



MAVERICKS HOCKEY

Operating name for

Midnapore Hockey Association

Policies and Procedures Manual

MAVERICKS

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REFERENCED DOCUMENTS

MAVERICKS BY-LAWS
PLAYER EVALUATION AND PLACEMENT MANUAL

1.0 GENERAL STATEMENTS

1.1 Definitions

“AGLC” mean the Alberta Gaming and Liquor Commission;

“Administrator” means the Mavericks Hockey Association Administrator; **means a non-voting member;**

“**Association**” means **The Midnapore Hockey Association; the Mavericks Hockey Association; Mavericks Hockey or Mavericks;**

“**AGM**” means the **Annual General Meeting of the Association;**

“**Board**” means the **Board of Directors of the Mavericks;**

“**By-Laws**” means the **By-Laws as amended or restated and all other By-laws of the Mavericks in full force and effect;**

“**Director**” means **any person elected or appointed to the Board** of the Mavericks Hockey Association;

“Evaluation Manual” means the Mavericks Hockey Association Player Evaluation and Placement Manual;

“**Meeting**” means **any meeting of the Members, including an Annual General Meeting, Special Meeting and Board of Directors Meeting;**

“**Member**” or “**Membership**” means **a member of the Mavericks in good standing in accordance with section 3.2 of the Mavericks By-Laws;**

“SFC” or CRS mean South Fish Creek (operating as Cardel Rec South)

“SFCRA” means the South Fish Creek Recreation Association

1.2 General Interpretation of the Manual

This Policies and Procedures Manual, as described herein, shall serve to assist Mavericks Hockey Board of Directors and other Association members in carrying out the Articles and By-Laws of The Mavericks Hockey Association. Where a conflict exists between the By-Laws and this Policy and Procedures Manual, the By-Laws shall take precedence.

This Policies and Procedures Manual may be revised by the Board of Directors, from time to time, as deemed necessary.

2.0 MISSION & VISION STATEMENT

2.1 Mavericks Mission Statement

“Excellence in Hockey, Excellence in Community”

2.2 Mavericks Vision Statement

“To promote hockey and our community while developing life skills including fair play, respect, sportsmanship, physical wellness and teamwork while providing a safe, fun and competitive environment.”

3.0 ANNUAL GENERAL MEETING

The Annual General Meeting and other Special Meetings shall be held in accordance with the By-Laws. The business to be conducted shall be as described in the By-Laws. In addition, at the Annual General Meeting, a report from each of the executive members shall be given.

Voting at the Meeting shall be limited to:

- **The election of Directors;**
- **The election of the Association Auditor;**
- **Changes to the By-Laws;**
- Major policy matters; and
- **Other business as may properly be brought before the Meetings.**

Voting by the general membership on general policy and procedural matters at the Meeting is not encouraged. These matters should be discussed at the Meeting with the Directors taking under advisement the comments of the Membership. The decisions of the Directors, if any, should be made through normal voting procedures during meetings of the Board of Directors.

4.0 MEETINGS OF THE BOARD OF DIRECTORS

4.1 Frequency

Regular Board of Directors meetings are held monthly at Cardel Rec South or any other venue as agreed to by the Board of Directors. **There will be a minimum of ten (10) Board of Director’s meetings per membership year.** This shall include at least one meeting prior to the start of registration.

4.2 Quorum

A quorum will consist of sixty (60%) of the Directors who are entitled to vote and who are personally present. If a Director is unable to be personally present at a board meeting, a Board Member may attend and vote at a meeting by telephone for a maximum of two (2) times within the membership year.

4.3 Procedures

All Meetings shall follow an agenda as prepared by the Chairperson or Administrator and distributed prior to or at the start of the Meeting. Any Director or Member present can request an item be added to the agenda prior to the commencement of the Meeting. **The President will Chair the Meeting, or, if the President is not present at the Meeting, in his/her absence any Vice President. If neither the President nor any Vice-President is present at the Meeting, the Meeting shall be chaired by a Director selected for that purpose by the Board Members present.** The agenda should include a report from each Director and Age Group Coordinator unless special circumstances exist.

4.4 Meeting Minutes

The Administrator shall record the minutes of the Meeting. In the absence of the Administrator, any Director present may record the minutes of the Meeting. Minutes from the previous Meetings shall be distributed prior to the Meeting or at the Meeting. The minutes from the previous Meeting shall be either adopted or amended by the Directors. Once approved by a majority of the Board of Directors present at the Meeting, the Minutes of the Meetings shall be posted on the Mavericks Hockey website for the Association Membership to access.

4.5 Written Motions

All voting Board Members may agree to and sign a motion in writing (electronically) in lieu of passing a motion at a meeting. A motion in writing signed by all the voting Board Members entitled to vote on that resolution is as valid as if it had been passed at a Meeting. It is not necessary to give notice or to call a Meeting to place a written motion before the voting Members. A motion communicated electronically and consented to by all duly elected or appointed Board Members by electronic means which are equally accessible to all Board Members, is as valid as if it had been passed at a duly convened Meeting, and a declaration by the chair that a resolution has been carried or carried unanimously or by a particular majority or list or not carried by a particular majority shall be conclusive evidence. All motions passed by electronic means shall be recorded in the minutes of the following Month's board meeting. They shall include the final decision as well as the number of votes for, against and abstains.

4.6 Voting

All motions and other voting matters properly brought before the Board of Directors at any Meeting shall be decided by a simple majority of the Board Members present. **The President only casts a deciding vote in the event of a tie. A voting Board Member may not vote by proxy. A ballot may be used if at least five (5) voting Board Members request it.**

4.7 Extended Board Membership

A parent or legal guardian of a child who participated in hockey activities and paid Association registration fees under the jurisdiction of Mavericks Hockey (the Midnapore Hockey Association) for at least one full year (preferred) or more in any previous year, is eligible to serve as a Member on the Board of Directors.

5.0 FINANCES

5.1 Signing Authority

All payments shall be made in the form of written cheque drawn on the appropriate account of the Association or by bank transfer. All cheques must have two authorized signatures present prior to release. All bank transfers must be entered by the Administrator and then approved and submitted by 2 authorized signatures of the Association. The Vice President of Finance and any other two Directors currently holding office within the Association can serve as authorized signatures of the Association.

5.2 Payment Procedures

All invoices shall be approved by the Vice President of Finance prior to issuance of payment of the invoice. Payment of invoices shall be done bi-monthly during the hockey season and monthly during the off season. Special processing of cheques can be done at the request of a Vice-President or the Administrator.

5.3 Banking Arrangements

The Vice-President of Finance shall establish all necessary banking arrangements including the appropriate signing authorities. All monthly financial statements from the Association's banks shall be delivered to the Association's approved address or accessed on line by the authorized Association signing authorities.

5.4 Financial Review

An annual review of the Association's financial records and accounts shall be made promptly after the conclusion of the fiscal year. The review shall be conducted by a qualified independent accountant recommended by the Vice-President of Finance and duly approved at a Meeting of the Membership.

5.5 NSF Cheques or Pre-Authorized Debit "PAD" declines

A minimum fee plus bank charges will be levied against all cheques returned to the Association or bank transfers that are declined. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by the Association's banks.

6.0 COMMUNICATION

6.1 Community Correspondence

The Mavericks shall communicate to its Membership and the community at large through any of the following communication means:

- The Association website;
- Reports in community or city newsletters or other written publications;
- Verbal communication at monthly Board Meetings and the Annual General or Special Meetings;

- Email notifications;
- Other social networking technologies as deemed appropriate by the Board;
- Bold and other similar outdoor signs; and
- Any other communication medium as determined by the Board.

6.2 General Correspondence

All correspondence, written or verbal, to any Director on matters of significance should be reported at the following Board of Directors' meeting. Responses, when deemed appropriate, should be made known to all Directors. General inquiries from the membership can be directed to the Administrator, Ice Scheduler or any Board Member – email contact information will be posted on the website.

6.3 Directors Accessibility

The Board of Directors shall make their Mavericks issued email addresses generally available within the Association and community and encourage parents and players to contact them via this email address for any hockey related matters. Personal email addresses shall not be used by Members of the Board or appointed Coordinators to manage business of the Association.

7.0 WEBSITE

7.1 Provider

The Mavericks will engage a provider for the website and pay all necessary fees to maintain the website. The Mavericks will maintain the necessary registration to retain ownership of the domain name. The domain name shall not be sold, transferred or be allowed to knowingly expire without the written consent of a majority of the Board of Directors.

7.2 Management

The webmaster for the Mavericks website shall be the Administrator or as assigned by the board of directors. The webmaster shall make available on the official website all Mavericks documents including but not limited to, Board Meeting minutes, AGM minutes, policies and procedures, and all documents and pertinent information as necessary upon the request of the Board of Directors. Ice Schedules shall be posted on the website and maintained by the Mavericks Ice Scheduler.

7.3 3rd Party Advertising

3rd Party Advertising may be made available on the website. The Board of Directors shall determine an annual charge for this fee. Any contracts will be for the current season only and will expire on May 31st of the hockey season.

8.0 VOLUNTEER BOND PROGRAM

8.1 Purpose

The purpose of the Mavericks Volunteer Bond Program is to encourage all Association members to become actively involved in the operation and success of the Association

8.2 Overview

Many of our association members are unaware of just how much volunteer work and fundraising is necessary to operate and administer a quality hockey program. The volunteer bond program was introduced for the 2009-2010 season to encourage Mavericks hockey members to step forward and help. The time commitment is not unreasonable and the help is beneficial and appreciated!! Participation in the volunteer bond program is a mandatory component of registration with the association and in no way does it exclude families from volunteering with their player's team.

8.3 Volunteer Hours Required

A minimum of 10 hours of Association Approved volunteer work is required to fulfill each family's Volunteer Bond obligations per season. There are many opportunities to volunteer throughout the season. A list of board approved volunteer positions will be posted on the website each season.

8.4 Value of Volunteer Bond

The value of the Volunteer Bond is set at \$300.00 per family per year.

8.5 Submitting the Volunteer Bond Pre-Authorized Debit Agreement (PAD)

The Pre-Authorized Debit Agreement form must be submitted prior to evaluations.

8.6 Reporting Responsibility

It is each family's own responsibility to ensure they meet the Volunteer Bond Program commitments and ensure that their hours are reported accurately to the Association. The Manager of each team will provide assistance to families with the tracking of their bond.

8.7 Bond Cashing

At the end of each season, all outstanding bonds will be reviewed by a committee of the Board of Directors who will review the details of the recorded hours and roles performed to determine if the bond will be cashed.

9.0 REGISTRATION

9.1 Timing and Process

Registration dates will be set annually by the Board. Registration information will be made available to the membership by the Mavericks Registration Guide. This will be available through Association website postings, email notification and by all other means as deemed necessary by the Board. Registration will be done online through the Hockey Canada Registration Program (HCR).

9.2 Registration Fees

Registration fees for each age group will be established and approved by the Board. The registration fee for each age group will be communicated to the Membership through the Mavericks Registration Guide. This will be available through Association website postings.

The preferred method for fee payment is online with payment made in full by accepted credit cards or by Pre-Authorized Debit (PAD). Registration fees may also be paid in the form of money order, cash or casino credits. Full payment of fees is required prior to evaluations. Payment plans for registration fees may be accepted as approved by the Board of Directors. All inquiries should be directed to the Administrator for consideration.

9.3 Financial Hardship

It is the goal of the Association that all players are permitted to play irrespective of their financial status or means. There are several options available for Financial Assistance. The Calgary Flames Even Strength Program, Kidsport, the CRS Financial Assistance Program and the Mavericks Financial Assistance Program are some of the options available to Association members. All financial assistance matters will be coordinated by the Administrator and must be handled with the strictest of confidence. Each Financial Assistance Program accepts applications and provides assistance based on its own eligibility guidelines. There is no guarantee that all or a portion of hardship requests will be granted.

9.4 Refund Policy

- There is a non-refundable administration fee of \$100.00 applied to all player withdrawals except for successful CBHA Player Try-Outs or Association initiated releases.
- Once evaluations have started, and prior to October 1st, 50% of the total registration fee will be refunded (less the \$100 administration fee).
- No refunds will be provided after October 1st of the playing year except for withdrawal due to medical reason or family relocation out of zone 9.

Medical withdrawal requirements are outlined below:

- Medical Certificate (on medical practice letterhead)
- Date of diagnosis
- Medical reason/recommendation for non-participation
- Printed name and signature of medical professional
- The refund will be prorated based on the date of diagnosis

- Once a medical refund has been given, the player will be removed from the official roster and will no longer be allowed to participate in team activities. The roster spot will now be considered vacant and could be filled by a new player registration.
- No refunds will be issued for suspended players
- Notice of withdrawals will only be accepted via email to the administrator. The date and time stamp of the email will be used to determine eligibility and what refund scenario is applicable.
- A Refund Matrix will be created and approved by the Board of Directors each registration season indicated the costs of the components of registration and how a refund will be applied.
- Refund requests will be approved by the Vice President of Finance before being granted.

9.5 Late Registration

A late fee will be approved by the Board of Directors annually and will be applied to all returning players after the close of registration. Acceptance of late registrations shall be determined by registration numbers for each age group prior to evaluations and the availability of space at the accessed skill level after team assignment.

9.6 South Fish Creek Recreation Association Membership

The Association has phased out the SFCRA Membership discount effective May 31, 2011. All Mavericks member families that purchased a SFCRA Membership prior to May 31, 2011 will receive an \$80.00 discount in the cost of hockey fees, for each child registered, if they are members in good standing with the Association.

If the registrant does not have SFCRA membership, the registrant is not eligible for the \$80 discount on the registration fee.

The final season of this program will be the 2017 – 2018 season and all will end on April 30, 2018.

9.7 Proof of Age

All players registering with the Mavericks for the first time must provide proof of age with a birth certificate, passport or other government issued identification. A copy of all identification provided will be kept on file with Mavericks and will be kept in the strictest confidence and not used for any other purpose than to provide proof of age of the registered player.

9.8 Proof of Residency

All players must have permanent residency within the boundaries of the Mavericks as defined by Hockey Calgary and must provide proof of residence at the time of initial registration. Players may be asked to provide proof of residency upon subsequent registrations as requested by either Mavericks or Hockey Calgary. Permanent or Habitual residency is determined by guidelines in the Hockey Calgary Regulations Handbook.

9.9 Tryouts with Quadrant Hockey AA or AAA Teams

Players wishing to try-out for AA or AAA quadrant teams must follow the registration guidelines determined by the Association to be considered during the Player evaluations and placement process. Spaces may not be held in the Association and acceptance into Mavericks may not be guaranteed unless players are pre-registered prior to the start of the Association Evaluation Process. Players that are selected for quadrant teams will be reimbursed all hockey fees paid to Mavericks. Refund requests must be submitted in writing to the Administrator by email.

9.10 Waivers

All players registering with Mavericks must agree to all applicable waivers of the Mavericks Hockey, Hockey Calgary, Hockey Alberta and Hockey Canada, as applicable, to be registered with the Association.

9.11 Player Releases

The Association policy for releases into or out of the Association shall conform to the policy of the Hockey Calgary.

9.12 General Registration

All players must register and pay their fees to Mavericks Hockey (The Midnapore Hockey Association). Any member that has not paid their appropriate fees in full will be considered a member in not good standing and may be subject to suspension of the membership from the Association.

10.0 HOUSE LEAGUE

The Mavericks Hockey Association will offer a House League Program. They will participate in the South Calgary Hockey House League (SCHHL) which is comprised of the following Associations. Mavericks Hockey, Bow Valley Hockey Society, Blackfoot Hockey Association, Lake Bonavista Hockey Association and Southwest Hockey Association.

Each year, prior to the start of registration, a committee made up of representatives for each Association, will review and revise the program to be offered. Playing rules of the program will follow the Hockey Calgary rules and regulations. Coach Qualifications will be determined by Hockey Alberta, Hockey Calgary and Mavericks Hockey.

11.0 FUNDRAISING

11.1 General

All major Mavericks fundraising projects are to be coordinated by the Mavericks Board of Directors or responsible person assigned by the Board of Directors. This is to ensure that projects do not conflict with those of other Mavericks Hockey fundraising efforts and other organizations in the community and with projects organized by Cardel Rec South.

11.2 Sponsorship

Sponsorship of individual teams is not encouraged but rather donations should be used for general purposes. Sponsorship identification decals or patches must not be attached to Mavericks owned jersey in any form whatsoever. Individual teams with the Mavericks approved third (3rd) jerseys may apply sponsorship decals or patches to the 3rd jersey, hockey pants or off-ice wear. All sponsorship decals or patches must first be approved by Mavericks prior to attachment to the jersey, hockey pants or off-ice wear,

11.3 Sponsorship Re- Direct for volunteer hours

Sponsorship Re-direct is defined as Volunteers receiving sponsorship from employers for their volunteerism in the community. Companies requiring verification of the volunteer's activities within the association can make a request to the Administrator. All sponsorship received by the Mavericks Hockey Association will be deposited into the general account and the funds will then be electronically transferred to the team bank account.

11.4 Individual Teams

Individual teams are permitted to raise funds for hockey purposes only. Individual teams raising more than \$10,000 annually must provide information regarding the use of funds, method of fundraising and duration of project(s) to the Mavericks Vice President of Finance. This will ensure coordination with the Mavericks, other associations and the community at large. 75% of all funds raised, and therefore the team budget, should be allocated to hockey expenses i.e. tournament registration fees, on ice equipment, training items or additional practice ice.

All team Managers are required to submit a proposed team budget by Oct 31 of each year and a final statement of accounting is to be submitted by April 30th of each hockey year. Any budgets over \$10,000.00 will need to be approved by the Board of Directors.

- Team bank accounts will be established for each team. Appointment of dual signatures will be necessary and bank statements submitted along with the financial statement submission.
- Reimbursement of surplus team funds can be given to team participants up to the value of the participant's initial cash contributions. Additional monies remaining within the team account shall be remitted to Mavericks Hockey (The Midnapore Hockey Association) by April 30th of the current hockey season.
- Teams hosting a raffle cannot do so under the Mavericks Hockey Association raffle license but must apply and be approved for an eligibility license from Alberta Gaming and Liquor Commission ("AGLC"). A specific gaming license can be purchased through an Alberta Registry Agent. Teams must comply with the guidelines for a raffle as provided by AGLC. Raffles for events not endorsed by AGLC cannot be done i.e. Loser Pools. Teams are required to submit their license number and financial report to Mavericks Hockey (The Midnapore Hockey Association) within the same time frame as indicated on the license.

11.5 Support for Mavericks Fundraisers

All parents, players and teams are expected to support the fundraising activities initiated by the Mavericks. The Mavericks Hockey Association has the right to withhold certain privileges, including on-ice and off-ice time, from teams failing to support Mavericks fundraising activities. The Association shall also have the right to rebate a portion of the funds raised to individual teams who have demonstrated exceptional support of fundraising activities.

12.0 INSURANCE

12.1 Personal Insurance

Accident liability insurance for Coaches and players of all Age Group Categories will be obtained through Hockey Canada as part of the registration process and team rostering. This insurance will be only available to those players and coaches listed on the official roster of each team submitted and approved by Hockey Calgary. Individual teams are permitted to purchase additional insurance outside of the insurance provided by Hockey Calgary and Mavericks.

12.2 Mavericks Insurance

Adequate liability insurance will be purchased and carried by or provided for the Association. Including but not limited to, Property and Loss of Revenue, Crime, General Liability, Directors and Officers Liability, Equipment Breakdowns, Personal Accident Insurance and any other insurance coverage deemed necessary by the Mavericks Board Directors.

13.0 VOLUNTEER SCREENING PROCESS

13.1 Recruitment

All Volunteers who are in the position of trust and authority toward vulnerable populations will be required to go through a volunteer screening process. This includes members of the Board of Directors, Coaches, Assistant Coaches and On-Ice helpers. Interested volunteers will be required to fulfill and submit and Board Member Application Process or the Mavericks Coaching Application Process.

The most qualified applicants for the Board Member positions who pass the pre-screening and interview process will be selected by the Mavericks Executive as Mavericks Board Members. The most qualified Coach applicants for all coaching positions with Mavericks Hockey who have passed the pre-screening process will be selected by the Coach Selection Committee.

13.2 Ongoing Supervision and Education

The Executive and Board of Directors will conduct meetings throughout the year prior to the start of the season to help to mentor new Board Members. Mavericks Hockey will provide the necessary documentation to assist with the training of its new members. The Mavericks Hockey Association By-laws, the Policy and Procedure Manual, the Player Evaluation and Placement Manual and various other guides can be used for training and education.

Any Disciplinary issues regarding the Board of Directors will be dealt with by the Mavericks Hockey Executive. Any conduct unbecoming will result in immediate suspension and if the issue requires, further action may be taken resulting in termination of their volunteer position with Mavericks Hockey.

Regular meetings/training sessions/online circulations will be presented by the Director of Coaches & the Director of Hockey Development to provide coach/assistant coach development. Association Families will be asked to conduct reviews of their coaching staff at the end of each season. This information will be kept confidential and will be used to assist with coach selection for the following season.

Coaches and Managers will be provided training to encourage open line of communications between the coach/manager and the team families/players. Families are encouraged to report concerns through their team manager or through the online Incident reporting program. Incidents will be directed to the Director of Safety and Governance to follow up with an assigned committee.

14.0 PLAYER HEALTH AND WELL BEING

14.1 Safety Policy

Mavericks Hockey Association takes all participant's safety seriously.

Medical History Form

It is important that Coaches and Team Managers are aware of any medical conditions which may impact on a player's participation. These include chronic infections, cardiovascular abnormalities, musculoskeletal problems and medical conditions such as asthma, diabetes and epilepsy and should be reported on the medical history form and a copy of the form kept with the team at all team functions.

A confidential Player Medical Profile Form will be completed by all participants at the beginning of each season.

Coaches and Team Managers will be responsible for making themselves aware of their players' medical history, which they will keep confidential.

Coaches, Team Managers, Captains & Vice Captains will be aware of medications that individual athletes require e.g. Ventolin.

Injury Records

Mavericks Hockey Association believes that monitoring injuries at an Association level is a useful way of identifying preventable hazards associated with the sport or the playing environment. By reporting and recording injuries, Mavericks Hockey Association can determine the most frequently occurring injuries and take the necessary steps to take preventative measures to reduce their incidence.

Injury reporting and record forms will be maintained by the Director of Governance and Safety or designate.

Mavericks Hockey Association expects that all injuries that affect playing time (any non-practice event) be reported to the Director of Governance and Safety.

Injury reporting and record forms will be reviewed throughout the season to identify any areas for prevention activities.

Injury reporting and recording is only done to monitor and assist Maverick Hockey Association players to return to playing sports. All information will be confidential.

14.2 Concussion Protocol

Mavericks Hockey Association is committed to protecting the safety of our players and fully supports the Hockey Canada Concussion Awareness and Return-to-play protocol

The Hockey Canada Concussion Awareness app is a great tool for parents, coaches, trainers, players, administrators and anyone interested in learning about the prevention, recognition and response to concussion injury, including responsible return-to-play protocol.

The Hockey Canada Concussion Awareness app for kids is a great tool for parents to teach young players how to prevent concussions through respect and playing by the rules. The app explains important concussion information in an easy-to-follow manner for young players and contains an interactive game around respect starring Puckster, the official mascot of Hockey Canada.

As we are all aware any activity has a certain amount of risk attached to it - but if the sport is played the way it is meant to be played – with respect and by the rules the health benefits will far outweigh the risks.

The Hockey Canada Concussion app for kids contains great information and we recommend that parents and guardians go through the information with their young players!

14.3 Respect in Sport Policy

Purpose of the policy

Mavericks Hockey Association is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches and parents have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

Hockey Calgary and Mavericks Hockey Association mandates that all coaches and parents have completed the online Respect in Sport certification.

Coaches must complete the Coaching Certification to be rostered as a coach in Mavericks Hockey Association.

Parents must complete the Parent Certification prior to registering a child in Mavericks Hockey Association.

Scope and Application

The policy applies to all coaches and parents registered or named in Mavericks Hockey Association.

Coaches cannot be rostered until their Respect in Sport Coaching Certification has been completed.

Mavericks Hockey Association Coaching Director with the assistance of the Mavericks Hockey Association's Administrator are responsible for setting out the communication strategy specific to the certification requirements and deadline. The Director of Coaches will ensure that all those interested in becoming a coach will receive all information required to complete the coaching course

Enforcement

Any parent not having RiS certification will not be able to register a player within Mavericks Hockey Association. If the online registration is completed before obtaining a valid Respect in Sport Certificate, families will be notified that their registration has been suspended until the certificate is completed. At the close of the registration period, all non-valid registrations will be deleted.

Any coach not having RiS certification will not be listed on the roster and will not be allowed to participate with the team.

Non-compliance or breach of Maverick Hockey Discipline policy result in further discipline as determined by the Discipline Committee and may have to do the Respect in Sport program again and the cost of completing the program will fall solely on the parent or coach.

14.4 Co-Ed Dressing Room Policy

Mavericks Hockey Association firmly believes in accommodating both genders in community hockey. Mavericks Hockey Association believe a balance must be found regarding the safety, privacy, modesty and wishes of **ALL** our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. Mavericks Hockey Association want to ensure that both male and female players have equal access to pre and post team sessions and to all team related activities.
2. Mavericks Hockey Association recognizes that some facilities maybe limited in dressing room availability and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders. Coaches are encouraged to report limitations to Mavericks Hockey Association.

3. Mavericks Hockey Association allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
 - When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

Mavericks Hockey Associations believes that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

15.0 PLAYER EVALUATIONS AND TEAM PLACEMENT

The procedures and standards for conducting the player evaluations shall be as set forth in the Player Evaluation and Placement Manual ("Evaluation Manual"). The Manual shall be prepared and maintained by the Evaluation Committee, chaired by the Director of Evaluations. The Director of Evaluations will report to the Vice President On-Ice. The Manual shall be approved by the Board of Directors and updated on a continuing basis, as deemed necessary, by the Board of Directors. The Manual will be made available to the membership on the website prior to the start of the evaluation process each season.

16.0 OVERSIZED ROSTERS

To ensure that all Maverick Players can remain with the Mavericks Association, Oversized roster may be used at the Bantam and Midget Age group levels only. All requests will be submitted for approval to Hockey Calgary. In the event that oversized rosters are required, the following process will be used to determine healthy scratches for games. The Coach will select the necessary number of players to be health scratched based on a rotating basis to ensure that all players on the team share, as equally as possible, the number of scratches throughout the season.

17.0 TEAM COACHES

17.1 Coach Applications

Prospective Coaches will be required to complete the online registration process through the Hockey Canada Registration Program. Additional information outlining their experience, qualifications and philosophy of coaching can be submitted directly to the Director of Coaches via email. The registration must be submitted by the date as set each year by the Director of Coaches and approved by the Board of Directors.

17.2 Coach Certification

Mavericks Coaches must have Respect in Sport and a fully satisfactory Police Information Check before they are allowed to participate with the team and be listed on the roster. All Coaches must be certified as per the Hockey Alberta and Hockey Calgary Requirements by the specified annual deadlines. Discretionary training requirements may be implemented by the Director of Coaches and approved by the Board of Directors.

17.3 Criminal Records Checks

Coaches will be subjected to a Police Information Check ("PIC") including a Vulnerable Sector Check, performed by the Calgary City Police (or appropriate Community Police Service) every 3 years. A record of Police Information Checks will be maintained by the Administrator. A coach, assistant coach, goaltender coach or on-ice volunteer will NOT be listed on any team roster or allowed to participate with any team until a satisfactory PIC with a vulnerable sector check has been received by the Association.

Any negative or incomplete reports will be reviewed as per the Derogatory Police Information Check Procedures as outlined below:

- Upon receipt of notification that there has been derogatory information concerning the PIC the individual coach in question must obtain the details of the PIC. Only the individual in question may obtain the information. The information must be presented to the Director of Safety and Governance or designated Mavericks Committee within 14 days of receiving the notification. If the individual in question does not present the information in the prescribed time frame, the individual will be suspended from any activity within the Association until further notice.
- Upon receipt of the information, the Director or designated Mavericks Committee shall convene and determine if the individual will be allowed to continue coaching. Guidelines for continued coaching or suspension shall be determined by the following:
 - Suspension may occur when one (1) or more of the following offences is presented:
 - Violent crime of any kind;
 - Pedophile or sexual crime of any kind;
 - Sexual or physical abuse of any kind;
 - Impaired driving (recent or multiple offences within 3 years); and

- Any crime or offence that the Mavericks Coach Selection Committee or Board of Directors determines to be place any player, coach, parent, Association Member or the Association at risk.
- Continuation in the coaching role may occur when one (1) of the following offences is presented:
 - Impaired driving (single offence or charge more than 3 years ago);
 - Fraud or embellishment; and
 - Any crime or offence that the Mavericks Committee or Board of Directors determines that will not place any player, coach, and parent, Association Member or the Association at risk.
- The designated Mavericks Committee shall be chaired by the Director of Safety and Governance and include two (2) additional Board Members who shall be appointed annually for each year.
- All meetings of the designated Mavericks Committee shall be held in camera, meaning no Association Members or the public at large can be present and no information from the meetings shall be discussed or presented at any Board of Directors Meetings. It is critical that information concerning a derogatory PIC be kept confidential.
- Individual who are deemed to be unsuitable for a coaching position, due to derogatory PIC, shall be first given the opportunity to withdraw their name for consideration of a coaching position or resign.

17.4 Coach Selection

The selection of Coaches is the responsibility of the Director of Coaches and the Coach Selection Committee and will come from the pool of screened coach applicants. The Coach Selection Committee will consist of 3 of the following roles: Director of Coaches, Vice President On-Ice, Director of Safety and Governance, Age Group Coordinator or other Mavericks Board of Directors as designated by the Board of Directors.

Each Team will have 1 Head Coach and up to 3 assistant coaches and 1 Goaltender Coach.

Additional bench staff (categorized and rostered as on ice volunteers) must be approved by the Director of Coaches and Director of Safety and Governance. Each on-ice volunteer must have a valid Respect in Sport Certificate and a valid fully satisfactory Police Information Check before they are allowed to participate with the team and be listed on the roster. The Team will be responsible to pay the additional charges for each added on ice volunteer. Fee to be determined by the Board of Directors on an annual basis. Rostered On-Ice Volunteers can assist with practices only and are not permitted on the bench at games.

17.5 Coach Orientation

Each hockey season, immediately upon the completion of the Coach selection process, a meeting of Coaches will be held by the Director of Coaches to orient all coaches with the Mavericks' Policies and Procedures, Mavericks coaching philosophies, Hockey Calgary certification requirements and Coaches Code of Conduct and other information as necessary. Additional meetings will be held for teams with new coaches in conjunction with Managers of each team provide training for team operations.

17.6 Equipment and Uniforms

Coaches will assume responsibility for all equipment and jerseys issued to their team. It will be their duty to ensure that equipment is returned in good condition after the season and to report all families that are negligent in returning jerseys or have returned a jersey that is not in good condition. At the discretion of the Board of Directors, Coaches may be requested to "sign out" and/or post a deposit for equipment.

17.7 Pucks and On-ice Equipment

Pucks and on-ice equipment will be supplied by the Mavericks to Timbit teams if requested by the team's Head Coach. All pucks and equipment supplied to a Coach must be returned to Mavericks at the end of the hockey season. Failure to return the pucks and equipment to Mavericks may result in the Coach not being considered for a Mavericks coaching position in the following hockey season. On Ice equipment for teams Novice to Midget must be provided be budgeted and provided for by the team.

17.8 Coaches Evaluation of Players

All Coaches are required to submit an evaluation of each player on their team after the hockey season. The previous hockey seasons' evaluation shall form part of the player placement process for the following hockey season. The coach's evaluation of Players process will be reviewed annually by the Board of Directors.

18.0 TEAM MANAGER AND ASSISTANT MANAGERS

For Coaches to devote their full-time to coaching, a Team Manager and Team Assistant Manager are critical to the team. These volunteers can be chosen by the Coaching Team and families of the team. The Ice Scheduler/off ice consultant will be responsible to train these volunteers and provide support throughout the season. Additional meetings will be held for teams with new coaches in conjunction with Managers of each team provide training for team operations.

19.0 COORDINATORS AND ASSOCIATION REPRESENTATIVES

The Mavericks Board of Directors shall appoint the following Coordinators and Association Representatives for each season:

- Age Group Coordinator and assistant for Timbit, Novice, Atom, Pee Wee, Bantam, Midget, and Junior (if applicable).
- Goaltender Coordinator;
- Cardel South Rec Representative

- Hockey Calgary – Ad hoc Committee Representative (as required)

If a Coordinator or Association representative resigns their position prior to the end of the term, the Board of Directors, at its discretion, shall appoint a new Coordinator or Association Representative or leave the position unfilled for the remainder of the term of the position. Specific Job roles and responsibilities can be found in the Appendix.

20.0 TOURNAMENTS

All Mavericks tournaments will be coordinated by the Director of Tournaments and will follow the process outlined for tournaments in the Mavericks Tournaments Guidelines. All tournaments must be sanctioned by Hockey Calgary and follow all processes, rules and regulations as outlined by Hockey Calgary.

21.0 COMMUNITY REFEREES

The Association will organize a list of qualified referees within the community and will be the responsibility of the Director of Officials as per the processes outlined by the Central Zone Referee Committee.

22.0 ASSOCIATION EQUIPMENT

22.1 Association Colors

The colors of the Mavericks Hockey Association shall be navy blue, green and white.

22.2 Purchasing of Equipment/Jerseys

All major equipment, jersey or jacket purchases by the Mavericks shall be made only after receiving at least three bids from reputable suppliers for the items in question. The Board of Directors shall appoint a committee of at least 3 Directors to review all bids and make recommendations to the Board of Directors before purchasing.

22.3 Disposal

Worn or surplus equipment may be disposed of to Members of the Association or other community organizations. The Board of Directors shall price the equipment. Notice shall be given to the Association and other community organizations as to the equipment for sale, price and date of sale. If there is more than one request to purchase the equipment, the successful purchaser shall be selected by chance. The Association may donate used or out of date equipment to organizations that can use the equipment.

22.4 Jerseys

- Two sets of jerseys will be issued to all teams participating in a division league organized by the Mavericks consisting of “Home” and “Away” jerseys. A deposit of \$200.00, in the form of a Pre-Authorized Debit Agreement, for each set of jerseys will be collected by the Mavericks from each participating player family. Pre-Authorized Debit Payments will NOT be for those who return their jersey on time, in good condition, washed and hanging on a hanger. Any jersey deemed un-usable due to misuse will be subject to the player losing their deposit and the Pre-Authorized Debit process being initiated.
- All teams must wear their Maverick issued jerseys for all league games, playoff games and Minor Hockey Week games.
- Teams wanting to purchase third jerseys must have the jersey design and colors approved by Mavericks prior to ordering.
- Teams can wear third jerseys only during exhibition and tournament games.

Other than Timbit Teams, all teams are responsible for providing their own equipment from team funds. These costs should be included in the budgeting process.

22.5 Goaltender Equipment

The Association will supply appropriate goaltender equipment, if requested, to all teams up to and including the Atom Age Group. If the goal equipment is assigned to one player, then the Coach or Team Manager should request that the parents of that player sign an acknowledgement form signifying their responsibility for the safe return of the equipment in similar condition as it was supplied.

Players desiring the use of the goalkeeper equipment in the off-season for the purpose of attending hockey school or spring or summer leagues may do so provided that their parents sign an acknowledgement form signifying their responsibility for the safe return of the equipment and post a \$700.00 deposit. The deposit will be shredded when the goaltender equipment has been returned in a similar condition as when it was supplied.

22.6 Safety Kits

All teams will be provided with a fully stocked Safety Kit for their team upon the submission of a postdated deposit cheque. Amount to be determined by the Board of Directors annually. It is the team's responsibility to maintain the stock in the kit during the season. Kits are to be returned to the Association at the end of the season. Failure to return a Safety Kit to the Mavericks may result in the depositing of the deposit cheque. All Safety Kits must be present on the player's bench during all practices and games.

23.0 BANNERS

When a Mavericks Hockey team wins Minor Hockey Week, City Championships or Provincial Championships, an Association banner denoting the championship will be raised in the Mavericks Hockey appointed rink at Cardel Rec South.

The cost of the banners will be split between the Association and the team with the team paying the first \$125.00 and the Association will pay the remainder. All banners will be designed and purchased by the Mavericks to ensure compliance with approved colors and designs.

Individual Team Banners (mini) will be supplied for the Championship teams.

24.0 PROVINCIALS

Should a Mavericks team be successful in their attempts to represent the Association at Provincials, the Team may request financial assistance from the Associations. Upon board approval, considering the financial circumstances of the association, the number of teams making the request and the location of the Provincial Tournament, the Mavericks Hockey Association may provide the team with financial assistance up to \$1000.00 to assist with hockey expenses related to registration and travel fees.

25.0 ICE TIMES

25.1 Management and Assignment

The management and assignment of practice and league home game ice times shall be the responsibility of the Ice Scheduler upon direction of the Board of Directors. The Ice Scheduler will attempt to make an equitable allocation of ice times across all teams within an Age Group Category and will not give preference to one Age Group or Division over another Age Group or Division.

The Ice Scheduler shall be responsible for scheduling ice times for evaluations, conditioning camps, Association sanctioned tournaments, and special programs including power skating, checking clinics, goalie clinics and other sanctioned programs as determined the Mavericks Board of Directors.

The Ice Scheduler shall enter into ice rental agreements on behalf of Mavericks Hockey as required to secure adequate ice times for practices and league home games.

25.2 Unused Ice Times

It is the responsibility of each head coach or manager of each team to notify the Ice Scheduler as soon as possible and in all cases not less than fourteen (14) days prior to the scheduled ice time, if they are unable to use an ice time or ice a reasonable number of players. Teams may be penalized as defined in the Team Ice Cancellation Policy (ARTICLE 25.5) for ice that goes unused.

25.3 Ice and Arena Irregularities

Coaches and managers should promptly report any irregularities such as improper cleaning, late arena openings, or double ice booking to the Ice Scheduler so that the Mavericks Association may address the problem with the applicable arena personnel. Coaches and/or team manager should promptly notify the Ice Scheduler if they have witnessed any arena facility or equipment being damages or vandalized. The notification should include the arena name, the time of the incident and if applicable the name of the team or individual involved in the incident.

25.4 Cardel Rec South Memorandum of Understanding

The Ice Scheduler shall be responsible for adhering to the ice usage guidelines at Cardel Rec South as outlined in the Memorandum of Understanding (“MOU”) with the City of Calgary.

The MOU with the City of Calgary stipulates that at least 51% of the prime-time ice at Cardel Rec South complex during the hockey season must be used for minor hockey use. Minor hockey use constitutes practices, league games, exhibition games, hockey clinics and schools, tournament games for minor hockey teams. The MOU also stipulates that no less than 15% of the prime-time ice at Cardel Rec South during the same period must be made available for public use. Public use constitutes public skating lessons, skating clinics, learn to skate programs, public skate, shiny hockey, old-timer’s hockey, etc. that are made available to the public.

The hockey season for Community Hockey Associations commences on the day following the Labor Day weekend and ends (TBD). Each year, during this time, the Community Hockey Associations have priority on the 85% prime time ice, on the ice bookings at Cardel Rec South on all sheets of ice. CRS shall have priority on programming the remaining 15% prime time ice for public access. Prior year commitments of prime ice times to external associations may be revoked if the Community Hockey Association’s programs require the ice.

25.5 Team Ice Cancellation Policy

The following is the ice cancellation / return policy for allotted practice ice.

Teams can cancel or return any ice time they do not wish to use without penalty provided they cancel or return the ice time within the cancellation or return timeframe.

To cancel or return an ice time without penalty, teams must notify the Ice Scheduler via email (email address is available on the Mavericks Hockey Association website) at a minimum of fourteen {14} full days prior to the date of the ice time.

e.g. Ice Time = Feb 10

Latest Cancellation Date = January 24th (not January 25)

Upon receiving a canceled / returned ice time, the Ice Scheduler will attempt to find a replacement minor hockey team to take the ice time, or cancel the ice time with the arena facility. If unsuccessful and the ice goes unused, the team will be penalized. Optionally, they can:

- Pay Mavericks the cost of the ice time, or
- Receive one less allocated ice time in the following month.

If a team fails to notify the Ice Scheduler of an ice time that went unused prior to the date of the ice time (e.g. the team had no intention of using the ice time), the team will be penalized. Optionally, they can:

- Pay Mavericks Association twice the cost of the ice time; or
- Receive two less allocated ice times in the following month.

In situations where weather conditions make travel to the arena facility unsafe, teams will not be penalized. In these cases, the decision to let the ice go unused should be made by the coach on the evening before or on the morning of the ice time. In all cases, the Ice Scheduler should be notified.

25.6 Scheduling Window-Blackout Requests

A Scheduling Window is a request to Hockey Calgary for a team to not be scheduled games for dates in order to participate in a tournament. As per the Hockey Calgary Guidelines are teams are permitted:

1. 1 - Scheduling Window request during the Seeding Round
2. 1 - Scheduling Window request during the Regular Season

Teams are required to submit their Hockey Calgary Scheduling Window request online through their team Hockey Calgary login and email the Mavericks Ice Scheduler at ice@maverickshockey.ca.

To schedule practice ice as fairly as possible, Mavericks Hockey permits teams a total of 3 Scheduling Window/Blackout Requests throughout the season (see list below). The Association will not accept any additional Blackout requests throughout the season.

Mavericks Hockey Scheduling Windows/Blackout Request Permitted throughout the season are:

1. 1-Blackout/Scheduling Window Request During Seeding Round – this must be the same dates as the HC Scheduling Window Request – Hockey Calgary Deadline is posted on the Hockey Calgary website
2. 1-Blackout/Scheduling Window Request during the Regular Season - this must be the same dates as the HC Scheduling Window Request – Hockey Calgary Deadline is posted on the Hockey Calgary website
3. 1-Blackout request between the end of the seeding round and the beginning of the regular season. However, a blackout request during this time can only be guaranteed if submitted prior to October 31st

Submit Scheduling Window /Black out Request request via email to ice@maverickshockey.ca

Once schedules are posted on the Mavericks website the Association will be not make changes to the master schedule. If your team is scheduled a practice and you are not able to use it. You must follow the Team Cancellation Policy. If not submitted 14 days prior to the scheduled practice date it is up to the team to find another team within the Association to see if they are willing to do a practice swap or pay the penalty. The Association will not accept any additional blackout requests throughout the season.

25.7 EMHW and Post Play-off Ice

Mavericks Hockey ice contract runs from September –March 15. Extensions are approved to the Association in the event the Hockey Calgary season runs later than the March 15th deadline.

Once teams are eliminated from the EMHW and Hockey Calgary play-offs they are permitted Association scheduled practices based on ice availability. Teams still participating in EMHW and HC Play-offs will be given priority.

During HC Play-offs if your team is eliminated, attending a post season tournament you are permitted practice ice based on availability, teams still participating in play-offs take priority.

After the March 15th deadline, teams wishing additional practice ice and the Association does not have any contract ice available can call Cardel Rec South to purchase practice ice. Note: teams are required to use team funds for payment of ice booked outside the Mavericks Hockey ice allocations contract.

26.0 DISCIPLINARY POLICY AND PROCEDURE

26.1 Application

This Policy applies to ALL MATTERS falling under the provisions of Mavericks Hockey Complaints Committee and the Grievance and Appeals Committee. These procedures have been adopted by Mavericks Hockey in order to establish a process that will enable individuals participating in the activities, programs, events or business to participate, learn, work and play in a respectful environment free of discrimination, harassment, bullying and abuse. These actions, investigations and disciplines are independent of Hockey Calgary actions and can be implemented over and above any Hockey Calgary Decision.

26.2 Grievance and Appeals Committee

Following each year's Annual General Meeting, the Board of Directors shall strike a [Grievance and Appeals Committee](#) to hear Association level grievances that arise from time to time from within the general Membership. [The Grievance and Appeals Committee shall be chaired by the President unless there is a conflict of interest. The Board of Directors, in its sole discretion, shall determine if there is a conflict. If there is a conflict of interest, one of the Mavericks Vice Presidents shall chair the committee. It shall consist of four \(4\) members of, or appointed by, the Board of Directors. Appeals shall be made in writing to the Administrator within seven \(7\) days of the date of the grievance. The committee shall meet within 10 days of receipt of the grievance.](#)

Any member of the Grievance and Appeals Committee must step aside and be replaced by another Board Member, in any grievance that involves them personally, involves a family related member or any other Member that would appear to be a conflict of interest.

26.3 Complaints Committee

The Complaints Committee will be chaired by the Director of Governance and Safety unless there is a conflict of interest determined by the President of Mavericks Hockey. Any Director or Vice President of Mavericks Hockey may be substituted to chair the Committee if the Director of Governance and Safety is unable to chair the meeting. The Complaints Committee will be made up of the Director of Governance and Safety and at least one (1) other Director and up to a maximum of three (3) Directors. Other Mavericks Hockey Officials such as Age Group Coordinators, Coaches and Managers maybe requested to attend a Complaints Committee meeting to assist in providing information or developing an action plan to move forward.

All decisions made by the Complaints Committee can be appealed and must follow the Appeals procedure.

26.4 Definitions

For the purposes of this Procedure:

- a. A Complainant is a person who discusses a concern or makes a complaint (an allegation, whether verbal or written) of unacceptable conduct, as that conduct is defined by the Policy;
- b. A Respondent is the party against whom a complaint is filed;
- c. An Official is any individual occupying a position of authority with Mavericks Hockey, Hockey Calgary, Hockey Alberta or Hockey Canada including but not limited to the executive, directors, officers, team officials and game officials;
- d. Verbal Harassment is name-calling, sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion, gender, sexual orientation and sexual comments;
- e. Social Harassment is mobbing, scapegoating, excluding others from a group, ganging up on and group teasing;
- f. Physical Harassment is hitting, poking, pinching, chasing, shoving, coercing, destroying or stealing belongings, sexual touching and hazing;
- g. Cyber Harassment is using the internet, social media technology or text messaging to intimidate, put-down, spread rumor, harass or make fun of someone.
- h. Bullying is a conscious, willful, deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression.
- i. "24 Hour Rule" Parents/guardians, members or spectators are not allowed to confront a coach, team or league official to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice. A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity or derogatory comments toward said coach, team or league official.

26.5 Expected Standard of Ethical Conduct

With Mavericks Hockey commitments to provide activities, programs, events or business to participate, learn, work and play in a respectful environment free of discrimination, harassment, bullying and abuse. All members and participants that are attending Mavericks Hockey activities, programs, events or business are expected to:

1. Adhere to all Mavericks Hockey bylaws, policies and procedures.
2. Rule and Regulations established by the facilities in which Mavericks Hockey activities, programs, events or business are taking place.
3. Not consume excessive amounts of alcohol, use non-medical drugs or provide alcohol or non-medical drugs to minors.

4. Not use performance enhancing drugs or methods.
5. Engage in activities or behaviors that would interfere or create a safety situation at any Mavericks Hockey activities, programs, events or business.
6. Refrain from comments or behaviors which are disrespectful, humiliating, demeaning, offensive, abusive, racist, or sexist.

All Mavericks Hockey Board members, coaches, players and parents will be required to sign a Code of Conduct outlining and acknowledging each individual's code of conduct before they are able to participate in Mavericks Hockey activities, programs, events or business.

26.6 Breach of Code of Conduct

Failure by a member or participant to comply with the applicable Code of Conduct while attending a Mavericks Hockey activity, program, event or business constitutes an infraction and may result in a disciplinary action and the possibility of sanctions in accordance within the guidelines set forth in this policy.

26.7 Penalties and Violations

26.7.1 Class 1 Violations

Class 1 violations include but are not limited to;

- Use of obscene or vulgar language or gestures directed towards anyone at any time.
- Abusive language towards players, coaches, officials, parents, opponents or spectators.
- Taunting of players, coaches, officials, opponents or spectator by means of baiting or ridiculing.
- Addressing a player, coach, official or volunteer in an unsportsmanlike, discourteous, or threatening manner.
- Questioning or approaching a coach, coaches or official about a decision during or immediately after practices or games, "the 24-hour rule".

Class 1 violations can be dealt with at a Team Level or a Complaints Committee Level and can carry a penalty of up to one (1) game suspension. The suspension begins when a decision and notification of the decision has been completed. An immediate suspension of the offending person(s) can occur until an investigation is complete, however this time will be considered for the overall suspension period.

26.7.2 Class 2 Violations

Class 2 Violations include but are not limited to;

- Threats of physical violence towards any player, coach, official, parent, opponent, volunteer or spectator.
- Throwing of an object in the spectator viewing area, player's bench, penalty box, in the locker room or on the ice that in a manner that appears to be malicious or creates a safety hazard.

- Intentionally shoving or striking a player, coach or official during a Mavericks Hockey activity, program, event or business.
- Public disparagement of other members or Mavericks Hockey (allegations have to be false statements).
- 2nd violation of the same Class 1 violation, or 3 or more Class 1 violations.

Class 2 Violations can only be dealt with at the Complaints Committee Level or Grievance and Appeals Level. Class 2 Violations carry a maximum penalty of up to a six (6) game suspension which includes games, practices and all team functions. The suspension begins when a decision and notification of the decision has been completed. An immediate suspension of the offending person(s) can occur until an investigation is complete, however this time will be considered for the overall suspension period.

26.7.3 Class 3 Violations

Class 3 violations will be at the discretion of the Complaints Committee based on a full investigation of the background and violation(s) involved.

If the violation(s) is considered to be a Class 3 violation the Complaints Committee will recommend that the violation be heard by and decision made by the Mavericks Hockey Grievance and Appeals Committee.

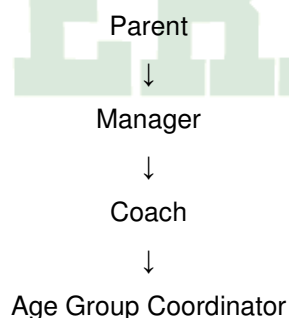
Class 3 Violations carry a penalty of a one (1) season minimum suspension from Mavericks Hockey to placing a member in bad standing with Mavericks Hockey. The suspension begins when a decision and notification of the decision has been completed. An immediate suspension of the offending person(s) can occur until an investigation is complete, however this time will be considered for the overall suspension period.

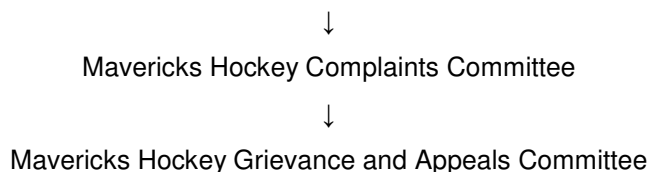
A Class 3 decision by the Grievance and Appeals Committee will be discussed in camera at a Mavericks Hockey Board Meeting where quorum is met and a $\frac{2}{3}$ majority decision by the Mavericks Hockey Board Members must be met to ratify the Grievance and Appeals Committee decision.

26.8 Reporting of Unacceptable Conduct or Policy Breaches

Mavericks Hockey holds an expectation that the management of any issues arising during the course of the hockey season will follow the following process.

Mavericks Hockey Communication Escalation





This communication progression is consistent with Hockey Calgary, Hockey Alberta and Hockey Canada and is the expectation of the governing bodies that the communication escalation is followed. It is requested that Mavericks Hockey membership respect the process and adhere to the communication escalation.

Members of Mavericks Hockey must not communicate directly with Hockey Calgary without following the escalation process.

26.9 Team Level Issues

Any Class 1 violation, including but not limited to alleged misconduct of players, coaches and parents should be first reported by the Complainant to the Team Manager.

A Complainant wishing to file a complaint must follow the 24-Hour Rule, unless there is an immediate concern that the safety of any person is in jeopardy.

At no time and under no circumstances should any Mavericks Hockey parent or extended relative confront a player, coach, game official or another parent at the time of the incident or at any time of in the presence of players.

Mavericks Hockey asks that teams do their best to resolve issues at the team level. These issues should first be addressed at the Team Manager level. If the issues cannot be resolved at the Team Manager level, then the issues need to be brought to the attention of the Age Group Coordinator. This is primarily for issues that meet the criteria for filing an official complaint.

If the Age Group Coordinator is not able to resolve the dispute to the satisfaction of the parties involved, or if they require further input and guidance, they will send the complaint to the Complaints Committee for review.

26.9.1 Association Level Issues

The following issues will be considered Association level issues:

- Any Class 2 violations
- Issues that arise prior to evaluations and or the season commencing.
- Issues during the season that arise outside of a game, practice or other team activity, or that involves parents, coaches or players from more than one team but is hockey related.
- Issues that take place during the Evaluations Process.

No party within this resolution process shall tolerate any behavior that constitutes bullying, harassment or threats of any form. Any instance of the behaviors shall be escalated immediately to the Complaint Committee if necessary and appropriate disciplinary action against the offender shall be considered by the Committee.

26.10 Minor Instances of Unacceptable Conduct

Nothing in this Procedure prevents an Official or other appropriate person having authority from taking immediate informal and corrective disciplinary action in response to behavior that, in their view, constitutes a minor Class 1 incident of unacceptable conduct, as defined by the Policy.

26.11 Instances where Immediate Response may be required

Complaints of unacceptable Class 1 conduct arising during games may be dealt with immediately, if deemed necessary, by an Official, provided the individual being disciplined is advised of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the game only and must be reported to the Complaints Committee. Further sanctions may be applied but only after review of the matter in accordance with Mavericks Hockey Complaints Committee and this Procedure. In the event that an alleged offense is so serious as to possibly jeopardize the safety of others, an Official may immediately remove the alleged offender from a Mavericks Hockey, program or event pending an investigation of the complaint in accordance with this Procedure.

26.12 Reporting Unacceptable Conduct

A person who experiences, witnesses, or has reason to believe that unacceptable conduct has occurred is encouraged to make it known to the alleged offender as soon as is practicable that the behavior is unwelcome, offensive and contrary to Mavericks Hockey Policy, however if the person does not feel comfortable approaching the alleged offender they are encouraged to report the incident immediately using the Mavericks Hockey online Complaint Reporting Form found on the Mavericks Hockey website under the Health and Safety tab which will notify the Governance and Safety Director of the incident.

26.13 Informal Resolution

Once contacted by a Complainant, and it is shown that the communication progression has been followed the Complaints Committee will serve in a neutral, unbiased capacity to receive information regarding the incident(s) and, where appropriate, assist in the informal resolution of the matter. If a member of Complaints Committee considers that he or she is unable to act in this capacity, a replacement from the Mavericks Hockey Board of Directors will be requested.

If an informal resolution acceptable to the Complainant and Respondent is reached, then the Complaints Committee will:

- a. Send a written communication to both parties, setting out the understandings and/or agreement. Receipt of this written communication must be acknowledged by both the Complainant and Respondent;
- b. Assist in bringing about whatever administrative or other action is needed to implement the resolution;

- c. Ensure that an appropriate record of the resolution is documented and maintained by the Governance and Safety Director.

26.14 Formal Complaint

If the matter is not resolved informally, or if the unacceptable conduct continues or reoccurs, or if the Complainant chooses not to attempt to resolve the matter informally, the Complainant has the option to file a formal complaint.

The formal complaint shall:

- a. Be in writing in the form of an email or the online Mavericks Hockey Complaint Form and stating that it is a formal complaint.
- b. Set out the particulars of the allegations, including, where possible, the dates, times and nature of the allegations, the person(s) involved, and the names of any witnesses to the behavior;
- d. Be submitted to the Complaints Committee.

A Complainant may request the assistance of the Complaints Committee to help assess if the incident(s) should be considered a formal complaint.

Persons who wish to file formal complaints are encouraged to do so at their earliest opportunity. However, to be considered by the Complaints Committee all formal complaints must be filed within 2 weeks from the date of the most recent alleged violation of the Policy. The Complaints Committee can look at extenuating circumstances that would warrant an extension of time.

26.15 Applicability of the Complaint

Upon receipt of the formal complaint the Complaints Committee, with advice from appropriate persons or professionals as needed, will review the allegation(s) to determine:

- a. whether the alleged conduct falls within the definitions of unacceptable conduct established by the Policy;
- b. the nature of the complaint, including an initial assessment as to the seriousness of the alleged conduct;
- c. who the complaint involves.

If it is determined that the allegation(s) does not fall under the definitions set out by Mavericks Hockey Discipline Policy or that the complaint does not involve any person to whom the Policy applies, then the Complainant shall be advised accordingly and no further action will be taken on the formal complaint. The Complaints Committee may recommend that other avenues be pursued by the Complainant in order to resolve the matter at issue.

If it is determined that the complaint does not involve any individual participating in Mavericks Hockey activities, programs, events but may involve a member/participant of Mavericks Hockey or if the complaint raises issues within the exclusive jurisdiction of Hockey Calgary, the Governance and Safety Director shall refer the complaint to Hockey Calgary.

If it is determined that the complaint involves a person or persons to whom the Policy applies and the complaint is initially assessed as minor in nature, and if agreed upon by the parties, resolution may be attempted through mediation for such period of time that the Complaints Committee considers reasonable. Any such resolution may provide for withdrawal of the complaint or a portion thereof. Should mediation be unsuccessful or if at any time one or both of the parties decline to participate further with the resolution process, the Complaints Committee shall proceed to handle the matter as per the following;

If it is determined that the complaint involves a person or persons to whom the Policy applies and the complaint is initially assessed as serious in nature, the Complaints Committee may then contact/appoint an individual with the necessary training, skills and experience to conduct an investigation of the complaint. This may be an individual(s) external to Mavericks Hockey.

26.16 Instituted Investigation

The Complaints Committee, in consultation with Mavericks Hockey – Board of Directors and/or appropriate professionals may request that an investigation be conducted in the absence of a formal complaint and in circumstances where the Committee deems it appropriate to do so. The procedures applicable to the investigation of a formal complaint and post-investigative response will apply, adapted as necessary to meet the particular circumstances.

Where the Complaints Committee believes there is sufficient evidence to warrant the Complainant making a formal complaint but the Complainant does not wish to do so, the Complaints Committee may make a formal complaint on behalf of Mavericks Hockey and proceed in accordance with these Procedures.

26.17 Investigations

Upon an investigation being launched, the investigator shall:

- a. Notify the Respondent that a complaint has been received and that an investigation is being commenced. The Respondent shall be provided with a copy of the formal complaint and copies of Mavericks Hockey Discipline Policy and Procedures;
- b. Provide the Respondent with a reasonable opportunity to consult with a representative if required to do so;
- c. Request the Respondent to provide a written response to the complaint within a reasonable time which shall be at the discretion of the Complaints Committee;
- d. investigate the complaint, including interviewing the Complainant and the Respondent, and any other person deemed relevant to the investigation;
- e. re-interview the parties of the complaint, as needed, in order to provide them with a full opportunity to respond to all pertinent information gathered during the investigation;
- f. carry out the investigation in a timely manner.

Upon completion of the investigation, the Complaints Committee shall prepare a written report which sets out:

- a. The allegation(s);
- b. All relevant information obtained during the course of the investigation;
- c. A recommendation that states either:
 - i. no further action be taken because no breach of the Policy has been found to have occurred; or
 - ii. the complaint has merit and was referred to the Complaints Committee; or
 - iii. the complaint has been shown to be clearly false, malicious or frivolous, no disciplinary action required against the Respondent required. Action may be taken against the Complainant if required.

A copy of the written report shall be provided to the President, and the Governance and Safety

Director will file and kept on record.

26.18 Actions to be Taken when External Services Required

Upon receipt of a report from the Investigator recommending that no further action be taken, a member of the Complaints Committee will advise the Complainant and Respondent accordingly and may choose to provide them with a copy of the investigator's written report. The matter shall then be considered concluded.

Upon receipt of a report from the Investigator recommending that the complaint should be referred to the Complaints Committee as it either has merit or has been shown to be clearly false, malicious or frivolous, a member of the Complaints Committee shall advise the Complainant and Respondent of the findings of the investigator. The Complainant and Respondent will be provided the opportunity to respond in writing to the investigator's findings. The Complaints Committee may establish such time frames for the provision of the written submissions as the Committee deems necessary and reasonable.

A Complainant or Respondent who has been provided with a copy of an investigator's report at the conclusion of the investigation into a complaint under this Procedure must not discuss, circulate, copy or otherwise disseminate any part of the report except as is necessary to seek advice and/or direction regarding the report from their representative, advisor or support person.

26.19 Decision of the Complaints Committee

Within 10 business days of the receipt of the investigator's report and any written submissions by the parties or as soon as is possible thereafter, the Complaints Committee will deliver its written decision to the Complainant and Respondent. The written decision shall contain:

- a. a summary of the facts, referring as necessary, to the investigator's report;
- b. a conclusion as to whether or not the Policy has been breached;
- c. the disciplinary action, if any, to be taken against the Respondent for any breach of the Policy found to have occurred;
- d. the disciplinary sanctions, if any, to be administered to the Complainant in the event of the finding that the complaint was clearly false, malicious, or frivolous;
- e. if determined to be necessary, measures to remedy or mitigate the harm or loss suffered by the Complainant, for any breach of the Policy found;
- f. any other measures that may be necessary to properly dispose of the complaint.

Unless the Committee decides otherwise, any disciplinary sanctions determined to be taken against either the Complainant or Respondent shall take effect immediately.

Failure by a member to comply with a sanction as determined by the Complaints Committee shall result in an automatic suspension of membership in Mavericks Hockey until such time as the sanction is fulfilled.

26.20 Appeals

Both the Complainant and Respondent shall have the right to appeal the decision of the Complaints Committee. A notice of intention to appeal, along with the grounds for appeal, must be provided to the Grievance and Appeals Committee within 5 business days of the Complainant or Respondent, as applicable, receiving the Complaints Committee's written decision. The notice must include the

grounds upon which the decision is being appealed as set out below.

Appeals may only be made on the following grounds:

- a. members of the Grievance and Disciplinary Committee did not follow the Procedure applicable to administering the Mavericks Hockey Discipline Policy;
- b. members of the Complaints Committee reached a decision that could not be supported by the evidence;
- c. members of the Complaints Committee reached a decision on a remedy that was grossly unfair or unreasonable in all of the circumstances.

The other party will be notified if a notice of appeal is received. The party will be provided with the grounds of the appeal and the opportunity to submit a response to the notice.

The appeal shall be heard by Mavericks Hockey Grievance and Appeal Committee.

The Chairperson of the Appeal Committee shall, within 7 business days of receipt of a written appeal, arrange a date for the appeal hearing and give notice of the date to the Complainant and Respondent.

Representations are limited at an appeal hearing to those persons requested to, or approved to, appear by the Chairperson of the Grievance and Appeal Committee;

The Grievance and Appeal Committee has discretion to govern the hearing of the appeal in the manner it deems appropriate, provided that it adheres to the following;

The decision of the Grievance and Appeal Committee will be based on a review of the documentation regarding the complaint, including the complaint and any reply by the Respondent, the report of the investigator, any submissions made by the parties in response to the investigator's findings, the decision of the Complaints Committee, the notice of appeal and any representations in response to the appeal permitted by the Appeal Committee.

In deciding the appeal, the Grievance and Appeal Committee may uphold the decision of the Complaints Committee, substitute its decision for that of the Complaints Committee or it may modify any of the Complaints Committee's conclusions regarding disciplinary action or remedial measures.

A ruling by the Grievance and Appeal Committee with respect to an appeal filed pursuant to this section is final and binding on all parties.

26.21 Record Keeping and Confidentiality of Records

Once a formal complaint has been disposed of pursuant to these Procedures, the Governance and Safety Director shall keep a secure record of all relevant documents including, but not limited to:

- a. the formal written complaint;
- b. any written reply to the complaint received by the Respondent;
- c. any informal or mediated resolutions (set out in writing and agreed to by the parties);
- d. investigator's report;
- e. any responses received by the parties to the investigator's report;
- f. decision of the Complaints Committee;
- g. notice of appeal (if any) and related documentation;
- h. decision of the Grievance and Appeal Committee;
- i. any other related correspondence.

Mavericks Hockey recognizes the sensitive nature of matters falling within the Discipline Policy and these Procedures and, in particular, the difficulties associated with coming forward with a complaint of unacceptable conduct and with being accused of unacceptable conduct.

Mavericks Hockey recognizes the interests of both the Complainant and Respondent in keeping any matter being dealt with under the Policy confidential.

However, no absolute guarantee of confidentiality of the information and/or documentation provided to or obtained by Mavericks Hockey pursuant to these Procedures can be provided. Disclosure of such information and/or documentation may be required to appropriately investigate a complaint, take corrective action as a result of a complaint.

27.0 DISSOLUTION OF THE ASSOCIATION

In the event of a notice for dissolution of the Association, all assets of the Association shall be sold and all remaining debts are to be paid. The net proceeds shall be dispersed to the Calgary Chapter of Kidsport (a charitable organization). In the event that Kidsport Alberta ceases to be a charitable organization, the Members, by majority vote, will select another charitable organization for disbursement of the net proceeds from dissolution. The Mavericks does not pay any dividends or distribute its property among its members.

28.0 DISTRIBUTION OF BY-LAWS AND POLICY AND PROCEDURES MANUAL

The By-Laws (Constitution) and this Policy and Procedures Manual will be available to Association Members on the website.

APPENDIX 1

1.0 ROLES AND RESPONSIBILITIES OF DIRECTORS



MAVERICKS

1.1 POSITION TITLE: President
<p>PURPOSE OF POSITION:</p> <ul style="list-style-type: none"> •
<p>DUTIES/ACTIVITIES</p> <p>Officer of the Mavericks Hockey Association and a Member of the Board of Directors</p> <p>The President shall, upon completion of his/her term, assume the position of Past President and act in an advisory capacity to the Board of Directors of the following year.</p> <p>The following are the responsibilities of the President:</p> <ul style="list-style-type: none"> • Be an ex-officio member of all committees; • Preside at all Board of Directors meetings of the Association; • Shall not vote except to cast a deciding vote; • Be the official representative of the Association at Hockey Calgary meetings;
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities; Offices of Hockey Calgary</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
<p>SUPERVISION/TRAINING/ORIENTATION:</p> <p>Direct reports include: Vice President of On-Ice Operations, Vice President of Off-Ice Operations, Vice President of Finance, and the Administrator of the Association.</p>
<p>OTHER DETAILS:</p>
<p>RISKS:</p>

<p>1.2 POSITION TITLE: Vice President, On Ice</p>
<p>PURPOSE OF POSITION:</p> <ul style="list-style-type: none"> •
<p>DUTIES/ACTIVITIES</p> <p>Officer of the Mavericks Hockey Association and a Member of the Board of Directors</p> <p>The Vice President on-ice operations, upon completion of his.hr term, assume the position of President. Should the Vice President, On Ice be unable to assume the position of President upon its vacancy, the Board Can appoint another Vice President in its place</p> <p>The following are the responsibilities of the Vice President of On-Ice Operations:</p> <ul style="list-style-type: none"> • Shall ensure that Mavericks Constitution and Policy and Procedures are being followed; • Be a designate for Mavericks at the Annual General Meeting and Special Meetings with Hockey Calgary; • Represent the Mavericks in the absence of the President; • Represent the Mavericks’ interest in special projects; • Ensure player evaluations are conducted in accordance with Mavericks evaluation guidelines; • Ensure Player Development programs are conducted in a proper ad fair manner in accordance with the Mavericks directives • Ensure coach selections are conducted accordance with Mavericks coaching guidelines; • Ensure Coach Qualifications are met by all teams in accordance of policies of Hockey Calgary and Mavericks. • Attend executive Board Meetings.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities; Offices of Hockey Calgary</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
<p>SUPERVISION/TRAINING/ORIENTATION: Direct reporting includes: Director of Evaluations, Director of Coaches, Director of Hockey Development, Director of Officials, and Director of House League</p>
<p>OTHER DETAILS:</p>
<p>RISKS:</p>



MAVERICKS

<p>1.3 POSITION TITLE: Vice President, Off Ice</p>
<p>PURPOSE OF POSITION:</p>
<p>DUTIES/ACTIVITIES:</p> <p>Officer of the Mavericks Hockey Association and a Member of the Board of Directors</p> <p>The following are the responsibilities of the Vice President of Off-Ice Operations:</p> <ul style="list-style-type: none"> • Insure that Mavericks By-Laws(Constitution) and Policy and Procedures are being followed; • Be a designate for Mavericks at the Annual General Meeting and Special Meetings with Hockey Calgary; • Represent the Mavericks in the absence of the President; • Represent the Mavericks interest in special projects; • Ensure Team Picture Day is executed on an annual basis; • Ensure Maverick logos, trademarks and equipment guidelines are adhered to on all team apparel and jersey sales; • Ensure Mavericks teams have proper and adequate equipment and jerseys; • Ensure Police Checks are conducted for all head coaches and assistant coaches and all other Mavericks positions that the board deems necessary; • Ensure safety guidelines and policies are followed within the guidelines • Attend executive Board Meetings.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities; Offices of Hockey Calgary</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
<p>SUPERVISION/TRAINING/ORIENTATION:</p> <ul style="list-style-type: none"> • Direct reports include: Director of Safety & Governance, Director of Communications & Marketing, Directors at Large.
<p>OTHER DETAILS:</p>
<p>RISKS:</p>

1.4 POSITION TITLE: Vice President, Finance**PURPOSE OF POSITION:****DUTIES/ACTIVITIES:**

Officer of the Midnapore Hockey Association and a Member of the Board of Directors

The following are the responsibilities of the Director of Finance:

- **Shall ensure that an accurate account of all monies received from registration, tournaments, fundraising activities, and special events as organized by the Mavericks is maintained;**
- **Shall ensure that an accurate account of all monies disbursed for charges and services incurred by the Mavericks is maintained;**
- **Shall present at each Annual General Meeting, financial statements of the MAVERICKS audited by a qualified independent accountant;**
- **Shall ensure the completion of an annual budget and present the annual budget to the board of directions for their consideration and approval before the September 1st of each year;**
- **Ensure Mavericks fundraising through casinos, bingos and other initiatives are performed according to established practices and guidelines;**
- **Shall have the authorization to invest available funds within the Canadian banking system only with such available funds to be invested in Guaranteed Investment Certificates (“GIC”) only. The Director of Finance or the Board of Directors is not authorized to invest any available funds in any complex financial securities including asset backed securities, financial derivatives or any equity or option securities;**
- **Shall be responsible for payment of all Mavericks expenses;**
- **Shall review and sign each cheque and related documents to ensure proper authorization has been obtained;**
- **Shall appoint 2 other Directors who will share in the signing of cheques for the fiscal year (term);**
- **Shall create and maintain a payment schedule of expenses of a least twice per month;**
- **Shall have the authority to select an adequate bookkeeper to maintain proper books and records of the Mavericks;**
- **Shall have the final authorization to negotiate any financial contracts that may be legally binding to the Mavericks. Written approval from the Board must be granted before any financial contract could be considered;**
- **Shall oversee the Ice Scheduler Contract;**
- **Shall have the authorization to select a financial institution to hold the Mavericks cash balances;**
- **Shall attend executive Board Meetings;**

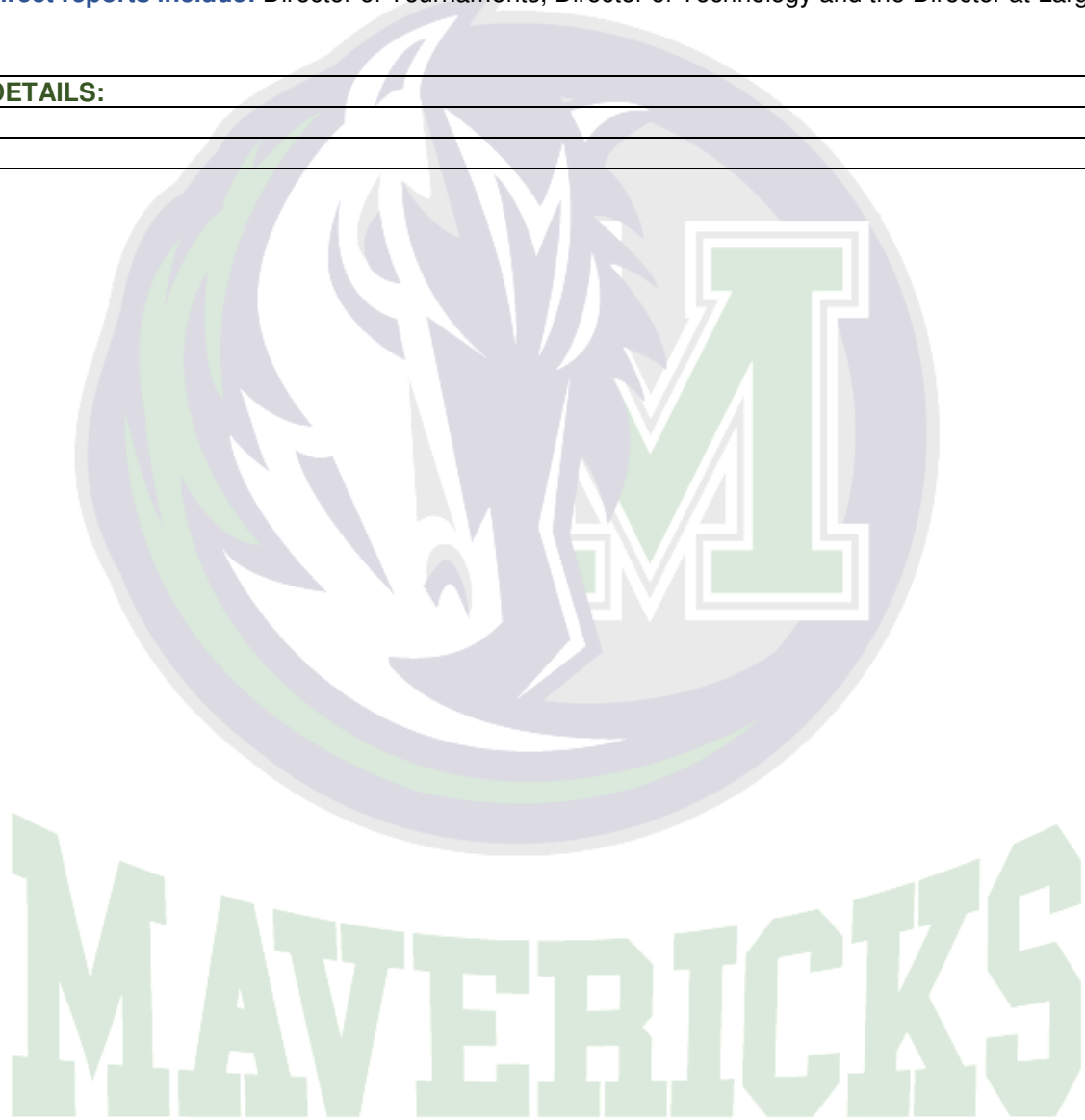
CLIENT/PEOPLE SERVED:

Membership (Players and Families) of the Mavericks Hockey Association

LOCATION/SETTING:

Recreational Facilities; Offices of Hockey Calgary

TIME COMMITMENT: 2 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION: <ul style="list-style-type: none">• Direct reports include: Director of Tournaments, Director of Technology and the Director at Large.
OTHER DETAILS:
RISKS:



1.5 POSITION TITLE: Director of Coaches**PURPOSE OF POSITION:****DUTIES/ACTIVITIES:**

Member of the Board of Directors

The following are the responsibilities of the Director of Coaches:

- Oversees the Coach selection process
 - Evaluates Coach applications;
 - Makes final decision on Coaches with input from executive;
 - Notifies Coaches of selections;
 - Hosts Coaches meeting at beginning of year.
- Oversees the Coach Consultant selection process
 - Recruit and interview qualified candidates then reports to the executive;
 - Coordinates contracts and negotiates compensation with help of executive.
- Develops Coach Consultant role by defining and updating responsibilities.
 - Clearly outline expectations;
 - Meets regularly to track progress;
 - Handles conflicts;
 - Supports consultants;
- Ensures, along with Association Administrator, that all Coaches are properly certified and stays informed about all coaching requirements
 - Sets dates to have certifications
 - Ensures compliance by Association Coaches
 - Ensures that coaches are well informed of the appropriate training sessions
- Hold an Initial Coach Meeting
 - Where each Association Coach is introduced to the Coach Consultant and a guideline for success in player/Coach development is explained.
 - Timelines and certification requirements are explained in detail.
 - Clearly outlines the Associations expectation of the coaches in regards to coach behavior and responsibilities as set by the executive.
- Conducts mid-season coach survey annually
 - Reviews results for problem areas
 - Ensures Coaches see their results
 - Helps pinpoint and resolve any issues that may be brought up with help of Coach consultant.
 - Informs executive of any important deficiencies and what action is being taken.
- Communicates regularly with the Coach Consultants and oversees their roles.
 - Reviews Coach Consultant's regular reports and works to improve process and outcomes.
- Provides monthly feedback to the Board of Directors as to the progress of the Coach Consultants
- Communicates to the Coaches that they will be receiving on ice support from the Coach Consultants.
- Outlines the duties and responsibilities of the Coach Consultant to the Coaches.
- Collects feedback from Coaches regarding the Coach Consultants.
- Enables and supports the on-ice development sessions scheduled and run by the Coach Consultant;
- Monitors Coach conduct on an annual basis.
 - Ensures that Coach suspensions are adhered to and recorded.

<ul style="list-style-type: none">○ Resolves coach/parent or Coach/player conflicts● May not be a Head Coach in the Association as directed by the Board of Directors.● Will actively recruit and organize succession planning for the position.● Prepares final report with suggestions for improvement in the position● Attend Board of Director meetings.
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT: 2 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



1.6 POSITION TITLE: Director of Communications & Marketing**OBJECTIVES OF THE POSITION:****Communication:**

- To **streamline communications** through website messaging, social media advertising, and Hockey Calgary initiatives by communicating with membership, Executive and other Directors
- To **create greater transparency** between the BOD and our membership (and within BOD)
- To **align website communications to social media announcements**
- To **champion and promote** successes teams have had throughout the season
- To **cultivate a more interactive experience** for our players off-ice by promoting fun activities throughout the year

Marketing:

- To **increase registration** for the association through innovative and strategic marketing initiatives
- To **promote the association** as a Leader & Innovator for Calgary Minor Hockey & within the community
- To **reduce player drop-out** rates
- To **market a new mentorship program by supporting the Director of Development** for our older players
- To **develop and enhance improved brand awareness** through consistent usage of Logos, vision/mission statements, advertising, social media, apparel, int./ext. communications
- To **prepare Social Media Usage Policy** and work with Director of Governance to get this into our P&Ps.

DUTIES/ACTIVITIES:

Member of the Board of Directors

The following are the responsibilities of the Director of Communications & Marketing

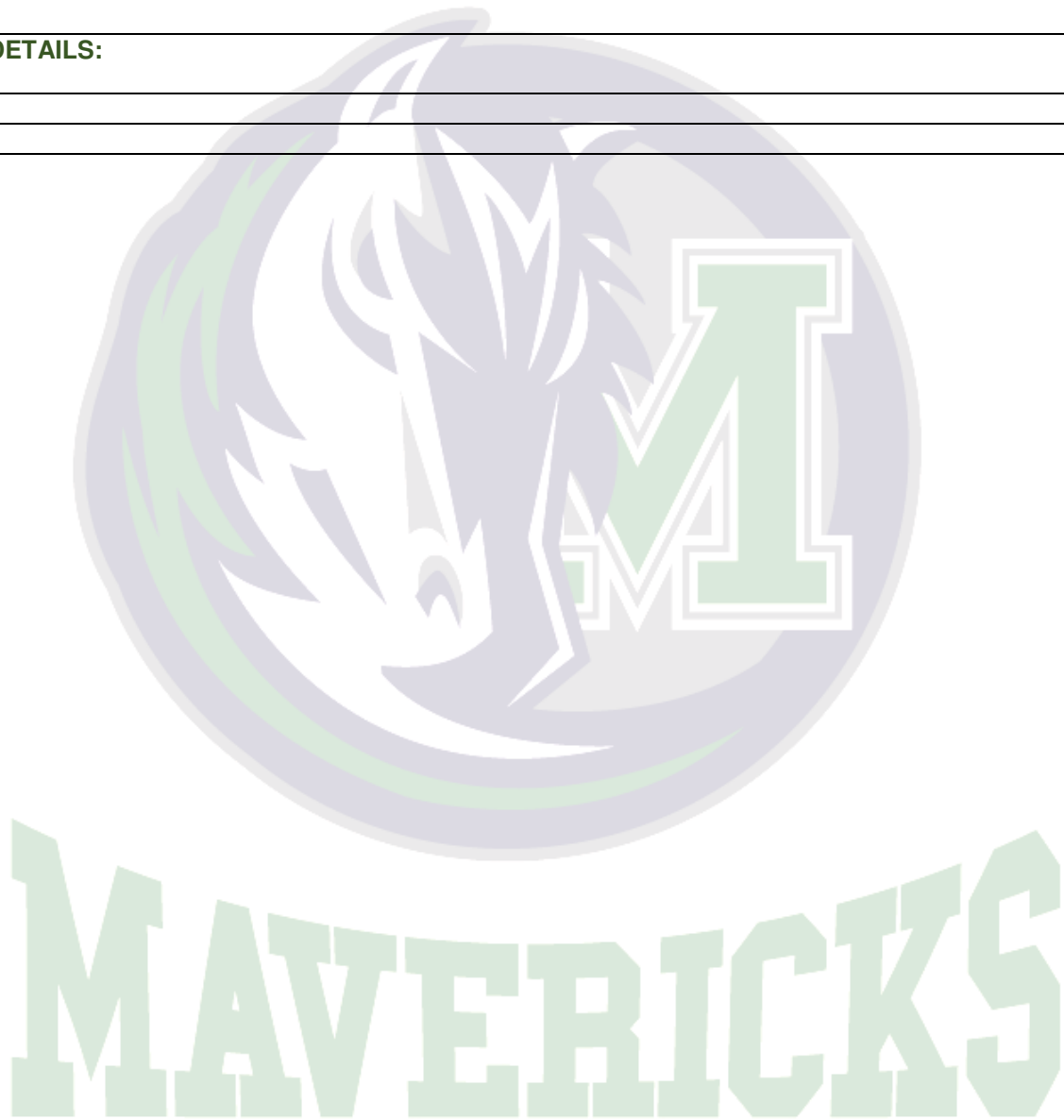
- Disseminate Association and Hockey Calgary events, bulletins, fundraisers, etc. to the teams via Social Media
- Attend Board of Directors meetings and present recommendations on marketing campaigns to the BOD
- Develop Budgets (with VP Finance support) to execute Marketing/Communications initiatives for the year
- Identify threats (through SWOT – strengths, weaknesses, opportunities, threats - analysis)
- Broaden program awareness/visibility to our community boundaries
- Coordinate association media / events with support of our two paid consultants and our community membership
- Develop and create new marketing materials
- Update Social Media (or utilize other BOD's to update) as required
- Collaborate with Executive Leadership team on Marketing Initiatives/Communications Strategies prior to BOD meetings to ensure alignment
- Suggest events/guest speaking engagements for membership as required/available for events
- Collaborate with volunteer parents to run the year-end Banner Ceremony
- Act as an Ambassador (alongside all Board members) for our association to help promote it as a leading association

CLIENT/PEOPLE SERVED:

Membership (Players and Families) of the Mavericks Hockey Association

LOCATION/SETTING:

Recreational Facilities; On-line;
TIME COMMITMENT: 2 Year Term; Average of 5 hours per week (more during key times such as Registration closing week, Evaluations, EMWH and City Championships)
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:
POLICY:



<p>1.7 POSITION TITLE: Director of Evaluations</p>
<p>PURPOSE OF POSITION:</p>
<p>DUTIES/ACTIVITIES:</p> <p>Member of the Board of Directors</p> <p>The following are the responsibilities of the Director of Evaluations:</p> <ul style="list-style-type: none"> • Be responsible for the adherence to the Mavericks Player Evaluation and Placement Manual; • Be responsible for coordinating and overseeing player evaluations and ensure players are assigned to teams at their appropriate playing levels; • Arbitrate any disputes arising during the course of the evaluations process; • Shall chair the ongoing Evaluation Review Committee and present proposals to the Board of Directors for changes to the player evaluation process and the Player Evaluation and Placement Manual; • Attend Board of Directors meetings. <p>The following are the roles, responsibilities, and accountabilities of the Director of Evaluations during evaluations:</p> <ul style="list-style-type: none"> • Act as an impartial representative on behalf of the Mavericks Hockey Association, its members, and its players'. • Form an evaluation team with the Vice President On Ice. • Coordinate On Ice Coaches with the Director of Coaches. • Ensure each division has coordinated the following: Age Category Evaluators, Check-In Desk, Jersey Handout, and Dressing Room/Bench Supervision Volunteers. • Responsible for overall coordination and oversight of player evaluations; • Periodically attend evaluation sessions for all Age Groups and provide guidance for the Age Group Coordinators and the Evaluation Teams ensuring ongoing integrity and consistent application of processes as outlined by the Mavericks Player Evaluation and Placement Manual; • Ensure that any adverse behavior is dealt with immediately and where necessary, reported to the Mavericks Discipline & Grievance Committee; • Arbitrate any disputes arising during the course of players' evaluations, • Participate in the ongoing Evaluation Review Committee and present proposals to the Board of Directors for changes to the player evaluation process.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities;</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>

SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



MAVERICKS

1.8 POSITION TITLE: Director of Hockey Development
PURPOSE OF POSITION:
DUTIES/ACTIVITIES: Member of the Board of Directors The following are the responsibilities of the Director of Hockey Development
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT: 2 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



1.9 POSITION TITLE: Director of House League
PURPOSE OF POSITION: Ensure the coordination of the House League with in Mavericks Hockey
<p>DUTIES/ACTIVITIES:</p> <p>Member of the Board of Directors</p> <p>The following are the responsibilities of the Director of House League</p> <ul style="list-style-type: none"> • Facilitate the equalization of the House League teams • Ensure the proper coaching is in place • Be the Mavericks representative at Hockey Calgary meetings • Act as a resource for the House League teams
<p>CLIENT/PEOPLE SERVED: All the Families within the Mavericks House League Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities; Cardel Rec South</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:
POLICY:



1.10 POSITION TITLE: Director at Large
PURPOSE OF POSITION:
<p>DUTIES/ACTIVITIES:</p> <p>Member of the Board of Directors</p> <p>The following are the responsibilities of the Director at Large:</p> <ul style="list-style-type: none"> • Attend monthly board meetings; • Assist with special projects as assigned by the board • Assist other directors as assigned by the board.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities in the city of Calgary</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



1.11 POSITION TITLE: Director of Officials
PURPOSE OF POSITION:
<p>DUTIES/ACTIVITIES:</p> <p>Member of the Board of Directors</p> <p>The following are the responsibilities of the Director of Officials:</p> <ul style="list-style-type: none"> • Secure certified referees for the Association. • Oversee the referees in the Association. • Schedule referees for league, exhibition and tournament games in Age Groups where Central Zone does not schedule referees; • Maintain information on referee fees paid by other Calgary hockey associations and by Central Zone Referee Association; • Shall review and sign all expense reports of referees prior to submitting for payment. Each game to be signed by the home team head coach; and • Attend Board of Director meetings.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities;</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:

1.12 POSITION TITLE: Director of Safety & Governance

PURPOSE OF POSITION:

DUTIES/ACTIVITIES:

Member of the Board of Directors

The following are the responsibilities of the Director of Safety and Governance:

- Attend Association and Hockey Canada Safety Program (“HCSP”) and Speak Out clinics as a liaison between participants and branch course conductors;
- Ensure that all Association teams have at least one HCSP certified person assigned to their team roster;
- Ensure the current Association records of all HCSP and Speak Out certified members are maintained;
- Advise the Executive of all safety and risk management concerns within the Association as well as provides for the safety section of the Association website;
- Complete regular arena safety checks at SFC facilities used by the Association and liaise with the arena facility manager with respect to the safety issues and injuries which may be caused as a result of a facility hazard/deficiency;
- Conduct regular meetings with team safety people;
- Act as a Risk Management advisor for Association tournaments and special events;
- Ensure that all teams have adequate supply of and access to Hockey Canada injury report forms;
- Establish a protocol for handling all injury report forms – i.e. receiving completed forms back from injured players/parents, ensuring forms are completely and accurately filled out, copy form for Association file and forward completed form to the Branch office in a timely manner;
- Establish Association protocol for response to serious injury and/or death of a member i.e. Risk Manager to notify Branch immediately, ensure serious injury report form is completed and forwarded to the Branch office;
- Be responsible for the Association inventory of safety kits. Distribute to teams at the beginning of the season and establish replenishment procedures;
- Support the decision-making authority of the team safety people and be prepared to communicate with parents, team officials, or players should there be conflicts of opinion with regard to removal from/return to play;
- Investigate all safety concerns reported by a team safety person or other interested party;
- Assist all team safety people in establishing an Emergency Action Plan;
- Receive all Branch Risk Management bulletins and keep safety people current with this information;
- Ensure teams have completed their medical history forms prior to their first game of the season; and
- Attend Board of Director meetings.
- the Mavericks Board of Directors on matters pertaining to facility abuse or misuse.

CLIENT/PEOPLE SERVED:

Membership (Players and Families) of the Mavericks Hockey Association

LOCATION/SETTING:

Recreational Facilities;

TIME COMMITMENT:
2 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



MAVERICKS

1.13 POSITION TITLE: Director of Technology
PURPOSE OF POSITION: Provide the vision and leadership to support the Mavericks Hockey Association through effective use of technology.
DUTIES/ACTIVITIES: The following are the responsibilities of the Director of Technology: <ul style="list-style-type: none"> • Reports directly to the Vice President Off Ice • Gather board/member requirements and recommends technology solutions as required • Designs & Develops technology solutions (or hires 3rd party) to support board and/or members as required • Assist board members with Maverick technology challenges/issues • Work with 3rd party service providers as required (i.e. Goalline, etc.) • Supports the annual evaluation process by: <ul style="list-style-type: none"> • Providing the evaluation pre-seed as per defined process • Ensuring data integrity and confidentiality at all times throughout the evaluation process. • Ensuring the data entry personnel collect and manage all evaluation forms from the evaluators after each session. • Provide timely results to the Age Group Coordinator • Consolidates coach and player surveys
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Cardel Recreation Center South;
TIME COMMITMENT: 2 Year Term; approx. 20 hours/week Sep/Oct, Average of 5 hours per week remainder of year;
SUPERVISION/TRAINING/ORIENTATION: Expectation is outgoing Director of Technology will assist new Director with training before and/or during evaluation period the following year.
OTHER DETAILS:
RISKS: Primary risk is related to evaluation data; it is imperative that this data be accurate, confidential and secure at all times.
POLICY: All artifacts including but not limited to evaluation data, emails, documents, survey results created by the board and related positions must be held in strict confidence and in no circumstances, can copies of these artifacts be taken for personal use and/or gain. These artifacts remain the property of the Mavericks Hockey Association and all copies must be returned or destroyed upon termination from a board position.

1.14 POSITION TITLE: Director of Tournaments
PURPOSE OF POSITION:
<p>DUTIES/ACTIVITIES:</p> <p>Member of the Board of Directors</p> <p>The following are the responsibilities of the Director of Tournaments:</p> <ul style="list-style-type: none"> • Work Closely with the Ice Scheduler to review ice availability and to offer as many tournaments to each age group as feasible. <ul style="list-style-type: none"> ○ Will provide teams with their ice schedule, draw and volunteer schedule. • Will Deposit all registration cheques into the appropriate bank account. Will fill out proper deposit paperwork as determined by the VP of Finance. • Will oversee every aspect of the tournament: <ul style="list-style-type: none"> ○ Sanctioning of tournaments ○ Guiding Tournament Representative how manage their Hockey Calgary Tournament Website ○ Approval of Budget ○ Purchasing all awards and items necessary for tournaments. This includes approving all vendor invoices. ○ Provide templates for all program, posters and draws to each team. ○ Be available and supportive to each team during the entire process of managing their tournaments. • Attend Board Meetings.
CLIENT/PEOPLE SERVED:
Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING:
Recreational Facilities;
TIME COMMITMENT:
2 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:

2.0 ROLES AND RESPONSIBILITIES OF COORDINATORS

2.1 POSITION TITLE: Goaltender Coordinator

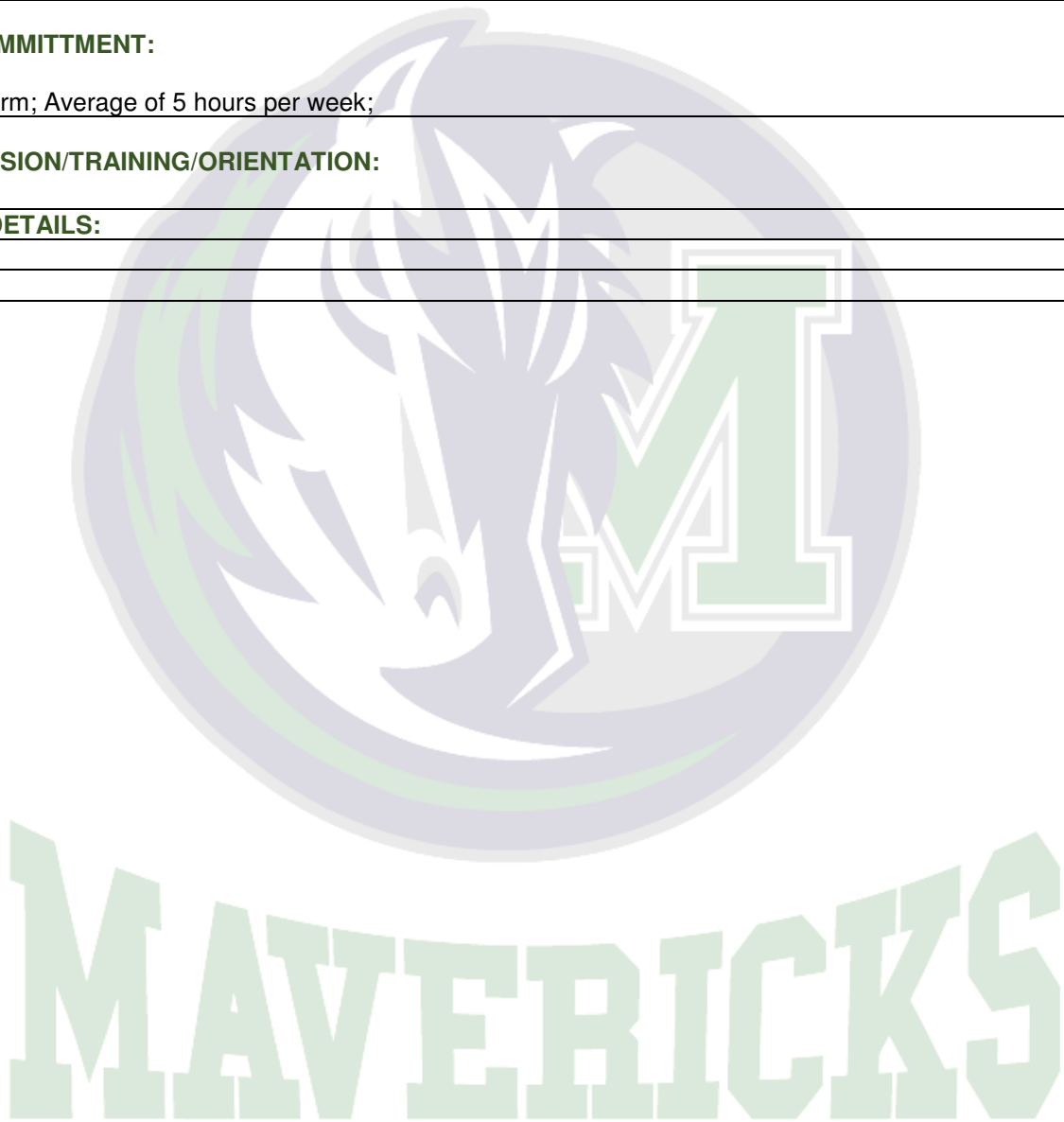
PURPOSE OF POSITION:

DUTIES/ACTIVITIES:

The following are the responsibilities of the Goaltender Coordinator:

- Create a year to year continuity plan for the Mavericks Goaltender Program. This will ensure the position remains filled, the program continues from year to year even if volunteers move on, and Mavericks goalies are consistently supported by the Association every year;
 - Develop and present Goalie training and/or clinics (on ice and off-ice). Include Goaltender mentorship sessions, mental toughness, and the psychological side of goaltending. Provide a progressive and consistent training program for Mavericks goalies that can be carried on through the years;
 - Develop and maintain a mentorship program whereby older Association goaltenders can work with and provide guidance and support to the younger Mavericks goalies. This will produce better goalies within the Mavericks system and will be great for camaraderie amongst goalies within Mavericks Hockey Association;
 - Assess when outside organizations should be brought in to assist with goaltender coach development. Develop and present Coach training and/or clinics for goaltender training (on ice and off-ice). Research and provide Training resources (drill binders and videos), Hockey Canada Goaltender Skills Manual, Hockey Canada Goaltender Video Series. Continually assess the level of goaltender training and goaltender coaching resources that may already exist without Mavericks but is not being tapped. Additional coaches for the goaltenders will be required. Each team should have 1 coach dedicated to the teams' goalies - usually 2 goalies per team depending on registrations and evaluations. Target is to have once coach from each team trained as the designated goaltender coach and to focus on the team's goaltender development;
 - Coordinate goaltender parent training, orientation and communication;
 - Pre-evaluation goaltender camps for all Mavericks goaltenders. Provide information of Goalie evaluation program to the Director of Evaluations.
 - Assess the condition of Mavericks current stock of goaltender equipment for Novice/Atom with Director of Equipment. Provide training on the proper equipment sizing and fitting for goaltenders;
 - Implement any Hockey Canada goaltender equipment rule changes;
 - Follow up with Mavericks to provide information, resources, and assistance to the Mavericks Goaltender Program.
 - Provide information for On-line resources for goalie training for players, parents, and coaches; and
 - Coaches and parents must be encouraged to ensure that all goalies maintain and improve their skating skills while playing in net, as some goalies decide to switch back to player as they progress through hockey.
- The following are the responsibilities of the Ways and Means Coordinator:
- Be responsible for organizing and executing fund raising on behalf of the Association; and
 - Attend Board of Director meetings if required

CLIENT/PEOPLE SERVED:
Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING:
Recreational Facilities;
TIME COMMITMENT:
1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



2.2 POSITION TITLE: Age Group Coordinator**PURPOSE OF POSITION:****DUTIES/ACTIVITIES:**

The following are the roles, responsibilities, and accountabilities of the Age Group Coordinators during evaluations:

- Coordinate the evaluation scheduling for a specific Age Group as provided by the Director of Evaluations ensuring compliance with the Mavericks Player Evaluation and Placement Manual.
 - Act in a confidential manner ensuring the integrity of the evaluations process.
 - Communicate the evaluation process to the players and their parent/guardians through various means including, but not limited to, emails, meetings, website postings, etc.
 - Be visible and accessible throughout the process to answer general questions from parents and players.
 - Communicate the process and skate times with the players and/or parent/guardians in a timely manner.
 - Responsible for notification of injured or absent players to the Director of Evaluations.
 - Manage and coordinate any late arriving players or players who have attended the incorrect ice session.
 - Work with the Mavericks Discipline & Grievance Committee to address any appeals in a timely manner and according to the appeals process outlined in this Manual.
 - Ensure that all Evaluators have the same evaluation page with the same jersey numbers and colors.
 - Ensure that all necessary equipment including pucks, pylons, clip boards and other on-ice equipment are present for the beginning of each session and in good, working condition.
- The Age Group Coordinator's shall report to the Director of Players Evaluations during the player evaluations and then to the Director of Coaches for the remainder of the hockey season.

The Age Group Coordinator's duties will include:

- To communicate Association events to teams in their division;
- To assist with coordination of the player evaluations within their division and be part of the Evaluation Committee;
- To report to the Director of Coaches on a regular basis;
- To establish a high visibility among the parents of players and teams within their Age Group;
- To attend as many games and practices of teams within the Age Group as possible to assess the relative seeding of teams, suitability of practice ice utilization, etc.;
- To handle, and/or report player, parent & coaching disputes, issues and questions throughout the year;
- To assist the Board of Directors as necessary.

CLIENT/PEOPLE SERVED:

Membership (Players and Families) of the Mavericks Hockey Association

LOCATION/SETTING:

Recreational Facilities;

TIME COMMITMENT: 1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



MAVERICKS

2.3 POSITION TITLE: Casino Coordinator
PURPOSE OF POSITION:
<p>DUTIES/ACTIVITIES: The following are the responsibilities of the Casino Coordinator</p> <ul style="list-style-type: none"> • Work with the Administrator to ensure all licenses are up to date and in good standing; • Work to ensure all interested volunteers are given access to complete their Volunteer Bonds and report all volunteers who do not fulfill their commitment (no show etc.); • Responsible to fully staff casino events ensuring all the hall rules are met, keeping the Association in good standing; • Hire approved advisors for Casino events; and
<p>CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING: Recreational Facilities;</p>
<p>TIME COMMITMENT: 2 Year Term; Average of 5 hours per week;</p>
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



3.0 ROLES AND RESPONSIBILITIES OF TEAM POSITIONS

<p>3.1 POSITION TITLE: Head Coach</p>
<p>PURPOSE OF POSITION:</p> <p>Teach fundamental skills of the sport to children. Adhere to the standards of coaching as outlined in provincial and national standards. To instill a love of the sport, inspire youth, and teach sportsman-like conduct</p>
<p>DUTIES/ACTIVITIES:</p> <ul style="list-style-type: none"> • Provide a safe environment for children (includes: checking equipment, providing first aid, following organizational policies around risks, and reporting incidents). • Teach the fundamental skills and ensure skills are developmentally appropriate to the age group. • Develop plans for season activities (includes practice plans & yearly goals) • Support parents, staff, and players as needed • Follow rules and regulations of game play • Adhere to Fair Play rules
<p>CLIENT/PEOPLE SERVED:</p> <ul style="list-style-type: none"> • Membership (Players and Families) of the Mavericks Hockey Association • Youth under 18 (Vulnerable Sector) with a variety of skill sets
<p>LOCATION/SETTING:</p> <ul style="list-style-type: none"> • Recreational Facilities
<p>TIME COMMITMENT:</p> <ul style="list-style-type: none"> • 1 Year Term; Average of 5 hours per week during the Hockey Season; • additional hours required during the evaluation period.
<p>SUPERVISION/TRAINING/ORIENTATION:</p> <ul style="list-style-type: none"> • Coach operates under minimal supervision and may be alone with the children during practice, pre-game and post-game. • Coach will be with children in the change rooms - before, during, and after games/practices
<p>OTHER DETAILS:</p> <ul style="list-style-type: none"> • Required: current "Respect in Sport" certificate • Required: Coach Qualifications as per Hockey Alberta and Hockey Calgary • Current (within 3 years) and satisfactory Police Information Check with Vulnerable Sector Check • First Aid training is an asset

- Must like children and be passionate about the sport with a desire to foster skills-development, a passion for the game, and inspire sportsman-like conduct
- Knowledge of teaching and age-appropriate lessons and skills development considered an asset

RISKS:

- Coach works with minors (under 18) with limited supervision
- Appropriate training and education is required in order to mitigate potential risks.
- Coach is in a position of trust/authority; responsible for teaching the children about ethical sportsmanship and conduct, often develops a close bond with children and has decision-making power
- Children are often in a position of dependence upon the Coach in relation to assessing conditions of play, for first aid, and assisting with equipment as required
- Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.

POLICY:



3.2 POSITION TITLE: Assistant Coach
PURPOSE OF POSITION:
DUTIES/ACTIVITIES:
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT: 1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:

3.3 POSITION TITLE: On-Ice Volunteer
PURPOSE OF POSITION:
DUTIES/ACTIVITIES:
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT:

1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



3.4 POSITION TITLE: Goaltender Coach
PURPOSE OF POSITION:
DUTIES/ACTIVITIES:
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT: 1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



<p>3.5 POSITION TITLE: Team Manager</p>
<p>PURPOSE OF POSITION:</p>
<p>DUTIES/ACTIVITIES:</p> <p>The following are the responsibilities of the Team Manager and Team Assistant Manager. These roles and be allocated between the two positions:</p> <ul style="list-style-type: none"> • Coordinate off-ice activities to assist and support Head Coach and Assistant Coaches; • Arrange travel permits and sanctions for tournaments; • Oversee other team coordinators; • Fundraising Coordinator for the team; • Communications Coordinator for the team; • Uniform Coordinator for the team; • Tournament Coordinator for the team; • Social Coordinator for the team; • Develop budget based upon team goals and activities and as required by Mavericks Policies and Procedures; • Maintain team website with Mavericks website program; • Coordinate communication of team schedule changes; • Communicate scheduling windows to Mavericks Director of Ice Allocations and Hockey Calgary; • Provide financial statements to parents, Coaches and Mavericks at least bi-monthly during hockey season; • Create Parent/Player name cards; • Create team roster listing for game sheets; • Scheduling of scorekeepers and timekeepers; • Payment of expenses from team account; and • Submit medical forms as necessary.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities;</p>
<p>TIME COMMITMENT:</p>

1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



3.6 POSITION TITLE: Team Assistant Manager
PURPOSE OF POSITION:
DUTIES/ACTIVITIES:
CLIENT/PEOPLE SERVED: Membership (Players and Families) of the Mavericks Hockey Association
LOCATION/SETTING: Recreational Facilities;
TIME COMMITMENT: 1 Year Term; Average of 5 hours per week;
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS:



3.7 POSITION TITLE: Association Sponsored Tournament Coordinator
PURPOSE OF POSITION:
<p>DUTIES/ACTIVITIES:</p> <p>(Timbit, Novice, Atom, Peewee, Bantam & Midget)</p> <p>The following are the responsibilities of The Tournament Coordinator:</p> <ul style="list-style-type: none"> • Work with the Tournament Director in organizing their Division Tournament; • Receive all the registrations for the tournament including host and invited teams; • Work with the coaches to ensure that team selection for the tournament is equitable; • Send out the host and invited team schedules for each tournament; • Send out the host volunteer schedule for each tournament; • Organize the collection of items for the loot bags; • Meet with the host team reps to sort and stuff the loot bags; • Collect advertising, raffle and/or silent auction items; • Work with the host teams to ensure the parents are well informed of the tournament and the team volunteer responsibilities; • Work with the host teams to ensure the tournament runs smoothly; and • Report all tournament financials to the Tournament Director.
<p>CLIENT/PEOPLE SERVED:</p> <p>Membership (Players and Families) of the Mavericks Hockey Association</p>
<p>LOCATION/SETTING:</p> <p>Recreational Facilities; Offices of Hockey Calgary</p>
<p>TIME COMMITMENT:</p> <p>2 Year Term; Average of 5 hours per week;</p>
SUPERVISION/TRAINING/ORIENTATION:
OTHER DETAILS:
RISKS: