

CALGARY ROYALS ATHLETIC ASSOCIATION

POLICIES AND PROCEDURES

MANUAL



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POLICIES AND PROCEDURES MANUAL

Mission Statement: Promote and encourage the development of players and coaches in a safe respectful environment, through skill development and education with positive attitudes towards sportsmanship and citizenship.

I. OFFICERS, DIRECTORS, AND ASSOCIATION COMMITTEE DUTIES

The Calgary Royals Athletic Association (herein referred to as the CRAA) relies on its officers and directors to maintain and enforce policies and procedures that are in the best interest of the CRAA.

The current directors and officers of the CRAA are identified on the website under the Contacts/Info tab - see “Executive & Directors” section. The following is a list of roles and responsibilities for officers and directors. Note that directors may be assigned to more than one role but only to one (1) officer position.

A) Officers and Directors Duties:

1. President - Duties include:

- As Chief Executive Officer, has overall accountability for the management and affairs of the CRAA.
- Chairs (or delegates a chair) all official meetings of the CRAA members and of the CRAA Board of Directors (“Board”).
- Assigns roles and duties to fellow directors and standing committees.
- Establishes sub-committees when/where required for specific tasks.
- Consults with other hockey associations and represents the CRAA at meetings involving other associations.
- Ensures that the CRAA is adhering to Hockey Calgary rules and regulations.
- Represents the CRAA at meetings of the Hockey Calgary Elite Council (the organization responsible for elite hockey in Calgary).
- Authorizes travel permits and player release forms when required.
- Ensures that all documentation pertaining to his/her specific office is current, accurate and available to members of the CRAA.
- Approves CRAA expenses and payments.
- Oversight of coach selection committee and ongoing evaluation of coaching staffs as well as player evaluations.
- Assumes all such other powers and duties as is pertaining to the Board.

2. Vice President(s) – On Ice Hockey Operations - Duties include:

- Directs the Hockey Operations Committee as required.
- Oversees all Team and Division Directors.
- Accountable for coach selection committee and ongoing evaluation of coaching

staffs.

- Oversees annual tryouts, player selection and team formation.
- Represents the CRAA at Hockey Calgary Elite Council meetings when required.
- Administers all hockey related programs and policies of the CRAA.
- Approves hockey operations expenses and payments, as well as approves the President's personal expenses as required.
- Interacts with other associations with regards to hockey policies and procedures.
- Monitors ongoing team progress and performance.
- Monitors the performance of any contractors hired by the CRAA and works in conjunction with the President.
- *In the circumstance that there are two Vice-Presidents, the President will delegate their duties.*

3. Vice President – Off Ice Hockey Operations – Duties include:

- Administers all hockey related contracts and ensures adherence to policies of the CRAA in conjunction with the Vice President of On Ice Hockey Operations and the President.
- Approves expenses in conjunction with the Treasurer and the President.
- Monitors and ensures adherence to the CRAA bylaws.
- Reviews and recommends updates to the bylaws.

4. Treasurer - Duties include, but are not limited to:

- Oversees all financial affairs of the CRAA and the corresponding teams.
- Responsible for CRAA financial administration and reporting.
- Makes deposits and disbursements on behalf of the CRAA.
- Processes expenses with the approval of the Vice President of Off Ice or the President.
- Coordinates the financial assistance program in conjunction with the Administrator.
- Coordinates the investments of the CRAA in conjunction with the Vice President of Off Ice and the President. (See Investment Committee – Appendix G)
- Works with a contracted bookkeeper to ensure financial processes within the association are managed in a timely manner.
- May delegate duties to a Team Treasurer Director if available.
- See Appendix G for further duties.

5. Secretary - Duties include:

- Issues notices and arranges for in person or virtual meetings for CRAA as required.
- Records and Issues minutes for all executive and CRAA board meetings, and other meetings as required.
- Keeps current records of all contracts and other documents pertaining to the CRAA.
- Assists the Administrator with various CRAA events as necessary.
- Undertakes other assignments as necessary.

6. Past President - Duties include:

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

7. Team/Division Directors– Duties include, but are not limited to:

- Responsible for ensuring that teams adhere to CRAA policies and procedures.
- Participating member of the Hockey Operations of the CRAA.
- Liaises between team/teams and the Board of Directors.
- Reports to the Vice President of Hockey Operations of On Ice.
- Mediates conflict that might arise between coaching staff, players, and/or players' parents. Escalates disputes to the Vice President of Hockey Operations On-Ice and/or President for resolution when required.
- Prepares and presents monthly team reports as required to the Vice President of Hockey Operations On Ice.
- CRAA Directors are considered to by an “Other Hockey Calgary Official” – see regulation 19(b) in the Hockey Calgary Rules and Regulations.
- See Appendix G for further duties.

8. Equipment Director - Duties include:

- Oversees a contracted Equipment Manager and ensures the coordination and distribution of CRAA accessories and equipment.
- Oversees the upkeep on CRAA equipment and jerseys.
- Ensures the ordering of necessary CRAA equipment and jerseys in conjunction with the Equipment Manager and the Administrator.
- Oversees the Equipment Manager role with regards to the distribution of CRAA accessories and equipment.
- Oversees the return of CRAA accessories and equipment at the end of the season.
- Ensures equipment is available for all Royals functions as required.
- Undertakes other assignments as necessary.

9. Bingo / Casino Director - Duties include:

- Oversees bingos are organized at designated sites throughout the year.
- Oversees designated personnel for bingos - including arranging for an association chairperson who will then oversee parent chairpersons, team bingo coordinators, and the hires list.
- Ensures volunteer lists for each event are sent to the event chairperson.
- Manages bingo and casino credits with the association Bingo Chairperson.
- Attends bingo association meetings as required.
- Assists with the organization of casino events and ensures the association chair:
 - Manages volunteers.

- Hires and works with a Casino Advisor.
- Completes and submits AGLC forms with the CRAA Treasurer.

10. Awards and Scholarship Director - Duties include:

- Leads, establishes and directs a Scholarship sub-committee for candidate evaluation and selection.
- Monitors and administers scholarship payouts.
- Organizes year end awards event.
- Undertakes other assignments as necessary.

11. Ice Director - Duties include:

- Acquires ice rentals and allocations for the CRAA, assigns practice time for each team and redistributes any unused ice time.
- Organizes game changes for scheduling windows in conjunction with Hockey Calgary and AEHL.
- Uploads games to team schedules.
- Undertakes other assignments as necessary
- Oversees team schedules to ensure ice is allocated fairly.

B. Association Committees and Duties

1. Executive Committee – Officers of the Association (*Comprised of the President, Vice President of Hockey Operations On Ice, Vice President of Hockey Operations Off Ice, Treasurer, and Secretary*)

Duties Include:

- Duties of the officers of the CRAA are set out in general terms in the Bylaws of the Association, and in these Policies and Procedures document.
- Budget preparation.
- Ongoing management of budget and related financial matters.
- Meets for ongoing Hockey Operations assessment as required.
- Performs such duties and functions as delegated to it from time to time.

2. Ad Hoc Committees – created by the President as needed (*Comprised of the President, or designate who shall be chair, and a minimum of 3 members of the Board - which may include the Ombudsman*) Examples include, but are not limited to:

- Coach Selection Committee
- Discipline Committee
- Events Committee

- Investment Committee
 - Alumni Committee
 - U15AAA/U18AAA First Year Selection Committee
-

II. MEETING DUTIES

1. Board Meetings

- Monthly, or as deemed necessary.
- Only Board members and Board authorized guests are entitled to attend Board meetings.

2. Annual General Meeting of the Members of the Association

- Held annually.
 - Agenda and protocols as set out in the Bylaws of the Association.
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III. ADMINISTRATIVE POLICIES

1. CRAA Administrator – Duties include:

- Primary contact for the CRAA on all administrative matters.
- Works with, and provides guidance and support to the various portfolios within the CRAA board.
- Provides support and guidance to the President and Vice President(s) as needed.
- Provides administrative support to the Hockey Operations as needed.
- Provides administrative support to the contractors who work with the CRAA.
- Works in conjunction with the CRAA Treasurer to ensure timely handling of payments to contractors and for CRAA expenses.
- Manages all CRAA registrations.
- Arranges for execution of CRAA evaluations.
- Maintains contact with Hockey Calgary and Hockey Alberta.
- Registers all teams and sends out correspondence to membership.
- Arranges inputting of all affiliations.
- Oversees the updates for the CRAA website.
- Consults with other leagues as required.
- Supports managers of all teams.
- Books, manages, and coordinates facilities and meetings.
- Assists on operational committees as requested.
- Organizes coach applications, interviews, and contracts.

- Provides support and guidance for Ice Scheduler.
- Manages mail, email and phone calls that pertain to the CRAA.
- Organizes, supports, and helps execute all CRAA tournaments and events.
- Works in conjunction with the Equipment Manager to ensure all necessary equipment is available and then collected in an appropriate timeline.
- Maintains the CRAA office – ordering supplies, etc.
- Manages and supports other functions as required.

2. Financial Assistance

The CRAA will match any amounts granted for financial assistance under the Hockey Calgary Financial Aid Program and will consider additional individual assistance where necessary. CRAA members and teams can choose to contribute to the fund. Financial assistance amounts granted through both the Hockey Calgary, Hockey Canada and the Calgary Royals Financial Assistance Fund can only be used towards CRAA registration fees.

3. Registration - Conditioning Camps and Tryout Fees

Fees are reviewed and set annually by the Board, and are posted on the CRAA website:

www.calgaryroyals.ca

- a) Conditioning Camp and Tryout fees shall be paid by such methods as determined by the Board and posted on the website. Registration is considered incomplete until fees have been received. Players who have not completed registration are not permitted on the ice.
- b) Deadline for Conditioning Camp registrations is as determined by the CRAA. Conditioning Camp fees are non-refundable within a week of the camp opening. The only exception is a circumstance wherein a player becomes sick or injured PRIOR to stepping on conditioning camp ice, in which case a doctor's note is required. Any such refunds may be subject to a \$50 administration fee.
- c) Deadline for Tryout registrations is as determined by the CRAA for the current season. ALL potential CRAA hockey players are required to register and pay for tryouts, including those players trying out for Junior A teams. Tryout fees are non-refundable, except in circumstances where players DO NOT step on tryout ice and DO NOT return to play on a CRAA hockey team.
- d) All CRAA player registration fees are due in full by December 31st of the current playing season unless alternate arrangements have been made with the association Administrator. The approved schedule of payments will be posted and communicated out to the teams, and all payments will be made online through the approved registration system unless otherwise determined in conjunction with the Administrator. Fee options will be as set out in the registration system. Please note: Players will not be allowed to participate in practices and/or games if fees are not considered to be up to date as determined and at the discretion of the CRAA.
- e) Any outstanding amounts owed to the CRAA must be paid in full before the player will be allowed to step on tryout ice for the following season.

4. CRAA Fundraising Policies (Bingo/Blueline/Raffles)

All members on U13 – U18 teams are required to participate in all CRAA fundraisers. Additional CRAA fundraisers may be established from time to time and will be communicated with the membership. Teams will not be allowed to undertake their own fundraising activities until December 1st, unless approved by the Board.

The CRAA does not allow teams to raise funds by selling advertising on equipment worn in games unless approval from the board has been otherwise granted. Please note that advertising on any other team apparel must be approved by the Board. It is recommended that sponsors be encouraged to advertise in the Blueline Magazine versus on the apparel.

Any member who fails to meet their fundraising obligations will be contacted as their player may then be suspended from practicing or playing any games until the matter is resolved by the Executive.

5. Credits – Bingo and Casino

A credit system is currently in place for casino and bingo shifts worked over and above the required team bingo shifts. These credits are not applied for the required team allotted bingo shifts. All casino/bingo credits may be used towards payment of player team registration costs. Families that do not return to the CRAA the following year may have them transferred to the feeder association, donate these credits to the CRAA Scholarship Fund, the CRAA Financial Assistance Fund, or to another player within the CRAA organization. These credits expire one year from the time they are earned.

It is the responsibility of the Association's Bingo/Casino Director to provide members with the number of credits they have available for use towards team registration fees and forward this information to the CRAA Treasurer and Administrator.

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

6. Equipment Policies

a) Game Jerseys

- The Equipment Manager will distribute the game jerseys to each team's coach or manager at the beginning of the season. Game jerseys must be washed and returned to the team's manager who will give back to the Equipment Manager by no later than April 15th, or on a day specified by the Equipment Manager. Game jerseys are supplied within (2) jersey bags and should be transported as such.
- It is the responsibility of the CRAA teams to manage each set of game jerseys as one unit, usually undertaken by the manager, coach, and/or delegated to a responsible parent(s). Players will not be given jerseys to transport individually.
- Game jerseys shall not be worn for practice.
- Game jerseys that are not returned back to the CRAA will be subject to a

charge as determined by the current executive and will be charged to the player's account.

- No alternate or third jerseys may be used without Board permission. Should permission be granted by the Board, the team requesting a third jersey will be responsible for the full cost of the third jersey. This jersey may be retained by the players of that team.

b) Coats

All players may purchase an approved Royals coat, and all coats must be acquired through the current CRAA vendor. Coat fees are not included in the registration fees. Any new coat selection must be approved by the President.

c) Socks, Shells, Dryland Gear

All players will be supplied with one set of home and away game socks, one CRAA game pant shell and one set of CRAA dryland gear (one t-shirt and one pair of shorts). Should additional socks, shells or dryland gear be needed, it becomes at the expense of the player.

d) CRAA Apparel

The CRAA will arrange with a vendor for the sale of track suits, hats, hoodies, and other clothing and accessories, which may vary from season to season. Notification regarding the purchase of these articles will be made on the CRAA website: www.calgaryroyals.ca. All CRAA apparel must be approved by the President.

The vendor, upon request from a team, must in all cases of new apparel, clear the introduction of such apparel through the President. These items are not included in team registration costs.

The CRAA will provide all new board members with an approved CRAA jacket by request. Fittings for jackets are done in the early part of the season, and board members are eligible for a new jacket once every 3 seasons.

e) Coach's Equipment and Apparel

The CRAA will provide helmets, gloves, coaching bags and tracksuits to all new coaches. Replacement items will be supplied to returning coaches at the Equipment Manager's discretion. All other apparel (i.e.: approved coat) for the coach will be paid for by the team as a team expense as long as the parents have been consulted and have approved.

f) Name Bars

All team name bars will be consistent and the same for all categories. The CRAA will make no exceptions. Each team manager is responsible for ensuring their players' name bars are on the game jerseys prior to their first league game if possible, and/or by mid October by contacting the approved vendor.

g) Cresting

The CRAA logo or name will not be placed on anything without Board approval – and only Board approved vendors are authorized to do so.

h) CRAA Colours

The Calgary Royals Athletic Association colors are Blue, White, and Gold. All players shall wear CRAA Board approved coloured helmets and gloves.

7. Scholarships and Scholarship Fund

a) Operation of the Fund: The CRAA Treasurer shall maintain a separate, interest earning account, for the Scholarship Fund; the money should not be used for any purpose other than funding association scholarships.

b) Scholarship Awards Credentials: Scholarships will be awarded to those successful candidates based on a set criterion as determined by the Scholarship Committee. A board member who has a family member who has submitted an application shall not participate in the judging process. Scholarships are dedicated to the memories of many past members.

c) Award Application and Conditions: The Awards Director will issue a yearly call for applications and the deadline will be at their discretion. The scholarships will be financed through the Scholarship Fund.

To be eligible:

- Applicants must be in Grade 11 or higher.
- Players must be registered with a CRAA team in the current year and who have previously participated as a player for a minimum of two years with the CRAA.
- Players are planning on continuing at a recognized post secondary educational institution or are currently enrolled part-time or full-time at a recognized post secondary educational institution.
- Players who have participated for a minimum of three years with the CRAA, but are not currently registered with the CRAA, are also eligible to apply if such application is made no later than one year following the last year registered with the CRAA.
- CRAA Scholarships may be held concurrently with other scholarships from leagues.
- No individual is eligible for more than one CRAA scholarship.

Scholarship Awards must be utilized before the player turns 23 years of age by submitting a request in writing to the Administrator or Awards Director, along with a current address and proof of post secondary enrollment. The Scholarship awards will be announced at the annual association Awards event.

8. Personal Information and Privacy Matters

Personal information of members is obtained and used by the CRAA only for purposes

which are deemed necessary, legitimate and for normal functions of the CRAA as a hockey organization.

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

9. Notices and Communication

The primary method of providing CRAA members with notices and information is via the CRAA website and/or emails. Members are encouraged to visit the CRAA website frequently in order to be aware of important notices and information. For greater certainty, this policy applies to all notices including, without limitation: meeting notices (such as the CRAA's Annual General Meeting and any special meetings), notices of upcoming events and notices concerning changes or updates to the CRAA's policies and procedures.

IV. ASSOCIATION HOCKEY OPERATIONS POLICIES

1. Player Registration Policy

In order to register and/or play for a CRAA team, a player must reside with the player's parents or legal guardian within the boundaries of the CRAA. For purposes of this policy, a player will be considered to "reside" at the location which is the player's ordinary place of residence, as determined by the feeder association and Hockey Calgary guidelines and rules.

This boundary policy does not apply to Junior B teams as registration may be approved by the Vice President of Hockey Operations On Ice in conjunction with Hockey Calgary.

2. Player Age Policies

- **U13 Registrants:** U13 aged players shall only be permitted to register or tryout in the U13 division.
- **U15 Registrants:** U15 aged players shall only be permitted to register and tryout in the U15 division.
- **U16 Registrants:** U16 aged players shall only be permitted to register or tryout in the U16/U17 divisions first. No U16 aged players shall be permitted to participate in U18AAA tryout games without CRAA approval. Upon meeting designated association criteria and with an invitation from the U18AAA coach (with permission from the First Year Selection Committee), U16 players will be

permitted to tryout for the U18 AAA team. U16 aged players who do not make the U18AAA draft may be returned to U17 AAA tryouts.

- **U17 Registrants:** U17 aged players shall only be permitted to register or tryout in the U16/U17 divisions first. Upon meeting designated association criteria and with an invitation from the U18AAA coach, select U17 players will be moved on to tryout for the U18AAA team. U17 aged players who do not make the U18AAA draft may be returned to U17 AAA tryouts.
- **U18 Registrants:** U18 aged players shall be permitted to register or tryout in the U18 division. Should they not be successful in making a U18 team, a U18 player may choose to continue on with tryouts in the Junior B Division
- **U21 Registrants:** U21 aged players shall be permitted to register and tryout in the Junior B division. Each Junior B team is permitted to carry three 17-year-old players and up to four 21-year-old players.

3. U15AAA/U18AAA First Year Eligibility

A thirteen-year-old may not be selected for the U15AAA team unless the U15AAA First-year Selection Committee determines that the player is exceptional* and that it is in the team's best interest. For a thirteen-year-old player to be considered for the Top 40 game, the First Year Selection Committee must provide approval. The committee will follow the First Year Eligibility Policy as outlined in Appendix C.

A fifteen-year-old may not be selected for the U18AAA team unless the U18AAA First Year Selection Committee determines that the player is exceptional*, meets designated association criteria, and that it is in the team's best interest. Any 15-year-old player(s) moving to U18AAA tryouts or training camp/exhibition games will require approval of the First Year Selection Committee. This committee will follow the First Year Eligibility Policy as outlined in Appendix C.

*An **exceptional player** is defined as remarkably skilled, or highly above average, as determined by the First Year Selection Committee.

4. Tryouts

Please refer to Appendix B. The tryout process is an evolving process that may be revamped from year to year as changes occur on the Hockey Calgary and Hockey Alberta levels.

5. Team Registration Policy

All Hockey Teams are required to have their players and team bench officials registered on Hockey Canada's Registration System prior to their first League Game under accordance of rules as per Hockey Calgary, Hockey Alberta, and Hockey Canada. The head coach of each team is responsible for the accuracy of the team roster and for having a copy accessible when required. If a Coach plays a player, including affiliates, not officially approved or registered with their team, they will be deemed to have used an ineligible player and will be subject to sanctions from Hockey Calgary/Hockey Alberta.

All teams must register their list of affiliated players with the Administrator on the dates

determined for the playing season.

6. Team Roster Policy

The optimum number of CRAA players to be registered to a team on Hockey Canada's Registration system will follow all regulations as determined by Hockey Calgary, Hockey Alberta and Hockey Canada.

All coaches must comply with the designated roster maximum and minimum limits where applicable. Exceptions will only be made in very extraordinary circumstances and must be approved by the CRAA executive in conjunction with Hockey Calgary.

The U13AA teams may roster up to a maximum of 5 eleven-year-old players and have no minimum number.

The U15AA teams shall roster a minimum of 6 thirteen-year-old players and a maximum of 8 thirteen-year-old players. The U15 AA teams shall preferably roster one first-year U15 aged goaltender each.

The U15AAA team may roster up to a maximum of 5 thirteen-year-old players and have no minimum number.

The U17AAA team shall roster a minimum of 5 fifteen-year-old players and a maximum of 9 fifteen-year-old players.

7. Player Affiliation Policy

The player affiliation process will be followed as outlined in Appendix D.

8. Fair Play Principles

The CRAA supports Hockey Calgary's Fair Play Codes; please refer to the Royals Gold Standard in Appendix H.

9. Transportation Policy

The CRAA requires all teams travelling as a team for more than 50km for league and playoff games to use acceptable and approved transportation (as opposed to transportation provided by persons such as CRAA volunteers and other non-professional transportation service providers). Relaxation of this policy may be obtained for short-distance, short-term team travel by written application to the Vice President(s) of Hockey Operations or as directed by exceptional circumstances.

The CRAA provides the selected bus service for the year, and pays all transportation costs for league and playoff games, however individual teams are required to fund other travel costs (i.e., tournaments or exhibition games) from their own sources of funds. The teams must utilize the association contracted bus provider.

10. Travel Permits/ Tournaments/ Exhibition Games

Teams are responsible for obtaining travel permits before travelling to or participating in any

games where a travel permit is required, and these are applied for and obtained through the Hockey Calgary website: www.hockeycalgary.ca under their team accounts. Any teams with families concerned about not being able to meet tournament expenses should be directed back to the Administrator.

Teams may not change their league schedule to attend tournaments without first obtaining permission from the Vice President(s) of Hockey Operations and the team's respective league (AEHL/Hockey Calgary), as well as notifying the association ice scheduler.

Teams should not exceed 2 tournaments per season to be in line with scheduling window allowances as per the League and/or Hockey Calgary.

a) Tournaments for U13

Should be a neighbouring province. U13 players should be given every opportunity to develop locally, due to their ages, school demands, and parents' finances. These parents are new to the CRAA program and should be given clear direction and the opportunity to participate and understand the reasons for team activities. Parent group must be 100% in favour (one vote per family) of the tournament

b) Tournaments for U15

Should be a Western Canadian focus. U15 players should be given every opportunity to develop locally, due to their ages, school demands, and parents' finances. Some of these parents are new to the CRAA program and should be given clear direction and the opportunity to participate and understand the reasons for team activities. Parent group must be 90% (17 of 19 votes) in favour (one vote per family) of the tournament.

c) Tournaments for U16/ U17/ U18

Should be a Western Canadian focus with allowance for US travel based on a sound proposal submitted to a Division Director (and the President for proposed US travel) at least 1 month in advance of the tournament. The proposal must highlight a need for travel outside of Canada. Parent group must be 80% (16 of 19 of 20 votes) in favour (one vote per family) of the tournament.

d) Tournaments for U21

To be considered on an individual basis should it arise.

e) Tournament Proposal (Eastern Canada or Out of Country)

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

- Coaching staff that will be representing CRAA.
- Reasons for travel outside of Western Canada.
- Parents should be consulted if there is sufficient time prior to booking a tournament; reasons for lack of consultation will be outlined.
- Parent group must be 100% in favour (one vote per family) of the

tournament, and this should be provided in writing through the proper process to the Director at least two months prior to the tournament start date.

- Canvas of parents and their concerns, needs, and whether they want to be involved in the funding and planning.
- How many parents will be in attendance?
- Budget must be approved by the Executive of the Board.
- Solid fundraising approach and percentage of tournament costs.
- Highlight reasons for missing school or other academic activities.
- In the event of cancellation for any reason, parental personal refunds (flights/hotel, etc.) are the responsibility of each family and not the CRAA.
- Travel – transportation and outline including:
 - Accommodation and room sharing
 - Goals and Objectives of the trip – build hockey skills, development and experiential learning
 - Itinerary with a focus on learning and development
 - Planned meals and other activities
 - Tournament history relative to teams and level of play
 - Teams that will be involved in the tournament and their record – wins/losses
 - Age groups involved in the tournament
 - Minimum number of games
 - Length of games and start times

f) Exhibition Games

Exhibition games are generally allowed although coaches should notify the League Governor prior to participating in exhibition games. Any changes to scheduling of practices should be in conjunction with the ice scheduler.

11. Suspensions

Suspensions may be handed out from the board level of the CRAA, or from Hockey Calgary or League officials. Suspensions and appeals are handled in accordance and must comply with the Suspension Guidelines set out Hockey Calgary, Hockey Alberta, and Hockey Canada's By-laws and Playing Rules.

12. Medical/First Aid: Support and Injuries

Please obtain an injury report from team staff. The responsibility to rehabilitate from any injury is on the player's family. From the team's perspective, injuries are primarily the responsibility of the team Trainer. The Coaches must defer to both the Trainer and the player in determining when the player can return from injury and the rehabilitation process. It is highly recommended that the player seeks professional advice for rehabilitation from serious injuries. It is also required that the player seek advice from a Medical Doctor for rehabilitating any injury - and this will be considered by the Trainer when determining whether the player is healthy enough to return to playing hockey.

1. In order to promote the prevention and treatment of injuries, the CRAA will provide

a qualified Trainer for each of its member teams for all league and playoff games. The team will arrange for Trainers to be present at all approved tournament and exhibition games. If there is any problem with scheduling the Trainer, the team should contact the Administrator.

2. Due to significant concerns with regards to concussions, the CRAA will provide a benchmark assessment for each player U15 – U18 to allow for determination of a potential concussion and a program for return to play. This cost is included in registration fees. Players may not return to play until they are medically cleared.
3. Trainers for exhibition games or out of town tournaments are additional costs and are a team's responsibility.
4. First-aid supplies are provided for each team.
5. Each player is required to complete a standardized medical information sheet to be supplied by the team Trainer.

13. Team Bank Accounts

The team bank accounts are set up by the CRAA Treasurer. Each team will appoint a Team Treasurer. A team bank reconciliation should be submitted to the CRAA Treasurer monthly, **MUST** be submitted to the CRAA Treasurer three times throughout the season, and **MUST** be submitted at the end of the season to obtain sign off on parent refunds from the CRAA Treasurer. The Team Treasurer **MUST** distribute the team budget by November 15th to all parents and team officials. Subsequently, the Team Treasurer must provide a regular accounting of team funds and reconciliations to the team/parents and a year end statement of team funds with the parent refunds. **The account must show a zero balance by the 15th of June following the hockey season.**

Funds raised by the team are to be used only for team expenses such as tournament and exhibition expenses, or team building. Any refunds to parents cannot exceed the team allotted amount for each player as determined each year by the executive. All team bank accounts will be set-up at the CRAA's bank of choice as approved by the Executive.

14. Coach Selection and Restrictions Policy

Unless otherwise determined or approved by the Executive, no head coach or assistant coach, may be a family member of a current CRAA player.

“Family member”: shall mean any person who is a child, sibling, parent, cousin, niece, nephew, aunt or uncle

Coaches are encouraged to select their own non-parent managers, but if required the CRAA Administrator will assist with finding a manager. Vulnerable Sector Search Clearances are required to be current for all team staff.

15. Directors Restriction Policy

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

16. Coach Certifications

Coaches for all teams must meet the certification standards established by Hockey Canada, Hockey Alberta, and Hockey Calgary.

17. End of Season

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

18. Vulnerable Sector Search Requirements

The CRAA is required to obtain police information and vulnerability checks on all volunteers who interact with children under the under the age of majority. Any person refusing a police information check will not be allowed to volunteer for the CRAA. Vulnerable Sector Search Clearances need to be submitted to the Administrator.

19. Head of Coach and Player Development Position

The CRAA hires an individual to oversee a program for coach and player development each season. Duties include, but are not limited to the following:

- Oversees the U13 AA, U15 AA, U16 AA tryout processes.
 - Create an evaluation template used by all coaches.
 - Tabulate all results and rankings for a reference tool.
- Assists with the U18AA, Junior B and AAA tryouts where necessary.
- Assist in developing the U13 AA drafting policy with the focus on balancing the three teams.
- Adopt a similar drafting policy for U15 AA and U16 AA.
- Monitors the U16 AA/U17AAA tryouts. Assist in creating a collaborative environment ensuring Royals Policies and Procedures are followed.
- Set up introductory sessions once the U13 AA and U15 AA head coaches have been selected.
- Set up introductory sessions with the U16 AA head coach.
- Develop a template outlining the yearly expectation of player development for U13 AA, U15 AA and U16 AA.
- Coaches should be provided with specific guidelines on skills that players should develop as they approach the next age division. (Hockey Canada & Hockey Alberta guidelines)
- Work with U13 AA, U15 AA & U16 AA head coaches on a yearly plan.
- Develop templates for practice and game evaluations which will be filled out by the coaching staff. Provide oversight when reviewing them with the coaching staffs.
 - This will be done for a minimum of two practices and two games.

- Attend one game or practice per week per team for all U13 AA, U15 AA and U16 AA teams.
 - Oversee/run one on ice skills development practice per month with the U13 AA, U15 AA and U16 AA teams.
 - Develop a practice habit template for coaches to enforce. We are trying to grow and form and identity. It all starts with practice habits.
 - Review and instill the “Royals Gold Standard”.
 - Develop a coach progression flow chart for executive use only.
 - Develop a coach hiring template.
 - Submit a monthly report to the President prior to Board Meetings.
 - Attend Board Meetings on a monthly basis.
 - Other duties may be assigned as directed and required by the President, on behalf of the Calgary Royals.
 - This contract position is not considered to be a member of the Board of Directors.
-

V. CODE OF CONDUCT POLICY

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

- a) Conduct, which is in accordance with Hockey Calgary’s “Fair Play” principles, is the minimum level of acceptable behavior for all members of the CRAA.
- b) Members shall adhere to rules governing CRAA events, functions, and activities, and to rules governing any competitions in which the member participates on behalf of the CRAA.
- c) Members shall refrain from comments or behaviors (regardless of in person or online) which are disrespectful, offensive, abusive, racist, or sexist whether towards members or non- member fans, parents, game officials, coaches or players.
 - *Please be advised that any Calgary Royals Board Member has the ability to impose or strengthen a suspension as per Hockey Calgary Regulation 19 (b):*
 - *League Chairs/Coordinators*
19(b) A League Chair/Coordinator or other Hockey Calgary official may deal with anyone associated with a Hockey Calgary registered team who, in their opinion, is guilty of conduct unbecoming the game

*of hockey. They may suspend a team, team official, player, or spectator for **up to three games**. As such, please note the following:*

- *Any player who receives a misconduct penalty for disrespecting an official, coach or another player will face additional suspension from the association.*
- *CRAA Directors are considered to be an “other Hockey Calgary official”.*
- *Coaches or managers are responsible to see that this is enforced and must advise the VP of the division as to the player committing the infraction.*

- d) Members shall not engage in any harassment or abuse.
- e) Members shall avoid behavior that brings the CRAA or the sport of hockey into disrepute.
- f) Players are prohibited from being involved with and/or consuming the items listed below (unless of the age of majority and use is outside of any CRAA function or activity). Failure to comply will result in disciplinary action to follow:

- Alcohol or marijuana
- Tobacco (any tobacco products including snuff and chew)
- Vaping products
- Illicit/illegal drugs and/or by-products

Please Note:

- A prescription for medical cannabis or prescription drug(s) does not entitle a player to be impaired at any CRAA function.
- A prescription for medical cannabis or prescription drug(s) does not entitle a player to compromise his or her safety, or the safety of others by using the product in excess
- A prescription for medical cannabis does not entitle a player to smoke at a CRAA function.
- A prescription for medical cannabis or prescription drug(s) does not entitle a player to unexcused absences or late arrivals.

Players with questions or concerns about substance dependency or abuse are encouraged to seek information from their manager or other member of the CRAA board regarding available support and appropriate resources in the community.

- g) Players are prohibited from partaking in all illegal activities, including theft and property damage to property of others or arena facilities. Following a hearing, a player may be suspended whether convicted or not.
- h) No player, team official, coach, board member, parent or any other member

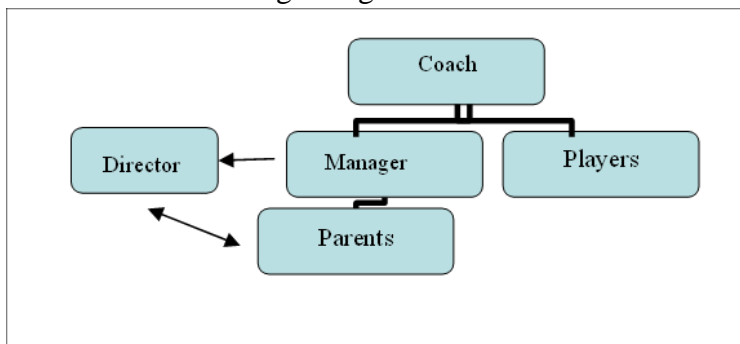
shall engage in or condone any form of hazing, which is an abusive, humiliating, or degrading initiation rite in which a player is forced to participate in order to be accepted. Hazing is against Hockey Canada's Regulation R4. Initiations are simply not allowed in the CRAA organization, and all players are to be treated equally. There will be no "rookies or veterans" – just players.

- i) Any actual or threatened legal action against the CRAA, or any of its officers or directors, is prohibited and shall result in an immediate suspension of the player from his team until the matter is resolved by a discipline committee which is to be initiated by the President and should include the Vice President of Operations.

Failure to comply with this Code of Conduct may lead to disciplinary action in accordance with the Association's Discipline Policy, and those rules set forth by the Hockey Calgary, Hockey Alberta, and Hockey Canada.

VI. PROCEDURE FOR HANDLING PARENTAL CONCERNS

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



- a) At the beginning of the season, a meeting of the coaches and manager with the parents of each team will be held, at which time parents are encouraged to ask any questions they may have. From this point on, the relationship between a player and the player's coach is the responsibility of those two individuals and they need to try to work out problems, which may arise between them. Therefore, any problems should first be addressed with the coach by the player and not with the parent.
- b) If a parent should have a concern with respect to their child (whether it is regarding a coaching problem or otherwise) which cannot be resolved as in (a) above, or the coach does not feel that the process in (a) above is appropriate in the circumstances and so advises the parent. The parent should wait 24 hours. The parent is then to request a meeting with the manager, who will first address the matter. If unable to be resolved, then the manager will request a meeting with the coach, to be attended by the manager, the parent and, if necessary, the player

- involved.
- c) If the problem remains unresolved, the coach or parent shall make a **written** request through the team manager to meet the Team Director for that team, and if warranted, the Vice President of Hockey Operations. The request for such a meeting shall include a brief description of the concern and/or complaint prior to the meeting.
 - d) Problems unresolved after a meeting with the Team Director and Vice President of Hockey Operations will be dealt with by the President.
 - e) A Board member who has a child on the team in question shall be deemed a parent **ONLY** in this respect and will not conduct him/herself as a board member in this situation.

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

VII. ASSOCIATION DISCIPLINE POLICIES AND PROCEDURES

It is the CRAA's intention that each matter will be dealt with in an objective, fair and consistent manner with repercussions that are appropriate for the severity of the actions. Multiple parties can take disciplinary action. Sanction and appeal processes will vary depending on the source.

- 1) Below is a list of the parties that can take disciplinary action, the range of disciplinary action possible and the procedure:
 - a) **Head Coach:** may suspend a player from practices or games for not adhering to the team rules as documented, presented and distributed to players and parents at the beginning of the season. The coach must communicate the disciplinary action to the player, both verbally and in written form, within 48 hours of the event. If the coach suspends a player for three or more ice times, and if the player/parents want to appeal the action, an appeal can be submitted in writing to the President.
 - b) **Team Directors/ Vice President of Hockey Operations/President:** may remove a spectator immediately from a practice, game or arena for conduct violating the CRAA's Code of Conduct and may also ban a spectator from practices or games for a specified length of time due to conduct unbecoming outside of the parameters of the Association's Code of Conduct. Disciplinary action communicated verbally must be

followed up within 48 hours, with written confirmation of the ban with an explanation. Should the spectator elect to appeal the action, an appeal must be submitted in writing to the President.

- 2) Disciplinary action may include:
 - a) Issuing warning, which may include appropriate conditions.
 - b) Immediately suspending or ratifying any suspension of any player, coach, manager, team official, or member from a team and / or the team's functions for a specified period of time.
 - c) Immediately banning or ratifying any ban imposed on any player, coach, manager, team official, spectator or member from a team and / or the team's functions for a specified period of time.
 - d) Immediately suspending or expelling any player, coach, manager, team official, or member from the CRAA for a specified period of time; or
 - e) Imposing such other sanction as the President reasonably determines based on the severity of the incident.

- 3) A Discipline Committee may be convened to deal with:
 - a) Any violations of the CRAA's Code of Conduct and any other violations of the CRAA By-Laws, and these Policies and Procedures.
 - b) At the discretion of the appropriate Board committee, noted in these Policies if applicable, any matter deemed to be in violation of the CRAA Code of Conduct or for any conduct determined to be improper or unbecoming; and
 - c) An appeal from the written disciplinary action issued by a head coach, Vice President of Hockey Operations or designate, as described above.

- 4) Discipline Committee Hearing Procedure
 - a) The Chair of the Discipline Committee shall notify in writing all parties involved of the infraction or matter to be reviewed, if applicable relative to these policies, and the time and place of the hearing, which the hearing shall not take place sooner than 48 hours from the notification unless all parties agree to waive the 48-hour notice.
 - b) In the situation of an appeal resulting from the disciplinary action of a head coach, Vice President of Hockey Operations or designate, the Discipline Committee, the President or designate shall notify in writing all the relative parties of the appeal and the time and place of the hearing, of which the hearing shall preferably take place within 48 hours from the appeal request unless all parties agree to waive the 48-hour requirement.
 - c) No person, other than the immediate parties, may attend the hearing without permission of the Discipline Committee.
 - d) All documentation of the matter under review, including evidence and the final decision from the Discipline Committee meeting will be filed with the CRAA's secretary.

- 5) Suspensions

Automatic suspensions imposed by the rules of Hockey Canada, Hockey Alberta or Hockey Calgary shall take effect in accordance with such rules without the requirement of any ruling by the Discipline Committee. This decision will be final. The only avenue of appeal is through Elite Council and/or Hockey Calgary.

VIII. CONFLICT OF INTEREST POLICY

In this section, the following definitions shall apply:

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

“Family member”: shall mean any person who is a child, sibling, parent, cousin, niece, nephew, aunt or uncle

- 1) A conflict of interest is deemed to arise when a member of the Board:
 - Has a family member who is a player or registered official on a CRAA team; or
 - Receives remuneration from the Calgary Royals in any amount for any purpose except for honorariums; and
 - There is a matter to be discussed or resolved with respect to the family member, the family member’s team or the remuneration (the “conflicted matter”).
- 2) When a conflict of interest is deemed to have arisen, the member involved:
 - a) Shall immediately notify the Board.
 - b) Shall not participate in any discussion with respect to the conflicted matter and shall not participate in any decision-making process or vote with respect to the conflicted matter.
 - c) May provide information regarding the conflicted matter but reasonable efforts shall be made to verify all such information provided with a non-conflicted member.
 - d) Shall not sit on any committee dealing specifically with the conflicted matter, and in particular, without limiting the generality of the forgoing, on any discipline or appeal committee dealing with the conflicted matter.
- 3) Any person seeking election as an Officer or Director, shall declare any conflict of interest in advance of seeking election to such office and such declaration shall be publicized to the members.
- 4) In any section of the bylaws or procedures where a specific director or officer is to

sit on a committee or is to perform an act, but that director or officer is in conflict, then the following designations shall take place in the order described until a non-conflicted party is determined:

- a) The President shall be replaced by the Past President, then one of the Vice Presidents of Hockey Operations, then a draw from amongst the non-conflicted directors.
- b) The Vice President of Hockey Operations shall be replaced by the President, then the Past President, then a draw from amongst the non-conflicted directors.

IX. AMENDMENTS TO POLICIES AND PROCEDURES

The above policies and procedures may only be amended by majority vote of the Board at a properly constituted meeting of the Board. *(Last amended on 25 June 2022)*

APPENDIX A - APPEALS

Any appeal of an association-imposed suspension must be appealed in writing via email and

submitted to the President within 48 hours. This only applies to sanctions involving 2 games or more and must include the reasons for the appeal.

APPENDIX B – TRYOUTS – to be reviewed annually

The tryout flowcharts will be posted on the website at www.calgaryroyals.ca and tryout scheduling information will be updated on the CRAA website by mid-August of any given year as approved for that upcoming season.

Please note that players who played on a AAA team the previous season do not have a guarantee of making that same team the next season.

TRYOUT INFORMATION

U18 AAA/AA Tryouts

Players of U18 age (17-year old's) will be scheduled to participate in tryouts and these schedules will be posted on the website www.calgaryroyals.ca . Players will have to participate in a minimum of two tryout times prior to being drafted to continue tryouts for the U18AAA team or, in the case of those not invited to tryout for the U18AAA team, prior to being drafted to a U18AA team.

The U18AAA process includes any U16 and U17 players who have been invited to participate in the U18AAA tryouts after meeting the criteria established as below, however those players who do not make the U18AAA team may return to U16/U17 tryouts to continue the process.

Players asked to participate in the U18AAA tryouts must participate in at least (2) two tryout times with the draft group before being eligible to make the U18AAA team.

Players of U18 age who are not selected, but who were initially drafted to continue in tryouts for the U18AAA team, will be offered a tryout with a U18AA team and will not be released from U18 AA unless authorized by the Hockey Operations Committee. Players 16 and 17 years of age may be eligible to travel as per the Hockey Alberta ADM guidelines, and these policies and processes are regulated by Elite Council for each season. Please consult the website for the current season's process.

Players of U18 age who are not selected to a U18 team, may choose to continue on to tryout for a U21 team.

Tryouts and Junior Camp Conflicts

- This pertains **only** to those players who do not participate in a minimum of two of the scheduled age category tryout ice times due to junior camp conflicts that are more than 200 km away.

- There is an expectation that the player will attempt to make every effort to attend CRAA tryouts if the distance is less than 200 km.
- Exceptions may only be made at the discretion of the AAA coaching staffs in conjunction with the President and VP of Ops On Ice.
- Please note that 2 ice times must be attended before team formation to be eligible to be placed on any CRAA team.

17-Year-Old Players Conflict Criteria:

- 17-year-olds who played on a AAA team the previous year, but who do not participate in a minimum of two of the main U18AAA tryout ice times, may still be eligible for:
 - U18AAA
 - U18AA
 - Jr B
- 17-year-olds who DID NOT play AAA the previous year, and who do not participate in a minimum of two of the main U18AAA tryout ice times, may be eligible for:
 - U18AAA – at coach discretion only
 - U18AA
 - Jr B

If a U18 aged player returns from Junior A, WHL or other non-association tryouts after the CRAA tryouts have commenced and before the U18 AAA evaluation process concludes, then the player will be offered such initial tryout times as determined by the Vice President of Hockey Operations On Ice.

Any players of U18 age who register for tryouts but who do not report to an CRAA team or do not return from Junior AA, WHL or other non-association tryouts by the date in September designated each year by Elite Council, are not guaranteed tryouts or a position within the CRAA.

U17AAA Tryouts

Players of U17 age (15 and 16-year old's) will be scheduled to participate in U17AAA tryouts and these schedules will be posted on the website www.calgaryroyals.ca . Players will have to participate in a minimum of two tryout ice times prior to being invited to move on to participate with the U18AAA tryouts, unless they meet the conflict criteria as laid out below.

U17 aged players who are not invited to U18AAA tryouts, but who have been moved on in the tryout process after the main U17AAA tryouts must also participate in at least (2) two tryout times with the draft group before being eligible to make the U17AAA team. Those players may include those that meet the conflict criteria as below.

Players of U17 age who are not selected, but who were initially drafted to continue in tryouts for the U17AAA team, will be offered a tryout with a U18AA team and will not be released from U18 AA unless authorized by the Hockey Operations Committee. Players 16 years of age may be eligible to travel as per the Hockey Alberta ADM guidelines, and these policies and processes are regulated by Elite Council for each season. Please consult the website for the current season's process.

16-Year-Old Players Conflict Criteria:

- 16-year-olds who played on a AAA team the previous year, but who do not participate in a minimum of two of the main U17AAA tryout ice times, may still be eligible for:
 - o U18AAA – at coach discretion only
 - o U17AAA
 - o U18AA
- 16-year-olds who DID NOT play AAA the previous year, and who do not participate in a minimum of two of the main U17AAA tryout ice times, may still be eligible for:
 - o U17AAA – at coach discretion only
 - o U18AA

15-Year-Old Players Conflict Criteria:

Criteria used below:

- Named to an Alberta Cup Roster
 - Named to the Hockey Alberta Top 80 Camp
 - WHL drafted
- 15-year-olds who played on a AAA team **and** meet 2 out of 3 criteria above, who do not participate in a minimum of two of the scheduled U17AAA tryout ice times, may still be eligible for:
 - o U18AAA – at coach discretion only
 - o U17AAA
 - o U18AA
 - o U16AA
 - 15-year-olds who do not meet the criteria above (regardless of whether or not they played AAA the previous season), and who do not participate in a minimum of two of the scheduled U17AAA tryout ice times, may only be for:
 - o U17AAA – at coach discretion only
 - o U18AA
 - o U16AA

U13AA/ U15AA/ U15AAA/ U16AA / U21 Tryouts

All players at U13AA, U15 AA, U15AAA, U16AA, and U21 will be scheduled to participate in tryouts at their respective levels, and these schedules will be posted on the website www.calgaryroyals.ca

Players will have to participate in a minimum of two tryout times prior to being drafted and invited to continue tryouts.

U15 players who were drafted to the U15AAA team but not selected for the U15AAA team will be offered a tryout with a U15AA team and will not be released from U15 AA unless authorized by the Hockey Operations Committee.

The current season's tryout information documents will be posted on the website at www.calgaryroyals.ca under the Registration/Tryouts tab.

The U18AAA, U17AAA and U15AAA team selection process must be concluded, except as permitted by the Vice-President of Hockey Operations On Ice in unusual circumstances, at least two ice times in advance of the final team selection dates for U18AA, U16AA and U15AA, in order for the orderly conclusion of team selection at the these levels. Final team selection dates will be as directed by Hockey Calgary.

Injuries Preventing Participation in Tryouts

In the case of injury preventing a player from fully participating in tryouts, an invitation to continue in the tryout process will be at the discretion of each coach as well as the respective Vice President of Hockey Operations On Ice, as long as the player has played at least one season previously within the CRAA or an equivalent level of team (e.g. a different quadrant or city U13, U15, U16, U17 or U18: AA or AAA).

Please Note: Players selected to their respective age group Blue and White games are not guaranteed a position on a CRAA team, and at all age levels there may be a chance of being released more than one time from an age group.

APPENDIX C – FIRST YEAR ELIGIBILITY – U15AAA/ U18AAA

A thirteen-year-old may not be selected for the U15AAA team unless the U15AAA First-year Selection Committee determines that it is in the team's best interest. A thirteen-year-old may not be selected for the top 40 game without the approval of the first-year selection committee. In case of any discrepancy of the final player determination, the Hockey Operations/ Executive Committee consisting of VP of Hockey Operations On Ice for that division, the Head of Coach and Player Development and the President will determine final outcome.

A fifteen-year-old may not be selected to tryout for the U18AAA team unless the U18AAA First-year Selection Committee determines that it is in the team's best interest and approves

the invite. In case of any discrepancy of the final player determination, the Hockey Operations/ Executive Committee consisting of VP of Hockey Operations On Ice for that division, the Head of Coach and Player Development and the President will determine final outcome.

Procedure:

- 1) The head coach of the AAA team must submit a written proposal outlining the reasons why the First Year Selection Committee should allow acceleration for the 13- or 15-year-old players to the AAA main camps. This proposal must be submitted prior to the top 40 game.
- 2) The President will convene a committee to review the proposal and confirm it is in the team's best interest for the players to be accelerated to main camp.

In case of any discrepancy of the final player determination, the Hockey Operations/ Executive Committee consisting of VP of Hockey Operations On Ice for that division, the Head of Coach and Player Development and the President will determine final outcome.

APPENDIX D : AFFILIATIONS

Player Affiliation Policy

The CRAA objectives relating to player affiliation are as follows:

- a) To assist a higher division team within the CRAA in the event that it's team roster is reduced- due to injury, sickness or a player's inability to play for any other reasons (including suspension subject to any Hockey Calgary, Hockey Alberta or Hockey Canada rules as may be applicable to use of affiliates for suspended players).
- b) To provide affiliated players an opportunity to gain experience at a higher division of play within the CRAA and thus contribute to their development.
- c) To require coaches to be fair, reasonable, considerate, and cooperative when making and/or acceding to a request for the utilization of affiliated players. However, the higher division coach should not be taking players that the lower division coach is currently not recommending to affiliate. Any conflict is to be settled by the respective VP of Hockey Operations On Ice.
- d) Use of affiliated players is not allowed to replace healthy players, available players, or for replacement of players being disciplined by their coaches.
- e) 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. Teams competing in playoff competition will be considered a priority if affiliate players are required.
- f) Players that are affiliated to higher division junior teams will have to get approval from the President before being permitted to be released to play.

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

- 1) To request an affiliation: the higher requesting coach (may be delegated to the manager) makes a two-player request in writing (e-mail) to the head coach of the providing team and he is entitled to name the priority player. If specific players are not requested, the coach of the affiliated team shall name the best qualified available players to fulfill the higher division team's needs.
- 2) The lower division coach (may be delegated to the manager) confirms the affiliation with the potential affiliate's parents and then confirms the affiliation in writing via e-mail.
- 3) The lower division coach should not impede the affiliation unless the affiliation occurs during a scheduled league game or playoff game. Any other requests to deny the affiliation must be made to the appropriate Vice-President of Hockey Operations On Ice.
- 4) An available player is one who:
 - a) is willing to play for the higher division team.
 - b) is not sick or injured.
 - c) is not under justifiable discipline by his coach; and
 - d) subject to any applicable Hockey Canada rules, and is not exceeding the maximum games allowed as an affiliated player.
- 5) The higher age level coach should play the affiliated player as much as is reasonably possible.
 - a) All coaches should encourage the use of affiliated players for games and practices in accordance with the stated objectives.
 - b) Whenever a higher age level team requires a goaltender, an affiliated goaltender who is not playing will be requested to report to play. In the event that all affiliated goaltenders are playing at the same time, one goaltender will be requested to advance and will be replaced by that team's affiliated goaltenders unless a substitute goaltender is provided.
- 6) For tournaments, a higher age level team has the right to use affiliated players subject to the conditions below:
 - a) Tournament rules permit affiliated players; and
 - b) Affiliated player does not have any scheduled league or playoff games, or the player and coaches have agreed that it is in the best interest of the player and teams for the player to participate in the tournament.
 - c) At the Mac's AAA Tournament, the U18AAA coach shall give first choice to 17-year-old affiliates who are on the U18AA teams. U17AAA affiliates who are 15 years old will not be considered unless the 17- and 16-year-old affiliates are not able to attend, and their use is required to be authorized in writing by the President.
- 7) Subject to any applicable Hockey Calgary rules and deadlines, the player affiliation list shall be determined as early as possible as it needs to be approved.
- 8) In event of misinterpretation of any of the above rules or a disagreement between coaches, a coach may request a determination from the President. The President shall be required to obtain all the facts and make a decision immediately thereafter, which shall be binding on both coaches.

- 9) The Vice President of Hockey Operations On Ice will coordinate the completion of affiliated player lists in conjunction with team coaching staffs and/or directors and will advise on affiliation of community players and allow such affiliation where considered appropriate.
- 10) The CRAA makes a concerted effort to consult with players and parents of players on player affiliation matters. However, finalization of the affiliation list is a CRAA function and the determination of the individual affiliations of players is made on behalf of the CRAA by the Vice President of Hockey Operations On Ice after consultation with the coaches and/or directors of the affiliating teams. However, if the Vice President of Hockey Operations On Ice is contacted by a player and the player's parent(s) prior to the time the CRAA has filed its player affiliation list (usually filed each year in October but may be filed before that time at the discretion of the Vice President of Hockey Operations On Ice) then a request of the player to be placed on an affiliation list at the Junior A level or higher will be allowed. Affiliation with a Junior A level or higher team will be allowed if the Vice President of Hockey Operations On Ice determines that it is in the best interests of the player and the CRAA to allow such affiliation.
- 11) It should be noted that once a player is placed on a filed affiliation list, the CRAA does not have the power or authority to remove the player from such list or add the player to another list except in very rare circumstances which may involve release of the player from the CRAA prior to any release date(s) specified by Hockey Alberta.

APPENDIX E – ICE POLICY

- Only Hockey Canada registered CRAA team members are allowed on CRAA ice.
- Teams will receive the same number of practices as their peer teams (as close as possible), with some exceptions as listed in the bullet below, depending upon CRAA ice allocations from Hockey Calgary. A peer team is considered a team that competes in the same league in the season (i.e., U15 AA White, Blue, Gold, etc.).
- Teams who are in playoffs, provincials or continue in minor hockey week, will receive preferential ice during that period of time. Non- playoff tournaments will not be considered for preferential ice.
- Each team will be responsible for informing the Ice Director with a schedule of team activities, such as tournaments, to facilitate planning for ice allocation. This schedule should be provided to the Ice Director as soon as possible and updated regularly, if necessary, to ensure ice requirements reflect individual team schedules.
- Each team will be responsible for adding their practice and game schedule to TeamSnap and keep it updated during the season. The Ice Director will provide practice schedules as soon as they are available to Team Managers.
- The Ice Director will be responsible for acquiring and coordinating all ice allocations from Hockey Calgary, private facilities and the City of Calgary. In circumstances where a team

cannot use their ice teams must swap ice with another CRAA team, but they must advise the Ice Director of the trade.

- Teams are required to use and attend all ice that is allocated to that team. Any team that fails to attend will be charged the full cost of the ice from team funds.
- Only ice that is arranged by the association and attended by the coaches is considered a sanctioned event.
- If additional ice is requested, over and above the amount of team allocated ice, the team must make a request with the ice director and the team will be billed accordingly for the costs.
- Annually, in conjunction with setting the budget, the executive will review ice allocations in relation to registration fees to determine cost alignment for each division.
- Scheduling window requests need to be sent to the CRAA Ice Director who will then schedule an alternative date. No more than one (1) change request per season for U13 AA and no more than two (2) changes per season for U15 AA/U16 AA/U18 AA as per the current HC policy. Such policy may be amended on a season-by-season basis.
- Tournament requests need to be into the Ice Director as soon as possible and until all games are rescheduled with Hockey Calgary, team cannot schedule activities open weekends. Once teams have been notified by the Ice Director all games are rescheduled, they are free to book additional activities/tournaments.
- If a team has a game rescheduled, the ice will be used for rescheduling other games and does not belong to the team of the rescheduled game. If the ice is not needed for a game or practices, the Ice Director will inform the original team they have the ice.

APPENDIX F - CELL PHONE POLICY

Cell phones, mobile devices, or any device with recording capabilities, including voice recording, still pictures, and video increase the risk for some forms of abuse or misconduct. As a result, the use of all such devices is strictly banned from the dressing rooms, washrooms, and showers by players at any CRAA event including, but not limited to, practices, games, tournaments, and dryland. This could include teambuilding at the discretion of the coach or manager.

Any phone brought to the dressing room must be turned over to the coach or designate until the completion of the event and will be returned upon exiting/leaving. CRAA is not liable for any loss or damage to the cell phone.

If any player, team manager or other individual needs to access such a device, he/she must remove him/herself from the dressing room. An exception to this is:

· The phone is being used to play music in the dressing room and approved by the coach or manager.

The privacy and dignity of the players is the first priority. Any incident involving a violation of personal privacy through the use of such a device will result in an automatic 3 game suspension from all team events. Pending the severity of the infraction, the individual may face additional disciplinary action as per Hockey Alberta rules and the Criminal Code of Canada should such infraction require involvement of the Police.

APPENDIX G – BOARD OF DIRECTORS – Extended Roles and Duties

TREASURER DUTIES:

TREASURY

- Manage association bank accounts and team bank accounts.
- Manage GIC and term deposits.
- Liaison with bank as required for better return on investments and lock requirements.
- Monthly bank transfers between accounts and team accounts.
- Review bank accounts for cash flow purposes.
- Update banking documents, signatories and credit cards.
- Help manage the investment fund with the Investment Committee.

ACCOUNTING

- Treasurer to oversee an appointed Team Treasurer Director (if available) in a support role or the association may hire a bookkeeper to assist.
- Receive e-transfers for registrations.
- Registration fee reconciliation for online and e-transfers payments.
- Respond to Scholarship payment requests.
- Blueline fundraising reconciliation and payments in conjunction with Blueline Coordinator.
- Make bank deposits.
- Reconcile CRAA bank accounts monthly.
- Prepare cheques for payables and other payments as per budget with proper authorization monthly and on also on an ad hoc basis.
- Bookkeeping using accounting software.
- Manage craa.treasurer@gmail.com account for payments and other communications.
- Prepare team financial templates for Team Treasurers, Managers, Coaches.
- Assist teams with tournament registration payments.
- Complete online credit card payments.
- Review team financials and monitor payments and bank accounts.
- Review and sign off on end of year team bank activity – refund to parents.
- Assist Equipment Manager with annual inventory count.

BUDGETS

- Pre-budget planning with administrator to evaluate cost savings and programs
- Gather and evaluate budget information from directors
- Get budget input from directors to prepare budget. Meet with Executive to analyze and update budget and set fee structure.
- Present annual CRAA Budget to Executive and Board for approval.
- Evaluate and assist with team budgets and cash requirements.

REPORTING

- Review team prepared statements and monitor how funds are spent.
- Advise on issues with team accounts to team director and treasurers/managers.
- Prepare monthly financial statements and report to the board to advise on any variances.

REGULATORY FILING

- Compliance filing to avoid penalties.
- GST filing on a quarterly basis.
- Gaming Reports for three accounts as required by AGLC.
- Raffle Reports as required.
- Annual return filing
- Annual Society trust and tax returns and prepare installment payments as required.

AUDIT

- Prepare audit working papers for external auditors.
- Answer audit inquiries and provide documentation as requested.
- Get approval at AGM for audited financial statements.

Royals Investment Management Committee

The Royals Investment Management Committee will consist of not fewer than three and not more than five members, including the Treasurer and one other member from the executive team to act as signatories for the Royals Investment Portfolio. The Royals Investment Portfolio will be managed according to and within the parameters established by the Investment Policy Statement. The Investment Policy Statement will be reviewed by the Investment Management Committee, presented to the executive team for discussion and approved by the Board on an annual basis or as dictated by change in circumstances in the funding needs of the Royals organization. The performance of the investment portfolio will be included as part of the monthly treasurer's report. The Investment Management Committee will appoint an independent Investment Advisor to manage the investment funds; the appointment will be renewed annually or as required by a change in circumstances.

The Royals Investment Management Committee will have the authority to make changes to the investment allocations of up to 25 percent of the market value of the investment portfolio while also adhering to the parameters set out by the Investment Policy Statement. Transactions of more than 25 percent will require confirmation approval from the executive team. The deposit or withdrawal of funds to/from the investment portfolio will be approved by the board either as part of the annual budget process and or a separate and specific motion as evidenced by Board resolution.

TEAM DIRECTOR DUTIES

Responsibilities of this role include, but are not limited to:

- Liaise between the Team and the CRAA ensuring that the team operates in line with CRAA policies and procedures
- Mediates conflict that might arise between coaching staff, players, and/or players'
- Identify and escalating any "issues" immediately, to the respective Vice President and/or President.
- Participating member of the Hockey Operations Committee. Liaises between team and the committee.
- Prepares and presents monthly team reports to the Hockey Operations Committee.
- The Team Director does not formally evaluate (their assigned team) during regular tryouts. However, the Team Director needs to understand and advise upon team dynamics, including talent levels and other incidentals such as drafted players, as well as other notables regarding certain players.
- The Team Director may be called upon to evaluate another team, or another team's player, or to sit on certain committees, including player advancement
- The Team Director is not the champion for the coaching staff, instead he/she represents the CRAA in all matters.
- The Team Director must provide oversight in all team issues, including but not limited to, evaluations, drafts, and player acceleration. This includes having a full understanding of the evaluation process, including draft protocols, and must take a leadership role when handling all issues.
- The Team Director must be present for all player releases.
- If the Team Director is not available to perform any of these functions, at any time, it is the Team Director's responsibility to find a replacement. This should be the exception, rather than the rule. Another Director must be secured to fill-in and failing that, the issue should be elevated to the Vice President and/or President for assistance. The Vice President or President should not be the immediate fall back. Simply announcing "unavailable" is not suitable as it leaves a void in the director role. As well, Team Directors should avoid being absent for extended periods of time (business reasons excluded), through our busiest and most important time(s) of year.
- The Team Director is required and expected to report to the respective Vice President, on an ongoing basis, regarding team issues, performance, complaints, successes, etc.,

highlighting potential pitfalls which may manifest themselves. This ongoing communication is necessary and critical.

- The Team Director is Step 2 in the “parent protest process”. If addressed prior to step 2, they must direct the parent to the team Manager in order to complete step 1. Step 2 can start immediately, but only if there is a conflict, or perceived conflict, at step 1.
- The Team Director should address the Coach or Coach Mentor, when clear coaching issues are noted. For instance, should a coach not respect our 60/40 rule re. player utilization, that issue must be addressed in a timely manner. Or, as another example, should a coach call and dress an affiliate player and not play that affiliate at all (or a reasonable amount), that issue should also be addressed immediately.
- Team Directors are required to attend Hockey Operations/Board Meetings (do not miss two consecutive meetings), attend games (at least 50% for U15 AA, U16AAA/AA, U21 B, but up to 90% for U15 AAA & U18 AAA), and maintain a CRAA presence in all team undertakings.
- All Directors must not form relationships with the coaching staff, manager, players or parent group that would put them in a conflict of interest. Example: whereby none of the above groups would be comfortable seeking advice and support from the Team Director.

APPENDIX H – THE ROYALS GOLD STANDARD

Expectations...Accountability...Consistency... Execution

- You are a representative of both your team and the Calgary Royals.
- Look the part, Be the Part and Live the Part.
- Respect is earned not given and we strive to gain everyone’s respect in all we do on and off the ice.
- We all play for the logo on the front and not the name on the back. Our players and our parents represent this value system.
- We earn, we strive, and we grow. We are not entitled, and we recognize the journey to be our best is very challenging.
- We are proud to be Calgary Royals!!

Player’s Standard / Code of Conduct

- I will always respect the game of hockey and I will always play to be competitive and fair whilst having fun.
- I will play and train to the best of my ability, giving 100% effort, 100% of the time.
- I will demonstrate a team first attitude in my behavior and my play.

- I will respect my coaches and listen carefully to their instructions.
- I will do my best to be a coachable player, following the instructions provided by my coaching staff.
- I will maintain a healthy lifestyle which will contribute to my commitment to develop as a hockey player and person.
- I will abide by all team guidelines and dress code.
- I will arrive at practices and games on time and be prepared.
- I will exemplify good sportsmanship in winning and in losing.
- I will respect officials and accept their calls without challenge.
- I will respect all facilities that I play in, home and away, and leave all locker rooms clean and undamaged.
- I will be aware of social situations and will conduct myself in a professional and respectful manner.
- I will not use social media to embarrass or harass a teammate, coach, officials, opponents, or another team at any time.
- I will not use cell phones or other mobile devices with recording or photo capabilities in the locker room at any time.
- I understand that being part of Calgary Royals Athletic Association is a privilege, not a right.

Executive Leadership Committee and Board of Directors Expectations

- Have a progressive and consistent plan for the age levels and a common foundation for skill development, individual tactical and team tactical development. The program is delivered in the CRAA coach mentorship program in both individual and coach group training sessions.
- Understand and execute our roles with professionalism and integrity. We seek to understand before being understood and stay in our lanes as it pertains to our role within the organization.
- Support the brand, the vision, and the process of the CRAA. If our opinions differ, we avoid airing the laundry by bad mouthing the program which we are all apart of. We find proactive solutions versus complain and we are part of the solution and not the problem.
- Make decisions for the greater CRAA good and avoid serving personal interests and directives.
- Act in a transparent manner.
- Commit the appropriate time and energy to fulfill our roles and obligations fully.

Coach Accountability at AA Levels

Coaches, team staff and players will be held accountable to CRAA standards, rules and expectations. These are non-negotiable and need to be upheld by the leaders within the CRAA. These values also adhere to the rules and regulations of Elite Council and the “Development League” model as presented.

We are empowered to protect the values and priorities within the CRAA which include:

- 1) **Developing all players in all situations.** (The season can be broken into two phases:
 - a. September – December: All players play in all situations. Lines are rolled with the Coach having the opportunity to adjust the lineup in the last few minutes of a close game. This builds a strong foundation and provides learning opportunities for all players, under all circumstances.
 - b. January – March: Introduction of specialty teams and specialty learning at the appropriate age levels only. All players continue to gain experience in all situations but there can be several times per game (3-5) at “coaches’ discretion” slight adjustments can be made to allow for certain opportunities in these defined roles. Coaches can manage this effectively in games where the team is significantly ahead or behind. Game to game it can differ but over a season it is to be equitable.
- 2) **Ice time is earned.** The CRAA does not want players thinking they have the right to play regardless of behaviour. Players earn ice time based upon physical and mental effort in games and practices. If effort is palpable, everyone plays regardless of mistakes. A “perfect effort” is always expected and players who miss ice are to be consistently communicated with in a positive manner.
- 3) **On-Ice Discipline** is paramount. If players are taking repeated bad penalties and consequently, taking ice time away from others, a director will engage with a coach to rectify. Missing a shift here and there is not always a solution and we will take further measures to assist coaches in this regard. Discipline is always within the coach’s control as the team leader.
- 4) **Off-Ice Discipline** is expected in all facets of the program. Coaches are expected to know their room and what happens within it.
- 5) **Goaltenders play equally**, and coaches do have discretionary opportunities to have a goaltender play in back-to-back games - an example is playoffs. The CRAA will not accept a goaltender sitting for three or four games, provided they are working hard, uninjured, and fully committed. There can be no greater than a 60-40 split between the goaltenders.
- 6) **Winning for the CRAA Leadership Team** is defined as: Players and families having

an outstanding experience with a team on a daily basis. As a by-product of this, teams will also win games!!! According to Hockey Canada, a .500 winning percentage equates to a success. To be clear, winning is important, but coaches are not evaluated on wins and losses in a season, they are evaluated on fostering and creating an outstanding environment.

Coach Accountability at AAA

Coaches, team staff and players will be held accountable to CRAA standards, rules, and expectations. These are non-negotiable and need to be upheld by the leaders within the CRAA. The association is empowered to protect the values and priorities within our membership, which includes:

- 1) **Developing all players in all situations.** From start to finish, coaches are still governed by the FairPlay model.
 - a. Fair play does not mean equal play, as ice-time is earned through effort and dedication physically and mentally. Talent is secondary on our priority list. Coaches may have special teams from the outset, but those special teams should be adapted and changed throughout the season to create optimal development.
 - b. Over the course of the season, the largest ice time users will be within 20% of the least. This applies too forwards, defensemen and goaltenders. This provides leeway for coaches to adjust playing time throughout the course of the season to achieve and reward effort and create an accountability for discipline. In essence then, 2-3 shifts per game variance is the range of adjustment at the coach's discretion. Coaches can manage this effectively with bench management.
- 2) **Ice time is earned.** The CRAA does not want players thinking they have the right to play regardless of behaviour. Players earn ice time based upon physical and mental effort in games and practices. If effort is palpable, everyone plays regardless of mistakes. A "perfect effort" is always expected and players who miss ice time are to be consistently communicated with in a proactive and positive manner.
- 3) **On-Ice Discipline** is paramount. If players are taking repeated bad penalties and consequently taking ice time away from others, a director will engage with the coach to rectify. Missing a shift here and there is not always a solution and we will take further measures to assist coaches in this regard. Discipline is always within the coach's control as the team leader.
- 4) **Off-Ice Discipline** is expected in all facets of the program. Coaches are expected to know their rooms and what happens within it.
- 5) **Goaltenders play equally**, although coaches do have discretionary opportunities to have a goaltender play in back-to-back games - as an example -playoffs. The CRAA will not accept a goaltender sitting for three or four games, provided they are

working hard, uninjured, and fully committed. “Slight adjustments” applies to the goaltenders just as it does to the skaters.

- 6) **Winning for the CRAA Leadership Team** is defined as: Players and families having an outstanding experience with a team on a daily basis. As a by-product of this, teams will also win games!!! According to Hockey Canada, a .500 winning percentage equates to a successful season. To be clear, a winning is important, but coaches are not evaluated on wins and losses, they are evaluated on fostering and creating an outstanding environment.