

GIRLS HOCKEY CALGARY ASSOCIATION (GHC)

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# CALGARY FIRE MEMBERS POLICY MANUAL



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## Introduction

The Calgary Fire Elite hockey program is governed by the Girls Hockey Calgary Association (“GHC”) to develop eligible players in the sport of amateur hockey and provide the opportunity for players to reach their full potential.

Players are identified for teams through a try-out process. Selection is based not only on hockey ability, but qualities that include motivation, work ethic, leadership, attitude and other intangibles, which our Calgary Fire Elite coaching staffs may be interested in.

It is the goal of GHC to promote good sportsmanship, overall personal development and the pursuit of excellence.

It is the responsibility of all members (players, parents, coaches, staff and volunteers) to read and understand the contents of this handbook. GHC and its Board of Directors will ensure that all policies contained herein are administered and adhered to.

Please note that the mandates, guidelines and policies contained in this handbook reflect the policies as set forth by GHC, however in the event of a conflict between the policies of GHC and those of Calgary Fire, the policies and rules of Calgary Fire shall govern.

GHC is also governed by the rules and regulations as set forth by Hockey Calgary (“HC”), Hockey Alberta and Hockey Canada.

## Role of the Board of Directors

GHC empowers the current Board of Directors (the “Board”) to administer the business, financial management, and hockey operations of the Association according to the By-Laws, and the Policies & Procedures as approved by the Board. GHC Directors are elected to the Board each year at the Annual General Meeting (“AGM”). Directors are elected for a term of two years. The Board meets monthly year-round. Such meetings are open to any GHC member. The Managing Director of Elite (a non board position) is responsible for the daily operations of the GHC Elite Fire program, subject to the oversight of the GHC Board. The U15 Elite and U18 Elite Directors work in conjunction with the The Managing Director of Elite and oversee their age categories accordingly.

For more information on the current Board of Directors please visit the GHC website at <http://girlshockeycalgary.com/>.

## Calgary Fire Team Composition

Head coaches are recruited and selected by the GHC Elite Hockey Committee (the “Elite Committee”), which selections require approval of the GHC Board Executive. Selection of head coaches is based on playing and coaching qualifications and experience, experience in coaching female hockey, and anticipated fit with the goals and objectives of the GHC Elite Hockey Programs. All assistant coaches and other on-ice volunteers or helpers are selected by the head coaches, subject to the approval of the Elite Committee, and must also be included on the official Hockey Canada roster for the team. Guest coaches may occasionally assist the team with the prior approval of the Elite Committee. Parents or other family members are not permitted to coach or to provide coach-like assistance in any capacity with any team on which their daughter (or family member) is a player.

One (1) “AAA” U18 team composed of potentially all eligible U18 aged players (15 to 17 years old). Our Calgary Fire “AAA” U18 Team is not required to have the teams composed of a certain number of players from each eligible age, however the AFHL currently limits all teams to no more than five 15-year-old players. Other than that limitation, the player composition of the team is at the sole discretion of the coaching staff, which chooses the team. Our U18 “AAA” Teams will consist of 18 skaters and two goaltenders. The “AAA” U18 team is named the Calgary Fire U18 AAA and will compete within the Alberta Female Hockey League (“AFHL”).

Two (2) U18AA teams composed of potentially all eligible U18 aged players (15 to 17 years old). Our Calgary Fire U18AA teams are not required to have the teams composed of a certain number of players from each eligible age. The player composition of the team is at the sole discretion of the coaching staffs that choose the teams. Our U18 AA teams will consist of 17 skaters and two goaltenders. The U18 AA teams are named the Calgary Fire “Red” and Calgary Fire “White”. Our Calgary Fire U18 AA teams will compete within the AFHL.

Two (2) U15AA teams composed of 13 and 14-year old players. Our GHC U15AA teams are not required to draft a certain number of first year (13’s) or second year (14’s) old players to make up the composition of our teams. The player composition of our teams is at the sole discretion of our coaching staffs that choose their teams. Our U15AA “teams will be comprised of 17 skaters and 2 goaltenders. The team names for our two U15 AA teams are the Calgary Fire “Red” and Calgary Fire “White”. Our Calgary Fire U15 AA teams will compete within the AFHL.

## Calgary Fire Boundaries

### U18 AAA

As there are no defined boundaries for U18 “AAA” teams, as players are eligible to freely move to access their first try out with any team that is defined and approved to operate within the Female Hockey Alberta Development Model (“ADM”).

Players who currently reside outside of the Hockey Calgary Zone 9 boundaries who wish to try out for our Calgary Fire U18 “AAA” Team must first complete a Notification to Try Out Form and submit it to their current resident Local Minor Hockey Association (“LMHA”) (i.e. the LMHA within whose boundaries the player currently resides). Players must also forward this Notification to Try Out Form to our registrar at Girls Hockey Calgary.

*Please note:*

*A) If the player is currently residing in and already registered within GHC, this Notification to Try-Out Form does not have to be completed.*

*B) All players will return to their resident minor hockey association at the end of the hockey season.*

### U18 AA and U15 AA

Players are mandated to try out for the Recruitment Area Team that draws from the LMHA the player resides in. GHC is the LMHA for all players residing within the boundaries of Hockey Calgary (Zone 9). Please see the HC website for relevant boundary maps.

## Female Hockey Alberta Development Committee/League Structure

Hockey Alberta has established the Female Hockey ADM Committee to operate League play under the banner of the AFHL (the “League”), for the U18 “AAA” and U18/U15 “AA” levels of female hockey in Alberta. The committee will conduct the day-to-day operations of League play in accordance with the established Bylaws, Regulations, Policies and Procedures. The AFHL is the only sanctioned league to operate “AAA” and “AA” Female Hockey in Alberta.

## Player Acceleration Policy – AA Teams

### U15 Acceleration

A Pee Wee aged athlete will be allowed to accelerate up to the U15 level if all of the following conditions are met:

- Player has been granted “Exceptional Player” status by Hockey Alberta in accordance with the Female Hockey Alberta Development Model.
- Athlete has reached her 12<sup>th</sup> birthday on or before December 31<sup>st</sup> of the current season.

If permission to accelerate has been granted by Hockey Alberta the GHC AA Acceleration Policy will apply. The athlete must be ranked by both U15 AA coaches among the top of her position coming out of the try out skates as follows:

- Defensemen are ranked in the top 3 of all defensemen in the tryout camp.
- Forwards are ranked in the top 6 of all forwards in the tryout camp.
- Goalies are ranked in the top 2 of all goalies in the tryout camp.
- The athlete must be drafted to a U15 AA Team by one of the U15 AA coaches in the draft on or before her ranking coming out of the try out skates.

If the athlete does not meet any of the above requirements, she will be released back to her appropriate age division in order to participate in the GHC Community Evaluations Process for Pee Wee aged players.

### U18 Acceleration

Acceleration of U15 aged athletes to U18 AA will not be permitted.

A U15 aged athlete will be allowed to accelerate up to the U18 AAA level only if all of the following conditions are met:

- Player has been granted “Exceptional Player” status by Hockey Alberta in accordance with the Female Hockey Alberta Development Model.
- Athlete has reached her 14<sup>th</sup> birthday on or before December 31<sup>st</sup> of the current season.
- The athlete must be ranked by the MAAA coach among the top of her position coming out of the try out skates as follows:
  - Defensemen are ranked in the top 2 of all defensemen in the tryout camp
  - Forwards are ranked in the top 3 of all forwards in the tryout camp
  - Goalies are ranked in the top 1 of all goalies in the tryout camp

If the athlete does not meet any of the above requirements, she will be released back to her appropriate age division in order to participate in either the U15 AA Tryout Camp or the GHC Community Evaluations Process for U15 aged players.

## Spring Identification Camp (U18 Age Only)

In May/June, GHC will host a Spring ID camp for all interested U18 Aged athletes. The purpose of this ID camp is as follows:

- Provides an opportunity for athletes to experience the competition level of U18 AAA hockey
- To showcase the Calgary Fire program to returning and prospective players and parents
- Insight into the upcoming season and league
- Introduction and opportunity to meet Calgary Fire U18 AAA coaching staff
- Opportunity for athletes to showcase their talents and get feedback from coaching staff
- Insight from the coaching staff on their expectations and what they would like to see from our athletes for the August try-out camp
- Calgary Fire MAAA ID camp is not a try-out camp
- Athletes do not have to attend the Calgary Fire ID camp to make the team roster however attendance is strongly recommended.

## Fall Try-out Registration

- Registration for our Prep Camp and Try-outs begin around June 1st of each year. Please ensure that you check the GHC website for posted times for our prep camps and try out schedule.
- The Prep Camps typically run the week prior to our actual tryout camps. Although GHC runs a Prep Camp, this is not to be considered a pre try-out event and athletes will not be graded or judged on this Prep Camp. The Prep Camp is not mandatory for those athletes intending to try out for our GHC Elite Program. The Prep Camp primarily consists of skill and conditioning/compete sessions.
- Upon receipt of try-out fees and once GHC has finalized the try-out registration list, players will receive a list of ice times, arenas and details pertaining to the camp.
- Each player will receive a minimum of two (2) ice times for tryouts. Players are placed on teams for tryouts, and the typical tryouts are made up of inter-squad games. Please note that there is absolutely no correlation to the tryout team that the athlete is placed on to whether she is selected for one of the AA or AAA teams. The tryout process is divided into a AAA tryout and a AA tryout.
- Not all players will play in the Red/White games, and this is not an indication of whether or not the player have made or not made the main camps.



- After the Red vs White games are complete, coaches will draft/select their initial team player lists and these players will move on to main camps for those teams.
- For players moving on to the main camps, all draft lists will be posted on the GHC web site. Coaches will not be notifying non-drafted/selected players directly.
- Team roster reduction will continue until teams are finalized as determined by the coach.

## Player Cuts/Releases

Players released from AAA will automatically be placed in the AA tryout.

“Player Cuts/Releases” from AAA or AA refers to the process of team roster reduction and does NOT indicate that the player has been ‘released’ from GHC. Rather, once players are released from the U18 AAA team, if they have requested a second tryout with another MAAA team, they move on to this second tryout. If players have not requested a second try out for another MAAA team, these players may or may not be “drafted” to further tryout at the GHC U18 AA try-out process. Once players are released from the U18 AA or U15 AA teams, they move on to the evaluation process for the GHC community teams for their respective age groups.

GHC recognizes that the team selection process is often a very emotional part of the season for athletes and their families. GHC attempts to balance the valuable opportunity to provide positive, useful feedback to the players on their tryout performance with the negative aspects of long wait times for exit interviews and having to face peers immediately upon completion of an exit interview. As a result, GHC Coaches will not conduct player exit interviews for the initial cuts/releases, but will do so for players released later in the process.

- **Initial Selection:** For the main camps: Because of the large number of Players at this point in the process, GHC will post the names of the players that will be moving forward in the tryout process on the GHC website or be contacted directly. If a Player’s name (first initial and last name) does not appear on the posted draft list (for U18 AAA and/or one of the two U18 AA teams or U15 AA teams), then that Player has been released to the community evaluations.
- **Secondary Releases:** Further team roster reduction will be done by short-player-interviews. Two members of the Coaching Staff or a Coach and one of the Division Director or a Board member will be in each interview. The interview should be positive and provide constructive feedback on a Player’s strengths and areas for improvement.

- Final Releases: These will be done by interview, with the Coaches and observed by an Elite Director or Board member. At this stage in the process the Head Coach may not have concrete areas of weakness to discuss with the Player as the differentiation between Players may have been slight and based on non-technical aspects of play. The interview will be primarily positive in nature in order to prepare the Player for the next level of tryouts or evaluation.
- GHC considers the rankings and the internal discussions that occur about individual Players during the evaluation process to be confidential in nature and does not discuss that information with Parents.

## Team Formation

The Calgary Fire U18 AAA team is selected and formed exclusively by the Calgary Fire MAAA coaching staff.

The Calgary Fire U18 AA and U15 AA teams are selected and formed exclusively by the respective coaching staffs. The Calgary Fire AA teams are selected on a draft basis by the coaching staffs. There is no protection of players from the previous year for any team.

Coaching staffs select teams based on many different athlete attributes including on ice play, effort, on and off ice conduct, team play, leadership qualities, character, etc.

Undoubtedly there will be very disappointed athletes and parents through this selection process and team formation. Please note that the selection process and coaching decisions are final. Athletes do not have the opportunity to appeal the coaching staff's selections and the GHC Board of Directors will support our coaching staff decisions.

## Team Rules

- All Players must conform to a set of team rules, which shall be established and communicated in writing to Players and Parents by the Coaches and/or Team Management at the start of each hockey season.
- Any Player who violates Team rules and policies will be subject to discipline by the Head Coach. Discipline may include, but is not limited to, a verbal reprimand, reduction of playing time, or suspension. If a Head Coach deems it necessary to provide more than a verbal reprimand, this will be immediately communicated to the player in a clear and precise manner. The Head Coach will also communicate any discipline issues to the respective U15 or U18 age group coordinator.

## Team Sheets and Game Sheets

- All players must be listed on a Team Roster and registered in the Hockey Canada Registry with GHC before their first league game of the current playing season.
- U18 and U15 Team Rosters will be in the care of the GHC Registrar. Copies will be provided to the Elite Division Coordinators and to the Team Manager. The Team Manager must be able to produce the Team Roster upon request at any sanctioned game.
- Game sheets will be used for exhibition games prior to league play.
- Game sheets for all games (exhibition, regular season and tournaments) must be signed by the respective coaches, officials, time and scorekeepers. The home team's manager must copy all game sheets to the respective league within the day following the games. Record (copy) of all team game sheets is to be maintained by the team's manager, as well as a record of team major penalties and affiliated player call-ups.

## Player Affiliation Policy

The objectives of the GHC Elite player affiliation program are as follows:

- To assist a higher division team in the Association in the event that its team roster is reduced due to injuries or sickness or a player's inability to play for any other reasons (subject to any Hockey Calgary, Hockey Alberta or Hockey Canada rules/prohibitions regarding use of affiliates to replace suspended players).
- To provide affiliated players an opportunity to gain experience at a higher level of play within the Association and thus contribute to their development.
- To require coaches to be fair, reasonable, considerate and cooperative when making and/or acceding to requests for the utilization of affiliated players.
- Coaches of the affiliated players are expected to allow whenever reasonably possible, their affiliated players to play for the requested teams.
- Use of affiliated players is not allowed to replace healthy players, available players, or for replacement of players being disciplined by their coaches (or to replace suspended players if prohibited from doing so by Hockey Calgary, Hockey Alberta or Hockey Canada rules).
- Affiliate players will not be used for the purpose of expanding the rosters beyond the maximum allowed per team and are to be used specifically as described in this section.

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

- To request an affiliation the higher-level coach makes a request in writing (e-mail) to the The Managing Director of Elite. When sanction is received from the The Managing Director of Elite, higher level coach then makes a request in writing (e-mail) to the head coach of the lower level team.
- The lower level coach confirms the affiliate player's availability with the potential affiliate's parents and then confirms the affiliation in writing (e-mail). The Elite Director(s) at the respective levels must be copied on the correspondence.
- The lower level coach should not impede the affiliation unless there are extenuating circumstances which do not allow for it. In the case of practice conflicts, the coaches shall decide what takes precedence. Any other requests to deny the affiliation must be made to the Vice-President of Elite.
- Teams competing in playoff competition will be considered a priority if affiliate players are required.

An available player is one who:

- Is willing to play for the higher-level team;
- Is not sick or injured;
- Is not under discipline by her coach or suspended by any regulatory body or league.

Affiliation Expectations of the Coaches include:

- The higher-level coach must play the affiliated player as much as is reasonably possible.
- All coaches should encourage the use of affiliated players in accordance with the stated objectives.
- Coaches must ensure that call-ups are only from properly designated and listed affiliates.
- U15 and U18 Elite affiliate selections will (in a non-COVID year) occur by draft when team selections are being formed. Affiliates will usually be drawn from the last players released from tryout camps.
- U18 "AAA" Teams are permitted to affiliate U18 registered players from any lower category from any LMHA within Alberta.
- U15 and U18 AA Teams are eligible to affiliate players from a lower division within GHC. All players to be registered for affiliation within the Female Hockey

Alberta Development Model must meet and qualify in accordance with the Hockey Alberta and Hockey Canada Regulations.

- No player is permitted to be part of more than one (1) affiliated players list at any time during the current season.
- It is normal process and the decision of the coaching staffs to invite affiliate players to practice with the affiliated team.
- All affiliations shall terminate at the end of the current playing season.

The Vice President and Elite Directors of GHC will coordinate the completion of affiliated player lists in conjunction with team coaching staffs and/or coordinators. As well, the Vice President of GHC Elite will advise on affiliation of players and allow such affiliation where considered appropriate.

Finalization of the affiliation list is an GHC Board function and the determination of the individual affiliations of players is made on behalf of the Association, by the President of GHC, after consultation with the coaches.

All affiliated players must be added as an affiliated player on the official Hockey Canada roster of the team to which the player is affiliated, Once a player is placed on an affiliation list, GHC Elite does not have the power or authority to remove the player from such list or add the player to another list.

Typical Affiliation List Team flow:



*\*\* Under special circumstances players in Peewee A and U15 AA may affiliate to U15 AA and U18 AA, respectively, this will be reviewed by the Hockey Alberta Female ADM committee and decisions will be made on the individual merit of the application/player.*

## Registration Fees

- All registration fees will be paid to GHC and Fees are reviewed and approved each year by the GHC Board of Directors.
- Players will not be allowed to participate in practices and/or games if fees are not considered by team management and the Board of Directors to be up to date (i.e. paid in full, or arrangements for a payment plan over time have been agreed

upon) this includes both the GHC player fees as well as any fees required at a team level.

- Requests for financial aid will only be considered upon submission of a request in writing as per the financial assistance policy. All such requests are held in strict confidence.
- Please refer to the GHC website for details/updates regarding registration fees and financial assistance.

## Financial Assistance Policy

There are a number of sources of financial assistance available for those families in need. Application for financial aid can be made to third party organizations such as the Flames Even Strength Program and the Canadian Tire Jumpstart Program.

GHC also administers two financial assistance programs for registered athletes:

### 1) GHC Financial Assistance Fund

Families currently registered with GHC who are in need of assistance can submit an application for consideration by September 30<sup>th</sup> of each year. Application form is available on the GHC website (Registration page). A limited amount of funds is available to assist families with the cost of registration each year. The GHC Executive Committee reviews applications received for determination of financial need and any amounts granted are at their sole discretion but would generally not exceed 25% of the player's registration fee. Applicants are encouraged to also apply for other forms of assistance available (i.e. Flames Even Strength Program, etc).

### 2) GHC Elite Program Financial Sponsorship

This program, sponsored by the Rawlyk Family Foundation, is designed to assist elite players with the desire and potential to compete at the post-secondary level, but who are unable to participate due to financial limitations. Application form is available on the GHC website (Registration page) and applications can be submitted to the GHC office at any time for consideration by the Elite Sponsorship Committee. Criteria for selection of successful applicants include: financial need, academic standing, hockey ability, and sportsmanship and/or community participation/service. The Elite Sponsorship Committee in consultation with the Rawlyk Family will determine the number and value of Elite Program Financial Sponsorships to be awarded each year.

## Volunteer Credits

As a volunteer organization each and every family is expected to step up and volunteer to help support the organization and the operation of the teams and community. A volunteer bond, in the form of a cheque in the amount of \$300.00 will be required at the time of team formation. Each family can earn volunteer credits for certain volunteer

roles. For the Elite program, two (2) credits per athlete are required. Please refer to the required positions listed below as well as the Volunteer page on the GHC website to determine how you can earn credits towards the volunteer bond. Please note that if you do not complete your required volunteer commitment or do not report your fulfilled credits, your volunteer bond cheque will be cashed. Volunteer hours required by the Firestarter Tournament are not eligible to be used to fulfill your volunteer requirement.

## Team Fundraising

Individual teams may undertake their own fundraising activities provided that these activities are not in conflict with GHC Elite fundraising activities. All team fundraising activities must comply with the rules and regulations of the Alberta Gaming and Liquor Commission (“AGLC”), if applicable, including 50/50 fundraisers and prize raffles.

## Sponsorships

GHC Elite endeavors to obtain sponsors each year for the GHC Elite Program. The Board of Directors seeks to develop and review sponsorship opportunities annually. Any sponsorship or donation that is obtained by an individual for a team should be for the benefit of all players on that team and must be approved by the GHC Board. The team manager must submit a written request for sponsorship approval to the VP Elite.

## Team Administration

The various volunteer positions the team needs (not all are required) to fill every year are briefly described below. Sign-up for these should occur at the first team orientation meeting and GHC confirmation of Team Roster, as soon as the final team list is established.

### 1. Manager and Assistant Manager

Responsible for: score sheets prepared for home games, labeling the score sheets with the roster for all games, reporting games results, maintaining a copy of all game sheets, recording of major penalties and affiliate call-ups, distributing roster and contact lists as necessary (including to scouts on request), information or update newsletters to parents, liaison between parents and coaches. Working with the team’s athletic therapist, incident or injury reports, as necessary. The manager also manages out-of-town travel for the team. The coach typically selects the Manager; and seeks endorsement of the selection from the GHC U15 or U18 Division Coordinator. Selection is usually prior to the first team meeting. Required position.

### 2. Safety Coordinator

As the Health & Safety Coordinator your most important role will be creating a COVID-19 safe culture within the team. Equally important to this will be to disseminate information to families from the GHC Chief Safety Officer, ensuring that GHC’s

expectations of its members in following all COVID-19 guidelines are being met.

### 3. Treasurer

The team treasurer is responsible for the following: preparation of team budget (in conjunction with team manager) for parents' approval and submission to the Elite Division Coordinator by October 15 (final approved budget submission to GHC Treasurer required by November 15<sup>th</sup>); collection of player "cash call" fees, parent contributions and all fundraising revenues; payment of team expenditures; banking transactions; maintaining complete accounting and player account records; monthly team financial statements (distributed to parents and copied to GHC Elite Division Coordinator by the 15<sup>th</sup> of the following month). A final budget to actual financial report is required by GHC policy to be distributed to parents and submitted to the GHC Treasurer within 45 days of the end of the team's hockey season. Anyone interested in this position should have strong accounting and financial skills. Required position.

### 4. Time/Scorekeeper Coordinator

This person maintains a sign-up sheet so each game has the necessary people available for the time/score/penalty box area and ensure that those volunteers are ready to fulfill their roles prior to game times. Orient new volunteers to the duties; score sheet, time clock functions as necessary. Required position.

### 5. Jerseys

Two families are needed to take care of and bring the jerseys (home and away) to games. The jerseys are hung up in the dressing rooms on delivery. The girls will hang them up for collection. Doing that in the dressing room should be taken care of by the female half of the parent team. This position is not responsible for good dressing room conditions (the players are). Required position.

### 6. Fundraising Coordinator

Most team's parents typically contribute a cash infusion at the beginning of the season, and some teams sell raffle tickets or similar to fund team expenses. Team fundraising activities need to be identified and persons appointed to organize the same. Approval for and assistance with staging fundraising endeavors must be obtained from the team parents (and the Board if necessary). Again, if needed, will be required to follow all practices as laid out by Alberta Gaming and Liquor Commission (AGLC). Required position.

### 7. Stats Assistants

Upon direction of the head coach, typically could use people during the games to track +/-, shot locations, etc., or other stats of interest to the coaching staff. Optional position is dependent upon the coach's requirements.



8. Tournament Coordinator (this position is pending AFHL regulations)  
In non-COVID years, our U18 AAA, U15 AA and U18 AA teams jointly host a “Fire Starter” Tournament early in the season. There are volunteers required to coordinate fund raising, game duties (scorekeepers, etc.), game results, snacks etc. A tournament coordinator “team” is imperative to the success of the tournament. Any team not providing the adequate volunteers may forfeit their ability to host a division.

## Optional Volunteer Positions

### Team Media

Each team should appoint a volunteer to video as necessary for the team as a strategic tool, but also to live stream games if that option is available to the teams. This person may also be asked to take some digital photography for the team.

### Tourney/Travel Assistant

This person might help research tournaments for the team to consider, present the options, pros/cons, and rough cost estimates. After tourney selection, this individual may also assist with the necessary arrangements both in advance and on the ground at the tournament. Please note that our leagues do not allow for tournament windows so tournaments must be during breaks in the schedule, or prior to or after the season ends. Tournaments (especially out of town) are very costly and teams must have a 75% acceptance vote to incur these expenditures. Voting will be by secret ballot if required.).

*Please Note: Other volunteer positions may be required for teams. As these arise please send the title, and responsibilities to the GHC Board for volunteer credit approval.*

## Team Records and Banking

All teams are required to keep good accounting and financial records. **All team bank accounts will be set up at the Scotia bank of Canada as per the GHC policy.** A budget must be prepared for approval by parents, and must be submitted to the Division coordinator, The Managing Director of Elite, and GHC Treasurer. A monthly financial statement must be given to each team parent, the Division coordinator and the The Managing Director of Elite.

- A minimum of two signatories is required for any team bank accounts (usually Team Treasurer, Manager and/or some other team official).
- GHC will not be liable for any shortfalls or debts incurred by any team.
- Unless specifically permitted by the GHC Treasurer, there are to be no e-transferor accepted or made by the team.

- A financial statement is required from each team at the end of the season, which is to be supplied to the U15 or U18 Division Coordinator.
- Once team rosters have been finalized, all teams are required to prepare a team budget for the entire year that needs a minimum 75% (voted upon) parent approval to pass.
- All team bank accounts will be closed at the end of the current hockey season, and no later than April 30.

Any team funds remaining at the end of the current hockey season will be disbursed as follows:

- All funds contributed by parents in the form of cash calls to the team to offset team expenditures during the team's hockey season shall be reimbursed equitably to contributing parents by April 30. Alternately, parents may elect to donate their share of the funds remaining to the GHC Financial Assistance Fund or charity of their choice. Any funds raised by the team via raffles, etc. must be spent in accordance with AGLC requirements (i.e. requirements for use of gaming proceeds) and cannot be distributed/reimbursed to families. GHC registration fees cannot be reimbursed (except in the cases of player withdrawal and in accordance with GHC policies for withdrawal).
- The U15 or U18 Division Coordinator, The Managing Director of Elite, and/or GHC Treasurer reserve the right to request a full financial statement of a team's financial position at any time.

Please refer to GHC's Team Financial Guidelines on the GHC Website for more information on Team Records and Banking.

## Team and Player Equipment

- Each team will be provided with one full set of home and away jerseys, and each player will receive one pair each of home and away socks.
- Each team to purchase one full set up of practice jerseys and practice socks
- Each team will be provided with pucks, first aid kit, and two sweater bags
- Current CSA approved helmets in the color black only
- Hockey Gloves in the color black only (or gloves as approved by GHC Elite)
- Approved throat protectors and mouth guards are mandatory for all practices and games.
- All team members are required to have their personal equipment clean and in good repair.

- GHC Calgary Fire Head coaches will dictate their team's personal dress code and this dress code should be adhered to at all times
- Because of risk of injury, jewelry, including body piercings and earrings are not allowed while on the ice during practices or games.

## Required Apparel

Each player, upon entry to GHC Elite program, must purchase the required association apparel (to be confirmed). Fittings for apparel and costs are arranged through the team manager and are typically done upon finalization of the team rosters (likely at first team meeting). The Board of Directors Elite Committee shall decide what garments are mandatory and must be purchased for the current season.

## Association Equipment Guidelines

- All apparel must be approved by GHC Elite and be purchased through GHC's named suppliers.
- Team jerseys and socks supplied by GHC will be worn for all exhibition, regular season, and playoff/tournament games.
- Team game jerseys and game socks must not be worn for practices.
- Jerseys will be collected at the conclusion of each game and placed in the team jersey bags by the team's Jersey Volunteers.
- All equipment will be returned cleaned and in good repair at the conclusion of the playing season. Jersey deposits will be collected from each family in accordance with GHC policies and will be cashed if player jerseys are not returned in acceptable condition.
- All name bars must be taken off all jerseys at the conclusion of the season.
- Appropriate repair costs will be levied against a team for damaged or missing equipment.

## Ice Allotment

GHC will endeavor to supply a minimum of two (2) sheets of practice ice per week to each team, if sufficiently allotted to do so by HC. Typical ice allotment for our U15 and U18 AA teams are two practices per week with a total of 3 hours of on ice time. Typical ice allotment for our U18 AAA team is three practices per week with a total of 4.25 hours of on ice time. Please note that although we strive to provide this timeframe for on ice practice, ice time within Calgary is in extremely short supply and we are subject to change at any time.

All ice supplied by GHC will be used solely by the teams of the GHC. No coach or team official will give away or sell ice supplied by GHC.

All ice that is not used will be returned to the Ice Coordinator fourteen (14) days prior so that it can be reassigned or returned to HC.

Any team that cannot give the required notice for the return of any practice ice will forfeit a slot at the next ice allocation. A second “burning” of allocated ice will result in the team again forfeiting an ice allocation and being charged the Association’s costs for that ice.

Trading of ice by coaches is permitted only upon approval of the Ice Coordinator.

## Team Therapists

Athletic Therapists will be provided, at a minimum, in accordance with the requirements of the AFHL. Current GHC policy significantly exceeds the AFHL requirements by providing Athletic Therapists at all exhibition, regular season, playoff, and tournament games, with the exception that when Calgary Fire AA teams play against each other, the Athletic Therapist for the “home” team for that game will provide services to both teams. The cost of the athletic therapist for regular season games will be covered in GHC registration fees. The cost of the athletic therapist for other events (i.e. playoffs, exhibition games, etc.) will be included in team cash call(s) and/or fundraising.

Athletic Therapists are responsible for:

- Pre-game taping and strapping.
- Warm-up and stretching as required by the coach and other duties that may be required by the team.
- Establishing an emergency action plan.

Assessment of any player injuries.

- Making recommendations for post-injury participation.
- The team therapist is responsible for all medical decisions made during sanctioned team events and will provide treatment within their scope of practice and technical ability. In the case of other team members having higher medical training, the therapist still remains the primary care provider unless care of the player has been passed on to either a medical doctor or paramedics that have been called to a sanctioned event.
- The therapist is responsible to clear a player for exercise, practice and play. If the therapist deems it necessary, a note from an attending physician may be required to assist clearance. It should be noted that the attending physician, therapist or coach may withhold clearance on any reasonable grounds should they feel it is necessary.

- Therapist tournament expenses, including hotel, food and other payments must be budgeted and paid for by the individual teams.
- Each team's therapist/sport therapist is required to bring adequately stocked first-aid kits to each game.
- Each therapist/sport therapist must compile and maintain up-to-date medical information on each player, including Alberta Health Care numbers.
- Each therapist is required to complete any Hockey Canada or other mandated Incident Report Forms.

## Insurance

The Association, as a member of Hockey Calgary, is provided with blanket coverage as issued by Hockey Canada. Refer to the Hockey Canada website for more detailed information. All players, coaches, and on ice support must be on the official Hockey Canada team roster. Coverage has been extended to include:

### Accidental Injury

This policy insures players, coaches, managers and directors for various injuries incurred while participating in our program. Coverage extends to medical costs not covered by the Alberta Health Care benefits; i.e., ambulance and specific claims including some dental benefits. If you suffer an injury, please have the team manager submit the required claim form(s).

### General Liability

Coverage is extended for all members while involved in sanctioned program activities.

## Transportation Policy

- It is GHC's Elite policy that all out-of-town travel for the teams (beyond 100 km from city limits) is provided by the selected Bus service for the year. This is the most beneficial method of travel for many reasons including insurance, safety, and liability considerations; logistics such as having all players arriving at the same time for away games; and team dynamics such as bonding, game focus, preparations, post- game meals, etc.
- It is the GHC Elite Team Policy to only allow the Coaching Staff, one (1) Team Manager, and the team players to travel on the bus. **Under no circumstances are parents allowed on the bus for travel.**
- Busing expenses are covered under your registration fees (including one out of town playoff game). Additional bussing expenses may occur, for which parents may receive a cash call, if your team makes it further into the playoffs.

- Except with prior approval of the Elite Committee, when overnight travel is required, players shall be in rooms of 3 players, with each having their own bed, pullout bed, or cot to sleep on.

All GHC Elite teams require travel permits when participating in any exhibition, tournament or other scheduled games, or games outside of HC boundaries. *Please note: Travel permits are not required for sanctioned games in the regular season and playoffs for teams participating in the AFHL.*

## Calgary FireStarter Tournament

The GHC AA and AAA teams are responsible for the operation of the Calgary FireStarter tournament each year. GHC elite participates as volunteers in the operation of the Tournament. It is mandatory that each player (family) participates in four volunteer positions during this tournament. Families which do not meet the required volunteer position spots will be assessed an additional \$500 on their registration fees.

These volunteer hours are in addition to any of the above-mentioned volunteer jobs and are not eligible to fulfill the volunteer credits required.

## **CALGARY FIRE CODE OF CONDUCT**

This Code of Conduct identifies the standard of behavior, which is expected of all GHC Association members, including athletes, coaches, parents, executives, directors, volunteers, staff, chaperones, members, and representatives (each of which is considered in this Code of Conduct to be a “member”).

GHC Elite is committed to providing a sport environment in which all individuals are treated with respect. Members of GHC shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist, homophobic or sexist. In particular, behavior that constitutes harassment, or abuse will not be tolerated by GHC. During the course of all GHC activities and events, members shall avoid behavior which brings GHC or the sport of hockey into disrepute, including but not limited to any use of alcohol, tobacco or tobacco products, vaping, drugs or weapons of any kind.

GHC members shall adhere to the Calgary Fire Policy Manual, this Calgary Fire Code of Conduct, and the GHC Bylaws, Policies & Procedures, the GHC Code of Conduct, COVID- 19 requirements and guidelines as provided by GHC, and the GHC Ethics Policy at all times during GHC events and activities. Further, each member shall abide by all rules governing any competitions in which the member participates on behalf of GHC.

Members of GHC shall not engage in any activity or behavior which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others.

Please note GHC requires that the 24-hour rule be respected when dealing with an emotional issue or complaint. In the case that you wish to make a conduct complaint, or confront a manager/coach with an issue, you must first observe a 24-hour waiting or cooling off period before proceeding.

## Discipline Policy

The Elite Discipline Committee consists of the President of GHC, Vice President of Elite, and selected members of the Board of Directors. This body will deal with any infractions of the this or the Association's Code of Conduct, as well as specific Player, Coach, or Parent Expectations contained within this Code of Conduct or the Policy Manual.

It is the Association's intention that each infraction will be dealt with in a fair, objective, and consistent manner with appropriate repercussions for the severity of the actions.

GHC has zero tolerance with regard to possession or contact with any drug, alcohol, tobacco products, vaping products, or weapon use at any GHC practice, game event or other activity. Further, there will be zero tolerance for unnecessarily dangerous activities (for example "cage rage" matches) or incidents of theft, vandalism or other blatant disrespect of any personal, community or City property. Those responsible for such acts will be suspended immediately and subject to further action, which is determined by GHC's Elite Discipline Committee or the Executive Committee.

- a) Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the applicable governing policies of GHC, and those set forth by Hockey Calgary (HC), Hockey Alberta, and Hockey Canada. Such action may include the member losing the privileges that come with membership in GHC including the opportunity to participate in, watch or attend, GHC activities.
- b) GHC reserves the right to impose more than the penalties prescribed (by League, Hockey Alberta, or Hockey Calgary) and supplemental suspensions for disreputable conduct if it is deemed necessary.
- c) Off-ice Incidents: Team Managers are to report significant incidents or conduct infractions through the U15 and U18 Elite Division Coordinators for executive or Discipline Committee consideration. Zero tolerance infractions of substance abuse, or incidents that have the potential of bringing significant disrepute to GHC and/or HC, or incidents which have insurance, civil liability or criminal implications, must be reported in writing to the The Managing Director of Elite within 24 hours.
- d) Coaching Staff Responsibility: Team officials are responsible for their own conduct and those of their players at all times during Association, team or league activities. Further, Hockey Canada Rule 47 requires that at least one responsible adult (and preferably two) be in the team's dressing room(s) both before and after ice times to prevent inappropriate conduct. It is GHC's policy to conduct CPIC screening on all coaching staff.



# GHC Calgary Fire Elite Player Expectations

GHC Calgary Fire Elite expects that a player will:

- Demonstrate pride in representing GHC and the Calgary Fire at all times - in victory or defeat.
- Demonstrate respect and loyalty towards the team, the coaches and GHC.
- Make a commitment to contribute to the team by putting forth consistent best efforts and enhance the team's performance.
- Make a commitment to be constructive and supportive of other players' development.
- Have a thorough understanding of GHC's expectations, policies and procedures that apply to the players.
- NOT engage in activities on or off the ice that would unreasonably put themselves or others in danger.
- NOT engage in activities that could have a negative impact on, or actually damage, the image or reputation of their team, team mates, coaches, team staff, team volunteers, the Calgary Fire program, GHC, or the Alberta Female Hockey League.
- Demonstrate respect for property, teammates, parents, fans, coaches, officials and facility operations at all times.
- Take responsibility and accept consequences for their actions.
- Know and comply with this Code of Conduct and the team rules and expectations as outlined by the coach.

## Player Dating/Fraternization

GHC elite teams pride themselves on their professional conduct. It is recognized that intimate personal relationships may occur with other players. However, personal relationships that would fall in the category of dating or fraternization should remain outside of the team dynamics and away from all team functions. All players are expected to conduct themselves professionally in GHC team functions. GHC recognizes that relationships may occur, but these relationships cannot have a negative impact on any team dynamics.

If a player or player(s) act in an unprofessional manner at any time by allowing a personal relationship to interfere in team dynamics in any manner, the consequences

enforced could range from missing playing time, to not dressing for games, suspension from all team activities, and/or in extreme circumstances removal from the team.

## GHC Calgary Fire Parent Expectations

GHC Calgary Fire expects that a parent will:

- Demonstrate pride and exemplary conduct when representing the GHC and their team.
- Be loyal in supporting their respective team(s) and GHC.
- Demonstrate respect and appreciation for all players at all times.
- It is mandatory that at least one adult member of each of the registered families take the online Respect In Sport program. This course takes about one hour to complete. The player/player's names are to be attached to the program so tracking can ensure each player's eligibility to play. Parents who do not complete the program before the start of the season will have their player suspended from play until the course is completed.
- Model good sportsmanship, in spite of frustrations or disappointments.
- Have an understanding of GHC's elite philosophy, bylaws, expectations, policies, procedures and operation.
- Assume responsibility for his/her actions.
- Respect and support the work of all team and on-ice officials, volunteers, and off-ice officials.
- Support his/her daughter in making a firm commitment to her development as a hockey player and contributor to the team.
- Make a firm commitment to participate and support all activities of the team as outlined by the team management.
- NOT engage in activities that could have a negative impact on, or actually damage, the image or reputation of their daughter's team, team mates, coaches, team staff, team volunteers, the Calgary Fire program, GHC, or the Alberta Female Hockey League.

## GHC Calgary Fire's Coach Expectations

GHC Calgary Fire expects that Coaches, which includes Head Coaches, Assistant Coaches, Goaltending Coaches, or any other form (eg. Video coach) of Coach, will:

- Coach the team to the best of her or his abilities.
- Use equity and fairness when selecting players for the team and when Coaching the players on the team.
- Obtain all courses, training and certifications required by Hockey Canada, Hockey Alberta, Hockey Calgary or GHC, to fulfil their position with her or his team. And more specifically:
  - It is required that all Head Coaches become fully certified (at the cost of GHC) to be a Head Coach of the Team that she or he is coaching, prior to the deadlines for certification as set by Hockey Canada, Hockey Alberta, Hockey Calgary, or GHC.
  - It is required that each Coach of any type will complete at least one Hockey Canada recommended coaching course each season (at the cost of GHC) until fully certified to be a Head Coach of the Team that she or he is a Coach with.
- Commit the time required to Coach the Team, attend team events and activities (dryland training, team building, etc) and to travel with the Team to games outside of Calgary some of which may involve overnight travel.
- Follow GHC Elite's Fair Play Principles.
- Use her or his best efforts to develop players and to prepare players for the current season, and to the extent possible, for the season ahead.
- Follow and comply with the GHC and Calgary Fire Policy Manuals, including the Codes of Conduct for GHC and Calgary Fire, as well as any rules or guidelines that are distributed to coaches from time to time.
- Ensure the players are supervised in a reasonable way during all team practices, games, events or activities, to ensure compliance with the GHC and Calgary Fire Policy Manuals, including the Codes of Conduct for GHC and Calgary Fire, as well as any rules or guidelines that are distributed to coaches from time to time.
- Implement reasonable disciplinary measures regarding minor infractions committed by, or behavioral issues with, players.

- Note: It is required that when appropriate, the Coaches pass on to the GHC Elite Committee, the investigation, review and discipline (if any) for infractions or behavioral issues that are deemed to be more serious than minor infractions or issues.
- Follow all AHS or Hockey Alberta, or Hockey Calgary safety rules or guidelines or advised health practices, as issued or amended from time to time, related to COVID-19 or similar outbreaks.
- NOT engage in activities that could have a negative impact on, or actually damage, the image or reputation of their team, players, coaches, team staff, team volunteers, the Calgary Fire program, GHC, or the Alberta Female Hockey League.
- NOT engage in any inappropriate relationship, including an intimate personal relationship, with a GHC or Calgary Fire player.
- NOT engage in an intimate personal relationship with any family member of a player.

## GHC Elite's Fair Play Principles

GHC Elite supports the Elite Stream Fair Play Policy, which encourages that all players get equal instruction, support and playing time, as is reasonably possible. GHC Elite expects its coaches to play the full team that they chose for the year, to develop all the players equally, and to give all players equal opportunities to advance in play. It is recognized that at the competitive level this doesn't always mean equal ice time in each game, for a variety of established reasons. A reminder to follow the communications protocol as outlined in this manual for any complaints. For example, to question a coach's decision on fair play, the team manager would be first approached. If that communication were unsuccessful, then the U15 or U18 Elite division coordinator would be approached next.

## Hazing Policy

Hazing is an abusive, humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted. Hockey Canada takes a strong stand as it relates to abusive initiations and hazing of players. Hazing is against Hockey Canada's Regulations. GHC's policy in this regard is – any player, team official, executive member of a team, parent, club associate, or any other GHC member having participated in or having condoned any incidents of hazing shall be subject to disciplinary review and suspension, which may include outright release by the Association.

# Social Media and Networking Policy

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Twitter, Facebook, Instagram, Snapchat, LinkedIn, and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods, for example emailing and 'texting'. The policy will be applicable to all members of GHC members and staff, on-ice and off-ice team officials.

Our Board recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. Our board also respects the right of all teams and our Board personnel along with the on and off ice officials to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate our membership on the risks of social media and to ensure all are aware that conduct deemed to be inappropriate might be subject to disciplinary action by our Board and possibly Hockey Alberta and/or Hockey Calgary.

## General Social Media Guidelines

GHC's Board of Directors holds the entire GHC Membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.

Comments or remarks of an inappropriate nature, which are detrimental to a governing body, a team, GHC or an individual, will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media and comments such as 'texting' are on the record and can often be instantly published and available to the public and media. Everyone including the GHCA Board of Directors, team staffs, players, members, and supporters can often see social media communications. It is expected that ALL players, coaches, parents, and board members conduct themselves in an appropriate manner at all times.

All members must 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 health or injury information about any player. Only divulge information that is considered public.

When using social media and networking mediums, the GHC community should assume at all times they are representing GHC. All members of the Association should remember to use the same discretion with emails, texting, etc., social media and networking as they do with other traditional forms of media. Should the identity or image of any member of GHC be used in social media or networking without the Individual's

authorization, this is considered to be a breach of this policy and subject to discipline. Any use of a player or team member's image or likeness without the written consent of GHC and that player or team member is strictly prohibited.

It is expected that members use their best judgment at all times – pause before posting or sending. Once comments are posted or sent, they cannot be retracted. Ultimately, every user of social media is solely responsible for the comments, photos and other content that they post.

If requested to participate in an online network, as a direct result of your affiliation with or participation in GHC, the Board requires that you request approval from the Board Executive Committee.

### Examples of Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of GHC Social Media and Networking Policy and may be subject to disciplinary action by the Executive Committee or local Hockey Council. This is not an exhaustive list of examples.

- Any statement that can be interpreted to be publicly critical of GHC or its staff of board members, or detrimental to the welfare of any member, team, or any individual connected to the GHC hockey programs, including negative or derogatory comments about any player, coach, manager, team, hockey association, league and/or Hockey Canada, Hockey Alberta or Hockey Calgary staff, programs or stakeholders.
- Divulging confidential information that may include but is not limited to the following: player health or injuries, game strategies of any other matter of a sensitive or private nature.
- Any form of bullying, harassment, intimidation or threats against other member, parents, players, coaches or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
- Online activity that contradicts the current policies of GHC, or Hockey Calgary.
- Inappropriate, derogatory, racist, homophobic, or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.
- Any comments about opponents, players/coaches or parents that could be viewed as negative in nature.

## Cell Phone/Camera Policy

Under no circumstances are cameras or telephones with cameras allowed in the dressing room at any time, with the exception of one device determined by the coaches or the team manager **for the playing of music only**. Players who listen to music individually prior to games must nonetheless abide by the no camera rule and make appropriate arrangements for their game preparation.

## Discipline for Social Media Violations

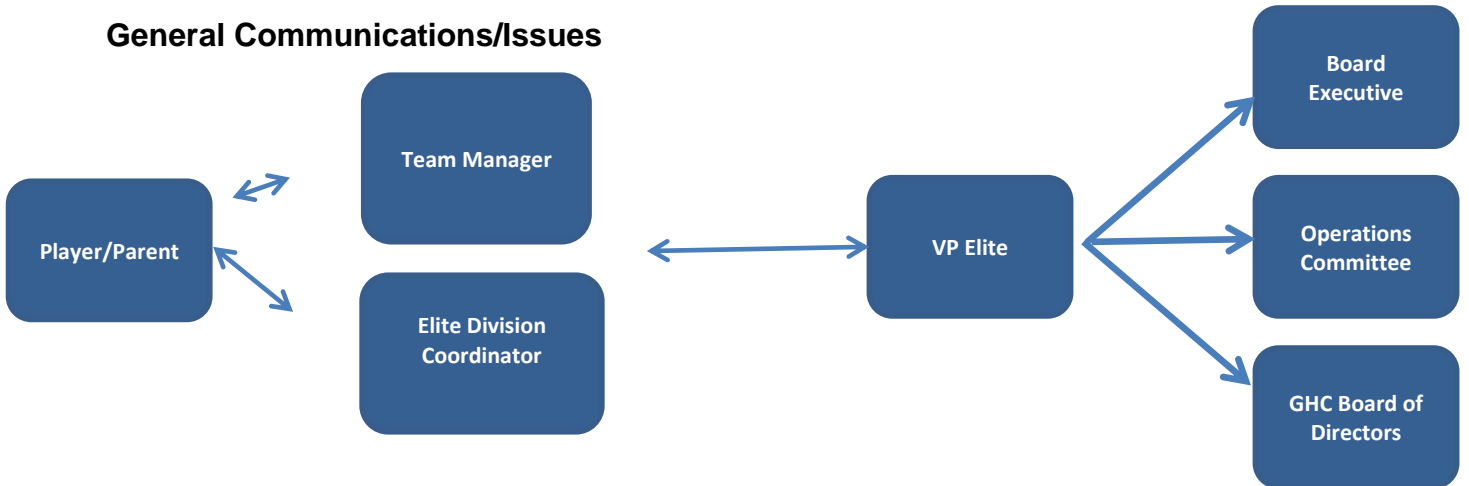
The The Managing Director of Elite and Elite Directors will investigate reported instances of inappropriate use of social media and networking tools. Violation(s) should be reported directly to the GHC Office using the Incident Report form in the GHCA Discipline and Complaints Policy documents. If the investigation determines that a violation has occurred, the GHC Board of Directors will impose an appropriate discipline or suspension. Any appeal of the suspension will be dealt with as set out in policies set out by GHC.

## Conflict and Complaints

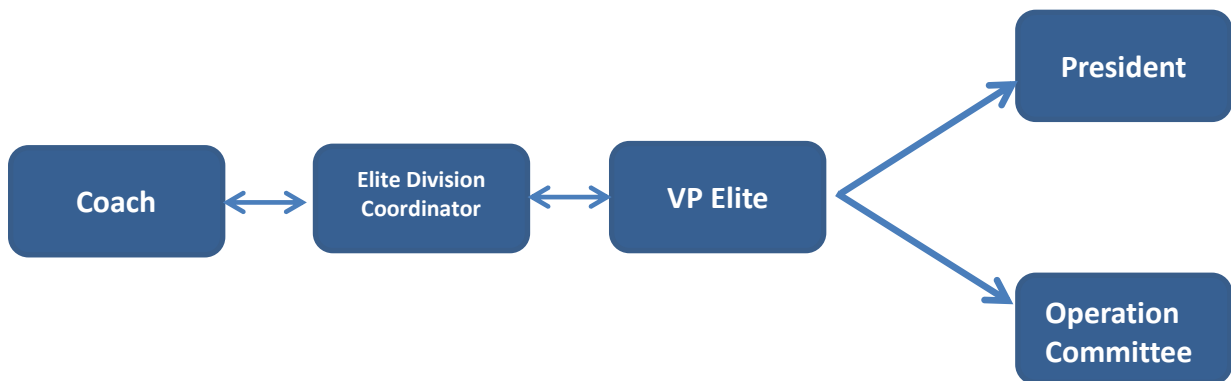
Part of the strength of any organization is its ability to solve problems and deal with conflict. It is our intent in GHC to deal with all conflict and complaints with integrity, in a constructive, respectful manner. Please be aware at all times that GHC is a volunteer organization, and that coaches, managers and board members are all giving a great deal of time and effort to the organization and the development of the players involved. Those who point out and attempt to address problems in a team or in the organization will not be punished – in particular, players are not made to suffer for the actions of their parents. It is expected, though, that all problems will be addressed in a constructive manner, and always with utmost respect and courtesy. It is our mission to develop players, coaches and volunteers through the working of the Association. Abuse will not be tolerated or accepted, while constructive contributions will always be appreciated.

# GHC Communication Flowcharts

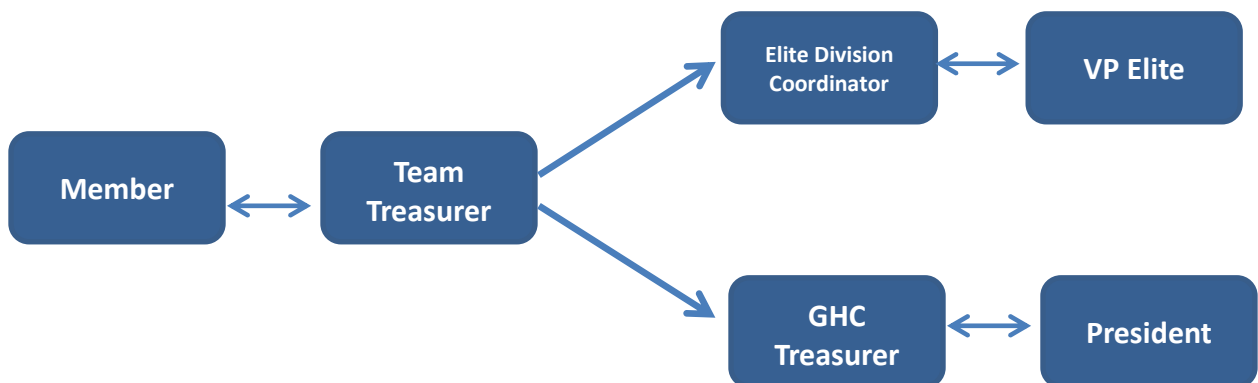
## General Communications/Issues



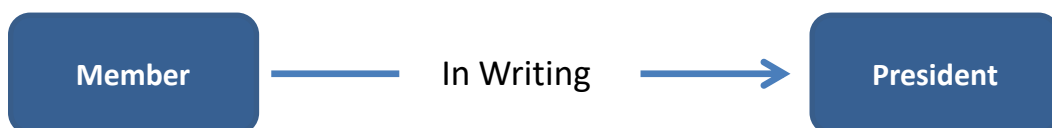
## Coaching Communications/Issues



## Financial Communications/Issues



## Issues Requiring Privacy







# CALGARY FIRE ELITE FEMALE HOCKEY PROGRAM

## MEMBERS AND PLAYERS STATEMENT OF ACKNOWLEDGEMENT

We, the undersigned, acknowledge that we have read, with due diligence, the Calgary Fire Members Policy Manual, including the Code of Conduct. Furthermore, we agree that so long as we are members/players with GHCA, we will abide by the policies, procedures, guidelines, rules and the Code of Conduct contained in the Policy Manual.

Player Name:  
(Please Print)

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Signature:

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Date:

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Parent/Guardian Name:  
(Please Print)

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Signature:

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Date:

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Failure to sign the Statement of Acknowledgment does not in any way rescind or reduce the obligations or responsibility of the member/player to abide by the policies, procedures, rules, guidelines and Code of Conduct set forth in the Calgary Fire Members Policy Manual.