



Millwoods Hockey Association

Member Handbook 2024 / 25 Hockey Season

Version 2.0
June 12, 2024

Millwoods Hockey Association
Member Handbook—2024 / 25 Hockey Season

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General Information

Introduction

The Millwoods Hockey Association (“MWH”) is a volunteer, parent-operated non-profit society. MWH organizes and administers a community hockey program on behalf of the Community Leagues within Edmonton’s southeast zone. A Board of Directors is formed from the general membership to carry out this mandate.

Boundaries

The Southeast District (a.k.a. South East Zone) encompasses the city limits in the east and south, the CPR tracks in the west and the North Saskatchewan river in the north.

Role

Millwoods Hockey Association coordinates all U7, U9, U11, and U13 community hockey programs for children living in its catchment area. The catchment area is bordered:

- to the north by 51 Avenue,
- to the east by the city limits,
- to the south by the city limits,
- and to the west by the CPR tracks.

Key Contact

The Millwoods Hockey Association and SEERA fund one fully-time position to administer day-to-day operational activities, as follows:

Kerri Bishop

Executive Administrator / Registrar
Southeast Hockey District

- Phone: (780) 461-6673
- Fax : (780) 465-6904
- Email: seeraadmin@shaw.ca

Please feel free to contact Kerri as needed.

Superior Hockey Associations

MWH is cooperates with, and complies with the bylaws, policies, and directives of, the following hockey associations:

- Hockey Canada
- Hockey Alberta
(a.k.a. Alberta Amateur Hockey Association)
- Hockey Edmonton
(a.k.a. Edmonton Minor Hockey Association)
- South East Edmonton Recreation Association
(SEERA)

This Manual

This manual is for all MWH members, as set out in its bylaws, including:

- Players / athletes
- Coaches and other team officials
- Parents / guardians of players
- Board of Directors members

This manual, along with the MWH bylaws, contain the rules for the association and its members. In the event of a conflict between this manual and a bylaw, the bylaw prevails. Other relevant information may be found on the MWH website.

Please email the MWH President with any questions, concerns, or suggestion for improving this manual for next season.

Roles and Duties

Officers of the Board

The Board elects its officers at its first meeting immediately following the AGM of members each year. All officers of the Board are expected to:

- Act as a liaison with community members.
- Attend all Board meetings.
- Protect the personal information and privacy of every person who's information they are in possession of or privy to.
- Perform other duties as assigned by the Board.
- Return all MWHHA physical and intellectual property to MWHHA at the end of their tenure in the role.

President

The MWHHA Board President is expected to:

- Attend all Hockey Edmonton meetings and vote on behalf of MWHHA.
- Chair and direct the order and conduct of business at Board meetings and Annual General or other meetings of MWHHA.
- Exercise the powers of the Board, if required to do so in the event of an emergency.
- Prepare agendas for all Board meetings and members' meetings (with the Secretary).
- Provide written reports to the Board at every Board meeting.
- Schedule all meetings of the members and the Board.
- Serve as an ex-officio member on Board committees.
- Serve as the representative for MWHHA at all external meetings where this responsibility has not been given to another member of the Board or Presidents of the Operating Areas.
- Supervise and direct all members of the Board including standards of performance, sphere of control, and disciplinary action.
- Supervise, administer, and direct MWHHA operations.

Vice-President

The MWHHA Board Vice President is expected to:

- Supervise the Registrar and the Ice Allocator.
- Perform the duties of the President in their absence.

Secretary

The Secretary is accountable to:

- Attend all Board meetings.
- Be in charge of all Executive Committee records.
- Contacts all Board members relative to specific meetings in accordance with the notice provisions.
- Keep minutes of all meetings and circulate them to all members of the Board and to MWHHA.
- Maintain a paper or digital copies of pertinent MWHHA records, such as(licenses, permits, etc. with photocopies of same.
- Maintain contact lists of the MWHHA Board and key members.
- Maintain MWHHA bylaws, policies, procedures, and supporting documents.
- Maintain MWHHA society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors.
- Maintain the Register of Members.
- Make use of community-oriented media facilities.
- Provide notice to members of AGMs and special general meetings.
- Publicize needs and results of all functions.
- Work with special events committees to ensure adequate coverage.
- Write and send all Board correspondence.
- Turn over all MWHHA records and resources to the incoming President at the end of their tenure in the role.

Treasurer

The MWA Board Treasurer is expected to:

- Assist the Gaming Director in applications for casino licenses
- File and maintain board financial records for the previous seven years.
- Issue all payments for goods and services received;
- Maintain accounting records and back-up data.
- Manage all banking functions.
- Prepare monthly financial statements for presentation at Board meetings.
- Present audited financial statements to the membership at the Annual General Meeting.
- Serves on the Budget Committee.
- Support the Secretary in maintaining MWA renewals with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors.

Hockey Director

The Hockey Director is accountable to:

- Coordinate team selection.
- Coordinate coach selection.
- Chair meetings of MWA hockey directors.
- Manage hockey operations.
- Serve as the chair of the grievance and disciplinary committee, if existing.
- Attend meetings with other Edmonton hockey associations.
- Fulfil other duties assigned by the Board.

Portfolio and Category Directors

The Board appoints individual directors to lead functional portfolios and hockey categories.

All portfolio and category directors are expected to:

- Fulfill their role to the best of their abilities.
- Ask for help from the Board when needed.
- Attend all Board meetings.
- Perform other duties as assigned by the Board.
- Protect the personal information and privacy of every person who's information they are in possession of or privy to.
- Return all MWHHA physical and intellectual property to MWHHA at the end of their tenure in the role.

Portfolio Director Roles

The Board portfolio director roles can include, but are not limited to:

- Branding and Apparel Director
- Communication Director
- Equipment Director
- Equipment Director Assistant
- Gaming Director
- Hockey Development / Hockey School Director
- Ice Allocator
- Minor Hockey Week Director
- Registrar
- Sponsorship Director
- Tournament Director

Category Director Roles

The Board category director roles can include, but are not limited to:

- U7 Director
- U9 Director
- U11 Director
- U13 Director

Branding and Apparel Director

The Branding and Apparel Director is accountable to:

- Maintain brand standards in all MWHHA apparel, promotional material, and advertising.
- Obtain competitive bids from multiple suppliers when sourcing products or services.
- Maintain records of apparel held in MWHHA inventory.
- Coordinate apparel displays and sales at MWHHA registration sessions and elsewhere.
- Coordinate appareled product offerings, and price lists

Category Directors

Each Category Director is accountable to:

- Assist in pre-season meetings.
- At the start of each season, provide each coach and team official with MWHHA bylaws, this manual, and other required information.
- Coordinate and implement player evaluations.
- Coordinate coach selection.
- Coordinate team selection.
- Enforcing all disciplinary actions and suspensions.
- Ensure all teams have affiliate lists and their hard cards are correct.
- Ensure team budgets are submitted in compliance with fundraising rules.
- Ensure that all coaches in their category fulfill the duties of their roles.
- Inform the Hockey Director should be notified of any infractions or incidents happening on or off the ice that involve ANY South East District player, team, parent, guardian, or official.
- Meets with the City Category Director.
- Prepare and submit proposed changes or amendments to the hockey program applicable to their category through the Hockey Directors Council.
- Provide written reports to the Board.
- Review of Coach and Player evaluations.
- Return all MWHHA records and resources to the Hockey Director at the end of each season.

Communication Director

The Communication Director is accountable to:

- Coordinate and oversee the web host of the MWA website to ensure its proper and secure operation.
- Ensure web hosting fees are appropriate.
- Ensure website security.
- Maintain the ownership and control of www.MWAhockey.ca web address IPs as well as any other IP addresses owned and controlled by the Association from time to time.
- Monitors the MWA websites for inappropriate information postings.
- Oversee day to day maintenance of all MWA websites.
- Provide and coordinate training and access information for the MWA teams.
- Report to the Board on website updates or changes.
- Provide all MWA records and resources to the incoming Communication Director at the end of their tenure in the role.

Equipment Director

The Equipment Director is accountable to:

- Arrange for handling, storage, repairing, cleaning and inventory of equipment.
- Co-ordinate and oversee MWA apparel and branding.
- Ensure selected apparel suppliers are providing competitive pricing, product quality and delivery periods.
- Ensure that all equipment is returned to stock by April 30th of each year.
- Facilitate access of teams to Association apparel.
- Liaise with the Hockey Director to identify equipment requirements.
- Maintain documentation relating to team allocation of equipment.
- Maintain reasonable hours for equipment room access.
- Obtain the best prices possible for equipment with preference given to South East businesses if their prices are competitive.
- Prepare budget requirements for equipment to be submitted prior to budget meetings.
- Purchase and maintain of all equipment.
- Report to the Board on needs or changes to equipment budget.
- Return all MWA records and resources to the Hockey Director at the end of each season.
- Submit a list of equipment required to the Board.

Gaming Director

The Gaming Director is accountable to:

- Arrange for volunteer workers and ensure there are sufficient workers for casinos.
- Attend casinos to supervise volunteers.
- Be a signing authority on Casino bank accounts.
- Coordinate all casino activities approved by the Board.
- Ensure casino expenses are paid.
- In conjunction with the Treasurer, file for necessary government licensing.
- Obtain license numbers for casinos.
- Oversee applications for government grants.
- Report to the Board on every MWA fundraising activity held and submits a budget for approval.
- Submit photocopies of all required government reports to the Treasurer upon completion of any fundraising activity.
- Provide all MWA records and resources to the incoming Gaming Director at the end of their tenure in the role..

Hockey Development / Hockey School Director

The Development Director is accountable to:

- Arrange for and supervise the training for all coaches or assistant coaches and trainers, to ensure technical knowledge and hockey rule knowledge is conveyed at the necessary level of instruction to ensure compliance with Hockey Edmonton and Hockey Alberta standards.
- Make periodic reports to the Hockey Director.
- Provide information to Board members regarding training available to them.
- Return all MWA records and resources to the Hockey Director at the end of each season.

Ice Allocator

The Ice Allocator is accountable to:

- Allocate ice for regular and special events.
- Attend all Hockey Edmonton Ice Allocator meetings.
- Attend City of Edmonton Community Services Arena Strategy meetings.
- Coordinate ice times to provide appropriate times relative to age and category.
- Ensure that ice is allocated on a prorated basis to in accordance with team numbers.
- Ensure the accuracy of invoices for ice utilization by the Association and passes on approved invoices to Treasurer for payment.
- Follow-up on use of ice by teams and ensures full utilization.
- Obtain all indoor ice for the MWA requirements.
- Participate on the Budget Committee.
- Provide ice allocation to Category Directors within 72 hours of receiving same.
- Report to the Board concerning any problems.
- Schedule practice ice as received from the City of Edmonton and Hockey Edmonton.

Minor Hockey Week Director

Regarding the annual Minor Hockey Week tournament, the Minor Hockey Week Director is accountable to:

- Attend all tournament coordinator meetings.
- Coordinate and oversee all committees and volunteers,
- Ensure arena managers have their required supplies.
- Liaise with Hockey Edmonton tournament officials.
- Make report to the Hockey Director as required.
- Recruit and assign volunteers to assist arena managers,
- Retrieve all supplies, game sheets, and other resources from arena manager at the end of the tournament.

Registrar

The Registrar is accountable to:

- Compile a directory of registered players regarding names, addresses and phone numbers.
- Coordinate registration activities each fall.
- Ensure in May that all Category Directors receive a tentative list of current Association players entering their category for the upcoming season.
- Maintain all documents relating to registration of players.
- Meet with the Hockey Edmonton Registrar as required.
- Prepare a team sheets and obtain team affiliates pursuant to Hockey Alberta guidelines.
- Prepare team rosters for each team including names, phone numbers, and addresses of players as directed by Category Director, to be distributed to team head coaches.
- Prepare, each September, an annual report of registered players concerning age, category, etc. to be distributed to the Hockey Director and Category Directors.
- Register players with the Association.
- Return all MWA records and resources to the President at the end of each season.
- Submit team sheets to the Hockey Edmonton Registrar for signature and seal, in accordance with Hockey Edmonton requirements.
- Update registration with Hockey Canada.

The Board is permitted to assign the duties of the Registrar to a paid employee of MWA. When this situation exists, the "Registrar" portfolio director role is not filled by the Board.

Sponsorship Director

The Sponsorship Director is accountable to:

- Ensure cresting is completed on time.
- Inform the Secretary of sponsors' names to be published on the MWA website and elsewhere.
- Maintain positive relations with existing sponsors.
- Make reports to the Board regarding the portfolio.
- Manage the upkeep and contents of the trophy case at the Mill Woods Recreation Centre.
- Monitor the sponsorship market and propose annual adjustments to sponsorship fees and pricing.
- Provide sponsors with pictures, plaques, and other resources.
- Recruit new sponsors
- Work with team officials to identify potential new sponsors

Tournament Director

Regarding all MWA-run tournaments, with the exception of Minor Hockey Week, the Tournament Director is accountable to:

- Coordinate all tournament plans and activities
- Obtain Hockey Edmonton and other required approvals for tournaments.
- Coordinate and oversee committees and role assignments
- Submit a budget to the Board for each tournament.



Policies and Procedures

Conduct Policy

Policy Statement

Millwoods Hockey Association (“MWA”) provides its members with role-specific codes of conduct and requires that members abide by them.

Application

This policy applies to:

- The operation of all MWA deposit accounts, investment accounts, and loan accounts, wherever they may be held.
- All MWA signing officers.

MWA Commitments

MWA commits to:

- Provide a hockey environment based on fundamental values of equality, trust, and mutual respect that leads to a positive social and physical development for all children.
- Support and emphasize respectful behaviour and conduct, both on and off the ice.
- Prohibit disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game.
- Use its Discipline Policy and procedure to address member non-compliance with their code of conduct.

Principles

MWA codes of conduct embody the following principles:

Accountability

Every MWA member is accountable for their own actions, behaviors, and impact on others—be it positive or negative.

Appropriate Behavior

MWA are expected to respect the game of hockey and behave in a manner so as not to make a travesty of the game or of MWA Hockey.

Fair Play

The Fair Play Code for Coaches, Players, and Parents, as supported by Hockey Edmonton and the Canadian Hockey Association.

Follow the Rules

MWA members are expected to comply with MWA bylaws, policies, and directives and the Hockey Canada Playing Rules.

Respect

All members and participants of MWA Hockey are expected respect other members, officials, parents, players, fans, team officials, volunteers, Board members, Executive Committee members, employees and property of MWA.

Player Code of Conduct

Expectations

Players are expected to:

- Arrive for games, practices and other team functions at the time specified by the team.
- Demonstrate a positive attitude to the game, practice and learning in general.
- Follow all reasonable direction of the coach, manager and other team officials.
- Maintain dressing rooms in a clean and orderly fashion. Clean up any garbage left in the room. Respect the rules set out by the rink authorities.
- Respect their coaches, parents, fans and other team mates at all times.

Prohibitions

Players are not permitted to:

- Disrespect another player, coach or referee for alleged bad calls, missed calls, short shifts or any other reason which may occur in the game of hockey.
- Disrespect Hockey Edmonton or any other hockey organization.
- Disrespect the MWHHA organization, its volunteers, Executive Committee or Board.
- Intentionally injure someone.
- Use foul language.

Parent / Legal Guardian Code of Conduct

Expectations

Parents and legal guardians of players are expected to:

- Be supportive of players, coaches, the team, position players and parents, and other parents.
- Complete the Respect in Sport Parent Program (at least one parent / guardian from each family).
- Give coach(is) a reasonable amount of time at the conclusion of a game to spend with the players.
- Handle disagreements with coaches with respect and courtesy.
- Prioritize safety, fair play, sportsmanship, and player enjoyment and development.
- Raise concerns or questions via the Parent Liaison, and not on TeamSnap, email, social media, and so on.
- Speak with coaches a respectful, courteous manner.
- Support the decisions of the referees and lines officials.
- Support the MWHHA Hockey organization, its members, volunteers, and Board.

Prohibitions

Parents and Legal Guardians are not permitted to:

- Approach any team's bench or a coaches during or immediately after a hockey game.
- Be on the players' benches or the ice at any time unless they are listed as a team official.
- Coach or instruct players in a way that contradicts with the team coaches' philosophy.
- Confront members of an opposing team's fans or the referees at any time.
- Contact Hockey Edmonton directly, unless otherwise instructed by an MWHHA officer
- Enter any dressing room without permission.
- Prioritize winning over all else.
- Verbally disrespect referees' decisions or otherwise abuse referees.

Coach Code of Conduct

Expectations

Coaches, managers, trainers, bench moms, and other team officials (“coaches”) are expected to:

- Comply with all MWA policies and directives.
- Direct any question, clarification, complaint regarding an MWA, Hockey Edmonton or other authority rule or process to the appropriate individual in MWA first.
- Display the professionalism and respect an average parent would expect in a volunteer community based hockey organization.
- Ensure equal playing time for players on their team.
- Know and comply with the Hockey Canada Playing Rules.
- Lead by setting a positive example.
- Prioritize safety, fair play, sportsmanship, and fun over winning and losing.
- Provide all players, regardless of skill level, with equal opportunity to develop and grow.

Prohibitions

Coaches are not permitted to:

- Abuse, criticize or disrespect another coach, game official, member of another team, parent or fan.
- Contact Hockey Edmonton directly unless permission has been granted by an individual from the MWA Executive Committee.
- Enter the officials’ dressing room, nor are they permitted to confront game officials about the game at any time.
- Instruct any player to break a rule of hockey or disobey the ruling of an on-ice official.
- Use profane language at any time while in the presence of children.
- When serving as a game official (e.g., timekeeper, scorekeeper), engage in partisan comments, cheering, etc.

Board Member Code of Conduct

Members of the MWA Board of Directors are expected to:

- Act in an ethical manner at all times as one would expect from an organization of integrity.
- Be supportive and respectful of each other.
- Comply with all MWA policies and bylaws.
- Maintain the information of MWA Hockey including, but not limited to financial information, strategy, actions or any matter or decision by the Board of Directors, Committee or sub-committee as confidential. Any other person present in a Board, committee, sub-committee meeting are bound by this confidentiality provision
- Maintain the integrity, purpose and values of the organization at all times.
- Not use their position for personal profit, personal gain or their child/children’s gain.
- Not use their position to influence the selection of a team official or benefit any team or individual(s) within the organization.
- Respect the members, Board and Executive Committee and not cause any public embarrassment or humiliation.
- Use the position for the benefit of MWA Hockey as a whole.

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Discipline Policy

Policy Statement

The Millwoods Hockey Association (“MWH”) provides progressive notifications and consequences in situations where a member’s conduct:

- does not meet the requirements placed on them by MWH; or
- is in violation of any applicable MWH, Hockey Edmonton, Hockey Alberta, or Hockey Canada bylaw, policy, code of conduct or directive; or
- is incompatible with continued membership in MWH or participation in its programs.

Policy Objective

This policy is not intended to punish any person. Its purpose is to clearly communicate to a person the importance of, and a pathway to, restoring their conduct to acceptable standards.

Policy Application

This policy applies to all MWH officers, directors, volunteers, coaches, employees, members, parents, legal guardians, hockey players, (“members”) and programs.

This policy can apply to a single incident or to a pattern of conduct established by a person over a period time.

MWHA Commitments

MWHA commits to:

- In every case possible, use its progressive discipline procedure to help a person restore their performance to acceptable standards.
- Make, keep, and provide people with written records every time a stage in the progressive discipline procedure is enacted.

Progressive Discipline Procedure

The MWH progressive discipline procedure is comprised of the following four steps:

- 1) Verbal coaching, training, or both
- 2) Written warning
- 3) Written warning with suspension
- 4) Expulsion from MWH.

When applying its progressive discipline procedure, MWH retains the right to (a) begin the procedure at any of the four steps and (b) repeat any step before progressing to another step.

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Dispute Resolution Policy

Policy Statement

The Millwoods Hockey Association (“MWH”) resolves disputes that arise using a reliable procedure

Policy Objective

This policy provides for a systematic, consistent approach throughout MWH. Procedural fairness and natural justice.

Policy Application

This policy applies to all MWH officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes (“members”) and all MWH programs.

MWH Commitments

MWH commits to:

- Provide resources to prevent disputes from arising.
- Consistently use a reliable procedure to resolve disputes.
- In every case possible, use the performance improvement process to help employees restore their performance to acceptable standards.
- Make, keep, and provide employees with written records every time a stage in the performance improvement process is enacted.

Member Requirements

MWH members are required to:

- Comply with policies and instructions provided to them.
- Clarify with MWH any situation where they are unsure of the requirements placed upon them.
- Apply their best effort to return their conduct to acceptable standards when this policy and its associated procedure has been applied to them.

Preventing Disputes

There are two key steps to the Dispute Resolution Process before the season begins: parent liaisons and parent and player meetings

Parent Liaison

A parental member of any team is assigned the role of MWH Parent Liaison. The function of this individual is to relay information, input, or concerns between parents and coaches. As well, the Liaison should also be informed enough with the Code of Conduct of MWH and Hockey Edmonton to discuss the situation with both the complainant and responding party.

This individual needs to be a level-headed, respected member of the parental group.

Parent Meeting and Player Meeting

Coaches must have separate preseason meetings before the season starts - one meeting with the parents and a second meeting with the players. At these times coaches must identify their philosophies, expectations, personal dispute resolution processes, and goals for the season. Being direct and thorough at these meetings will assist in eliminating “surprises” and problems later in the year.

Dispute Resolution Procedure

The Dispute Resolution is a five-step process that begins at the team level and culminates with a meeting of the Dispute Resolution Committee – President, Past President, and Vice-President. Throughout the five steps it is assumed that all parties use reasonable efforts to resolve the issue(s) in the best interest of the whole team and MWH.

If a resolution cannot be achieved, then it should be raised with SEERA Commissioner.

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Dispute Resolution Procedure

Below is the procedure MWA uses to resolve disputes that arise in the normal course of its operations.

Step 1: Discuss with the parent liaison.

Speaking directly with the coaching staff or offending parent is most effective, however, should there be a personality conflict, or should a parent be uncomfortable speaking directly with an individual the Parent Liaison can then speak with the offending party on behalf of the complainant. The Liaison can then report back to the complainant with the thoughts or comments of the responding party.

Step 2: Hold a meeting with complainant, responding party, and a third party mediator.

At an agreed upon time, the 3 parties can meet and discuss the issue that has arisen. The agreed upon mediator (most likely the Parent Liaison) will run the meeting and ensure both parties are given an opportunity to express themselves and be held accountable to listen to the other party. This meeting is never to be held around players or team activities. All parties involved are to be respectful and open to resolving the situation.

It is expected that issues will be worked out by this step.

Step 3: Involve the Category Director.

At this point, should either party be unsatisfied with the meeting, the Parent Liaison will contact the Category Director and explain the situation to them. The Category Director may choose to contact either of the sides for further clarification of the situation. The Category Director may then do one of two things:

- offer further suggestions to mediate the situation, or;
- give a ruling of what action needs to take place in the interest of the team as per the Code of Conduct of MWA and/or Hockey Edmonton.

Step 4: Hold a hearing with the Category Director, Hockey Directors and parties involved

Should the Category Director be unsuccessful in mediating the situation the Category Director will then contact the Hockey Directors and explain the situation. The Hockey Director may uphold the resolution directed by the Category Director in step 3, or proceed with step 4.

Should the Hockey Director feel a hearing is required they will require a written summary from both parties (the Complainant and Responding Party) that explicitly outlines the issue; the resolutions that have been recommended to date; the problems with the resolutions that have been recommended. A date and time will then be set for a hearing.

The concerned parties will be notified of the hearing date, time, and location. The hearing will include the parties directly involved, the Category Director and the Hockey Director.

Both parties will be given the opportunity to have their say in the meeting. The meeting will be run in a calm, courteous, and professional manner. All parties will be expected to follow the Code of Conduct as outlined by MWA and Hockey Edmonton.

Following the hearing, the Category Director and Hockey Director will decide and inform the parties involved of that decision, as well as the President and Vice President of MWA, via email.

Step 5: Launch an appeal.

The decision in step 4 can only be appealed if:

- The procedures outlined in the Dispute Resolution Policy were not followed.
- The Category or Hockey Director were influenced by bias.
- The decision from step 4 was grossly unfair or unreasonable.

The Appeal Committee, consisting of the President, and Vice President, and one other member of the Board, will base its decision solely on the documentation provided to the Hockey Director by the complainant and other party and reports from the Category Director and Hockey Director.

The Appeal Committee's decision and report will be provided to the complainant and respondent and Directors via email.

The Appeal Committee's decision is final.

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Drug and Alcohol Policy

The Millwoods Hockey Association (“MWHHA”) prohibits any person who is (a) impaired or (b) who is under the influence of a drug, including alcohol, from participating in any MWHHA-related activity.

Policy Application

Compliance with this policy is a condition of membership in MWHHA and its hockey teams.

This policy applies to:

- All MWHHA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes (“members”) and all MWHHA programs.
- Traveling to, preparing, for, participating in, and travelling home from an MWHHA hockey practice, game, meeting or other MWHHA event.

Causes of Impairment

The causes of impairment include

- Use of alcohol
- Alcohol withdrawal (i.e. hangover)
- Use of cannabis products
- Use of drugs, including prescription, over-the-counter, recreational, illicit, or illegal
- Use of “remedies”, including herbal, homeopathic, traditional, or home-made
- Fatigue
- Undue mental preoccupation or distraction

MWHHA Commitments

MWHHA commits to:

- Investigate every report of suspected impairment in an MWHHA-related event.
- Support, and not retaliate against, any person who reports a suspected violation of this policy.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

Member Requirements

MWHHA members are required to be free from impairment and fit to participate and in hockey games, practices, meetings, and other MWHHA events.

MWHHA members are required to report immediately to a Coach or other MWHHA official any situation before, during, or after an MWHHA event where they:

- Suspect a person may be impaired.
- Observe evidence of alcohol or drugs being used, stored, or transported.

Member Prohibitions

MWHHA members are not permitted to:

- Bring, store, or consume alcohol or cannabis products at an MWHHA event.
- Bring, store, or use any illegal drug at an MWHHA event.
- Ignore or hide situations where they know or suspect another person is impaired.
- Operate a vehicle while impaired.
- Play hockey, coach hockey, or otherwise participate in an MWHHA event while impaired.
- Provide alcohol or drugs to any person.
- Retaliate against another person who reports suspected impairment.
- Use as an athlete, or provide to an athlete, a substance that is banned by the World Anti-Doping Agency (WADA).

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Expense Reimbursement Policy

Policy Statement

The Millwoods Hockey Association (“MWHHA”) reimburses its volunteers, directors, and employees for the reasonable out-of-pocket expenses they incur in the course of their duties.

Application

This policy applies to:

- All MWHHA volunteers, directors, and employees who are permitted to make purchases or travel on behalf of MWHHA.
- All approved purchases and travel expenses made by MWHHA volunteers, directors, and employees on behalf of MWHHA.

MWHHA Commitments

MWHHA commits to:

- Comply with all laws that address expenditures and their reimbursement.
- Reimburse volunteers, directors, and employees for the face value of approved purchases made, including tips and taxes.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

Requirements

Officers and employees are required to:

- Obtain pre-approval from MWHHA to incur expenses prior to expending any funds.
- Submit correctly-completed expense claim forms, with a receipt for each expense, within 20 days of the end of the training event or travel.
- Use most economical transportation available, within travel time frames.

Permitted Expenses

Volunteers, directors, and employees are required to restrict their purchases to:

- Meals
- Mileage from their home or place of work to the location where an MWHHA event is held.
- Non-alcoholic beverages
- Out-of-country travel health insurance
- Parking
- Travel include accommodation, airfare, and meals
- Tips, up to 15% of the cost of food and beverage.
- Vehicle mileage and / or public transportation

Expenses not included in the above list are referred to the Treasurer for adjudication.

Prohibited Expenses

MWHHA does not reimburse any person for:

- Alcohol.
- Any mark-up or administration fee in excess of the face value of an expense submitted.
- Non-MWHHA-related expenses.
- Fines, parking tickets, unrefunded damage deposits, insurance premiums, car repairs, or insurance deductibles.

Version Control

- Version 1.0
- Approved by the Board: June 12, 2024

Financial Authorizations Policy

Policy Statement

The Millwoods Hockey Association (“MWH”) designates specific roles and individuals as signatories on its bank, financial, borrowing, and investment accounts.

Application

This policy applies to:

- The operation of all MWH deposit accounts, investment accounts, and loan accounts, wherever they may be held.
- All MWH signing officers.

MWH Commitments

MWH commits to:

- Comply with all laws that apply to financial transactions of a Society in Alberta.
- Designate signing authorities by name.
- Maintain valid bank signing authorities register.
- Make changes to its signing authorities register via ordinary resolutions of its Board.
- Use its Discipline Policy and procedure, legal means, or both to address non-compliance with this policy.

Signing Authorities

Individuals in the following roles are authorized MWH signatories:

- Board President
- Board Vice President
- Board Treasurer
- Any other individual designated as a signing authority

Signing authorities are designated by name, via a regular motion of the Board of Directors.

Financial Permissions

The signing officer(s) is authorized and empowered for and on behalf of MWH to:

- Execute any documents relating to operation of MWH bank accounts as may be required by the bank.
- Make, sign, draw, accept, negotiate, endorse, execute, and deliver all or any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money; and generally, all instruments and documents, for the purpose of binding or obligating MWH to the bank or as required by the bank or as may relate in any way in connection with the account.

Transaction Limits

All financial transactions require the signature of two signing authorities. This includes, but is not limited to: payment transactions, cheques, loan applications, and pledging of securities.

Order Splitting

Signing authorities are not permitted to split purchase orders, invoices, or payments into smaller value transactions to bypass approval processes, spending limits, or other financial controls.

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Harassment Policy

Policy Statement

The Millwoods Hockey Association (“MWHHA”) prohibits its members from engaging in harassment, discrimination, bullying, sexual harassment or other psychological violence (“harassment”).

Policy Application

This policy applies to:

- All MWHHA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes (“members”) and all MWHHA programs.
- Conduct during participation in MWHHA programs and conduct away from MWHHA programs.
- Harassment from all sources and channels, including verbal, written, and social media.
- Single incidents of harassment and patterns of behaviors over time that, when taken together, constitute harassment.

MWHHA Commitments

MWHHA commits to:

- Comply with the laws that apply to harassment and discrimination.
- Create, implement, and review a harassment prevention plan.
- Provide members with information on how to recognize harassment.
- Eliminate the hazard of harassment in its programs or, where it cannot be eliminated, control the hazard.
- Provide a confidential, reliable procedure to receive and investigate reports of harassment.
- Investigate every reported incident of harassment in a MWHHA program, no matter
- Not discipline nor retaliate against any person who in good faith reports harassment.
- Use its Discipline Policy and procedure with any member who is found, via a formal investigation, to have committed an act of harassment or discrimination.

- Use available administrative or legal procedures to address harassment and discrimination perpetrated in MWHHA venues and programs by volunteers, contractors, or other non-members.

Member Requirements

MWHHA members are required to:

- Comply with Hockey Canada Playing Rules, as they pertain to abusive behaviour (11.2), discrimination (11.4), and harassment of officials (11.5).
- Tell another person when they believe that person’s words or actions are harassing or discriminatory.
- Make reasonable adjustments when they receive feedback that their behaviors or actions may be harassing or discriminatory.
- Participate fully in all anti-harassment training and resource reviews provided by MWHHA.
- Participate fully in, and maintain confidentiality of, any formal harassment investigation when asked to do so.
- Report to a coach or MWHHA director any incident of harassment they are the victim of, witness, or suspect has occurred.

Member Prohibitions

MWHHA members are not permitted to:

- Harass, bully, or psychological abuse any person.
- Discriminate against any person or group.
- Tolerate or cover-up an incident of harassment or discrimination they are aware of.
- Retaliate against any person who reports harassment to MWHHA.

Resolution Levels

There are two levels of resolution for incidents of harassment or discrimination: (1) informal interpersonal resolution and (2) formal investigation.

1. Informal Interpersonal Resolution

If a person feels that they are experiencing or witnessing harassment or discrimination they should immediately make known to the person that the conduct is unwelcome or offensive and possibly in breach of this policy.

When a person receives feedback that their behaviors or actions may be at odds with this policy, they are expected to make reasonable adjustments to their performance to resolve the matter.

In situations where informal resolution is not appropriate, or has been tried and has not been effective, employees are encouraged to escalate to the second level of resolution, which is formal investigation.

2. Formal Investigation Procedure

In situations where informal resolution is not appropriate, or has not yielded a satisfactory resolution, the second level of harassment resolution is a formal investigation.

How to Request a Formal Investigation

To make a request for a formal investigation of potential harassment or discrimination, contact your Coach or the MWA President. Please include the following details:

- A description of the events or situation.
- Dates and times of the events or incidents.
- Where it happened.
- The names of witnesses, if any.

Coaches

Immediately inform the President of any report of harassment you receive.

Investigation Leader

The President will appoint an Investigation Leader, which, typically but not necessarily, will be the Hockey Director. The Investigation Leader will lead all aspects of the procedure to investigate, analyze, and report on the reported harassment or discrimination.

Written Notes

Where the Investigation Leader deems it necessary, MWA members will be asked to provide a written account of their observations.

Confidentiality and Disclosure

All information obtained during an investigation, including the identities and other information about the parties involved, is confidential. Confidential information will not be disclosed, unless the disclosure is necessary for the investigation, taking corrective action, or by law.

All persons involved with a formal investigation of a harassment or discrimination report, including reporters, respondents, support persons, witnesses, the investigation team, human resources, and MWA are required to treat the matter as restricted information.

Time Limit

The time limit for filing a report under this policy is one year from the date of the incident (or from the last incident in the case of a pattern of behaviors) of potential harassment or discrimination.

MWA will decide on a case-by-case basis, and in its sole discretion, whether or not to investigate reports brought forward after the one year time limit has elapsed.

Report Records

All records associated with a report of harassment or discrimination will be handled confidentially and stored in a secure location, separate from employee personnel files. Records of a report will only be placed on an employee's personnel file when they have been found to breach this policy and disciplinary action is taken.

Notification of a Report

Any person who is the subject of a report alleging harassment or discrimination will be informed that a report has been made against them. In certain circumstances, the subject may not be advised of the report, such as where the report does not warrant exploration, where the report is outside the policy mandate, or where notification would be imprudent.

Investigation and Decision

The Investigation Leader has the authority to speak with anyone, examine and copy any documents, records, files, and enter any place relevant to the report of harassment or discrimination.

The Hockey Director or the Board President will review the Investigation Leader's report and render a decision.

No Reprisal

This policy strictly prohibits any reprisal, either direct or indirect, against an individual for initiating a report in good faith, investigating a report, being a decision maker in a report, participating as a witness in an investigation, being a respondent to a report, having been associated with, or representing a reporter, witness, or respondent. Appropriate discipline for a policy violation (or other misconduct) is not considered a reprisal.

Disciplinary Action

Any MWA member who engages in harassment or discrimination, reprisals, or breaches confidentiality before, during, or after an investigation or resolution is subject to appropriate disciplinary action, as per its Discipline Policy or legal action (non-employees).

Coaches who fail to act when they become aware of or receive a report of potential harassment or discrimination may also be subject to disciplinary action.

Disciplinary action may also be taken if a report is found to be vexatious, made in bad faith or an abuse of process.

Refusal to Intervene

MWA retains the right to refuse to initiate a formal investigation for any of the reasons listed below:

- The person making the report does so anonymously.
- The report is made outside the time limit.
- The report is trivial, frivolous, vexatious, is made in bad faith, or is an abuse of process
- Having regard to all the circumstances, investigation of the matter is clearly unnecessary.

Rights Under Law

Nothing in this policy is intended to discourage any person from exercising their rights pursuant to any law, including the Alberta Human Rights Act.

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Personal Information Policy

Policy Statement

The Millwoods Hockey Association (“MWH”) collects, generates, uses, and safeguards the personal information of individuals solely for the purpose of facilitating membership in MWH and participation in its sports programs.

Policy Application

This policy applies to all MWH officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes (“members”) and all MWH programs.

MWH Commitments

MWH commits to:

- Comply with all laws that apply to the collection and use of personal information.
- Control the custody and maintain the confidentiality of the personal information its possession.
- Correct personal information when errors are identified.
- Disclose an individual’s personal information without their prior consent only when required by law, law enforcement activities, or in emergency situations where an individual’s personal security, health or life are at risk.
- Inform individuals and the appropriate government agencies when personal information has been inadvertently disclosed or released.
- Provide any individual with access to view their personal information on file with MWH.
- Use personal information solely for the purposes for which it was collected.
- Use physical, electronic, and procedural safeguards to protect its systems and all personal information under its control against loss or unauthorized disclosure, access, or use.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

Member Requirements

As a condition of membership in MWH or participation in its programs, individuals to whom this policy applies are required to:

- Provide the personal information legitimately requested by MWH.
- Permit MWH to use their personal information for its intended purposes.
- Inform MWH in a timely manner of changes or corrections to their personal information kept by MWH.

Regarding the personal in the custody of MWH, individuals are required to:

- Report immediately a Board member any known, suspected, or potential for loss, misuse, or unintentional disclosure of an individual’s personal information.
- Use personal information solely for the purposes for which it was collected.
- Not hoard or otherwise make copies of personal information.
- Not store or transmit personal information via unauthorized media, including their personal electronic devices.

Personal Information Collected

Personal employee information collected by MWH may include, but is not limited to, an individual’s name, date of birth, gender, home address, telephone numbers, email address, social media aliases, photograph, social insurance number, criminal record, marital status, health information, direct deposit bank account number, health information, family income, records of MWH- related illnesses or injuries, information of the individual’s siblings, parent or parents, legal guardian or guardians, spouse or children.

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Player Safety Policy

Policy Statement

The Millwoods Hockey Association (“MWH”) protects as practicable the health and safety of all people in its programs.

Policy Application

This policy applies to all MWH officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes (“members”) and all MWH programs.

MWH Commitments

MWH commits to:

- Comply with the laws that apply to health and safety in sport.
- Correct unsafe conditions reported to it.
- Investigate health and safety incidents.
- Keep injury records.
- Support the physical, psychological, and social wellbeing of its members.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

Member Requirements

MWH members are required to:

- Comply with MWH health and safety policies, procedures, standards, and instructions.
- Inspect their protective equipment before each use.
- Report to their parent or coach when they believe a piece of protective equipment, or sports facility is defective and / or harmful.
- Report immediately to a coach or other MWH official any health or safety incident, including violence, harassment, near misses, and unsafe acts.
- Stop immediately they are doing if they believe there is an undue hazard to the health or safety of any person.
- Be responsible for their own health and safety.

Version Control

- Version 1.0
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Violence Policy

Policy Statement

MWHA prohibits violence by its members and in its programs.

Policy Application

This policy applies to all MWHA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all MWHA programs.

This policy applies to any act of violence, no matter who is committing the violence, including domestic violence. It can apply to a single incidence of violence, or to a pattern of behaviours over time that indicate a person's predilection to violence.

This policy does not apply to the physical contact between players that is permitted under the Hockey Canada Playing Rules.

MWHA Commitments

MWHA commits to:

- Comply with the laws that apply to violence.
- Investigate every report of violence in its program and take corrective action as required.
- Maintain confidentiality throughout investigations of violence.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

Member Requirements

MWHA members are required to:

- Comply with the Hockey Canada Playing Rules as they pertain to violence.
- Not commit or threaten violence against any individual.
- Report to their coach or an MWHA director any act of violence they experience, witness, believe may have occurred, or suspect could occur in an MWHA program.

As MWHA may be a source of refuge for individuals experiencing domestic or family violence, members are encouraged to, but not required to, report to an MWHA director domestic violence that they are a victim of, a witness to, or suspect may be occurring.

Rights Under Law

Nothing in this policy is intended to discourage any person from exercising their rights pursuant to any law.

Version Control

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Hockey Operations

Registration Information

Registration

Hockey registration is performed online, through the website. Registrations are not accepted through mail or in person. To register and play hockey with MWA, the following conditions must be met:

- Proof of residency in the catchment area.
- Provide birth certificate and Alberta Health Care number for registering players.
- One parent or guardian (if existing) to have taken the Respect in Sport course.

Right of Refusal

MWA retains the right to, in its sole discretion, refuse to register any player. Such a decision will be based on a player's history of penalties, suspensions, or other misbehavior. The Hockey Director will coordinate the preparation of a report to the President in situations where a player will not be permitted to register.

Player Withdrawal

To withdraw a registration, you are required to notify the MWA Registrar and the Category Director in writing or via email of the request. Once this notification is received, MWA will notify Hockey Edmonton and the registration will be cancelled. Once this occurs, the individual withdrawing is not permitted to participate in any more MWA ice times. The MWA Registrar will notify the requesting party, once the withdrawal process has been completed with Hockey Edmonton

Financial Transactions

Non-payment of Fees

Fees and all other charges ("fees") are required to be paid in full prior to the start of evaluations, unless other arrangements have been made with the Registrar. Failure to fully pay fees, or to be granted alternative payment arrangements by MWA, will result in a stoppage-of-play order, which means a player is not permitted to participate in any team activity until payment has been received by MWA. Failure to pay fees can result in a player's registration being revoked for the season, the denial of any transfer request, or both. There is a \$35 charge for NSF cheques.

Vouchers

MWA members may choose to perform volunteer duties at casinos, registration events, or other volunteer activities that reimburse their time through the use of a voucher with an internal value. Vouchers are valid for use as payment toward MWA registration, MWA camps, or for team seed money. Vouchers attained through other organizations outside of MWA may also be used for registration and MWA camps.

Vouchers have no cash value, cannot be redeemed for cash, and expire two years from their date of issue.

Financial Hardship

MWA Hockey believes all children should be able to enjoy the game of hockey, regardless of the cost. Should a family face financial hardship that prevents their child from participating, they are asked to contact the Registrar.

Refund of Fees

A player who withdraws from MWA Hockey, prior to any evaluations, will receive a full refund of registration fees paid, less a \$75 administration fee and any applicable Hockey Canada / Alberta / Edmonton fees that have been assigned.

A player who withdraws from MWA Hockey, prior to placement on a team, but after evaluations have started, will be refunded fees paid, less any or all of the following:

- 50% of MWA registration fee.
- \$75 administration fee.
- Hockey Canada / Alberta / Edmonton fees.

To receive a refund of fees, complete a Refund Form and submit it to the Registrar via email (MWAAdmin@shaw.ca), indicating the reason for the request for the refund.

Withdrawals any time after evaluations are completed and teams are submitted to Hockey Edmonton: 100% registration withdrawal fee;

A player who withdraws from MWA Hockey and requests a refund after placement on a team, is ineligible for any refund of any registration fees paid. In extenuating circumstances, such as relocation or illness / injury, a refund may be considered solely at MWA discretion.

MWA Executive reserves the right to review and issue refunds based on individual withdrawal requests for health and injury related circumstances, relocations, etc. Refunds will be prorated based on a seven-month season (September – March) with no administration fee applied.

Player Evaluation and Placement Procedure

Objectives

This procedure is intended to:

- Clearly articulate how MWA places players on teams
- Outline how player adjustments may be made if warranted.
- Provide a fair, comprehensive, and timely evaluation that will be consistent with MWA philosophies.
- To place players in appropriate groups based on skills and maturity levels and, to clearly communicate the criteria for evaluation, prior to the evaluation camp.

Background

One of the most difficult tasks faced by a hockey organization is the process of player evaluation and team selection. Evaluations are the method of ranking the players to create the framework from which to assemble competitive teams within the Hockey Edmonton model of competitive recreational youth hockey.

The challenges are common, regardless of the size of the organization. It should be noted that there are many ways of approaching this process and all of them would be considered acceptable if, in the end, all players are given a fair and equal opportunity to exhibit their abilities, and the evaluators maintain their objectivity.

Overview of Roles

Within MWA Hockey, the evaluation process starts shortly after the Annual General Meeting. The Hockey Director meets with each Category Director to review and approve the evaluation process that will be used in a category. Variations to the evaluation format will be at the discretion of the Category Director, and the Hockey Director. It is the Hockey Director and the Category Director's responsibility to ensure that the process used is consistent with the MWA evaluation process.

Responsibilities

During the evaluation process, the Hockey Director is in contact with the Category Director to ensure the process is followed. As unanticipated situations may arise during the evaluation process, it may be necessary for the Category Director to make decisions relating to a specific instances. If the Hockey Director feels the decision is contrary to the intent of the guidelines, they may discuss alternatives with the Category Director. If resolution cannot be achieved, the two groups will meet with the President and Vice President of MWA to render a final decision.

It is important to note that the Category Directors are not responsible for evaluating players. Their duties are to facilitate the evaluation process, coordinate the necessary volunteers, collect/enter data from the evaluators, move players based on the findings of the evaluators and to review parent concerns during the process.

The Hockey Director is not responsible for evaluating players. Their duties are to ensure the process is clearly laid out for the Category Director, to ensure the Category Director is following the process, and to review the results to ensure they are consistent with the club's evaluation guidelines. After the evaluation process is complete, the Hockey Director are also expected to review parent appeals, to review suggestions for improving the evaluation process, and to recommend changes to the framework for next year's evaluations.

Evaluators decide player rankings. The Category Director and the Hockey Director are simply controls to ensure all players are ranked as fairly as possible according to our guidelines. It is these rankings that are the primary piece of information that is used to place players onto their teams. Evaluation rankings are primarily based on a player's performance during the current evaluation process. Their initial placement is based on where they were tiered the previous year. This previous year placement may be used in the event a tiebreaker is required during team selection at the end of the evaluation process.

General Process

The player evaluation process consists generally of three or more on ice sessions. All participants should understand that team selection is not complete until after the final evaluation takes place and the information has been reviewed by the Hockey Director and Category Director.

Participants will be contacted by a Category Director to inform them of their first skate time and arena. The Category Director will provide a schedule to the players at the completion of the first skate. Once the players have completed all their skates and have been ranked, teams are selected by the Category Director and Coaches according to skill level groupings. Generally, this is completed by deciding how many players will play on a team. For the duration of this procedure, we will assume there are 13 players per team for clarity in reading however, teams at different levels will most certainly have different team sizes and registration numbers may dictate that a team may end up with more or less than 13 skaters. During the team selection process the Coach(es) have the right to select a player on the criteria that they feel is important. An example of this is a coach may select a player(s) that have specific attributes (size, speed, defense, offense).

Once the Category Director has created all the teams, the Hockey Director reviews the evaluation sheets to ensure accurate data entry, and looks closely at team selection and tiebreakers. Their primary goal is to ensure there have been no oversights or errors made while selecting the teams.

The group(s) the player skated with during evaluations does not necessarily indicate what team they will be placed on. There is a finite amount of players per team, and in most cases, the difference in skill level between teams is extremely small. In some cases, 2-3 teams may be made out of a grouping of players that exhibit similar skill levels and may have skated together during evaluations. In the end, it is the responsibility of the Category Directors and the Hockey Director to ensure the evaluations are well organized, fair, accurate, enjoyable, and run with integrity so that the players can participate

competitively with and against players of similar skill and have an enjoyable hockey season.

Initial Player Placement

For the start of evaluation process, players who played with MWA in the previous season will be placed in groups according to the level that they played during the last season. The size of these groups will be determined by the Category Director to accommodate the evaluation of that specific age group.

First year, second year, and possibly third year players may be separated into 3 initial skating groups. Note that due to ice considerations, a complete segregation of initial skaters may not be possible.

Players moving to a new age category may not be placed in the top grouping of skaters for the initial evaluation ice session. The Category Director, with support from the Hockey Director as required, will make the determination based upon historical data.

New players to MWA will be placed in a group according to information provided to the Category Director prior to the evaluation. The level that the player played in the past season, in their previous association, will be used where available. The Category Director will make the final determination as to the initial placement of the player.

Players returning from club-level tryouts will be placed according to the guidelines as above. The length of time spent at Club level tryouts will not justify a higher placement for MWA evaluations.

Injured or Absent Player Placement

All injuries or absences will require a parent's note to ensure the absences are of a legitimate nature. The Category Director and Hockey Director reserve judgment as to whether or not absences are within reason. A player missing one evaluation session will not be penalized. The next skate will be at the last placement grouping. A player missing two evaluation sessions, without legitimate cause, will automatically be moved down one to two team(s) from where their final rankings would have placed them.

Injured or Absent Player Prior to Evaluations

A player injured or absent for the entire evaluation session will seed where the majority of their previous year team mates seed. However, the Category Director along with the Hockey Director (with input from the coaching staff) reserve the right to move the player up or down, based upon team skill level compared to the returning players' skill level.

A player returning from injury or absences part way through the evaluation process will begin their evaluation where the majority of their previous year teammates currently reside. Movement from that point forward, either up or down, will be based upon the returning player's performance.

Injured or Absent Player During Evaluations

A player injured or a player that is absent after the evaluation process has commenced will have their most recent evaluation session placement recorded. At the same time, the majority of their previous teammates corresponding evaluation session placement will also be recorded. The relative difference between the absent player's placement and corresponding majority of the teammates' placement will be used to seed the absent player at the conclusion of evaluations. This decision will be made by the Category Director and will be supported by the Hockey Director, the President, and Vice President if necessary. The player may be moved up or down after initial placement as in example 1-a above.

If after the 3rd round of evaluations a player is situated in group 4, which is one group above the group where the majority of previous year players are seeded, then the absent player will be placed in a group one down where the majority group end up.

A common occurrence during the evaluation process is the timing of the tryouts for MWA hockey and interscholastic sports. If players wish to be evaluated fairly, then they must attend as many evaluation sessions as they can. Interscholastic sports cannot be used as an excuse to miss evaluation sessions.

The above are guidelines on how to estimate where absent players should be placed. The Category

Director, in consultation with the Hockey Director, may move a returning player, either up or down, to a group where their skill level is more comparable.

Evaluator Qualifications

MWA utilizes the services of member volunteers, or a contracted organization, to conduct third party evaluations. This may be done for the whole association or individual age category with the approval of the board.

Evaluators are selected based on their hockey knowledge and experience level. The evaluator will not evaluate their child. The mark attained in this instance will be an average of the other evaluators. The evaluators will follow the directions and guidelines of the Category Director for each specific level. Coaches and assistant coaches and are strongly encouraged to volunteer their assistance with the evaluation process.

Evaluation Appeals

Any concerns should be brought forward to the Category Director as soon as possible. The director will be able to explain the process and provide you with general information as to the reasoning for a specific player's placement.

Should satisfactory resolution not be made between the parent and the Category Director, a request for a formal appeal must be made in writing and sent to MWA President. MWA will not accept verbal communication as an acceptable appeal. The Hockey Director will expeditiously review the evaluation data to date and will rule on the final placement of the child in writing to the parent, the MWA President, and the Category Director. The decision is made by the Hockey Director is final and binding. Further complaints must be issued in writing directly to the MWA President. Hockey Edmonton cannot intervene in cases of appeal by parents. All decisions are final at the zone level. Once a player is placed on a team, there will be no refunds issued if parents choose to revoke their registration.

Evaluation Criteria and Rating Scale

The evaluators are looking for game skills such as speed, transition at speed, puck control at speed, puck pursuit, physical play, defensive and offensive abilities, fore checking and back checking abilities. Players will move up or down various skating groupings based upon evaluator marks but only after the data has been tabulated by the Category Director. These movements will be reflected in the assigned skate time for a player's next assigned skate. Players will not move during or immediately after an evaluation skate. The skating group does not indicate the team placement.

Grades will remain confidential with evaluators and Category Directors. Grades are scored for specific game skills out of 5, overall skill out of 5. Grades are; 1 = not competitive with this group / 2 = below average / 3 = consistent with the majority of players at this group / 4 = above average / 5 = clearly superior within this group.

The evaluation process is designed to ensure fair, equitable, consistent treatment of all participants. The criteria may be modified, as required, to facilitate ice availability, volunteer availability and player registration, without compromising the integrity of the process. Players may be moved into different session groupings at the discretion of the Category Director.

Evaluation Methodology

A Database is retained with the records for each player's individual skill scores plus their overall ranking and overall group score for each evaluation session.

A player's final ranking is determined by averaging each of the normalized skate rankings over the three game simulation skates. Normalization is the process of mathematically ranking the players within a group by the average of the evaluator's rankings for that group and then the last player of one group is ranked one position ahead of the best-ranked player of the subsequent group. Mathematical ties are resolved in the following order; Second year players take precedence over first year players, returning MWA player take precedence over first year MWA player, Category Director will make a judgment call and it will be noted for the Hockey Director.

Principles of Evaluation Methodology and Review

Evaluations must: stand up to scrutiny, be easy to understand from a parent and player perspective, be challenging enough to clearly show a player's talent to evaluators, and be easy to administer. Evaluations must not be so challenging as to take the fun out or make players feel humiliated or upset in front of their peers.

Evaluation systems vary from club to club. No single method is perfect and, each year, the Hockey Director, the Category Directors, and the President review the evaluation process in an effort to continually improve the process.

All comments, suggestions and complaints are retained and reviewed and reported to the Board.

Recommendations by the Hockey Director should not be completed until the AGM meeting has been completed and a significant number of year end Coach and Player assessments have been received.

Recommendations for changes are then made by the Hockey Director and voted upon by the Board

Team Selection Process

The final player evaluation rankings are used to place players in ranked order and this ranked order is used to create the proposed teams. Team selection adheres to the ratings from the current evaluations only.

Principles regarding player/parent requests on team selection: Category Directors will try to accommodate all requests for player-to-player matches where requests are mutual between both players. In these cases, MWA will only permit player movement down to satisfy a request (e.g. Player on higher tiered team will be allowed to move down a tier). Prior to initiating these moves, the Category Director will discuss the proposed movement with higher placed player / parent to confirm their desire before implementing a change. Category Directors may exercise discretion to prevent a stronger player from dropping down too far, to ensure safety & competitiveness of all players on the lower team. Requests to match a player with a specific coach are

not routinely accommodated, and will only be considered under extenuating circumstances. Parents must ensure special requests are included on the player registration form and they should also discuss the request directly with the Category Director or Hockey Director during the evaluations.

When Category Directors identify a group of similarly skilled players which is larger than one team, they may choose to create two evenly balanced teams. This larger pool of players may allow the Category Director to honor more links.

Final goaltender ranking is completed using the mathematical averages for the goaltenders from all goaltender skates.

The number of players per team will vary by age category and even team by team within an age category. Teams can be made up between 12 and 19 players.

Players may be moved up or down 1 team if the need for a qualified volunteer head coach must be addressed.

Systemic and mathematical errors are also looked for in a review of the current process to make sure each player received a fair evaluation.

Team selection must be done within a framework of time as dictated by Federation Hockey (EMHA). The timelines do not allow for extended evaluations or mass player movement beyond the deadlines that are set out. The deadline is usually around the 3rd week of September to have team selection and head coaches finalized.

Coach Selection

MWHA strives to select the most appropriate head coach for each team, taking into account not only qualifications and experience but a coach that will demonstrate the use of the Coach Code of Conduct and the For the Good of the Game principles that give the players the most positive experience on and off the ice.

MWHA uses some or all of the following criteria in no particular order, to select the head coach of a team:

- Background
- Evaluations
- Experience
- Interviews
- References
- Training

In some cases, the Coach Selection Committee may choose to conduct interviews with candidate coaches in order to establish a better sense of candidate qualifications and suitability in the following areas:

- Coaching philosophy and style
- Adherence to fair play
- Conduct with officials
- Character evaluation
- Adherence to MWHA coach code of conduct

The Category Director and Hockey Directors will determine the need for an interview process typically if circumstances arise such as:

- Multiple coach candidates have applied, and the qualifications are too closely matched to make a straightforward decision.
- One of the coaching candidates is new to the MWHA organization. In such a case, all perspective coaching candidates may be interviewed.

The need for interviews is entirely at the discretion of the Category Director and Hockey Directors.

Coach Selection Procedure

The coach selection process consists of five distinct steps.

1. Identify Coach Candidates

Every coaching volunteer must submit a completed MWHA Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the:

- Role (e.g., head coach, assistant coach, manager, trainer, etc.)
- Category of hockey (e.g., U11, etc.)

Application forms are available from the MWHA website. All applications must be submitted prior to the completion of evaluations and team selection.

In most cases, the Category Director and Assistant Category Director will take names of individuals wanting to either Head Coach or be an Assistant Coach during evaluations.

2. Evidence of Experience and Qualifications

An applicant may be asked to provide copies of training certificates and other qualification as may be requested by the Category Director. Failure to provide such requested documentation may result in disqualification from the coach selection process.

3. Security Checks

Security checks are mandatory Coach candidates are required to provide the Administrator with their valid, current Edmonton Police Association Volunteer Security Check by November 15. Failure to provide or to pass the security check will automatically result in disqualification of the coach candidate from further consideration.

3. Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team after player evaluation and tiering, for the respective team, has been completed. The selection process will typically assign a coach candidate to a team based on player affiliation. In the case where there is no player affiliation, then the Category Director may assign a qualified coach that has no player affiliation.

5. Selection of Assistant Coaches

Typically head coaches will select their coaching staff; however the MWA Board reserves the right to recommend and/or refuse an individual's inclusion on team hard cards based on previous coaching, evaluations, or transgressions related to Fair Play, MWA Coach Code of Conduct adherence or behaviour issues.

Access to Coaches and Others

Coaches, the Executive Committee and the Board will communicate and be available to discuss matters of concern, clarification with parents, volunteers and other members of MWA Hockey.

Volunteer Screening

Application

This procedure applies only to volunteer procedures related to MWAH volunteers who are coaches, assistant coaches as these positions are in direct contact with players on a regular basis. Volunteers who are not in direct contact with players are not subject to this procedure but are subject to alternate procedures as may be developed by the MWAH Hockey from time to time.

Recruitment

Individuals who are interested in volunteering with MWAH are asked to submit a written application outlining their names, contact information, area of interest, experience and references. Application forms are found on the MWAH website.

Applications will be reviewed by the Category Director and or the Hockey Director(s) (or their backup) to assess suitability and qualifications.

Applicants will have their references contacted by the Category Director or their backup who will report the results of the discussions with references to the Hockey Director(s).

In cases where some information is insufficient, potential applicants may be referred to the CSC (Coach Selection Committee) for further review. The CSC is to be comprised of President, Vice-President, Hockey Director(s) and all Category Directors.

The most qualified coaching applicants who pass pre-screening are to be recommended by the Category Director to the CSC then to the MWAH Board for approval for coaching for a 1 year term.

Should there be any issues arising out of discussions with references, the Category Director will discuss the issues with the CSC. Should there be no issues arising, applicants will be voted on for approval by the MWAH Executive.

All on-ice volunteers approved by the Executive are subject to a police background check.

Should the police background check result in a concern being raised regarding the volunteer, the Hockey Director(s), MWAH President, Vice President, and the Registrar review and make the final determination as to whether the concern raised by the check is serious enough to void the application. Should the police check uncover a criminal past regarding any offence against a minor that is a safety issue with any MWAH individual, the volunteer's application is voided and another volunteer recruited.

Ongoing Supervision & Education

The Category Director will schedule coaching information sessions during the course of the season. One of those sessions will occur prior to the start of each season.

The Category Director for each age group will ensure that all on-ice volunteers are registered as on-ice volunteers with the MWAH Registrar to ensure that all on-ice volunteers are covered by the appropriate insurance.

The Category Director for each age group will ensure that all on-ice volunteers meet basic Hockey Alberta requirements for serving as volunteers.

The Hockey Director(s) and Category Directors will conduct "spot checks" of coaches during practices and, if possible, during games.

Coaches, assistant coaches, and parents are encouraged to have open lines of communication to the Category Directors and to the Hockey Director(s) with respect to any on-ice or dressing room concerns.

Any disciplinary issues regarding coaches are to be brought to the attention of the Category Director for resolution. Should the Category Director be unable to resolve the issue, notify the Hockey Director(s) and if needed the Vice President and / or the President.

Parents are encouraged to complete an MWAH coach and assistant coach evaluation distributed to them.

Player Affiliation

All players are eligible to affiliate to teams in the next tiering level, to the next category, or to club teams. Players are permitted to affiliate to one or two teams. and, once placed on an affiliating team's hard card, cannot change their team affiliations.

Affiliate forms will be filled out for all players on the team, but this does not obligate them to play on the affiliating team if they choose not to. MWA members are encouraged to affiliate to MWA teams only however, if they are planning to play at the club level in the future, then it may be in their best interest to affiliate to their home club.

Affiliation Agreement Forms are required to be submitted to the Category Director by November 1 to be eligible for affiliation.

Player Transfer

Purpose

The purpose of this policy is to make it clear to existing, and potential members of MWA Hockey the policy and conditions around transfer into and out of MWA Hockey. In addition to the specific requirements of Hockey Edmonton, the following the policy around all transfers.

Criteria

Prior to Season Start

Any player requesting a release from MWA are required to first apply to the MWA Registrar for approval. The MWA Registrar will inform the applicant of the decision after consultation with the Category Director and the Hockey Director. All requests for release are required to be done so in writing.

No player will be allowed to skate or try out in at MWA until they has been properly released by their home club or association.

After Season has started

If a parent believes there are extenuating circumstances after a player has already been evaluated and placed on a team, a written application is required to be made to the MWA Transfer Review Committee. The application is required to include all supporting documentation identifying the issues and concerns that have been brought to the attention of the Coach and Category Director. Details of the reason for the family wanting to leave must be provided in written format, along with actions taken by all parties involved.

Extenuating circumstances do not include perceived mis-evaluations, mis-tiered and/or general coaching issues.

Elite Stream (Club) Tryout

If players choose to register and try out for Elite Stream (Club) hockey, they are encouraged to register with MWA prior to the start of evaluations, in the event they are released and wish to return to play with MWA. This will allow them to join evaluations sessions without delay, as they cannot enter onto the playing rink unless they are registered with MWA. In the event the player is selected for Elite Stream hockey, MWA will refund the registration fee.

Parents and players must be aware that choosing to try out for Elite Stream hockey is done at their own risk. If released, MWA cannot make special accommodations for these players and will not hold roster spots on tier one teams. It is important to understand that players who are dedicated to the entire evaluation process through MWA are given preferential treatment over players that enter the evaluation process late due to Elite Stream Hockey.

MWA will make every attempt to place players released from Elite Stream Hockey in the proper tier based on their skill set while maintaining fairness to existing players.

Team Operations

Head Coach Duties

Each head coach is accountable to:

- Attend coaches meetings as requested.
- Communicate regularly with parents regarding practices, games, schedules, fundraising, and so on.
- Deal fairly with players and parents at all times.
- Ensure each player has the maximum opportunity to develop their potential.
- Ensure ice allocated to their team is used and does not go to waste.
- Ensure proper supervision of players at all times.
- Get support from other team officials as needed.
- Operate the team within MWA policies and guidelines.
- Recognize that hockey is one of many priorities for player and their parents.
- Respond to the needs and skills of individual players.
- Respond to the questions and concerns of parents.
- Select players, when such a procedure exists, solely on observed player performance.

Team Manager Duties

Each team manager is accountable to:

- Arrange for player transportation, accommodation and meals when travelling.
- Ensure team finances are in order.
- Manage player registration cards and sheets.
- Organize and manage parent committees that may be set up from time to time.
- Perform off-ice managerial and organizational tasks.
- Prepare and maintain a team budget.

Trainer Duties

Each team trainer is accountable to:

- At all times prioritize and protect the health and safety of players.
- Complete appropriate training in first aid, sports injury recognition and treatment, etc.
- Inform players and team officials of known hazards to their health or safety.
- Remove from any game, practice, dry-land training, or any other physical activity any player who appears to be injured.
- Use their own observations and best judgment when determining whether or not a player is injured, irrespective of what the player or others may say.

Team Bank Account

MWHA provides for teams to open and use a bank account. MWHA does not permit the use of any personal bank accounts or accounts set up at other financial institutions outside of those approved by MWHA to conduct MWHA business.

Criteria

The MWHA Treasurer will arrange for the setup of each individual account. Teams are required to have two signing authorities per team account (plus the Treasurer) and arrange for those to go to the bank to finalize the account setup. The head coach or their spouse cannot be a signing authority.

Financial Institution: Servus Credit Union

- 2957 Millwoods Road.
- Branch Contact Information: TBD
- Servus will provide up to 25 cheques on the initial request.
- Servus will provide an ATM card for deposits only.
- Servus kindly asks to please bring a copy of the Parents Meeting Minutes listing the signing authorities.
- Name on the account is MW###

Referee fees for U9, U11 and U13 will be deposited once your account has been opened. The Treasurer will send a list to the Servus representative and as accounts are opened the referee fees will be deposited.

Servus does require some personal information to open a team account.

Vouchers (if received as seed money) can be forwarded to the MWHA Treasurer who will deposit funds into your account – please contact treasurer@millwoodshockey.ca for more information.

Team Operating Funds and Budgets

All teams are responsible for 'team bank accounts' as issued by MWHA and as outlined in the Team Bank Account Policy. Accounts require a minimum of two signatures to withdraw funds, and be cleared and closed by May 31 of the current season. Any surpluses should be equitably reimbursed to the parents. Accounts are not to be carried over to the following season. If surplus money remains in the team bank account after April 30, the money will be transferred into the MWHA general account. It can no longer be claimed by the team.

It is recommended that teams prepare budgets for anticipated expenses such as additional practice ice, tournament fees, team clothing purchases and team parties. Team officials should seek consensus from the parents on the team's financial requirements and the potential methods of fundraising. Parents should be provided with options of paying their share with cash or through team-organized fundraising activities.

The hockey experience can be expensive and team officials should be sensitive to the financial capabilities of the parents. Team officials and parents are encouraged to help find team sponsors and to notify the MWHA Communications Director accordingly for acknowledgement. Team Managers are encouraged to provide game schedules and team pictures to sponsor(s).

Team Sponsorship

MWHA encourages teams to seek sponsorship as a form of fundraising. However, management of these sponsorships is left to the individual teams. The following guidelines should be considered when using sponsors for your team:

- If possible, use a banner to promote the team sponsors. Cost for the banner to be borne by the team.
- MWHA cannot provide a tax receipt for donations, as it is not a registered charity.
- Provide a plaque valued at no more than \$35 and present it for sponsorships over \$500.
- Sponsorship patches cannot be attached to any MWHA game apparel.
- Ensure the sponsor is acknowledged on the team website.

The commitment and support from the communities and businesses of the southeast makes it possible for MWHA to offer a quality program at affordable rates. Many individuals work hard to assist with the financial well-being of MWHA and its teams. Sponsorships and donations are an extremely important part of the overall success of our organization.

Support to Participate in Provincial Finals

In the highly likely and very awesome situation where an MWHA team qualifies for Alberta provincial finals, financial support will be made available to the team, as listed below.

- If Provincials are hosted over 160 km from the City of Edmonton, MWHA will provide up to \$5,000 for the funding of a bus, if used, and \$2,500 toward accommodations.
- If Provincials are hosted between 100-159 km from the City of Edmonton, MWHA will provide \$2,500 toward accommodation.
- If Provincials are hosted under 100 km from the City of Edmonton, MWHA will provide the team with \$500.

Bench Staff Insurance Coverage

Hockey Alberta requires all bench staff to have insurance during games and practices. MWHA will cover the cost of the insurance premium for up to 5 bench staff. If a team requests to have more than 5 bench staff, inclusive of the Head Coach, on the hard card, the team will be expected to pay the insurance premium for each additional individual. The insurance premium rate will be established by Hockey Alberta.

Non-parent Coaching Staff

MWHA utilizes the many coaches that have coached through our feeder programs, but is not opposed to using a non-parent coach(es). All coaches are volunteers, including non-parent coaches.

Practice Ice No Show

MWHA distributes practice ice to all teams when it is allocated to the association from Hockey Edmonton. There are many ice user groups that are vying for ice as it is in very high demand. MWHA expects all teams to utilize the ice allocated to them for practicing the game of hockey in a complete and efficient manner.

If a team cannot use an ice slot, they must contact the ice allocator, who will attempt to resell it. In the event the slot is not sellable the team is still responsible for the cost.

If a team does not use ice slot and it is deemed a no-show, the team will be expected to pay for the ice. Multiple no-shows will be reviewed by Special Committee who will determine an appropriate course of discipline to the team. Sanctions may be levied and all decisions of Special Committee will be final.

Apparel and Equipment

MWHA recognizes that a standard set of colours may provide for recognition of teams when participating in competition; cost benefits for equipment purchase; and a unifying experience for players, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing the MWHA logo are designed to provide season-to-season continuity and reduce costs to parents.

All equipment (jerseys, coaching aids, etc.) loaned out to coaches, players or parents is the property of MWHA Hockey and must be returned by the end of the season on the date requested by the Board or the Equipment Coordinator.

Any player or parent not returning equipment on loan will have the cost of the items added to their registration for the following season or deducted from any fees due from MWHA.

Those players not returning to MWHA Hockey and refusing to return the equipment may be subject to civil court action to recover the cost of the items.

Should any piece of the players or association equipment be cut off or damaged as a result of treatment for an injury, please ensure the proper section of the Hockey Canada Injury Report Form is completed in order that the cost of these items may be recovered.

Pucks, Puck Bags And Pylons

Teams will be supplied each season with 75 pucks and one puck bag. Any replacements over and above this for lost or stolen pucks will be the responsibility of the team.

The 75 pucks issued to a team are required to be turned in at the end of the season.

First Aid Kits

Each team issued one (1) first aid kit. first aid kits are to be returned by the end of the season.

Jerseys

MWHA Hockey supplies game jerseys as follows:

- U7 teams: one set
- U9 and U13: two sets, Home and Away.

Only MWHA Hockey issued jerseys are permitted to be worn by players during games. Jerseys are to be kept in team jersey bags ONLY. Jerseys are to be washed and hung to dry after every game.

Player name bars on jerseys are optional. For those that do choose to affix name a name bars, the following rules apply:

- They are consistent looking amongst all players.
- Name bars are to be affixed and removed by Mero Sportwear only and costs are the responsibility of the team.

Other Rules

- Damage to jerseys or equipment is assessed to parents, coaches, or managers at the sole discretion of the MWHA Equipment Coordinator.
- No patches or crests of any kind, other than the MWHA Hockey logo, is worn on any MWHA jersey, unless it is a specific requirement of Hockey Canada or Hockey Alberta.
- Teams are responsible for the caretaking and frequent cleaning of the jerseys on through the season.
- Game jerseys are to be worn during games only and NOT be worn at practices or any other events except where approved by the Equipment Director.
- Game jerseys may be worn by players who are involved in a fundraising event in order to identify themselves, such as in bottle drives. Games jerseys will not be worn to any events in which damage may occur to the jerseys.



Appendices

Appendix A: Glossary of Key Terms

Bullying

“Bullying” includes verbal, physical, social, and web-based acts that

Verbal bullying includes behaviours such as:

- Harassing using sexualized language
- Making or telling jokes that shame or humiliate someone
- Making racist, sexist or homophobic comments
- Name-calling, insults and put-downs
- Teasing or taunting
- Threatening

Physical bullying includes behaviours such as:

- Froshing or hazing
- Grabbing or choking
- Hitting, slapping or punching
- Making obscene gestures
- Pushing or kicking
- Spitting
- Stealing or damaging property

Social/relational bullying includes behaviours such as:

- Ganging up on someone
- Gossiping or spreading rumours
- Ignoring or denying someone’s accomplishments
- Keeping someone away from their friends or peers
- Leaving someone out

Cyberbullying includes behaviours such as:

- Creating online polls to rate people in demeaning or hurtful ways
- Sending mean or hurtful content through texts, email or social media
- Taking embarrassing pictures of someone and sharing them online without their permission
- Using someone else’s account and sending hurtful content while pretending to be them

Bylaws

“Bylaws” means the bylaws of MWA, which are in force and which may be amended from time to time.

Harassment

“Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to another person, or adversely affects the worker’s health and safety. Harassment includes (a) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and (b) a sexual solicitation or advance. Harassment does not include any reasonable conduct of a Coach performing the duties of a hockey coach.

Good Standing

“Good standing” means a person who has paid all fees, provided all such information required and to the satisfaction of the Registrar and is not serving a suspension as determined by the Hockey Director or is currently not before the Hockey Director.

Violence

“Violence”, whether at a worksite or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

MWA Member or “Member”

“Member” means any person who has been admitted to membership in MWA Hockey and is in Good Standing. Only one parent or guardian is able to vote at the Annual General Meeting.

Appendix B: List of Forms

MWHA uses a number of forms to facilitate consistent operations and valid data, including:

- Fees Refund Form
- Injury Report Form
- Parent Declaration Form
- Permission Form--Sanctioned Activity
- Player Medical Form
- Player Movement Form
- Substitute Goaltender Request Form
- Team Injury Log
- Volunteer application form