



Policies and Procedures Manual



Revised July, 2014

1 INTRODUCTION

RHC1-GENERAL
RHC2-PHILOSOPHY
RHC3-OBJECTIVES
RHC4-DEFINITIONS
RHC5-VOLUNTEER ORGANIZATION
RHC6-DISTRIBUTION of BY-LAWS and POLICY and PROCEDURES MANUAL

2 STRUCTURE

RHC4-BOARD OF DIRECTORS
RHC5-DIRECTOR INTEGRITY
RHC6-ANNUAL GENERAL MEETING
RHC7-BOARD MEETINGS
RHC8-ROLE DESCRIPTIONS
RHC9-DISCIPLINE COMMITTEE
RHC10-CONTACTS
RHC11-FINANCE

3 REGISTRATION

RHC15- REGISTRATION PROCESS
RHC16- TRANSFERS
RHC17-REGISTRATION FEE
RHC18-REGISTRATION DEADLINES
RHC19-PAYMENT HANDLING – CREDIT CARDS
RHC20-REFUND SCHEDULE
RHC21-WAIT LIST
RHC22-NON PAYMENT
RHC23-FINANCIAL HARDSHIP/EVENSTRENGTH
RHC24-TAX CREDIT
RHC25 -CRIMINAL RECORDS CHECKS
RHC26-COACHING CERTIFICATION
RHC27-COACH and ASSISTANT COACH SELECTION
RHC28-SCOREKEEPER AND TIME KEEPER SELECTION
RHC29-PARENT’S RESPONSIBILITIES
RHC30-TEAM REGISTRATION
RHC31-PRIVACY POLICY

4 OPERATIONAL

RHC32-CITY WIDE HOCKEY ASSOCIATION
RHC33-RESIDENTIAL QUALIFICATIONS
RHC34-NOT A LEARN TO SKATE PROGRAM
RHC35-NON-BODY CHECKING ASSOCIATION
RHC36-PLAYER EVALUATIONS
RHC37-TEAM FORMATION PROCESS
RHC38-PLACEMENT ADJUSTMENTS
RHC39-PLAYER MOVEMENT
RHC40-AGES OF DIVISIONS
RHC41-SEASON LENGTH
RHC42-SEASON/GAME SCHEDULE
RHC43-FAIR PLAY -PLAYERS

RHC44-FAIR PLAY-PARENTS
RHC45-FAIR PLAY-COACHES
RHC46-FAIR PLAY-COACHES (FROM RHC)
RHC47-FAIR PLAY-SPECTATORS
RHC48-FAIR PLAY-LEAGUE ORGANIZERS
RHC49-RESPECT IN SPORT PROGRAM FOR PARENTS
RHC50-REGISTRATION FEE
RHC51-INSURANCE
RHC52-PEE WEE DEVELOPMENT
RHC53-TEAM PICTURES
RHC54-TEAM BUDGETS
RHC55-TEAM APPAREL
RHC56-NAME BARS
RHC57-EXHIBITION GAMES
RHC58-TOURNAMENTS
RHC59-YEAR END TOURNAMENT
RHC60-JERSEY TEAM COLORS
RHC61-CLASSIFIEDS
RHC62-FUND RAISING, CASINOS and BINGOS
RHC63-PLAYERS PER TEAM
RHC64-LENGTH OF GAMES
RHC65-CANCELLATION OF GAMES
RHC66-MINOR HOCKEY WEEK
RHC67-OVERTIME
RHC68-MIXED GENDERS
RHC69-NO MIXED GENDERS DRESSING ROOMS
RHC70-RECORDING DEVICES
RHC71-PLAYERS CAN NOT PLAY IN 2 ASSOCIATIONS
RHC72-GOALIES CAN PLAY IN 2 ASSOCIATIONS
RHC73-EQUIPMENT REQUIRED
RHC74-GOALIE EQUIPMENT
RHC75-EQUIPMENT PICKUP AND RETURN
RHC76-COORDINATOR COACHING APPROVAL
RHC77-DIRECTOR COACHING APPROVAL
RHC78-VOLUNTEER APPRECIATION
RHC79-COACHES EVALUATION of PLAYERS
RHC80-SEPTEMBER ORIENTATION MEETING
RHC81-EQUAL ICE TIME
RHC82-FIRST AID KITS
RHC83-VOLUNTEER TEAM DUTIES- SCOREKEEPER AND TIME KEEPER
RHC84-SCOREKEEPER AND TIMEKEEPER
RHC85-DISCIPLINE COMMITTEE
RHC86-REFEREE REGISTRATION FEE REIMBURSEMENT POLICY
RHC87-HOCKEY CALGARY BYLAWS AND PLAYING RULES
RHC88-MEDICAL INFORMATION
RHC89-COMMUNICATION
RHC90-COACH'S MEETING
RHC91-SET NIGHTS
RHC92-AFFILIATES
RHC93-GENERAL CODE OF CONDUCT
RHC94-DEFINITION OF "UNACCEPTABLE BEHAVIOR"
RHC95-PENALTIES (FROM RHC)
RHC96-SUSPENSIONS (FROM RHC)

RHC97-SUSPENSIONS (FROM RHC)
RHC98-SUSPENSIONS (FROM RHC)
RHC99-SUSPENSION SCHEDULE (FROM RHC)
RHC100-SUSPENSION APPEALS
RHC101-COACHES -PLAYER DISCIPLINE
RHC102-SAFETY AND RISK MANAGEMENT MATERIALS
RHC103-SCORE SHEETS
RHC104-COACHES-COMMUNICATION WITH DIVISIONAL COORDINATOR
RHC105-DIVISION SPLIT
RHC106-10 PENALTY RULE
RHC107-ACCIDENT AND INSURANCE REPORTS
RHC108-COACHING AND REFEREES
RHC109-COACHING AND REFEREES

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 office.

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. 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 RHC hockey program are to:

- (a) To provide and administer a safe Hockey Program for the involvement and enjoyment of all Members and Participants.
- (b) To encourage maximum participation city wide in the Hockey Program by the Member and their children.
- (c) To encourage 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

"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 which 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 Association's 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 very pro-active volunteer culture All Board job descriptions can be found on the RHC website and within the Bylaws and Policy and Procedures 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.

2 STRUCTURE

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RHC10-CONTACTS
RHC11-FINACE

RHC4-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, 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 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.

Meetings of the Board are open to Members of RHC, but only Directors may vote. A majority of the Directors present may require any other Members or any other persons present to leave the meeting so a matter may be discussed in camera.

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.

RHC5-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.

RHC6- 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.

RHC7-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.

RHC8-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 on going 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) Insure 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) Co ordinate 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:

- (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:

Pre-Season (February-April):

- (a) Inform membership of upcoming season's registration deadlines
 - a Use email contact list from HCR database
 - b Provide web content to President for 'REGISTRATION PAGE'
- (b) Upon Board approval for fee schedule, set up fees and divisions in the HCR database
- (c) Create report from HCR with registered players from last season, as these members have priority registration
- (d) Create "Tracking" questions for input to online registration

Registration (May-September):

- (a) Meet with Assistant Registrar to determine split of responsibilities for the upcoming year
- (b) Review each member's registration to ensure they have registered in the correct division/category (e.g. Midget player vs. Midget goalie); contact registrants that have registered incorrectly
- (c) Review each member that registers during EARLY registration to ensure they meet the requirement of having played last season, as they have priority; contact those who did not meet this requirement, they will be held until FULL registration begin
- (d) Provide updates on registration numbers, by division, to Board members, as required
- (e) Determine if teams by division need to be restructured (e.g. More teams by division?)
- (f) Provide list of members paying by money order, or thru other funding arrangements, to Treasurer
- (g) Review registrants on "Wait List", to ensure they have chosen the correct selection; contact registrants to confirm
- (h) Maintain list of registrants on the waiting list, by division
- (i) New players to Hockey Canada, MUST supply copy of birth certificate to verify birth date
- (j) 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.
- (k) Contact member when transfer is complete.

Post Registration (September-October):

- (a) At registration cut-off, pull registrants, with tracking data, from HCR database.
- (b) Review data for correctness
- (c) Provide list of parents to have volunteered to coach to Police Information Check Coordinator
- (d) Create list of registrants, by division, to give to Division Coordinators at least one week prior to RHC Coaches' meeting (mid Sept).
- (e) Receive team lists from each Division Coordinator, which including coaches one week prior to Hockey Calgary deadline
- (f) Collect changes to teams from Division Coordinators/PIC Coordinator up to one day prior to team deadline dates determined by Hockey Calgary
- (g) Collect final coach list from PIC Coordinator for input to HCR database no later than Nov 30th

(h) List of money orders/alternate funding received from Treasurer; input payments received in to HCR to update receipts for tax purposes

HOCKEY CALGARY DEADLINES (December-January):

(a) Input rosters/teams in to Hockey Canada database by deadline pre- determined by Hockey Calgary. (Peewee & Bantam teams usually early Dec.; Midget & Junior usually early Jan.)

(b) Post-deadline changes must be submitted to Registrar-Hockey Calgary for approval

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

(g)Police Information (PIC) Coordinator:

This individual must have Police Clearance, follow the provincial privacy acts and hold all information in complete confidentiality, within the guidelines below. RHC has signed a Memo Of Understanding (MOU) with the Calgary Police Service (fall 2009) and we must operate under that agreement. Be familiar with this agreement and prepare PIC form and instruction sheets prior to mid-Sept.

(a) Distribute to all potential coaching staff (head coaches and assistants) a copy of the PIC form and instructions, prior to the Sept coaches meeting. PIC's are to be completed every three years (as deemed by RHC Board).

(b) Recruit another Board member (who also has police clearance) to help with processing of forms at the coaches meeting in Sept. This Board member MUST be declared as an agent for RHC as per the requirements of the MOU (which means a letter to be sent to CPS adding this person to the MOU, if not already listed)

(c) Follow up with coaching staff that did not attend meeting or have not completed their forms. Since signatures must be witnessed, this process usually involves setting up another meeting time to catch those who did not attend first meeting.

(d) Check with head coaches of each team to determine who their assistant coaches are. Compare this list against forms already received. Follow up with those coaches individually. They have to set up a time & place convenient for the PIC Coordinator from this point forward.

(e) Send batches of completed forms to CPS, with a cheque attached.

(f) Keep a list, by division, to track forms received, sent, and returned.

(g) Follow up with coaches whose forms are returned from CPS to RHC if a request to attend CPS is required. A copy of the letter RHC receives should immediately be sent to the coach with direction from RHC as to what our expectations are. i.e. Attend CPS, give copy of secondary clearance letter to PIC Coordinator, otherwise coaching with RHC will be discontinued until successful clearance given.

(h) Inform President of individuals who did not successfully clear the PIC with CPS. Discuss how to proceed.

(i) By October 31st, ALL coaching forms must be successfully submitted to the Coordinator. Coaches that have not completed forms can no longer coach with RHC until next season, when at which time they may submit their forms thru the usual process as described above.

(j) Provide final list of coaches to Registrar for Peewee & Bantam teams by Dec 1st. This will be the Final coaching list for entry in to the team rosters for Hockey Calgary/Canada.

- (k) Provide final list of coaches to Registrar for Midget & Junior teams by Jan 1st. This will be the final coaching list for entry in to the team rosters for Hockey Calgary/Canada.
- (l) Maintain a database for Criminal Record Checks as defined by the association.

(h)Referee Liaison:

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 on line or by order from Hockey Canada and the administration of CZRC can be found at 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.

(i) DIVISION CO-ORDINATOR

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 www.rechockeycalgary.com 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 RHAC 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 (10 penalties), 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 RHAC President and Junior 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 RHAC 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 RHAC 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

This tournament takes place in March after the regular season has ended. The Coordinator divides teams into pools based upon team standings – the strongest teams in one pool, the weakest team in another. The pools are sent to the RHAC President who forwards the information to Hockey Calgary to receive ice allocation and schedule. The Coordinator communicates the schedule to coaches. At the end of the round robin, the Coordinator determines the final matchups and notifies 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, others from RHC Board members or some simply from the Coordinator monitoring what is happening in the 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.

(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, DOB, HCID #, 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 – Spreadsheet tracks the number of penalties awarded to players throughout the season, major penalties, as well as any suspensions.
- (e) Team win-loss record – Spreadsheet 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 develop a spreadsheet to track goals scored by player.
- (g) Game Schedule – This schedule is developed by Hockey Calgary and forwarded to the Coordinators by the RHC President. The Coordinator reviews the schedule for any irregularities, creates a worksheet for each team, sorts the schedule chronologically and then emails the appropriate worksheet to each coach.
- (h) E-mail distribution lists – Examples include: all coaches (head and assistant); head coaches only; RHC Board members.
- (i) Player Skill Ratings – Spreadsheet 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 (April).

Perform other functions and undertake special projects as requested

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.

(j)EQUIPMENT CO-ORDINATOR

This individual will be responsible for the inventory of, distribution and return of any and all equipment/sweaters owned by the Association.

Post -Season (April - June)

- (a) Ensure all jerseys have been cleaned and returned
- (b) Ensure jerseys are in sets and in appropriate bags
- (c) Repair and replace jerseys as required
- (d) Ensure Respect badges are sewn on new jerseys
- (e) Repair and replace pinnies as required
- (f) Order socks
- (g) Order puck bags as required
- (h) Order pucks as required
- (i) Ensure first aid kits are restocked or new ones bought
- (j) Order ice packs as required
- (k) Order game sheets and bylaw books
- (l) Maintain an accurate inventory record of equipment
- (m) Ensure proper storage of equipment during the off season

Pre-Season (September)

- (a) Jerseys distributed to coach
- (b) Jersey bag distributed to coach
- (c) Socks distributed to coach
- (d) Puck bag distributed to coach
- (e) Pucks distributed to coach
- (f) First aid kit distributed to coach
- (g) Game sheets distributed to coach
- (h) Bylaw book distributed to coach
- (i) Pinnies (some teams) distributed to coach
- (j) Maintain an accurate inventory record of equipment distribution.

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.

Prepare an equipment budget for Board approval in May 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.

RHC9-DISCIPLINE COMMITTEE:

INTENTIONALLY DELETED.
See RHC9 and RHC85.

RHC10-FINANCE

The fiscal year of RHC ends on the 30th day of April in each year. The fiscal year is May1-April 30 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.

All payments shall be made in the form of 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 bylaws 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.

3 REGISTRATION

RHC15- REGISTRATION PROCESS
RHC16- TRANSFERS
RHC17-REGISTRATION FEE
RHC18-REGISTRATION DEADLINES
RHC19-PAYMENT HANDLING – CREDIT CARDS
RHC20-REFUND SCHEDULE
RHC21-WAIT LIST
RHC22-NON PAYMENT
RHC23-FINANCIAL HARDSHIP/EVENSTRENGTH
RHC24-TAX CREDIT
RHC25 -CRIMINAL RECORDS CHECKS
RHC26-COACHING CERTIFICATION
RHC27– COACH and ASSISTANT COACH SELECTION
RHC28– SCOREKEEPER AND TIME KEEPER SELECTION
RHC29-PARENT’S RESPONSIBILITIES
RHC30-TEAM REGISTRATION
RHC31-PRIVACY POLICY

RHC 15- REGISTRATION PROCESS:

RHC uses only online through the Hockey Canada Registration (HCR) system. Registration will be available each year by May 1st, 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 Hockey Canada by clicking on either the “forgot password” link on the registration page, or via email at helpdesk@hockeycanada.ca. Any technical difficulties with the system will also need to be directed to Hockey Canada

After online registration with Hockey Canada website, 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 or MasterCard) or money order only. Cash, cheques and mail in registrations payments will **not** be accepted. 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-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 after the AGM, and will be set in the HCR system for May 1st of each year.

RHC18-REGISTRATION DEADLINES

RHC registration will open on May 1 each year. The first 2 weeks will be for registration of RHC returning players. After May 15, registration will be open to all city wide participants. Registration will close on September 1.

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.

RHC19-PAYMENT HANDLING – CREDIT CARDS

Preferred handling of credit cards is to be done by the parent through the HCR online registration system. The Registrar does not have access to the online credit card processing through the Quick Enrollment site which is necessary for registration credit payments with credit card.

RHC20-REFUND SCHEDULE:

Any member wishing to withdraw from membership may do so upon written notice (Refund form on website) to the RHC mail site or scanned and emailed to the Registrar of RHC. Coaches are not involved in the refund process. Refund request form must be completely filled out before processing. All registration refunds are subject to an administrative fee set at the discretion of the Board. There are no refunds for non-medical reasons after the first game of the season.

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

Prior to start of season: \$500 - \$100 administration fee = \$400.

After start of season - prior to Dec 31: for medical reason only; send a Dr's certificate along with a filled in RHC refund form.

With team assignment and Hockey Calgary payments having been made (fixed fees) RHC refund will be calculated based on these fixed fees - on a pro-rated based on number of ice times - \$100 administration fee.

After Dec 31: No refund

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

RHC21-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.

RHC22-NON PAYMENT

A member who does not meet their fee requirements with the Association will be withdrawn from the program upon advice 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.

RHC23-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 fill-in and check off money order for payment. Then email the RHC registrar and President that you are applying for financial assistance. Please fill in the required forms and supply the relevant background information. Mail to RHC.

The President and Treasurer will monitor the approval and collection of the assistance funds from Hockey Calgary. These matters should be handled as discretely as possible

RHC24-TAX CREDIT:

RHC does not provide a tax receipt however parents and players need to print off the online payment receipt from the Hockey Canada registration website.

RHC25 -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 coaches and assistant coaches volunteers.

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.

Forms will be sent to all coaches and assistant coaches in the fall. Please fill out form PRIOR to Coaches meeting and BRING

- 1) 2 pieces of original ID (from list below)
- 2) photocopy of the above ID (there is NO photocopier available at meeting)
LIST OF ACCEPTABLE IDENTIFICATION (one from each section)
 - 1) 1 piece of photo id (1-driver's license, 2-motor vehicles registry photo ID, 3-native status card, 4-passport,5- citizenship card, 6-photo ID from a registry office, 7-firearms P.A.L., 8-military ID card)
 - 2) 1 other government issued id (9-birth certificate, 10-provincial health care card, 11-social insurance card, 12-immigration documents,13- marriage certificate, 14-permanent residency card)
 - 3) NOT ACCEPTABLE: Student ID; Credit Cards

[PRINT IN BLUE INK both pages](#)

This is a 2-page form; please complete the form EXCEPT for the following sections:
Page 1 – applicant signature verifies correctness of information; TO BE WITNESSED BY RHC

Page 2 – three signatures are required on this consent page

- 1) permission to collect information
- 2) permission for RHAC to receive the return clearance letter
- 3) a liability waiver

BRING THIS COMPLETED 2 PAGE FORM WITH YOU TO THE COACHES MEETING. RHC has signed a Memorandum of Understanding with the CPS in order to provide this police check for RHC coaches. DO NOT GO TO THE CPS SECURITY CLEARANCE OFFICE WITH YOUR FORM as this would violate the agreement we have with CPS. Once all forms are completed, RHC will send them into the CPS – no copies will be kept by RHC. The CPS in turn will complete a search based on the information provided and will return to the RHC Registrar a form indicating either: (1) no criminal record is indicated based on the information provided; or (2) a criminal record may exist for the individual based on the information provided. No other information will be disclosed to RHC at that time and only the Registrar from RHC will see your form and the response letter from the CPS. All correspondence will be treated with strict confidentiality. The President will either receive a "No Issues" clearance or a "Not Clear" report from the Registrar. Any report of a "Not Clear" will result in the volunteer not coaching in the RHC. If the volunteer wishes to challenge or follow up on their finding, it will be their responsibility to contact the CPS (403) 206-2052 and arrange an appointment. The applicant will be required to submit to fingerprinting to prove that they are not subject of a particular criminal record, or the volunteer may

choose to disclose to the RHC President a letter of conviction issued by CPS if he/she wishes to still be considered as a volunteer. This process and all communication will be and shall remain strictly confidential.

RHC26- COACHING CERTIFICATION

RHC does not require volunteer coaching staff to complete any qualifications or certifications such as Coach Stream, Development Level programs or High Performance programs. However, RHC coaches must ensure their team complies with Hockey Calgary Coach Certification for Respect in Sports and Hockey Canada Safety Programs.

RHC27-COACH and ASSISTANT COACH SELECTION

Fill out the box for volunteer position on the online Hockey Canada registration form

RHC28-SCOREKEEPER AND TIME KEEPER SELECTION

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

RHC29-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 teammates, your child should attend all games and Hockey Development if in Pee Wee. Each team also has certain volunteer positions that need to be filled (assistant coach, time keeper & scorekeeper.)

RHC30-TEAM REGISTRATION

All teams are to be registered with Hockey Calgary and Hockey Canada (for insurance purposes) by late October of each year.

RHC31-PRIVACY POLICY

RHC is a non-profit organization as it is incorporated under the Societies Act. Non-profit organizations are subject to Alberta's Personal Information Protection Act (PIPA) as will cover to the extent that personal information is collected, used or disclosed during a commercial activity. PIPA (Alberta) does not define commercial activity however it refers to the Federal PIPEDA which states that "most non-profits are not subject to the Act because they do not engage in commercial activities. This is typically the case with most charities, **minor hockey associations**, clubs, community groups and advocacy organizations. Collecting membership fees, organizing club activities, compiling a list of members' name and addresses, and mailing out newsletter are **not** considered commercial activities."

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.

4 OPERATIONAL

RHC32-CITY WIDE HOCKEY ASSOCIATION
RHC33-RESIDENTIAL QUALIFICATIONS
RHC34-NOT A LEARN TO SKATE PROGRAM
RHC35-NON-BODY CHECKING ASSOCIATION
RHC36-PLAYER EVALUATIONS
RHC37-TEAM FORMATION PROCESS
RHC38-PLACEMENT ADJUSTMENTS
RHC39-PLAYER MOVEMENT
RHC40-AGES OF DIVISIONS
RHC41-SEASON LENGTH
RHC42-SEASON/GAME SCHEDULE
RHC43-FAIR PLAY -PLAYERS
RHC44-FAIR PLAY-PARENTS
RHC45-FAIR PLAY-COACHES
RHC46-FAIR PLAY-COACHES (FROM RHC)
RHC47-FAIR PLAY-SPECTATORS
RHC48-FAIR PLAY-LEAGUE ORGANIZERS
RHC49-RESPECT IN SPORT PROGRAM FOR PARENTS
RHC50-REGISTRATION FEE
RHC51-INSURANCE
RHC52-PEE WEE DEVELOPMENT
RHC53-TEAM PICTURES
RHC54-TEAM BUDGETS
RHC55-TEAM APPAREL
RHC56-NAME BARS
RHC57-EXHIBITION GAMES
RHC58-TOURNAMENTS
RHC59-YEAR END TOURNAMENT
RHC60-JERSEY TEAM COLORS
RHC61-CLASSIFIEDS
RHC62-FUND RAISING, CASINOS and BINGOS
RHC63-PLAYERS PER TEAM
RHC64-LENGTH OF GAMES
RHC65-CANCELLATION OF GAMES
RHC66-MINOR HOCKEY WEEK
RHC67-OVERTIME
RHC68-MIXED GENDERS
RHC69-NO MIXED GENDERS DRESSING ROOMS
RHC70-RECORDING DEVICES
RHC71-PLAYERS CAN NOT PLAY IN 2 ASSOCIATIONS
RHC72-GOALIES CAN PLAY IN 2 ASSOCIATIONS
RHC73-EQUIPMENT REQUIRED

RHC74-GOALIE EQUIPMENT
RHC75-EQUIPMENT PICKUP AND RETURN
RHC76-COORDINATOR COACHING APPROVAL
RHC77-DIRECTOR COACHING APPROVAL
RHC78-VOLUNTEER APPRECIATION
RHC79-COACHES EVALUATION of PLAYERS
RHC80-SEPTEMBER ORIENTATION MEETING
RHC81-EQUAL ICE TIME
RHC82-FIRST AID KITS
RHC83-VOLUNTEER TEAM DUTIES- SCOREKEEPER AND TIME KEEPER
RHC84-SCOREKEEPER AND TIMEKEEPER
RHC85-DISCIPLINE COMMITTEE
RHC86-REFEREE REGISTRATION FEE REIMBURSEMENT POLICY
RHC87-HOCKEY CALGARY BYLAWS AND PLAYING RULES
RHC88-MEDICAL INFORMATION
RHC89-COMMUNICATION
RHC90-COACH'S MEETING
RHC91-SET NIGHTS
RHC92-AFFILIATES
RHC93-GENERAL CODE OF CONDUCT
RHC94-DEFINITION OF "UNACCEPTABLE BEHAVIOR"
RHC95-PENALTIES (FROM RHC)
RHC96-SUSPENSIONS (FROM RHC)
RHC97-SUSPENSIONS (FROM RHC)
RHC98-SUSPENSIONS (FROM RHC)
RHC99-SUSPENSION SCHEDULE (FROM RHC)
RHC100-SUSPENSION APPEALS
RHC101-COACHES -PLAYER DISCIPLINE
RHC102-SAFETY AND RISK MANAGEMENT MATERIALS
RHC103-SCORE SHEETS
RHC104-COACHES-COMMUNICATION WITH DIVISIONAL COORDINATOR
RHC105-DIVISION SPLIT
RHC106-10 PENALTY RULE
RHC107-ACCIDENT AND INSURANCE REPORTS
RHC108-COACHING AND REFEREES
RHC109-COACHING AND REFEREES
RHC110-DON'T FIND AN ANSWER TO YOUR QUESTION IN POLICIES & PROCEDURES?

4 OPERATIONAL

RHC32-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 RHC website for the link for a map of arenas in the Calgary area.

RHC33-RESIDENTIAL QUALIFICATIONS

The geographical boundaries of RHC are all lands within the boundaries of MHAC, known as District 9. Players outside those boundaries will not be allowed to play in RHC. See website for a link to a pdf of District 9.

RHC34-NOT A LEARN TO SKATE PROGRAM

RHC is not 'a learn' to skate program but we do teach hockey and have fun! We do provide limited skating and hockey development at the Pee Wee level throughout the season.

RHC35-NON-BODY CHECKING ASSOCIATION

Pee Wee, Bantam, Midget and Junior are all non-body checking divisions. 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.'" A penalty will be assessed any player who intentionally body checks, bumps, shoves, or pushes any opposing player. When the attacking (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. There must be no action where the attacking player is pushed, checked, or shoved into the boards. It is permissible if body contact is caused as a result of the movement of the attacking player into the defending player. A defending player is permitted to "close off the gap" between the attacking player and the boards. A defending player does not have to move so as to get out of the path of the attacking player. Where, in the opinion of the Referee, accidental contact has taken place, no penalty shall be assessed.

RHC36-PLAYER EVALUATIONS

RHC does not hold player evaluations for the purpose of team formation.

RHC37-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 defensemen and nine to eleven forwards.
- (b) To form equitable teams - those that have a similar overall skill composition so that games will be competitive.
- (c) To have as many players playing with a friend as possible.

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. Instead Division Coordinators use information about players obtained primarily from the registration form. This includes data such as: position played; friends' names; birth date; number of years of RHC hockey experience; number of years and division of community hockey played; and a self-evaluation of skill level. If the player has previously played in RHC, this information is supplemented by a confidential coach evaluation of skill level.

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 limited and subjective information about player skill level. The Board is committed to making practical improvements to the process.

RHC38-PLACEMENT ADJUSTMENTS

Adjustments to player placements on teams are discouraged. 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.

RHC39-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 (emailed) exceptions requested by parents will be considered. They requests will only be based on siblings playing together, skill level or car pooling. This request needs to be done each year as the volunteers handling registration change.

<http://www.girlshockeycalgary.com/>**Contact RHC via email:**
rechockeyregistrar@hockeycalgary.com

RHC40-AGES OF DIVISIONS

Pee Wee 11 and 12 year olds
Bantam 13 and 14 year olds
Midget 15 and 16 year olds
Junior 17, 18, 19 and 20 year olds
Note: Ages as of December 31

RHC41-SEASON LENGTH

RHC begins in late September/early October and continues play, with a Christmas break, until the first week of 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 before spring break.

RHC42-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.

RHC43-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 just 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 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/ performances – 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.

RHC44-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 his or her 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 as important as 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 volunteer coaches who give their time to coach hockey for my child.

RHC45-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.

RHC46-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. Hot dogging after scoring is not in the spirit of RHC.

RHC47-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 motivates and encourages 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.

RHC48-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.

RHC49-RESPECT IN SPORT PROGRAM FOR PARENTS (FROM HOCKEY CALGARY)

Committed to creating a positive hockey experience for all, Hockey Calgary is pleased to provide this convenient and free online course for hockey parents. This 1 hour online program is designed to reinforce a parent's role in a child's activities, encouraging positive sport behaviors, and empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.

This course is not mandatory but may be in the future. It is set up in modules and can be done over a period of time. Please make time and check it out

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. Once you've completed the course you're done.

See link for Respect in Sports on Hockey Calgary site.

RHC50-REGISTRATION FEE

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.

RHC51-INSURANCE

RHC officers, directors, coaches and volunteer workers are covered under the Hockey Canada Insurance program through Hockey Calgary. All eligible people are covered when participating in the following:

- a) Hockey Canada/Branch sanctioned events when playing other member teams.
 - b) Hockey Canada/Branch sanctioned events when playing other member teams.
- The Hockey Canada Insurance Program is not designed to replace individuals existing insurance rather it is a supplemental insurance program. Hockey Canada's Insurance program may cover within its policy not covered by the individual's primary insurance. All teams from Tyke to Junior are covered through Hockey Calgary's Insurance.

To proceed with a claim a Hockey Canada Injury Report form must be filled out by a team official and the appropriate Health Care provider.

Types of Coverage

The Hockey Canada Insurance program offers the following types of Insurance Coverage:

Comprehensive General Liability; General Liability Coverage; Hockey Canada Directors and Officers Liability Insurance; Accidental Medical Treatment Benefit and Major Medical/Dental Coverage.

RHC52-PEE WEE DEVELOPMENT

RHC will have 5 Hockey Development sessions /season_ to focus on increasing player's skills and abilities and emphasis the fundamentals of hockey with the Pee Wee Division players. Pee Wee coaches and assistant coaches of the teams involved are expected to help on ice. Parents are welcome as well. The Pee Wee coordinator will assign the teams to the ice times.

RHC53-TEAM PICTURES

RHC does not take team pictures.

RHC54-TEAM BUDGETS

RHC does not allow team budgets.

RHC55-TEAM APPAREL

RHC does not allow team apparel

RHC56-NAME BARS

No name bars are to be affixed to RHC hockey jerseys

RHC57-EXHIBITION GAMES

RHC does not participate in exhibition games.

RHC58- TOURNAMENTS

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

RHC59-YEAR END TOURNAMENT

RHC holds an inter division year end tournament immediately after the regular season and before the spring break. Team competition is decided by the Division Coordinator based on results during the regular season.

RHC60-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.

RHC61-CLASSIFIEDS

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

RHC62-FUND RAISING, CASINOS and BINGOS

RHC does no fund raising at all. RHC does not set up any dates with casinos or bingos. All RHC expenses are paid through player's registration fee.

RHC63-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:

Pee Wee 15 + 1 Bantam 16 + 1 Midget 16 + 1 Junior 17 + 1

RHC64-LENGTH OF GAMES

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

1 hour permit 12, 15 and 15 minutes

1 ¼ hour permit 15, 15 and 15 minutes

Note: All games are stop time. No time outs permitted.

There will be a 3-minute warm-up before each game.

For games of 1 hour and 1 1/4 hour duration, players will not leave the ice between periods.

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

a) At the first stoppage of play after time reaches 5 minutes left on the permit, the timekeeper will notify the referee.

b) At this stoppage of play the clock will be reset to 2 minutes and the remainder of the game completed with stop time.

RHC65-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 same, immediately contact the Division Coordinator and explain the situation and send the game sheet to the Division Coordinator.

RHC is unable to reschedule another ice time If both teams have decided to cancel a game, contact the Division Coordinator and explain the situation. RHC is unable to reschedule another ice time.

RHC66-MINOR HOCKEY WEEK

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

RHC67-OVERTIME

No overtime will be played in seeding round or regular season league games.

RHC68-MIXED GENDERS

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

RHC69-NO MIXED GENDERS DRESSING ROOMS (FROM HOCKEY CALGARY)

From the age category of Pee Wee and older, separate change facilities must be utilized by all female players (or male players if they are in the minority) before and after all ice times. They may join their teammates in the dressing room after all players have completely changed. Failure to comply with this rule may result in suspension of the head coach for a period of at least one game.

RHC70-RECORDING DEVICES

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

RHC71- 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 Pee Wee, Bantam, and Midget and Junior C, and Bantam AAA, Minor Midget AAA, Midget AA, Midget AAA, Junior B , High School Hockey and Female Divisions).

RHC72-GOALIES CAN PLAY IN 2 ASSOCIATIONS (FROM HOCKEY CALGARY)

Players who play goal or designated goaltenders within the competitive divisions of Pee Wee, Bantam and Midget 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.

RHC 73-EQUIPMENT REQUIRED

RHC requires goalies and players to use full gear hockey equipment. See the RHC web site link for a list of equipment. The following equipment is mandatory: Helmet (CSA approved), Face mask (CSA approved) , Throat Protector (BNQ approved) , Mouth guard , Shoulder pads , Elbow pads , Gloves, Pants , Shin pads , Skates , Athletic cup and supporter , Garters/sock tape , Socks (RHC provide one set) , jersey (RHC provided). Hockey stick, cut to correct length (about nose height in stocking feet) can be wood or fiberglass. Players own water bottle - clearly marked and not to be share. An Equipment bag to hold all this in is needed. Under Armour and skate guards are optional.

RHC74-GOALIE EQUIPMENT

RHC does not supply any goalie gear.

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. To minimize costs, the RHC Board has decided to have all jerseys collected and washed by the coaches at the end of each season .The Equipment Manager would like returns to be in an organized manner. To make the process run as smoothly as possible, RHC asks that coaches follow the guidelines outlined below.

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.

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)

How the coaches can assist:

Wash the jerseys.

Sort numerically, lowest to highest number.

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.

Identify any shortages and damage to any other equipment on the RHC Equipment Return Sheet.

Bring all the equipment signed out to you 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.

RHC79-COACHES EVALUATION of PLAYERS

Coaches will submit numbered (#1 highest-#4 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. A template can be found on the RHC website.

RHC80-SEPTEMBER ORIENTATION MEETING

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.

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. The method of playing the top players to win, guarantees that a coach will not be offered a team next year.

RHC82-FIRST AID KITS

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

RHC83- VOLUNTEER TEAM DUTIES- SCOREKEEPER AND TIME KEEPER (FROM HOCKEY CALGARY)

For all games sanctioned by Hockey Calgary each team is responsible for supplying either a time keeper or a score keeper. 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 the your League Chair, Age Category Director 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.

RHC84-SCOREKEEPER AND TIMEKEEPER

For RHC hockey, each team must supply two (2) minor officials for all home games. Home Team will be responsible for the Timekeeper and Home Penalty box; the Visiting Team will be responsible for the Scorekeeper and Visitor Penalty box.

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 the your League Chair, Age Category Director or the Hockey Calgary Special Committee.

Should a player be abusive in his or her 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 they have had some incidents that contravene the above.

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 will be the same as in all of 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 penalties of any type 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) 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 Nevco time clock.

RHC85-DISCIPLINE COMMITTEE

The Discipline Committee shall be in place in September, prior to league start up. The Discipline Committee shall include four (4) Board Members: a Committee Chairperson -Vice President, a Division Coordinator, the Referee Liaison and the Association President. The Referee Liaison shall participate in an advisory capacity to the Disciplinary Committee. 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

RHC86– REFEREE REGISTRATION FEE REIMBURSEMENT POLICY

To become an on ice official in Canada you must first be certified under Hockey Canada guidelines through a Hockey Alberta certified program conducted here in Calgary by our Central Zone Referees Committee. Currently this involves attending a two day clinic held at Mount Royal College in the September / October time frame. This provides classroom and on ice training complete with certification exam to ensure you have the basic knowledge to handle most situations.

You must be at least 16 years of age as of December 31 to officiate for Central Zone.

Purpose:

1. To encourage players in RHC to become ice hockey referees and officiate games for RHC;
2. To assist RHC in developing new officials who have an understanding of and a passion for the philosophy and aims of RHC;
3. To assist younger officials by reducing the financial burden of becoming qualified and registered as ice hockey officials; and
4. To serve as a tangible way of expressing thanks to our officials.

Scope and Eligibility:

1. The program is available to any ice hockey official who meets the following criteria:
 - Is an active player in RHC for the season in which he or she is officiating;
 - Qualifies and registers with the Central Zone Referees Committee (CZRC) to officiate ice hockey games; and
 - Officiates a minimum of twenty (20) RHC games during the season in which he or she applies for reimbursement from the program.
2. The program reimburses the following expenses: (a) the CZRC Clinic fee; (b) the fee for registration as a Level 2 official; and (c) the CZRC Zone Administration fee. As of the date of this draft, the total of those items is \$99.00. (Clinic fee = \$40.00; Level 2 Fee = \$22.00; Zone Administration Fee = \$37.00)
3. The program does NOT reimburse equipment expenses such as the referee's uniform, case book, arm bands, or whistle.
4. The program does NOT reimburse insurance costs because the individual must have insurance as a player in RHC.

Funding:

The program is funded by RHC from its general revenues. As such, the program may be terminated or reduced in scope by the Board of RHC if the Board determines that available funding has been reduced.

Administration:

1. It is up to each official to apply for reimbursement from the program.
2. Officials shall apply to the RHC Treasurer in writing by submitting a request, together with copies of their "Chit Sheets" from CZRC showing that they have officiated at least 20 RHC games.
3. The Treasurer of RHC may require the officials to apply in person by attending either a Board meeting or the Annual General Meeting of RHC so as to ensure the availability of the required cheques and signing authorities.

RHC87- HOCKEY CALGARY BYLAWS AND PLAYING RULES

RHC is a city wide 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 onto City of Calgary property will lose their ice privileges immediately." RHC 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.

RHC88 -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. 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

RHC89-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.

RHC90-COACH'S MEETING

INTENTIONALLY DELETED.
See RHC80.

RHC91-SET NIGHTS

RHC will have set week nights to each division to play games. As of now, PeeWee plays Tuesday night, Bantam Monday night, Midget Thursday night and Junior Wednesday night.

RHC92-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 to play.

RHC93-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.

RHC94-DEFINITION OF "UNACCEPTABLE BEHAVIOR"

An individual is displaying unacceptable behavior if:

They are verbally or physically harassing and/or abusing a game participant. A game participant is described as a player, parent, coach, spectator, volunteer, or official.

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: confrontation should be avoided and reporting (email) is encouraged, as it is an important step in attaining the objectives of RHC.

If an incident occurs which 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).

RHC95-PENALTIES (FROM RHC)

Penalty times will be the same as in all of 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 penalties of any type 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, who are unable to serve their full time, will have the 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.

RHC96-SUSPENSIONS (FROM RHC)

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

RHC97-SUSPENSIONS (FROM RHC)

Coaches will be notified by the Division Coordinator about a players 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.

RHC98-SUSPENSIONS (FROM RHC)

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

RHC99-SUSPENSION SCHEDULE (FROM RHC)

Players accumulating the following penalty totals will be suspended as shown. All suspensions that are not fully served in this 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 3 penalties in one game: Ejection from the game
- Total of 10 penalties in season: Suspended for one game
- Total of 15 penalties in season: Suspended for one game
- Total of 20 penalties in season: Suspended for two games
- Total of 25 penalties in season: Reviewed by Division Coordinator
- Racial Slur: Suspended 4 games; in-person apology

A game misconduct in the last 10 minutes of a game will result in a one 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 sitting in the penalty box at the start of the player's next game. This will be the responsibility of both the Coach and Player.

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.

RHC100 –SUSPENSION APPEALS (FROM RHC AND HOCKEY CALGARY)

Suspensions issued by League Chairpersons 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.

Decisions made by Hockey Calgary League Chairpersons/Coordinators, Directors, AA Council, Female Council, High School Hockey Council, Rec Hockey Council or other Hockey Calgary officials can be appealed (with the exception of Minimum Suspensions) to the Hockey Calgary Special Committee after all other avenues of appeal have been taken. The procedure below must be followed in order for an appeal to be heard:

(a) Appeals shall be in writing and shall set forth the decision appealed from and contain a concise statement in numbered paragraphs of the grounds of appeal and the facts in support of such appeal.

(b) A letter must accompany an Appeal from the President or his/her designate of the appellant's home Hockey Association stating that they are aware of the appeal.

(c) Appeals shall be filed in the office of Hockey Calgary within Seven days of receipt of the decision in the matter being appealed.

(d) Appeals made to the Special Committee of Hockey Calgary shall be accompanied by a cash payment or certified cheque (non-refundable) for the sum of \$150.00 payable to Hockey Calgary.

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

RHC101- 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 RHC94. 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.

RHC102-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

RHC103-SCORE SHEETS

(a) Score sheets for all league and year end tournament games must be forwarded immediately to the appropriate Division Coordinator. The Division Coordinator will become frustrated with late, incomplete or inaccurate game sheets. This leads to inefficiency and can lead to unfair application of disciplinary measures.

(b) Score sheets are to be forwarded to the Division Coordinator by the winning team, or the home team in the case of a tie

(c) Important, only referees are allowed to write reports on the score sheet

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

(e) Referee first and last names must be clearly legible in the team line up. This will aid in RHC communicating with CZRC.

(f) If there is a write up by the referee on the game sheet, both the white and pink sheets must be sent in to the Division Coordinator immediately so that the Discipline Committee can act before the next league game.

RHC104-COACHES-COMMUNICATION WITH DIVISIONAL COORDINATOR

- (a) Make sure you understand how your Coordinator will handle communication between yourself and them.
- (b) Provide completed game sheets immediately to your Coordinator, complying with their suggested process
- (c) 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.

RHC105-DIVISION SPLIT

RHC will look at a division split for at the beginning of the season after the first 8 league games if it will improve team competitiveness.

RHC105-NO PRACTICES

RHC holds no practices for all Divisions. RHC players play only league and year end tournament games.

RHC106-10 PENALTY RULE

INTENTIONALLY DELETED.
See RHC99.

RHC107-ACCIDENT AND INSURANCE REPORTS

Hockey Canada has a program of General Liability and Accidental Medical Treatment insurance which are described in the Hockey Canada booklet "Safety Requires Teamwork". A reading of this booklet is recommended. It should be noted that the insurance provides coverage for registered players and Team Officials for certain limited medical/dental and disability claims. It is not a comprehensive medical or disability policy and will not pay complete medical expenses or loss of wages in the event of a disabling injury. The Hockey Canada Insurance program offers the following types of Insurance Coverage: Comprehensive General Liability General Liability Coverage; Hockey Canada Directors and Officers Liability Insurance; Accidental Medical Treatment Benefit and Major Medical/Dental Coverage

In the event of an injury, a Hockey Canada Injury Report must be completed and forwarded to Hockey Alberta. For the Hockey Canada Injury Report, find a link on the RHC website. The report, along with any attachments should be mailed to Hockey Alberta at the following address: Hockey Alberta ;1 - 7875 48th Avenue; Red Deer, AB T4P 2K1

Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider. .

Remember, should an accident occur, it is easier to fill the form out at the time of the accident than it is to track down details afterwards.

RHC108-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 the 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 "gently" remind the referees this is a RHC game and that body checking is not permitted
- 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 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.
- Compliment referees for the good calls they make.

RHC109-COACHING AND REFEREES

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

Do not engage 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.