



E Edmonton
A Adaptive
S Sports
A Association

POLICIES AND PROCEDURES MANUAL

OCTOBER 2022

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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 participants 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:
- a Team Manager
 - a Head Coach,
 - Any number of Assistant Coaches, if desired, and
 - a 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
 - London Blizzard Invitational Sledge Hockey Tournament
 - 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 they attend at least 75% of the ice times allocated to their respective teams. The attendance requirement does not apply to the person appointed as General Manager.
- 3.4.2** EASA will further cover the following expenses for all persons appointed under this article:
- Flights, if required, and twin-share accommodation for tournament travel, and
 - twin-share 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 Head Coach of the highest skilled team.
- 3.5.2** The Head Coach of the highest skilled team, in consultation with the other Head Coach(es), shall make the final determination of player placements. This Head Coach may at any time during the season make adjustments to 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 Head Coach 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 Head Coach while practicing with EASA. The Head Coach 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 TeamSnap 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 Head Coach directly to advise of the change.

Players who fail to meet these expectations shall be subject to such sanctions as their Head Coach deems necessary.

- 4.7** All players have a right to access safe, inclusive and equitable dressing room spaces. In this regard, all players have the right to utilize a dressing room or appropriate and equivalent dressing areas based on their gender identity and/or gender expression and that meets their individual needs.

Athletes are responsible for asking for assistance and support to the best of their ability from EASA if they believe they are experiencing or have experienced discrimination based on their gender identity and/or gender expression or when requiring related accommodation.

In the event that an athlete requests such an accommodation, they agree to work cooperatively with EASA to locate appropriate and equivalent dressing areas when faced with facility limitations.

Players shall abide by Hockey Alberta Policy HP7, attached as Appendix 1, which does not permit co-ed dressing rooms. In determining whether a dressing room is "co-ed", the genders of players shall be that of their gender identity or expression.

- 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-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 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 have attended at least 75% of the practices, unless exempted by their Head Coach, and
 - 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 not be eligible for expense coverage in Section 5.2 and
 - Shall sign EASA's Player's Pledge form
- 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 Ethics

6.1 The following codes of ethics apply to all levels of participation in EASA programs, including:

- Players,
- Parents or guardians,
- Coaches and team staff, and
- EASA Directors

These are minimum standards which everyone is expected to observe. Failure to abide by these standards will be subject to review by the Discipline Committee and potential disciplinary action as laid out in Section 7.

All players and team staff must sign their respective Pledge form (Appendix 2) prior to any participation in EASA activities.

Director's Code of Ethics

6.2.1 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.

Parent/Guardian's Code of Ethics

6.2.2 Parents or guardians of players shall adhere to the following:

- There is only one coach on a team, and that coach is assigned by EASA. Do not attempt to be the invisible coach for your son/daughter. Doing so will only confuse your child, and this confusion will result in frustration for you, the coach and your child.
- Do be supportive of your child. Praise not just scoreboard success but attitudinal changes, cooperation of teammates, toleration, forgiveness of mistakes, team play, personal skill improvements, and even discipline.
- You are raising a child, not a sledge hockey player; all of the life skills your children learn in this or any organized activity will help them become a better person.
- If a dispute between you and team officials or administration occurs, handle the dispute with dignity and through the proper channels. Gossip, infighting, grudges, etc. are not examples of mature behavior to your children and are not useful in achieving a resolution to any dispute.
- Handle disappointment, whether it occurs through disputes, your child's skill, officials and their decisions, placement on a team, etc. with dignity, maturity and common sense. No one wins all arguments, plays their best all the time, or agrees with every decision, but everyone can rise above the pettiness and selfishness.
- Playing sledge hockey is a privilege, not a right. Undesirable conduct or deliberate infractions of rules can result in disciplinary action, which may lead to the revoking of your membership in this organization.
- Help your child's team, the officials, and the Board of Directors whenever and wherever you are able. Your support and much needed assistance very often means the difference between a rewarding, productive season and a mediocre, frustrating one.
- No abuse or degradation of any form by our parents will be tolerated. Yelling, screaming or physical abuse is not a solution.

Players' Code of Ethics

6.2.3 All players shall adhere to the following:

- Always strive to give your best. Pride, esteem and respect are just a few of the rewards you can expect from your teammates, fans and coaches if you attempt to be the best you can be.
- Never belittle or condemn another player, coach or referee. Bad calls, missed passes, short shifts or any of the other frustrations which occur in organized sports are not valid reasons to hurt or abuse someone else.
- Do not use foul language. If you can't make your point without swear words, then you should reconsider whether or not you have a point to make.
- Fighting will result in disciplinary action.
- Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.
- No abuse or degradation of any form by our players will be tolerated. This includes, but is not limited to yelling, insulting, demeaning, or physical abuse. This applies whether abuse is conducted to one's face or behind their back.

Coaches' Code of Ethics

6.2.4 Coaches and all other team personnel shall adhere to the following:

- The good coach believes their job is to teach sledge hockey, develop his players, and put a team of participants on the ice for every game. The keys to successful coaching are LEADERSHIP, COMMUNICATION and EXAMPLE. The coach points out what is right or wrong, fair or unfair. They stress cooperation with authority and respect for it. How they act is more important than what they say. A coach who is fair, who respects authority and the efforts of their players, will have a team that works hard for them.
- A coach tries to give their team the will to win. They want their players to know the pride of winning as individuals and team members. They must also know how to lose like gracious athletes. A team that plays like this earns friends and respect everywhere it goes and so does the coach.
- Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
- Our coaches must be responsible for their own behavior. They are leaders and teachers, and their actions reflect upon our total program.
- Our coaches must be well organized and prepared, both on and off the ice. Our Association works very hard to provide funding for practice and game ice. Coaches do not have the right to misuse or abuse it.
- No abuse or degradation of any form by our coaches will be tolerated. Yelling, screaming, or physical abuse is not a solution.
- A coach or team official shall not be impaired by alcohol or drugs while in their official capacity as such.
- REMEMBER, coaching is a privilege, not a right. Treat the position and responsibilities with respect.

Section 7 – Discipline and Appeal Procedure

- 7.1.1** At its first meeting following each AGM, the Board shall appoint a Discipline Committee consisting of three people. The Committee must be chaired by a Director, and the other Committee members may either be Directors or EASA members.
- 7.1.2** 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 Head Coach 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 Discipline Committee 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 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 Chair of the Discipline Committee within 14 days of receiving the notice of suspension. This application may include any submissions the suspended player wishes to make to the Committee, up to three pages in length.
- 7.3.2** On receipt of a timely application under Section 7.3.1, the Chair shall convene a meeting of the Committee within 14 days of receiving the application to determine the merits of the appeal. The Chair may seek written submissions from anyone they deem relevant to decide the appeal, to be received prior to the meeting. The suspended player shall receive notice of the meeting and be eligible to attend the same.
- 7.3.3** If a Committee member is also a team official of the same team as the suspended player, they shall take no part in hearing or deciding the appeal.

7.3.4 The Committee shall decide the appeal and provide reasons to the suspended player and the issuing official for its decision within 7 days of the meeting. The Committee may:

- Confirm the suspension,
- Vary the length of the suspension, or
- Quash the suspension.

The decision of the Discipline Committee is final and binding.

7.3.5 If the Discipline Committee quashes a suspension, it shall also determine the amount, if any, the player shall be credited against their registration fee for the time served in suspension.

7.3.6 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 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 – Police 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 risk to the rest of the Association. The requirements of Hockey Alberta also mandate that a screening policy be maintained by the Association.

Application

- 8.2** The following individuals (referred to as “Specified Individuals”) are subject to this policy due to their positions being one of trust or authority:
- Coaches, including both head coaches and assistant coaches
 - Trainers
 - Any other person that, on a case-by-case basis, the Board deems necessary

The above individuals will be screened by a Police Information Check. If a Specified Individual fails to participate in this screening process, they are deemed ineligible for the position sought.

- 8.3** A Specified Individual’s successful screening is valid for three years from the date of approval by the Board, at which point they must be screened again in accordance with this policy. During these three years, a Specified Individual may change positions any number of times without being screened again.
- 8.4** All records collected under this policy shall remain confidential under control of the Secretary unless otherwise required by law.

Screening Process

- 8.5.1** The Board of Directors is responsible for reviewing checks submitted by Specified Individuals. If the Specified Individual is a Director, they will take no part in the decision of their own screening. The screening process is conducted as follows:
- 8.5.2** Specified Individuals submit their application to the President. If the President is the Specified Individual, they submit their checks to the Vice President. The Board will then submit the applications on behalf of the individual.

- 8.5.3** The Board will review the check and may 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 Board will then 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.

- 8.5.4** 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 Board of Directors, who may then choose to revoke the approval of that individual.

Screening Criteria

- 8.6.1** In reviewing a check, the Board 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.

- 8.6.2** If a pardon or stay of proceedings has been granted in relation to an offence, it is deemed not to be relevant to the Association. Otherwise, the following offences shall be considered relevant:
- Within 5 years:
 - Any serious motor vehicle offence, e.g. impaired driving, dangerous driving, failing to remain at the scene of an accident, etc.
 - Illegal possession or trafficking of controlled substances
 - Within 10 years:
 - Any violent offence, including assault
 - Any offence where the victim or complainant was a minor.
 - Any offence relating to theft or fraud
 - At any time:
 - Any offence considered to be sexual in nature

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 to have some or all of their registration fee for the season paid for out of the Player Support Fund. The maximum request for support shall be equal to the outstanding registration fee.
- 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 against that player’s registration fee out of the Player Support Fund,
 - Approve a partial amount and direct payment of that amount against the player’s registration fee out of the Player Support Fund,
 - 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 adjustments following a decision of the Board, and the General Manager shall notify the player of the Board’s decision on the application forthwith.



Hockey Alberta Policy and Procedure Manual

POLICY: CO ED DRESSING ROOMS

DATE ISSUED: February 28, 2005

UPDATED:

SECTION: Membership Services

NUMBER: HP7

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1. From Atom and down, mixed genders may change in the same room at the same time with the presence of two adults.
 2. Players Pee-Wee and higher, mixed genders may not change in the same room at the same time.
 3. It is the responsibility of the coach to ensure all are involved in both the pre-game and post game activities.
 4. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
 5. If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.
 6. An individual team must keep a written record of any relaxation of or deviation from this policy.
 7. It is recommended that every Minor Hockey Association adopt this policy.

Appendix 2 – Players and Coaches Pledge Forms

E Edmonton **A** Adaptive **S** Sports **A** Association

PLAYERS PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All players must sign this pledge before being allowed to participate in sledge hockey and must continue to observe the principles of fair play.

CODE OF CONDUCT FOR PLAYERS

- 1. I will play sledge hockey because I want to, not because others or coaches want me to.*
- 2. I will play by the rules of sledge hockey and in the spirit of the Game.*
- 3. I will control my temper; fighting or "mouthing-off" can spoil the activity of everyone.*
- 4. I will respect my opponents.*
- 5. I will do my best to be a true team player.*
- 6. I will remember that winning isn't everything and that having fun, improving skills, making friends and doing my best are also important.*
- 7. I will acknowledge all good plays and performances including those of my team and my opponents.*
- 8. 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 this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT

NAME _____ **DATE** _____

PLAYER

SIGNATURE: _____

COACHES PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All coaches must sign this pledge before being allowed to participate in sledge hockey and must continue to observe the principles of fair play.

CODE OF CONDUCT FOR COACHES

- 1. I will be reasonable when scheduling games and practices remembering that participants have other interests and obligations.*
- 2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.*
- 3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.*
- 4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that participants play to have fun and must be encouraged to have confidence in themselves.*
- 5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.*
- 6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.*
- 7. I will obtain proper training and continue to upgrade my coaching skills.*

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT

NAME _____ **DATE** _____

COACH

SIGNATURE: _____

Appendix 3 – Declaration of Guardianship Form



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: _____