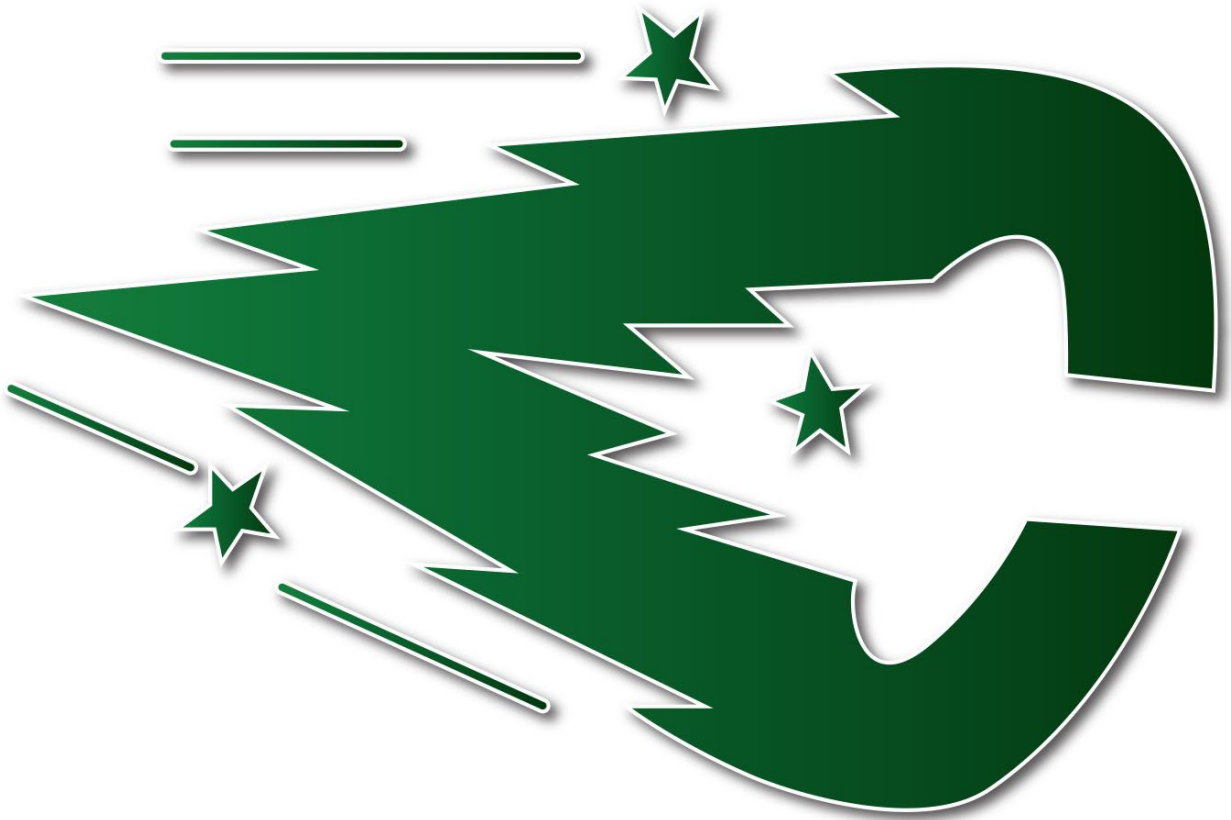


Saskatoon & District Female Hockey Association

Saskatoon Comets Zone



POLICY MANUAL

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NOTE:

Changes, additions or amendments to the Policy Manual are a function of the Comets Executive. Any changes or amendments to this document can only be made by a **2/3** vote. This may only happen once a year, at the March meeting of the executive following review and recommendations of the Constitution and Policy Review Committee.

Saskatoon & District Female Hockey Association (Comets Zone) is referred herein as S&DFHA.

EXECUTIVE LIMITATIONS

1. General Constraint
 - a. The executive must not cause or allow any practice, activity, decision, or organizational circumstance which is imprudent, illegal, or in violation of commonly accepted business and professional ethics.
 - b. The executive must provide a signature and adhere to Associations Code of Conduct Agreement.
 - c. The executive will provide a current Criminal Record Check per position term.
2. Financial planning
 - a. The executive will base budgeting on adequate information, utilization of history, and realistic projections.
 - b. The executive will account for long term spending and capital requirements.
3. Treatment of members and the public
 - a. The executive will provide open and transparent communications with the members, officials of the association, and any other parties deemed critical to the operation of the association.
 - b. The executive will not allow conditions which are unsafe or disrespectful.
 - c. The executive will ensure that member confidentiality is respected and maintained.
 - d. The executive will use methods of collecting, reviewing, storing, or transmitting of member's information, which protects against improper access and ensures privacy of information.
 - e. The executive will provide an environment that supports and promotes health, physical comfort, and personal dignity.
 - f. The executive will ensure that all members, team officials, and players are aware of the association's requirements in terms of respect.
4. Communication
 - a. The executive shall endeavor to provide all members with adequate information to make informed and ethical decisions.
 - b. The executive shall not intentionally mislead the general membership in terms of financial or operational decisions
 - c. All policies shall be deemed dynamic in nature and the executive shall continually monitor the relevancy of these policies, modifying as required.
5. Public Image
 - a. The executive shall not endanger the organizations public image or credibility, particularly in ways that would hinder its accomplishment of its goals.
6. Information Management
 - a. The executive shall not fail to maintain accurate records of the operation of the organization including archival data critical to the operation of the association.
 - b. The executive shall include accurate bookkeeping, and recording of minutes of all general and executive meetings.
 - c. The executive shall provide within 21 days any reasonable request for information by an active member or affiliated organization.
 - d. The executive shall submit all relevant information upon request to satisfy any and all legal audit requirements dictated by the nonprofit corporation act.

7. Meetings
 - a. The executive shall ensure that both an Annual General meeting will be scheduled and held.
 - b. The executive shall notify the general membership of these meetings through electronic and/or non-electronic means.
8. Fees
 - a. The executive shall annually review and post
 - b. The executive shall ensure all registration fees are collected in a timely manner.
 - c. Executive members shall receive an honorarium equal to their eldest child's registration fee after one year of service and fulfillment of their duties as defined in the constitution.

Amended: August 2015

S&DFHA POLICY # 2

EXECUTIVE MEMBER DISMISSAL

This policy is to provide general guidelines in regards to the obligation of the executive to remove or dismiss a current member of the Executive. This by no means covers all individual occurrences and is a guideline only.

1. With some occurrences legal action may be required
 - a. Theft, embezzlement, and financial misrepresentation
 - i. Immediate suspension of the person(s) allegedly involved
 - ii. Referral of all relevant information to the RCMP/City Police.
 - b. Any breach of the Harassment policy S&DFHA Policy # 4
 - i. Immediate suspension of person(s) involved
 - ii. Refer to legal advisors and/or refer case to the RCMP/City Police.
 - c. Criminal behavior outside the organization
 - i. Immediate suspension of person(s) involved
 - ii. Refer to legal advisors to determine best course of action
2. Dismissal where legal action is not required
 - a. Any breach of the current policy manual as outlined
 - i. The person facing disciplinary action must be given the opportunity to fully state the occurrence and the reasoning behind the occurrence.
 - ii. Dependent on the severity of the occurrence the executive may impose actions other than dismissal, which may include but not limited to warning letters, suspensions or reduction of privileges.
 - b. Any act which goes against the constitution or articles of incorporation
 - i. The person facing disciplinary action must be given the opportunity to fully state the occurrence and the reasoning behind the occurrence.
 - ii. Dependent on the severity of the occurrence the executive may impose actions other than dismissal, which may include but not limited to warning letters, suspensions or reduction of privileges.
3. Disciplinary actions
 - a. All proceedings must be fully documented with the resulting action contained within a motion that is contained within the minutes of the executive meeting in which it is determined.

- b. All backup documentation must remain secure and the privacy of all involved must be protected. The release of this information can only be made to legal authorities upon written request. Failure to adhere to the privacy rights of all involved will result in immediate dismissal.
- c. The removed member has the right to appeal per the appeal process below.

4. Appeal Process

The dismissed member may appeal this decision as per the appeal process outlined in the Association. This process is as follows:

- a. The appeal must be in writing and made by e-mail. It must outline all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee;
- b. The appeal must be dealt with by the Appeals Committee within fourteen (14) days of receiving the written appeal and the decision shall be in writing and emailed within four (4) days of the decision;
- c. The Appeal Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding except for those avenues of recourse provided by SMHA, SHA and Hockey Canada. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone within 48 hours of the decision and in writing;

All decisions will be final and will be communicated by phone within 48 hours of the decision and in writing.

RESIGNATION OF AN EXECUTIVE MEMBER

Resignation of an Executive Member during their term is required in writing to the Commissioner/Assistant Commissioner. If honourarium is applicable, any amounts in question will be discussed and voted on by the Executive. Should the Commissioner resign, the Assistant Commissioner will assume all Commissioner duties and responsibilities until such time as a new Commissioner is appointed by the Executive.

Amended: March 2019

S&DFHA POLICY # 3 - FURTHER REVIEW REQUIRED

ALCOHOL AND ILLEGAL DRUG USE:

S&DFHA follows the Alcohol and Drug Use Policy from SMHA as indicated below:

PLAYER AND COACH CONDUCT POLICY

Player Conduct Policy

The use of alcohol and controlled substances or the abuse of non-prescribed pharmaceuticals is prohibited at all games, practices and any minor hockey team functions under the jurisdiction of the Saskatoon Minor Hockey Association (SMHA).

Those individuals in contravention of the above will be required to attend an assessment and counseling session(s) as prescribed by SMHA.

Additionally, first time offenders will be required to sit out a two consecutive game suspension. The individual is required to attend their team's games and to practice with the team during this suspension.

Second time offenders will be required to attend an assessment session(s) followed by additional counseling sessions as prescribed by SMHA. Additionally, the second time offender will be required to sit out a ten consecutive game suspension. The individual is required to attend their team's games and to practice with the team during this suspension.

Third time offenders will be required to attend an assessment session(s) followed by additional counseling sessions as prescribed by SMHA. Additionally, the third time offender will be required to sit out a one calendar year suspension. The individual is required to attend counselling sessions during this suspension.

Failure to abide by these regulations will result in an indefinite suspension.

Coaches, Assistant Coaches and Team Officials Conduct Policy

The use of alcohol and controlled substances or the abuse of non-prescribed pharmaceuticals is prohibited at all games, practices and minor hockey team functions under the jurisdiction of the Saskatoon Minor Hockey Association.

Coaches, Assistant Coaches and Team Officials in contravention of the above will be subject to disciplinary action by the Saskatoon Minor Hockey Association Executive in accordance with Saskatoon Minor Hockey Association's Bylaws and Regulations: Regulation IX, Point 5:

"Any Official, Coach, Manager, District Representative, Team or Player may be subject to disciplinary action by the President or his Designate".

Amended: August 2015

S&DFHA POLICY # 4

ABUSE/NEGLECT, HARASSMENT AND BULLYING POLICY

1. ABUSE AND NEGLECT

- a. When any person has reasonable grounds, in the course of S&DFHA business, activities or events to believe that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or appropriate police authority. S&DFHA Commissioner should also be advised of the intent to report.

- b. S&DFHA shall take no further action until such time as the authorities have concluded their investigation unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.
- c. The matter shall then be dealt with as a disciplinary matter pursuant to the Disciplinary Committee procedure outlined in S&DFHA policies and the report of the investigation carried out by authorities may be utilized as required by S&DFHA.

*The definition of abuse and neglect will be consistent with that of the Criminal Code of Canada, Hockey Canada and Saskatchewan Hockey Association.

2. HARASSMENT

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing
- Any form of physical assault or abuse
- Any sexual offence
- Behavior such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative, hostile or uncomfortable environment

3. BULLYING

Bullying involves a person expressing their power through the humiliation of another person. Bullying describes behaviors that are similar to harassment or behaviors between youth or between adults that are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying. The issue of bullying is not addressed by the law; however, bullying behavior is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults; constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (engage in bullying as well as provoke bullies to attack by taunting them). The following is a non-exhaustive list of tactics used by bullies to control their targets:

- unwarranted yelling and screaming directed at the target
- continually criticizing the target's abilities
- blaming the target of the bullying for mistakes
- making unreasonable demands related to performance
- repeated insults or put downs of the target
- repeated threats to remove or restrict opportunities or privileges
- denying or discounting the targets accomplishments

- Threats of and actual physical violence
- Via Texting/Social media

Any breach in the above mentioned Abuse/Neglect, Harassment, and Bullying Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association (Refer to S&DFHA Policy # 7).

Amended: March 2019

S&DFHA POLICY # 5

SOCIAL NETWORKING POLICY

S&DFHA abides by the following Social Networking Policy provided by SMHA:

Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests. The SMHA understands and appreciates the importance of social networking as it relates to the personal lives of its members.

Some common sense rules should guide SMHA members when using social media. Failure to follow these guidelines may result in disciplinary action from the SMHA Discipline Committee.

Members should not make statements that are demeaning to SMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with SMHA.

Members should not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential.

Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc. (Example, posting a fight online would be considered inappropriate).

Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the SMHA and SHA.

Members should be advised that SMHA owns and maintains all legal rights to its email and network, and any email passing through these systems is owned by SMHA. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a corporate network and corporations have the right to monitor any and all use of their computer network.

Members should not contact other players, coaches, team officials or referees via any form of social media.

The use of cameras of any type is prohibited within team dressing rooms, washrooms and shower areas or other areas where privacy should be expected (i.e. hotel rooms).

Amended: March 2019

S&DFHA POLICY # 6

CODE of CONDUCT

It is the intention of this code to promote positive behavior and respect for all participants within the S&DFHA. All Executive members, coaches, parents, and players in select age divisions must sign an agreement stating that they will observe the principles of the Code of Conduct before being allowed to participate in the S&DFHA.

By signing this document the individual agrees to abide by the principles of the CODE OF CONDUCT as set by S&DFHA and supported by Hockey Canada. They also agree to abide by the rules, regulations and decisions as set for the S&DFHA.

Any breach in the above mentioned Code and Association Constitution and Policies may result in disciplinary action that ranges from a verbal warning to removal from the Association (Refer to S&DFHA Policy # 7).

EXECUTIVE MEMBERS – Code of Conduct will be put on the first Executive Meeting Agenda following spring elections. The Executive will review and discuss each item and sign contract. Secretary will acquire and maintain original signed documents.

COACHES – Code of Conduct will be discussed and explained at the annual pre-season Coaching meeting. Each Head Coach and/or Assistant will be required to submit a signed contract to their team manager.

PARENTS/GUARDIANS – Code of Conduct will be provided by the team manager and a parent/guardian signature will cany person acting as the player's guardian during S&DFHA activities.

PLAYERS – Applicable to Peewee, Bantam and Midget age divisions only. Code of Conduct will be provided at the beginning of the season. Each player will be required to submit a signed contract to a Team Official (Head Coach or Manager) on or before first SMHA scheduled ice time.

Team Manager will be responsible for keeping all contracts through the season in case they are required and will destroy these contracts at the conclusion of the season.

Refer to Appendix A for Code of Conduct Agreements.

Amended: March 2019

S&DFHA POLICY # 7

COMPLAINTS, DISPUTE RESOLUTION AND DISCIPLINARY ACTION

S&DFHA expects all members; Executive*, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators. When these standards cannot be met they may be dealt with by:

Level 1 - A verbal reprimand (from Disciplinary Committee)

Level 2 - A written reprimand (from Disciplinary Committee)

Level 3 - A suspension from participation in or at specific and defined Association activities, or a complete suspension from participation in or attendance at all Association activities.

Level 4 - Expulsion or a combination of any or all.

Level 5 - Depending on the severity of the incident, the Executive may choose to bypass any or all levels.

Any disputes the Executive and/or member is involved in must be first stated in writing by the complainant to the Assistant Commissioner.

Some disputes, depending upon nature, may be dealt with by SMHA.

* If disciplinary action for an Executive member involves expulsion, S&DFHA Policy # 2 *Executive Member Dismissal* will be applicable.

Discipline Committee

The Discipline Committee will consist of the Assistant Commissioner as Chair of this committee and two other members of the Executive. These two members will be decided upon by a vote of the Executive at the May meeting of each year. An Executive member must declare a conflict of interest if they are directly or indirectly involved in the incident. The Commissioner will preside determination of conflict of interest and appoint a replacement for that particular case.

The Discipline Committee shall have the power to suspend summarily any player, coach, manager, team official, member or individual for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee for such period of time as the Discipline Committee deems appropriate.

Disciplinary action will be commenced by the Discipline Committee only after a written report is prepared by game officials, or any other interested individual which written report must be received within ten (10) days of the incident by the Assistant Commissioner.

Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

Any suspension or action that exceeds 31 days must go to the entire executive for deliberation and subsequently a vote which will require 2/3 approval to go forward.

A suspended person may appeal any suspension imposed by the Discipline Committee by giving written notice to the Commissioner within seven (7) days of the date of the suspension. Such appeal shall be heard by the Appeals Committee at its next regularly scheduled meeting following the date of receipt of the appeal or within seven (7) days, whichever occurs first. Any suspension of five (5) games or less shall be without the right of appeal.

Appeals Committee

The Appeals Committee shall consist of 5 members of the Executive (these individuals will not be present members of the Discipline Committee), including the Commissioner who shall chair the Appeals Committee, the other four members will be elected at the first meeting of the executive in May of each year.

The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee.

The Appeals Committee may re-admit any team, player, team official, or referee or uphold or modify any decision made by the Discipline Committee.

An appeal may be made by email and will be put on the agenda for the next S&DFHA meeting to be discussed and decided by majority. All appeals must be requested in writing to the Commissioner.

The Appeal Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding except for those avenues of recourse provided by SMHA, SHA and Hockey Canada. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone within 48 hours of the decision and in writing.

In the case of a multi year suspension or dismissal, the suspended or dismissed individual(s) may have the opportunity to submit a request to the Executive to a review the dismissal during the next off-season Executive Meeting. The Executive has complete discretion whether to approve or reject this request. The decision to hear this request will involve the 2/3 approval of the Executive. If approved the entire Executive will participate in the deliberations and their decision final. This will be communicated both by phone and in writing within 48 hours of the decision.

Dispute Resolution Protocol

A large amount of problems that are directed at the Executive level to solve could possibly be solved at the team level. To this end, there is a Problem Solving Protocol that should be followed for most incidents before proceeding to the executive. Documentation should be kept to lend credibility to the complaint and in case more problems arise in the future. This documentation should include the time, date, and place of the events, names of the parties involved and any names of any witnesses. Also a specific outline of the exact problem/issue, the desired outcome or resolution you are looking for and any attempts to reach that outcome/resolution.



Step 1 - 24 hour rule. You are to wait for 24 hours before you bring forth your concern. This allows for a more level head and ensures your perception of events is accurate. Document the concerns even if you choose to ignore the issue at this time as a record of the incident may be useful at a future time should the action repeat itself.

Step 2 - Contact the manager to present the parents concerns with the head coach a minimum of 24 hours after the incident. Parents will be asked to document their concern. Following this procedure allows for parents to present their concerns in a structured format. The manager will then set up a meeting where all parties involved should be present as well as an executive member. The manager should take notes to keep record. Should the manager be involved no more than three other parents of the team should facilitate the meeting. The goal of the meeting should be to problem solve, not win an argument.

Step 3 - If the problem fails to be solved at the team level the age group coordinator should be involved. All documentation will then be provided so that an assessment of the prior resolution can be made. The coordinator will consult with the parties involved and try to come up with a course of action to put closure to the matter.

Step 4 - Refers the matter to the Executive Disciplinary Committee to determine what disciplinary action is necessary. All documentation must be provided to determine what solutions were attempted.

Any incident that the Executive deems as harassment will be dealt with under the guidelines of the Abuse/Neglect, Harassment and Bullying Policy.

Amended: March 2019

S&DFHA POLICY # 8

CRIMINAL RECORD CHECKS

To ensure the safety of players, S&DFHA follows the Criminal Record Check policy from SMHA as follows:

Criminal Record Checks – Registered Team Officials:

Each hockey season, all registered team officials (registered by SMHA in the Hockey Canada Database) are responsible for providing a current Criminal Occurrence Security Check (COSC) that has provided the Police consent to do a search within the vulnerable sector (dealing with minors).

Process:

Registered team officials will obtain an original authorization letter from their Zone Commissioner or designate authorizing the individual to obtain a COSC as a registered team official with SMHA. The registered team official will submit the authorization letter along with their completed COSC application to the Saskatoon Police Service.

The authorization letter must be an original letter on SMHA letterhead signed in blue ink by the SMHA President and/or the SMHA Executive Director. Submitting the letter with the COSC application will insure that the applicant is charged the non-profit / amateur sports sector rate of \$10.00 per COSC.

All registered team officials must submit the original copy of the COSC letter they will receive back from the Police Service to their Zone Commissioner or designate no later than December 15th. If you are a team official on another SMHA team, only one COSC must be completed. Please provide a copy of your COSC letter to the other zone that doesn't hold the original if you are listed in two zones.

Registered team officials who do not submit their COSC letter to their zone by December 15th will be subject to a \$50.00 fine and will not be permitted to be registered to a team the next season until a COSC is submitted to their zone. Funds from fines will be directed back to the zones for use in player financial assistance.

Amended: March 2019

S&DFHA POLICY # 9

REGISTRATION

All registration policies from SMHA will apply to players within S&DFHA in addition to those listed below:

1. No player may participate in Association activities unless he/she is properly registered with S&DFHA
2. Registration Fees shall be set annually by the Executive.
3. A player is considered to be registered when a completed registration form has been filed with the Registrar of the Association AND all fees have been submitted.
4. Age verification and Saskatchewan Health Card is required for all players not previously registered with S&DFHA.
5. As per SMHA registration policy, all players will be registered only in appropriate age categories.
6. All Payments shall be submitted at time of registration by credit card, cash or cheque. Payment may be made in installments, as per dates set on Registration Form.
7. A \$25 administration fee will be charged for each NSF cheque.
8. Players with outstanding Registration fees after September 1st or Team fees after December 1st will be suspended from all S&DFHA activities until balance is paid in full unless other arrangements have been approved by the Executive.
9. Any outstanding fees from the previous year must be paid in full prior to the registration being accepted for the current year.
10. Saskatoon Comet players that are planning to attend try-outs for GSHL and AAA teams are required to register through the Comets zone. Registration fees will be collected by Saskatoon Comets if a player returns to the Comets Zone.
11. Late Registration Fee Policy –
 - a. 100% of full registration fee if a player registers before November 1st.
 - b. 80% of full registration fee will be required if a player registers on or after November 1, but before December 15.
 - c. 60% of the full registration fee will be required if a player transfers in from another zone or registers on or after December 15, but before January 10.
12. Financial Assistance
Financial Assistance may be available through the Kidsport program. Please contact Kidsport directly or look under forms on our website for applications and deadlines.

- Registration forms must indicate whether Kidsport Funding has been applied for.
- Kidsport will notify S&DFHA and the parent/guardian of the amount of funding being approved.

- In the event that Kidsport does not approve the full amount requested, parents/guardians are responsible for submitting the balance, according to payment policy above.

13. Refunds

Registered players deciding not to play will be issued refunds according to the refund policy listed in Appendix B

Amended: January 2019

S&DFHA POLICY # 10

EQUIPMENT GUIDELINES

1. Equipment Management:
 - a. S&DFHA Division Coordinators and Equipment Manager will purchase, maintain, distribute and control any equipment, which is provided by the Association.
 - b. S&DFHA Division Coordinators and Equipment Manager will maintain an accurate inventory of all equipment and report this information to the Association.
 - c. S&DFHA Division Coordinators and Equipment Manager will deliver reports and take part in discussions related to equipment in their age division.
 - d. S&DFHA Division Coordinators and Equipment Manager shall submit a budget request for Association approval prior to the start of each season. The association must approve all expenditures.
 - e. All equipment, when not in use, shall be stored in a place approved by the Association.
 - f. Each team will be required to provide a credit card number for an equipment deposit at the beginning of each season which will be shredded at the end of the season with the return of the team jerseys and equipment. This deposit is the responsibility of the Head Coach but can be taken care of by the Team Manager or other team member if they so choose.
2. Jerseys
 - a. All teams will have two sets of jerseys (home and away) and a travel bag for both sets.
 - b. Jerseys are the sole property of S&DFHA and are to be worn only to Association-approved hockey games and special events. Although he or she may designate an alternate team official (i.e. trainer) to take care of team jerseys, the Coach shall have the final responsibility for them until they are returned to the appropriate Coordinator at the end of the season.
 - c. Jerseys should be dry cleaned or laundered during the season, and must be cleaned before being returned to the Coordinator. When laundered, they are to be washed in cold water, using detergent that contains no bleach and no scents and they are to be hung to dry. Please refer to care of equipment and jerseys in Appendix D.
 - d. Upon the recommendation of the Coordinator and/or Equipment Manager, a Coach may be levied a charge to replace jerseys that are not returned or which are returned in a state suggestive of misuse.
3. Goal Equipment:
 - a. Leg pads, upper body protectors, trappers and blockers may be made available to goaltenders in Initiation and will be available to goaltenders in the Novice and Atom age divisions. Goaltenders in Pee Wee, Bantam and Midget divisions may have the opportunity to borrow equipment as it is available. The following regulations will apply:

- i. S&DFHA equipment is to be used for ice hockey only.
 - ii. Goal equipment required for a team will be issued to the head coach who will be responsible for its use, care and return.
 - iii. All goaltending equipment must be returned by the end of the season.
 - iv. Upon approval of the equipment manager, S&DFHA goaltenders may borrow equipment during off-season. The equipment will be issued to the player and family who are responsible for its care. The equipment must be returned before the start of the next season unless other arrangements have been made with the Equipment Manager. A \$300 deposit is required to borrow the equipment.
 - v. If the value of lost equipment exceeds the amount of the damage deposit, the person to whom the equipment is entrusted shall be required to pay for it.
 - b. During the season, repairs made to goal equipment are to be made by the Equipment Manager, or with the Equipment Manager's authorization, by the person responsible for its care.
 - c. At minimum, one goal stick will be issued at the Initiation, Novice, Atom, and PeeWee levels, and will be consigned to the coaches. In no circumstance will goal sticks be issued to individual players.
4. General Regulations:
- a. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with S&DFHA.
 - b. At all levels, the required protective equipment will include: helmet, face mask, neck protector, shoulder pads, elbow pads, protective cup, hockey pants, shin pads and hockey skates
 - c. All equipment and sticks in use shall conform to Hockey Canada standards
 - d. All coaches must wear helmets when on the ice.
 - e. Any SMHA registered player wishing to assist during a practice that is not for their regular team (such as a Mentor) must be registered on the Team Certification Form as a Stick Girl/Boy. They must wear a minimum of a helmet with cage, hockey gloves and skates. They are also encouraged to wear a neck guard.
5. Miscellaneous:
- a. The Equipment Manager shall keep the Treasurer informed of all expenditures.
 - b. At the start of the season, each team shall be given a supply of pucks as well as a Trainers safety kit.
 - c. The Equipment Manager and Division Coordinators may issue jerseys for conditioning ice and evaluation sessions prior to the start of organized play. Policies pertaining to regular jerseys use shall apply.
 - d. The S&DFHA, from time to time, may sell old and used equipment and all monies earned shall be returned to the S&DFHA general fund

Amended: March 2019

S&DFHA POLICY # 11

COACH SELECTION

Head Coaches will be considered for a position based on such attributes as: their level of certification achieved, previous coaching experience, previous evaluations, availability and commitment. A coach can be a tremendous asset to a young player's development in both life and sport and is why these selections must be made with the utmost amount of due diligence. The Board will always try to put in place good leaders and great role models.

This policy is not intended to provide answers for every situation that will ever come up. In such situations decisions by the S&DFHA Executive will be final.

Coach Selection Process

1. A coaching application period may be set by the executive and may be advertised using the local media (News Print, Flyers, etc...).
2. The S&DFHA Online Coaching Application will be posted on the website at www.cometshockey.ca.
3. The Commissioner, Assistant Commissioner as well as the Division Coordinator will receive a copy of all on-line coaching applications for their age group prior to the established deadline.
4. If required, the application period can be extended if the number of applications received is not sufficient to fill the available positions or all coaches are deemed unqualified.
5. The Division Coordinators will contact each applicant in their age category to confirm receipt of their application and perform an informal interview by phone or in-person. An in-person interview will be conducted by the coach selection committee for coach applicants in Midget AA and Bantam AA. Interviews may also be performed for other age categories at the discretion of the Board.
6. After all coaches have been contacted and interviewed; the Division Coordinator will bring forth recommendations to the Board to select head coaches for each team as required.
7. All head coach applicants will be notified by their Coordinator as soon as possible of their successful or unsuccessful application.
8. If applicants have stated their interest in participating as an assistant coach, the Division Coordinator is responsible to notify all chosen head coaches of such interest prior to team selections.
9. After notification of a successful application, head coaches of all teams will be able to select one assistant coach prior to drafting their team. If the assistant coach selected has a daughter playing (may be a non-parent), his/her daughter must be selected to the team by the evaluators. Any additional assistant coaches will then be determined from the selected team. The Board must approve all assistant coaches.
10. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate.

11. If the Board deems any/or all applicants unsuitable for a position, the candidate(s) will be refused. If an unsuccessful coaching applicant provides a written request for an explanation why they were unsuccessful candidate, the Board will provide rational to individual.
12. The number of applications and names of the applicants shall not be released to the membership.
13. If any Board member or relative of a Board member is applying for a coaching position, this is considered a conflict of interest and he/she shall abstain from any discussions, interviews and/or decision making pertaining to said position. In the event that an interview committee member for the Midget or Bantam AA position has a daughter in that age group, this is considered a conflict of interest. In the event that there is a conflict of interest the Board will assign a replacement if necessary.
14. If required the S&DFHA executive will recruit applicants to fill any vacant positions.
15. The decision of the Board is final.

The S&DFHA must approve all team officials that require registration with SHA for insurance purposes (i.e. COACHES, ASSISTANT COACHES, ON-ICE MANAGERS, and TRAINERS).

Coaching Evaluations

All S&DFHA Coaches will have a minimum of one annual Coaching evaluation completed by players and parents at the end of the season. It is the intention of these evaluations to provide the coaches with valuable feedback to help them improve their coaching skills, allow players and parents to provide valuable input, and assist in making informed decisions on coaching selections in future seasons.

The Assistant Commissioner with the Division Coordinator will ensure the Coaching Evaluation Survey has been provided to all parents towards the end of the season.

The individual feedback will remain confidential and accessible to the Executive. The Division Coordinators will summarize all ratings and comments for each team. After the season concludes the Coordinator will provide the Team Summary Coaching Evaluation sheet to the Coaching staff. The coaching staff will have the opportunity to provide their feedback and thoughts on the evaluation results with the discussion being documented by the Coordinator and included as an attachment to the evaluation summary.

Last amended: March 2019

S&DFHA POLICY # 12

Objectives of Player Evaluation:

1. To provide fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions.
2. To ensure players have an opportunity of being selected to a team appropriate to their skill levels as determined during on-ice evaluations of the current year.
3. To form teams to maintain a balanced and competitive play where athletes can develop and participate equitably and have fun playing hockey during the season.
4. To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
5. To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year.
6. To provide feedback in order to develop players.

Roles and Responsibilities:

1. Division Coordinators
 - a. Responsible for organizing evaluation sessions for their respective divisions.
 - b. Determine groups of players for the initial try-out session. Players will be divided alphabetically.
 - c. Communicate with players and parents the details of the evaluation process through a Parent and Player Communication Letter to be distributed electronically or handed out the first evaluation session. They will also be visible and accessible throughout the entire evaluation process to answer any questions or concerns parents and/or players may have.
 - d. Responsible for ensuring there are evaluators, on-ice coaches and bench supervision as needed during the evaluation process. A sign-up sheet will be available at the evaluation check-in for those parents that are interested in helping on the bench/score clock.
 - e. Responsible for developing session plans in consultation with the evaluation committee for the on-ice evaluations.

- f. Ensure that each player has a jersey with the correct number corresponding to their tryout number. Require players to wear neutral socks and remove identifying helmet stickers.
- g. Ensure that all equipment including pucks, pylons, and other ice time needs are present for each session.
- h. Responsible for organizing and participating in the draft for player selection.
- i. Will maintain impartiality at all times and will not be directly involved in placement of their own children or any other children for whom they cannot make an impartial assessment.
- j. Responsible for addressing any questions and concerns that arise post-evaluation and team selection.

2. Evaluators

- a. Independent evaluators as approved by the Comets executive are recommended for Novice to Midget to ensure impartiality and fairness in the evaluation process.
- b. There must be consistency of evaluators for a given age group or division to ensure players are being observed by a group of evaluators who have a benchmark for performance and knowledge of the overall ability of the entire group that they are observing.
- c. Evaluators, using criteria developed by the Division Coordinators and the Evaluation Committee, are responsible to evaluate players in a fair and impartial manner.
- d. Our goal is to have a minimum of 3 evaluators.
- e. Prior to the evaluation sessions, a member of the evaluation committee will review the evaluation criteria with the evaluators to ensure that all evaluators are evaluating the same skill with the same intent.
- f. Evaluators should review all the drills and skills to be observed so that they are familiar with the on-ice process.
- g. They will at all times stay separate from parents during the evaluation sessions.
- h. They will record their findings on the standard evaluation forms provided to them by the Division Coordinators / evaluation committee.
- i. Confidentiality of player scores and rankings will be maintained at all times and comments or opinions are not to be shared with any players and/or parents or other interested observers.

- j. Forms will be reviewed at the end of each session to ensure evaluators have not made any entry errors and to identify any problems such as a missed player and incomplete evaluation. Completed and signed forms are to be handed in to the Division Coordinator immediately following each session.
- k. For Goalie evaluations, a minimum of 1 goalie specific qualified evaluator will be present with at least one other evaluator. In a case where discrepancies exist, the qualified goalie evaluators' ratings shall be taken.
- l. Impartiality will be maintained all times and they will not evaluate their own children or any other player for whom they cannot make an impartial assessment.
- m. Any questions, comments or concerns will be referred to the Division Coordinator.

3. On-Ice Coaches

- a. During the ice sessions, it is recommended to have a minimum of one lead coach and 2 assistants for the duration of the session.
- b. On-ice coaches will be chosen by the Division Coordinators. They will review all of the drills and skills identified within the session plan to ensure they have a clear understanding of what is expected.
- c. The same drills are to be given in the same order for each session.
- d. On-ice coaches will ensure players understand the drills and have equal opportunity to participate. They will encourage players to perform to the best of their abilities.
- e. They will verify with the Division Coordinator that the evaluators have had ample time and opportunity to review the players in the evaluation session.
- f. On-ice coaches are not to share any of their personal insight with parents and/or players that may appear to bias or alter the process.

Player Evaluation Process:

- 1. The player evaluation process will vary depending on the age division a player is in.
- 2. Players in the initiation program will have a minimum of two skating sessions that involve basic skating and puck handling skills. Prospective coaches and/or the Division Coordinator will be involved in facilitating the skate.
- 3. Novice through Bantam player evaluation will consist of two key components:

- a. Individual Skills – will consist of drills provided by the Division Coordinator and the Evaluation Committee to evaluate a players’ skill set pertaining to their age division. These include but are not limited to skating, passing, puck control, and shooting.
- b. Team Tactics – will consist of a series of scrimmages designed to evaluate players’ hockey abilities in game situations. Depending on the age level, tactics focused on here include but are not limited to positional play, anticipation, puck pursuit, and competitiveness.
4. Midget players are generally evaluated only on the team tactics, but may at the discretion of the Division Coordinator; use other methods to help in the evaluation process.
5. Goaltenders will be evaluated separately for the Pee Wee through Midget age divisions based upon the guidelines provided by Hockey Canada Player Evaluation and Selection Handbook. In certain situations, goaltender evaluations may also take place for the Atom age division if deemed necessary by the Atom Division Coordinator.
6. For Goalie evaluations, a minimum of 1 goalie specific qualified evaluator will be present with at least one other evaluator. In a case where discrepancies exist, the qualified goalie evaluators’ ratings shall be taken.
7. Player Assessment:
 - a. Evaluation forms will be provided to the evaluators by the Division Coordinators. Refer to Hockey Canada Player Evaluation and Selection document for examples.
 - b. The evaluation process for Novice through Midget will consist of a minimum of three ice sessions per player.
 - c. Individual skills assessment will take place during the first one or two on-ice sessions.
 - d. Evaluations from the first ice session (skills skate) will be used to determine placement of players into groups for the initial scrimmages.
 - e. Team tactics will be evaluated a minimum of two on-ice scrimmages.
8. Player Movement:
 - a. After the first scrimmage session, Division Coordinators in consultation with the evaluators will review the evaluation findings and move players between groups for further scrimmage sessions. The goal of this being to ensure players are evaluated and ranked in the appropriate order heading into the player placement process.
 - b. A minimum of four players will move between groups to give the evaluators every opportunity to see players competing alongside players of similar hockey abilities. Player movement is done solely to accumulate information that is used in the player placement process.

- c. The Division Coordinator in consultation with the evaluators may choose to move a maximum of the top 6 players out of the final scrimmage and directly into the draft if these players have demonstrated a high level of skills.

9. Player Rankings:

- a. After the final scrimmage session, the Division Coordinator and the evaluation committee will discuss findings with the evaluators.
- b. In a tiered level, if it is felt that no definite placement of certain players can take place, another scrimmage will take place to focus on those players who fall between the tiers. It may be in this scrimmage that the top ranked players (maximum of 6) are removed and placed directly on the team as indicated in player movement.
- c. Calculating overall final score for player ranking takes into account both the skills skate and final scrimmage.
 - Skills – players are graded on a 1-5 scale on their skating, pass/receive, puckhandling and shooting skills. The average of each skill is used to determine final skills score.
 - Scrimmages – players are graded on a 1-5 scale based upon skill areas such as skating, puck handling, passing, shooting, team play, and game concept.
 - Final overall score is calculated using scores from the skills skate and final scrimmage using the percentages as follows: Novice 60% skills and 40% scrimmage, Atom 40% skills and 60% scrimmage, Pee Wee 25% skills and 75% scrimmages, Bantam 15% skills and 85% scrimmages and 100% scrimmage for Midget.
 - Goaltenders final overall score is calculated using 50% from the skill skate and 50% from the final scrimmage.

Player Placement Process:

1. The player placement process when there is a tiered system is intended to place all players on teams with other players of similar skill level. When a tiered system is not in place, it is intended to make teams equal in skill level.
2. All things being equal, where a second year player and a first year player are equal after the evaluation process, the second year player in any given age division will be given the higher ranking than the first year player as per *Saskatoon Minor Hockey Association Bylaws and Regulations*.
3. Players are required to participate in the evaluation process, it is not optional. Where there are exceptional circumstances, such as medical issues, the division coordinator will discuss player placement with the Comet Executive.

4. Any parent that has multiple daughters in the same age group may request to have these family members placed together. These players will be allowed to play only in the lowest tier that one of the players was placed after evaluations.

Team Formation:

1. When entering only beginner initiation teams, players will be divided into teams by the division coordinator in discussion with the head coaches with the intention of making teams similar in overall skill level. Each team will have a mixture of beginners and more advanced players.
2. If the Initiation teams are divided into beginner and advanced teams, the following criteria will be used for team placement: 1) Beginner teams – mainly 1st year five year olds and some beginner level 1st year six year olds; and 2) Advanced team – mainly 2nd year six year olds and some 1st year five or six year olds depending on skill level.
3. Novice through Midget players will be placed onto teams based on their rankings from the evaluation.
4. When there is a tiered level of play within a division, a defined percentage of the top players ranked in the evaluations will automatically be placed within the higher tier. The following are the recommended percentages to be used: Novice B and Atom B 75%; Pee Wee A 66%. The remaining percentage of players will be selected into the higher tier as per the guidelines set out in the current evaluation manual.
5. Goalie selection is in consultation with coaches and coordinators. Pee Wee to Midget final goalie rankings will be calculated 50% skills and 50% scrimmages.
6. When two or more teams are to be created within a tier/division, teams will be selected through a player draft.
7. Present at the draft will be the Division Coordinator, one additional member from the Comet Executive and the head coaches selected. The Division Coordinator may allow protected assistant coaches to be present at the draft as well.
8. The following is the recommended protected player(s) draft guidelines:
 - a. *Each team will protect 2 players. These players must be the children of the head coach and assistant coach. A goaltender cannot be protected through assistant coach selection. Protected players will automatically be selected in the draft round in which they are ranked.*
 - b. *The draft order, in the first round, will be determined by averaging the rankings of the teams protected players. In the event there is a non-parent head coach, a random draw will be used to select their order of pick. The team with the highest average will pick first, the next highest will pick second and so*



on. This score is used only to determine order of picks in the first round and is not calculated into the score for future picks. For example:

- *Team one protected player rankings are #1 and #11, average equals 6*
 - *Team two protected player rankings are #4 and #10, average equals 7*
 - *Team two will select first followed by team one.*
- c. *The draft order after the first round is determined by adding the rankings of both players selected by each team. The order of selection in the next round will go from highest to lowest total scores. Players selected in each additional round will continue to add to the total overall score. Ties will be broken by random draw.*
- d. *When there are only 2 or 3 teams in the draft, a snake draft shall be implemented with the first pick being decided by the above process. Goalies will also be picked in a snake draft format should there be more than 1 available per team.*
- e. *Round two of the draft shall be designated as the goaltender round in the Pee Wee to Midget divisions. The Atom division may include a goalie draft as determined by the division coordinator.*
- *The first selection of available goaltenders shall go to the team with the highest sum of the rankings of players in the first round. The second selection of available goaltenders goes to the team with the next highest sum of the rankings of the players in the first three rounds, and etc.*
 - *If there are insufficient goaltenders for one per team, the draft rules will apply until the numbers are exhausted. All teams must select a goaltender if one is available in the order of selection.*
 - *If two goaltenders are equally available per team, the order of selection will be in reverse order to the first round of goalie selections.*
 - *If there are insufficient goaltenders for an equal number per team, the unselected goalies will be added to the end of the draft list in the order they appear in the goalie draft list. They will be assigned the next sequentially higher ranking of the highest ranked player. These goalies will be selected in rotation as if they were non goalies.*
- f. *The goaltenders draft round will be included in the teams total score, and used to determine order of selection for round 3. In the event that not all teams were able to select a goaltender, the teams will enter round three of the player's draft, starting with the team that would have had the next selection in the goaltender round. This will continue until all teams that do not have a goaltender have selected. At this point, all teams with goaltenders will select players in the reverse of the sequence in which they selected goaltenders. The players selected due to this provision will have their rankings added into the team's total.*



- g. *The draft order for the subsequent rounds will once again be determined by each team's total score at the end of the previous round.*
 - h. *Each team will be allowed to select two (2) players in each round.*
 - i. *In each round, coaches will be able to select from the top number of ranked players that is equivalent to the number of teams times 2. So if there are 6 teams, the each round will have 12 players to select from.*
 - j. *If there are an unequal number of players for each team, the remaining players will be selected one at a time in order of pick until they are all selected.*
 - k. *Trades are discouraged and must be completed only in consultation with the Division Coordinator prior to the first practice. If head coaches of teams involved with the trade are both in agreement and the Division Coordinator approves, players may be traded between teams. If the trade involves players that are ranked significantly far apart based upon evaluations, the lower ranked player must be moved.*
8. Following the draft all teams will be given a team name. As per SMHA request, all team names will be chosen from a predetermined list of names. See Appendix D.

Amended: June 2019

S&DFHA POLICY # 13

AFFILIATE PLAYERS

The S&DFHA supports the use of affiliate players to provide greater developmental opportunities for affiliated players and to provide teams an option to play with a full roster despite the absence of regular team members.

The S&DFHA abide by the affiliate player rules and regulations outlined by SMHA.

Affiliate Player Draft

- a. Each team in Novice to Midget age divisions is will draft a minimum of 4 affiliate players
- b. Following the team draft, Division Coordinators will provide a list of eligible players to be drafted as affiliates. Eligible players will be determined by the minimum number of AP's per team times two. So, if there are two teams, the eligible players will include 12 players from the division below.
- c. The order of pick will be decided by the final overall score of each team from the regular player draft. The team with the highest overall score will pick first, then the next highest score on and so on. The next affiliate player selection will be done in reverse order of the first picks.

- d. After teams have selected 4 affiliate players, coaches have the option of drafting additional affiliate players. Those coaches wishing to continue will pick a number to determine the order of selection for remaining affiliate players.
- e. Affiliate player drafts will take place prior to October 15th and must be notified by October 31st by the head coach.
- f. Coaches that would like to select affiliate players after the draft must consult with the Division Coordinator prior to doing so.
- g. We would encourage teams with full ice practices to have a second goalie to promote player development.
- It is important that affiliate players be invited to participate in at least SMHA scheduled practices with their affiliate team throughout the season.

Amended: March 2019

S&DFHA POLICY # 14

TEAM/PARENT MEETINGS

An Official Team/Parent Meeting (which is the first meeting of the year for each team) will occur once conditioning camps, evaluations, and player selection has been completed. If at this time any of the coaching positions and team manager position have not been previously filled, then they will need to be filled along with any other volunteer positions. The Head Coach and Manager must have attended the S&DFHA Managers and Coaches Meetings.

At any time throughout the year a team can request a S&DFHA Executive Member to be present for any meeting.

This policy is not intended to provide answers to every situation that will ever come up. In such situations decisions by the S&DFHA Executive will be final.

The items to be discussed at the Official Team/Parent Meeting must include but are not limited to the following:

1. INTRODUCTIONS
 - Head Coach
 - Assistant Coaches
 - Trainer
 - Manager
2. COACHES/S&DFHA EXPECTATIONS

- Coach should provide explanation of his/her goals, coaching philosophy, and expectations for the upcoming season.
- Provide explanation of the roles of the coach, assistant coach, trainer, and manager and any courses that they are required to attend and the deadline completion date.
- Provide any details from S&DFHA Managers/Coaches Meeting that pertains to the parents and the upcoming season:
 - Behavior expectations for the players and parents – Code of Conduct
 - Proper Lines of Communication
 - Parent contact information
 - Dressing Room Behavior
 - Dress Code
 - Coaching Evaluations
- Explain the procedures to be followed in the event of any problems or issues that arise and provide them with where they can locate the Dispute and Resolution Policy on the website.
- Schedules will be posted on Comets website www.cometshockey.ca or SMHA website. If any discrepancies, refer to the SMHA website.

3. VOLUNTEER POSITIONS

- Provide explanation of the positions that still require volunteers and have these positions filled prior to the close of the meeting. For definitions of the following positions, please refer to Team Official Policy S&DFHA 017:
 - a. Assistant Coaches
 - b. Manager
 - c. Treasurer
 - d. Fundraising Coordinator
 - e. Tournament Organizer
 - f. Room Mom

4. OTHER

- Discuss how many tournaments team is interested in attending and the approximate cost of each tournament.
- What, if any, fundraising the team is interested in doing.
- Open the floor to address any questions or concerns.
- Does the team want to fund any additional out of town ice, if so how much?

Amended: March 2019

S&DFHA POLICY # 15

COACHES/MANAGERS MEETINGS

A meeting for all S&DFHA coaches and managers will occur once team officials have been approved by S&DFHA executive. The purpose of this meeting is to provide team officials with a list of their roles and responsibilities, and to communicate S&DFHA, SMHA and SHA policies as they pertain to team officials.

Topics to be discussed include:

- Selection of assistant managers and other volunteers on teams
- Player registration with SHA and S&DFHA
- Affiliated players policy
- Deadlines and dates for submission of player rosters, affiliated players, team officials clinics
- S&DFHA policies: Fundraising, player selection/draft, Harassment and abuse, Complaints and Dispute resolutions, League Guidelines and Tournament Guidelines
- Codes of Conduct
- Coaching Evaluation forms
- Criminal record checks
- Team Information Package
- Pre-season (if applicable) and end of season team budget

A minimum of one coach and manager per team from S&DFHA must also attend the Coaches/Managers meeting held at SMHA.

Amended: March 2019

S&DFHA POLICY #16

FUNDRAISING (Individual Teams)

It is understood by the S&DFHA that teams may from time to time wish to conduct fundraising during the hockey season for their individual teams. The purpose of this policy is to provide individual teams within the S&DFHA some guidelines and structure when it comes to fundraising throughout the hockey season. It is not intended to provide answers to every situation that will ever come up. A common sense approach must be taken as many S&DFHA teams will be relying on fundraising activities. In cases of inquiries, complaints and issues brought to the Executive, all decisions by the S&DFHA executive will be final.

Fundraising Guidelines - Fundraising by teams within the S&DFHA is only to be conducted for the following reasons:

- a. Tournament entry fees.
- b. Additional ice time for games and practices outside of ice times provided by SMHA or S&DFHA.
- c. A year-end team party / celebration.
- d. Year-end gifts for team officials – i.e. coaches, manager, trainer.
- e. Non-parent coaching fees as they may relate to travel, accommodation and meal expenses (this will be mostly at the AA team level).

Amended: March 2019

S&DFHA POLICY # 17

TEAM OFFICIALS

*ALL COURSES TEAM OFFICIALS ARE REQUIRED TO TAKE MAY BE REIMBURSED BY S&DFHA. FAILURE TO TAKE ANY REQUIRED COURSES WILL RESULT IN A FINE ISSUED THROUGH SHA AND SUSPENSION FROM COACHING/MANAGING THE NEXT SEASON OR UNTIL THE REQUIRED COURSE(s) HAVE BEEN ACHIEVED.

HEAD COACH/ASSISTANT COACHES

Duties may include:

- Attend applicable coaching clinics
- Submit a Criminal Record Check to S&DFHA
- Be aware of the rules and regulations set forth by S&DFHA, SMHA, SHA and the League you are playing.
- A minimum of one registered coach must attend the S&DFHA and SMHA Coach Meetings.
- Liaise with the Registrar to ensure that team officials are registered with SHA and their League.
- Ensure players are properly supervised in the dressing room and on the ice.
- The Head Coach must ensure the information recorded on the game sheet is correct before signing.
- Submit the Affiliate Players form in to SMHA.

TRAINER/SAFETY

Duties may include:

- Complete Respect In Sport online course
- Complete the Safety course
- Submit a Criminal Record Check to S&DFHA
- Monitor risk level
- Develop an action plan if injury requires medical attention
- Fill out injury reports as needed.
- Keep a medical trainer bag filled with necessary supplies provided by S&DFHA and player medical reports. Return the medical bag in the same state it was given with any supplies replaced as needed.
- Advise parents of any unsafe equipment a player is using.
- Ensure water bottles, warm up pucks, jerseys, and medical bag are at any and all games/practices.

MANAGER

Duties may include:

- Respect in Sport Course

- Submit a Criminal Record Check to S&DFHA
- Collect Fair Play Codes from Parents and Players (where applicable) and keep copies until the end of the season in case they are required
- Be familiar with the Dispute Resolution Protocol
- Organize exhibition games (including time, location and jersey color)
- Be a liaison between the parents and coaches
- Arrange the booking of away tournaments and team transportation if required.
- Arrange for team photos
- Co sign the team bank account
- Organize team meetings and make sure an executive member is present if required
- Be familiar with the contacts within the League and the S&DFHA
- Aide in organizing the fundraising required
- Provide travelling directions if needed
- Set up/delegate the team website (Contact webmaster)
- Plan team windup functions and gifts
- Cleaning of the team jerseys
- Plan team social functions
- Monitor off ice conduct
- Be a liaison to the registrar team registration duties
- Confirm scheduled away games
- Attend S&DFHA Manager Meeting
- Assign tasks for parents as required
- Prepare a team roster and Team Certification Form
- Ensure parent volunteers know how to fill out game sheets, work the score clock,
- Ensure there are no color conflicts of team jerseys with opposing teams
- Contact parents of scheduling changes
- Be aware of the S&DFHA, SMHA, SHA and League rules and regulations.
- Make sure all games, tournaments or other events are properly sanctioned before entering.
- Affiliate Player forms are in to SMHA

TEAM TREASURER

Duties may include:

- Co sign on team bank account
- Arrange for the opening and closing of the team bank account
- Complete a Budget Form and submit a preliminary copy (if applicable) and a final copy to S&DFHA Treasurer
- Maintain ledgers on income and expenses throughout the year and give access to parents.
- Aide and be aware of fundraising within the team and the S&DFHA Fundraising Policy

TOURNAMENT ORGANIZER

Duties may include:

- Determine fundraising for the tournament

- Print programs
- Aide in the scheduling of volunteers
- Send out letters for donations/door prizes for the raffle table
- Maintain continuity for any ticket sales
- Establish a tournament draw (in conjunction with the Head Coach and Manager). A copy is to be posted at the rink and in the program.
- Inform the canteen of the schedule of the home tournament
- Aide/be aware of the rules of the tournament

FUNDRAISING COORDINATOR

Duties may include:

- Determine with the team, based on the number of tournaments attending and extra ice needed, the amount of funds needed
- Discuss different fundraising ideas
- Coordinate and plan fundraising events
- Be familiar with the S&DFHA Fundraising Policy
- Coordinate with the Treasurer on incoming funds

EQUIPMENT MANAGER

Duties may include:

- Cleaning and caring for team jerseys
- Ensuring jerseys, pucks, goalie equipment, and water bottles are at each and every game.
- Monitor the condition of the equipment and if anything needs replacing inform the Manager and or Head Coach

***ALL TEAM OFFICIALS SHOULD KEEP IN MIND THE FOLLOWING**

- YOU ARE MOLDING THE ATTITUDES OF THE PLAYERS SURROUNDING YOU
- ABUSIVE LANGUAGE BY ANY TEAM OFFICIAL IS NOT TOLERATED
- DO NOT ALLOW THE ABUSE OF REF OFFICIALS
- KNOW THE PROCEDURE FOR REGISTERING COMPLAINTS
- THE USE OF DRUGS AND ALCOHOL WILL NOT BE TOLERATED
- ACT PROFESSIONALLY

Amended: August 2014 / Reviewed January 2019

S&DFHA POLICY # 18

FEMALE DRESSING ROOM POLICY

Initiation and Novice: Initiation and Novice: All players should wear no less than athletic gym shorts/long underwear and shirts any time in the locker room. If it is not possible to wear a minimum of gym shorts/long underwear and a shirt at all times while putting on hockey equipment top, dressing options other than the

locker room should be sought by that player's parents (ie home, or closed bathroom stall). Parents may enter the room to assist their children in getting dressed, but the girls should never be in the room alone with an adult unless it is their parent or guardian... make sure you are "two deep" at all times. i.e. no adult (male or female) should ever be alone in the dressing room with the players. Novice parents must vacate the room 5 minutes prior to game time so that coaching staff can go the game plan with the players. Parents will be allowed back into the room approximately 5 minutes after the game, so the coaching staff has time to do a game recap with the players. Please wait for the "all clear" to enter.

Atom and older age groups: No males (including dads and brothers) are permitted in the dressing room. Do not worry! It is our experience that girls from the atom age up can easily learn to dress themselves and come outside of the room to have their skates tied, if required. If this is an issue, parents can elect to have their child dress at home. Coaching staff with Respect In Sport certification (aka: speak-out) and a valid police check will be allowed to enter the room just before the game to go the game plan; they may only enter once the "all clear" has been given by the female "Room Mom's" in the room. Coaching staff may also enter the room immediately after the game for game recap; they must exit the room before any girls begin undressing. Up until this time, supervision in the dressing room is the responsibility of the designated Room Moms. The "two deep" rule applies to everyone entering the room. Any skate tying assistance shall be provided outside the dressing room or by the Room Moms.

Amended: March 2019

S&DFHA POLICY # 19

AWARDS AND SCHOLARSHIPS

Each year the S&DFHA recognizes players and coaches whose participation within our association exemplifies extraordinary achievement and dedication within and towards the game of hockey.

The following awards have been established for those participating or have participated with S&DFHA:

LEXI GABRUCH MEMORIAL

This award is open to current S&DFHA players in ALL AGE DIVISIONS with the exception of Midget. Nominations will only be accepted by one or more of the nominee's current season's coaches. The player must achieve a minimum of two of the following criteria:

- Display extraordinary contributions above and beyond regular club team participation for the love and betterment of the sport.
- Continue to display positive ambassadorship to S&DFHA on and off the ice by showing excellent leadership, good sportsmanship or fair play on a continual basis.
- Is a positive mentor to fellow players in all divisions by assisting with on or off ice activities.

KARINA MISFELDT AWARD

This award is open to MIDGET aged players only. Nominations will only be accepted by one or more of the nominee's current season's coaches. The nominee must be a player that is currently an S&DFHA member. As well she must achieve a minimum of two of the following criteria:

- Display extraordinary contributions above and beyond regular club team participation for the love and betterment of the sport.
- Continue to display positive ambassadorship to S&DFHA on and off the ice by showing excellent leadership, good sportsmanship or fair play on a continual basis. Display strong leadership qualities on and off ice.
- Is a positive mentor to fellow female players in all divisions by assisting with on and off ice activities.

SASKATOON COMETS COACH OF THE YEAR

The S&DFHA would like to recognize our volunteers by accepting nominations for "Coach of the Year". The Nominee must be a coach within S&DFHA in the current season they are being nominated. Nominations cannot be accepted from the nominee's family members. Please submit a letter explaining in detail why you nominate him/her for Coach of the Year.

To nominate a female hockey player and/or coach, please send the player/coach name and a paragraph supporting their nomination to our Promotions Executive Member. Player nominations are eligible.

Deadline: Nominations for both Memorial Awards and Coach of the Year Award must be in to the Promotions Coordinator by February 10th. Nominations will be discussed and voted on at the S&DFHA February meeting and all applicable awards will be presented at the AGM in April.

UNIVERSITY OF SASKATCHEWAN – S&DFHA AWARD FOR HUSKIE HOCKEY

The purpose of this award is to recognize a student who is a member of the Huskie Women's Hockey Team demonstrating outstanding athletic leadership and ability to contribute to their team, with preference given to those who have played at least one year in the Comets Hockey Program.

Open to entering or continuing students pursuing undergraduate or graduate studies in any program at the University of Saskatchewan who are members of the Women's Huskie Hockey Team, as determined by the Award Committee.

To receive the annual award, recipients must use a year of CIS eligibility in the year the award is granted and must have achieved at least the minimum average required under CIS guidelines.

Applicants must submit proof that they have played at least one year in the Comets Hockey Program, if applicable.

SASKATCHEWAN HOCKEY ASSOCIATION - HOCKEY EDUCATION ASSISTANCE

The Saskatchewan Hockey Association shall award a minimum of eleven (11) \$1,000.00 Hockey Education Assistance Grants each hockey season to a minimum of (11) registered members (male or female) of the SHA as follows:

- 8 Regional (zone) members (player, coach or member of the referees division)
- 1 Midget AAA registered player



- 1 Female registered player
- 1 Junior A, B, Junior, or Senior registered player

Each applicant must meet the following criteria:

1. Must have been registered for three (3) years
2. Must be a registrant in good standing in the SHA
3. Must be graduating Grade 12 student during that year except for:
 - a. Junior A, B, C players
 - b. Senior players 20 years of age or under as of December 31st of the current season.
4. Must be going to attend a Saskatchewan based University, affiliate College, or SIAST.
5. Must attend a Saskatchewan institution within four (4) years to take advantage of the grant.
6. Junior A grant recipients must attend a Saskatchewan post-secondary institute within
 - a. four (4) years if application requirement is a graduating Grade 12 student during that year.
 - b. one (1) year, if application requirement is as a player 20 years of age or under as of December 31st of the hockey season.
7. Recipients may only be eligible to receive the grant once.

Each applicant will be required to fill out and return an application form (obtained from the SHA Office) on or before August 31st of the hockey season.

Each application form indicates two (2) methods whereby a person may apply. They can apply in the zone where the player's home address is and/or the division of hockey they play in. An example is a player whose home address is in Zone 1 and plays on a Midget AAA team; the player may apply in Zone 1 and also as a Midget AAA player; or the female player may apply in zone 1 and also as a Female Player.

Sask Female Hockey League- as per saskfhl website.

Amended: March 2019

S&DFHA POLICY #20

BINGO POLICY

To support our families financially, the S&DFHA provides an opportunity for families to work bingos and the proceeds will be applied towards registration fees. Our bingos are held at Club West bingo, which is located on the west side of the city near the Superstore. We offer approximately three bingos per month and can accommodate up to 5 Comet workers per bingo. Families will be given a credit towards their registration fees for every bingo worked. Anyone 16 years and older can work the bingo. Deficits from worker shortages during the bingo maybe deducted from the workers credit if the bingo shortage is large or persistent. Families interested in working a bingo must contact the Bingo Coordinator (as listed under the Bingo tab on www.cometshockey.ca) to request bingo dates. We reserve the right to allow an opportunity for all families to be able to work bingos, the number per family will be limited to 4 bingos per cycle (4 months). Those interested in working more may be eligible if there are openings that have are not being filled by other Comet families. It will usually be scheduled on a first come basis, but if families do not have access to

emails on a regular basis, this should be discussed with the Coordinator. The Bingo Coordinator will organize the schedule of workers and communicate with the on-site manager who attends and organizes the actual bingo event for all of the S&DFHA held bingos.

It is the responsibility of the onsite manager to:

- Organize all Comet Bingos along with the Bingo Coordinator;
- To attend each S&DFHA held bingo and manage support workers;
- To document all of the workers present at each bingo (including Comet families and hall workers) ;signatures will be required.
- To arrange payment of the hall workers with the Treasurer
- To be the liaison between the Bingo Hall and Bingo Coordinator.

The Bingo Coordinator and Treasurer will keep track of the funds families earn through working of bingos. The funds will be applied to the current years' player registration fees as required to September 1st. Any remaining funds families earn from bingos that are in excess of registration fee needs, will be applied to the following years' registration costs. If a family has funds available and do not plan to return to Comet Hockey, these funds can be transferred to another hockey zone if applicable at the rate of the floor runner.

Amended: March 2019

APPENDIX A

CODE OF CONDUCT AGREEMENTS



SASKATOON & DISTRICT FEMALE HOCKEY ASSOCIATION

COACHING CODE OF CONDUCT AGREEMENT

It is the intention of this contract to promote responsible conduct and respect for all participants within the Saskatoon & District Female Hockey Association. All Coaches must sign this contract stating that they will observe the principles of the Conduct Agreement before being allowed to coach in the S&DFHA.

COACHING CONDUCT:

I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.

I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will be generous with praise and constructive when critiquing players.

I will remember that children need a coach they can respect. I will set a good example and ensure my public conduct at all S&DFHA events is acceptable.

I will communicate with players, parents and S&DFHA Executive in good faith and in a respectful manner.

I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of the **CODE OF CONDUCT AGREEMENT** as set by S&DFHA and supported by Hockey Canada. I also agree to abide by the rules, regulations and decisions as set for the S&DFHA.

I realize that any breach in the above mentioned agreement and Association constitution and policy may result in disciplinary action. Please refer to S&DFHA Policy document for further information.

PRINT NAME _____ DATE _____

SIGNATURE: _____

DIVISION : _____ TEAM NAME: _____





SASKATOON & DISTRICT FEMALE HOCKEY ASSOCIATION

PARENTAL/GUARDIAN CODE OF CONDUCT AGREEMENT

It is the intention of this contract to promote responsible conduct and respect for all participants within the Saskatoon & District Female Hockey Association. A parent or guardian must sign this contract stating that they will observe the principles of the Conduct Agreement before their child is allowed to participate in Saskatoon Comets hockey. It is also assumed that a signed parent/guardian agreement will cany person acting as the player's guardian during S&DFHA activities.

PARENTAL/GUARDIAN CONDUCT:

I will remember that my child plays hockey for his or her enjoyment, not mine.

I understand that children learn from adults, and my behaviour reflects what I want children to learn.

I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.

I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.

I will value the contribution of the coach in developing the player's talents, even though I may not always agree with their methods.

I will respect and show appreciation for the volunteers who give their time to hockey for my child. This includes all team officials and S&DFHA Executive.

If I have any concerns I will honor a 24-hour rule before speaking directly to team officials or S&DFHA Executive in good faith and in a respectful manner.

I understand there may be team expenses I am expected to pay and these are clarified within the team budget. I will pay these in a timely manner and discuss options for payment with the team manager/treasurer if needed.



I agree to abide by the principles of the **CODE OF CONDUCT AGREEMENT** as set by S&DFHA and supported by Hockey Canada. I also agree to abide by the rules, regulations and decisions as set for the Saskatoon & District Female Hockey Association.

I realize that any breach in the above mentioned agreement and Association constitution and policy may result in disciplinary action. Please refer to S&DFHA Policy document for further information.

PRINT NAME _____ DATE _____

SIGNATURES (one signature is mandatory): _____

PARENT _____ PARENT _____



SASKATOON & DISTRICT FEMALE HOCKEY ASSOCIATION

PLAYER CODE OF CONDUCT AGREEMENT

It is the intention of this contract to promote responsible conduct and respect for all participants within the Saskatoon & District Female Hockey Association. All players in Pee Wee and above must sign this contract stating that they will observe the principles of the Conduct Agreement before being allowed to participate in the S&DFHA.

CONDUCT CODE:

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

I will play by the rules of hockey and in the spirit of the Game.

I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays and performances - those of my team and my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the **CODE OF CONDUCT AGREEMENT** as set by S&DFHA and supported by Hockey Canada. I also agree to abide by the rules, regulations and decisions as set for the Saskatoon & District Female Hockey Association.

I realize that any breach in the above mentioned agreement and Association constitution and policy may result in disciplinary action. Please refer to S&DFHA Policy document for further information.

PRINT NAME _____ DATE _____

SIGNATURE: _____

PLAYER _____ TEAM _____



APPENDIX B

REFUND POLICY

S&DFHA REFUND POLICY:

- a. All refund requests must be submitted in writing to the Registrar and the appropriate Program Coordinator within 7 days of the player quitting. The effective date is that in which the Registrar is informed that a player is quitting.
- c. These requests are then brought forth to the next scheduled board meeting to be approved by the Board of Executive. All refunds are reviewed by the Board.
- d. All and any refund requests would be processed within a timely manner of the current hockey season, based on the Board of Executive's discretion.
- e. Refunds in the form of cash will not be allowed for any registration fee or portion thereof.
- f. Registered players deciding not to play will be issued refunds according to the following Policy:
 - The Comets Registrar and the respective Division Coordinator must be notified in writing of the request for withdrawal. The effective date for all refunds shall be the date that the notice is received by the Registrar and the respective Division Coordinator.
 - A \$25 administration fee will be deducted from all refunds after September 1st
 - Sold and unsold 50/50 ticket books must be given to the age division coordinator prior to refund. \$50.00 will be deducted off the refunded amount for any sold tickets books returned
 - SHA Insurance paid by S&DFHA on behalf of the player will be deducted from all refunds after January 1st
 - The balance after above deductions will be prorated as follows:
 - On or before September 1st : 100%
 - September 1st to September 30th : 75%
 - October 1st to October 31st : 50%
 - November 1st to December 31st : 25%
 - No refunds will be issued for withdrawal after December 31st
 - Refunds for medical reasons will be determined on an individual basis by the Executive and must be accompanied by a doctor's letter
 - Exception: A first year skater will receive a full refund of player fees until October 31st, after which the above prorated amounts will apply.

Amended: March 2019

APPENDIX C

EQUIPMENT & JERSEY CARE

EQUIPMENT & JERSEY INFO

1. Jersey care and storage

It is important to spot CLEAN any stains that are on the jersey with a product such as "Shout" or "tide to go" before you wash it. When washing, please turn the jersey inside out. Wash in cold water separately or with similar colours. Do NOT bleach!! Once washed, you may dry on low heat for a short period of time or hang to dry.

All jerseys must be washed upon return and all letters removed. Any items put on jerseys must be hand sewn-no gluing as this damages the jerseys. Each team must have a jersey parent or individual jersey bags.

2. Jersey deposit

Each team/coach will be asked to provide a credit card imprint as a deposit for the jerseys. Any damaged or lost jerseys will be charged to this account at the end of the season. (for example individual cost of one jersey is approximately \$65)

3. Equipment

The coach kit includes: Coach bag, puck bag with 20 pucks, repair kit, emergency kit and 10 pylons. All kits are to be restocked and returned at the end of the season.

All goal equipment is to be returned damage free at the end of the season.

Any requests for equipment during the season please call the Equipment Manager.

Amended: August 2013

APPENDIX D

TEAM NAMES

Saskatoon Comets - Team Names

Initiation:

Comet Rockets – Advanced
Comet Flash- Advanced

Comet Flames - Beginner
Comet Crunch- Beginner

Atom :

Comet Force – B
Comet Warriors – B
Comet Ice Breakers –C
Comet Spit Fires –C
Comet Rebels – C
Comet Thrashers - C

Bantam:

Comet Chargers - AA

Comet Impact - A
Comet Snipers
Comet Crusaders
Comet Vipers
Comet Fire
Comet Chaos
Comet Kazees

Extra approved names: Comet Cyclones, Comet Flares

Amended: September 2015

Novice:

Comet Mission –B
Comet Lazars – B
Comet Stars – C
Comet Galaxy – C
Comet Crushers – C
Comet Blazers – C
Comet Sonics – C

Pee Wee :

Comet Fury – A
Comet Hurricanes – A
Comet Storm - B
Comet Thunder - B

Comet Heat - B
Comet Fusion- B

Midget:

Comet Legends – AA
Comet Predators - AA
Comet Rush – A
Comet Tornadoes - A
Comet Lightning - A

