



2022 SMHA Special Meeting

**Proposed Policies / Amendments
June 29th 6:30pm
via Zoom**

1. SMHA Code of Conduct
2. SMHA Discipline Policy
3. SMHA Payment & Refund Policy
4. SMHA Social Media Policy
5. U7/U9 Division Structure
6. Evaluation Policy



Stettler Minor Hockey Association Code of Conduct

This Code of Conduct identifies the standard of behavior that is expected of all Stettler Minor Hockey Association (SMHA) members, including Players, Coaches, Parents, Directors and Volunteers.

The SMHA is committed to providing and maintaining a Minor Hockey environment where all individuals are treated with respect. Attached to this document are specific guidelines for the behavior of Parents, Players, Spectators, Coaches, On and Off Ice Officials and Executive members and forms part of this Code of Conduct. As such, every family participating in SMHA must take the “RESPECT IN SPORT” online course through Hockey Alberta. This must take place before registering your child with the SMHA. On your registration form will be a place for you to write your Respect In Sport Certificate Number. Please understand your child’s registration cannot be accepted until this course has been completed and the Certificate number submitted.

During the course of all SMHA activities and events, members of the SMHA shall conduct themselves, at all times, in a fair and responsible manner.

The following behaviors are strictly prohibited:

- Harassment and bullying in all its forms
- Language or physical act that is vulgar, obscene, racial or sexist
- Abuse of Officials, Coaches or Managers
- Fighting between Players on or off the ice, including play fighting in the dressing rooms
- Use of alcohol or illegal drugs before or during a Minor Hockey game
- Breaking of SMHA’s Social Media Policy

Zero tolerance means that behavior to the contrary will not be tolerated. Each Coach has a responsibility to report recurring non-compliance to the Executive. Any Coach who does not report, or condones, any recurring acts of non-compliance may be subject to disciplinary action as well. The Coach shall participate in any disciplinary action and final discipline will be directed by the current Executive and may include discharge from Minor Hockey for the season. To ensure oversight, Coaches, or appropriate appointed personnel, shall supervise and maintain a positive team attitude and ensure compliance with the Policy guidelines.

Failure to observe this Code of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of the SMHA. Such action may result in the member



losing the privileges that come with Membership in the SMHA, including the opportunity to participate in SMHA activities.

All matters having to be handled, for any of the above situations, shall be treated with the utmost confidentiality, except where recommendations of the Discipline Committee require communication with the Player, Parents, Coaches or the Executive of the SMHA. When formal meetings of the Discipline Committee occur with respect to any individual, the Committee shall meet with a minimum of three members present and if a Committee member is related to bias in any way, they will not be allowed to attend.



Stettler Minor Hockey Association Behavior Guidelines

Guidelines for Coaches

- Maintain self-control at all times
- Be a positive role model to your Players. Display emotional maturity and be alert to physical safety of Players. Do not appear for games or practices while intoxicated by alcohol or drugs.
- Show respect for On-ice and Off-ice Officials.
- Winning is a consideration, but neither the only one nor the most important one. Care more about the Player than winning the game. Remember, Players are involved in hockey for fun and enjoyment.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and Coach; don't yell at Players.
- Adjust to personal needs and problems of Players. Be a good listener, never verbally or physically abuse a Player or Official; give all Players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your Players. Familiarize yourself with the rules, techniques and strategies of Hockey; encourage all your Players to be Team Players.
- Maintain an open line of Communication with your Players' Parents. Explain the goals and objectives of your Association.
- Be concerned with the overall development of your Players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

Guidelines for Players

- Maintain self-control at all times.
- Attend as many games and practices as reasonably possible.
- Be present before games and practices in a timely manner.
- Notify the coach/manager ahead of time if I will be absent.
- Play for FUN.
- Work hard to improve your skills.
- Be a Team Player – get along with your Teammates.
- Learn teamwork, sportsmanship and discipline.



- Learn the rules and play by them. Always be a good sport.
- Respect your Coach, your Teammates, your Parents, Opponents and Officials.
- Don't be afraid to make mistakes; that's part of the learning process.
- Be modest in victory and gracious in defeat.
- Give 100% effort at each Practice and Game.

Guidelines for Parents

- Should you wish to confront your child's coach about a practice or game related issue, **wait 24 hours before doing so**. Emotions can cause miscommunication and misunderstandings.
- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it FUN.
- Encourage your child to attend as many games and practices as reasonably possible in a timely manner.
- Notify the coach/manager ahead of time of absences.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Maintain self-control at all times.
- Refrain from expressing your opinion of the coaches or players in front of your child.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the Officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive.
- Recognize the importance of Volunteer Coaches. They are important to the development of your Child and the sport.
- If you enjoy the game, learn all you can about the game and volunteer.



Guidelines for Spectators

- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Maintain self-control at all times.
- Cheer good plays of all participants.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated.
- Support the Referees and Coaches by trusting their judgment and integrity.
- Show respect for the decisions, judgement and authority of the officials and timekeepers.
- Respect locker rooms as private areas for Players, Coaches and Officials.
- Never appear for a game while intoxicated by drugs or alcohol.
- Be supportive after the game...win or lose.
- Recognize good effort, teamwork and sportsmanship.

Guidelines for On and Off Ice Officials

- Act in a professional and businesslike manner at all times and take your role seriously.
- Maintain self-control at all times.
- Strive to provide a safe and sportsmanlike environment in which players display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that Officials are “Teachers”. Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Control games only to the extent that it is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a “zero tolerance” attitude toward verbal or physical abuse.
- Never use foul language when speaking with a Player, Coach or Parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a Coach, Player or other Official.
- Keep your emotions under control.



Guidelines for Executive Members

- Work with On-Ice Officials, Coaches, Parents and other Executive Members to provide a positive and safe experience for all participants.
- Support programs that train and educate Players, Coaches, Parents, Officials and Volunteers.
- Promote and publicize our programs.
- Never appear for an Association event while intoxicated by drugs or alcohol.
- Communicate with Parents by being available to answer questions and address problems throughout the season.
- Maintain self-control at all times.
- Treat all Players, Coaches, and other Volunteers with fairness, to promote fair play and sportsmanship.
- Recruit Volunteers, including Coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the SMHA. Do not use your position or influence to further purely personal objectives.



Stettler Minor Hockey Association Disciplinary Policy for Coaches and Players

The following is a set of Guidelines the Coaches/Players/Executive will be using in order to establish and maintain consistent discipline on our Teams within SMHA. This Disciplinary Policy will work hand in hand with the SMHA Code of Conduct.

Coaches and their Staff will be supported by the SMHA Executive in enforcing the policy throughout the year.

We must all work together to encourage our Players and provide positive direction. We encourage teams to have their own rules and expectations and be able to moderate these in a reasonable fashion, **but any disciplinary action that removes a player from a practice and/or a game must be reported to the Director.**

SMHA Chain of Communication



All discipline concerns will be handled by the current Executive in a respectful manner and will be treated with utmost confidentiality for all parties involved.

At a minimum, the following situations will be subject to review by the current Executive:

- Concerns may be raised by a Member of the SMHA with proper documentation. The concern must be documented in writing and submitted to the SMHA President.
- Excessive suspensions and the recurring nature of the suspension and/or excessive penalty minutes.
- Violations of the Policies or Code of Conduct of the SMHA.

How to report an incident:

- Proper chains of communication must take place. SMHA encourages resolutions at the team level whenever possible. Any individual who does not follow the chain of communication will be in violation of the SMHA code of conduct and will be subject to discipline.
- The Coach/Coaching Staff or Player/Parent must submit a letter in writing outlining the incident in detail to the President of SMHA within 5 days of the incident happening.
- Once the incident has been given to the President in writing, the President will



address the incident with current Executive Committee and render a decision within 3 days.

- Once the decision has been made, the discipline/suspension will be communicated to the Player by his or her Coach. For Coaches the discipline/suspension will be communicated by the President of SMHA.
- Once the Executive Committee has decided on the course of disciplinary action, a copy of the decision, in writing, will be submitted to the party in question. A copy will be kept for SMHA records as well.
- The individual will be given the opportunity to appear before the SMHA Executive to appeal the decision to suspend. All subsequent decisions of the SMHA Executive will be considered final.

Disciplinary Policy Coaches and Players

Conduct considered to be inappropriate:

Verbal & Social Media abuse:

Verbal or Social Media abuse to Teammates, Coaches, Managers, Officials, Parents, Opposing Players etc. will result in the following suspensions...

Players:

- 1st offence: Warning
- 2nd offence: 1 game suspension
- 3rd offence: 5 game suspension
- The 4th offence will result in the Player being suspended for the duration of the current season. The remaining registration will be refunded on a pro-rated basis. SMHA will also deduct an Administration fee of \$25.00.

Coaches:

- 1st offence: Warning
- 2nd offence: 3 game suspension
- 3rd offence: Removed from Coaching for current season. HA and Police will be notified if warranted.

Physical Abuse

Players:

The physical attack on or intimidation of another Player, Coach, Manager, or Official will result in the Player being suspended for up to one season. HA and Police will be notified to assist in disciplinary/criminal action if warranted.

**Coaches:**

The physical attack on or intimidation of a Player, Coach, Manager or Official will result in the Coach being suspended for life from ever coaching in the SMHA. HA and Police will be notified to assist in disciplinary/criminal action if warranted.

Vandalism**Players:**

Abuse of the home or away arena including dressing rooms, washrooms, viewing areas or Hotels etc. will not be tolerated. The Player found to be responsible would be suspended from play until the costs for the damages have been paid. Vandalism of a Teammates property or any other Members property will also result in a suspension deemed appropriate considering the offence.

Coaches:

Abuse of the home or away arena including dressing rooms, washrooms, viewing areas, or Hotels etc. will not be tolerated. The Coach found to be responsible would be suspended from play until the costs for the damages have been paid and the incident reviewed by the Executive of SMHA.

Alcohol and Substance Abuse Player:

Any Player found to be under the influence and or possession of an illegal substance/ alcohol will be suspended for the duration of the current season and the Police will be contacted if warranted. The remaining registration will be refunded on a pro-rated basis. SMHA will also deduct an Administration fee of \$25.00.

Coaches:

Any Coach found to be under the influence and or possession of an illegal substance/ alcohol will be suspended for the duration of the current season. SMHA would review the incident and Police contacted if warranted.



Payment & Refund Policy

FEE PAYMENT:

Registration fees must be paid fully, or an appropriate instalment schedule selected, in advance of participants of being allowed to take part in activities with Stettler Minor Hockey. Non-payment of fees, or defaulting on the payment schedule, will result in a temporary suspension of on-ice activity until the account is paid in full.

REFUND POLICY:

Players who are injured, who withdraw from SMHA, or who have evaluated onto an AA or AAA team may qualify for a refund. The prorated portion of the refund is based on a 6-month season.

Refund Policy For Injured Players:

Players who have been injured during sanctioned hockey activity, and are out for more than 12 weeks, may qualify for a partial refund. In order to be considered, the injury must be reported within 7 days from occurrence and must be accompanied by a doctors note validating that the player was unable to participate for the duration of the injury. Refunds will be issued for the portion missed beyond 12 weeks. No refunds are issued for Evaluation Fees or Development Fees. Refund requests due to injury must be submitted to the President and Treasurer prior to April 15th.

Refund Policy For Withdrawn Players Prior to Season Start, Post – Evaluation:

Players who withdraw from SMHA prior to season start, but post-evaluation may be eligible for a refund. If a player withdraws immediately after the evaluation process, there will be a \$250 holdback of fees. No refunds are issued for Evaluation Fees or Development Fees. Refund requests due to withdrawals prior to season start, but post-evaluation must be submitted to the President and Treasurer within 3 days of season withdrawal.

Refund Policy For Withdrawn Players During Season:

Players who withdraw from SMHA during the season may be eligible for a refund. If a player withdraws after season starts, the refund will be prorated in addition to the holdback of \$250. No refunds are issued for Evaluation Fees or Development Fees. Refund requests due to season withdrawals must be submitted to the President and Treasurer prior to January 10th.



Refund Policy For Players Who Evaluate Onto AA or AAA Team:

Players from SMHA who evaluate onto a higher tier team (AA, AAA) may be eligible for a refund. No refunds are issued for Development Fees, and Evaluation Fees may be refunded if the player does not participate in the SMHA evaluation process. Refund requests must be submitted to the President and Treasurer within 3 days of acceptance onto a higher tier team.

All other refund requests will be considered on a case-by-case basis



SMHA Social Media Policy

1. INTRODUCTION

The Social Media Policy encompasses public communications through any internet mediums, including websites and social media networks, that allows users to communicate online, as well as other forms of electronic communications including emailing and texting, TeamSnap and RAMP Team App, etc. The policy is applicable to all members of the Stettler Minor Hockey Association (SMHA) Community, including, but not limited to its Executive, Directors, Managers, Coaches, Players, On-Ice and Off-Ice Officials, Players' Family Members and Supporters. SMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. SMHA also respects the right of all members of the SMHA Community to express their views publicly, however, we must be aware of the dangers that social media and networking can present. The purpose of the Social Media Policy is to educate the SMHA Community on the risks of social media and to ensure all team and association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the League and/or SMHA.

2. SOCIAL MEDIA GUIDELINES

- a) SMHA holds the entire SMHA Community who participate in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an Individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as text messaging are on the record and can be instantly published and available to the public. Everyone, including Association and/or Team personnel, Players, Corporate Sponsors, and other members of the SMHA Community can review social media communications. You should always conduct yourself in an appropriate and professional manner.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team



or individual a competitive advantage. Furthermore, do not discuss injury information about any player.

e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.

f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the SMHA, the SMHA recommends that you request approval from the Team or the Association

g) Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a SMHA game and at least one (1) hour following the completion of a SMHA game, other than to post information through TeamSnap or RAMP Team App, text messages or emails, regarding availability, travel conditions, facility locations, dressing room assignments, etc.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the SMHA Social Media Policy and may be subject to disciplinary action by the Team, the League and/or SMHA.

a) Any statement deemed to be publicly critical of members of the SMHA Community, or detrimental to the welfare of a member Team, the Association or an Individual.

b) Divulging confidential information that may include, but is not limited to the following:

- player injuries,
- player movement,
- game strategies, or
- any other matter of a sensitive nature to a member Team, the Association or an individual.

c) Any form of bullying, harassment, intimidation or threats against players or officials.

e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:



- drug use,
- alcohol abuse,
- public intoxication,
- hazing, or
- sexual exploitation, etc.

f) Online activity that contradicts the current policies of SMHA or any of its member Associations.

g) Inappropriate, derogatory, racist, or sexist comments of any kind.

h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

SMHA will investigate reported violations of this policy. Disciplinary action may result if it is determined that members of the SMHA Community are in violation of the Social Media Policy.

5. SUMMARY

When using social media and networking mediums, the SMHA Community should assume that they are representing SMHA and/or its members or Teams. All members of the SMHA Community should remember to use the same discretion with text messaging, emailing, social media and networking, TeamSnap and RAMP Team App, as they do with other traditional forms of media. Members of the SMHA Community should behave in an appropriate and professional manner when utilizing social media and networking mediums.



OPERATIONAL POLICY: U7 / U9 Division Structure

DATE ISSUED: August 17, 2017

LAST UPDATED: May 18, 2022

Preamble

The SMHA Intro to hockey (U7 and U9) programs have been structured around the guidelines and directives sent out from Hockey Canada and Hockey Alberta. It is important to note that these guidelines and directives were essentially modeled around how SMHA has been operating U7 and U9 programming for the past 40+ years.

The program has a number of key principles:

1. Provide a high quality age appropriate skill development environment that focuses on fun and participation.
2. Ensure an appropriate practice to game ratio.
3. Keep cost and time commitments minimal.
4. Utilize small area playing surfaces to increase puck touches, maximize ice usage and increase competition.

Program Guidelines

All programming is guided by the Hockey Alberta Intro to Hockey Model (U7 & U9) that was implemented in 2019-2020. These are guideline with **non-negotiables** listed by Hockey Alberta, for all registered minor hockey associations to follow.

<https://www.hockeyalberta.ca/players/intro-hockey/>



This program is designed for beginners ranging in age from 5-6 years. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills and promote physical fitness.

Format

Duration - 2 times per week starting the 1st week of October and concluding no later than the end of February (approx. 20 weeks).

Age - Introduction to hockey; generally, 5-6 years old as per Hockey Canada, but could be older depending on skill level.

League - No defined league, scoreboard not used and no league standings.

Teams - Team selection completed before December 1st

Ice Usage

Practices

- All players registered in Division to practice (No team practices).
- Individual age appropriate skill based teaching stations and small area game(s).
- Focus on skating, puck-handling, shooting and passing.
- Practice 2 times per week (1 hour ice allocation) until December 1st. After December 1 practice 1 time per week.
- Utilize 4 oz blue pucks where possible.
- On-Ice Coordinator to plan practices and allocate coaching responsibilities accordingly. (On-Ice Coordinator to be approved by the Board of Directors).
- Utilize integrated station approach as outlined in the Hockey Canada Skills Manuals.

Games

- Game play begins December 1st. Practice 1 time per week and 1 game per week.
- Game duration is 1 hour.
- 1/3 ice games using rink dividers. (Blue line to boards, neutral zone may be left open for skill activities.)
- Positions - Goalies and skaters on rotation.
- Buzzers - 3 minute shifts.
- Utilize 4 oz blue pucks and small nets. No goalie equipment only goalie sticks.



- Coaches to act as referees.

Tournaments - Maximum of two tournaments (1 home tournament and 1 away tournament).

Travel - No travel other than to 1 away tournament.

Practice to Game Ratio - Prior to December 1 (2:0) after December 1 (1:1) for an overall ratio of approx. 3:1.

Coaches

- Coach 1 (Intro to Coach) certified, minimum of 1 per 10 players.
- All coaches must have successfully completed “Respect in Sport Coach”.
- 1 coach per 10 players to have completed “Safety” certification
- Minimum 2 coaches per team and maximum of 4.

U9

All players will be evaluated in October and placed on teams based on age and skill progression.

Duration - 2-3 times per week starting the 1st week of October and concluding no later than the 2nd week of March.

Age - Introduction to hockey; generally 7-8 years old as per Hockey Canada but could be older depending on skill level.

Teams - 12 players per team maximum. (Team selection completed before November 1st).

Team Selection - Teams to be selected by head coaches (approved by Board of Directors) after each player is ranked based on skill and game play as determined prior to November 1st.

A League team will take place at the discretion of SMHA based on recommendations from the VP Development, the on ice U9 Coordinator and the U9 Directors.

A Female team will take place at the discretion SMHA based on recommendations from the VP Development, the on ice U9 Coordinator and the U9 Directors.

Ice Usage



Practices

- Full ice with 2-3 teams using ice at the same time.
- Individual age appropriate skill based teaching stations and small area game(s).
- Focus on skating, puck-handling, shooting and passing.
- Practice minimum 3 times every two weeks (1 hour ice allocation).
- On-Ice Coordinator to plan practices and supply all head coaches with weekly practice plans to ensure a consistent skill acquisition experience. (On-Ice Coordinator to be approved by the Board of Directors).
- Utilize integrated station approach and full ice skill drills as outlined in the Hockey Canada Skills Manuals.

Games

- Half Ice game play using mobile boards begins December 1st.
- Games will be scheduled by the Director.
- Game and practice duration is minimum 1 hour and maximum 1.5 hours depending on how ice is allocated.
- Positions - All skaters will play on rotation. Goalies and Players are on a per game rotation prior to Jan 1. Teams can designate specific goalies after January 1 for those more interested in the position. Interested goalies are encouraged to and participate in goaltending clinics offered by the Association or as available.
- Full goalie equipment to be used by goaltenders which is supplied by SMHA.

Tournaments - Maximum of three tournaments (1 home tournament and 2 away tournament).

Travel - At the discretion of the Director but limited to three exhibition games (home & home = 6 total) and max 2 away tournaments. Exhibition Games to be scheduled by the Director in master schedule and will not exceed a maximum of 30 games including tournament play.

Practice to Game Ratio - 2:1

Coaches

- Coach 1 (Intro to Coach) certified, minimum of 1 per 10 players.
- All coaches must have successfully completed "Respect in Sport Coach".
- 1 coach per 10 players to have completed "Safety" certification
- Minimum 2 coaches per team and maximum of 4.



Coaches

- Utilize the Hockey Canada Skills Manuals and online resources as a standard base of technical and tactical skill development and seasonal planning and focus on motor coordination skills in players. Develop these skills through age appropriate drills that incorporate agility, balance and change of direction.
- Continue to play players in multiple positions to develop all the skills of the game.

Job Description

Division Director(s) - U7 & U9

Appointed by the Executive Committee, the Division Director shall supervise the instructors, coaches, managers, and business of the U7 and U9 Division(s). Position will represent the Division(s) on the Stettler Minor Hockey Association Board of Directors.

Specific responsibilities and duties:

1. Have a strong understanding and commitment to Hockey Alberta “Intro to Hockey” model. <https://www.hockeyalberta.ca/players/intro-hockey/>
2. Attend all Board of Directors Meetings and represent interests of the Division at the Board of Directors Meetings and report accordingly.
3. Oversee coach selection with Vice-President Development and On Ice Coordinator
4. Coordinate preseason parent meeting to review division program, objective, expectations with on-ice coordinator and establish home tournament hosting responsibilities.
5. Ensure all on ice instructors/coaches have the necessary certification requirements as defined by Hockey Alberta.
6. Ensure that all instructors, coaches and managers adhere to the policies and procedures of SMHA.



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7. Provide a list of on-ice instructors, assistant coaches managers to the Registration Director.
 8. Provide a list of on ice instructors to the Division On-Ice Coordinator.
 9. Make and distribute complete ice schedules, date time and place, for all divisions once ice times have been allocated by the Ice Coordinator. Schedules to include all practices, house league games and exhibition games as per Division policy outline.
 10. Coordinate hosting of division tournament and assign duties accordingly.
 11. Assist in the player evaluation process and any player movement with the On-Ice Coordinator.
 12. Investigate any complaints and bring unresolved complaints to the Executive Committee for direction.
 13. Represent interests of the Division at the Board of Directors Meetings.
 14. Manage division finances, including bank account and allocate home tournament funds as per policy.
 15. Prepare year-end financial report for Division.

Job Description

On-Ice Coordinator - U7 & U9

Approved by the Board of Directors, the Division On-Ice Coordinator will take an active role in developing the Division's seasonal technical plan and its delivery to the participants. Position shall supervise the instructors and coaches of the assigned U7 or U9 Division(s).

Specific responsibilities and duties:

1. Have a strong understanding and commitment to the Hockey Alberta "Intro to Hockey" model. <https://www.hockeyalberta.ca/players/intro-hockey/>
2. Develop and present on-ice programming within the SMHA for the assigned division.
3. Ensure that all on-ice instructors and coaches within the division adhere to the policies and procedures of SMHA.



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4. Assist the Division Director in the selection of instructors, head coaches and assistants for the assigned division within the Association
 5. Coordinate the evaluation process and any player movement with the Division Director.
 6. Create a seasonal plan for Division based on Hockey Canada Skill acquisition outline and individual practice plans for all on-ice sessions based on ice allocated for the Division. Communicate same to all instructor and coaches in the Division.
 7. Assist Division Director with preseason parent meeting to review division program, objective, and expectations.

Qualifications

- Have all necessary coach certification requirements met or exceeded.
- Strong interest in and personal commitment to coaching.
- Ability to work with and communicate with others to deliver program objectives.
- Ability to prepare season plans for division and individual practice session plans and communicate such to instructor and coaches of the division.
- Ability to design and implement other programs as may arise from time to time such as skill evaluations, mini-tournaments, etc.
- Ability to evaluate players for team selection.
- Strong commitment to SMHA and Hockey Alberta “Intro to Hockey” model.

SMHA Evaluation Process

- Every effort will be made:
 - to have a minimum of four to five evaluators present for each skate. One of which will have goaltending knowledge to evaluate goaltenders if necessary.
 - to have evaluators with hockey knowledge and experience. (Evaluators will be selected and approved by the SMHA executive)
 - to try to ensure that there are no conflicting interests with evaluators and players. Whether this be through family relationships, close friends, etc.
 - a member of the SMHA executive will be present at all evaluation skates.
- U11 – All players will be guaranteed three skates as per Hockey Canada. Players will be evaluated as overall players.
- U13, U15 & U18 – All players are only guaranteed one skate. Players will be evaluated as either forward, defence, goaltender. (As specified at time of registration or before commencement of first evaluation skate.)
- Head coach of teams will be selected after the first evaluation skate.
- Head coach will be asked to evaluate players for second and, if necessary, third evaluations.
- Head coach will not be in the same room as evaluators during this time.
- Evaluators will recommend cuts of bottom evaluated players and or removal of top evaluated players after each evaluation skate. (All U11 players will have 3 skates.)
- Evaluators will pick the top half of the team. The second half of the team will be picked from the list of Evaluator recommendations with the input and evaluations of the head coach.

- Evaluator decisions are not open for discussion or revision.
- Parents/Coaches/Players are **NOT** to be contacting evaluators, head coach, directors or board members **AT ALL** regarding evaluations and the process. Evaluators are volunteering their time to help with team selections. SMHA will not tolerate any abuse, harassment or questioning of evaluators/head coach, directors or board members about the evaluation process and decisions. Individuals found to be participating in this activity may be issued a warning in writing and repeated offenses may result in sanctions from SMHA.
- Once teams are set there will be no player movement. If a technical error is discovered or player enrollment fluctuates this will be reviewed and if adjustments are needed recommendations will be made. Example – player wearing the wrong number/color.
- Absolutely **NO** complaints or concerns will be heard until after October 1st. Complaints and Concerns will only be accepted after this date and must be emailed to: evaluations@stettlerminorhockey.com
- SMHA has a zero-tolerance policy for abuse or harassment of volunteer board members, coaches & directors.
- Complaints and concerns emailed to board members / directors will **NOT** be acknowledged.
- Complaints and concerns will be addressed after October 1st by the VP Operations, VP Development and President. However, there will be zero movement on player evaluations and teams.
- Preregistration required and paid in full at least 48 hours before. Preferred that this is done at time of yearly registration. **NO WALK ONS WILL BE ACCEPTED**
- At least one hour early for all evaluation skates.