

EASA Storm
Policies and Procedures Manual

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Statement of Goals

1.1 Overall Goal

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:

- a) equality of opportunity for all participants regardless of skill level;
- b) to promote the enjoyment of the game by the participants;
- c) the programs offered by EASA and their delivery shall at all times hold the welfare of its participants paramount;
- d) all programs will have as their emphasis the development of sound attitudes of sportsmanship, fair play and teamwork.

Statement of Policies

2.1 Membership with Hockey Alberta and Hockey Canada

2.1.1 Membership in Hockey Alberta

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:

- (a) conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required;
- (b) unconditionally commit to obey and abide by Hockey Alberta's and Hockey Canada's Constitution, Bylaws and Regulations;
- (c) recognize Hockey Alberta as the governing body in the Province of Alberta subject only to a right of appeal to Hockey Canada;
- (d) 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.

2.1.2 Governing Hockey Rules

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

2.2 Team Structure

EASA Storm teams will have a head coach, assistant coach, trainer and team manager. The coaches and managers will work with the day to day team operations. All organizational matters for EASA will be deferred to the Head Coach and General Manager as appointed by The Board. The positions of coaches, trainers, and managers will be offered by The Board on the basis of a one year term. These personnel will not receive direct remuneration for their positions. However EASA will cover costs associated with travel for league games and tournaments as determined by The Board.

EASA Storm will provide opportunities for players to try out for two teams competing in the ASHL in the Intermediate B and C divisions. The player assessments will be conducted during the first few ice times of the season. The coaching staff will assign players to either the B or C team with the final placements made at the discretion of the Head Coach. A player has the right to ask for a rationale for their assignment; however the decision by the coaching staff and Head Coach is final. If a player is under the age of eighteen, or does not have the mental capacity of a typical adult, their parent or guardian may make the request.

2.3 Player Guidelines

Players will pay an annual registration/membership fee of \$450 due at or before the first ice time. A player may contact EASA to arrange a mutually agreeable payment plan if full payment will cause financial hardship. The registration fee includes:

- Practice ice time twice a week
- Insurance with Hockey Alberta
- League ice time
- Player use of practice jerseys, game jerseys, hockey pants, a sledge and sticks (if required)

Non EASA members who wish to participate in practices will pay \$15 per ice time or \$250 for the season. If a participant is not yet insured with Hockey Alberta then the first fee will be \$60 and all subsequent fees will be \$15. Non EASA members are expected to follow the same rules as EASA members during practices. Violations will be subject to that person having their practice privileges revoked.

2.3.1 Independence

The coaching staff will not be responsible for the personal care of the players. Players who require assistance will have to provide their aid or guardian on site at all times.

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2.3.2 Equipment

All players must wear the following protective gear:

- Helmet with cage
- Neck guard
- Shoulder, elbow and shin pads
- Hockey gloves
- Proper footwear to avoid injury

Players will not be able to participate in practices or games without their protective gear.

2.3.3 Practice and Game Guidelines

- Players will arrive at least forty five minutes prior to practice time and at least forty five minutes prior to game time
- Players must provide their availability for practices and games through the TeamSnap app at least one week ahead of any event
- A player who is late for a game will be subject to sanctions as decided by the coach.
- A player who does not provide notice that they will miss a game will miss an additional game at the coach's discretion
- If there is an emergent event which changes a player's availability for a game or practice they must contact both the Head Coach and their respective head coach at least two hours prior to the event
- As per Hockey Alberta guideline HP7 (attached) the dressing rooms will not be co-ed.

2.3.4 Tournaments and Travel

Players are responsible for their own travel to and from practices and league games. Every effort will be made to help players make travel arrangements to out of town games. In order to be eligible to play in tournaments the following conditions must be met:

- The player must participate in fundraising for the organization. This could include volunteering at the annual golf tournament or other organization fundraisers
- If a player was unable to participate in fundraising a \$500 deposit will be accepted prior to the travel date. This fee will be reimbursed subsequent to the player participating in the next fundraising effort.
- Their registration/membership fee must be paid in full
- The player must attend 75% of the practices. Allowances will be made for absences discussed with the head coach and team manager
- EASA will pay for players' travel and team accommodations for out of province tournaments. Players are expected to share a room with other players.
- If an adult player over the age of 18 years old shares a room with another player or coaching staff, the room cost will be covered by EASA. EASA will cover a portion of the cost of the room of an adult player or coaching staff not sharing a room with another player or coaching staff for the entire trip.
- Non-players who wish to stay in a players' or coaches' room must have the consent of all occupants of the room.
- Adult players over the age of 18 years old that are unable to share a room with another player due to special circumstances will discuss the situation with the team manager and complete the Guardian Declaration form. The team manager will bring the special circumstance to The Board for review.
- The cost of the room will be covered by EASA for all players that are under the age of 18 sharing a room with a parent or guardian.
- Minors that choose to share a room with another player instead of sharing a room with a parent or guardian will not have an additional room covered by EASA.
- All players are required to obtain and provide proof of medical insurance for non-sanctioned tournaments
- In the event that the team chooses to enter an out of province tournament and EASA cannot provide full funding for the team, the excess expenses will be shared equally with all players attending.

In the case where a non EASA player submits a written request to the Board to play in a tournament, the guest player will:

- Acknowledge their acceptance of EASA's player expectations set out in the Policies and Procedures Manual by signing the Player's Pledge form.
- Pay for their own travel and accommodations.

2.4 Code of Ethics

The following codes of ethics apply to all levels of participation in EASA programs: parents, players, coaches and other team personnel, and members of the Board of Directors. These are minimum standards of behavior which participants are expected to observe.

Violation of the standards by a participant may lead to a review by the EASA Board of Directors for subsequent exoneration, reprimand or expulsion. Every player, coach and member will sign their respective Code of Conduct form in order to participate in EASA activities.

2.4.1 Executive Committee and/or Board of Directors Code of Ethics

In relation to Club:

1. Members adhere to EASA policy and seek to change policy through the proper channels of EASA.
2. Members maintain the integrity of EASA at all times, and do not participate in any activity which places EASA in ill repute.
3. Members honor commitments made on behalf of EASA.
4. Members do not divulge to the general public any item which may cause personal embarrassment or humiliation.
5. Members resign from the position immediately should they become unable to fulfill the duties or obligations of the position.

In relation to colleagues (other members):

1. Members do not criticize the sphere of another member except to that member or the President. Criticism or reports to the President shall only be made after the member has been made aware of the nature of the criticism to be leveled.
2. Members do not offer comments, render opinions or decisions, with respect to operations not under their control, when speaking with the general public.
3. With respect to issues arising in the community, members will refer matters to the appropriate Board member in whose sphere of operation the issue falls.
4. Members do not undermine the confidence of the general public in other members.

In relation to Club membership:

1. Members fulfill the duties and obligations of their position to the best of their ability, always serving the best interest of ALL players registered with Club.
2. Members treat the general public with dignity, respect, and are considerate of their circumstances.
3. Members do not use their position for the profit or special treatment of themselves or members of their immediate family.
4. Members do not use their position to influence placement of any player.
5. Members do not use their position to influence the selection of any coach or team official.

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2.4.2 Parents' and Guardians' Code of Ethics

1. There can be only one coach on the team, and that person 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.
2. 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.

3. 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.
4. 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.
5. 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 his or her best all the time, or agrees with every decision, but everyone can rise above the pettiness and selfishness.
6. **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.
7. 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.
8. No abuse or degradation of any form by our parents will be tolerated. Yelling, screaming or physical abuse is not a solution.
9. As per Hockey Alberta if not already completed in a prior year, one parent or guardian from each family, at their expense, is required to complete the Hockey Alberta Respect in Sport online course prior to December 15th, or your child will be removed from the team. This needs to be renewed every four years.

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2.4.3 Players' Code of Ethics

1. 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.
2. 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.

3. 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.
4. Fighting will result in disciplinary action.
5. Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.
6. No abuse or degradation of any form by our players will be tolerated. Yelling, screaming or physical abuse is not a solution.

2.4.4 Coaches' Code of Ethics

1. 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.
2. 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.
3. Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
4. Our coaches must be responsible for their own behavior. They are leaders and teachers and their actions reflect upon our total program.
5. 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.
6. No abuse or degradation of any form by our coaches will be tolerated. Yelling, screaming or physical abuse is not a solution.
7. A coach or team official that is reported to be impaired by alcohol or drugs while in his official capacity with the team will be suspended for a minimum of the remainder of the sledge hockey season.
8. REMEMBER, coaching is a privilege, not a right. Treat the position and responsibilities with respect.

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2.5 Discipline and Conduct

2.5.1 Discipline by EASA

The Board shall elect a Disciplinary Chairperson before the start of the sledge hockey season for the purposes of determining disciplinary matters. The Discipline Chairperson will establish a Discipline Committee which will have the powers to suspend, expel and/or impose sanctions and conditions of participation on any Club Member, parent, player or team official who fails to comply with the policies, Bylaws and/or regulations of EASA, Hockey Alberta or Hockey Canada or whose conduct shall be deemed to be improper or unbecoming of a Member, parent, player or team official of EASA. All disciplinary matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the Officials Association of the applicable zone and/or Hockey Alberta.

2.5.2 Disciplinary Process

Discipline by a Coach

Coaches of EASA shall be entitled to suspend summarily any player on their respective team for individual discipline problems. Any suspension by a coach may be appealed to the Discipline Committee.

The Discipline Committee will proceed with the disciplinary process after a written report is prepared by the complainant. This written report must be received within seven (7) days of the incident by the General Manager and the Disciplinary Chairperson. Upon receipt of the written report a member is suspended until a hearing is held.

The Discipline Committee will be made up of the Disciplinary Chairperson and two other Board Members. The Discipline Committee shall establish the manner in which it will review and investigate the reported incident on a case by case basis, provided that in no instance shall any person be sanctioned without the opportunity to understand the allegations being made against such person and the opportunity to respond to those allegations.

Following its review and investigation the Discipline Committee shall notify any individual receiving sanctions of such sanctions including suspension and/or conditions of participation in writing. 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. Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada, Hockey Alberta, or ASHL shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee.

2.5.3 Appeals In General

- (a) No appeal operates as a stay of any suspension.
- (b) Any appeal by a player younger than eighteen (18) years of age, or by a player who does not possess typical adult mental capacity, may only be made by that player's parent or legal guardian on behalf of the suspended player.
- (c) The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing.