration will close on August 31, unless a level fills up before that date.

Player registration will continue only on the wait list after Sept 1. The Registrar will contact the division coordinator to see if they have space in their program. Once space is confirmed, the Registrar will be in contact with the parent to advise that yes, there is space available, or no there is no space available in our program. At this point, Registrar will complete the registration process and advise the coordinator of name of the player.

## **RHC21-PAYMENT HANDLING – CREDIT CARDS**

Preferred handling of credit cards is to be done by the parent through the TeamSnap online registration system. The Registrar does not have access to the online credit card process.

## **RHC22-REFUND SCHEDULE:**

Any member wishing to withdraw from membership may do so upon written notice – the refund request form is available on RHC’s website – mailed directly to RHC’s office or emailed to the Registrar of RHC. Refund request forms must be filled out completely and accurately to be considered valid.

The Board will review all valid refund requests to determine whether a refund will be issued. The determination of whether a refund is warranted in the circumstances will be within the Board’s unilateral discretion. At the Board’s sole discretion, there will be no refunds issued for non-medical reasons after the first game of the season.

All registration refunds are subject to an administrative fee set at the discretion of the Board.

Amounts to be refunded are based on withdrawing during the following timeframes:

- Prior to start of season: Registration fee - \$100 administration fee.
- After start of season - prior to Dec 31: for medical reason only; send a doctor’s certificate along with a completed in refund request form. A refund will be on a pro-rated based on number of ice times the player has participated in less \$100 administration fee.

After Dec 31: No refund will be issued under any circumstance.

Coaches are not involved in the refund process and shall not be contacted about any refund request.

**Timing of Refund** - Refunds should not be expected for a period of at least 30 days after request.

Should the entire RHC league be interrupted, suspended or cancelled due to Force Majeure related cancellation/suspension or any similar direction by Alberta Health Services, Hockey Calgary or other governing authority, RHC, at its sole discretion, shall provide refunds to participants for any unplayed games or unrendered services. Any refunds, whether in cash or credit, shall be shared proportionally amongst all participants and any refunds to participants shall be at the sole discretion of RHC, and, for greater certainty, will be net of any expense, cost or expenditure, whether fixed, variable, capital, accrued or contingent, related to the that particular season.

### **RHC23-WAIT LIST:**

With the registration process, when a division becomes full, the Registrar will start a wait list for players of that division. Only after the number of players is enough to make up 2 teams will these players be moved off the wait list and onto an active team list. The other possibility is there may be players who have registered that decide not to play and request a refund before the season starts. Those player slots will be filled in from the next player on the wait list.

All players must be registered with RHC before they may participate in any RHC functions including on-ice activities. No athlete member will be allowed on the ice until fees have been paid or arrangements have been confirmed with the RHC Registrar.

### **RHC24-NON PAYMENT**

A member who does not meet their fee requirements with the Association may be withdrawn from the program upon a recommendation from the Treasurer and Registrar. Once fees have been paid or arrangements have been made the team, Head Coach and player will be advised by the Treasurer or Registrar and the athlete member may resume their ice-time.

### **RHC25-FINANCIAL HARDSHIP/EVENSTRENGTH**

Financial challenges are not to deter children from participating in the RHC hockey program. RHC is supportive of the Calgary Flames/Hockey Calgary and other programs that provide financial assistance to children.

In cases of financial hardship the member, working with the association, will follow the process as outlined by Hockey Calgary for the Even strength Program.

With the online registration process, please check off line payment. Then email the RHC registrar that you are applying for financial assistance. Please fill in the required forms and supply the relevant background information. The whole process is completed online, straight through Hockey Calgary.

The registrar works with the HC registrar and Evenstrength directly.

### **RHC26-TAX CREDITS/RECEIPTS**

RHC does not provide any specific tax receipt.

### **RHC27 -POLICE INFORMATION CHECKS**

RHC recognizes the immense value of the many volunteers who support and participate in RHC and its goals. RHC also has an obligation to take reasonable measures to care for and protect our membership (underage hockey players). To help provide a safe and secure environment for all RHC players and to provide assurance to all those involved in RHC, RHC has adopted a mandatory City of Calgary Police Service (CPS) screening process for all acting and nominated board members, coaches and assistant coaches volunteers. Refusal to consent to a police information check within a reasonable period of time or non-successful completion of a police information check as determined by CPS will disqualify volunteers from acting as coaches or assistant coaches and acting or nominated members from acting as members of the Board, and the President has the right to terminate such appointment or request a resignation in writing.

Police security clearances will be valid for a period deemed sufficient by the Board of Directors. 3 years has been decided by the Board. There is no cost to the individuals who have been requested to complete the police security clearance request form.

Online registration through RHC Registrar.  
[rechockeyregistrar@hockeycalgary.com](mailto:rechockeyregistrar@hockeycalgary.com)

### **RHC28- COACHING CERTIFICATION**

U13 and U15 coaches will require Coach 2. RHC coaches must ensure their team complies with Hockey Calgary Coach Certification for Respect in Sports and Hockey Canada Safety Programs.

### **RHC29-COACH and ASSISTANT COACH SELECTION**

Fill out the box for volunteer position on the online TeamSnap online registration form. Each season, the board will appoint one or more board members to conduct interviews with new volunteers (eg coaches, assistant coaches, board members) and make recommendations to the board on whether the new volunteers, individually or collectively, shall be accepted as volunteers within RHC.

### **RHC30–SCOREKEEPER AND TIME KEEPER SELECTION**

Fill out the box for these essential volunteer positions on the online TeamSnap online registration form. A pdf explaining these function duties and rules can be found on the RHC website.

### **RHC31-PARENT’S RESPONSIBILITIES**

Maximum parental involvement in the program is both necessary and essential. Parents must ensure their child is properly equipped. To be fair to your child and his or her teammates, your child should attend all games and Hockey Development if in U13. Each team also has certain volunteer positions that need to be filled (coach, assistant coach, manager, timekeeper & scorekeeper.)

### **RHC32-TEAM REGISTRATION**

All teams are to be registered with Hockey Calgary and Hockey Canada by late October of each year. This is required to ensure we are compliant with our insurance policy.

### **RHC33-PRIVACY POLICY**

RHC is a non-profit organization as it is incorporated under the Societies Act.

In the best interest of the Association and its members, RHC has adopted the following policy:

1. RHC has been always committed to respecting the collection and use of its members’ personal information. Personal information is defined as information about an identifiable individual. This commitment will assure the members that their personal information will be treated appropriately.
2. RHC is committed to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent its member’s personal information from loss and unauthorized access, copying, use, modification or disclosure

### **RHC34-MIXED GENDERS**

RHC allows both male and female players and goalies to play in all divisions.

### **4 OPERATIONAL**

### **RHC35-CITY WIDE HOCKEY ASSOCIATION**

RHC is a city-wide Hockey Association that plays at City of Calgary arenas around the city. RHC has no “home arena”. See Hockey Calgary website



[www.hockeycalgary.ca/arena](http://www.hockeycalgary.ca/arena) for the link for a map of arenas in the Calgary area.

### **RHC36-RESIDENTIAL QUALIFICATIONS**

The geographical boundaries of RHC are defined as all lands within the boundaries of the Calgary region.

### **RHC37-NOT A LEARN TO SKATE PROGRAM**

RHC is not a “learn to skate” program but we do teach hockey fundamentals. We do provide limited skating and hockey development at the U13 and U15 divisions throughout the season.

### **RHC38-NON-BODY CHECKING ASSOCIATION**

All hockey played within RHC is non-body checking. A Minor penalty or, at the discretion of the Referee, a Major penalty and a Game Misconduct penalty shall be assessed to any player who, in the opinion of the Referee, intentionally body checks, bumps, shoves or pushes an opposing player.

RHC also expects coaches to monitor the play of their teams and to be proactive at curbing aggressive play.

“Body checking” is not the same as “body contact”. When the offensive player is skating toward the defending player, the defending player may not hit the attacking player by going in the opposite direction to that player. The body contact must be as a result of the movement of the offensive player. There must be no action where the offensive player is pushed, checked or shoved into the boards. Where, in the opinion of the Referee, accidental contact has taken place, no penalty shall be assessed.

### **RHC39-PLAYER EVALUATIONS**

RHC does not hold player evaluations for the purpose of team formation. However, for U13 and U15, RHC does hold a specific pre-season hockey skill assessment session in order to understand each player’s specific skill level for the benefit of developing these teams. Again, this session is not an evaluation session similar to community hockey. RHC40-TEAM FORMATION PROCESS

The goals of the RHC Team Formation Process are:

- (a) To form functional teams - those that have a minimum of three coaches, one goalie, at least four defense, and nine to eleven forwards.
- (b) To form equitable teams - those that have a similar mix of overall skill composition so that games will be competitive.
- (c) To have as many players playing with a friend as possible (must be reciprocal).

To meet these goals, the formation of teams in the RHC league is a complex,

iterative and time-consuming process. It is different from Community hockey in that there are no on-ice evaluations other than the aforementioned assessment sessions noted in RHC36. Division Coordinators primarily use information about players obtained primarily from the registration form, previous years end of season coach player evaluations and the U13 and U15 skill assessment session. This includes data such as: position played; name of one friend to play with (this must be reciprocated by the other friend at time of registration); birth date; post code; number of years of RHC hockey experience; number of years and division of community hockey played; and a self-evaluation of skill level, previous years game statistics (if played in Hockey Calgary). If the player has previously played in RHC, this information is supplemented by a confidential coach evaluation of skill level.

During the Seeding Round Coordinators have the option to 'trade' players between teams, split the division into an A and B stream or 'weight' the remaining schedule (with agreement from Hockey Calgary), to improve competitiveness.

Each year the Board of Directors assesses the effectiveness of the Team Formation Process against the stated goals. It is a continual challenge to meet the goal of forming equitable teams due to the wide range of player skill levels within RHC. The Board is committed to and continues to make practical improvements to the process.

### **RHC41-PLACEMENT ADJUSTMENTS**

Adjustments to player placements on teams are discouraged with the exception of the team reformation process during the seeding round when coordinators can adjust team rosters if there are large disparities in results.

An athlete member 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 players. RHC is not able to continually make everyone happy in every situation all of the time.

### **RHC342-PLAYER MOVEMENT**

Normally every player must play within their respective categories. However, players and goalies can be moved up or down an age category. Written exceptions requested by parents will be considered by the respective Coordinator and Registrar. The requests will only be considered based on siblings playing together, player skill level or carpooling. This request needs to be done each year.

as the volunteers handling registration change. **Contact RHC via email: [rechockeyregistrar@hockeycalgary.com](mailto:rechockeyregistrar@hockeycalgary.com)**

### **RHC43-AGES OF DIVISIONS**

U13 11 and 12-year-olds  
U15 13 and 14-year-olds  
U18 15 and 16-year-olds  
U21 17, 18, 19 and 20-year-olds

Note: Age as of December 31

### **RHC44-SEASON LENGTH**

RHC regular season begins in late September/early October and continues play, with a break in December for the holidays, until early March. Esso Minor Hockey Week is held the end of January. RHC holds an internal year end tournament immediately after the regular season which will end mid-March.

### **RHC45-SEASON/GAME SCHEDULE**

The season ice schedules for each division should be supplied from Hockey Calgary by the third week in September. They will be immediately sent to the Division Coordinators as well as posted on RHC website.

### **RHC46-FAIR PLAY -PLAYERS (FROM HOCKEY CALGARY)**

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By registering in RHC, players have accepted this Fair Play pledge. Regardless of whether a form is signed, all members (coaches, players, officials, parents, directors, spectators, managers, and trainers) are still subject to the consequences for unacceptable behavior. The Board of Directors reserves the right to suspend a player, coach and/or parent from RHC who has violated the Canadian Minor Hockey Association "Fair Play Pledge".

I will play hockey because I want to, not because others or coaches want me to.

- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will respect my teammates.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are also important.
- I will acknowledge all good plays/performance – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **RHC47-FAIR PLAY-PARENTS (FROM HOCKEY CALGARY)**

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By registering in RHC, parents have accepted this Fair Play pledge. Regardless of whether a form is signed, all members (coaches,

players, officials,

parents, directors, spectators, managers, and trainers) are still subject to the consequences for unacceptable behavior. The Board of Directors reserves the right to suspend a player, coach and/or parent from RHC who has violated the Canadian Minor Hockey Association "Fair Play Pledge".

I will not force my child to participate in hockey.

- I will remember that my child plays hockey for their enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
  - I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteers who give their time to coach hockey for my child.

#### **RHC48-FAIR PLAY-COACHES (FROM HOCKEY CALGARY)**

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By volunteering in RHC, coaches have accepted this Fair Play pledge. Regardless of whether a form is signed, all members (coaches, players, officials, parents, directors, spectators, managers, and trainers) are still subject to the consequences for unacceptable behavior. The Board of Directors reserves the right to suspend a player, coach and/or parent from RHC who has violated the Canadian Minor Hockey Association "Fair Play Pledge".

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials, and opponents.
- I will ensure that all players get equal instruction, support, and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game

### **RHC49-FAIR PLAY-COACHES (FROM RHC)**

Exhibit principles of fair play. All players need to receive equal ice time, irrespective of their ability. Please roll your lines. Use of power plays, penalty killing units, shortening the bench, or offering rewards to players to run up the score are not in

the true spirit of the league and send a bad message to all players. Excessive celebration after scoring is not in the spirit of RHC. Coaches are expected to manage their bench in this regard and not simply wait for the referee to intervene.

### **RHC50-FAIR PLAY-SPECTATORS (FROM HOCKEY CALGARY)**

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By entering the arena, spectators have accepted this Fair Play pledge. Regardless of whether a form is signed, all members (coaches, players, officials, parents, directors, spectators, managers, and trainers) are still subject to the consequences for unacceptable behavior. The Board of Directors reserves the right to suspend a player, coach and/or parent from RHC who has violated the Canadian Minor Hockey Association "Fair Play Pledge".

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials, or other spectators.

### **RHC51-FAIR PLAY-LEAGUE ORGANIZERS (FROM HOCKEY CALGARY)**

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By volunteering in RHC, directors and officers have accepted these principles. Regardless of whether a form is signed, all members (coaches, players, officials, parents, directors, spectators, managers, and trainers) are still subject to the consequences for unacceptable behavior. The Board of Directors reserves the right to suspend a player, coach and/or parent from RHC who has violated the Canadian Minor Hockey Association "Fair Play Pledge".

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
- I will absolutely discourage any sport program from becoming primarily an

- entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement, and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents, and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

### **RHC52-RESPECT IN SPORT PROGRAM FOR PARENTS (FROM HOCKEY CALGARY)**

Parents and coaches/team officials are required to complete the Respect in Sport program. Certification in the Respect in Sport program is valid for up to four seasons and is associated with a May 1 expiry date.

The Respect in Sport Program is an online certification program designed to protect our youth as well as enhance Hockey Calgary's mandate of providing a safe and fun environment for all of our participants. It is Canada's leading online bullying, abuse, harassment, and negligence prevention program for parents, coaches, and community leaders.

#### **What is the Respect in Sport Parent Program?**

Respect in Sport for Parents provides information on a parent's natural influence over their child, and the role they play in their child's enjoyment of a sport or activity.

The program also provides parents with tools to evaluate their own behavior.

#### **Why is this being implemented?**

Hockey Calgary believes that the hockey experience for all involved should be built on a foundation of respect. Respect in Sport helps us promote these values through this simple and convenient on-line tool. The Respect in Sport Parent Program is being implemented to provide an enhanced sport environment for our children.

#### **How is Respect in Sport implemented?**

The Respect in Sport Parent Program is presented as an online curriculum and includes audio/visual presentations.

#### **What equipment is required to complete the program?**

All that is required to complete the Respect in Sport curriculum is a computer, an Internet connection, and speakers or a headset. Optional equipment includes a printer to print out your certificate of completion.

**What if I don't have a high-speed connection?**

The course is designed to be accessible from any computer using dial-up or high-speed internet. Once registered, the user experience is the same at any speed.

**What if I don't know anything about computers?**

Through extensive research and development, the program was designed, first and foremost, to be user friendly. There is also an on-line "Help" feature and a 1-800 support line available.

**Is there a paper version of the program?**

No, by design. Hockey Calgary is continuously looking for tools that will help us create stronger organizations at minimal cost. Respect in Sport's online courseware eliminates the need for our organization to absorb printing, mailing and administration costs. Respect in Sport also gives you ongoing access to the course once you've completed it, as an online resource.

**How long is the course?**

It's a total of 1 hour.

**Do I have to do it all at once?**

No. You can do it at your leisure, come and go as required. The program remembers where you left off and brings you back to that point when you next sign-in. You can even do it from different computers.

**Do I have to take the course every year?**

No. Your certification lasts for 4 years.

See link for Respect in Sports on Hockey Calgary site

**RHC53-INSURANCE**

Accident Insurance for coaches and participants of all age categories shall be obtained through Hockey Canada as part of the registration process with Hockey Calgary. This insurance will only be available to those participants and coaches listed on the Official Roster of each team submitted and approved by Hockey Calgary.

Hockey Canada is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. Hockey Canada may cover those costs not covered by your primary insurance to their policy limits.

An Injury Report Form; must be submitted directly to Hockey Alberta within 90 days of the injury and completed in its entirety or the form will be returned. These Injury Report Forms can be requested through your Team Manager or the RHC Registrar.

Coverage includes any officer, director, employee, coach, volunteer worker, instructor, referee or member of a committee, while acting within the scope of

his/her duties. It includes members of any teams, leagues, provided all are registered with or affiliated with Hockey Canada.

#### **RHC54-U13/U15 DEVELOPMENT**

RHC will have 12 U13 and 4 U15 Hockey Development ice sessions to focus on increasing player's skills and abilities with emphasis on the fundamentals of hockey for U13/U15 Division players. U13 and U15 coaches and assistant coaches of the teams will run these scheduled sessions. The RHC Player Development Coordinator will act as an advisor/resource to U13 and U15 coaches.

#### **RHC55-TEAM PICTURES**

RHC does not organize team pictures.

#### **RHC56-TEAM BUDGETS**

RHC does not allow team budgets.

#### **RHC57-TEAM APPAREL**

RHC does not allow team apparel

#### **RHC58-NAME BARS**

No "name bars" are to be affixed to RHC hockey jerseys

#### **RHC97-EXHIBITION GAMES**

RHC does not participate in exhibition games.

#### **RHC60- TOURNAMENTS**

RHC does not participate in tournaments except its own year end tournament and Esso Minor Hockey Week.

#### **RHC61-YEAR END TOURNAMENT (YET)**

RHC holds a year end tournament immediately after the regular season in March. Team competition is decided by the Division Coordinator based on results during the regular season.

#### **RHC62-JERSEY TEAM COLORS**

RHC will have no association colors but will designate their teams using NHL team colors. There are no "Home and Away" jerseys in RHC.



### **RHC63-CLASSIFIEDS**

RHC will not have an “equipment for sale” tab on its website.

### **RHC64-FUND RAISING, CASINOS and BINGOS**

RHC does not require any fundraising efforts by its membership. RHC does not set up any dates with casinos or bingos. All RHC expenses are paid through player’s registration fee.

### **RHC65-PLAYERS PER TEAM**

RHC tries to ensure that all teams within an age category have an equal number of players per team (within 1 player). The recommended number of players per team is:

U13 15 + 1 U15 16 + 1 U18 16 + 1 Junior 17 + 1

### **RHC66-LENGTH OF GAMES**

For all Divisions, the permit length of periods 1, 2 and 3 is:

- 1-hour games permit 12, 15 and 15-minute periods
- 1-¼ hour games permit 15, 15 and 15-minute periods

Note: All games are stop time. No time outs permitted. There will be a 3-minute warm-up before each game.

Players will not leave the ice between periods.

No game will exceed the permitted time. If undue delays occur for any reason and the game cannot be completed within the permitted time, the following procedure will be followed:

- (a) At the first stoppage of play after time reaches 5 minutes left, the timekeeper will notify the referee. At this stoppage of play, the clock will be reset to 2 minutes and the remainder of the game completed with stop time.

### **RHC67-CANCELLATION OF GAMES**

If a team does not appear for a regularly scheduled game, the team in attendance will fill out the game sheet, have the Referee sign the same, immediately contact the Division Coordinator to explain the situation and send the game sheet to the Division Coordinator.

If both teams have decided to cancel a game, the teams must contact the Division Coordinator to explain the situation.

RHC will not reschedule any game.

### **RHC68-MINOR HOCKEY WEEK**

RHC participates in Esso Minor Hockey Week. During Minor Hockey Week, the Discipline Committee will deal with protests or complaints.

### **RHC69-OVERTIME**

No overtime will be played in seeding round, regular season league games or the Year End Tournament.

### **RHC70-INTERIM DRESSING ROOM POLICY (FROM HOCKEY CALGARY)**

The Interim Dressing Room Policy from Hockey Calgary dated October 13, 2023, will be effective until further notice.

[https://www.hockeycalgary.ca/assets/file/Bulletins/2024/Interim\\_Dressing\\_Room\\_Policy\\_October\\_2023\(1\).pdf](https://www.hockeycalgary.ca/assets/file/Bulletins/2024/Interim_Dressing_Room_Policy_October_2023(1).pdf)

Particular notice should be taken of the following sections:

- The Rule of Two
- Prohibition on Violent Activities
- Prohibition on recording devices
- Team talks
- Minimum attire requirements
- Use of showers
- Availability of alternative dressing rooms

All RHC coaches, players and parents are expected to abide by this policy.

### **RHC71-RECORDING DEVICES**

The use of cameras, video equipment and camera phones (including smartphones) are strictly prohibited in the team dressing rooms at any time.

### **RHC 72-EQUIPMENT REQUIRED**

RHC requires goalies and players to use a complete set of hockey equipment specifically designed for the sport and meets the necessary equipment safety regulations set by Hockey Calgary. See the RHC website link for a list of equipment. The following equipment is mandatory: Helmet , Full face mask or shield, Throat Protector, Mouth guard, Shoulder pads, Elbow pads, Gloves, Hockey Pants, Shin pads, Skates, Athletic cup and supporter, Garters/sock tape, Socks (RHC provide one set), and jersey (RHC provided). Hockey stick, cut to correct length (about nose height in stocking feet) can be wood or carbon fiber Players own water bottle - clearly marked with their name, is not to be shared with other players and only filled with water (i.e., no sports drinks, only

non-colored or flavored water). An Equipment bag to hold all this in is needed. Under gear and skate guards are optional.

### **RHC73-GOALIE EQUIPMENT**

RHC does not supply any goalie equipment.

### **RHC74-FIRST AID KITS**

A stocked first aid kit is supplied by RHC for each team.

### **RHC75-EQUIPMENT PICKUP AND RETURN**

The following items need to be picked up and returned by coaches at the beginning and end of each season: jerseys with hangers, jersey bags, pucks, puck bags and medical kits and game sheets (only return unused ones). U13 will also pick-up and return pylons and coach clipboards. Coaches will also pick up player socks,

To make the process run as smoothly as possible, RHC asks that coaches follow the guidelines outlined below.

1. Please pickup and return all equipment at the times and dates specified. If you cannot attend, please make arrangements with a parent of your team to look after the pickup/returns on your behalf.
2. Pickup & Return dates/times: Coaches will receive an email about these dates. Location: Space Place Storage (unit #223), 118 Bowridge Drive NW (across from COP). For equipment return, coaches will receive an equipment return sheet to complete (see detail below)

3. How the coaches can assist:  
Collect and wash all team jerseys.

Place on provided hangers, with numbers facing you, placed in sequential order from the smallest number to the largest number hook to left.

Zippers on jersey bags should be facing toward you.

On the RHC Equipment Return Sheet, list jersey numbers (lowest to highest) noting any damage or missing jerseys (note player name for missing jersey) and other equipment

Bring all the equipment at the same time.

Your co-operation will make our job of getting organized for the next season easier. Please note...Coaches are accountable for all the equipment signed out. We would appreciate not receiving partial returns.

### **RHC76-COORDINATOR COACHING APPROVAL**

A Coordinator shall not be allowed to head coach a team within the same age

group in the sports program that he or she co-ordinates, unless approved by the Board of Directors.

#### **RHC77-DIRECTOR COACHING APPROVAL**

A Director shall not be allowed to head coach a team unless approved by the Board of Directors.

#### **RHC78-VOLUNTEER APPRECIATION**

No member of the Board of Directors or Officers of RHC shall receive remuneration for their services.

No member of RHC offering services such as coach, assistant coach, manager or in any other volunteer capacity whereby the program is enhanced by these services may receive remuneration for these services. However, non-financial means of appreciation can be given to coaches, assistant coaches, managers etc, for example coffee, donuts, pizza, to recognize their contribution.

#### **RHC79-COACHES EVALUATION of PLAYERS**

Coaches will submit numbered (#1 highest-#5 lowest) player evaluation spreadsheet to the Division coordinator at the end of the season. All players will be evaluated based on their abilities and skills for RHC. This data will be used in the next year Team Formation Process.

#### **RHC80-SEPTEMBER ORIENTATION MEETING/COACHES MEETING/S**

Each September, RHC holds a mandatory coach's meeting just before team equipment pickup. The purpose of this meeting is to introduce the Board members to the coaches of the various divisions, welcome new coaches, discuss policies, procedures, rules, structure, responsibilities, expectations, accountability, etc. RHC believes the coaches understanding and support of RHC philosophy and objectives will go a long way in making sure the players have a good time, help to minimize conflicts and encourage positive relations amongst the players, coaches, referees and parents. A pdf of coaches meeting can be found on the RHC website, under the Coaches tab.

#### **RHC81-EQUAL ICE TIME**

RHC follows the practice of providing approximately equal ice time during games for all players on the team. This is recreational hockey and all players in the particular division have paid the same registration fees. Therefore, RHC does not support any strategy undertaken by a team and its coaches that does not support RHC's policy (i.e. power-play or penalty-defending lines, double-shifting players, sitting less-skilled players at critical moments in a game).

#### **RHC82- VOLUNTEER TEAM DUTIES- SCOREKEEPER AND TIMEKEEPER**

## **(FROM HOCKEY CALGARY)**

For all games sanctioned by Hockey Calgary each team is responsible for supplying either a timekeeper or a scorekeeper. The Home Team supplies the timekeeper and the Visiting team supplies the scorekeeper. These rules are clearly defined in the Hockey Calgary By-Laws and Playing Rules (Rules and Regulations Section 16 – Officials), which is available on their website. Even if the other team offers to supply both positions in the penalty box it is very important that someone from each team be there to verify what is going on. Parents can volunteer while doing online registration for the season.

The role of these off-ice officials will be as follows: Once you volunteer to be an off ice official as described above, you must become neutral while in the timekeepers' box. This means that you are not to engage the Referee's in any questioning of his calls. You will also not engage any of the players in the penalty box. If it is reported that any of the above has been breached, you will be subject to discipline from your League Chair, Division Coordinator or the Hockey Calgary Special Committee.

Should a player be abusive in their actions while in the penalty box do not respond to them and wait until the next stoppage of play and press the buzzer and report the incident to referee.

Hockey Calgary is not trying to discourage anyone from volunteering for these important positions, but Hockey Calgary has had some incidents that contravene the above.

## **RHC83-SCOREKEEPER AND TIMEKEEPER**

On the RHC web site, the scorekeeper will find information on how to properly and correctly fill in the game sheet. Please fill in neatly as well as. Please use the acronyms for penalties. All penalties must be properly written in with the correct times. Please make sure the game sheet is signed by coaches and referees. The referees must also have their numbers as well. Please cross off players not playing. Mark players under suspension with an S# after their name. Mark affiliate players as

A/P after their name. Penalty times are described below in RHC95. The game sheet must clearly note any player that is ejected (please state "Game Ejection" with the time). Their first and last names must be clearly legible in the team line up.

On the RHC web site, the timekeeper will find information on how to properly and correctly work the time clock.

## **RHC84– HOCKEY CALGARY BYLAWS AND PLAYING RULES**

RHC is a citywide hockey association that operates as a society under the

auspices of Hockey Calgary. The majority of items that rule RHC can either be found under the section named Bylaws of Hockey Calgary; Rules and Regulations Applicable to all Streams; and Rules Governing Recreational Hockey. All members of the RHC must adhere to the Bylaws and Playing Rules as outlined in the current season's rule book as published on the Hockey Calgary website.

Some topics that are covered by Rules for all streams include team management, dressing room, mouth guards, helmets, throat protectors, theft and vandalism; damage to city and community owned arenas;

Some topics that can be found under this last section include body checking, player movement; affiliated players; suspension guidelines; and penalties.

Also smoking, swearing or cursing by any player or Team Official are prohibited anywhere within hockey arenas. The use of alcoholic beverages or illegal drugs by any player or Team Official immediately before, during or after any hockey event is strictly prohibited. Breach of such prohibition will be addressed by MHAC and will be further reviewed by a RHC Discipline Committee. RHC has a zero-tolerance policy on the transportation or possession of any alcohol within any ice arena or dressing room that is being used at that time by a RHC or any other minor hockey team. It is consistent with City of Calgary Recreation Department policy that states: "Any person(s)/group(s) caught bringing alcohol or cannabis onto City of Calgary property will lose their ice privileges immediately." RHC has a zero-tolerance policy on the use of any chewing tobacco within any ice arena or dressing room that is being used by a RHC or any other minor hockey team.

Anyone caught with or found to have had a weapon (or any object that would be considered a weapon) in their possession while at any hockey arena in Calgary will be suspended.

### **RHC85 -MEDICAL INFORMATION**

RHC does not require coaches to collect this data. However, each player / parent should fill out a medical information sheet and hand in to the coaches at the start of the season. While it is important for coaches and staff to review this information and be aware of any medical concerns, it is not likely they will remember every detail about every player. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

Coaches also need to fill out the medical form. Coach should keep this information private and only disclosed to the relevant parties eg EMS, if the player is taken ill or injured. See RHC website for Player Medical Form.

At the very least, the medical information form should include:

- Player's Health Care Number
- Doctor's name and contact information
- Emergency contact information

- Important medical conditions / allergies

For more details involving these coverage's, please refer to the "Safety Requires Teamwork" booklet. These booklets are available from your Branch office or online at [www.hockeycanada.ca](http://www.hockeycanada.ca)

### **RHC86-COMMUNICATION**

Members of RHC should not communicate matters directly to Minor Hockey Association of Calgary. Rather all matters shall be communicated in writing to the president, who shall in turn bring forward to the Board of Directors. If deemed necessary, the matter will be communicated to the Minor Hockey Association of Calgary by the Board of Directors.

### **RHC87-SET NIGHTS**

RHC will have set weeknights to each division to play games. Historically, U13 plays Tuesday night, U15 Monday night, U18 Thursday night and U21 Wednesday night.

### **RHC88-AFFILIATES**

Teams can replace injured players and/or absent players with affiliated players to bring the team up to their roster size. The team roster size will be reduced by one for each player that is under a suspension imposed by RHC for that game. In RHC, an "Affiliate Player" is any other player who is registered in RHC in the same age bracket (Division) or in a younger age bracket. You MAY NOT use a player who is registered in community Minor Hockey, except for a goaltender. A goaltender of the same age bracket that is playing in community Minor Hockey may play for a Recreational Team. We do expect coaches to be reasonable in using this rule. The preferred affiliate goaltender is another goaltender in RHC. Affiliate skaters may be used only when a team has fewer than 10 skaters. Affiliate skaters shall be identified on the game sheet with "A/P" following their name.

Affiliate goalies may be used any time the assigned goalie is absent.

With the agreement of the Referees, team may "loan" their opponent a player or two when one team has a full bench and the other is short. The referee has the final say in this regard.

Teams may also choose to play "4 on 4" by agreement of the Coaches involved. The short team must have eight (or fewer than eight) skaters. The Referees are not obligated to agree to this type of play.

Affiliate players may only play a maximum of 5 times for another team.

When using an affiliate player, the higher team must obtain the permission of the lower team and have the informed the Division Coordinator.

When a team is short a goaltender, the teams shall share playing time of the playing goaltender on an equal basis.

If you have invited an affiliate player and the player you are replacing shows up, allow him/her to play.

## **RHC89-GENERAL CODE OF CONDUCT**

RHC expects all players, parents, coaches and any other people that attend RHC games or functions to behave in a socially acceptable manner that supports the Mission and Objectives of the RHC hockey program and to act as a positive role model for all RHC players.

## **RHC90-DEFINITION OF “UNACCEPTABLE BEHAVIOR”**

An individual is displaying unacceptable behavior if:

They are verbally or physically harassing and/or abusing a game participant (defined as a player, parent, coach, spectator, volunteer, or official) or they are causing damage to or destroying any property, equipment or facility. When there is a situation of “unacceptable behavior”, the responsibilities of RHC, coaches, spectators and on-ice officials are to avoid any verbal or physical confrontation and should immediately report this incident in writing.

If an incident occurs that meets the definition of unacceptable behavior and in the opinion of a player, parent, spectator, coach, official or administrator is serious enough to warrant a formal complaint, the Divisional Coordinator is to be notified in writing (email is acceptable).

## **RHC 91 – MALTREATMENT, HARASSMENT AND BULLYING (FROM HOCKEY ALBERTA)**

RHC will follow the current Hockey Alberta Maltreatment, Bullying and Harassment Policy.

Hockey Alberta is committed to contributing to the physical, psychological, social and spiritual health of individuals of varying abilities, backgrounds and interests. Hockey Alberta firmly believes that only when sport environments are safe and inclusive can these values be realized. Participants in Hockey Alberta sanctioned programming should have the reasonable expectation that it will be in an environment that is accessible, inclusive and free from all forms of Maltreatment, Bullying and Harassment.

All forms of Maltreatment have been brought under Section 11 of the Hockey Canada Playing Rules.

The purpose of Section 11 is to:

- Establish principles and guidelines, as well as appropriate responses to instances of Maltreatment, Bullying and Harassment.
- Promote a commitment to eliminating Maltreatment, Bullying and Harassment for all participants through education, awareness and prevention.
- Provide direction on establishing principles and guidelines as well as appropriate responses to instances of Maltreatment, Bullying and Harassment.
- Provide a safe environment for participants in any sanctioned program.



A new national reporting system has been implemented to eradicate discrimination of all forms from the game. The Playing Rules and system includes, but is not limited to, discrimination based on race, ethnic origin, skin colour, religion, age, sexual orientation, gender identity and disability.

Incidents of Maltreatment that occur on or off-ice may be reported. Certain infractions also include an indefinite suspension pending a hearing, as well as mandatory hearings for repeat offenders. Incidents may be reported by the official or through the Independent Safe Sport Complaint Process.

Hockey Alberta is committed to ensuring an investigation of all reports of Maltreatment, Bullying or Harassment involving participants takes place.

### **RHC92-PENALTIES (FROM RHC)**

Penalty times will be the same as in Minor Hockey: minors are 2 minutes; majors are 5 minutes (and ALWAYS result in the player being ejected from the game); misconducts are 10 minutes.

Players receiving 3 minor penalties in any game will be immediately ejected from the game. The game sheet will note the player and this event as a "Game Ejection" with the time.

Players receiving misconduct penalties in the final minutes of a game and who are unable to serve their full time, will have the unserved time carried over to the next game they play. The game sheet for the next game shall note the completion of the penalty. This will be the responsibility of both the Coach and Player and not RHC to administer. Failure to comply may result in disciplinary action, including suspensions.

### **RHC93-SUSPENSIONS (FROM RHC)**

Division Coordinators have the authority to alter or issue suspensions on an individual basis.

Division Coordinators, along with the Discipline Committee, also have the right to issue suspensions or remove players or spectators based on an unusually high amount of total penalties or exceptional deviation from the spirit of RHC's mission and objectives.

### **RHC94-SUSPENSIONS (FROM RHC)**

Coaches will be notified by the Division Coordinator about a player's suspension after the Discipline Committee has discussed the matter. The Discipline Committee should have a decision before the next scheduled league game. Coaches are expected to notify parents and player of any major disciplinary action taken against their child.

### **RHC95-SUSPENSIONS (FROM RHC)**

It is the responsibility of each team coach to ensure their players observe their appropriate suspensions. When in doubt as to the relevant suspension, contact your Division Coordinator.

### **RHC96-SUSPENSION SCHEDULE (FROM RHC)**

Players accumulating the following penalty totals will be suspended as shown. All suspensions that are not fully served in the current season will carry forward into the next season.

- Any major penalty: 2 games
- Any match penalty: 5 games
- First fighting major: 3 games

Second fighting major: Balance of the season

Any Indefinite Suspension pending a hearing (see Hockey Calgary Minimum with Hockey Calgary Suspension Guidelines)

Any player who incurs 3 penalties (combination of minor and major) during a game will receive a game ejection and an additional 1-game suspension.

Any player receiving 20 penalties (combination of minor and major) within a season (including EMHW or the YET) will receive a 3-game suspension. Accumulated penalty suspensions will not carry over to the next season

Any player receiving 25 penalties (combination of minor and major) within the season (including EMHW and the YET) will be reviewed by the RHC discipline committee for possible expulsion from the league.

Suspensions for accumulated penalties i.e. 20/25 penalties in a season, will not be carried over to the following season. All other suspensions are carried over to the following season.

Any player that receives 2 or more suspensions that fall within the Hockey Calgary minimum suspension guidelines will be further reviewed by the RHC discipline committee.

A game misconduct in the last 10 minutes of a game will result in a 1-game suspension.

A 10-minute misconduct in the last 10 minutes of a game will be reviewed by the Division Coordinator and will require the player to serve the unexpired portion of the 10 minutes by observing the penalty at the start of the player's next game (unless the original infraction resulted in a 1 or more games suspension). This will be the responsibility of both the Coach and Player and not RHC to administer.

RHC reserves the right, subject to Board review, to refuse registration to any

player for the upcoming season, based on conduct in the previous season.

### **RHC97 –SUSPENSION APPEALS (FROM HOCKEY CALGARY)**

Suspensions issued by League Chairs or other Hockey Calgary officials that are a result of a referee's judgment call and follow the Minimum Suspension Guidelines will not be reviewed.

The appeal of a suspension that is greater in duration than the minimum suspension for a particular offence (as indicated by the Minimum Suspensions for Hockey Calgary) can be filed in writing by the President (or designate) of the appellants Community Hockey Association to the Age Category Governor for Hockey Calgary, within 48 hours of notification of the suspension being assessed.

The appeal must be accompanied by a copy of the official game report (if the suspension is related to a particular game) and a complete description of the events that caused the suspension.

### **RHC98- COACHES -PLAYER DISCIPLINE**

The requirements to remove the player from the game or sit a player for any portion of the game for objectionable conduct of the player. The coach must inform the Divisional Coordinator any time that he elects to remove a player from a game. If the conduct warrants more serious intervention, the coach is to initiate a complaint through RHC90. All coaches wishing to implement "team rules" should submit those "team rules" to their Division Coordinator for approval. "Team Rules" should be reasonable and respect the varying needs of all players.

### **RHC99-SAFETY AND RISK MANAGEMENT MATERIALS ARE AS FOLLOWS BUT NOT RESTRICTED TO**

(Links to the following information can be found on the RHC website and the Hockey Calgary, Hockey Alberta, Hockey Canada websites)

Safety for All  
Safety Program/ Speak Out  
Safety Requires Teamwork  
Booklet Risk Management  
Hockey Canada Insurance  
Program Equipment Fitting  
Emergency Action Plan Facility Safety  
Checklist Injury Prevention -Stretching  
Player Medical Sheet

### **RHC100-SCORE SHEETS**

(a) The home team is to provide the scoresheet. Each team is responsible for

providing their own roster labels.

(b) Score sheets are to be input into the Hockey Calgary website by the home team after the game.

(c) A copy of the score sheets for all league, Esso and year end tournament games must be forwarded immediately to the appropriate Division Coordinator by the home team.

(d) Score sheets should be complete and include all players who dressed for the game, absences and suspensions should be noted, any affiliates used should be named including the RHC Division and team they are from. Any disciplinary incidents during the game should be noted by the referee and written up. It is important that score sheets are forwarded promptly to ensure that any disciplinary action is taken promptly.

(e) Important, only referees are allowed to write reports on the score sheet. Referee first and last names must be clearly legible in the team line up. This will aid in RHC communicating with CZRC.

(f) Important, coaches do not write on score sheet after the referees have signed it.

(g) If there is additional documentation by the referee on the game sheet, both the white and pink sheets must be sent in to the Division Coordinator immediately by the home team, so that the Discipline Committee can act before the next league game.

### **RHC101-COACHES-COMMUNICATION WITH DIVISIONAL COORDINATOR**

(a) Make sure you understand how your Coordinator will handle communication between yourself and them.

(b) Coordinators should organize at least 3-4 meetings with coaches in their division – 1) at the annual Coaches meeting, 2) at the end of the seeding round, 3) after Esso Minor Hockey Week and 4) Before the Year End Tournament

(c) Provide completed game sheets immediately to your Coordinator, complying with their suggested process

(d) Provide necessary information, including contact information and e-mail addresses (d) Report all suspensions and major penalties to them immediately. You should receive an email from the Discipline Committee regarding disciplinary details before the next league game.

(e) Contact your Coordinator when problems arise implementing our philosophy or rules

(f) Both coaches and coordinators should keep track of penalties and Affiliated players.

### **RHC102-PRACTICES**

RHC does not hold team practices for U18 and Junior Divisions. However, for U13 and U15 Divisions skills development practices are run by team Coaches as scheduled by the league, additional practices are not allowed.

## **RHC103-COACHING AND REFEREES**

The coach's behavior toward referees has a very significant effect on the players' attitudes toward referees and the atmosphere in which the game is played. Players will emulate a coach that shows respect towards the referees.

It is necessary for each to appreciate the importance of the other's role in hockey. A referee who has a positive attitude toward the game, and is consistent in interpreting the rules, and a coach who reinforces to the players the importance of playing by the rules, will each contribute to the development of a mutually respectful relationship.

RHC has a zero tolerance for inappropriate behavior towards officials. Inappropriate behavior will result in disciplinary action.

A good relationship between the coach, the players and the referee can be developed by doing the following:

- Be sure the coach and players know the rules of the game. Experience with the game is not sufficient to ensure knowing the rules.
- During the pre-game introductions, we would encourage you to politely remind the referees this is a RHC game and that body checking is not permitted or aggressive play
- Explain to players that referees are an important part of the game and are necessary to make hockey fairer and more enjoyable for the players.
- Both coaches and players need to understand and accept that referees do make mistakes. Referees are human and cannot be perfect all of the time.
- Do not challenge the decisions and authority of the referee. Accept the referee's call even if you feel it was incorrect. Referees call the game.
- Avoid shouting or yelling at referees when they have made a mistake. The behavior of the coach behind the bench affects the players' attitudes toward the referees.
- Coaches should not take the referee's calls personally. A call against the team is not against the coach.
- During a game is not the time to challenge consistently poor officiating – please document the referee's performance and provide written comments to the Division Coordinator. Verbal comments will not be accepted.
- Compliment referees for the good calls they make.
- Remember that there are 2-sides to all situations on the ice and your actions will impact the referees' management of the game. As well, if your action is unbecoming to the league, this can be used against RHC when raising concerns about the professionalism and quality of the referees within our league.

If you feel a referee is particularly poor at his/her role either "attitude" or "ability":

Do not engage with them during or after the game! If you do, regardless of the issues, you will be disciplined by RHC because of our zero-tolerance policy with "on- ice officials' abuse.

Do document your concerns in writing and do try to get the opposing team management to provide written support of the issue. If you're seeing a poor game being called, they are likely noticing the same thing. If they're not, you need to question your own view of what has transpired. The key point is it helps to get collaboration to substantiate your concerns. Documentation should then be forwarded by email to the Divisional Coordinator who will work with the Referee Liaison and Vice-President to investigate the issue and address it through CZRC.

We have seen the above process work very well. If you fail to follow it, please do not expect your concerns to be dealt with effectively.

### **RHC104-INTERVIEW NEW COACHES & BOARD MEMBERS**

Any new coaches or board members in their first season with RHC should be interviewed by a board member where the RHC philosophy will be discussed. Coaches that do not subscribe to the RHC philosophy will not be offered a coaching position.

### **RHC 105 – SOCIAL MEDIA (FROM HOCKEY CALGARY)**

RHC will follow the current Hockey Calgary Social Media Policy.

Social Media: forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. These include but are not limited to: Facebook, Twitter, LinkedIn, personal blogs and YouTube Videos. General Guidelines:

All members of the Hockey Calgary Community that maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with the game of hockey. Members will be held accountable for what they write or post on social media or internet pages.

Members should follow the guidelines below when making posts or comments on any social media site whether it is public or private.

Posts involving the following will not be tolerated and may be subject to discipline as per Hockey Calgary Rule 19 (b) Conduct Unbecoming the Game of Hockey.

- Verbal Bullying - name calling, sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion, gender, sexual orientation and sexual comments;
- Social Bullying - mobbing, scape goading, excluding others from a group, ganging up on and group teasing;
- Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone. This includes the posting of

YouTube Videos and/or the posting of videos on Facebook which may be signaling out individuals in a defamatory fashion.

Members of the Hockey Calgary Community should abide by these guidelines at all times. Where a link can be made between a negative or inflammatory post and a member of the Hockey Calgary Community, even if not named directly, the individual in question may be subject to disciplinary action under Hockey Calgary Rules and Regulations 19 (b) Conduct Unbecoming the game of hockey.

**RHC 106 – DRESSING ROOM SUPERVISION (FROM HOCKEY CALGARY)**

Superseded by Hockey Calgary Interim Dressing Room Policy, effective October 13, 2023.

**RHC 107 – VIDEO REVIEW ( To be confirmed by Hockey Calgary)**