Edmonton Adaptive Sports Association

POLICIES AND PROCEDURES MANUAL

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EASA Policies and Procedures Manual

Section 1 – Preamble

Purpose

1.1 This manual outlines the standing policies and directives of the Edmonton Adaptive Association, as established by the Board of Directors. Amendments to these policies may be made at any time by resolution of the Board.

Policies subordinate to Board direction and Bylaws

1.2 The policies in this manual have effect only to the extent that another resolution of the Board does not override them. In the case of a conflict between these policies and a resolution of the Board, these policies are ineffective to the extent of the inconsistency.

1.3 In the event of a conflict between these policies and the Bylaws of the Society, these policies are ineffective to the extent of the inconsistency.

Section 2 – Overall Goal, Hockey Alberta, Hockey Canada, and Governing Rules

Overall Goal

2.1 The Edmonton Adaptive Sports Association (EASA) is established to develop and maintain a sledge hockey program for Edmonton and surrounding areas. The sledge hockey program will at all times be based upon the following principles:

1) equality of opportunity for all participants regardless of skill level;
2) to promote the enjoyment of the game by the participants;
3) the programs offered by EASA and their delivery shall at all times hold the welfare of its participant's paramount;
4) all programs will have as their emphasis the development of sound attitudes of sportsmanship, fair play and teamwork.

Membership with Hockey Alberta and Hockey Canada

2.2.1 EASA shall operate as a member of Hockey Alberta and Hockey Canada. In accordance with the bylaw requirements of Hockey Alberta and Hockey Canada, EASA shall:

1) conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
2) unconditionally commit to obey and abide by Hockey Alberta's and Hockey Canada's Constitution, Bylaws and Regulations;
3) recognize Hockey Alberta as the governing body in the Province of Alberta subject only to a right of appeal to Hockey Canada;
4) work for the betterment of sledge hockey by making recommendations for improvement in rules, training programs, and all aspects of development by way of presentations to the various Hockey Alberta councils and attendance by EASA Executive at Hockey Alberta and Alberta Sledge Hockey League (ASHL) annual meetings.

Governing Hockey Rules

2.2.2 EASA shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada.

2.2.3 EASA shall have the power to institute such additional rules to apply to members of EASA so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta, Hockey Canada or Alberta ASHL rules including the Sledge Hockey Rules supplement.

Section 3 – Team Structure

3.1 At its meeting immediately prior to the start of each season, the Board shall, for the upcoming season:

- determine the number of teams EASA will maintain, and
- appoint a General Manager

3.2 For each team determined under Section 3.1, the Board shall then appoint:

- Team Manager
- Coach(s)
- Trainer/Equipment Manager

The Board may appoint the same person to any number of roles, on the same team or on different teams.

3.3.1 Subject to any specific direction by the Board, the General Manager shall have power to determine all logistical and organizational matters for EASA and may delegate all or part of this power to any person they see fit.

3.3.2 The Board authorizes the General Manager or designate, with the approval of the Treasurer, to spend reasonable amounts for:

- Securing ice times for practices, games, and other events, including referee's fees and other expenses,
- Equipment including but not limited to, jerseys, pants, sledges, sticks, etc.,
- Costs associated with travel to out-of-town tournaments, where attendance at such tournaments has been approved by the Board,
- Reimbursement of expenses incurred by players, where those expenses are eligible to be covered under these policies,
- Costs associated with arranging fundraising events, and
- Other costs incidental to the above, or that are reasonably necessary to execute other policies or Board directions.

3.3.3 The Board grants standing approval to attend the following tournaments, unless otherwise directed:

- USA Hockey NHL Sled Classic
- A 2nd Tournament to be determined by the board
- Western Canada Sledge Hockey Tournament

3.4.1 All persons appointed under this Section shall be eligible to receive an annual honorarium of $500.00 at the conclusion of each season, provided that they comply with the EASA Team Official Terms of Reference (Appendix 3).

3.4.2 EASA will further cover the following expenses for all persons appointed under this article, and other persons designated by the General Manager:

- Flights, if required, and accommodation for tournament travel, and
- Accommodation for non-tournament games when travel outside of the Edmonton metropolitan area is required

3.4.3 EASA will not reimburse any other expenses incurred by appointees without the specific approval of the Board.

3.5.1 At the start of each season, EASA shall hold tryouts to determine the placement of all registered players. The tryouts will be conducted under the direction of the Coach(s) of the highest skilled team.

3.5.2 The Coach(s) of the highest skilled team, in consultation with the other Coach(s), shall make the final determination of player placements. The Coach(s) may at any time during the season adjust placements as necessary.

3.5.3 A player (or a parent/guardian if the player is under 18 or does not have capacity) may request a rationale as to the determination of their placement, however the decision made is final.

3.6 The Board may, by motion, remove or replace any appointee under this section at any time for any reason. An appointee so removed or replaced shall not be eligible for an honorarium under Section 3.4.1.

Section 4 – Player Guidelines

4.1 All players shall pay a registration fee of $450.00 prior to the first ice time of the season. No player shall be allowed on the ice without payment of the registration fee, except in accordance with Section 4.2. The registration fee includes:

- Two practice ice times per week
- Hockey Alberta insurance premiums
- Exhibition/League games as organized by the General Manager
- Use of practice/game jerseys, hockey pants, a sledge, and sticks (if required)

4.2 If a player comes to an agreement with the Treasurer regarding a payment plan for the registration fee, they shall be permitted on the ice as long as they continue to meet the terms of that payment plan.

4.3 Non-EASA members shall be allowed to participate in practices, with the consent of the Coach(s) of the relevant team(s), on the payment of:

- $15 per ice time, or
- A $250 flat fee for the full season.

If the player opts to pay for individual ice times and is not otherwise insured by Hockey Alberta, the first ice time they attend in a season will be $60, instead of $15.

Non-EASA players must abide by these policies and the direction of the relevant Coach(s) while practicing with EASA. The Coach(s) or General Manager may revoke access to EASA ice without refund if this provision is not met.

4.4 Players must be responsible for their own personal care. Players who require assistance must have their own caregiver on site at all times.

4.5 All players must wear the following minimum protective gear while on the ice:

- CSA Approved Helmet with Cage
- Neck guard
- Shoulder, elbow, and shin pads
- Hockey gloves
- Closed-toe footwear sufficient to minimize injury

No player shall be permitted on the ice without the minimum gear.

4.6 Players shall adhere to the following availability guidelines for games, practices, and other events:

- Players shall arrive at least 45 minutes prior to practices and games.
- Players must provide their availability for all events on the Team Snap app at least one week prior to the event.
- A player who has an emergent availability change with less than 48 hours' notice must contact their Coach(s) directly to advise of the change.

Players who fail to meet these expectations shall be subject to such sanctions as their Coach(s) deem necessary.

4.7 All players and coaching staff must adhere to Hockey Alberta's Dressing Room Standards and Conduct Policy (Appendix 1).

4.8 In the event of an injury, the respective Trainer shall complete a Hockey Canada Injury Report Form. No injured player shall be allowed to return to play without a Hockey Canada Return to Play Form completed by a doctor.

Section 5 – Tournaments and Travel

5.1 Players are responsible for their own travel to practices and events within the province. EASA will make reasonable efforts to assist players when events take place outside the Edmonton area.

5.2.1 EASA will, subject to the guidelines in Section 5.3, cover the following expenses for players for tournaments held outside the Edmonton metropolitan area:

- Flights and/or road transportation, if the tournament is held outside of Alberta;
- Accommodation, on a twin or tri-share basis.
- Players over 18 staying in their own room are responsible for 50% of the cost of accommodation.
- Players under 18, or who have special needs approved by the Board, may stay with an accompanying caregiver(s); EASA will cover 100% of the cost of accommodation in this instance.

5.2.2 The General Manager may arrange multiple group flights with different dates to allow attendees to arrive early or stay late at a tournament destination. If this is the case, EASA shall not cover any costs other than the flights (including accommodation or transportation), relating to any date earlier than 1 day prior to the start of the tournament, or any date later than 1 day after the conclusion of the tournament.

5.3 To be eligible for travel in addition to the expense coverage in Section 5.2, a player must adhere to the following guidelines:

- The player must have participated in fundraising to the satisfaction of the General Manager. A player who has not had sufficient opportunity to participate may travel on the approval of the Board, subject to any conditions the Board may require,
- The registration fee must be paid in full, or the terms of their payment plan must be in good standing,
- They must attend at least 75% of practices, unless exempt due to acceptable circumstances determined by the manager, coach(s) and the board.
- They must have and prove sufficient medical insurance for tournaments not sanctioned by Hockey Alberta or Hockey Canada.

5.4.1 Non-EASA members may request the Board to permit their attendance with EASA at a tournament. If the Board agrees to allow the player to attend the tournament, the player:

- Shall be eligible for expense coverage in Section 5.2, if the player has fully participated in fundraising to the satisfaction of the General Manager.
- Will complete the EASA player registration forms and medical forms.

5.4.2 Notwithstanding Section 5.4.1, the Board may, by resolution, direct that a non-EASA member be granted the expense coverage in Section 5.2 for specific events, in recognition of their contribution to fundraising.

Section 6 – Codes of Conduct

Adoption of the UCCMS

6.1 EASA adopts the current version of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), as published by the Sport Information Resource Centre (https://sirc.ca/) from time to time.

6.2 The most recent version of the UCCMS shall be published together with these Policies in any place the Policies are published, including on any websites and in email communications.

6.3 All players and coaches shall at the time of registration or appointment, and prior to any participation in EASA activities for the season, signify their understanding and agreement to be bound by these policies and the UCCMS. The General Manager shall designate the form of this signification.

Equity, Diversity, and Inclusion

6.4.1 EASA acknowledges the definitions of the following words, in line with the Government of Canada's Guide on Equity, Diversity, and Inclusion Terminology:

Diversity: The variety of identities found within an organization, group or society, expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, ability, family status or socioeconomic status.

Equity: The principle of considering people's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes.

Inclusion: The practice of using proactive measures to create an environment where people feel welcomed, respected, and valued, and to foster a sense of belonging and engagement. When a group or organization is properly inclusive, it is also implicitly diverse.

6.4.2 EASA is committed to providing an inclusive environment for all its members and volunteers. We foster a culture where each individual will feel a sense of belonging and is valued for their uniqueness. EASA recognizes that is our responsibility to promote a respectful, inclusive, and equitable setting for all individuals associated with our organization.

Alcohol and Drug Use Policy

6.5.1 Players and other volunteers shall not recreationally consume controlled substances, including cannabis and alcohol, immediately before or during any EASA events or EASA-provided travel.

6.5.2 Notwithstanding the above, the General Manager may permit the consumption of alcohol or other controlled substances at a particular event or during EASA-provided travel. If the consumption of alcohol or other controlled substances is permitted, players and volunteers shall limit their consumption such that they always remain of sound mind and judgment, and in any event will follow the direction of the General Manager (or their coaches, if they are a player) regarding the consumption of alcohol or other controlled substances.

6.5.3 If the General Manager or Coach observes behavior inconsistent with this Section, they may (without notice) prohibit that individual from participating in any event where they may be under the influence (notwithstanding Section 7), and they may issue further discipline in accordance with Section 7.

Director's Code of Conduct

6.5 Members of the Board of Directors shall, in representing EASA:

- Adhere to EASA policy and seek to change policy through the proper channels,
- Maintain the integrity of EASA at all times, and do nothing to place EASA in a position of ill repute,
- Honor commitments made on behalf of EASA,
- Refuse to divulge to the general public any item that may cause embarrassment or humiliation, except where required by policy or law, and
- Resign their position if they become unable to fulfill their duties or obligations as a Director.

Members of the Board of Directors shall, in relation to their other Directors:

- Not criticize the sphere of another Director, except to that Director and to the President,
- Refuse to offer comments, opinions, or decisions with respect to issues not under their control, when speaking to the public,
- Refer issues that arise to the Director who has authority over the issue, or to the Board as a whole,
- Not do anything that undermines public confidence in other Directors.

Members of the Board of Directors shall, in being a member of EASA:

- Perform their duties and obligations to the best of their ability, seeking to serve the best interests of *all* players registered with EASA,
- Treat the general public with dignity and respect,
- Not leverage their position for the profit or special treatment of themselves or their immediate family, to influence the placement of any player, or to influence the selection of any coach or team official.

Section 7 – Discipline and Appeal Procedure

Composition of Discipline Committee

7.1.1 The Board shall appoint three individuals that are external to the organization to serve as the Discipline Committee. The Board shall further appoint one of the three individuals to be the Chair of the Discipline Committee. Individuals may be appointed to or removed from the Committee by motion. If the Chair is unable to perform their duties when called upon, the General Manager may appoint one of the remaining individuals to be Acting Chair for the duration of the matter for which the Committee was convened.

7.1.2 The Board may appoint any number of additional individuals to serve as alternate Committee members. In the event that one or more Committee members are unable to perform their duties when called upon, the Chair or Acting Chair may replace them with an alternate for the duration of the matter for which the Committee was convened.

7.1.3 In the event the Discipline Committee is called upon to decide a matter under this Section, the members of the Committee or alternates that decide the matter shall receive an honorarium as follows, upon completion of the requirements of this section:

- Chair (or Acting Chair) of the Discipline Committee, $100
- Other members of the Committee, $50

7.1.4 A suspension issued by Hockey Alberta or Hockey Canada shall have effect without regard to anything in this Section.

Discipline Process – Suspensions Issued by Team Officials

7.2.1 The Coach(s) or Team Manager of each team, or the General Manager (the "issuing official"), may summarily suspend a player. Such suspension must be effected by providing written notice to the affected player that:

- Sets out the specific acts or omissions that gave rise to the suspension, including a citation of the specific policy violated,
- Indicates the duration of the suspension, and
- Advises the player of their right of appeal to the Discipline Committee.

Any notice of suspension must also be forwarded to the General Manager within seven days of its issuance.

7.2.2 A player suspended in accordance with Section 7.2.1 shall not be permitted to practice on EASA ice, participate in any games, or attend any tournaments for the duration of the suspension. A suspended player remains a voting member of the Society unless suspended or expelled in accordance with the Bylaws, or they otherwise fail to meet the normal requirements of membership.

7.2.3 A suspended player is not entitled to a refund of any portion of the registration fee unless the suspension is quashed or reduced by the Discipline Committee.

Appeal to Discipline Committee

7.3.1 A player suspended by operation of section 7.2 may appeal their suspension by applying

in writing to the General Manager within 14 days of receiving the notice of suspension. The application may include any written submissions the player wishes to make to the Discipline Committee, up to three pages in length.

7.3.2 On receipt of a timely application under Section 7.3.1, the General Manager shall notify the issuing official and the Chair of the Discipline Committee forthwith. The General Manager shall forward the player's submissions to the Chair, and the issuing official may submit their own written submissions to the Chair, not exceeding three pages in length.

7.3.3 On receiving a notification under Section 7.3.2, the Chair shall convene a meeting of the Discipline Committee within 21 days to decide the appeal. The appeal shall be decided with reference to the suspension notice, and written submissions as set out in Section 7.3.2. The Chair of the Committee may seek additional submissions from any party, either written or oral, to be received prior to the meeting.

7.3.4 The decision of a majority of the Committee is deemed to be the decision of the Committee, and there is no further appeal from it. The Committee's decision, along with their written reasons, shall be sent to the General Manager, the issuing official, and the player within 7 days of the meeting.

7.3.5 No appeal operates as a stay of any suspension unless the Committee by resolution otherwise directs.

General Discipline Procedure

7.4.1 Any member of the Society may make a formal complaint to the President (or the Vice President, if the President is the member complained of) that another member has violated these policies or the Bylaws. Such a complaint shall be made no more than 30 days after the most recent incident giving rise to the complaint.

7.4.2 The Board shall, at or before its next meeting, discuss the complaint and decide by motion if they wish to have a hearing on the matter pursuant to Bylaw 4.4.1. If so, the procedure in the Bylaws shall govern that hearing and possible suspensions.

7.4.3 If the Board decides to suspend the member complained of, they shall not be eligible to be a team official under Section 3 for the duration of the suspension and shall further lose their right to any honoraria in relation to that season.

7.4.4 If the member complained of is a Director or a member of a Director's immediate family, that Director shall take no part in any discussion or decision on the complaint.

7.4.5 If the Board decides not to have a hearing on the matter, the President shall notify the complaining member of the same.

Section 8 – Volunteer Screening Policy

Purpose

8.1 The screening of certain individuals within the Association is an integral part of creating a safe sporting environment. The purpose of this policy is to identify those individuals that may pose a high risk to the rest of the Association.

Risk Assessment

8.2 Risk assessment must be completed for each specific role to determine the appropriate level of screening. Risk Assessment is determined by how vulnerable the participants are, where the activity takes place and how much authority/control does the volunteer have over the participant.

The resulting risk levels can be categorized as follows:
Low Risk: Individuals are not in a supervisory role or interacting one-on-one with vulnerable individuals.
Medium Risk: Individuals are in a role that involves moderate, semi frequent interaction with vulnerable individuals.
High Risk: Individuals are in a role that requires frequent or prolonged interaction with vulnerable individuals. There is a one-on-one personal relationship with a high degree of trust and authority developed between the volunteer and the participant.

Application

8.3 The following individuals (referred to as "Specified Individuals") are subject to this policy due to their positions being one of trust or authority:

- Coaches
- Trainers
- Any other person that, on a case-by-case basis, the Board deems necessary

EASA will recruit volunteers clearly outlining that the organization takes its responsibilities in respect of participants seriously and screens all applicants thoroughly. Applicants are made aware of the screening process. EASA Specified Individuals will complete the application/registration form followed by the screening process.

Screening Process

8.4 The screening process will consist of the application, interview, reference check and a Police Information Check with a Vulnerable Sector Check. If a Specified Individual fails to participate in this screening process, they are deemed ineligible for the position sought. A Specified Individual's successful screening is valid for three years from the date of approval, at which point they must be screened again in accordance with this policy.

8.4.1 All records collected under this policy shall remain confidential under control of the General Manager unless otherwise required by law. The General Manager or President is responsible for reviewing checks submitted by Specified Individuals.

The General Manager or President will review the check and take one of three actions:

- Approve the check and allow the individual to take the position,
- Deny the check and refuse the individual the position, or
- Approve the check and allow the individual to take the position, subject to any terms and conditions agreed to by the Board.

The General Manager or President will notify the individual of its decision, and if it chooses to deny an individual or impose additional conditions, it shall provide them with written reasons for its decision.

8.4.2 If, between screenings under this policy, an approved Specified Individual is later charged with, or convicted of, any offense, they must immediately report this to the General Manager or President, who may then choose to revoke the approval of that individual.

In reviewing a check, the General Manager will consider a satisfactory check to be:

- Confirmation that no criminal record or pending charges exist, or
- That any existing convictions or charges are either not relevant to the Association or are sufficiently minor as to not warrant concern.

Orientation and Training

8.5 If a Specified Individual is chosen, they will go through orientation and to review the EASA policies and procedures manual. These individuals will be required to take the coach or trainer certification pertaining to their position as required by Hockey Alberta. These individuals are required to take Respect in Sport for activity leaders to assist in creating a safe, healthy and respectful environment for all participants. training weekend prior to the program start date.

Support and Supervision

8.6 Ongoing support and supervision are essential for all Specified Individuals in the EASA program. These individuals will be observed in their volunteer role, participants and/or parents will be encouraged to provide feedback. Mid-season and at the end of the program, Specified Individuals and participants are to provide positive and constructive feedback through a program survey. If at any time during the program, a participant/parent does not feel that the individual is meeting the expectations of their role they can contact the General Manager or President.

Section 9 – Player Support Fund

9.1 The Treasurer shall maintain a separate account known as the "Player Support Fund". Donations to EASA may be assigned by the donor to this fund.

9.2.1 The General Manager shall maintain an application form by which players may apply for reasonable amounts to defray expenses related to participation in EASA activities.

9.2.2 The General Manager or designate shall on receipt of such an application, table it for review by the Board at the next meeting following the application.

9.3 The Board shall review each application for support and make one of the following decisions by resolution:

- Approve the application and direct payment of the requested amount to the player,
- Approve a partial amount and direct payment of that amount to the player,
- Defer the decision to the next meeting, and optionally direct the General Manager to request more information from the applicant, or
- Deny the application.

9.4 The Treasurer shall make any required payments or adjustments following a decision of the Board, and the General Manager shall notify the player of the Board's decision on the application forthwith.

9.5 The Treasurer may, at their discretion, set off any amount approved under this Section against outstanding amounts owing by the player to EASA.

9.6 If the Board approves an amount to a player for the purpose of reimbursing expenses other than those owing to EASA, the Treasurer may at their discretion withhold payment until evidence of the relevant expense has been provided for reimbursement. If the Treasurer requires such evidence, the maximum payment to the player shall be the lesser of:

- The actual amount of their expense, or
- The amount of support approved by the Board.

OPERATIONAL POLICY: DRESSING ROOM STANDARDS & CONDUCT
DATE ISSUED: February 28, 2005
LAST UPDATED: January 1, 2023

POLICY STATEMENT: Hockey Alberta and our Members will provide a dressing room environment with the proper supervision, standards and guidelines necessary to ensure the safe, inclusive, and equitable participation of all players.

DRESSING ROOM USE: All athletes have a right to access safe, inclusive and equitable dressing room spaces. Hockey Alberta also stresses the importance of all Team Officials and players being able to access pre and post-game team sessions and other team related activities. To ensure that all athletes are treated as valued members of a team, team officials should only engage in pre and post-game talks when all athletes are present in the dressing room.

Age of Athletes
Hockey Alberta allows the use of *'all access dressing rooms'* at the U7, U9 and U11 levels (5-10 years of age), provided participants arrive wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom or empty/unused dressing room) to change into the base layer and then enter the team dressing room with the other athletes.

At the U13 level and above the following conditions will apply in all team environments:

- The lesser represented gender(s) will change in separate rooms (the gender in the majority shall not begin changing prior to the departure of the lesser represented gender);
- Once dressed in equipment and prepared to participate in the game/ practice, at least 15 minutes prior to the scheduled ice time, all players will congregate in one dressing room for pre-game/ pre-practice talks;
- At the conclusion of the game/ practice, all players will congregate in one dressing room for a post-game/ post-practice talk, after which the lesser represented gender(s) shall depart for their separate dressing room(s) (the gender in the majority shall not begin changing prior to the departure of the lesser represented gender, with the exception of helmets, gloves and skates);

When separate dressing rooms are not available, due to facility limitations, dressing and showering shall be done in shifts. Team Officials will assign times for each gender to use the room to change and/ or shower and will ensure that the dressing room has been fully vacated prior to the other gender(s) using the facility.

Gender Identify and/ or Gender Expression

All athletes have the right to utilize a dressing room or appropriate and equivalent dressing areas, based on their gender identity and/ or gender expression, that meets their individual needs.

Athletes (and/ or the family) are responsible for asking for assistance and support to the best of their ability from their Team or Member organization if they believe they are experiencing or have experienced discrimination based on their gender identity and/ or gender expression or when requiring related accommodation. When such an accommodation is requested, the athlete (and/ or the family) agree to work cooperatively with their Team or Member organization to locate appropriate and equivalent dressing areas when faced with facility limitations.

If due to facility limitations, and despite proactive efforts of the applicable Team or Member organization, a dressing room that meets an athlete's individual needs is unavailable, the applicable Team or Member organization must work in cooperation with the athlete (and/ or the family) to find an appropriate solution.

To best promote inclusion on a hockey team and to respect the privacy of all athletes on a team, Hockey Alberta requires that all teams require all athletes to wear certain "minimum attire" at all times in the dressing room. This means that athletes should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom or empty/ unused dressing room) to change into the base layer and then enter the team dressing room with the other athletes. Use of showers (especially when showers are not separate from the dressing room or individualized) shall be permitted in a manner respecting all athletes' privacy.

DRESSING ROOM SUPERVISION: Team Officials are responsible for the safety and welfare of their players at all times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities.

When any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar:

- two team or club/ association officials, properly screened; or
- one such official and an adult person, properly screened, associated with the team.

** this provides protection for not only the players but the Team Officials as well.*

In the situation of Junior hockey, the coach may use an adult player over the age of 18 to be the second adult associated with the team.

No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian before, during and after games or practices. Team officials are permitted to leave the dressing room but must remain directly outside of the entrance and with the door open so they

can still hear conversations from the dressing room. It is recommended that team staff occasionally announce and enter the room so that their presence is known.

A Team Official, or delegate, must supervise the team until the last member of the team has left the building after any practice or game.

USE OF CAMERAS AND PHONES: The use of any form of camera, video camera, camera phone, etc. is prohibited in any hockey dressing room during any sanctioned event (this includes players' phones). Parents and/ or coaches wishing to take pictures of individuals or teams in the dressing room (ie: post game photo with a trophy) must request permission of the team staff. For Minor Hockey, the team staff should consult the parent group prior to making a decision. If permitted, pictures must only be taken if everyone in the room is completely clothed/ dressed.

REPORTING/ SANCTIONS: If a violation of this policy is identified, registered participants (or the parent/ guardian thereof) are asked to report the violations to the Member that they are registered with. Hockey Alberta Member organizations are required to review/ investigate all reports of potential violations and can refer to Hockey Alberta's Maltreatment, Bullying and Harassment Policy for guidance.

In the case that a Member organization has not properly reviewed/ investigated a potential violation of this policy, a request can be made for Hockey Alberta to review the process that has been completed. If any Member organization is found to be in violation of this policy, they may be subject to disciplinary action as determined by Hockey Alberta.

Note: New concepts and practices require an open mind, time, a willingness to ask questions and collaborate, and patience. This policy may be modified, updated or otherwise changed from time to time pending the release of updated medical and expert information. Hockey Alberta and our Member organizations will implement and administer this policy in a fair and equitable manner that is inclusive and respects an athlete's human rights.

Appendix 2 – Declaration of Guardianship Form

Edmonton Adaptive Sports Association

Guardian Declaration

The purpose of this document is to establish that a member is functioning at a level which requires a guardian. This is not meant to establish a medical or legal precedent; however, it does transfer a specific benefit to the guardian.

Due to the member's incapacity a guardian is required in order to allow them to participate in all of the team's functions. As a result of this the guardian will be granted the benefit of receiving a rooming allowance equivalent to that of a player.

Declaration:

I_____will be acting in the role of guardian for_____due to their inability to act on their own accord. I am solely responsible for_____during team events. If events occur which change the need for this role it is my responsibility to notify EASA. Failure to do this will result in a repayment of any benefits used in error and/or supplementary discipline as determined by the Disciplinary Committee.

Signature: _____

Date: _____

Approved by The Board of Directors _____

Date: _____

Appendix 3 – EASA Team Official Terms of Reference

Section 1 – Introduction

1.1 These Terms of Reference outline the responsibilities of volunteers of the Edmonton Adaptive Sports Association who are appointed by the Board pursuant to Section 3 of the Policies and Procedures Manual (the "Policies"). Compliance with these Terms of Reference shall be required for the payment of the honorarium specified in the Policies and Procedures Manual.

1.2 For the purposes of honorarium payments, compliance with these Terms of Reference is presumed, unless the Board by motion designates a person as being not in compliance in relation to a specific season.

1.2 In the event of a conflict between these Terms of Reference and the Policies and Procedures Manual, the Policies prevail to the extent of the inconsistency.

1.3 All team officials described in these Terms of Reference, other than the General Manager, must attend at least 75% of the ice times and events assigned to their respective teams.

Section 2 – General Manager

2.1 The General Manager shall determine all matters of a logistical or organizational matter for EASA, subject to specific direction by the Board. This includes, but is not limited to, the organization of ice times, exhibition or league games, fundraising events, outreach events, and tournament travel.

2.2 The General Manager may direct the other team officials and players on any matter coming within the scope of EASA.

2.3 The General Manager, with the consent of the Treasurer, may spend reasonable amounts on behalf of EASA for operational expenses as described in the Manual, or direct another person to do so.

2.4 The General Manager will endeavor to keep the Board informed of the actions they take on behalf of the organization. If the General Manager is not a director, they will be invited to meetings of the Board of Directors unless specifically excluded by motion.

Section 3 – Team Managers

3.1 The Team Managers report to the General Manager, and shall be responsible for:

- Coordinating their team's Player Representative election at the start of the season,
- In conjunction with the coaching staff, ensuring that players comply with the Policies regarding:
    - Setting availability on the Team Snap app,
    - Arriving on time for practices and games, and
    - Appropriate conduct
- Handling player questions and concerns, and if necessary, referring issues to the appropriate team official or to the Board,
- Executing the itinerary for their team during out-of-town travel, including coordinating departure from arenas, hotels, and other team activities,

- Investigating suspected off-ice violation of the Policies by players, and disciplining players as provided by the Policies where violations are found, and
- Following other directions given by the General Manager or Board.

3.2 Team Managers do not have authority to spend money on behalf of EASA, except as directed by the General Manager. Further, the Team Managers do not have authority to interfere in the selection of teams as decided by the Head Coaches.

Section 4 – Coaches

4.1 Coaches report to the General Manager

4.2 The Coach(s) assigned to the highest tier team is responsible for organizing tryouts of all EASA participants at the start of each season and selecting the rosters of all teams in consultation with the other Coach(s) and Manager(s)

4.3 All coaches shall also be responsible for:

- Completing the coaching clinic as specified in their coaching agreement prior to any on-ice activity,
- In conjunction with their Team Manager, ensuring that players comply with the Policies regarding:
    - Setting availability on the Team Snap app,
    - Arriving on time for practices and games, and
    - Appropriate conduct
- Performing the regular and customary role of coaching staff, including planning and directing practices, making game-time decisions, etc.,
- Ensuring that players are wearing required equipment prior to permitting their participation in on-ice activities,
- Investigating suspected on-ice violation of the Policies by players, and disciplining players as provided by the Policies where violations are found
- Liaising with the Team Manager regarding the itinerary for out-of-town travel, and
- Following other directions given by the General Manager or Board.

4.4 Coach(s) do not have the authority to spend money on behalf of EASA, except as directed by the General Manager.

Section 5 – Trainers

5.1 Trainers report to their team's Coach(s).

5.2 Trainers are responsible for:

- Maintaining current First Aid certification at all times,
- Providing first aid to players injured during practices, and completing Hockey Canada injury forms or other insurance forms as required,

- Prohibiting players from returning to on-ice activity until proper return to play procedures have been met, and liaising with the Coach(s) on the status of injured players,
- Assisting with basic maintenance of player sleds and sticks, and recommending necessary equipment expenditures to the General Manager,
- To provide support to all players that need assistance getting on/off the ice,
- Ensuring that players are wearing required equipment prior to permitting their participation in on-ice activities,
- Maintaining a reserve of spare sticks for use in the event a player breaks their sticks during gameplay and does not have their own replacements,
- Assist with loading and unloading players' equipment for out-of-province tournaments. Manager and/or Trainer maintains control of game jerseys.
- Reports witnessed violations of the Policies to the Coach(s) or Team Manager, and
- Follows other directions given by the Coach(s), Team Manager, General Manager, or Board.

5.3 Trainers do not have the authority to spend money on behalf of EASA, except as directed by the General Manager. Trainers are permitted to restock the first aid kit with supplies as deemed necessary, providing receipts to the Treasurer for reimbursement.