

ESTON MINOR HOCKEY ASSOCIATION CONSTITUTION

Procedures, Policies and Regulations

CREATED SPRING 2026

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CONSTITUTION

ARTICLE #1

NAME

The name of this organization shall be the **Eston Minor Hockey Association (EMHA)**

Mission Statement

Goal:

The Eston Minor Hockey Association is committed to providing fair representation for all members. We will promote a wholesome experience for players, coaches, managers, and officials while encouraging active and positive participation. We will foster a supportive environment that promotes the development and retention of all players. All EMHA decisions will be reasonable and will consider the well-being of individuals and the teams, while aligning with the governing bodies with which we are affiliated.

ARTICLE #2

OBJECTIVES

Governance and Community Partnership

- Operate as a self-governing body that works in partnership with the Eston & District Recreation Committee, Town Council, and RM Council.
- Support the Recreation Director by helping prepare and communicate matters of interest and concern related to recreation, in accordance with Bylaw 2021-8-11.
- Manage administrative and operational hockey matters that do not add direct financial value, allowing the Recreation Director and the Eston & District Recreation Committee to focus on initiatives that strengthen the community.
- Provide representation for all players in order to encourage community involvement in the planning and delivery of hockey activities.

Player Development and Participation

- Initiate, promote, and organize hockey activities for people in Eston and the surrounding area that support physical, social, and mental development.
- Foster leadership and sportsmanship among participants by promoting these values throughout the program.
- Provide a wholesome and positive experience for hockey players, coaches, managers, and officials.
- Provide direction, assistance, and mentorship to coaches, managers, and other officials to help deliver an effective program.

Member Expectations and Transparency

- Ensure that players, parents, and guardians understand their responsibilities and commitments to their team, coaches, the Minor Hockey Committee, and the Eston & District Recreation Committee.

- Maintain clear and transparent policies and procedures that members can refer to and engage with when needed.

Respect, Fairness, and Inclusion

- Respect the privacy of members and avoid involvement in private household matters.
- Promote equal opportunity for all participants, regardless of skill level, socioeconomic background, religion, or family legacy.

ARTICLE #3 Responsibilities of the Minor Hockey Committee

Governance and Administration

- Maintain clear and transparent policies and procedures within the framework of Hockey Canada and Hockey Saskatchewan. In the event the no policy is in place, we will default to the Hockey Canada or Hockey Saskatchewan policy.
- Develop and maintain a Code of Conduct for board members, coaches, bench staff, managers, players, and parents.
- Assess matters of interest and concern relating to hockey in an efficient and timely manner.
- Support and streamline day-to-day hockey operations.
- Serve as a liaison between teams and the leagues with which they are associated.

Team Support and Oversight

- Work with EMHA members to ensure that teams have sufficient and suitable coaches, assistant coaches, and managers.
- Receive and review team concerns brought forward to the Committee.
- Maintain equipment and jerseys in accordance with Eston & District Recreation Committee policies and procedures.
- Provide support, guidance, mentorship, and education opportunities for coaches, managers, and officials whenever available. Team staff should feel supported and encouraged in their volunteer roles.
- Establish clear guidelines for team finances and reporting in accordance with the Team Finance Policy.

Meetings, Feedback, and Member Support

- Conduct a General Meeting at the beginning of each season and an Annual General Meeting at the end of each season.
- Conduct post-season surveys to gather feedback and identify areas for improvement.
- Provide a safe and judgment-free environment for members to raise valid concerns and seek appropriate conflict resolution.
- Maintain a clear grievance and complaints process, including procedures for tracking issues and ensuring proper follow-up.

Planning and Player Placement

- Assist in forming provincial teams or dividing teams when player numbers allow.

- Identify player shortages early and work to find a reasonable place for all players to participate.
- Identify future needs, priorities, and opportunities for improvement.
- Encourage all teams to work together for the collective benefit of all players. Promote collaboration and mutual support to help attract and retain members in a positive way.

ARTICLE # 4 **Eston & District Recreation Committee Rights & Responsibilities**

1. OPERATION OF THE FACILITY

- The Eston AGT Community Center is owned by the Town of Eston and jointly funded with 50/50 partnership with the R.M. of Snipe Lake #259 and operated and administered by the Town of Eston. The Eston & District Recreation Committee serves as an advisory capacity by providing recommendations on policy, long-term planning and strategic direction. All recommendations of the committee are subject to approval by the Town of Eston and RM of Snipe Lake # 259 councils.
- The Recreation Director, as an employee of the Town of Eston will oversee the operations. Scheduling of events and overall ice use ultimately decided by the Recreation Director. All requests for ice use by an individual or a team should be directed to the Town Office to the attention of the Recreation Director.
- Execute the powers and duties set out in Bylaw 2021-8 – Recreation Committee (Appendix 2)

2. INSURANCE

- The Town of Eston shall maintain sufficient insurance to cover all hockey related activities in accordance with Hockey Canada and Hockey Saskatchewan or any liability to the Eston & District Recreation Committee.

3. REGISTRATION / REFUND POLICY

- Registration will take place every year based on the policies and procedures of the Eston & District Recreation Committee.
- The fees will be determined by the Eston & District Recreation Committee for the upcoming hockey season.
- All Active Members will be required to sign a Privacy Policy and Consent Form.
- Registration will take place from July 1st to August 15th online on RAMP. An early bird rate will be applicable until August 1st, all registrations after this date (local or non-local) will be subject to the full rate fees for that respective season.
- Interest will accrue on all unpaid fees.
- All registrations / refunds will be considered on a situational basis.

4. FUNDING

- All funding is decided by the Eston & District Recreation Committee. The EMHA may provide recommendations up to September 15th of each calendar year, but the final decision will be made by the Eston & District Recreation Committee.
- Should it be decided by Eston & District Recreation Committee that general fundraising be necessary, it is the expectation that all members of the EMHA participate. These fundraisers shall be discussed at the Annual General Meeting or General Meeting once Budgets have been submitted.

ARTICLE #5

MEMBERSHIP TO THE ESTON MINOR HOCKEY ASSOCIATION

- Membership to the Eston Minor Hockey Association shall be available to any person, 18 years and older, who is involved in minor sports in the Eston area as a parent or guardian of a player, or as a coach, trainer, manager, committee member or executive member.
- Other persons, may by resolution of the Executive members, become a voting member of the Association.
- Membership to the Association begins September 1st with paid in full fees and expires August 31st. The exception to this is that membership on the Executive Committee is based on the positions term in office as outline in Article 6.
- No member shall be entitled to enter competition or be represented at the Annual General Meeting of Association unless their financial commitments are in good standing with hockey registration fees paid in full.
- Any member of the Association may attend the Annual Meeting with full participation and voting rights.
- A Membership ceases to exist upon death, resignation, withdrawal from program, expulsion or lapse of time.
- The Executive may terminate any Membership by a majority vote resolution passed at an Executive meeting, subject to the following conditions:
 - Notice of Hearing: The affected Member must be provided with written notice of the proposed resolution at least seven days prior to the meeting at which the resolution will be presented.
 - Notice of Decision: Following the meeting, an expelled member must be promptly notified in writing that their membership has been terminated by resolution.
- Members violating the constitution, bylaws or policies of EMHA or decisions made by the Executive shall render that member liable to disciplinary actions deemed necessary.

Membership in the Association shall agree to abide by the Constitution and comply with the Policies and Procedures of the Eston Minor Hockey Association.

ARTICLE #6

EXECUTIVE

Expectations of Executive Members (Code of Conduct)

- Remember that you are an elected representative of the Membership.
- Uphold the Constitution and By-Laws and Operating Policies and Procedures.
- Act in the best interest of the Eston Minor Hockey Association.
- Apply fairness principles to all actions and dealings with membership.
- Shall conduct themselves in such a way that benefits all members as a whole and not only individual interest.
- Participate constructively in executive meetings and the decision-making process.
- Support all decisions made by the Executive Board.
- Actively participate in all action items required of the Executive.

- To avoid a conflict of interest, any current Town and RM Councilors are exempt from joining the Executive.

Composition of the Executive Committee

Voting Executive - President, Vice President, Team Representatives, Female Representative, Officials Representative with one of the Executive being the Past President or other designate as voted by the membership.

Non -Voting Appointed Executive – Secretary, Recreation Director

- All voting Executives shall have voting power except the President, who may only cast a vote to break a tie.
- The Executive Committee shall consist of not less than five and not more than twelve Voting Executive, all of whom must be eligible to be a member of the Executive as outline in Article #8 Nominations & Elections.
- If the position of President and Vice-President becomes vacant, for any cause, the Executive shall by majority vote, elect a member amongst themselves to complete the remainder of the term. Or elect an interim President and Vice-President and call a by-election at the next General Meeting.
- Should any of the Representatives be unable to complete their term, the Executive Committee may vote to appoint a replacement, leave the position vacant or call a by-election. This can be done at any Executive Meeting in which a quorum is present.

Executive Roles

PRESIDENT (Two-Year Term)

Responsibilities:

- Lead the activities of EMHA and preside over all Association meetings.
- Oversee the administration and operation of the EMHA Executive.
- Ensure that all members of the Executive fulfill their responsibilities.
- Act as a mediator in disputes involving parties within the Association.
- Notify the Executive Committee of the time and location of all meetings.
- Ensure that the dates and times of Annual and General Meetings are properly advertised.
- Maintain records of all EMHA correspondence.
- Ensure that information received from Hockey Saskatchewan, leagues, and other outside agencies is distributed to the appropriate Active Members in a timely manner.
- Work alongside the Recreation Director and the Executive, and represent the Association when dealing with outside agencies, Hockey Saskatchewan, and hockey leagues.

VICE PRESIDENT (Two-year Term)

Responsibilities:

- Support the President in managing and administering EMHA in accordance with the duties of the President.
- Become familiar with all Presidential duties to ensure a smooth and efficient transition when acting in the President's absence or at the President's request.
- Oversee publicity, media relations, and event promotion for EMHA.
- Serve as the Coach Mentorship and Player Development Coordinator.
- Organize player clinics, workshops, and other development opportunities to support player growth.
- Organize coaching clinics, workshops, and other development opportunities to support coaching development.
- Act as a liaison between Coaches and the Executive, providing a channel through which coaches can safely raise questions, concerns, and suggestions.

PAST-PRESIDENT

Responsibilities:

- Serve as an advisor to the Executive and as a voting member of the Executive.
- Work alongside the President and help mediate disputes within the Association.
- Continue in the role until the current President has completed their term.

TEAM REPRESENTATIVES (One Year Term)

Representation of all ages encouraged. One Team Rep may simultaneously hold two positions (ex. U15 & U18) as deemed necessary by the Current Executive. Cannot be a current Team Head Coach.

Responsibilities:

Communication and Representation

- Serve as a liaison between the EMHA Board, including the Recreation Director, and the teams you represent.
- Act as a liaison between your teams and their leagues during the pre-season and throughout the season, as needed.
- Bring team concerns forward to the Board.
- Attend Executive Committee meetings with prepared interim reports.
- Prepare and present reports at the Spring and Fall General Meetings.

Administration and Team Support

- Assist the Recreation Director with registrar-related duties for the teams you represent, including coaching certifications, criminal record checks, Spordle waivers, provincial registration, and affiliated player administration.
- Provide guidance and mentorship to new Coaches and Managers.
- Conduct a joint pre-season meeting with all Team Representatives, Coaches, and Managers across age groups.

- Collect team lists from Recreation Director / RAMP. Update contact information for Players, Coaches, Assistant Coaches, Managers, and Trainers for the upcoming season. Include in Coaches & Managers Package.
- Prepare a Coaches and Managers package for the pre-season meeting.
- Apply for Carded teams if necessary or requested.

Financial Reporting and Equipment

- Collect income and expense statements from the teams you represent for each Executive Meeting, including the year-end statement due by Spring Annual General Meeting, in accordance with the Team Finance Policy. Include this information in reports to Executive and General Meetings.
- Manage equipment and uniforms at the start of the season and throughout the year, including jersey inventory and distribution, goalie equipment, practice equipment, game pucks, and first aid kits.
- Submit equipment requests to the Executive by May 30 each year so requests can be prepared for the Recreation Committee by September 1, before the Annual Budget Review.

Season Review

- Distribute and collect year-end surveys, present the results to the EMHA Board at the post-season meeting, and prepare a summary for the Spring Annual Meeting.

FEMALE REPRESENTATIVE (Two Year Term)

- Serve as a liaison between the EMHA Board, including the Recreation Director, and female players within the association.
- Represent the Eston Minor Hockey Association on the Western Prairie Hockey Board.
- Assist the Recreation Director with any administrative duties required by Hockey Saskatchewan and Western Prairie.
- Attend all Western Prairie Hockey Board meetings and participate as required.
- Act as a liaison between female players and their leagues during the pre-season and throughout the season, as needed.
- Act as the Team Representative for any female teams registered in Eston Minor Hockey.
- Report relevant updates and issues to EMHA.

SECRETARY (Two Year Term)

Responsibilities:

- Maintain accurate written records of EMHA proceedings and present minutes for Executive Committee and General Meetings as required.
- Record, distribute, and maintain the minutes of all EMHA meetings, and update both the Minute Book and Motion Book after each meeting.
- Track all official complaints and their outcomes.
- Organize and carry out the administrative duties of EMHA.
- Compile action items during meetings and distribute them promptly to the Executive.
- Issue notices of EMHA General Meetings when directed by the President.

- Prepare and send correspondence on behalf of EMHA, as required.

Officials Representative: (Two Year Term)

Responsibilities:

- Shall act as a liaison between EMHA and its officials.
- Recruitment of Officials at the beginning of the season and mentorship throughout.
- Gather Clinic dates and other training opportunities for officials. Book transportation to clinic if necessary.
- Gather all the Clinic Pink Sheets and compile them after clinics are attended.
- Once the list is finalized and the certification is in place a Master Phone List is created.
- The list is forwarded on to the Executive, Rec Director and shared with the Association. May need to be updated throughout the season.
- Shall bring all concerns of the Officials to the board.
- Shall bring Official related concerns from Teams to the Board.
- Manage necessary equipment and uniforms at the beginning of the season and throughout the season. (Ex. Wash Ref jerseys)
- Create the Out of Town Ref List with the travel allowance.
- Create a package to forward on to the Coaches, Managers, and ref coordinators for each of the teams.
- Track the games per Referee to ensure all Refs are receiving fair access to games.

RECREATION DIRECTOR (Non-voting)

The Recreation Director is determined by employment under the Eston & District Recreation Committee and the Town of Eston. They will fulfill the powers and duties assigned to them under Bylaw 2021-8 and the Recreation Director Timeline.

Responsibilities Specific to Minor Hockey:

- Send, Receive and record registrations forms. Provide EMHA with Outstanding accounts.
- Ensure all applicable registration fees to Hockey Saskatchewan and any applicable leagues or tournaments.
- Forward all applicable sanction fees to Hockey Saskatchewan.
- RAMP Administration
- Register teams for league play in Highway 14 or any other applicable leagues.
- Register all teams (including bench staff) on HCR website
- Inform Hockey Saskatchewan via fax a list of duplicate coaches/managers.
- Forward applicable fees to Hockey Saskatchewan.
- Obtain a release from any players that are registering, that are new to Eston Minor Hockey. (Need to have a release from the last association that they played with).
- Send Affiliated Players lists to Hockey Saskatchewan.
- Work with Team Reps to ensure team's Executive are certified accordingly to Hockey Saskatchewan guidelines.
- Apply for concessions with Hockey Saskatchewan for any player coming to Eston, from out of Province.

- Complete and submit an Addition/Deletion form if any player or bench staff is added or deleted after you have registered the team prior to December 20th.
- Send in Tournament Application to receive a sanction number with Hockey Saskatchewan for all teams hosting a tournament.
- Provide team lists to EMHA so Team Reps can update a new spreadsheet of emails and phone numbers of EMHA Coaches/Assistants/Managers/ Trainers for upcoming season- forward information to EMHA.
- Recreation Director must get the number of teams from EMHA after annual registration to determine yearly practice and game schedule. Team Reps would then hand ice time out to respective managers for game booking. Once completed Managers would submit game schedule for entry into Recreation Calendar.
- Responsible to update both the Website and Arena schedule as changes occur throughout the year.

ARTICLE # 7

REMOVAL BY MEMBERS

- The members of the Association entitled to vote, may by resolution passed by at least 75% of the regular voting members at a special meeting, remove any Executive Member from the Executive Committee.

ARTICLE # 8

NOMINATIONS & ELECTIONS

Nomination Process:

Nomination for Executive

- No member shall be eligible to become a member of the Executive Committee unless they are in financial good standing with hockey registration fees paid in full and shall be of good moral conduct and behavior.
- Each eligible voter present may nominate an individual for a position on the Executive Committee by completing a Nomination Form a minimum of 48 hours prior to the AGM. The nominee must accept the nomination.
- If only one person is nominated for a position, they will be elected by acclamation.

Nomination for President

- Nominations for President will not be accepted unless the nominee is a serving member of the current executive or the person held an executive committee position in the past two years.
- If the criteria cannot be met, written applications / nominations will be accepted up until the next Executive Committee Meeting.
- At that time, the applications / nominations will be reviewed, and the Executive Committee will put forth a vote to appoint a nominee or call a by-election as per Article 6.

Election Process:

- Election of the Executive Committee Members will take place at the Spring Annual General meeting.
- The President will be elected in even years and the Vice President and Secretary will be elected in odd years. This shall promote continuity among the Executive Members of the Association.
- The Team Representatives will be elected as needed.
- The Executive shall be elected by the Associate Members. The term shall commence immediately following the Annual General Meeting they are elected at.
- The elected Members will be the nominees receiving the most votes for.

Choosing to Stand for Current Position

In the event of a person choosing to stay on the Executive Committee in their current position, their nomination will be automatic, and any further nominations will be requested from those Members present at the meeting.

Multiple Nominations for Executive Positions

If two or more people are nominated for the same position, they will be asked to remove themselves from the immediate area and a secret ballot vote will take place. The elected Members will be the nominee receiving the most votes. Two members of the outgoing Executive Committee will count the votes. A motion from the Members, seconded and carried is required to destroy the ballots.

ARTICLE #9 EXECUTIVE MEETINGS

The Board shall meet approximately every month from August through April. The President will make every effort to schedule Executive Meetings on the same day of the week from month to month.

- The first meeting in August shall be held prior to the Fall General meeting.
- All Executive Board members must be given at least 7 days' notice for a meeting.
- All Executive Board meetings must have a Quorum present before any motions are considered valid. A Quorum for an Executive Committee Meeting shall consist of 50% + 1 of the Executive Committee Membership.
- Voting via GroupMe is allowed but proper recording must take place.
- Board members must be provided with an opportunity to add items of interest to the agenda.
- If any member of the Executive is in, or appears to be in, a conflict of interest situation, that member must declare and abstain from voting.
- All discussions at Board meeting shall remain confidential. If there are inquiries about Executive board meeting on goings then the interested party must make those inquiries through proper procedures by requesting meeting minutes from the EMHA Secretary or requesting time to have your inquiries answered at the next EMHA board meeting.
- As a EMHA Executive Member you are required to attend a minimum of 75% of all scheduled meetings. If yearly attendance drops below 75% the EMHA President can ask any executive member to step down.
- All minutes must be kept and reviewed for accuracy and passed at the beginning of each meeting.

Executive Meeting Agendas should consist of:

- Last meeting minutes.
- Updates from Team Representatives, Female Representative, Recreation Director, Officials Representative
- Review New and Old Business.
- Future Planning

ARTICLE # 10

ANNUAL GENERAL MEETINGS

- There will be Annual General Meetings held in Eston at the conclusion of the hockey season in the spring, but no later than April 30th. The first Executive Committee Meeting date will be set at this meeting.
- The Fall General Meeting will be held in Eston between August 15th and August 31st after the conclusion of the annual Hockey Registration. The date for the Joint meeting between the Executive Committee, Team Reps, Coaches and Managers will be set at this meeting.
- The President will draw up the agenda for the Annual General meeting and review the order of business with the Executive. The agenda must be approved prior to the AGM and be available at the meeting for all to review in advance of the AGM.
- Eligible Members in attendance at the meeting will be entitled to one vote as outline in Article (Membership).
- A Quorum for any General Meeting shall consist of 15 members. The members of the Executive Committee, including the President will be included when constituting a quorum.
- Members who fail to attend the annual general meeting to voice their concerns or to cast a vote on any items requiring such action give up the right to have their concerns heard on those items until the next general meeting.
- Motions pertaining to the Association can be moved and seconded by anyone who has membership in the Association.
- Every question submitted to any meeting of the Association shall be decided by a majority of votes on a show of hands **or** secret ballot pending the decision of the Executive.
- All general meeting shall follow "Robert's Rules of Order".

AGM Order of Business:

- Call to order by President / Welcome
- Approval of agenda and any additions (motion to adopt the agenda)
- Reading of the last meeting minutes (motions to approve the minutes)
- Introduction of Eston Minor Hockey Executive
- Eston Recreation Report
- Old Business
- New Business
- Amendments to the constitution (Spring/ Fall annual general meeting only)
- Election of Board Members (Spring/ Fall annual general meeting only)
- Adjournment
- Team Meetings

ARTICLE # 11

AGM RULES OF ORDER

- All motions shall be decided by a majority vote. In case of a tie, the President shall cast a deciding vote. Once a motion is carried, it cannot be voted on again until the next General Meeting.
- No member shall speak more than once on the same subject pertaining to a motion without permission from the Chairperson, unless in explanation of the mover's reply.
- When a vote is called, it shall be taken by the Members present holding up their hand, or secret ballot at the discretion of the Executive. Ballots will be counted by non- executive members.
- All motions should be presented, and every effort should be made to group similar motions together for presentation, giving members the opportunity to determine by vote the most suitable version of similar amendments. Following the presentation of all motions, each one will be reviewed individually and voted on.

ARTICLE # 12

SPECIAL MEETINGS

- The President shall call a Special Meeting of the Executive Committee at the request of not less than three Executive Committee Members.
- If decisions need to be made quickly throughout the year, voting will be limited to two votes per team registered in that year; one for the Coach and one for the Manager.

ARTICLE #13

AMENDMENTS TO THE CONSTITUTION

- Requests for amendments to the Constitution must be made in writing and submitted to the EMHA Secretary 30 days prior to the Annual General Meeting and advertised for 14 days prior to the Annual General Meeting.
- Amendments to the Constitution may be made by majority vote of the members at either the Annual Fall or Spring General meeting.
- Once a motion is carried, it cannot be voted on again until the next General Meeting.

ARTICLE # 14

COMPLAINTS

- All those wishing to voice a complaint against any member, Team Executive, players, referee, or member of the Executive Committee must observe the 24 hour “cooling off” period prior to voicing their concerns. The goal should be to settle the conflict amongst yourselves before issuing a formal complaint.
- All complaints regarding coaching should first be directed to the team manager. The manager will then contact the coach and further communication will be dealt with by the coach in a timely manner.
- By no means are parents to contact coaches directly during a game, during a practice, in the dressing room or by phone without speaking to the team Manager first.
- If a conflict cannot be resolved, then the concerns should be presented in writing using the “Complaint Form” to the EMHA Secretary for the board to assist within seven (7) days from which the complaint or protest arose.
- Once a concern is issued in writing the Executive will have fourteen (14) days to meet and determine any further actions, discipline, suspensions or resolutions.
- All complaints must be dealt with in the current hockey season.

ARTICLE #15

DISCIPLINE

The Association expects all members; Executive Committee, Team Officials and membership participants to follow the Eston Minor Hockey Association Constitution and Operating Policies. All members shall conduct themselves in a manner consistent with values of EMHA which include but are not limited to fairness, integrity and mutual respect and exhibit qualities of good sportsmanship to all. When these standards cannot be met, they may be dealt with in the following manner:

- Level 1 – A written reprimand
- Level 2 – A suspension from participation in or at specific Association activities for one week.
- Level 3 – A complete suspension from participation in or attendance at all Association activities for one month
- Level 4 – Expulsion or a combination of any and or all
- Level 5 – Depending on the Severity of the incident, the Executive Committee may choose to bypass any or all levels.

The EHMA Executive Committee may issue a Level 2 -5 Disciplinary Action to any player, team staff or Executive Member by an Executive Committee vote of 75% of the board for breaking any EMHA policies, regulations or constitution.

Associated League & Hockey Saskatchewan Discipline:

- All Hockey Sask Policies and Procedures will be endorsed and followed by all members of the Eston Minor Hockey Association.
- All Hockey Sask Regulations for all player infractions drawing suspensions will be enforced by the EMHA.
- All associated league suspensions will be endorsed and followed by all members of Eston Minor Hockey
- A coach may suspend, for discipline, any player on their team for up to one game. Suspensions of more than one game must have the approval of the EMHA Board.

ARTICLE # 16

WINDING UP OR DISSOLUTION

In the event of dissolution of the EMHA its Powers and Responsibilities shall revert to the Eston & District Recreation Committee.

ESTON MINOR HOCKEY ASSOCIATION

OPERATING POLICIES & PROCEDURES

Purpose:

These Operating Policies and Procedures are designed to serve as a practical guide for the hockey season. They explain team operations, clarify the responsibilities of Team Executives, parents, and players, and support everyone in working together toward a successful season.

The operating policies and procedures must first align with Hockey Canada, Hockey Saskatchewan and any affiliated leagues. Then they may be specific to the Eston Minor Hockey Association. In the event that a policy or procedure is not specified, the Committee will default to the governing bodies we are associated with.

AMENDMENTS TO THE OPERATING POLICIES & PROCEDURES

- Requests for amendments to the Operating Policies & Procedures must first be crossed referenced with the Policies and Procedures set out by Hockey Canada, Hockey Saskatchewan and any affiliated leagues.
- Requests for amendments must be made in writing and submitted to the EMHA Secretary 30 days prior to the Annual General Meeting and advertised for 14 days prior to the Annual General Meeting.
- Amendments to the Operating Policies & Procedures may be made by majority vote of the members at either the Annual Fall or Spring General meeting.
- Once a motion is carried, it cannot be voted on again until the next General Meeting.

CODE OF CONDUCT POLICY

Purpose

The Code of Conduct sets out the standard of behavior expected of all EMHA members, including players, parents, team staff, officials, volunteers, and board members involved in EMHA activities and events.

This Code of Conduct is in addition to the Hockey Saskatchewan Member Code of Conduct and Ethics.

Expected Standards of Conduct

- EMHA is committed to providing an environment in which all individuals are treated with respect.
- All members are expected to act in a manner consistent with EMHA values, including fairness, integrity, and mutual respect.
- During EMHA activities and events, members must avoid behavior that could bring the organization into disrepute.
- Members are expected to follow the Constitution and the rules and regulations that govern EMHA.

- Disrespectful, offensive, abusive, racist, or sexist comments or behavior will not be tolerated and may result in disciplinary action when appropriate.
- Players, parents, coaches, and team staff are expected to respect and support EMHA's Fair Play Policy.

Shift Forward or Respect in Sport:

- One person from each household must have the Shift Forward or Respect in Sport.
- The Shift Forward or Respect in Sport certificate number is required at registration.
- If you have not completed Shift Forward or Respect in Sport for Activity Leaders as required for Team Executive, you will be required to complete the Shift Forward or Respect in Sport for Parents.

TEAM FINANCES POLICY

- All teams are required to have a Bank account at an Institution of their choosing. Two signatures are required for signing authority. No personal accounts can be used.
- Signing Authority should be the Team Treasurer and one other neutral team parent. In the event that the Team Treasurer is also the Manager, it is recommended that two neutral parents have signing authority.
- Team accounts are intended to cover all team-related expenses. No funds will be provided by the Eston & District Recreation Committee except for Tournament Ice Rental.
- At the beginning of the season, a portion of the team's funds will move with players who advance to the next age group. This amount represents those players' contribution to team fundraising and will be carried forward to support their new team.
 - Calculation example: 20 players, 2 quit and 8 move up. $8/20 = 40\%$. Therefore 40% of the current bank balance should be carried forward with the players moving up.
- A Financial Tracking sheet is required to be completed once per month and shared with your Team Rep in advance of Executive Meetings. This should include but not be limited to all income (gate, 50/50, cash on hand, tournament income, donations etc.) and expenses (floats, referees, tournament fees, tournament expenses, gifts etc).
- A year end Income / Expense sheet is required to be completed and submitted to the Team Representative prior to the Spring Annual General Meeting.
- Team Fees may be requested in addition to registration fees. Team Executive should present a very clear intention for the Team Fees and if necessary, put to a majority vote.
- Team fundraising should be limited to Gate admission, 50/50, hosting a Tournament or selling Pool Squares. Any additional fundraising will require permission from the Eston & District Recreation Committee to avoid overlapping fundraisers.
- Teams are no longer given permission to solicit businesses for monetary or prize donations who are partners of the Eston & District Recreation Committee's sponsorship package. The current list of sponsors will be provided at the Fall General Meeting.
- In the event of multiple communities combining to form one team registered under Eston Minor Hockey, they may choose to dissolve their funds at the end of the season after all expenses are paid in full. A majority vote may be used to determine how to disperse remaining funds (ex. Reimburse a portion of team fees, donation to each community facility etc.).

SELECTION OF TEAM OFFICIALS' POLICY

General Eligibility and Standards

- All team officials must agree to follow the Hockey Saskatchewan and EMHA Codes of Conduct.
- All team officials must agree to follow the Hockey Saskatchewan Certification requirements for their age level by the deadlines specified.
- No person under 19 years of age may serve as a Head Coach or Manager in EMHA. Individuals under 19 may assist in a support role only.
- EMHA recommends that at least one member of each team staff hold First Aid certification.
- Team Executives should be selected by September 15th to allow enough time for Registration with Hockey Canada and Hockey Saskatchewan.
- Coaches and Managers should not be related (for example, spouse, sibling, or similar relationship). If this cannot be avoided, the team must appoint a neutral team liaison or utilize the Team Representative.

Hockey Saskatchewan Team Executive Certification Requirements

- Hockey Saskatchewan certification requirements for the age level they coach by the stated deadline. Coaches who do not meet these requirements will be responsible for any fines imposed by Hockey Saskatchewan.
- All team officials must provide a criminal record check before being placed on the roster of any EMHA team. A letter provided by the Eston Minor Hockey Association will be provided to avoid additional fees.
- Communicate with your minor hockey registrar and or division coordinators to make sure that your coaches have their proper coaching credentials.
 - **December 15:**
 - Final date for any TEAM OFFICIAL to be removed from a team roster
 - The appropriate certifications will be required after this date.
 - **December 20:**
 - Final date for all team officials to obtain appropriate certifications.
 - Teams will be fined \$50 per infraction by Hockey Saskatchewan as per regulation 8.01.01.b

Please remember: If an individual will ever be on the ice with the team or on the bench with the team, they must be registered with Hockey Canada for insurance purposes. Any unregistered individual who is injured on the ice or on the bench will NOT BE INSURED.

Shift Forward or Respect in Sport:

- All registered team officials aged 18 and over must have the **Shift Forward** or **Respect in Sport** certification. A registered team official is any individual listed for insurance purposes. This is an individual who will be listed on the official roster on the ice with the team at practice or on the bench during games. #8.01.01.f)

- Required for any helper can be listed as a bench helper, volunteer, trainer or manager that is registered with Hockey Saskatchewan on the Team Roster.

Please Note: All Respect in Sport Activity Leader certifications currently on your hockey qualifications will remain valid until May 31, 2028, at which time they will expire.

Coach Application and Selection Process

- Any person interested in coaching a hockey team must apply through RAMP by the registration deadline.
- If more than one coaching application is received, a team parent meeting will be held to gather input before the EMHA Board reviews the applications and votes.
- If a coach resigns during the season, they must submit written notice to the EMHA Board that includes the effective date of resignation and the reason for leaving.

Board Authority and Staff Appointments

- The EMHA Board may make changes to team officials at any time by a 75% vote of the voting Executive.
- The Head Coach may recommend candidates for the Assistant Coach, Trainer, bench parent volunteer, and Team Manager positions, to a maximum of five team staff members, including the Manager. All recommended candidates must meet Hockey Saskatchewan requirements.
- If the Head Coach has concerns about any recommended candidates, they must meet with the EMHA President for guidance and support.

TEAM ROLES & RESPONSIBILITIES

HEAD COACH

Season Planning and Communication

- Attend the joint Coaches and Managers meeting organized by your Team Representative.
- Hold a parent meeting before the season begins to outline expectations, review team goals, and address matters such as playoffs, provincials, playing time, and fair versus equal play.
- Work with the Team Manager to provide a reasonable number of games for the team.
- Complete all required Hockey Saskatchewan coaching certifications for your age group by the stated deadline. Coaches who do not meet this requirement are responsible for any fines issued by Hockey Saskatchewan.
- Respond to concerns from parents and players, as brought forward by the Team Manager, in a timely and constructive manner.

Leadership and Conduct

- Maintain appropriate conduct for yourself and your team during games and practices. Swearing, excessive penalties, unnecessary roughness, fighting, and disrespect toward officials reflect poor team leadership.
- Address concerns involving the team, a player, or a parent in a positive and constructive manner. When appropriate, apply the 24-hour “cooling off” period before responding.

Player Development and Fair Opportunity

- Plan practices that develop the skills and abilities of all players through a variety of drills and activities.
- Strive to provide fair ice time in league and exhibition games. During tournaments and playoffs, coaches may use discretion based on attendance, participation, behavior, attitude, and effort. These expectations should be communicated at the start of the season and reinforced throughout the year, along with constructive feedback for improvement.
- Exercise sound judgment and be prepared to explain your decisions.

Safety and Supervision

- Ensure that all equipment used during practice is removed from the ice when practice ends.
- Ensure dressing rooms are left in good condition after all games and practices.
- Ensure that two adult team officials are always in control of the bench.
- Clearly communicate expectations for dressing room behavior.
- If a player is removed from a game, ensure that one team official and one neutral party (rule of 2) accompanies that player to the dressing room and remains nearby until the player has regained composure.
- Ensure that suspended players do not participate with any EMHA team until their suspension has been fully served.

ASSISTANT COACH

Practice and Team Support

- Help the Head Coach develop practice plans for the season. Understand the drills and objectives for each practice so you can support their delivery effectively.
- Understand the team goals established by the Head Coach and identify how you can contribute positively to achieving them.
- Remain committed to the team and coaching staff and attend as many practices and games as possible.

Game-Day Readiness

- If the Head Coach is unable to attend a game, be prepared to assume head coaching duties. This requires familiarity with game-day responsibilities and clear communication with the Head Coach in advance.

Things to Consider as Coaches

Professional Conduct and Team Leadership

- Remember that referees are learning and will not be perfect. Treat them with respect and always support their development.
- Work cooperatively with officials for the benefit of the game.
- As coaches in EMHA, you represent both our organization and our community. Your words and actions reflect directly on EMHA.
- Remember to take into consideration what is within a player's control and what is not.

Player Experience and Communication

- Help ensure that all players enjoy their experience, regardless of skill level.
- Some players may feel more comfortable approaching one coach rather than the other with questions or concerns. That is acceptable, but it is important to maintain a united front.
- Be fair in the instruction, support, and playing time you provide.
- Regular one-on-one communication with players can be valuable and may help them feel more comfortable raising questions or concerns.
- Help players focus on what is within their control rather than dwelling on what is not.

Coaching Approach and Development

- Work reasonably with the Team Manager when scheduling games and practices, recognizing that players have other interests and obligations.
- Teach players to play fairly and to respect the rules, officials, and opponents.
- Hold players accountable without ridiculing or yelling at them for mistakes. Encourage them to have fun, build confidence, learn from mistakes, and compete to the best of their ability.
- Remember that players need a coach they can respect. Be generous with praise and lead by example.
- Continue to pursue appropriate training and development opportunities to strengthen your coaching skills.
- Always follow the “Rule of 2”.

TRAINER/SAFETY

Responsibilities:

Certification and Preparedness

- In addition to required Hockey Sask certification, the trainer must hold Hockey Saskatchewan Safety Training certification.
- Maintain a fully stocked first aid kit in accordance with Saskatchewan OH&S Level 1 requirements.
- Implement an emergency action plan for serious injuries.

Player Health and Injury Management

- Maintain accurate medical information for each player.
- Recognize injuries that require a player to be removed from action.
- Manage both major and minor injuries appropriately.
- Always follow the Rule of 2.

Documentation and Reporting

- Complete all required paperwork in accordance with Hockey Saskatchewan and Hockey Canada policies and provide copies to the Recreation Director and your Team Representative.

TEAM MANAGER

Core Responsibilities

- Manage one team per hockey season.
- Oversee team operations and activities in partnership with the Head Coach.
- Support the Head Coach with the pre-season team meeting.
- Serve as the liaison between your team and the Head Coach during disputes, in accordance with the Complaints Policy.
- Bring team concerns forward to your EMHA Team Representative.

Scheduling and Communication

- Attend, or arrange a representative to attend, league scheduling meetings and any other league meetings throughout the season.
- Schedule exhibition, league, and provincial games in consultation with the Head Coach and Recreation Director.
- Prepare a contact list for all players and parents, including phone numbers and email addresses.
- Communicate all practice and game schedules, including changes, to players and parents.
- Inform the Recreation Director of any ice scheduling changes as soon as possible.
- Arrange out-of-town ice rentals when needed.
- When rescheduling games or practices, or trading ice with another EMHA team, include all affected parties, including the other team's coach and manager and the Recreation Director.
- Keep players and parents informed throughout the season using a team communication platform such as TeamSnap or TeamLinkt, as well as email, phone calls, or direct conversation.

Equipment and Game-Day Operations

- Maintain care and control of both sets of team jerseys, goalie equipment, and the team first aid kit throughout the season.
- Inventory and distribute team jerseys and equipment at the start of the season. When assigning jersey numbers, remember that lower numbers are typically smaller sizes and higher numbers are larger sizes.
- Arrange name bars as soon as possible.
- Collect, inventory, and return all team jerseys and equipment to the Team Representative at season end.
- Arrange or delegate the booking of referees and linesmen for all home games, and ensure officials are paid from team funds.
- Create a parent worker schedule for admissions, 50/50, game sheets, and timekeeping at home games, giving families as much notice as possible.
- Explain game-day jobs to parents and follow up with volunteers to ensure each role is covered.
- Remember that referees are learning and will not be perfect. Treat them with respect and support their development.

Records, Reporting, and Compliance

- Ensure all game sheets are completed and signed by coaches, officials, and the timekeeper, then submitted to the appropriate league commissioner or Hockey Saskatchewan within 48 hours of each home game. Send the original to the league or Hockey Saskatchewan, provide one copy to the visiting team, and keep one copy for your records.

- Maintain financial records, or appoint a Treasurer to do so, and submit an end-of-season income and expense statement to your Team Representative before the Spring AGM.
- Work with the Recreation Director to obtain travel permits and sanctions for out-of-province games and tournaments.
- Prepare and submit all required documentation for Hockey Saskatchewan provincial competition.
- Prepare and submit all required documentation for Hockey Saskatchewan Tournament Sanctions.
- Prepare game sheets for each game with a complete list of active players. Pre-made labels or stickers may help streamline this process.
- Do not contact Hockey Saskatchewan about players, teams, suspensions, or similar matters without approval from your League first.
- Forward all game sheets involving the ejection of a Team Official to the EMHA President and Recreation Director.

Support and Best Practices

- **You are not alone in this role.** Use your Team Representative as a source of advice and support throughout the season.
- Feel free to delegate jobs to other responsible members of your team.
- Make early promotion of your home tournament a priority.
- Remember that, as a manager in EMHA, you represent both our organization and our community. Your words and actions reflect directly on EMHA.

TEAM TREASURER

Responsibilities:

- Review and follow the Team Finances Policy.
- Ensure all income and expenses are recorded accurately and made available upon request by your team or EMHA.
- Submit a brief year-end financial statement to your EMHA Team Representative.
- Each team must have a Treasurer in place by October 1st of each year.

Tournament Finances

- You are responsible for ensuring that all home tournament expenses are paid in full and on time.
- Collect and submit tournament entry fees.
- Deposit all tournament-related income into the team account.

The following Optional Positions are also the responsibility of the Manager unless otherwise delegated or volunteered for.

TEAM TOURNAMENT COORDINATOR (OPTIONAL)

Planning and Scheduling

- The tournament date is usually set at the Fall General Meeting. Please make every effort to keep that date, as rescheduling after a weekend has been chosen can be difficult.
- Apply for the Tournament Sanction with Hockey Sask as soon as your date is confirmed with the Recreation Director. Any fine resulting from improper documentation is the responsibility of the Team
- Promote and fill your tournament as early as possible. Hockey Sask will post your tournament on their website once the tournament sanction has been approved.
- If the tournament must be cancelled, provide as much notice as possible so the ice can be reassigned where feasible. This does not apply to cancellations due to inclement weather.

Officials and Event Operations

- Notify the EMHA Officials Representative about the tournament.
- The tournament committee is responsible for referee payment, and the Team Ref Coordinator may help with scheduling.
- Coordinate 50/50, time clock, and raffle table staffing with support from the Team Manager.
- Arrange tournament giveaways, such as medals or trophies, dressing room snacks etc.

Raffle Table and Expenses

- If you plan to run a raffle table, your team must provide the prizes.
- AGT Community Complex sponsors have already donated the ice rental, so additional prize donations may be requested only from non-AGT Community Complex sponsors as per the Team Finance Policy.
- The team is responsible for all tournament expenses.

TEAM REF COORDINATOR (Optional)

Scheduling and Assignments

- A current list of referees will be provided to each team referee coordinator by EMHA.
- Use local referees whenever possible. Mileage does not need to be paid to Eston-based officials.
- Assign referees as evenly as possible to support fair access to games and continued official development. Track assignments and provide information to the Officials Representative.
- Whenever possible, schedule one referee and two linesmen for all games U11 and older. This supports proper positioning, mentorship, and teamwork for developing officials.

Development and Standards

- EMHA is committed to developing local officials. Avoid relying on the same referees repeatedly, as uneven assignment can discourage participation.
- Referees should generally be at least two age categories above the level they are officiating when possible.
- Linesmen should generally be at least one age category above the level they are officiating when possible.
 - Example: a U15-aged referee may officiate a U11 game and a U13-aged referee may be the linesman.

Communication and Support

- Share any feedback with the Officials Representative.
- Remember that referees are learning and will not be perfect. Treat them with respect and support their development.

PLAYERS:

Effort and Commitment

- Set realistic expectations for your personal development based on the effort you are willing to put in.
- Make every effort to attend all practices and games on time. Repeated tardiness may have consequences.
- Control what you can and give your best effort at every practice and game.
- Always wear the required equipment.

Respect and Conduct

- Respect all team staff, game officials, opponents, and the volunteers who help operate your team.
- Respect our facility and every facility where your team plays.
- Play hockey because you want to, not because others want you to.
- Play by the rules and in the spirit of the game.
- Control your temper—fighting and “mouthing off” can spoil the experience for everyone.
- Respect your opponents and acknowledge good plays by both teams.

Team Attitude and Sportsmanship

- Be a true team player and give your best effort at every practice and game.
- Remember that winning is not everything—having fun, improving your skills, making friends, and doing your best are also important.
- Remember that coaches and officials are there to help you. Accept their decisions and treat them with respect.

PARENTS:

Support and Commitment

- Make every effort to have your child at all practices and games on time. Repeated tardiness may have unintended consequences.
- Ensure that your child has properly certified equipment.
- Attend your child’s team parent meeting at the start of the season.
- Participate in all fundraising efforts for your team and the Eston & District Recreation Committee.
- Work admission, 50/50, the score clock, or the game sheet at home games when scheduled, or arrange to trade shifts with another parent.

Respect and Conduct

- Stay current and continue education in Hockey Saskatchewan and Hockey Canada Code of Conduct policies.
- Respect all team staff, game officials, visiting teams, and the volunteers whose time helps operate your hockey team.
- Respect our facility and every facility where your team plays.
- Observe the 24-hour “cooling off” period when dealing with concerns or complaints. Be prepared to offer solutions.
- Do not force your child to participate in hockey.
- Remember that your child plays hockey for their enjoyment, not yours.
- Encourage your child to play by the rules and resolve conflicts without hostility or violence.
- Hold your child accountable but never ridicule or yell at your child for making a mistake or losing a game.
- Never question an official’s judgment or honesty in public.
- Support all efforts to remove verbal and physical abuse from children’s hockey.
- Respect and appreciate the volunteer coaches who give their time to support your child.

Positive Encouragement and Sportsmanship

- Set realistic expectations for your child’s development based on the effort they are willing to put in.
- Teach your child that doing their personal best is as important as winning, so they do not feel defeated by the outcome of a game.
- Help your child feel successful by offering praise for fair play, effort, and sportsmanship.
- Remember that children learn best by example. Applaud good plays and performances by both teams.

OFFICIALS POLICY

- Will follow all Hockey Saskatchewan rules and regulations.
- Will officiate fairly and remain aware of any bias they may have towards both teams competing.
- Keep in regular communication with the EMHA Officials Representative.
- Will reasonably accept officiating assignments and recognize the commitment they require.
- If a game needs to be rescheduled with less than 48 hours’ notice, it is the officials’ responsibility to find a suitable replacement or maintain the commitment.
- Officiating assignments should be booked responsibly during playoff season.
- Remember that, as an official for the EMHA, you represent both our organization and our community. Your words and actions reflect directly on EMHA.

FAIR PLAY POLICY

The purpose of this policy is to promote fair play and respect among all participants in the Eston Minor Hockey Association.

Throughout the season, all players should receive fair opportunities for ice time in both practices and games, subject to reasonable league or team discipline. Missing a practice or game for a valid reason

should not, on its own, be treated as a disciplinary issue. A player's skill level, particularly when paired with conduct that falls short of EMHA expectations, should not be used as the sole basis for increased playing time. Fair play supports the development of both skill and character, on and off the ice, and encourages players to grow by participating in a variety of game situations, including special teams, empty-net situations, overtime, and shootouts.

For the U7 – U9 age groups, fair play will be the equivalent to equal play with all players having equal opportunity to ice time.

For the U11 age group, as it is the first year of full ice hockey, it is still considered a developmental season. Fair play will be at the coaching staff's discretion, but they are encouraged to teach all players to play in all positions and scenarios. The goal should be for each player to gain as much experience as possible in a variety of situations (special teams, empty net, last 2 minutes of a game etc.).

For the U13 divisions and upwards, fair play will be at the discretion of the coaching staff based on dedication and attitude of each player and what would be fair not only to each individual player but also taking into consideration the team as a whole.

UNIFORMS & EQUIPMENT POLICY

Players will be provided with Game Jerseys by the Eston & District Recreation Committee. Game socks are a separate expense and can be purchased from the Eston & District Recreation Committee.

The following equipment is mandatory:

- Helmet, C.S.A. approved
- Full facial protection including chinstrap
- Hockey skates (no figure skates)
- Neck protector with BNQ stamp
- Athletic support with cup for males and or Jill strap for females
- Hockey pants
- Hanging throat protector for goaltenders registered in U11 and older.

PHOTOGRAPHY / VIDEO POLICY

Hockey Saskatchewan Player Protection Policy states that any photograph or video involving Athletes shall respect the following:

Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete.

Examples of photos that shall be edited or deleted include:

- Images with misplaced apparel or where undergarments are showing

- Suggestive or provocative poses
- Embarrassing images

To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment.

Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

If any photographs or videos will be used on any form of public media, an Image Consent Form must be completed before any images are taken and used.

PLAYER RELEASE POLICY

EMHA will release any Eston Minor Hockey Player to play at a higher caliber, or as deemed by EMHA, a better level of hockey. A player does not need a release until they have been awarded a position on the higher caliber team.

Releases will not be granted for players to join another team of equal or lower caliber hockey than Eston Minor Hockey can offer. Eston teams will always be deemed the priority.

For any other special circumstances, like no team available for the age group, the player must submit a written release request. Each special request will be reviewed on an individual basis.

All players must have a written release from the EMHA President or Designate before leaving to another organization.

Hockey Saskatchewan Rules to apply.

Female Release Policy

Eston is registered under the Western Prairie Female Banner. Therefore, we allow all females registered for hockey in Eston to be released to a Western Prairie Team upon request. Please refer to the Western Prairie Female Hockey Handbook and Guidelines.

Hockey Saskatchewan permits female players to hold two cards. Therefore, they can be rostered to their local mixed team and a regional all female team. They can also be affiliated to an all-female team an age group above. Please refer to the Hockey Saskatchewan and the Sask Female Hockey League for official rules for regular season and playoffs.

Should a female dual roster, they must declare their priority team prior to the start of the hockey season. Once declared, that team will be their priority for the remainder of the season and they will only be available to their second-choice team when no games or practices are scheduled. Violations of this policy may result in disciplinary action from both Hockey Saskatchewan, associated hockey leagues and the EMHA.

Hockey Saskatchewan, Sask Female Hockey League and Western Prairie policies and guidelines to apply.

TEAM SELECTIONS POLICY

In situations where the numbers of players registered for organized league play exceeds the maximum number allowed per team by the governing body, or a number deemed unmanageable by the EMHA and Team Executive, the group of players shall be split to form two separate teams.

In cases where the split group is to participate in organized league play within the same league, league rules and Hockey Saskatchewan rules will apply first. Then the primary objective will be to ensure that teams are equally balanced, and the skill sets of one team are closely matched to that of the other. There is no tiered hockey permitted by Hockey Saskatchewan.

When selecting teams, each team may protect only two players, but these players must be the Children of the Coach, Assistant Coach or Manager.

The process for splitting the teams will be overseen by the Executive. The split shall be conducted in a manner where an objective, on-ice assessment of all players is completed. The Executive may choose to enlist a neutral third party who has proven knowledge of hockey to assist.

If the team includes a child of an Executive member, that member will abstain from participating in the splitting process unless acting as an instructor for the on-ice evaluation.

PLAYER AFFILIATION POLICY

The Eston Minor Hockey Association supports the use of Affiliated Players when in accordance with Hockey Canada, Hockey Saskatchewan and local League regulations governing the use of affiliates. The EMHA will default to the Hockey Saskatchewan, and associate league rules when determining the use of affiliated players (AP).

According to Hockey Sask, the use of affiliates should be based on a team's needs in supplementing a temporary incomplete roster. League rules state affiliate players should come from a lower category. As U7 is not a part of a league, they may affiliate evenly across two teams if necessary.

Once registered and approved by all governing bodies, affiliated players may only be utilized in the following circumstances:

- U7: fewer than 12 players (as there is no designated goalie – that number is included in the 12)
- U9: fewer than 2 lines and 1 goalie
- U11: fewer than 9 forwards + 4 defense + 1 goalie
- U13 and older: fewer than 3 full lines and 2 goalies

PLAYER AFFILIATION ETIQUETTE:

- The use of AP's should be discussed in pre-season team meetings and addressed regularly throughout the season.
- The Team Executives from both teams must first give permission when an AP is needed, then parents must be approached for permission.
- A player in their own age group / division cannot be sat in favor of a player brought up from a younger division.
- The use of AP's can bring numbers to roster size as outlined above in each age group but cannot exceed that number of players.
- Exceptions can be made for tournament play and playoffs only when Team Executives from both teams give permission.
- Practices should follow the same affiliation rules as games. The only exception is that an affiliate may be called up for practice if that player is expected to be used in an upcoming game. Affiliate goalies may also be called up for practice when a team has only one goalie, but only with the approval of both Team Executives.
- Dual rostered Female players will be subject to the same procedures and etiquette.
- For U11 and under, no Affiliated players should be used twice until all AP's have had the opportunity to play.

COMBINING TEAMS FOR PROVINCIAL PLAY & TOURNAMENTS POLICY

The selection of teams for Hockey Sask Provincial play or for designated tournaments where Hockey Sask would allow teams to combine (ex. 2 U9 teams want to make 1 Tournament team) must be applied for in writing to the Eston Minor Hockey Association before any measures can be taken to establish such a team. All Hockey Sask rules and procedures will apply.

Applicants should have discussed with their team prior to applying and all parties involved should have a clear understanding of the expectations and commitment. All local players will have the first right of refusal before any other communities are approached. Local players will not be forfeited for out-of-town players.

If a Provincial / Tournament team has a separate roster from the registered league team, then it will require separate scheduling and ice rental. No registered league team practice may be canceled to hold a separate Provincial team practice.

Participation in these events should prioritize player development and experience over a win-at-all-cost approach.

CARDED HOCKEY POLICY

Carded hockey generally refers to sanctioned minor hockey programs in Saskatchewan where players from smaller, rural communities are grouped onto a single, temporary team to play in special weekend tournaments throughout the season. Carded hockey exists primarily to give young players in local,

smaller associations a chance to play a **higher or more competitive caliber** of hockey without having to leave their hometown associations full-time.

The Core Concept

- **Dual Registration:** Players remain registered with their local, regular-season teams (or house leagues) but are "carded" to a designated regional team for specific weekends.
- **Special Tournaments:** Carded teams usually gather to play on four designated weekends scattered throughout the winter (typically in December, January, February, and March).
- **Who it's for:** It is most commonly applied to **Under-9 (U9)** and **Under-11 (U11)** age groups.

Rules and Regulations

- **Player Pools:** Teams are formed by drawing players from a limited geographic radius (e.g., within 120 kilometers of the sponsoring center) to ensure local talent can band together.
- **No Tier 1 Players:** To keep things fair and focus on developmental opportunities, players already registered on Tier 1 (highly competitive) teams or provincial playoff teams are generally not allowed to be carded.
- **Roster Limits:** Rosters usually hold a maximum of 19 players, which must include two goaltenders.
- **Permission:** Players must get written permission from their home association to participate on a carded team.

The formation of Carded Hockey teams in Eston must be applied in writing to the Eston Minor Hockey Association before any measures can be taken to establish such a team. All Hockey Sask rules and procedures will apply.

Tryouts are permitted but cannot interfere with Regular League Play. A player will not be granted permission to miss a regular league game or practice to attend a tryout.

Carded Hockey is viewed as in addition to regular season hockey and will not replace regular league teams. If a Carded team has a separate roster from the registered league team, then it will require separate scheduling, fees and ice rental. No registered league team practice may be canceled to hold a separate Carded team practice.

ICE SCHEDULING POLICY

All open ice time throughout the year would be posted on the Recreation Calendar for Team Managers to select based on the following guidelines set out by the Eston & District Recreation Committee and EMHA:

- All league games will have precedent over Exhibition Games.
- All Provincial games will have precedent over League & Exhibition Games.
- There will be no unscheduled exhibition games accepted after January 15th due to Provincial Playoffs starting.
- A Team practice during their ice slot has precedence over an exhibition game by another team in another division. (I.e. U18 would like to practice during their game time on a Saturday and U11 would like to book an exhibition game, U18 would have precedence due to it being their ice time).

- Shinny / Public Skating ice will only be used as a last resort and will require permission from the Recreation Director before booking.
- If a Provincial / Tournament team roster is made up of all EMHA registered members and all of the members of the respective age group have been given the opportunity to participate on the team, then EMHA will allow the team and their coaching staff to use their respective group's regular scheduled EMHA practice time for their Provincial team.
- If a Provincial / Tournament/ Carded team has a separate roster from the registered league team, then it will require separate scheduling and ice rental. No registered league team practice may be canceled to hold a separate Provincial / Tournament / Carded team practice.
- The process for booking a game or ice time will be, go to the Recreation Calander to determine if the ice time is available. Then contact the Recreation Director via email only. The ice is not considered booked until you have received confirmation.

TRANSPORTATION POLICY

Bus Rental

- It is the sole discretion of EMHA Team Officials and Members to organize and fund all modes of transportation to and from their official games and tournaments.

Out of Town Practices / Games:

- It is up to the sole discretion of each individual family to decide if their player can drive or ride to out of Town Practices / Games with persons under the age of 19.
- EMHA recommends that all people transporting players and team staff ensure that their vehicle policy holds a minimum two-million-dollar liability.
- All SGI Licensing Requirements apply.

ALCOHOL AND ILLICIT DRUGS POLICY

The Eston Minor Hockey Association follows the Hockey Saskatchewan Healthy Lifestyle Policy.

The use of alcoholic beverages and illicit drugs by team officials or players prior to, during, or after EMHA or Hockey Sask sanctioned games and or trips is strictly prohibited. Any violations will be subject to disciplinary action by the EMHA pending an investigation and review of the facts and/or outcomes.

SOCIAL MEDIA NETWORKING POLICY

The Eston Minor Hockey Association has adopted the same Social Media Networking Policy as Hockey Saskatchewan. The EMHA reserves the right to issue disciplinary action in accordance to Article 15 of the EMHA Constitution in addition to any sanctions handed down by Hockey Saskatchewan.

Preamble

1. Hockey Saskatchewan is aware that Individual interaction and communication occurs frequently on social media. Hockey Saskatchewan cautions Individuals that any conduct falling short of the standard of behavior required by this Policy and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.

Application of this Policy

- This Policy applies to all Individuals and to Hockey Saskatchewan in relation to public communications including posting pictures, videos, or comments through such online platforms as Twitter/X, Facebook, Instagram, LinkedIn, Snapchat, TikTok, and any other social media network that allows users to communicate online as well as other forms of electronic communication including but not limited to methods such as texting and instant messaging
- This Policy encompasses all media relations recognizing that only authorized personnel appointed by Hockey Saskatchewan, Minor Hockey Associations, and Leagues may respond to media inquiries relative to the jurisdiction of each entity.
- The Policy will be applicable to all Individuals, including directors, teams, Hockey Saskatchewan participants and staff, on-ice and off-ice officials, billets, players, players' family members and supporters.
- Hockey Saskatchewan holds the entire Hockey Saskatchewan Community who participate in social media and networking to the same standards as it does for all other forms of media including radio, television, and print media.

Conduct and Behavior

For the avoidance of doubt, the following social media conduct may be subject to disciplinary action in accordance with the Hockey Sask *Discipline and Complaints Policy*:

- Posting a disrespectful, hateful, harmful, disparaging, insulting, discriminatory or otherwise negative comment on a social medium that is directed at an Individual, Hockey Saskatchewan, Hockey Saskatchewan's National Sport Organization or another Member, or at other individuals connected with Hockey Saskatchewan or Hockey Saskatchewan's National Sport Organization or its Members, teams or associations
- Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, Hockey Saskatchewan, Hockey Saskatchewan's National Sport Organization or another Member, or at other individuals connected with Hockey Saskatchewan or Hockey Saskatchewan's National Sport Organization or its Members, teams or associations.
- Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Hockey Saskatchewan, Hockey Saskatchewan's National Sport Organization or its Members, their stakeholders or their reputation.
- Inappropriate personal or sexual relationships over a social medium between Individuals who have a Power Imbalance in their interactions, such as between Athletes and coaches, directors, officers, committee members and staff, officials and Athletes, etc.
- Any instance of cyber-bullying or cyber-harassment by an Individual, where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious or unwelcome behavior, pranks or jokes, threats, doxxing, posing as another person, spreading rumors or lies, or other harmful behavior.
- Posting photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.

- Online activity that contradicts the current policies of Hockey Saskatchewan or any of its member Associations.
- Online activity that is meant to taunt or incite opponents particularly within the period of two (2) hours prior to or following a Hockey game.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.
- Development of any false online identity for the purpose of misrepresenting any members of the Hockey Saskatchewan community for the purpose of distributing disrespectful, hateful, harmful, disparaging, insulting, discriminatory or otherwise negative content.
- Speaking with the media (on record or off) on any topic related to Hockey Saskatchewan and its membership without permission Hockey Saskatchewan MHA, Leagues, or Teams required based upon the subject matter.
- All conduct and behavior occurring on social media may be Reported pursuant to the *Discipline and Complaints Policy*.

Individuals' Responsibilities

- Individuals acknowledge that their social media activity may be viewable and viewed by anyone, including Hockey Saskatchewan, Hockey Saskatchewan's National Sport Organization, or other Members or Individuals.
- When using social media and networking mediums, the Hockey Saskatchewan community should always assume they are representing Hockey Saskatchewan and/or its member Association or Teams. All members of the Hockey Saskatchewan community should remember to use the same discretion with texting, instant messaging, using all social media platforms and networking as they do with other traditional forms of media.
- If Hockey Saskatchewan unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask Hockey Saskatchewan to cease this engagement.
- When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with Hockey Saskatchewan.
- Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Discipline and Complaints Policy*.
- An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of Hockey Saskatchewan should Report the matter in the manner outlined by the *Discipline and Complaints Policy*.
- If requested to participate in an online network or respond to any media inquiries, as a direct result of an individual's affiliation with or participation in Hockey Saskatchewan, the Individual shall request approval from the League, Association, or Hockey Saskatchewan depending on the subject of the request.

Privacy

- The collection, use and disclosure of any personal information pursuant to this Policy is subject to Hockey Saskatchewan's usual policies and practices regarding private and/or confidential information.

HOCKEY SASKATCHEWAN SAFE SPORT POLICY MANUAL

The Eston Minor Hockey Association has adopted the same Safe Sport Policy Manual as Hockey Saskatchewan. The EMHA reserves the right to issue disciplinary action in accordance with Article 15 of the EMHA Constitution in addition to any sanctions handed down by Hockey Saskatchewan.

The purpose of this Safe Sport Policy is to ensure a safe and positive environment within the programs, activities, and Events of Hockey in Saskatchewan by making Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the applicable organization's core values and policies. Hockey Saskatchewan and its Member Minor Hockey Associations and Leagues support equal opportunity, prohibit discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in our sport and are treated with respect and fairness.

- Hockey Saskatchewan has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every Individual that is involved in the Hockey community.
- Hockey Saskatchewan takes any situation involving misconduct or Prohibited Behavior very seriously; for this reason, Hockey Saskatchewan is collectively committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or Prohibited Behavior.
- The Hockey Saskatchewan Safe Sport Policy Manual contains policies that apply to the Hockey community in the province of Saskatchewan. The policies are intended to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising by communicating expected standards of behavior to all participants.

Procedures for Parents, Coaches and Board Members

- Parents, Team Executive and Executive Board members should familiarize themselves with the Hockey Saskatchewan Safe Sport Policy and its definitions, processes and applications.
- Parents should report any situation of misconduct or Prohibited Behavior to the Team Executive, Team Representative, or any EMHA Executive Board member. In cases of misconduct or Prohibited behavior, the Team Executive member, Team Representative or Executive member who was contacted shall submit a written or verbal account outlining the reported misconduct or Prohibited Behavior to the EMHA Executive Committee.
 - In all cases of reported misconduct or Prohibited Behavior of a PLAYER, parents of the player shall be informed immediately and may be asked to meet with the respective Team Executive and/or Team Representative to discuss the incident. In all cases, strict confidentiality shall be maintained.
 - Prohibited behavior or misconduct must be investigated and stopped immediately. The parents of any player who is reportedly committing misconduct or prohibited behavior will be contacted immediately by the respective Team Executive, Team Representative, or Executive Board Member and asked to meet to discuss the incident.

Disciplinary Action

- Any Individual who violates this Code may be subject to sanctions pursuant to the Hockey Saskatchewan Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions from Hockey Saskatchewan.
- The Eston Minor Hockey Association reserves the right to issue disciplinary action in accordance to Article 15 of the EMHA Constitution in addition to any sanctions handed down by Hockey Saskatchewan.
- If necessary and appropriate, police may be consulted.

ZERO TOLERANCE ON HAZING POLICY

Any players associated with a hazing incident will be immediately suspended from the facility and all programming indefinitely. In addition, a player who participates in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution.

Hazing and initiation activities that involve hazing are abusive and illegal behavior that harm others and negatively impact the team environment by creating an atmosphere of fear, distrust, and mean-spiritedness. Eston Minor Hockey Association (EMHA) strictly prohibits its players, management, coaches, volunteers and parents from engaging individually or collectively in any form of hazing or related initiation activity during any team activity, in conjunction with any team activity or involving any person(s) associated with the team, regardless of where it occurs.

“Hazing” means any action taken or situation created that causes, or is reasonably likely to cause harassment, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any player or other person associated with the team.

“Related Initiation Activity” means any method of initiation or pre-initiation into a team or any past-time or amusement engaged in with respect to such team, that causes or is reasonably likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any other team member.

“Conspire to Engage in Hazing” means to plan, encourage, fail to prevent, or fail to report Hazing and Related Initiation Activity prohibited by this policy. Players who observe Hazing activities and fail to intervene or report the Hazing to the EMHA may face disciplinary action for conspiring to engage in Hazing.

APPENDIX 1

IMPORTANT DATES:

SEPTEMBER 15

- Final date for all Minor Hockey Associations to complete their local registration
- Suggested day to begin Tournament Sanction Applications

OCTOBER 15

- Final date for all Minor Hockey Associations to register with Hockey Saskatchewan
- Suggested Final date for Tournament Sanction Applications

NOVEMBER 1

- Associations may start to apply online to register a Provincial team
- Associations may start to apply online to register a Carded team

NOVEMBER 15

- Final date, by 5:00 p.m., for Associations to apply online to register a Carded team

DECEMBER 1

- Final date, by 5:00 p.m., for Associations to apply for Hockey Saskatchewan Provincial Playoffs without penalty fee assessed
- Final date, by 5:00 p.m., for Carded team rosters to be submitted to Hockey Saskatchewan

DECEMBER 15

- Final date for team officials to be removed from a team roster

DECEMBER 20

- All Minor Teams who have entered Provincial Playoffs must return all Provincial Team Registration forms to Hockey Saskatchewan
- Date by which all team officials must have obtained the appropriate coaching credentials as per Hockey Saskatchewan minimum coaching certification guidelines as well as a valid Criminal Record Check and Vulnerable Sector Check

JANUARY 10

- Final date for players to be released and be eligible to register with another team
- Final date teams may apply to register for that season
- Final date by which additions can be made to any affiliation list

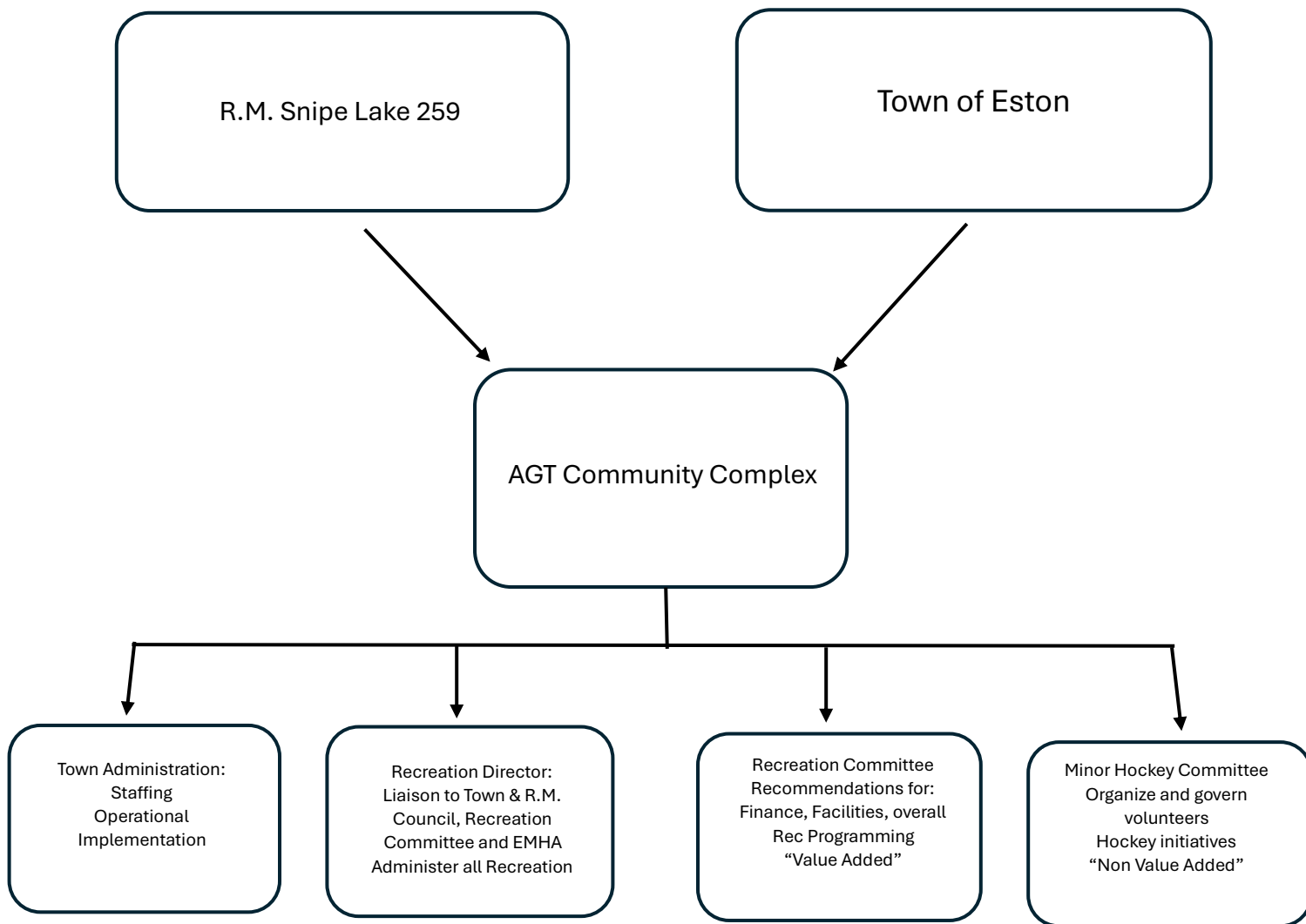
FEBRUARY 10

- Final date for player registration

Designated carded weekends:

- 2nd weekend in December
- 2nd weekend in January
- 3rd weekend in February
- Last weekend in March

HIERARCHY OF AUTHORITY



TEAM MEETING CHECKLIST:

1. Team Executive Introductions
2. Code of Conduct
3. Expectations for Team
4. Goals for Team and Individual Players
5. Vision for Development
6. Complaints
7. Discipline
8. Fair vs Equal Playing Time and how this will be determined
9. Playoff Intentions
10. Provincial Intentions
11. Use of Affiliated Players
12. Expectations of Parents
13. Volunteer opportunities

Things to consider:

Document the meeting and share with the team for reference.

Normalize having difficult conversations surrounding playing time and playoff rosters early and often.

Feedback has been that it comes as less of a shock if intentions are clearly communicated early. Then players have the chance to work towards improving.