

CALGARY ROYALS ATHLETIC ASSOCIATION

POLICIES AND PROCEDURES

MANUAL



TABLE OF CONTENTS

	<u>Page</u>
I. OFFICERS, DIRECTORS AND ASSOCIATION COMMITTEE DUTIES	3
A. Officers and Directors Duties	3
1. President	3
2. Vice President – Hockey Operations	3
3. Vice President – Administration	4
4. Treasurer	4
5. Secretary	4
6. Past President	4
7. Hockey Team Directors (Coordinators)	4
8. Registrar	4
9. Accessories and Equipment Director	5
10. Banquet and Social Director	5
11. Royals Report Director	5
12. Manager Liaison Director	5
13. Bingo / Casino Director	5
14. Blueline / Fundraising Director	5
15. Scholarship Director	5
16. Ice Allocation Director	5
17. Mac’s Tournament Director	5
18. Conditioning Camp Director	5
19. Ombudsman	6
20. Coach/Player Development Director(s)	6
21. Website Director	6
B. Association Committees and Duties	6
1. Executive Committee – Officers of the Association	6
2. Hockey Operations Committee	6
3. Finance Committee	6
4. Discipline Committee	6
5. Bantam AAA/Midget AAA First-year Selection Committee	7
II. MEETINGS AND SOCIAL EVENTS	7
1. Board Meetings	7
2. AGM	7
3. Committee Meetings and Special Meetings	7
4. Social Events	7
III. ADMINISTRATIVE POLICIES	7
1. Financial Assistance	7
2. Conditioning Camps, Try-outs and Registrations Fees	7
3. Association Fundraising Policies	8
4. Bingo and Casino Credits	9
5. Equipment Policies	9
a. Game Jerseys	10
b. Calgary Royals Pins	10
c. Calgary Royals Melton/Leather Jackets	10
d. Calgary Royals Additional Jackets	10
e. Track Suits	10
f. Calgary Royals Apparel	10

g.	Name Bars	10
h.	Cresting	10
i.	Equipment	11
6.	Scholarships and Scholarship Trust Fund (The “Fund”)	11
a.	Creation and Purpose of the Scholarship Trust Fund	11
b.	Contributions to the Fund	11
c.	Operations of the Fund	11
d.	Board of Trustees	12
e.	Scholarship Awards Credentials	12
f.	Award Application and Conditions	12
7.	Personal Information and Privacy Matters	13
8.	Notices	13
9.	Royals Report	14
IV.	ASSOCIATION HOCKEY POLICIES	14
1.	Player Registration Policy	14
2.	Player Acceleration Policy	14
a.	Pee Wee Acceleration	14
b.	Bantam Acceleration	14
c.	Minor Midget “AAA” Acceleration	14
d.	Bantam AAA/ Midget AAA Acceleration Policy	14
3.	Try-outs	15
4.	Team Registration Policy	15
5.	Team Roster Policy	16
6.	Player Affiliation Policy	16
7.	Fair Play Principles	19
8.	Transportation Policy	19
9.	Travel Permits/Tournaments/ Exhibition Games	19
a.	Tournaments for Bantam	19
b.	Tournaments for Midget	20
c.	Tournaments for Junior B	20
d.	Tournament Proposal	20
10.	Suspensions	21
11.	Medical Support and Injuries	21
12.	Team Bank Accounts	21
13.	Coach and Manager Restriction / Selection Policy	21
14.	Directors Restriction Policy	22
15.	Coach Certifications	22
16.	End of Hockey Season	22
V.	CODE OF CONDUCT POLICY	22
VI.	PROCEDURE FOR HANDLING PARENTAL CONCERNS AT THE TEAM LEVEL	23
VII.	ASSOCIATION DISCIPLINE POLICY AND PROCEDURE	24
VIII.	CONFLICT OF INTEREST POLICY	26
IX.	AMENDMENTS	27
	Appendix A. Appeal to Discipline Committee Form	28

POLICIES AND PROCEDURES MANUAL

Mission Statement: "To operate a competitive hockey program in south-west Calgary designed to promote and encourage the development of the individual's hockey skills and positive attitudes towards sportsmanship, education and citizenship."

I. OFFICERS, DIRECTORS AND ASSOCIATION COMMITTEE DUTIES

The Association relies on its officers and directors to formulate and implement policies and procedures for the effective running of the Association.

The current directors and officers of the Association are listed on the Association website under the "Executive & Directors" button. Some directors may be (and often are) allocated responsibility for more than one (1) of the duties listed below provided, however, that a director will generally hold only one (1) officer position.

A. Officers and Directors Duties

1. President - Duties include:

- Has general supervision, responsibility for the management and affairs of the Association and is the chief executive officer of the Association.
- Chairs all meetings of the Association members and of the Association Board of Directors ("Board")
- Assigns and coordinates director duties and activities, along with the Vice President of Hockey Operations and Vice President of Administration.
- Liaises with other hockey associations and represents the Association at meetings involving other hockey associations
- Discusses and implements decisions of Calgary "AA" Council (which is the organization responsible for quadrant hockey in Calgary)
- Authorizes travel permits, grant and sign player release forms
- Ensures up-to-date and accurate documentation pertaining to his/her specific office
- Has all such other powers and duties as the Board may specify

2. Vice President - Hockey Operations - Duties include:

- Coordinates and organizes coach and team selections including coach evaluation and player tryouts
- Along with President represents the Association at Calgary "AA" Council meetings
- Deals with all hockey related programs and policies
- Interacts with other associations with regard to hockey policies and procedures.
- Appoints and oversees coordinators (and assistant coordinators, as required) for each level
- Monitors and manages ongoing progress of teams
- Selects directors to serve as the Board representative and Board contact person for each individual team, also referred to as Hockey Operations Coordinators
- Involves team directors also referred to as Hockey Operations Coordinators, in Hockey Operations Committee meetings as required

3. Vice President – Hockey Administration - Duties include:

- Assists the President and the Board in the general management and supervision of administrative matters affecting the Association
- Coordinates the circulation and handling of background security information request forms for officers, directors, coaches, managers and others as directed by the Board
- Coordinates and manages the selection of trainers for Association teams and for conditioning camps and tryouts and manages and monitors issues relating to trainers
- Coordinates the beginning of the season individual association team meetings of the coaches, manager with the parents of each team

4. Treasurer - Duties include:

- Looks after all financial affairs of the Association and prepares and/or coordinates all financial reporting on behalf of the Association. Makes deposits and disbursements on behalf of the Association

5. Secretary - Duties include:

- Records, produces and distributes notices and minutes of the meetings of Board and members of the Association
- Arranges for meeting room bookings for the Association
- Assists the Banquet and Social Directors in organizing meeting and relative Association events if required

6. Past President - Duties include:

- Assists current President with duties as assigned by the President and mentors Board and Executive Committee as requested.

7. Hockey Team Directors (Coordinators) – Duties Include:

- Responsible for ensuring team activities are coordinated and executed as per the policies and procedures
- Policy decisions/procedures (including, without limitation, policies with respect to player injury risk prevention, policies concerning return to training, practice and game play for injured players and policies concerning dress codes and other decorum matters)
- Liaison between the team, players, parents and coaching staff, and the Board of Directors
- Creates and distributes monthly team reports to the Board of Directors.
- Works closely and in conjunction with the Vice President of Hockey Operations, and is a part of the Hockey Operations Committee

8. Registrar - Duties include:

- Maintains and updates the on-line try-out registration system
- Communicates with the Website Coordinator for updates regarding try-out registrations and the on-line registration system
- Creates and updates a try-out registration spreadsheet, downloaded from information contained in the on-line registration system
- Distributes the try-out registration spreadsheet to the VP Hockey Administration and Treasurer accordingly
- Communicates with the Hockey Calgary and AA Council registrars with regards to registrations and appropriate rules

- 9. Accessories and Equipment Director - Duties include:**
- Coordinates “Royals” accessories and equipment and controls distribution of accessories and equipment (including sweaters, socks, jackets, track suits, pins, pucks, sweater bags, try-out jerseys and game jerseys)
 - Communicates with Vice President of Hockey Operations for try-out jersey and game jersey distribution
 - Communicates with the Vice President of Administration relative to all equipment and apparel
 - Communicates with the Website Coordinator for website updates
- 10. Banquet and Social Director - Duties include:**
- Organizes the Association social functions and social aspects of regular Board meetings, and Awards Banquet
- 11. Royals Report Director - Duties include:**
- Develops and distributes the Royals Report, the periodic association newsletter
 - Facilitates the distribution of information to coaches, managers, Board members, players and parents through the Royals Report
 - Assists with publicity regarding meetings, conditioning camp, coaches and other events as requested through the Royals Report
- 12. Manager Liaison Director - Duties include:**
- Organizes and oversees team managers and distributes useful managerial materials
 - Responsible for recruiting non-parent managers to teams that require them
 - Responsible for updating the team handbook, and for acquiring and reviewing the monthly team financial statements and distributing them to the Treasurer
- 13. Bingo / Casino Director - Duties include:**
- Organization and management of bingos at designated sites throughout the year
 - Organizing and arranging of personnel for bingos
 - Management of bingo funds and credits
- 14. Blueline / Fundraising Director - Duties include:**
- Duties involve formulating and implementing fundraising initiatives as well as the organization, collection and tabulation of ad fees, design, printing and distribution of the Blue Line Magazine, which is the Associations yearly yearbook. Schedules the photographer where applicable
- 15. Scholarship Director - Duties include:**
- Distribution of applications and selection of scholarship recipients.
 - Monitoring and administering scholarship payout requests
- 16. Ice Allocation Director - Duties include:**
- Acquisition of ice rentals for the Association and allocation of practice time for each team and redistribution of unused ice time
- 17. Mac’s Tournament Director - Duties include:**
- Co-ordinates the Association volunteers for annual Mac’s Midget Hockey Tournament
- 18. Conditioning Camp Director - Duties include:**
- Organizes the yearly August conditioning camps
 - Works with Ice Allocation Director, VP Hockey Administration and Website Director to ensure that conditioning camps are properly organized and publicized

- Maintains and updates the on-line conditioning camp registration system

19. Ombudsman - Duties include:

- Serves as mediator for Association disputes not resolved through normal complaint and dispute mechanisms in place from time to time
- Reviews disciplinary actions before they are disclosed to the parties concerned
- May not sit on the Discipline or Appeal Committees

20. Coach/Player Development Director - Duties include:

- Organizes programs for the development of coaches and player
- Facilitates the use of outside providers of coach mentoring and related services
- Works with members of the Hockey Operations Committee to facilitate communication of hockey related information to coaches and other team officials

21. Website Director - Duties include:

- Maintains and updates the Calgary Royals Athletic Association website:
www.calgaryroyalsaa.com

B. Association Committees and Duties

1. Executive Committee – Officers of the Association - (Comprised of the President, Vice President – Hockey Operations, Vice President – Administration, Treasurer, Secretary and Past President)

Duties Include:

- Performs such duties and functions as delegated to it from time to time.
- Duties of the officers of the Association are set out in general terms in the By-Laws of the Association

2. Hockey Operations Committee - (Comprised of the President, Vice President - Hockey Operations and the Directors responsible for coordinating each level of Bantam, Midget and Junior “B)

Duties include:

- Coach selection Sub-Committee – (Comprised of the President, Vice-President of Hockey Operations and 3 Hockey Operations Coordinators)
- Management of team concerns/problems.
- Selection of the Association award recipients.

3. Finance Committee - (Comprised of President, Treasurer, Secretary, Vice President Hockey Operations and Vice President – Administration, Past President, and/or other member(s) of the Board designated by the President from time to time, and chaired by Treasurer)

Duties include:

- Budget preparation.
- Ongoing management of budget and related financial matters.

4. Discipline Committee - (Comprised of the President, who shall be chair, and at least 3 or more members of the Board designated by the President from time to time)

Duties include:

- Taking disciplinary action where required in order to deal with any violations of the Association’s bylaws, policies and procedures.
- Hearing appeals of certain disciplinary decisions.

5. Bantam AAA/Midget AAA First-year Selection Committee - (*Comprised of the Vice President of Hockey Operations, who shall chair, two Coordinators (one of which will be the requesting team's coordinator)*)

Duties include:

- Determining whether accepting a 13 year-old to Bantam AAA and a 15 year-old to Major Midget AAA is in the best interest developmentally for a first-year player.

II. MEETINGS AND SOCIAL EVENTS

1. Board Meetings - meet once per month from September through June (generally, but not always, the second (2nd) Thursday of each month). Only persons who are Board members are entitled to attend Board meetings unless the presence of any other person or persons is approved of by the Board members present at the particular meeting.

2. Annual General Meeting of the Members of the Association - generally the third (3rd) week of May.

3. Committee Meetings and other Special Meetings - (as called from time to time).

4. Social Event - Awards Banquet (generally held in late April or early May).

III. ADMINISTRATIVE POLICES

1. Financial Assistance

The Calgary Royals will match any amounts granted for financial assistance under the Calgary Flames Even Strength Program. Members and teams can contribute to the fund by donating either bingo credits or cash. Financial assistance amounts granted through both the Calgary Flames Even Strength Program and the Calgary Royals Financial Assistance Fund can only be used towards Calgary Royals Association registration fees (and not towards team fees).

2. Conditioning Camps, Try-Outs and Registration Fees

Fees are reviewed and set annually by the Board, and are posted on the Calgary Royals Athletic Association website: www.calgaryroyalsaa.com.

a. Conditioning Camp and Try-out registration fees shall be paid by such methods as determined by the Association and posted on the website. Registration is considered incomplete until full payment has been received.

b. Deadline for Conditioning Camp registrations is June 24th, or any other date as determined by the Association and posted on the website. There will be an additional \$50 non refundable late fee added to any conditioning camp registrations accepted after the deadline. Conditioning Camp fees are non-refundable EXCEPT in the circumstance where a player becomes sick or injured PRIOR to stepping on conditioning camp ice, in which case a doctor's note is required. Any such refunds are subject to a \$25 administration fee.

c. Deadline for Try-out registrations is June 24th or any other date as determined by the Association and posted on the website. There will be an additional \$50 non-refundable late fee added to any try-out registrations accepted after the deadline.

ALL potential Calgary Royals hockey players are required to register for try-outs, including those players trying out for Junior A, and pay the try-out registration fee. Try-out fees are non-refundable, except in circumstances where players DO NOT step on try-out ice and DO NOT return to play on a Calgary Royals hockey team. All refunds are subject to a \$25 administration fee.

d. All Association player registration fees are due and will be collected by the team's manager by such date as determined by the Association. Players will not be allowed to participate in practices and/or games if fees are not considered by team management to be up to date.

3. Association Fund Raising Policies

All members are required to participate in all Association fundraisers. Teams may also elect to undertake their own fundraising activities.

The Association does not allow teams to raise funds by selling advertising on equipment worn in games. Advertising on any other team apparel must be approved by the board. It is recommended that sponsors be encouraged to advertise in the Blue Line Magazine.

All members are required to provide a number of post dated fundraising deposit cheques, (number of cheques and amount to be determined annually by the Association), by October 1 (or such date as determined by the Association) of each season.

It is the responsibility of the team manager to collect these cheques and then to pass them on to the VP Administration to hold for the season. If these cheques are not received by the VP Administration by the aforementioned date, the player will be suspended from team practice and game play until such time as the cheques are received by the VP Administration.

If a member fails to adequately comply with or complete the required Association fundraising requirements then one or more of the post-dated cheques of that member may be cashed on the direction of the VP Administration.

If any cheque is returned NSF (not sufficient funds), the player concerned will automatically be suspended from practicing or playing any games until the matter is resolved. There will be an additional charge of Fifty (\$50.00) Dollars for the NSF cheque. The VP Administration will contact the team director for such team who will then contact the team's coach as to the player suspension;

Should any coach fail to abide by this, then they will be subject to discipline and sanctions as determined by the Hockey Operations Committee.

Any outstanding monies owed to the Association must be paid in full before the player is allowed to step on tryout ice the following season, by such method as determined by the Association.

4. Bingo and Casino Credits

A credit system is currently in place for bingo's worked over a certain amount and for working casinos. All bingo and casino credits are worth One Dollar (\$1.00) per credit for purposes of being used in payment of player registration costs. Families that do not return to the Association the following year may donate these credits to the Association Scholarship Fund, the Association Financial Assistance Fund, or to another player. These credits expire on the third (3rd) September 30th after they are earned.

It is the responsibility of the Bingo Director to provide members with the number of credits they have available for use towards registration, tryouts, etc.

Casino credits are separate from bingo credits; casino credits cannot be used to fulfill bingo requirements.

If there are not enough volunteers it will be mandated that each team has to provide the number that is required to fulfill the casino commitment

5. Equipment Policies

a.) Game Jerseys

- 1.) The Equipment Director will distribute the game jerseys to each team's coach or manager at the beginning of September. Game jerseys must be returned to the team's manager who will give back to the Equipment Director by mid-April at a time and in the condition specified by the Equipment Director. Game jerseys are supplied within (2) jersey bags, and should be transported as such.
- 2.) It is the responsibility of the Association teams to manage game jersey as one unit, usually undertaken by the manager or coach or delegated to a responsible parent.
- 3.) Game jerseys shall not be worn for practice.
- 4.) Game jerseys not returned back to the Association will be subject to the member's fund raising cheque (s) being cashed.
- 5.) Each team is responsible for having their players name bars on the game jerseys prior to their first league game.

b.) Calgary Royal Pins

The Association maintains a supply of Royal pins. These are used for gifts and exchanges at tournaments and can be obtained from the Equipment Director.

c.) Calgary Royals Melton/Leather Jackets

All Bantam AA/AAA players will purchase a Royals jacket, and all jackets must be acquired through the Calgary Royals jacket contract vendor as communicated by the Equipment Director. Fittings for jackets are done in the early part of the season at the “photo night” and the jackets are usually available by mid-November. Melton leather jacket fees are included in the registration fees. If a Bantam AA/AAA hockey player already has a melton-leather jacket, registration fees will be adjusted accordingly.

d.) Calgary Royals Additional Jackets

All Midget players have the option, based on their team’s decision, to purchase a Calgary Royals jacket as communicated by the Equipment Director.

All coaches have the option, based on their team’s decision, to purchase a Calgary Royals jacket as communicated by the Equipment Director.

The Calgary Royals has 2 Board approved jackets available for all of its’ members. The Melton Leather Jacket for all Bantam AA/AAA hockey players, and an additional jacket for all Midget/Junior hockey players and all coaches, managers, and trainers – where applicable.

e.) Track Suits

Team members, will be offered one specific tracksuit for purchase that is approved by the Board.

f.) Calgary Royals Apparel

The Association will also supply for sale hats, sweaters, and other clothing and accessories, which may vary from season to season. Notification regarding the purchase of these articles will be made in the Royals Report, and on the Calgary Royals website: www.calgaryroyalsaa.com. All Calgary Royals apparel is Board approved and can be purchased at “photo night”; additional purchases can be made by contacting the Equipment Director.

g.) Name Bars

All team name bars will be consistent and the same for all categories. The Calgary Royals approved name bar vendor will make no exceptions. Name bars should also follow the proper recycling process within the Association. For additional information the Equipment Director should be contacted.

h.) Cresting

The Calgary Royals logo will not be placed on anything, without Board approval. Cresting that is not Calgary Royals specific will not be placed on any equipment

or apparel. The Equipment Director should be contacted with any questions relative to Sponsorship cresting.

All teams are required to purchase and sew the Calgary Royals crest for their players' hockey pants. This should be sewn on the pant as centered on the right pant leg 1-inch from the bottom of the pant. The Equipment Director will provide the Calgary Royals crest.

i.) Equipment

The Calgary Royals Athletic Association colors are Royal Blue, White, and Gold.

- 1.) All players shall wear royal blue CSA approved helmets, and royal blue hockey pants to be provided at the player's own expense. Players will be notified when new colour schemes created by manufacturers are not approved (for example, helmets with additional yellow elements) on the Calgary Royals website.
- 2.) Approved throat protectors and mouth guards are mandatory for all practices and games.
- 3.) It is an expectation that all Calgary Royals team personnel including players and coaches wear shirts, ties and dress slacks to all games.

6. Scholarships and Scholarship Trust Fund (The "Fund")

a.) Creation and Purpose of the Scholarship Trust Fund

In 1976 the fund was established with the introduction of three scholarships in the name of Dale Dupont. The purpose of this fund is to maintain trust money, separate from the association's operating funds, and used to finance scholarships awarded by the association. The scholarship fund goal is to be self-funding; however, a projected amount of \$500,000 will be required before it can be self-funding.

b.) Contributions to the Fund

The Association shall contribute, up to a total cumulative donation of Fifteen Thousand (\$15,000.00) dollars per year, matching a team's contributions on a dollar for dollar basis. The Scholarship Fund may be supplemented annually, through donations from Calgary Royal hockey teams and outside interests.

c.) Operations of the Fund

The Association Treasurer shall maintain a separate, interest earning account, for the fund; the money shall not be used for any purpose other than funding association scholarships. The interest on money in the fund shall be eligible to be used to fund year-to-year scholarship awards, while maintaining a minimum balance of \$150,000. Money may be withdrawn from the fund for other purposes

or it may be terminated upon motion of the membership at the Annual General Meeting.

d.) Board of Trustees

The Board of Trustees of the Fund (the “Trustees”) will consist of the following seven (7) persons unless otherwise determined by the Board:

- 1.) Scholarship Director
- 2.) VP of Hockey Operations, or designate;
- 3.) Three (3) directors, to be appointed by the Board;
- 4.) Family representatives, honored through the Scholarship Program or designate;

e.) Scholarship Awards Credentials

Scholarships will be awarded to those candidates judged most deserving by the Trustees, whose recommendation shall be ratified by the Board. A Board member who has a family member who has submitted an application shall be excused from the ratification process.

Scholarships are dedicated to the memories of the following:

- Stu Peppard (\$2,000)
- Ed Melville (\$2,000)
- Dale Dupont - two (\$1,000 each)
- David Ferrell (\$1,000)
- Jeff Niehaus (\$1,000)
- Kyle Blais (\$1,000), Terry Spink (\$1,000).
- Royals Team (\$1,000)

Scholarship dedications can be amended, based on recommendations by the Board.

f.) Award Application and Conditions

The Scholarship Director will issue a yearly call for applications in December of the current season. The Scholarships will be financed through the Scholarship Fund and the Association operating funds as determined by the Treasurer of the Board.

Scholarship Awards

- 1.) Must be utilized within two years
- 2.) The applicant may defer a scholarship one year, following written application to the Scholarship Director
- 3.) If the applicant does not utilize the scholarship within three years of its award, the funds will be returned to the Scholarship Fund

The Scholarship awards will be ratified by the Board of Directors and announced at the annual association Awards Banquet.

7. Personal Information and Privacy Matters

Personal information of members is obtained and used by the Association only for purposes, which the Association determines from time to time to be necessary for the legitimate, necessary and normal functions of the Association as a hockey organization.

Members are encouraged to contact the President of the Association if they have any questions or concerns with respect to privacy matters or the use of their personal information. Such contact must be in writing and should normally be made at the commencement of each hockey season prior to any sensitive personal information being disclosed by the member. The President will promptly consider any requests to limit the use of or protect the privacy of personal information and will generally grant any reasonable requests provided that such requests do not, in the view of the President, inhibit or unduly burden the Association in carrying out any of its legitimate, necessary and normal functions as a hockey organization.

8. Notices

The primary method of providing members with notices and information is via the Association website. Members are encouraged and obligated to pay regular visits (weekly visits recommended) to the Association website so that they can be made aware of important notices and information. For greater certainty, this policy applies to all notices including, without limitation, meeting notices (such as the Association's Annual General Meeting and any special meetings), notices of upcoming events and notices concerning changes or updates to the Association's policies and procedures.

It is the obligation of the members to ensure that their phone, email and other address and contact information is kept up to date at all times by notifying the Vice President of Administration or the Secretary in writing of any changes. The Association may use the last contact information supplied by a member to provide a notice and the member will be deemed to have received notices sent using such information. If a member does not have access to the Association website then the member must so advise the Association and provide an acceptable alternate means by which the Association can communicate with the member.

All notices and information are treated as having been received by the member at earliest of the time of posting of the notice or information on the Association website or the time otherwise given or handed out. The only exception is when a notice or information is supplied by mail in which case the notice is deemed to be received three (3) days after the envelope containing the notice is postdated. Team notices may also be given in a similar fashion.

9. Royals Report

The Royals Report is the official newsletter of the Association. It is published four (4) times per year and is the primary communication vehicle for parents, coaches, managers, players and other Association members.

IV. ASSOCIATION HOCKEY POLICIES

1. Player Registration Policy

In order to register and/or play for an Association team, a player must reside with the player's parents or legal guardian (in case of guardians, documented proof needs to be submitted of guardianship) within the boundaries of the Association. For purposes of this policy, a player will be considered to "reside" at the location which is the player's ordinary place of residence, from day to day, during the hockey season as determined and in accordance with any applicable MHAC, HA, HC guidelines and rules. In the case of rental properties residences, rental agreements and other documentation may be required by the President to prove residency.

This policy does not apply to Junior "B" teams providing that players residing within the boundaries of the Association are given priority depending on the circumstance, and as approved by the Vice President of Hockey Operations.

2. Player Acceleration Policy

a.) Pee Wee Acceleration

No under aged player (under Bantam age), shall be permitted to register with the Association or try-out for any level of hockey within the Association.

b.) Bantam Acceleration

Bantam aged players shall not be permitted to register or try-out for any level of hockey higher than Bantam.

c.) Minor Midget "AAA" Acceleration

No Minor Midget "AAA" age players shall be permitted to register or try-out for Major Midget "AA" or Junior "B". Upon invitation from the Major Midget "AAA" coach, Minor Midget "AAA" players will be permitted to try-out for the Major Midget "AAA" team. Minor Midget "AAA" aged players who do not make the Major Midget "AAA" team shall return to Minor Midget "AAA" try-outs.

d.) Bantam AAA/ Midget AAA Acceleration Policy

A thirteen year old may not be selected for the Bantam AAA team nor may a fifteen year old be selected to the Major Midget "AAA" team unless the Bantam AAA/Midget AAA First-year Selection Committee determines that it is in the player's best interests to play at the AAA level.

3. Try-outs

a.) Players of Major Midget “AAA” age (i.e. 16 and 17 year olds) will be scheduled for a minimum of four (4) try-out ice times prior to being invited to try-out for the Major Midget “AAA” team or, in the case of those not invited to try-out for the Major Midget “AAA” team, prior to being drafted to a Major Midget “AA” team. If a player returns from Junior “A”, Major Junior or other non-Association try-outs after the Association try-outs have commenced then the player will be offered such initial try-out times as determined by the Vice President of Hockey Operations. Players of Major Midget “AAA” age not selected for the Major Midget “AAA” team will be offered at least two (2) try-out times with a Major Midget “AA” team. Any players of Major Midget “AAA” age who register for try-outs but who do not report to an Association team or do not return from Junior “A”, Major Junior or other non-Association try-outs by the date in September designated each year by the Vice President of Hockey Operations are not guaranteed try-outs with or a position with any Association team. The Midget Try-out Information and Junior A Camp Notice documents are posted on our website at www.calgaryroyalsa.com under the Evaluations tab.

b. All players at Bantam “AA”, “AAA”, Minor Midget “AAA” and Junior “B” will be scheduled for a minimum of four (4) try-out ice times at their level. Bantam AAA players not selected for the Bantam “AAA” team will be offered at least two (2) try-out times with a Bantam “AA” team. The Bantam AA/AAA Try-out Information and Midget Try-out Information documents are posted on our website at www.calgaryroyalsa.com under the Evaluations tab.

c. The Major Midget “AAA” and Bantam “AAA” team selection process must be concluded, except as permitted by the Vice-President of Hockey Operations in unusual circumstances, two ice times in advance of the final team selection dates for “AA” Midget, Minor Midget “AAA”, and Bantam “AA” in order for the orderly conclusion of team selection at the lower levels. Final team selection dates will be posted on the website: www.calgaryroyalsa.com.

d. Try-out times missed for any reason may only be made up if approved by the Hockey Operations Committee.

4. Team Registration Policy

All Hockey Teams are required to have their players and team bench officials registered on Hockey Canada’s Registration System prior to their first League Game. The head coach of each team is responsible for the accuracy of the team roster and for keeping a signed copy on the bench at all times. If a Coach plays a player, including affiliates, not officially registered with their team, they will be deemed to have used an ineligible player and will be subject to sanctions.

The head coach of each team is required to have their affiliate players officially registered on their team’s roster before they can practice or play with the team. If a Coach plays an affiliated player not officially registered with their team, they will be deemed to have used an ineligible player and may be subject to the sanctions of using such a player.

All AA Associations must register their list of affiliated players with the AA Registrar by midnight of the 30th day of November of the playing season.

5. Team Roster Policy

The optimum number of Association players to be registered to a team on Hockey Canada’s Registration system (November 15th refers to the hockey team being registered and not the players within the team), including injured players, shall be as follows:

	Minimum	Maximum
Bantam “AA”	19	19
Bantam “AAA”	19	19
Minor Midget “AAA”	19	19
Major Midget “AA”	19	19
Major Midget “AAA”	20	20
Junior “B”	18	23

All coaches must comply with the above roster maximum and minimum limits. Exceptions will only be made in very extraordinary circumstances and must be approved by the Hockey Operations Committee.

The Bantam “AA” teams shall roster a minimum of 7 first-year Bantam aged players and a maximum of 8 first-year Bantam aged players. The Bantam “AA” teams shall roster a minimum of 1 first-year Bantam aged goaltender.

6. Player Affiliation Policy

The Association objectives relating to player affiliation are as follows:

- a.) To assist a higher division team in the Association in the event that it’s team roster is reduced due to injuries or sickness or a player’s inability to play for any other reasons (including suspension subject to any Hockey Calgary, Hockey Alberta or Hockey Canada rules as may be applicable to use of affiliates for suspended players).
- b.) To provide affiliated players an opportunity to gain experience at a higher level of play within the Association and thus contribute to their development.
- c.) To require coaches to be fair, reasonable, considerate and cooperative when making and/or acceding to a request for the utilization of affiliated players.

d.) Use of affiliated players is not allowed to replace healthy players, available players, or for replacement of players being disciplined by their coaches.

With the above objectives in mind, the following rules shall apply to the use of affiliated players:

1.) To request an affiliation the higher level coach makes a two-player request in writing (e-mail) to the head coach of the lower level team and he is entitled to name the priority player. If specific players are not requested, the coach of the affiliated team shall name the best qualified available players to fulfill the higher division team's needs.

2.) The lower level coach (or as delegated to the manager) confirms the affiliation with the potential affiliate's parents and then confirms the affiliation in writing (e-mail). The coordinators at the respective levels and the Registrar must be copied on the correspondence.

3.) The lower level coach should not impede the affiliation unless the affiliation occurs during a schedule league game or playoff game. Any other requests to deny the affiliation must be made to the Vice-President of Hockey Operations.

4.) An available player is one who:

- a. is willing to play for the higher level team;
- b. is not sick or injured;
- c. is not under justifiable discipline by his coach; and
- d. subject to any applicable Hockey Calgary rules, is not playing his sixth (6th) game as an affiliated player subsequent to January 10th, unless waived in writing by the President or Vice President of Hockey Operations and the higher-level team has less than the maximum number of players registered.

5.) The higher level coach must play the affiliated player as much as is reasonably possible.

- a. Whenever a higher- level team requires a goaltender, an affiliated goaltender not playing will be required to report to play. In the event of both affiliated goaltenders playing at the same time, one (1) goaltender will be required to advance and will be replaced by such goaltender's team's affiliated goaltender, unless a substitute goaltender as provided in any applicable Hockey Calgary, Hockey Alberta or Hockey Canada rules is available.

6.) For tournaments, a higher-level team has the right to use affiliated players subject to the conditions below:

- a.) Tournament rules permit affiliated players; and
- b.) At the Mac's Midget Tournament the Major Midget "AAA" coach shall give first choice to Major Midget "AA" affiliates who are in their last year of Midget hockey unless otherwise authorized in writing by the Vice President of Hockey Operations.

7.) Subject to any applicable Hockey Calgary rules (including the November 30th deadline any other deadlines for filing of the player affiliation list), the player affiliation list shall be determined as set out in the Coordinators' Manual.

8.) In event of misinterpretation of any of the above rules or a disagreement between coaches, a coach may request a determination from the Hockey Operations Committee by contacting the Vice President of Hockey Operations. In the event a dispute still persists after consultation with the Hockey Operations Committee then a coach has the right to request a determination from the President. The President shall be required to obtain all the relevant facts and make a decision immediately thereafter, which shall be binding on both coaches.

9.) The Vice President of Hockey Operations will coordinate the completion of affiliated player lists in conjunction with team coaching staffs and/or coordinators, and will advise on affiliation of community players and allow such affiliation where considered appropriate.

10.) Calgary Royals Athletic Association makes a concerted effort to consult with players and parents of players on player affiliation matters. However, finalization of the affiliation list is an Association function and a determination of the individual affiliations of players is made on behalf of the Association by the Vice President of Hockey Operations after consultation with the coaches and/or coordinators of the affiliating teams. However, if the Vice President of Hockey Operations is contacted by a player and the player's parent(s) prior to the time the Association has filed its player affiliation list (currently due to be filed November 30th each year but may be filed before that time at the discretion of the Vice President of Hockey Operations) then a request of the player to be placed on an affiliation list at the Junior "A" level or higher will be allowed. Affiliation with a Junior "A" level or higher team will be allowed if the Vice President of Hockey Operations determines that it is in the best interests of the player and the Association to allow such affiliation.

11.) It should be noted that once a player is placed on a filed affiliation list, the Association does not have the power or authority to remove the player from such list or add the player to another list except in very rare circumstances which may involve release of the player from the Association prior to any release date(s) specified by Hockey Alberta.

7. Fair Play Principles

The Calgary Royals Athletic Association supports Hockey Calgary's Fair Play Codes; we encourage all coaches to provide fair ice time to all players, provide equal instruction, support, and playing time. The Calgary Royals expect its coaches to play and develop every player on their team. AA Quadrant hockey is highly competitive, with all players playing at the elite level of hockey. The Association interprets that the "equal ice time" provisions, incorporated into the "*Fair Play*" principles, to mean "equitable ice time". Equitable ice time should be applied, making adjustments that account for the particular player position (goalies, defensemen and forwards) and their respective level of play.

8. Transportation Policy

The Association requires all teams traveling as a team beyond the City limits for league and playoff games to use public transportation (as opposed to transportation provided by persons such as Association volunteers and other non-professional transportation service providers). Relaxation of this Policy can be obtained for short-distance, short-term team travel by written application to the Vice President of Hockey Operations.

The Association, provides the selected bus service for the year, and pays all transportation costs for league and play-off games but individual teams are required to fund other travel costs from their own sources of funds.

9. Travel Permits/Tournaments/ Exhibition Games

Teams are responsible for obtaining travel permits before traveling to or participating in any games where a travel permit is required and these are applied for and obtained through the Hockey Calgary website: www.hockeycalgary.com. Teams may not change their league schedule to attend tournaments. Tournaments, especially out-of-country tournaments, are not automatically approved and various factors will be considered in the approval process. The President of the Association or, in his/her absence, the Vice President Hockey Operations, shall have sole authority to approve of tournament play. The requesting team's Coordinator should make application, following the tournament proposal guidelines, to the President.

a.) Tournaments for Bantam

Canadian focus with a sound proposal submitted to the President at least 1 month in advance of the tournament. Bantam players should be given every opportunity to develop locally, due to their ages, school demands, and parents' finances. Some of these parents are new to the Royals

program and should be given clear direction and the opportunity to participate and understand the reasons for team activities.

b.) Tournaments for Midget

Canadian focus with allowance for US travel based on a sound proposal submitted to the President at least 1 month in advance of the tournament; must highlight a need for travel outside of Canada.

c.) Tournaments for Junior B

Canadian focus with some flexibility to participate in a US tournament should there be an appropriate opportunity. The decision should be based on a sound proposal submitted to the President at least 1 month in advance of the tournament; must highlight a need for travel outside of Canada. As this level of hockey includes players over the age of 18 there may be allowances made for travel, based on expenses and need.

d.) Tournament Proposal

Must include the following criteria, which may be used as guidelines:

- Coaching staff that will be representing Association
- Reasons for travel in Canada
- Concise reasons for travel outside of Canada
- Informative research on concurrent Canadian tournaments and why we are not attending
- Parents should be consulted if there is sufficient time prior to booking a tournament; reasons for lack of consultation will be outlined
- Parent group must be 80% in favour (one vote per family) of the tournament
- Canvas of parents and their concerns, needs, and whether they want to be involved in the funding and planning
- How many parents will be attending
- Budget must be less than \$ 40,000 CAD, unless approved by the Board
- Solid fundraising approach and percentage of tournament costs
- Highlight reasons for missing school or other academic activities
- Travel – transportation and outline
- Accommodation and room sharing
- Goals and Objectives of the trip – build hockey skills, development and experiential learning
- Itinerary with a focus on learning and development
- Planned meals and other activities
- Tournament history relative to teams and level of play
- Teams that will be involved in the tournament and their record – wins/losses
- Age groups involved in the tournament
- How long are the games and start times

Exhibition games are generally allowed although coaches need to get the approval of the Coordinator for their level prior to participating in exhibition games.

10. Suspensions

Suspensions and appeals are handled in accordance and must comply with the Suspension Guidelines set out Hockey Calgary, Hockey Alberta, and Hockey Canada's By-laws and Playing Rules.

11. Medical Support and Injuries

The responsibility to rehabilitate from injury is the player's. From the team's perspective, injuries are primarily the responsibility of the Trainer. The Coaches must defer to both the Trainer and the player in determining when the player can return from injury and the rehabilitation process. It is highly recommended that the player seek professional advice for rehabilitating from serious injuries. It is highly recommended that the player seek advice from a Medical Doctor specializing in head and neck trauma for rehabilitating from head and neck trauma, as well as seeking advice from a Medical Doctor specializing in head and neck trauma when determining whether the player is healthy enough to return to playing hockey.

- a.) In order to promote the prevention and treatment of injuries, the Association will provide at its own expense a qualified athletic sports therapist for each of its member teams for all league, playoff and approved tournament and exhibition games.
- b.) Trainer out of town tournament additional costs is a team's responsibility.
- c.) First-aid supplies are provided for each team.
- d.) Each player is required to complete a standardized medical information sheet to be supplied by the team.

12. Team Bank Accounts

The team name and not the Association name is to be used when setting up a bank account. A monthly statement of funds **MUST** be submitted, on or before the 15th day of the following month, to the Treasurer of the Association for such period of time as the account remains open. **The account must show a zero balance by the 15th of May in each hockey season.** Funds raised by the team are to be used only for team expenses. If, after payment of all team expenses, excess funds remain such funds can either be donated to the Scholarship Fund or to the Financial Assistance Fund.

13. Coach and Manager Restriction / Selection Policy

Unless otherwise determined or approved by the Hockey Operations Committee, no head coach, assistant coach, manager or trainer may be a family member – see Conflict of Interest Policy for definition of “family member” - of any player in the Association. In addition, as provided in the Association By-Laws, no director of

the Association shall be a coach, manager or other official of an athletic team affiliated with the Association.

Coaches are encouraged to select their own non-parent managers subject to the approval of the Manager Liaison Director. Coaches and managers are subjected to background checks and other scrutiny prior to selection or approval.

14. Directors Restriction Policy

Except in emergency situations, directors or officers of the Association are not to serve as on-ice or off-ice officials at any hockey games involving the Association.

15. Coach Certifications

The Hockey Operations Committee has the authority and mandate to develop, communicate and enforce appropriate coaching and managerial policies and procedures on behalf of the Association.

A minimum of 2 Coaches per team will meet the education standards established by Hockey Canada and Hockey Calgary, which is: Development 1 Certification, Hockey Canada Safety Program Certification, and Speak Out Certification.

16. End of Hockey Season

Teams are required to end their playing season by April 1st of each year unless attending a tournament or other hockey event approved by the President of the Association. Teams are considered to disband after their last team non-hockey event such as a year-end party and all such events must occur prior to April 30th of each year. Any team events (hockey related or not), which occur after April 1st, should be designed so as not to interfere with personal quests such as Alberta Cup or Program of Excellence try-outs.

V. CODE OF CONDUCT POLICY

This Code of Conduct identifies specific standards of conduct that is expected of all members at all times (members include players, coaches, parents, directors, trainers, and volunteers.) However, whether specified below or not, any conduct that violates the principles of safety, fairness and respect will be deemed to be part of this Code and therefore subject to disciplinary action.

- a.) Conduct, which is in accordance with Hockey Calgary's "Fair Play" principles, is the minimum level of acceptable behavior for all members of the Association. <http://www.hockeycalgary.com/rulesandreg.php>
- b.) Members shall adhere to rules governing Association events, functions and activities, and to rules governing any competitions in which the member participates on behalf of the Association.
- c.) Members shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist, or sexist whether towards members or non- member fans, parents, game officials, coaches or players.
- d.) Members shall not engage in any harassment or abuse.

- e.) Members shall avoid behavior that brings the Association or the sport of hockey into disrepute.
- f.) Players are prohibited from being involved with illegal use of alcohol, tobacco, tobacco products, drugs or other substances.
- g.) Players are prohibited from being involved with alcohol, tobacco, tobacco products, and or drugs at any Association event.
- h.) Players are prohibited from all illegal activities, whether convicted or not, including theft, and property damage to property of others or arena facilities.
- i.) No player, team official, coach, Board member, parent or any other member shall engage in or condone any form of hazing, which is an abusive, humiliating or degrading initiation rite in which a player is forced to participate in order to be accepted. Hazing is against Hockey Canada's Regulation R4.
http://www.hockeycalgary.com/assets/file/Rulebook_Casebook_Combination.pdf
- j.) Any actual or threatened legal action against the Association, or any of its officers or directors, is prohibited and shall result in an immediate suspension of the player from his team until the matter is resolved.

Failure to comply with this Code of Conduct may lead to disciplinary action in accordance with the Association's Discipline Policy, and those rules set forth by the Minor Hockey Association of Calgary (MHAC), Hockey Alberta (HA), and the Canadian Hockey Association (CHA).

http://www.hockeyalberta.ca/association.aspx?p=bylaws_and_regulations

http://www.hockeycalgary.com/assets/file/articles_regs_bylaws.pdf

http://www.hockeycalgary.com/assets/file/Rulebook_Casebook_Combination.pdf

VI. PROCEDURE FOR HANDLING PARENTAL CONCERNS AT THE TEAM LEVEL

In keeping with the Association's philosophy of addressing each problem as soon as possible when it occurs and to reach a positive solution to the problem before it becomes serious, the procedure below is to be followed regarding concerns at the team level:

- a.) At the beginning of the season a meeting of the coaches and manager with the parents of each team will be held, at which time parents are encouraged to ask any questions they may have. From this point on, the relationship between a player and the player's coach is the responsibility of those two individuals and they need to try to work out problems, which may arise between them. Therefore, any problems should first be addressed with the coach by the player.
- b.) If a parent should have a concern with respect to their child (whether in respect to a coaching problem or otherwise) which cannot be resolved as in (a) above or the coach does not feel that the process in (a) above is appropriate in

the circumstances and so advises the parent. Under normal circumstances the parent should wait 24 hours, unless it is an emergent circumstance (cooling off period). The parent is then to request a meeting with the manager, who will deal with the matter. If there is still an issue then the manager will request a meeting with the coach, to be attended by the, manager, the parent and, if necessary, the player involved. Upon receiving the parent's request, the team manager will set up a meeting at a convenient time for all parties involved within a reasonable time of the receipt of the parent's request.

- c.) If the problem remains unresolved, the parent shall make a **written** request through the team manager to meet the Association Coordinator for that level, and the Vice President of Hockey Operations. The request for such a meeting shall include a brief description of the concern and/or complaint.
- d.) Problems unresolved after a meeting with the Association Coordinator and Vice President of Hockey Operations will be dealt with by the President and at least two board members as designated by the President.

At any stage of the problem resolution process referred to above, but particularly if the problem reaches the level in (c) above, recourse by any party to the problem or dispute may be had to the services of the Ombudsman provided that written notice is provided to the Ombudsman and all other parties to the problem or dispute. The Ombudsman is an Association mediator and is not an arbitrator or decision maker in respect of any dispute. The extent and nature of the Ombudsman's involvement in a particular dispute and the decision as to whether or not to become involved in the problem or dispute will be determined in the sole discretion of the Ombudsman.

Within reason, the Hockey Operations Committee allows coaches to impose additional team rules to their team members, which may expand on the behavioral requirements, set out in the Code of Conduct. Any such team level disputes concerning team's additional team rules are to be resolved by the Coordinator of the team. The Hockey Operations Committee will only intervene if the dispute remains unresolved and persists. The President will resolve disputes not resolved by the Hockey Operations Committee.

VII. ASSOCIATION DISCIPLINE POLICY AND PROCEDURE

It is the Association's intention that each matter will be dealt with in an objective, fair and consistent manner with appropriate repercussions for the severity of the actions. Different parties can take disciplinary action, and depending on the source, different sanctions and appeals lie.

Below is a list of the parties that can take disciplinary action, the range of disciplinary action possible and the procedure:

- a.) Head Coach: may suspend a player from practices or games for not adhering to the team rules as written and outlined at the beginning of the season and distributed by the coach to his parents/players. The coach must provide verbal

and written documentation and action, to the player. If the coach suspends a player for three or more ice times, and if the player/parents wants to appeal the action an appeal must be submitted in writing in the prescribed form (see Appendix A Appeal to Discipline Committee Form) within 48 hours of the written confirmation to the President for review by the Discipline Committee, which shall meet within 48 hours of the submission of the appeal.

b.) Team Coordinators/ VP Hockey Operations/President: may remove a parent immediately from a practice, game or arena for conduct violating the Association's Code of Conduct and may also ban a parent from practices or games for a specified length of time. Verbal action by the VP Hockey Operations or designate must be followed up within 24 hours with written confirmation of the ban with an explanation. An appeal of the action must be submitted in writing in the prescribed form (see Appendix A Appeal to Discipline Committee Form) within 48 hours of the written confirmation to the President for review by the Discipline Committee, which shall meet within 48 hours of the submission of the appeal.

c.) Discipline Committee

1.) The Discipline Committee may deal with:

- a.) any violations of the Association's Code of Conduct and any other violations of the Associations bylaws, policies and procedures;
- b.) at the discretion of the appropriate Board committee, noted in these Policies if applicable, any matter deemed to be in violation of the Association Code of Conduct or for any conduct determined to be improper or unbecoming; and
- c.) an appeal from the written disciplinary action issued by a head coach, VP Hockey Operations or designate, as described above.

2.) In situation A, B, or C above, the Chair of the Discipline Committee shall notify in writing all parties involved of the infraction or matter to be reviewed, if applicable relative to these policies, and the time and place of the hearing, which hearing shall not take place sooner than 48 hours from the notification unless all parties agree to waive the 48 hour notice.

3.) In the situation of an appeal from the disciplinary action of a head coach VP Hockey Operations or designate the Chair of the Discipline Committee shall notify in writing all the parties involved of the appeal and the time and place of the hearing, which hearing shall take place within 48 hours from the appeal request unless all parties agree to waive the 48 hour requirement. A fee of \$100.00 must accompany the appeal, which fee is refundable should the Appellant win the appeal.

4.) Discipline Committee Hearing

- a.) The Chair will either advise the parties of the matter under review in case of (A) (B) or (C) above, or will read the written confirmation provided by the head coach or director in situation (D) above.
- b.) The Chair will determine the order in which each party is to speak.
- c.) One member of the Discipline Committee will take minutes of the hearing.
- d.) No person, other than the immediate parties, may attend the hearing without permission of the Discipline Committee.
- e.) The Discipline Committee will render a decision, which decision will be made by majority vote of all members of the Discipline Committee, with reasons in writing to all parties within 24 hours of the hearing.
- f.) Automatic suspensions imposed by the rules of Hockey Canada, Hockey Alberta, or Hockey Calgary shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee. This decision will be final. The only avenue of appeal is through AA Council and or MHAC.

5.) The Discipline Committee may:

- a.) issue a warning, which may include appropriate conditions;
- b.) immediately suspend or ratify any suspension of any player, coach, manager, team official, or member from a team and / or the team's functions for a specified period of time;
- c.) immediately ban or ratify any ban imposed on any player, coach, manager, team official, or member from a team and / or the team's functions for a specified period of time;
- d. immediately suspend or expel any player, coach, manager, team official, or member from the Association for a specified period of time; or
- e. impose such other sanction as the Discipline Committee reasonably determines.

VIII. CONFLICT OF INTEREST POLICY

In this section, the following definitions shall apply:

“carded official” shall mean all carded coaches, managers (if applicable), and trainers of a Calgary Royals team

“ family member” : shall mean any person who is a child, sibling, parent, cousin, niece, nephew, aunt or uncle, by blood, marriage, adoption or guardianship and includes step-children, step siblings and step parents but not step cousins, step nieces, step nephews, step-aunts or step uncles.

- 1.) A conflict of interest is deemed to arise when a member of the Board:
 - a. has a family member who is a player or carded official on a Calgary Royals team; **or**
 - b. receives remuneration from the Calgary Royals in any amount for any purpose except for honorariums; **and**
 - c. there is a matter to be discussed or resolved with respect to the family member, the family member's team or the remuneration (the "Conflicted Matter").

- 2.) When a conflict of interest is deemed to have arisen, the member involved:
 - a. shall immediately notify the Board;
 - b. may participate in any discussion with respect to the Conflicted Matter but shall not participate in any decision-making process or vote with respect to the Conflicted Matter;
 - c. may provide information regarding the Conflicted Matter but reasonable efforts shall be made to verify all such information provided with a non-conflicted member;
 - d. shall not sit on any committee dealing specifically with the Conflicted Matter, and in particular, without limiting the generality of the foregoing, on any Discipline or Appeal committee dealing with the Conflicted Matter.

- 3.) Any person seeking election as an Officer or Director, shall declare any conflict of interest in advance of seeking election to such office and such declaration shall be publicized to the members.

- 4.) In any section of the bylaws or procedures where a specific director or officer is to sit on a committee or is to perform an act, but that director or officer is in conflict, then the following designations shall take place in the order described until a non-conflicted party is determined:
 - a.) the President shall be replaced by the Past President, then the Vice President of Hockey Operations, then the Vice President of Administration, then a draw from amongst the non-conflicted directors;
 - b.) the Vice President of Hockey Operations shall be replaced by the President, then the Past President, then the Vice President of Administration, then a draw from amongst the non-conflicted Directors;
 - c.) the Vice President of Administration shall be replaced by the President, then the Past President, then the Vice President of Hockey Operations, then a draw from amongst the non-conflicted Directors.

IX. Amendments

The above policies and procedures may only be amended by majority vote of the Board at a properly constituted meeting of the Board.

Appendix A

Appeal to Disciplinary Committee

This appeal form must be completed in full and must be accompanied with the written confirmation of sanction imposed by the coach or director. A cheque payable to CRAA for \$100.00 must accompany this form. The \$100.00 is only refundable if the Appellant wins the appeal.

Name of Appellant: _____

Team: _____

Phone Number: (H) _____ (C) _____

Email Address _____

Reasons for
Appeal: _____

Third Party Evidence: any third party evidence must be presented in the form of a signed statement by the third party together with their full name, phone number and role, if any (Eg. parent of a player on the same team). The statement (s) must accompany this form. The Discipline Committee reserves the right to contact any third parties and the discretion to invite the third parties to attend the hearing or not.

Signature of appellant

date

Received by : _____ Date of Receipt _____