



# **Policies and Procedures Manual**

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## RHC1 - GENERAL

The Policies and Procedures Manual (the "Manual") guides the Board and members in executing the Articles and By-Laws of the Recreational Hockey Association of Calgary (RHC). In any conflict between the By-Laws and the Manual, the By-Laws prevail.

### Revisions and Updates

- **Approval Process:** The Board of Directors may revise the Manual as needed. Revisions require approval by 50% of Board Members at a Board Meeting.
- **Documentation:** The Secretary of the Board will document approved changes and update the Manual accordingly.
- **Accessibility:** Updated versions will be posted on the RHC website, and efforts will be made to ensure all members have access.

### Addressing New Situations

- **Additional Policies:** New events or circumstances may necessitate additional policies, following the same approval process as Manual revisions.
- **Board Consideration:** Unique issues should be brought to the Board for potential inclusion in the Manual.

### General Guidelines

- **Common Sense:** Decisions should prioritize the best interests of all hockey program participants.
- **Feedback:** Comments on the Policies and Procedures can be emailed to the RHC Board through the Registrar.

## RHC2 - PHILOSOPHY

Recreational Hockey Calgary (RHC) was created to provide a less competitive playing environment, and a more manageable time commitment compared to community hockey programs. RHC aims to offer affordable, fun, and safe hockey opportunities for players aged 11 to 20, with moderate time commitments. The organization promotes good sportsmanship, fair play, friendship, and respect, and does not tolerate body checking or aggressive behavior.

## RHC3 - OBJECTIVES

The objectives of the Hockey Program are to:

1. **Enjoyment:** Provide and administer the Hockey Program for the enjoyment of all Members and Participants.
2. **Participation:** Encourage maximum city-wide participation in the Hockey Program.

3. **Sportsmanship:** Promote fun, sportsmanship, involvement, and team play with fair and equal opportunity.
4. **Conduct:** Foster proper conduct among all participants and involved individuals.

All participants in RHC, including players, coaches, officials, parents, spectators, and Directors, must abide by these values.

## RHC4 - DEFINITIONS

All terms not defined herein shall have their meanings as per the RHC Bylaws. Additional definitions used throughout the Manual include:

- **"Association" or "RHC":** Recreational Hockey Association of Calgary.
- **"Board of Directors" or "Board":** The RHC Board of Directors.
- **"Coaches":** The head coach and assistant coaches for each RHC hockey team.
- **"Committee" or "Council":** Any committee formed by the RHC Board of Directors pursuant to the RHC Bylaws.
- **"RHC Board of Directors Procedure Manuals":** Manuals providing specific timelines, guidelines, and rules for each area of the individual Board of Directors, facilitating knowledge transfer and transition of new Board Members.
- **"Hockey Calgary":** Minor Hockey Association of Calgary.
- **"Policies and Procedures":** Rules and regulations set and approved by the Board of Directors, guiding the day-to-day activities of the Association. These are not Bylaws and may be changed as needed to adapt to the growth of the RHC, its members, and economic conditions. Changes must be approved by a majority of Directors and must comply with the RHC Bylaws and regulations.

## RHC5 - VOLUNTEER ORGANIZATION

Volunteers are essential to RHC. As a volunteer-based organization, RHC relies on a proactive volunteer culture.

- **Board Job Descriptions:** Available on the RHC website, within the RHC Bylaws, and in this Manual.
- **Eligibility:** Any member in good standing may run for a Board position.
- **Preparation:** Before applying, familiarize yourself with the Association.
- **Annual General Meeting:** Interested members should attend the Annual General Meeting, where Board positions are voted on.
- **Commitment:** Serving as a Board member can be a multi-year commitment

## RHC6 - BOARD OF DIRECTORS

### Powers and Duties of the Board

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

1. Always Adhering to structural, organizational, committee meeting, and financial procedural requirements established within the registered Bylaws by the Association's members.
2. Taking all necessary actions to run the Association's Hockey program.
3. Promoting the objectives and philosophy of RHC.
4. Promoting membership in RHC.
5. Maintaining and protecting the assets and property of RHC.
6. Approving the annual budget and managing all financial affairs of the Association.
7. Exercising prudent fiscal management, including investing funds, paying expenses, and operating and managing RHC.
8. Developing terms of reference for committees, assigning or appointing chairmen and committee members, ensuring awareness of their responsibilities, and informing all members of committee duties.
9. Annually forwarding the Association's Financial Audit, names, addresses, and positions of newly elected Board members to the Registrar of Companies.
10. Reviewing Internal Rules and Bylaws annually with members and making necessary recommendations to keep policies or terms current.
11. Making and amending regulations governing RHC, including finances, elections, procedures, administration, discipline, suspension, and expulsion of officers, directors, members, and participants.
12. Making and publishing rules respecting member and participant conduct, which are binding on all members.
13. Rescinding, altering, or adding to the RHC Policy & Procedure Manual as needed, with changes approved by at least seventy-five percent (75%) of Board members present at the meeting, provided notice of changes is given 21 days prior. A quorum for such meetings is fifty percent (50%) of the Board members.

### Composition of the Board

The Board shall consist of a minimum of 5 and a maximum of 15 Directors. The Officers of the Board are the President, Vice-President, Secretary, Treasurer, and Immediate Past President, forming the Executive Committee. Other Directors, known as Coordinators, each have responsibility for a specific program or service provided by RHC.

The Board may include non-Director volunteer positions without Board-level voting privileges. Examples include social media and Referee Liaison.

### Election and Removal of Directors

Directors are elected at the AGM for a two-year term, with terms staggered to elect approximately half the Directors at each AGM. Directors may be re-elected for additional terms.

A Director may resign by giving written notice to the Secretary or President. The Board may remove any Director by a two-thirds vote for neglecting duties. Directors missing

three consecutive meetings without reasonable excuse may also be removed by majority vote.

Voting Members may remove a Director at a Special Meeting. Vacancies on the Board can be filled by appointing a Voting Member in good standing until the next AGM, except for the Immediate Past President position.

Directors must declare conflicts of interest and abstain from voting on related matters.

### Meetings of the Board

The Board shall hold regular scheduled board meetings to properly manage the affairs of RHC. Meetings of the Board may be held at any time upon five (5) days' prior notice of the meeting. Meetings may be called by the Chair on the Chair's initiative or at the written request of any three (3) Directors.

Quorum for a meeting is 40% of the total elected Directors or a minimum of 5 elected Directors, whichever is greater. Each Director has one vote; a motion is carried by a simple majority. A tie vote defeats the motion. The Secretary records the votes.

Removal of Officers follows the same procedure as Directors, requiring a seventy-five percent (75%) vote.

### Committees

Committees are established and dissolved by the Board. Each committee includes a Board member but does not necessarily require them to chair the committee. Committees record and distribute minutes and provide reports to the Board.

### The Executive Committee

The Executive Committee consists of the Officers of RHC, responsible for emergency and unusual business between Board meetings, reporting actions taken to the Board.

### RHC7 - DIRECTOR INTEGRITY

Board Members are expected to consistently display high moral and ethical standards. Improper, unbecoming, or damaging behavior should be reported immediately. A special meeting will be held within 10 days to review the complaint, allowing the accused Board Member an opportunity to be heard.

A Board Member may be suspended or expelled by a seventy-five percent (75%) vote. Three unexcused absences from meetings will prompt a review and potential suspension or expulsion.



## RHC8 - ANNUAL GENERAL MEETING (AGM)

The AGM is held after the hockey season, no later than June 30<sup>th</sup>. The Secretary announces the AGM at least 21 days in advance via the RHC website and other expedient means. An error or omission in giving notice does not invalidate the meeting.

The AGM addresses:

1. Declaration of a quorum
2. Approval of agenda
3. Reading and acceptance of minutes from previous AGM and meetings
4. Presentation of reports from Board Members and Committees
5. Presentation of financial statement and auditor's report
6. Appointment of auditors
7. Election of Officers and Board members
8. Consideration of new business submitted 21 days in advance
9. Motion of adjournment

The President chairs the AGM, with the Vice-President stepping in if the President is absent. Quorum is 10 Voting Members in good standing. If a quorum is not met within 20 minutes, those present after 15 minutes constitute a quorum.

## RHC9 - BOARD MEETINGS

The Board shall hold regular scheduled board meetings to properly manage the affairs of RHC. Meetings of the Board may be held at any time upon five (5) days prior notice of the meeting.

Quorum is 40% of the total elected Directors or a minimum of 5 elected Directors. Each Director has one vote; a simple majority carries a motion. Tie votes defeat motions. Votes are documented by the Secretary.

Meetings follow an agenda prepared by the President and distributed by email beforehand, including reports from each director. The Secretary records and distributes minutes, which are adopted or amended at the next meeting.

All matters of policy and finances are presented as motions and decided by Board vote. Meetings are not open to RHC members.

## RHC10 - ROLE DESCRIPTIONS

### (a) President

#### **General Duties:**

- Chief Executive Officer and primary spokesman for the Association.
- Enforces Executive Decisions of the Board of Directors.
- Coordinates, motivates, and mediates within the Association.

- Guides and counsels individuals and groups in the Association.

### **Specific Responsibilities:**

1. Supervise and coordinate Board business, casting a tie-breaking vote if necessary.
2. Ensure Directors avoid conflicts of interest and bias.
3. Chair meetings of the Board, AGM, and other necessary meetings.
4. Represent the Association at Hockey Calgary meetings.
5. Serve as an ex-officio member of all committees.
6. Aid in the development and implementation of the Association's strategic plan.
7. Co-sign all contracts, leases, agreements, and financial transactions.
8. Orient, educate, and assign Directors to their responsibilities.
9. Maintain legal compliance and proper functioning within the Association.
10. Ensure the privacy of minor participants in closed Board meetings.
11. Summarily suspend Board members breaching confidentiality.
12. Initiate disciplinary actions and bring them for Board ratification.
13. Redirect issues involving personal conflicts to the Vice-President or another Board member.
14. Participate in disciplinary hearings.
15. Perform additional duties as specified by the Board.

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

#### **General Duties:**

- Act as a director at large in all meetings.
- Chair meetings in the President's absence.
- Substitute for the President at functions as requested.

#### **Specific Responsibilities:**

1. Ensure the maintenance of insurance policies.
2. Co-sign contracts, leases, agreements, and financial transactions.
3. Assist with the orientation and education of elected Directors.
4. Chair the disciplinary review committee.
5. Arbitrate disputes among coaches or between members and coaches.
6. Ensure adherence to Bylaws and Policies.
7. Represent RHC at AGM and special meetings with the Minor Hockey Association of Calgary.
8. Ensure police checks for all coaches.
9. Ensure safety guidelines and policies are followed.
10. Aid in the coordination of the AGM.
11. Carries out other duties assigned by the Board.

### **(c) Secretary**

#### **General Duties:**

- Attend Director's meetings and AGM.
- Record and distribute minutes of meetings.
- Maintain records and correspondence.

**Specific Responsibilities:**

1. Record and distribute meeting minutes.
2. Document reports from other Directors.
3. Maintain accurate records of Board members and correspondence.
4. Issue notices for meetings.
5. Prepare AGM package and ensure proper notice to Members.
6. Maintain registration current under Alberta Societies' Act.
7. Produce records of the Association's decisions upon written demand.
8. Assist the treasurer as required.
9. Maintain the minute book with incorporation certificate, by-laws, resolutions, financial statements, and other necessary documents.

(d) Treasurer

**General Duties:**

- Manage all funds and financial transactions.
- Present detailed financial accounts.

**Specific Responsibilities:**

1. Deposit funds in approved financial institutions.
2. Present detailed financial accounts to the Board.
3. Prepare financial records for audit and ensure completion by an independent accountant.
4. Authorize payments and prepare cheques.
5. Manage banking transactions and cash assets.
6. Invest available funds with Board approval.
7. Prepare an annual budget.
8. Co-sign cheques with the President and Vice-President.
9. Negotiate financial contracts with Board approval.
10. Issue refunds as required.

(e) Immediate Past President (Non-voting Member)

**General Duties:**

- Serve as a resource person to provide continuity and stability.
- Perform additional duties as specified by the Board.
- 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.

## (f) Registrar

### **All Year:**

- Submit hours worked to the President and Treasurer.

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

1. Inform membership of registration deadlines and AGM.
2. Update the website for the upcoming season.
3. Set up fees and registration form in Team Snap.
4. Clean out folders at season end.
5. Ensure all fees are paid and jerseys collected.
6. Keep documents current.

### **Registration (June-September):**

1. Meet with registrars to discuss issues.
2. Review registrations for accuracy and payment.
3. Update Board members on registration numbers.
4. Maintain waiting lists and process transfers.
5. Monitor coaching volunteers' qualifications.

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

1. Organize sorting skate and provide data to Division Coordinators.
2. Handle financial documents for different payment types.

### **Hockey Calgary Deadlines (December-January):**

- Ensure rosters are entered into Team Snap and HCR.
- Ensure all team are registered with HC & Hockey Canada by October each year.

### **Ongoing:**

1. Attend Board meetings and provide reports.
2. Support Board members regarding registration issues.
3. Maintain the registration database.
4. Monitor late registrations, waitlists, and withdrawal requests.

## (g) Referee Liaison (Non-voting Member)

### **Qualifications:**

- Knowledge of minor hockey rules and CZRC (Central Zone Referee Committee) administration.
- Impartiality and administrative fairness.

### **Role Requirements:**

1. Attend CZRC and RHC meetings.
2. Review complaints about officials and players.
3. Contact CZRC or RHC appropriate persons for complaints with merit.
4. Attend the annual Coaches' meeting.

### **Role Exclusion:**

- Not responsible for scheduling referee assignments.

### **(h) Division Coordinator**

#### **General Duties:**

- Ensure adherence to RHC philosophy, policies, and processes.
- Liaise between RHC Board and coaches.
- Perform administrative functions and resolve issues.

#### **Specific Responsibilities:**

1. Champion RHC Philosophy by attending games and communicating with coaches.
2. Develop relationships with coaches, providing necessary information and support.
3. Administer RHC Policies and Processes.
4. Implement Team Formation Process.
5. Administer Discipline Policy.
6. Ensure games sheets are recorded within HC and review any penalties.
7. Suspension notification to coach and Player when required with a minimum of 24-hour notice prior to the next ice time.
8. Monitor total penalties for each player/Coach and advise the Discipline committee of any violations.
9. Manage Player Rating Process.
10. Communicate security check requirements to coaches.
11. Assist in organizing and administering tournaments.
12. Address and resolve division-related issues.
13. Maintain accurate records, including rosters, coach lists, penalty records, and game schedules.
14. Liaison with Hockey Calgary for YET and ESSO Minor hockey week Tournament team information to inform the schedule.
15. Participate in Board meetings and attend RHC meetings.
16. Perform additional functions and special projects as requested by the RHC Board.

### **(j) Equipment Coordinator (Non-voting Member)**

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

1. Ensure return, cleaning, repair, and storage of jerseys.
2. Order and maintain inventory of necessary equipment.
3. Prepare an equipment budget.

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

1. Distribute equipment to head coaches.
2. Maintain an inventory of distributed equipment.

### **Season-End:**

- Check and manage the return of equipment, handle donations.

### **General:**

- Attend Board meetings and AGM.

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

#### **General Duties:**

- Improve player skills and coach skills.
- Maintain and improve the overall hockey experience.
- Coordinate development sessions.

#### **Specific Responsibilities:**

1. Plan and execute U13/U15 sorting skates. May delegate to a Sorting Skates Lead
2. Plan and execute player and coach development session, which may include:
  - a) U13/U15 "New to hockey" programs
  - b) Goalie development programs
  - c) Coach development sessions.
  - d) Other ad-hoc development sessions as approved by the Board.
3. Develop and issue practice plans for regularly scheduled U13/U15 Team Practice Sessions
4. Source and coordinate with 3<sup>rd</sup> party providers for development sessions as approved by the Board.
5. Coordinate with Equipment Coordinator for necessary equipment.
6. Communicate with divisional coordinators, coaches and parents.

### **(l) Sorting Skates Lead (Non-voting Member)**

#### **General Duties:**

- Liaise with Player Development Coordinator to Plan and execute each season's sorting skates program.

### **Specific Responsibilities:**

1. Plan and execute U13/U15 sorting skates sessions.
2. Develop activity plans for sessions including skill demonstrations.
3. Source volunteers to assist at sessions and provide necessary training (on-ice coaches, check-in desk representatives, player support and observers)
4. Develop and maintain observation checklist.
5. Coordinate with Equipment Coordinator for necessary equipment.
6. Communicate with divisional Coordinators, coaches, and parents.

### **(m) Social Media Coordinator (Non-voting Member)**

#### **General Duties:**

- Develop engaging and relevant content for various social media platforms to enhance the organization's online presence.
- Ensure that all social media communications align with the organization's branding and messaging guidelines.
- Track and analyze social media performance metrics to assess the effectiveness of campaigns and strategies.
- Attend RHC Board Meetings.

#### **Specific Responsibilities:**

1. Plan and schedule posts in advance, ensuring a consistent flow of content across platforms.
2. Stay up to date with industry trends and emerging social media tools to keep the organization's strategies innovative.
3. Highlight events, initiatives, and achievements on social media and website.
4. Prepare regular reports on social media performance, insights, and recommendations for improvement for Board meeting discussions.

### **RHC11 - DISCIPLINE COMMITTEE**

1. The Discipline Committee shall be established before the start of each season.
2. Composition:
  - Four (4) Board Members: President, VP, a Division Coordinator & Referee Liaison (in an advisory capacity).
3. Authority:
  - The Discipline Committee shall address conduct issues involving:
    - Coaches or Assistant Coaches
    - Players
    - Parents (if necessary)
    - Board Members

- Any other RHC member.
  - The Committee can suspend players beyond the sanctions imposed by the Minor Hockey Association of Calgary or RHC's suspension schedule.
- 4. Responsibilities:
  - Review all suspensions and impose further disciplinary actions if suspension terms are violated.
  - RHC reserves the right to deny membership to individuals displaying conduct unbecoming of the Association.
- 5. Actions for Unbecoming Conduct:
  - In case of disruptive behavior, abusive language, physical altercations, or vandalism:
    - The Discipline Committee may convene a meeting and take actions such as:
      - Suspension from gameplay.
      - Revocation of spectating privileges.
      - Payment for property damage.
      - Involvement of policing authorities, potentially leading to charges.

## RHC12 - CONTACTS

Visit the RHC website: <https://www.rechokeycalgary.com/>

## RHC13 - FINANCE

1. **Fiscal Year:** Ends on March 31st annually, with a fiscal period from April 1 to March 31 unless altered by the Board.
2. **Audit Requirement:**
  - Books, accounts, and records must undergo an annual audit by a qualified accountant approved at the AGM.
  - At each AGM, the Treasurer presents audited financial statements of the previous fiscal year for member review.
  - The auditor's report is submitted to the Societies Act (Alberta) as required.
3. **Financial Transactions:**
  - All payments are made via online banking transactions or checks drawn on the Association's account.
  - The Treasurer sets up necessary banking arrangements and signing authorities.
4. **Authorization:**
  - Cheques must be signed by the Treasurer and one additional Officer, or a person authorized by Board resolution.
  - Contracts, leases, agreements, and financial transactions in the Association's name require signatures from any two of President, Vice-President, or Treasurer.
5. **Borrowing and Fundraising:**
  - RHC may borrow or raise funds as needed with approval from members and the Board.
6. **Compensation:**



- No member or Director may receive payment for services rendered, but reimbursement for reasonable expenses is allowed.
7. **Seal:**
    - The Board may adopt a Seal of the Association for authorized use.
  8. **Records Access:**
    - Members can inspect the Minute Book and financial records at the AGM or upon reasonable written notice.
    - The Association may establish a fee for providing copies.
  9. **Governing Authority:**
    - Reference to The Societies Act is made for situations not covered by RHC policies.
  10. **Expenditure Approval:**
    - The Board must approve un-budgeted expenditures exceeding \$500.
  11. **Budget Approval:**
    - The Board approves an annual budget and sets membership fees.
  12. **Arrears Policy:**
    - Members in arrears for fees may have privileges suspended or rescinded until payments are made, with penalties.
  13. **Contingency Fund:**
    - A contingency fund, up to 20% of annual gross revenues, may be carried forward to cover unforeseen or emergency items.
  14. **Indemnity:**
    - Directors and Officers are indemnified against legal costs and liabilities incurred in the course of their duties, except in cases of fraud or bad faith.

## RHC14 - REGISTRATION PROCESS, PAYMENTS & REFUNDS

1. **Online Registration:** RHC utilizes Team Snap exclusively for registration & payment.
2. **Availability:** Registration opens annually by June after the AGM.
3. **Contact:** RHC does not have access to parent email addresses or passwords for the online registration system. Contact Team Snap for assistance.
4. **Communication:** After online registration, RHC communicates with members post the coach's meeting in September when team formation and the season schedule are finalized. Check the website for important updates.
5. **Payment:** Only Credit Card (Visa, MasterCard, or American Express) or money order, etransfer payments are accepted. Cash, checks, and mail-in payments are not accepted unless under special circumstances.
6. **Arrears:** Members in arrears for fees may not register until delinquent amounts are settled to the Board's satisfaction.
7. **Age Verification:** Birth certificates are required for first-time hockey players.

Refund request form is available on RHC's website. Refunds subject to administrative fees. No refunds for non-medical reasons after the first game of the season

## RHC15 - TRANSFERS

Waivers conform to Hockey Calgary's policy and insurance requirements. Complete waivers before registration as access to the RHC site on the HCR is restricted otherwise.

## RHC16 - PLAYERS CANNOT PLAY IN 2 ASSOCIATIONS (From Hockey Calgary)

Recreational League players cannot play for competitive division teams.

## RHC17 - GOALIES CAN PLAY IN 2 ASSOCIATIONS (From Hockey Calgary)

Designated goaltenders in competitive divisions may affiliate with RHC for Recreational League play with Hockey Calgary's permission.

## RHC18 – REGISTRATION FEE

Annual fee set by the Board of Directors, payable as determined by the Board. Fees posted online in mid-May.

## RHC19 - REGISTRATION DEADLINE & WAITLIST

Registration opens Mid-June and closes August 31 or when a division fills up. Waitlisted registrations starts when a division fills up and will continue after September 1.

## RHC20 – NON-PAYMENT

Non-payment may lead to withdrawal from the program, with reinstatement upon fee payment or arrangement.

## RHC21 - FINANCIAL HARDSHIP/EVEN STRENGTH

RHC supports programs providing financial assistance. Follow Hockey Calgary's Even Strength Program process for financial hardship. Email the registrar if financial assistance is being applied for.

## RHC22 – TAX CREDITS/RECIEPTS

RHC does not provide specific tax receipts.

## RHC23 – POLICE INFORMATION CHECKS

Mandatory CPS screening for board members, coaches, and assistant coaches. Refusal or non-successful completion disqualifies from roles. There is no cost to the individuals for this clearance and for reimbursement contact the Registrar.

## RHC24 – COACHING CERTIFICATION

U13 and U15 coaches require Coach 2 certification. Compliance with Hockey Calgary Coach Certification and Hockey Canada Safety Programs required.

## RHC25 – COACH & ASSISTANT COACH SELECTION

To apply for volunteer positions such as coach or assistant coach, please fill out the designated box on the TeamSnap online registration form. Each season, the board will appoint one or more board members to conduct interviews with new volunteers, including coaches, assistant coaches, and board members. Recommendations are then made to the board regarding the acceptance of new volunteers within RHC.

## RHC26 – 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 sessions if in U13 & U15. Additionally, each team also has certain volunteer positions that need to be filled (coach, assistant coach, manager, timekeeper & scorekeeper).

## RHC27 – PRIVACY POLICY

RHC is a non-profit organization incorporated under the Societies Act. We are committed to respecting the collection and use of our members' personal information. Personal information is defined as information about an identifiable individual. We maintain physical, technical, and procedural safeguards appropriate to the sensitivity of personal information to prevent loss and unauthorized access, copying, use, modification, or disclosure.

## RHC28 – MIXED GENDERS

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

## RHC29 – CITY WIDE HOCKEY ASSOCIATION

RHC is a city-wide Hockey Association that plays at City of Calgary arenas around the city. RHC does not have a "home arena". For arena locations, refer to the Hockey Calgary website.

## RHC30 – RESIDENTIAL QUALIFICATIONS

The geographical boundaries of RHC include all lands within the boundaries of the

Calgary region.

### RHC31 – NOT A LEARN TO SKATE PROGRAM

RHC teaches hockey fundamentals but is not a "learn to skate" program. Limited skating and hockey development are provided at the U13 and U15 divisions throughout the season.

### RHC32 – NON-BODY CHECKING ASSOCIATION

All hockey played within RHC is non-body checking. RHC expects coaches to monitor the play of their team and proactive at curbing aggressive play.

### RHC33 – PLAYER EVALUATIONS

RHC does not hold player evaluations for team formation purposes. However, pre-season hockey skill assessment sessions are held for U13 and U15 divisions to understand each player's specific skill level.

Please refer to the sorting skates area in the Appendices of this document

### RHC34 – TEAM FORMATION PROCESS

The goals of the RHC Team Formation Process are to form functional and equitable teams while maximizing player friendships. The process involves utilizing player information from registration forms, previous evaluations, and skill assessment sessions. The Board of Directors continually assesses and improves the effectiveness of this process. Friend request must be reciprocated.

### RHC35 – SEEDING ROUND

Adjustments to player placements are discouraged, except during the seeding round when coordinators can adjust team rosters if significant disparities exist. The program prioritizes the majority's best interests, acknowledging that individual preferences cannot always be accommodated.

Players and goalies may be moved up or down an age category based on written exceptions requested by parents and considered by the respective Coordinator and Registrar.

Please refer to the Seeding Round Policy in the Appendices of this document.

NOTE \*\* RHC reserves the right to trade player(s) throughout the season as needed to ensure balanced teams.

## RHC36 – AGES OF DIVISIONS

U13 – 11 & 12 year olds

U15 – 13 and 14 year olds

U18 – 15 and 16 year olds

U21 – 17, 18, 19 & 20 year olds

## RHC37 – SEASON LENGTH & GAME SCHEDULE

The regular season begins in late September/early October and continues until early March, with a break in December for the holidays. Esso Minor Hockey Week is held at the end of January, and a year-end tournament follows the regular season, ending in mid-March.

Season ice schedules for each division are provided by the third week in September. They are distributed to Division Coordinators and posted on the RHC website.

## RHC38 – FAIR PLAY – PLAYERS, PARENTS, COACHES & SPECTATORS

Players agree to play hockey willingly, adhere to the rules, control their temper, respect opponents and teammates, strive to be team players, acknowledge good plays, and show respect to coaches and officials. Regardless of a form being signed all members are subject to the consequences for unacceptable behavior.

Parents agree not to force their child to participate in hockey, encourage fair play and conflict resolution, prioritize effort over winning, provide praise, avoid ridicule or yelling, support efforts to remove abuse from games, respect officials, and appreciate volunteer coaches.

Coaches agree to schedule games and practices reasonably, teach fair play, ensure equal instruction and playing time, avoid ridicule or yelling at players, prioritize safety, set a good example, pursue training, and cooperate with officials. Coaches are expected to exhibit principles of fair play, ensure equal ice time, avoid power plays and excessive celebration, and manage the bench responsibly.

Spectators agree to remember that participants play for enjoyment, respect officials' decisions, refrain from ridiculing players, condemn violence, respect opponents, refrain from using bad language, and avoid harassing players, coaches, officials, or other spectators.

## RHC39 – FAIR PLAY – LEAGUE ORGANIZERS (from Hockey Calgary)

RHC supports the FAIR PLAY CODES programs of Hockey Canada and Hockey Calgary. By volunteering with RHC, directors and officers have accepted these principles. All members, including coaches, players, officials, parents, directors, spectators, managers, and trainers, are subject to the consequences for unacceptable

behavior, regardless of whether a form is signed. The Board of Directors reserves the right to suspend any player, coach, or parent from RHC who violates the Canadian Minor Hockey Association's "Fair Play Pledge."

### Fair Play Principles

- **Equal Participation:** Ensure all players have an equal opportunity to participate, regardless of gender, ability, ethnic background, or race.
- **Discourage Spectator Entertainment:** Ensure sports programs prioritize player participation over entertainment for spectators.
- **Safety:** Prioritize the safety of equipment and facilities, ensuring they match the athletes' ages and abilities.
- **Age and Maturity Consideration:** Consider the age and maturity level of participants when developing programs, enforcing rules, and scheduling activities.
- **Proper Perspective on Winning:** Maintain that play is for enjoyment and ensure winning is kept in proper perspective.
- **Distribution of Fair Play Codes:** Distribute fair play codes to spectators, coaches, athletes, officials, parents, and media.
- **Promotion of Fair Play and Skills Development:** Ensure coaches and officials promote fair play and the development of good technical skills, encouraging them to become certified.

### RHC40 – RESPECT IN SPORT PROGRAM FOR PARENTS (from Hockey Calgary)

Parents and coaches/team officials are required to complete the Respect in Sport program, valid for up to four seasons and associated with a May 1 expiry date. The Respect in Sport Program is an online certification designed to protect our youth and support Hockey Calgary's goal of providing a safe and fun environment.

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

The Respect in Sport Parent Program educates parents on their influence over their child and their role in their child's enjoyment of a sport or activity. It also provides parents with tools to evaluate and improve their behavior.

#### Why is this being implemented?

Hockey Calgary believes the hockey experience should be built on a foundation of respect. The Respect in Sport program promotes these values through a simple and convenient online tool, enhancing the sport environment for children.

#### How is Respect in Sport implemented?

The Respect in Sport Parent Program is delivered as an online curriculum featuring audio/visual presentations.

## Equipment Requirements

- Essential: A computer, an Internet connection, and speakers or a headset.
- Optional: A printer for your certificate of completion.

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

The course is accessible from any computer, whether using dial-up or high-speed internet. The user experience is consistent at any speed.

## What if I don't know much about computers?

The program is user-friendly, with an online "Help" feature and a 1-800 support line available.

## Is there a paper version?

No, the Respect in Sport courseware is fully online, eliminating the need for printing, mailing, and administrative costs. The course remains accessible as an online resource after completion.

## Course Duration and Flexibility

- Length: The course takes approximately 1 hour to complete.
- Flexibility: You do not need to complete it all at once. The program remembers where you left off, allowing you to finish at your own pace.

## Certification Validity

Certification lasts for 4 years. For more information and to access the Respect in Sport link, visit the Hockey Calgary website.

## RHC41 - INSURANCE

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

## Key Points

- **Supplemental Insurance:** Hockey Canada serves as a supplemental insurer. If you have other insurance, you must first pursue coverage through your primary insurer. Hockey Canada may then cover additional costs up to their policy limits.
- **Injury Reporting:** An Injury Report Form must be submitted directly to Hockey Alberta within 90 days of the injury. The form must be fully completed; otherwise,

it will be returned. These forms can be requested through your Team Manager or the RHC Registrar.

Coverage includes:

- Officers
- Directors
- Employees
- Coaches
- Volunteer workers
- Instructors
- Referees
- Committee members
- Members of teams and leagues

Coverage is provided while these individuals are acting within the scope of their duties, given that all are registered with or affiliated with Hockey Canada.

#### RHC42 - U13/U15 DEVELOPMENT

RHC will have 12 U13 and 4 U15 Hockey Development ice sessions to focus on increasing players' 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.

#### RHC43 – TEAM PICTURES

RHC does not organize team pictures.

#### RHC44 – TEAM BUDGETS

RHC does not allow team budgets.

#### RHC45 - TEAM APPAREL

RHC does not allow team apparel.

#### RHC46 – NAME BARS, PATCHES, CAPTENCY LETTERS etc.

Nothing is allowed to be stitched, affixed or stickered onto any RCH jersey.

#### RHC47 – EXHIBITION GAMES

RHC does not participate in exhibition games.



## RHC48 - TOURNAMENTS

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

## RHC49 – 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.

Please refer to the YET Process in the Appendices of this document.

## RHC50 – 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.

## RHC51 – CLASSIFIDS

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

## RHC52- FUNDRAISING, CASIONS, & 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 players' registration fees.

## RHC53 – 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

RHC reserves the right to make changes to the number of players per team at any time with no notice.

## RHC54 – LENGTH OF ICE TIMES

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 timeouts 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:

- At the first stoppage of play after the 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.

## RHC55 – 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.

## RHC56 - OVERTIME

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

## RHC57 – INTERIM DRESSING ROOM POLICY

RHC57 has been superseded by the 'Interim Dressing Room Policy' for the Hockey Calgary program with effect October 2023.

[https://www.rechockeycalgary.com/wp-content/uploads/sites/3082/2023/10/Bulletin\\_HC\\_2302\\_Interim-Dressing-Room-Policy.pdf](https://www.rechockeycalgary.com/wp-content/uploads/sites/3082/2023/10/Bulletin_HC_2302_Interim-Dressing-Room-Policy.pdf)

## RHC58 – RECORDING DEVICES

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

## RHC59 – 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 provides 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. RHC does not supply any goalie equipment.

## RHC60 – FIRST AID KITS

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

## RHC61 - EQUIPMENT PICKUP & RETURN

Coaches are responsible for picking up and returning the following items at the beginning and end of each season:

- Jerseys with hangers
- Jersey bags
- Pucks
- Puck bags
- Medical kits
- Game sheets (only return unused ones)
- Player socks
- **Additional for U13:** Pylons and coach clipboards

To ensure a smooth process, RHC asks coaches to adhere to the following guidelines:

### Guidelines

- 1. Pickup and Return Timing:**
  - Pick up and return all equipment at the specified times and dates.
  - If you cannot attend, please arrange for a parent from your team to handle the pickup/returns on your behalf.
- 2. Pickup & Return Details:**
  - **Dates/Times:** Coaches will receive an email with specific dates and times.
  - **Location:** Space Place Storage (unit #223), 118 Bowridge Drive NW (across from COP).
  - For equipment returns, coaches will receive an equipment return sheet to complete (details below).
- 3. How Coaches Can Assist:**
  - Collect and wash all team jerseys.
  - Place jerseys on provided hangers with numbers facing you, arranged sequentially from the smallest to the largest number, hook to the left.
  - Ensure zippers on jersey bags face toward you.

- On the RHC Equipment Return Sheet, list jersey numbers (lowest to highest) and note any damage or missing jerseys (include the player name for missing jerseys) and other equipment.
- Bring all equipment at the same time.

Your cooperation will make the organization for the next season much easier. Please note, coaches are accountable for all the equipment signed out. Partial returns are not appreciated.

## RHC62 – COORDINATOR COACHING & DIRECTOR 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 coordinates, unless approved by the Board of Directors. A Director shall not be allowed to head coach a team unless approved by the Board of Directors.

## RHC63 – VOLUNTEER APPRECIATION

No member of the Board of Directors or Officers of RHC shall receive remuneration for their services. Additionally, no member of RHC offering services as a coach, assistant coach, manager, or in any other volunteer capacity that enhances the program may receive financial compensation for their services.

### Non-Financial Appreciation

To recognize and appreciate the contributions of our volunteers, non-financial tokens of appreciation may be given. These can include:

- Coffee
- Donuts
- Pizza
- Other similar items

These gestures help acknowledge the valuable time and effort volunteers dedicate to the program.

## RHC64 – COACHES EVALUATION OF PLAYERS

Coaches will submit a player evaluation 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.

## RHC65 – SEPTEMBER ORIENTATION MEETING/COACHES MEETING

Each September, RHC holds a mandatory coaches' meeting just before team equipment pickup. The purpose of this meeting is to introduce Board members to the

coaches of the various divisions, welcome new coaches, and discuss essential topics such as policies, procedures, rules, structure, responsibilities, expectations, and accountability.

### Meeting Objectives

- **Introduction:** Introduce Board members to the coaches.
- **Welcome:** Greet and onboard new coaches.
- **Discussion:** Cover important topics including:
  - Policies and procedures
  - Rules and structure
  - Responsibilities and expectations
  - Accountability and support

### Importance

RHC believes that coaches' understanding and support of RHC's philosophy and objectives are crucial. This understanding will:

- Ensure players have an enjoyable experience.
- Help minimize conflicts.
- Encourage positive relationships among players, coaches, referees, and parents.

### Additional Resources

A PDF of the coaches' meeting details can be found on the RHC website under the Coaches tab.

### RHC66 – EQUAL ICE TIME

RHC ensures equal ice time during games for all players, following the principles of recreational hockey. Players in each division have paid the same fees, thus strategies like power-play lines or double-shifting players are not supported.

### RHC67 – VOLUNTEER TEAM DUTIES: SCOREKEEPER & TIMEKEEPER

For Hockey Calgary sanctioned games, each team must provide either a timekeeper or a scorekeeper. The Home Team supplies the timekeeper, and the Visiting team supplies the scorekeeper, as per Hockey Calgary By-Laws and Playing Rules. Volunteers must remain neutral and refrain from questioning referees' calls or engaging with players. Failure to comply may result in disciplinary action.

Scorekeepers and timekeepers are provided with guidelines on properly filling game sheets and operating the time clock, available on the RHC website. Game sheets must be accurately completed, including penalty details and player suspensions.

## RHC68 – HOCKEY CALGARY BYLAWS & PLAYING RULES

RHC is a citywide hockey association operating as a society under the auspices of Hockey Calgary. Most of the rules governing RHC can be found in the following sections of the Hockey Calgary documentation:

- **Bylaws of Hockey Calgary**
- **Rules and Regulations Applicable to all Streams**
- **Rules Governing Recreational Hockey**

All members of RHC must adhere to the Bylaws and Playing Rules as outlined in the current season's rule book, published on the Hockey Calgary website.

### Key Topics Covered

- **General Team Management**
- **Dressing Room Policies**
- **Equipment Requirements:**
  - Mouth guards
  - Helmets
  - Throat protectors
- **Theft and Vandalism**
- **Damage to City and Community Owned Arenas**

### Specific Rules for Recreational Hockey

- **Body Checking**
- **Player Movement**
- **Affiliated Players**
- **Suspension Guidelines**
- **Penalties**

### Conduct and Behavior

- **Prohibited Activities:**
  - Smoking, swearing, or cursing by any player or Team Official is 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. Breaches will be addressed by MHAC and reviewed by the RHC Discipline Committee.
- **Zero-Tolerance Policies:**
  - **Alcohol:** No transportation or possession of alcohol within any ice arena or dressing room used by an RHC or any other minor hockey team. This aligns with the City of Calgary Recreation Department policy, which states: "Any person(s)/group(s) caught bringing alcohol or cannabis onto City of Calgary property will lose their ice privileges immediately."

- **Chewing Tobacco:** No use of chewing tobacco within any ice arena or dressing room used by an RHC or any other minor hockey team.
- **Weapons:** Anyone found in possession of a weapon (or any object considered a weapon) at any hockey arena in Calgary will be suspended.

## RHC69 - MEDICAL INFORMATION

RHC does not mandate coaches to collect medical data, but players/parents should provide medical information sheets to coaches at the season's start. This information is crucial for emergencies and should include the player's Health Care Number, doctor's contact details, emergency contacts, and important medical conditions/allergies. Coaches must keep this information private and only disclose it to relevant parties, such as EMS, if necessary. For more details, refer to the "Safety Requires Teamwork" booklet available online at [www.hockeycanada.ca](http://www.hockeycanada.ca).

## RHC70 - 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 them 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.

## RHC71 - SET NIGHTS

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

## RHC72 - AFFILIATES

RHC teams can utilize affiliated players to substitute for injured or absent teammates, adhering to specific guidelines. Affiliates must be RHC-registered within the same or younger age bracket, except for goaltenders. Skaters can fill in if the team has fewer than 10 players, noted on the game sheet, while goalies can replace absent ones. Referee approval allows teams to loan players when one team has a full bench and the other is short. "4 on 4" play is optional with coach agreement and referee approval. Affiliate players can only play 5 times for another team. Permission from the lower team and Division Coordinator is required to use a higher team's affiliate player. If an invited affiliate arrives after being replaced, they should be allowed to play.

## RHC73 - GENERAL CODE OF CONDUCT

RHC expects all players, parents, coaches, and any other individuals attending 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 positive role models for all RHC players.

## RHC74 - 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).

## RHC75 – MALTREATMENT, HARASSMENT AND BULLYING (FROM HOCKEY ALBERTA)

RHC strictly follows Hockey Alberta's policy on Maltreatment, Bullying, and Harassment, aimed at fostering safe and inclusive sports environments. This policy prioritizes the well-being of individuals from diverse backgrounds and ensures that all sanctioned programs are accessible, inclusive, and free from any form of mistreatment.

Key Points:



- Policy Framework: Covered under Section 11 of the Hockey Canada Playing Rules, this policy establishes principles, guidelines, and appropriate responses to instances of Maltreatment, Bullying, and Harassment.
- Objectives: The policy aims to eliminate such behaviors through education, awareness, and prevention while ensuring a safe environment for all participants.
- National Reporting System: Implemented to eradicate discrimination in hockey, encompassing various factors like race, ethnicity, religion, age, sexual orientation, gender identity, and disability.
- Incident Reporting: Participants are encouraged to report incidents of Maltreatment, Bullying, or Harassment, both on and off the ice. Certain infractions may lead to suspensions or mandatory hearings for repeat offenders.
- Commitment to Investigation: Hockey Alberta is committed to thoroughly investigating all reports of Maltreatment, Bullying, or Harassment involving participants.

#### RHC76 - PENALTIES (FROM RHC)

Penalty times align with Minor Hockey standards: minors are 2 minutes; majors are 5 minutes (resulting in player ejection); misconducts are 10 minutes.

Players receiving 3 minor penalties in any game will be immediately ejected, noted as a "Game Ejection" on the game sheet.

Players receiving misconduct penalties in the final minutes of a game will have unserved time carried over to the next game. Coaches and players are responsible for administering this.

#### RHC77 - SUSPENSIONS (FROM RHC)

Division Coordinators can issue or alter suspensions on an individual basis. They, along with the Discipline Committee, may also suspend or remove players or spectators based on excessive penalties or deviation from RHC's philosophy and team rules.

Coaches will be notified by Division Coordinators about player suspensions after discussion by the Discipline Committee. Coaches are expected to inform parents and players of any disciplinary action.

Coaches must ensure players observe their suspensions. When in doubt, coaches should contact their Division Coordinator.

## RHC78 – SUSPENSION SCHEDULE

Players accumulating the following penalty totals will face suspensions as indicated below. All suspensions 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

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.

Players receiving 20 penalties (combination of minor and major) within a season will receive a 3-game suspension.

Players accumulating 25 penalties within the season will be reviewed by the RHC discipline committee for possible expulsion from the league.

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, requiring the player to serve the unexpired portion of the penalty at the start of the player's next game.

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.

## RHC79 – SUSPENSION APPEALS

Suspensions issued by League Chairs or other Hockey Calgary officials that follow the Minimum Suspension Guidelines will not be reviewed.

Appeals of suspensions greater than the minimum can be filed in writing by the President within 48 hours of notification. The appeal must include a copy of the official game sheet/report and a complete description of the events leading to the suspension.

## RHC80 – COACHES PLAYER DISCIPLINE

Coaches must remove players from the game or sit them for any portion of the game for objectionable conduct. Any such action should be reported to the Divisional Coordinator. Coaches may also initiate a complaint through RHC90 for more serious intervention.

## RHC81 – SAFETY AND RISK MANAGEMENT MATERIALS

Links to safety and risk management materials are available on the RHC website and the Hockey Calgary, Hockey Alberta, Hockey Canada websites. These include safety programs, insurance information, equipment fitting guidelines, emergency action plans, and injury prevention resources.

## RHC82 – SCORE SHEETS

### (a) Provision and Rosters

- **Home Team Responsibility:** The home team must provide the scoresheet.
- **Roster Labels:** Each team is responsible for providing their own roster labels.

### (b) Inputting Scores

- **Post-Game Entry:** The home team is responsible for inputting the scoresheet data into the Hockey Calgary website after the game. This included uploading a picture of the game sheet into the Hockey Calgary website. This must be completed within 24-48 hours.

### (c) Completing the Score Sheets

- **Player Details:** Include all players who dressed for the game.
- **Absences and Suspensions:** Note any absences and suspensions.
- **Affiliates:** Name any affiliates used, including the RHC Division and team they are from.
- **Disciplinary Incidents:** Referees should note any disciplinary incidents and write them up on the scoresheet. Forwarding scoresheets promptly is crucial to ensure timely disciplinary actions.

### (d) Referee Reports

- **Referee Reports:** Only referees are allowed to write reports on the scoresheet.
- **Legibility:** Referees' first and last names must be clearly legible in the team lineup section. This will aid RHC in communicating with the Calgary Zone Referees Committee (CZRC).

### (e) Coaches' Restrictions

- **Post-Game:** Coaches must not write on the scoresheet after the referees have signed it.

### (f) Additional Documentation

- **Submission of Sheets:** If the referee includes additional documentation on the game sheet, both the white and pink sheets must be sent to the Division

Coordinator immediately by the home team. This ensures the Discipline Committee can act before the next league game.

## RHC83 – COACHES-COMMUNICATION WITH DIVISIONAL COORDINATOR

### (a) Understand Communication Procedures

- **Clear Understanding:** Ensure you understand how your Coordinator will handle communication between yourself and them.

### (b) Scheduled Meetings

- **Regular Meetings:** Coordinators should organize at least 3-4 meetings with coaches in their division:
  1. Annual Coaches Meeting
  2. After the seeding round
  3. After Esso Minor Hockey Week
  4. Before the Year-End Tournament

### (c) Game Sheets Submission (if Coordinator requires)

- **Immediate Submission:** Provide completed game sheets immediately to your Coordinator, following their suggested process.

### (d) Reporting Responsibilities

- **Suspensions and Penalties:** Report all suspensions and major penalties to the Coordinator immediately.
- **Disciplinary Notifications:** You should receive an email from the Discipline Committee regarding disciplinary details before the next league game.

### (e) Problem Resolution

- **Communication:** Contact your Coordinator when problems arise implementing our philosophy or rules.

### (f) Penalties and Affiliated Players

- **Record Keeping:** Both coaches and coordinators should keep track of penalties and affiliated players.

## RHC84 – PRACTICES

No team practices for U18 and Junior Divisions. Skills development practices for U13 and U15 Divisions are run by team Coaches per league schedules, with no additional practices allowed.

## RHC85 - COACHING AND REFEREES

The coach's behavior toward referees profoundly influences players' attitudes toward officials and the overall game atmosphere. Players will mirror a coach who demonstrates respect towards referees. It's essential for both parties to recognize the importance of each other's roles in hockey. A positive relationship between referees and coaches, where the referee exhibits a positive attitude and consistency in interpreting rules, and the coach reinforces the importance of playing by the rules, contributes to a mutually respectful environment.

## RHC86 - ZERO TOLERANCE POLICY

RHC has a zero-tolerance policy for inappropriate behavior towards officials. Any such behavior will result in disciplinary action.

### Developing a Positive Relationship

- **Understanding Rules:** Coaches and players should thoroughly understand the rules of the game.
- **Pre-Game Introduction:** Politely remind referees before the game that it is an RHC game and body checking is not permitted.
- **Importance of Referees:** Explain to players the importance of referees in ensuring fair and enjoyable hockey.
- **Accepting Mistakes:** Understand and accept that referees, like players, are human and may make mistakes.
- **Respect Referee Decisions:** Refrain from challenging or disputing referee decisions during the game. Accept the call, even if disagreed with.
- **Behavior Behind Bench:** Coaches' behavior behind the bench influences players' attitudes towards referees. Avoid shouting or yelling at referees.
- **Personalization:** Coaches should not take referee calls personally; a call against the team is not against the coach.
- **Addressing Poor Officiating:** Document consistently poor officiating and provide written comments to the Division Coordinator after the game.
- **Compliments:** Offer compliments to referees for good calls they make.

### Handling Concerns

- **Engagement with Referees:** Do not engage with referees during or after the game if there are concerns about their performance.
- **Documentation:** Document concerns in writing and seek written support from opposing team management if needed. Forward documentation to the Divisional Coordinator via email.
- **Collaboration:** Collaboration with the Referee Liaison and Vice-President helps investigate and address issues through CZRC.
- **Expectations:** Failure to follow the process may result in ineffective resolution of concerns.

## RHC87 – INTERVIEW NEW COACHES & BOARD MEMBERS

New coaches or board members must be interviewed by a board member to discuss RHC philosophy. Coaches not aligned with the philosophy won't be offered a position.

## RHC88 – SOCIAL MEDIA (FROM HOCKEY CALGARY)

RHC adheres to the current Hockey Calgary Social Media Policy, holding members accountable for their online actions. Bullying, cyberbullying, and negative behavior on social media platforms are not tolerated and will lead to disciplinary action.

## RHC89 – DRESSING ROOM SUPERVISION

The Head Coach ensures at least one responsible adult monitors the dressing room before and after each ice time to prevent disorderly conduct, bullying, and vandalism. Failure to comply may result in suspensions. This would be someone who is required to have a valid Police Check. Recommended is the Head Coach or any of the Assistant Coaches of the team.

## RHC90 – VIDEO REVIEW (To be confirmed by Hockey Calgary)

# **APPENDIX**

## **Recreational Hockey Calgary**

### **PRE-SEASON SORTING SKATES**

**2024-2025**

#### **Objective:**

To make U13 and U15 sorting skates as helpful as possible for team formation, especially when it comes to evaluating players who are new to RHC. A secondary objective is to make sure the skates incorporate dynamic and fun skating and drills that can help prep players for the upcoming season.

#### **Timeline & Procedures:**

**Early summer 2024:** Coach evaluations from the 2023-24 season are made available to division coordinators in Excel format.

Sept 2024

**Summer 2024:** Hockey.bz groups are set up for each RHC division. Player stats and coach ratings from the previous season are imported into the system. Player registrations are imported periodically as they arrive.

**August-early September:** Training is provided to division coordinators and the sorting skate lead on how to use the Hockey.bz player management system. Full access to the appropriate groups is provided after the training is completed.

**September:** 2x sorting skate times are assigned to each player, and email invitations are sent. Trading of evaluation times will be allowed within the same age group, pool, and tier.

**September:** Recruit volunteers. Also encourage U21 and (possibly) U18 players to sign up to help run on-ice drills.

**Mid-September:** Sorting skates are run (details below).

**Mid-Late September:** Sorting skate results are imported to Hockey.bz.

**Late September:** Teams are formed.

**October:** League play starts and trade guidelines etc

**Format:**

- The available ice times for sorting skates will be divided into Pool 1 and Pool 2. Each player will be assigned one time in each pool.
- Tentative: Increase from 2 goalies to 4 goalies per ice time. Would make 3-on-3 shiny at the end more interesting and would also give goalies more opportunity to skate some drills in addition to taking shots.
- **Important change:** Players will be tiered into Tier A and Tier B for each division. Based on available metrics (e.g. parent ratings, coach ratings, player stats), players with preliminary ratings of 1 or 2 will be assigned to Tier A. Players who have preliminary ratings of 3, 4, or 5 will be assigned to Tier B.
- Assuming there are 8 ice times in a pool, then most likely this change will result in 3 ice times with Tier A players, and 5 ice times with Tier B players.
- Players will be able to trade ice times, but only within their tier.
- We believe the tiering will challenge all players to try harder, which in turn will help evaluators better differentiate between the groups of stronger and weaker players.
- Some discussion on weighting the tiering results in the Hockey.bz system will be required.

## Recreational Hockey Calgary

### SEEDING ROUND POLICY (TRADE, DIVISION SCHEDULE WEIGHTING & TIERING)

2024-2025

#### Objective:

To create teams that are balanced and exhibit parity throughout the division. This includes an equal distribution of players per team, skill levels, age, position, and fairness of play.

#### Options:

Coordinators have three options to re-balance teams once teams have been formulated in September and the season starts. During the Seeding round September – Mid-November Coordinators should monitor all team's performance and if significant imbalances in scores occur e.g. one or two teams win every game easily and/or one or two teams lose every game heavily, then the following options should be considered.

1. **Trades** – Coordinators can trade players between teams.
2. **Division schedule weighting** – after the seeding round the schedule can be adjusted by the Hockey Calgary Ice Scheduler, so that whilst all teams still play each other, the higher placed teams play each other more often and the lower placed teams play each other more often.
3. **Tiered Divisions** – after the seeding round the division is split into two tiers, the top teams forming Tier 1 and the lower teams forming Tier 2. The Hockey Calgary Ice Scheduler will adjust the schedule accordingly.

Note: It is highly recommended that Coordinators arrange to meet with their Coaches during the Seeding Round to review the season to date and discuss the three options above with their Coaches, before making a decision.

#### Timeline & Procedure:

August-September: All acquired player information will be entered into HockeyBiz

September: Coordinators analyze player stats and information. Utilizing the HockeyBiz, adjust teams to create balanced teams in overall HockeyBiz "scoring", taking into consideration position skill level, number of defense, friend/coach requests, previous team, etc.



September-October: Coordinators attend league games, connect with coaches, observe team performance and analyze statistics/standings. Preliminary notes of possible player/trades and/or division schedule weighting are made.

Late October – early November: Player trades are implemented before the end of the seeding round in Mid-November. Teams are reobserved, info re-analyzed, and process repeated as necessary. If Coordinators choose to utilize either the division schedule weighting or division tiering options, then the Hockey Calgary Ice Scheduler must be notified by the end of the seeding round so that the schedule for the second half of the season can be amended to reflect the weighting/tiering.

NOTE \*\* RHC reserves the right to trade player(s) throughout the season as needed to ensure balanced teams.

### **Guidelines:**

1. Following options can be proposed to coaches
  - a. Trade option
  - b. Weighted games in second half of season option (submitted to HC prior to deadline)
  - c. Tier option
2. The Coordinator has final authority on which option is used, but should carefully consider coach input.

### **Trades:**

3. Trades will occur between the first 2 weeks of November. All trades are completed by the end of the seeding round.
4. Coaches must be informed prior to trade consideration; however, agreement between parties is not essential for the trade to occur.
5. Players must be informed via email 48 hours prior to playing their last game with their current team. Players will have a few days to respond to the trade via email should there be any underlying concerns as to why the trade cannot take place. Considerations for terminating the trade are as follows:
  - a. Mental Health Issues including, but not limited to, anxiety & depression.
  - b. Violation of reciprocated friend request

- c. Extended Family relationship to the Coach and/or other members of the team.
6. It is suggested that Coordinators do not trade the top player from each team as the results could be too extreme and can cause rivalries between teams.
  7. As a guideline, no more than three players per team should be considered in any trades.
  8. Goalies can be considered in a trade.
  9. Trading due to attitude or personality conflicts with Coach &/or Teammates needs to be brought before the Board for further discussion prior to trade consideration.
    - a. Advisory Committee (Coordinators & VP)
  10. Try to avoid trading the same players two years in a row.
  11. Only make trades when there is a significant imbalance of win/loss between teams, also considering goals for and against as per team standings and opponents played.
  12. Late registration players will not necessarily be placed immediately. Placement will depend on team numbers and needs.
    - a. Late registrations can be used to balance teams.
    - b. Trade considerations should be done only after teams have had time to play with late registrants.
    - c. Friend requests are not guaranteed for those registering late in RHC.

### **Division Schedule Weighting:**

Division Schedule Weighting aims to create a more competitive and balanced schedule by adjusting the frequency of matchups based on team performance. Here's how it can be implemented:

1. Rank Teams Based on Season to date Records: Start by ranking the teams in the division based on their performance in the previous season. For example, rank them from 1 (best) to 8 (lowest).
2. Determine Matchup Frequency:

- Top Teams Play Each Other More: Higher-ranked teams (e.g., ranks 1-4) should play each other more frequently to ensure they face stronger competition.
- Bottom Teams Play Each Other More: Lower-ranked teams (e.g., ranks 5-8) should play each other more frequently to balance the competition and increase their chances of improving.
- Mixed Matchups: Ensure that every team still plays all other teams in the division at least once, maintaining a fair chance for lower-ranked teams to compete against higher-ranked teams

### 3. Example Schedule:

- Top Teams (Ranks 1-4):
  - Each of the top 4 teams plays the other top 3 teams 4 times (total of 12 games).
  - Each of the top 4 teams plays the bottom 4 teams 2 times (total of 8 games).
- Bottom Teams (Ranks 5-8):
  - Each of the bottom 4 teams plays the other bottom 3 teams 4 times (total of 12 games).
  - Each of the bottom 4 teams plays the top 4 teams 2 times (total of 8 games).

4. Adjust Based on Division Size: Modify the frequency of matchups based on the total number of teams in the division. The principle remains the same: more frequent matchups among similarly ranked teams and fewer matchups between higher and lower-ranked teams.

5. Flexibility and Fairness: Ensure the schedule allows for some flexibility to account for any mid-season changes in team performance, injuries, or other factors.

### Benefits:

- Competitive Balance: Ensures top teams face tougher competition, preventing them from having an easier schedule.
- Development Opportunity: Allows lower-ranked teams to develop by competing more frequently against similarly skilled teams.

Implementing this weighted schedule can enhance the overall competitiveness and fairness of the division, making for a more exciting hockey season for players.

## **Tiering:**

To split a division into two tiers based on teams' playing records, follow these steps:

1. Rank the Teams: List all the teams in the division in order of their playing records, from best to worst. The playing record is typically based on points, which are accumulated through wins, losses, and ties.
2. Divide the List: Split the ranked list into two equal groups. If there is an odd number of teams, one tier can have one more team than the other. The top half of the list forms Tier 1, and the bottom half forms Tier 2.

For example, if there are 10 teams in the division:

- Rank them from 1 to 10 based on their playing records.
- Teams ranked 1 to 5 will be in Tier 1.
- Teams ranked 6 to 10 will be in Tier 2.

This method ensures that the more successful teams (Tier 1) are grouped together, and the less successful teams (Tier 2) compete against each other, promoting balanced competition within each tier.

## **Recreational Hockey Calgary**

### **YEAR END TOURNAMENT PROCESS**

**2024-2025**

## **Objective:**

To create a fun, competitive, purposeful, and celebratory tournament at the end of each hockey season for the enjoyment of players, parents, and coaches.

## **Timeline & Procedures:**

September-December: In communications with parents and players, request for sponsorships and or donations toward awards and medals for the Year End Tournament (optional).

January: Initial meeting with Coaches regarding the format and procedure of the YET. Confirm with Hockey Calgary Scheduler for ice times and tournament format.

February: Letter to Parents and Players regarding rules, policies and format of the YET

March: As soon as regular league games are complete, YET games will be entered onto TeamSnap. (The dates of these games should be entered as a “space holder” until updated with exact times and teams per game.) Coaches submit the names of players receiving Awards for the YET.

Mid-March: RHC Year End Tournament

**Format:**

1. In correlation with the values and philosophies set forth in RHC, the YET is a non-elimination tournament.
2. All teams are guaranteed the same number of games played.
3. Tournament Format of Game Play will be decided by the Division Coordinator and dependent on the number of teams in the division, the parity between the teams, and the number of ice times assigned for the YET.
  - a. Upper & Lower Tiers: Divide teams into two pools. Top teams in Pool A play for the Championship Game; Lower teams in Pool B play for Consolation Finals
  - b. Odd & Even Pools: teams are divided equally into two pools according to their standings. Final Games will be based on Round Robin standings, with the top team in each pool playing in the Championship Game.
  - c. Three Game Shuffle: Each team plays three other teams based on league standings.

ROUND 1	ROUND 2	ROUND 3	FINAL
1v10	1v6	1v3	9 <sup>th</sup> vs 10 <sup>th</sup>
2v9	2v7	2v4	7 <sup>th</sup> vs 8 <sup>th</sup>
3v8	3v9	5v8	5 <sup>th</sup> vs 6 <sup>th</sup>
4v7	4v8	6v9	3 <sup>rd</sup> vs 4 <sup>th</sup>
5v6	5v10	7v10	1 <sup>st</sup> vs 2 <sup>nd</sup>

- d. Final Games as based on Win/Loss from the Round Robin standings.

4. Tournament format will include two rounds:
  - a. Round Robin Game Play
  - b. Final Games, included Championship Game between top two teams of the tournament
5. All ice times will be 75 minutes.
  - a. Round Robin will play 15 minutes stop time per period.
  - b. Final Games will play 13 minutes stop time per period, allowing time for overtime, shootout, awards, and pictures.
6. Games ending in a tie
  - a. Round Robin games can end in a tie.
  - b. Final games will go to a 3-minute overtime, then shootout if necessary.
    - i. Shoot-out will be 3 players per team; if still tied, alternating one player per team
7. Standings during the Round Robin will be calculated as follows:
  - a. Win: 2 points
  - b. Tie: 1 point
  - c. Shut Out: 1 point (bonus)
  - d. Loss: 0 points
8. Overall Round Robin Standings that end in a tie will be decided using the following criteria:
  - a. Win/Loss between ties teams
  - b. Lowest penalty minutes
  - c. Goals for/against
  - d. Goals against

e. Teams that have not yet played each other in the YET

f. Team that scored first in the tied game

### **OPTIONAL YET AWARDS PRESENTATION**

9. Awards may be provided by the Division Coordinator and presented by team Coaches. Certificates can be made and/or awards such as medals or prizes given for the following:

a. Player of the Year

b. Best Sportsmanship

c. Most improved

10. Team pictures to be taken after each final game. RHC does not supply teams with a photographer.