



# **South East Edmonton Recreation Association**

## **Member Handbook 2024 / 25 Hockey Season**

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**South East Edmonton Recreation Association  
Member Handbook—2024 / 25 Hockey Season**

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## General Information

## Introduction

The South East Edmonton Recreation Association ("SEERA") is a volunteer / parent-operated non-profit society. SEERA organizes and administers a community hockey program on behalf of the Community Leagues within Edmonton's South East zone. A Board of Directors is formed from the general membership to carry out this mandate.

### Boundaries

The Southeast District (a.k.a. South East Zone) encompasses the city limits in the east and south, the CPR tracks in the west and the North Saskatchewan river in the north.

### Role

SEERA's role includes:

- Coordinate all community hockey programs in Edmonton's Southeast District.
- Operate the U11, 13, U15, U18, U21 recreational and Junior C hockey programs in the district.
- Support the Millwoods Hockey Association and the North SEERA Hockey Society in their operation of U7, U9, and U13 community hockey programs.
- Provide district-wide administrative functions, such as player discipline, referee assigning, ice Members

This manual is for all SEERA members, as set out in its bylaws, including:

- Players / athletes
- Coaches and other team officials
- Parents / guardians of players
- Board of Directors members

## Superior Hockey Associations

SEERA is cooperates with, and complies with the bylaws, policies, and directives of, the following hockey associations:

- Hockey Canada
- Hockey Alberta  
(a.k.a. Alberta Amateur Hockey Association)
- Hockey Edmonton  
(a.k.a. Edmonton Minor Hockey Association)

### This Manual

This manual, along with the SEERA bylaws, contains the rules for the association and its members. In the event of a conflict between this manual and a bylaw, the bylaw prevails.

Please email the SEERA President with any questions, concerns, or suggestions for improving this manual for next season.

### Key Contact

SEERA and Millwoods Hockey Association fund one full-time position to administer day-to-day operational activities, as follows:

#### **Kerri Bishop**

Executive Administrator / Registrar  
Southeast Hockey District

- Phone: (780) 461-6673
- Fax : (780) 465-6904
- Email: [seeraadmin@shaw.ca](mailto:seeraadmin@shaw.ca)

Please feel free to contact Kerri as needed.

## Roles and Duties

### Officers of the Board

All officers of the Board are expected to:

- Act as a liaison with community members.
- Attend all Board meetings.
- Be a signing authority on SEERA bank accounts.
- Perform other duties as assigned by the Board.

### President

The SEERA Board President is expected to:

- Attend all Hockey Edmonton meetings and vote on behalf of SEERA.
- Chair and direct the order and conduct of business at Board meetings and Annual General or other meetings of SEERA.
- Exercise the powers of the Board, if required to do so in the event of an emergency.
- Prepare agendas for all Board meetings and members' meetings (with the Secretary).
- Provide written reports to the Board at every Board meeting.
- Schedule all meetings of the members and the Board.
- Serve as a member of the Disciplinary Committee.
- Serve as a Past President in an advisory capacity for one year after the end of their term as President.
- Serve as an ex-officio member on all standing committees.
- Serve as the representative for the Association at all external meetings where this responsibility has not been given to another member of the Board or Presidents of the Operating Areas.
- Supervise and direct all members of the Board including standards of performance, sphere of control, and disciplinary action.
- Supervise, administer, and direct SEERA operations.
- Turn over all SEERA records and resources to the incoming President at the end of their tenure in the role.

### Vice-President

The SEERA Board Vice President is expected to:

- Supervise the Registrar and the Ice Allocator.
- Perform the duties of the President in their absence.
- Turn over all SEERA records and resources to the incoming Vice President at the end of their tenure in the role.

### Treasurer

The SEERA Board Treasurer is expected to:

- Assist the Gaming Director in applications for bingo, raffle and casino licenses
- File and maintain board financial records for the previous seven years.
- Issue all payments for goods and services received;
- Maintain accounting records and back-up data.
- Manage all banking functions.
- Prepare monthly financial statements for presentation at Board meetings.
- Present audited financial statements to the membership at the Annual General Meeting.
- Serves on the Budget Committee.
- Support the Secretary in maintaining SEERA renewals with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors.
- Turn over all SEERA records and resources to the incoming Treasurer at the end of their tenure in the role.

## **Secretary**

The Secretary is accountable to:

- Attend all Board meetings.
- Be a signing authority on all bank accounts.
- Be in charge of all Executive Committee records.
- Contacts all Board members relative to specific meetings in accordance with the notice provisions.
- Keep minutes of all meetings and circulate them to all members of the Board and to SEERA.
- Maintain paper or digital copies of pertinent SEERA records, such as (licenses, permits, etc.) with photocopies of same.
- Maintain contact lists of the SEERA Board and key members of Millwoods and North SEERA Operating Areas.
- Maintain SEERA bylaws, policies, procedures, and supporting documents.
- Maintain SEERA's society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors.
- Maintain the Register of Members.
- Make use of community-oriented media facilities.
- Provide notice to members of AGMs and special general meetings.
- Publicize needs and results of all functions.
- Work with special events committees to ensure adequate coverage.
- Write and send all Board correspondence.
- Turn over all SEERA records and resources to the incoming President at the end of their tenure in the role.

## **Portfolio Directors**

### **Hockey Commissioner**

The Hockey Commissioner is accountable to:

- Conduct pre-season meetings of Coaches and other team officials.
- Make the final decisions on coaches and teams.
- Ensure every Category Director position is filled by the start of the hockey season.
- Make the final approval, in consultation with the Category Directors, on the selection of coaches.
- Prepare and submit to the Board, proposed changes or amendments to Hockey Operations.
- Serve as the head of the South East Zone Grievance and Disciplinary Committee, unless there is a conflict of interest.
- Work with the Hockey Edmonton Discipline Chair, Tribunals and City of Edmonton.
- Work with the Ice Allocator to obtain best results regarding practice times.
- Turn over all SEERA records and resources to the incoming Hockey Commissioner at the end of their tenure in the role.

### **Assistant Hockey Commissioner**

The Assistant Hockey Commissioner is accountable to:

- Assist the Hockey Commissioner as required.
- Fulfill the duties of Hockey Commissioner in their absence.
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.

### **Registrar**

The Registrar is accountable to:

- Compile a directory of registered players regarding names, addresses and phone numbers.
- Coordinate registration activities each fall.
- Ensure in May that all Category Directors receive a tentative list of current Association players entering their category for the upcoming season.
- Maintain all documents relating to registration of players.
- Meet with the Hockey Edmonton Registrar as required.
- Prepare a team sheets and obtain team affiliates pursuant to Hockey Alberta guidelines.
- Prepare team rosters for each team including names, phone numbers, and addresses of players as directed by Category Director, to be distributed to team head coaches.
- Prepare, each September, an annual report of registered players concerning age, category, etc. to be distributed to the Hockey Director and Category Directors.
- Register players with the Association.
- Return all SEERA records and resources to the President at the end of each season.
- Submit team sheets to the Hockey Edmonton Registrar for signature and seal, in accordance with Hockey Edmonton requirements.
- Update registration with Hockey Canada.

Please note: the duties of Registrar are permitted be fulfilled by a paid employee of SEERA. Such an employee is permitted to be invited to member and board meetings as a guest, but as no voting rights.

### **Category Directors**

Each Category Director is accountable to:

- Assist in pre-season meetings.
- At the start of each season, provide each coach and team official with SEERA bylaws, this manual, and other required information.
- Coordinate and implement player evaluations.
- Coordinate coach selection.
- Coordinate team selection.
- Enforcing all disciplinary actions and suspensions.
- Ensure all teams have affiliate lists and their hard cards are correct.
- Ensure team budgets are submitted in compliance with fundraising rules.
- Ensure that all coaches in their category fulfill the duties of their roles.
- Inform the Commissioner should be notified of any infractions or incidents happening on or off the ice that involve ANY South East District player, team, parent, guardian, or official.
- Meets with the City Category Director.
- Prepare and submit proposed changes or amendments to the hockey program applicable to their category through the Hockey Directors Council.
- Provide written reports to the Board.
- Review of Coach and Player evaluations.
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.



### **Equipment Director**

The Equipment Director is accountable to:

- Arrange for handling, storage, repairing, cleaning and inventory of equipment.
- Co-ordinate and oversee SEERA apparel and branding.
- Ensure selected apparel suppliers are providing competitive pricing, product quality and delivery periods.
- Ensure that all equipment is returned to stock by April 30th of each year.
- Facilitate access of teams to Association apparel.
- Liaise with the Hockey Commissioner to identify equipment requirements.
- Maintain documentation relating to team allocation of equipment.
- Maintain reasonable hours for equipment room access.
- Obtain the best prices possible for equipment with preference given to South East businesses if their prices are competitive.
- Prepare budget requirements for equipment to be submitted prior to budget meetings.
- Purchase and maintain of all equipment.
- Report to the Board on needs or changes to equipment budget.
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.
- Submit a list of equipment required to the Board.

### **Referee in Chief**

The Referee in Chief (RIC) is accountable to:

- Assign officials to all South East Zone hockey games, including regular season, exhibition, tournament, playoff and Minor Hockey Week games.
- Delegate assigning duties for specific categories to the Ice Allocator or other volunteer assigner.
- Maintains the zone referee roster and contact list.
- Promotes referee skill improvement.
- Liaise with Hockey Edmonton and Hockey Alberta officials and representatives on an ongoing basis.
- Organize the South East District referee clinic each year, ahead of the season start.
- at the conclusion of the person's term as Referee and Chief will turn over all Association records and resources to the incoming Referee and Chief.
- Allocate officials to all South East District Hockey assignments including regular season, exhibition, tournament, playoff and Minor Hockey Week games;
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.

### **Ice Allocator / Assignor**

The Ice Allocator is accountable to:

- Allocate extra ice, for special events such as the Christmas and Spring tournaments, extra practice ice, etc.
- Assign officials to the categories of hockey delegated to them by the RIC.
- Attend City of Edmonton Community Services Arena Strategy meetings;
- Attend all Hockey Edmonton Ice Allocator meetings.
- Coordinate ice times to provide appropriate times relative to age and category.
- Ensure that ice is allocated on a prorated basis to the Operating Area in accordance with team numbers.
- Ensure the accuracy of invoices for ice utilization by the Association and passes on approved invoices to Treasurer for payment;
- Follow-up on use of ice by teams and ensures full utilization;
- Obtain all indoor ice for the SEERA requirements.
- Participate on the Budget Committee.
- Provide ice allocation to Category Directors within 72 hours of receiving same.
- Report to the Board concerning any problems.
- Schedule practice ice as received from the City of Edmonton and Hockey Edmonton.
- Work closely and direction from the Referee and Chief;
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.

### **Communication Director**

The Communication Director is accountable to:

- Coordinate and oversee the web host of the SEERA website to ensure its proper and secure operation.
- Ensure web hosting fees are appropriate.
- Ensure website security.
- Maintain the ownership and control of www.seerahockey.ca web address IPs as well as any other IP addresses owned and controlled by the Association from time to time.
- Monitors the SEERA websites for inappropriate information postings.
- Oversee day to day maintenance of all SEERA websites.
- Provide and coordinate training and access information for the SEERA teams.
- Report to the Board on website updates or changes.
- Provide all SEERA records and resources to the incoming Communication Director at the end of their tenure in the role.

### **Gaming Director**

The Gaming Director is accountable to:

- Arrange for volunteer workers and ensure there are sufficient workers for bingos and casinos.
- Attend bingos and casinos to supervise volunteers.
- Be a signing authority on Casino and Bingo bank accounts.
- Coordinate all casino and bingo activities approved by the Board.
- Ensure bingo and casino expenses are paid.
- In conjunction with the Treasurer, file for necessary government licensing.
- Obtain license numbers for bingos and casinos.
- Oversee applications for government grants.
- Report to the Board on every SEERA fundraising activity held and submits a budget for approval.
- Represent SEERA at Bingo Association meetings.
- Submit photocopies of all required government reports to the Treasurer upon completion of any fundraising activity.
- Provide all SEERA records and resources to the incoming Gaming Director at the end of their tenure in the role..

### **Development Director**

The Development Director is accountable to:

- Arrange for and supervise the training for all coaches or assistant coaches and trainers, to ensure technical knowledge and hockey rule knowledge is conveyed at the necessary level of instruction to ensure compliance with Hockey Edmonton and Hockey Alberta standards.
- Make periodic reports to the Hockey Commissioner.
- Provide information to Board members regarding training available to them.
- Return all SEERA records and resources to the Hockey Commissioner at the end of each season.



## Policies and Procedures

## Conduct Policy

### Policy Statement

South East Edmonton Recreation Association (“SEERA”) provides its members with role-specific codes of conduct and requires that members abide by them.

### Application

This policy applies to all SEERA :

- Members, players, parents and legal guardians of players, coaches, volunteers, Board members, and employees.
- Programs and operations.

### SEERA Commitments

SEERA commits to:

- Provide a hockey environment based on fundamental values of equality, trust, and mutual respect that leads to a positive social and physical development for all children.
- Support and emphasize respectful behaviour and conduct, both on and off the ice.
- Prohibit disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game.
- Use its Discipline Policy and procedure to address member non-compliance with their code of conduct.

### Principles

SEERA codes of conduct embody the following principles:

#### Accountability

Every SEERA member is accountable for their own actions, behaviors, and impact on others—be it positive or negative.

#### Appropriate Behavior

SEERA are expected to respect the game of hockey and behave in a manner so as not to make a travesty of the game or of SEERA Hockey.

#### Fair Play

The Fair Play Code for Coaches, Players, and Parents, as supported by Hockey Edmonton and the Canadian Hockey Association.

#### Follow the Rules

SEERA members are expected to comply with SEERA bylaws, policies, and directives and the Hockey Canada Playing Rules.

#### Respect

All members and participants of SEERA Hockey are expected respect other members, officials, parents, players, fans, team officials, volunteers, Board members, Executive Committee members, employees and property of SEERA.

## Player Code of Conduct

### Expectations

Players are expected to:

- Arrive for games, practices and other team functions at the time specified by the team.
- Demonstrate a positive attitude to the game, practice and learning in general.
- Follow all reasonable direction of the coach, manager and other team officials.
- Maintain dressing rooms in a clean and orderly fashion. Clean up any garbage left in the room. Respect the rules set out by the rink authorities.
- Respect their coaches, parents, fans and other team mates at all times.

### Prohibitions

Players are not permitted to:

- Disrespect another player, coach or referee for alleged bad calls, missed calls, short shifts or any other reason which may occur in the game of hockey.
- Disrespect Hockey Edmonton or any other hockey organization.
- Disrespect the SEERA organization, its volunteers, Executive Committee or Board.
- Intentionally injure someone.
- Use foul language.

## Parent / Legal Guardian Code of Conduct

### Expectations

Parents and legal guardians of players are expected to:

- Be supportive of your players, other players, the coaches, the team, position players and parents, and other parents.
- Raise concerns or questions via the Parent Liaison, and not on TeamSnap, email, social media, and so on.
- Give coach(is) a reasonable amount of time at the conclusion of a game to spend with the players.
- Handle disagreements with coaches with respect and courtesy.
- Prioritize safety, fair play, sportsmanship, and player enjoyment and development.
- Speak with coaches a respectful, courteous manner.
- Support the decisions of the referees and lines officials.
- Support the SEERA Hockey organization, its members, volunteers, Executive Committee and Board.

### Prohibitions

Parents and Legal Guardians are not permitted to:

- Approach any team's bench or a coaches during or immediately after a hockey game.
- Be on the players' benches or the ice at any time unless they are listed as a team official.
- Coach or instruct players in a way that contradicts with the team coaches' philosophy.
- Confront members of an opposing team's fans or the referees before, during, or after a hockey game.
- Contact Hockey Edmonton directly, unless otherwise instructed by a member of the SEERA Executive Committee.
- Enter any dressing room without permission.
- Prioritize winning over all else.
- Verbally disrespect referees' decisions or otherwise abuse referees..

## Coach Code of Conduct

### Expectations

Coaches are expected to:

- Comply with all SEERA policies and directives.
- Direct any question, clarification, complaint regarding a SEERA, Hockey Edmonton or other authority rule or process to the appropriate individual in SEERA first.
- Display the professionalism and respect an average parent would expect in a volunteer community based hockey organization.
- Ensure equal playing time for players on their team.
- Know and comply with the Hockey Canada Playing Rules.
- Lead by setting a positive example.
- Prioritize safety, fair play, sportsmanship, and fun over winning and losing.
- Provide all players, regardless of skill level, with equal opportunity to develop and grow.

### Prohibitions

Coaches are not permitted to:

- Abuse, criticize or disrespect another coach, game official, member of another team, parent or fan.
- Contact Hockey Edmonton directly unless permission has been granted by an individual from the SEERA Executive Committee.
- Enter the officials' dressing room, nor are they permitted to confront game officials about the game at any time.
- Instruct any player to break a rule of hockey or disobey the ruling of an on-ice official.
- Use profane language at any time while in the presence of children.

## Board Member Code of Conduct

Members of the SEERA Board of Directors are expected to:

- Act in an ethical manner at all times as one would expect from an organization of integrity.
- Be supportive and respectful of each other.
- Comply with all SEERA policies and bylaws.
- Maintain the information of SEERA Hockey including, but not limited to financial information, strategy, actions or any matter or decision by the Board of Directors, Committee or sub-committee as confidential. Any other person present in a Board, committee, sub-committee meeting are bound by this confidentiality provision
- Maintain the integrity, purpose and values of the organization at all times.
- Not use their position for personal profit, personal gain or their child/children's gain.
- Not use their position to influence the selection of a team official or benefit any team or individual(s) within the organization.
- Respect the members, Board and Executive Committee and not cause any public embarrassment or humiliation.
- Use the position for the benefit of SEERA Hockey as a whole.

### Version Control

- Version 1.2
- Approved by the Board: June 11, 2024

## Discipline Policy

### Policy Statement

The South East Edmonton Hockey Association ("SEERA") provides progressive notifications and consequences in situations where a member's conduct:

- Does not meet the requirements placed on them by SEERA; or
- Is in violation of any applicable SEERA, Hockey Edmonton, Hockey Alberta, or Hockey Canada bylaw, policy, code of conduct or directive; or
- Is incompatible with continued membership in SEERA or participation in its programs.

### Policy Objective

This policy is not intended to punish any person. Its purpose is to clearly communicate to a person the importance of, and a pathway to, restoring their conduct to acceptable standards.

### Policy Application

This policy applies to all SEERA, MWH, and NSH officers, directors, volunteers, coaches, employees, members, parents, legal guardians, hockey players, ("members") and programs.

This policy can apply to a single incident or to a pattern of conduct established by a person over a period time.

### SEERA Commitments

SEERA commits to:

- In every case possible, use its progressive discipline procedure to help a person restore their performance to acceptable standards.
- Make, keep, and provide people with written records every time a stage in the progressive discipline procedure is enacted.

### Progressive Discipline Procedure

The SEERA progressive discipline procedure is comprised of the following four steps:

- 1) Verbal coaching, training, or both
- 2) Written warning
- 3) Written warning with suspension
- 4) Expulsion from SEERA.

When applying its progressive discipline procedure, SEERA retains the right to (a) begin the procedure at any of the four steps and (b) repeat any step before progressing to another step.

### Version Control

- Version: 1.1
- Approved by the Board: June 11, 2024



## Dispute Resolution Policy

### Policy Statement

The South East Edmonton Hockey Association ("SEERA") resolves disputes that arise using a reliable procedure

### Policy Objective

This policy provides for a systematic, consistent approach throughout SEERA. Procedural fairness and natural justice.

### Policy Application

This policy applies to all SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.

### SEERA Commitments

SEERA commits to:

- Provide resources to prevent disputes from arising.
- Consistently use a reliable procedure to resolve disputes.
- In every case possible, use the performance improvement process to help employees restore their performance to acceptable standards.
- Make, keep, and provide employees with written records every time a stage in the performance improvement process is enacted.

### Member Requirements

SEERA members are required to:

- Comply with policies and instructions provided to them.
- Clarify with SEERA any situation where they are unsure of the requirements placed upon them.
- Apply their best effort to return their conduct to acceptable standards when this policy and its associated procedure has been applied to them.

### Preventing Disputes

There are two key steps to the Dispute Resolution Process before the season begins: parent liaisons and parent and player meetings

#### Parent Liaison

A parental member of any team is assigned the role of SEERA Parent Liaison. The function of this individual is to relay information, input, or concerns between parents and coaches. As well, the Liaison should also be informed enough with the Code of Conduct of SEERA and Hockey Edmonton to discuss the situation with both the complainant and responding party.

This individual needs to be a level-headed, respected member of the parental group.

#### Parent Meeting and Player Meeting

Coaches must have separate preseason meetings before the season starts - one meeting with the parents and a second meeting with the players. At these times coaches must identify their philosophies, expectations, personal dispute resolution processes, and goals for the season. Being direct and thorough at these meetings will assist in eliminating "surprises" and problems later in the year.

### Dispute Resolution Procedure

The Dispute Resolution is a 5 step process that begins at the team level and culminates with a meeting of the Dispute Resolution Committee – President, Past President, and Vice-President. Throughout the 5 steps it is assumed that all parties use reasonable efforts to resolve the issue(s) in the best interest of the whole team and SEERA.

If a resolution cannot be achieved, then and only then should a complainant contact Hockey Edmonton's Special Committee or Discipline Appeal Committee.

### Version Control

- Version 1.1
- Approved by the Board: June 11, 2024

## Dispute Resolution Procedure

Below is the procedure SEERA uses to resolve disputes that arise in the normal course of its operations.

### **Step 1: Discuss with the parent liaison.**

Speaking directly with the coaching staff or offending parent is most effective, however, should there be a personality conflict, or should a parent be uncomfortable speaking directly with an individual the Parent Liaison can then speak with the offending party on behalf of the complainant. The Liaison can then report back to the complainant with the thoughts or comments of the responding party.

### **Step 2: Hold a meeting with complainant, responding party, and a third party mediator.**

At an agreed upon time, the 3 parties can meet and discuss the issue that has arisen. The agreed upon mediator (most likely the Parent Liaison) will run the meeting and ensure both parties are given an opportunity to express themselves and be held accountable to listen to the other party. This meeting is never to be held around players or team activities. All parties involved are to be respectful and open to resolving the situation.

It is expected that issues will be worked out by this step.

### **Step 3: Involve the Category Director.**

At this point, should either party be unsatisfied with the meeting, the Parent Liaison will contact the Category Director and explain the situation to them. The Category Director may choose to contact either of the sides for further clarification of the situation. The Category Director may then do one of two things:

- offer further suggestions to mediate the situation, or;
- give a ruling of what action needs to take place in the interest of the team as per the Code of Conduct of SEERA and/or Hockey Edmonton.

### **Step 4: Hold a hearing with the Category Director, Commissioners and parties involved**

Should the Category Director be unsuccessful in mediating the situation the Category Director will then contact the Commissioners and explain the situation. The Commissioners may uphold the resolution directed by the Category Director in step 3, or proceed with step 4.

Should the Commissioners feel a hearing is required they will require a written summary from both parties (the Complainant and Responding Party) that explicitly outlines the issue; the resolutions that have been recommended to date; the problems with the resolutions that have been recommended. A date and time will then be set for a hearing.

The concerned parties will be notified of the hearing date, time, and location. The hearing will include the parties directly involved, the Category Director, one Commissioner, and the Parent Liaison if agreed upon by all parties.

Both parties will be given the opportunity to have their say in the meeting. The meeting will be run in a calm, courteous, and professional manner. All parties will be expected to follow the Code of Conduct as outlined by SEERA and Hockey Edmonton.

Following the hearing, the Category Director and Commissioner will decide and inform the parties involved of that decision, as well as, the President and Vice President of SEERA, via email.

**Step 5: Launch an appeal.**

The decision in step 4 can only be appealed if:

- The procedures outlined in the Dispute Resolution Policy were not followed.
- The Category or Commissioner were influenced by bias.
- The decision from step 4 was grossly unfair or unreasonable.

The Appeal Committee, consisting of the President, and Vice President, and one other member of the Board, will base its decision solely on the documentation provided to the Commissioner by the complainant and other party and reports from the Category Director and Commissioner.

The Appeal Committee's decision and report will be provided to the complainant and respondent and Directors via email.

The Appeal Committee's decision is final.

**Version Control**

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- Approved by the Board: June 11, 2024

## Drug, Alcohol, and Impairment Policy

The South East Edmonton Recreation Association ("SEERA") prohibits any person who is (a) impaired or (b) who is under the influence of a drug, including alcohol, from participating in any SEERA-related activity.

### Policy Application

Compliance with this policy is a condition of membership in SEERA and its hockey teams.

This policy applies to:

- All SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.
- Traveling to, preparing, for, participating in, and travelling home from a SEERA hockey practice, game, meeting or other SEERA event.

### Causes of Impairment

The causes of impairment include:

- Use of alcohol
- Alcohol withdrawal (i.e. hangover)
- Use of cannabis products
- Use of drugs, including prescription, over-the-counter, recreational, illicit, or illegal
- Use of "remedies", including herbal, homeopathic, traditional, or home-made
- Fatigue
- Undue mental preoccupation or distraction

### SEERA Commitments

SEERA commits to:

- Investigate every report of suspected impairment in a SEERA-related event.
- Support, and not retaliate against, any person who reports a suspected violation of this policy.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

### Member Requirements

SEERA members are required to be free from impairment and fit to participate and in hockey games, practices, meetings, and other SEERA events.

SEERA members are required to report immediately to a Coach or other SEERA official any situation before, during, or after a SEERA event where they:

- Suspect a person may be impaired.
- Observe evidence of alcohol or drugs being used, stored, or transported.

### Member Prohibitions

SEERA members are not permitted to:

- Bring, store, or consume alcohol or cannabis products at a SEERA event.
- Bring, store, or use any illegal drug at a SEERA event.
- Ignore or hide situations where they know or suspect another person is impaired.
- Operate a vehicle while impaired.
- Play hockey, coach hockey, or otherwise participate in a SEERA event while impaired.
- Provide alcohol or drugs to any person.
- Retaliate against another person who reports suspected impairment.
- Use as an athlete, or provide to an athlete, a substance that is banned by the World Anti-Doping Agency (WADA).

### Version Control

- Version 1.1
- Approved by the Board: June 11, 2024

## Expense Reimbursement Policy

### Policy Statement

The South East Edmonton Recreation Association ("SEERA") reimburses volunteers, directors, and employees for the reasonable out-of-pocket expenses they incur in the course of their duties.

### Application

This policy applies to:

- All SEERA volunteers, directors, and employees who are permitted to make purchases or travel on behalf of SEERA.
- All approved purchases and travel expenses made on behalf of SEERA.

### SEERA Commitments

SEERA commits to:

- Comply with all laws that address expenditures and their reimbursement.
- Reimburse personal vehicle use at the same rates published by the CRA as the maximum allowable.
- Reimburse members for the face value of purchases made, including tips and taxes.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

### Requirements

Volunteers, directors, and employees are required to:

- Obtain pre-approval from SEERA prior to incurring expenses.
- Submit correctly-completed expense claim forms, with a receipt for each expense, within 20 days of the end of the training event or travel.
- Use most economical transportation available, within travel time frames.

### Permitted Expenses

Volunteers, directors, and employees are required to restrict their purchases to:

- Meals
- Mileage from their home or place of work to the location where a SEERA event is held.
- Non-alcoholic beverages
- Out-of-country travel health insurance
- Parking
- Travel include accommodation, airfare, and meals
- Tips, up to 15% of the cost of food and beverage.
- Vehicle mileage and / or public transportation

Expenses not included in the above list are referred to the Treasurer for adjudication.

### Prohibited Expenses

SEERA does not reimburse any person for:

- Alcohol.
- Any mark-up or administration fee in excess of the face value of an expense submitted.
- Non-SEERA-related expenses.
- Fines, parking tickets, unrefunded damage deposits, insurance premiums, car repairs, or insurance deductibles.

### Version Control

- Version 1.1
- Approved by the Board: June 11, 2024

## Financial Authorizations Policy

### Policy Statement

The South East Edmonton Recreation Association ("SEERA") designates specific roles and individuals as signatories on its bank, financial, borrowing, and investment accounts.

### Application

This policy applies to:

- The operation of all SEERA deposit accounts, investment accounts, and loan accounts, wherever they may be held.
- All SEERA signing officers.

### SEERA Commitments

SEERA commits to:

- Comply with all laws that apply to financial transactions of a Society in Alberta.
- Designate signing authorities by name.
- Maintain valid bank signing authorities register.
- Make changes to its signing authorities register via ordinary resolutions of its Board.
- Use its Discipline Policy and procedure, legal means, or both to address non-compliance with this policy.

### Signing Authorities

Individuals in the following roles are authorized SEERA signatories:

- Board President
- Board Vice President
- Board Secretary
- Board Treasurer
- Any other individual designated as a signing authority

Signing authorities are designated by name, via a regular motion of the Board of Directors.

### Financial Permissions

The signing officer(s) is authorized and empowered for and on behalf of SEERA to:

- Execute any documents relating to operation of SEERA's bank accounts as may be required by the bank.
- Make, sign, draw, accept, negotiate, endorse, execute, and deliver all or any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money; and generally, all instruments and documents, for the purpose of binding or obligating SEERA to the bank or as required by the bank or as may relate in any way in connection with the account.

### Transaction Limits

For payment transactions less than \$200 any single signing authority is permitted to sign on behalf of SEERA.

For payment transactions of \$200 or greater, or to apply for loans and arrange the amount, terms and conditions of such loans and the security or securities to be given to the bank in any amount: two signing authorities' signatures are required.

### Order Splitting

Signing authorities are not permitted to split purchase orders, invoices, or payments into smaller value transactions to bypass approval processes, spending limits, or other financial controls.

### Version Control

- Version: 1.0
- Approved by the Board: June 11, 2024

# Harassment Policy

## Policy Statement

The South East Edmonton Recreation Association ("SEERA") prohibits its members from engaging in harassment, discrimination, bullying, sexual harassment or other psychological violence ("harassment").

## Policy Application

This policy applies to:

- All SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.
- Conduct during participation in SEERA programs and conduct away from SEERA programs.
- Harassment from all sources and channels, including verbal, written, and social media.
- Single incidents of harassment and patterns of behaviors over time that, when taken together, constitute harassment.

## SEERA Commitments

SEERA commits to:

- Comply with the laws that apply to harassment and discrimination.
- Create, implement, and review a harassment prevention plan.
- Provide members with information on how to recognize harassment.
- Eliminate the hazard of harassment in its programs or, where it cannot be eliminated, control the hazard.
- Provide a confidential, reliable procedure to receive and investigate reports of harassment.
- Investigate every reported incident of harassment in a SEERA program, no matter
- Not discipline nor retaliate against any person who in good faith reports harassment.
- Use its Discipline Policy and procedure with any member who is found, via a formal investigation, to have committed an act of harassment or discrimination.

- Use available administrative or legal procedures to address harassment and discrimination perpetrated in SEERA venues and programs by volunteers, contractors, or other non-members.

## Member Requirements

SEERA members are required to:

- Comply with Hockey Canada Playing Rules, as they pertain to abusive behaviour (11.2), discrimination (11.4), and harassment of officials (11.5).
- Tell another person when they believe that person's words or actions are harassing or discriminatory.
- Make reasonable adjustments when they receive feedback that their behaviors or actions may be harassing or discriminatory.
- Participate fully in all anti-harassment training and resource reviews provided by SEERA.
- Participate fully in, and maintain confidentiality of, any formal harassment investigation when asked to do so.
- Report to a coach or SEERA director any incident of harassment they are the victim of, witness, or suspect has occurred.

## Member Prohibitions

SEERA members are not permitted to:

- Harass, bully, or psychological abuse any person.
- Discriminate against any person or group.
- Tolerate or cover-up an incident of harassment or discrimination they are aware of.
- Retaliate against any person who reports harassment to SEERA.

## Resolution Levels

There are two levels of resolution for incidents of harassment or discrimination: (1) informal interpersonal resolution and (2) formal investigation.

## 1. Informal Interpersonal Resolution

If a person feels that they are experiencing or witnessing harassment or discrimination they should immediately make known to the person that the conduct is unwelcome or offensive and possibly in breach of this policy.

When a person receives feedback that their behaviors or actions may be at odds with this policy, they are expected to make reasonable adjustments to their performance to resolve the matter.

In situations where informal resolution is not appropriate, or has been tried and has not been effective, employees are encouraged to escalate to the second level of resolution, which is formal investigation.

## 2. Formal Investigation Procedure

In situations where informal resolution is not appropriate, or has not yielded a satisfactory resolution, the second level of harassment resolution is a formal investigation.

### How to Request a Formal Investigation

To make a request for a formal investigation of potential harassment or discrimination, contact your Coach or the SEERA President. Please include the following details:

- A description of the events or situation.
- Dates and times of the events of incidents.
- Where it happened.
- The names of witnesses, if any.

### Coaches

Immediately inform the President of any report of harassment you receive.

### Investigation Leader

The President will appoint an Investigation Leader, which, typically but not necessarily, will be the Hockey Commissioner. The Investigation Leader will lead all aspects of the procedure to investigate, analyze, and report on the reported harassment or discrimination.

### Written Notes

Where the Investigation Leader deems it necessary, SEERA members will be asked to provide a written account of their observations.

### Confidentiality and Disclosure

All information obtained during an investigation, including the identities and other information about the parties involved, is confidential. Confidential information will not be disclosed, unless the disclosure is necessary for the investigation, taking corrective action, or by law.

All persons involved with a formal investigation of a harassment or discrimination report, including reporters, respondents, support persons, witnesses, the investigation team, human resources, and SEERA are required to treat the matter as restricted information.

### Time Limit

The time limit for filing a report under this policy is one year from the date of the incident (or from the last incident in the case of a pattern of behaviors) of potential harassment or discrimination.

SEERA will decide on a case-by-case basis, and in its sole discretion, whether or not to investigate reports brought forward after the one year time limit has elapsed.

### Report Records

All records associated with a report of harassment or discrimination will be handled confidentially and stored in a secure location, separate from employee personnel files. Records of a report will only be placed on an employee's personnel file when they have been found to breach this policy and disciplinary action is taken.



### **Notification of a Report**

Any person who is the subject of a report alleging harassment or discrimination will be informed that a report has been made against them. In certain circumstances, the subject may not be advised of the report, such as where the report does not warrant exploration, where the report is outside the policy mandate, or where notification would be imprudent.

### **Investigation and Decision**

The Investigation Leader has the authority to speak with anyone, examine and copy any documents, records, files, and enter any place relevant to the report of harassment or discrimination.

The Hockey Commissioner or the Board President will review the Investigation Leader's report and render a decision.

### **No Reprisal**

This policy strictly prohibits any reprisal, either direct or indirect, against an individual for initiating a report in good faith, investigating a report, being a decision maker in a report, participating as a witness in an investigation, being a respondent to a report, having been associated with, or representing a reporter, witness, or respondent. Appropriate discipline for a policy violation (or other misconduct) is not considered a reprisal.

### **Disciplinary Action**

Any SEERA member who engages in harassment or discrimination, reprisals, or breaches confidentiality before, during, or after an investigation or resolution is subject to appropriate disciplinary action, as per its Discipline Policy or legal action (non-employees).

Coaches who fail to act when they become aware of or receive a report of potential harassment or discrimination may also be subject to disciplinary action.

Disciplinary action may also be taken if a report is found to be vexatious, made in bad faith or an abuse of process.

### **Refusal to Intervene**

SEERA retains the right to refuse to initiate a formal investigation for any of the reasons listed below:

- The person making the report does so anonymously.
- The report is made outside the time limit.
- The report is trivial, frivolous, vexatious, is made in bad faith, or is an abuse of process
- Having regard to all the circumstances, investigation of the matter is clearly unnecessary.

### **Rights Under Law**

Nothing in this policy is intended to discourage any person from exercising their rights pursuant to any law, including the Alberta Human Rights Act.

### **Version Control**

- Version 1.0
- Approved by the Board: June 11, 2024

## Personal Information Policy

### Policy Statement

The South East Edmonton Recreation Association ("SEERA") collects, generates, uses, and safeguards the personal information of individuals solely for the purpose of facilitating membership in SEERA and participation in its sports programs.

### Policy Application

This policy applies to all SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.

### SEERA Commitments

SEERA commits to:

- Comply with all laws that apply to the collection and use of personal information.
- Control the custody and maintain the confidentiality of the personal information its possession.
- Correct personal information when errors are identified.
- Disclose an individual's personal information without their prior consent only when required by law, law enforcement activities, or in emergency situations where an individual's personal security, health or life are at risk.
- Inform individuals and the appropriate government agencies when personal information has been inadvertently disclosed or released.
- Provide any individual with access to view their personal information on file with SEERA.
- Use personal information solely for the purposes for which it was collected.
- Use physical, electronic, and procedural safeguards to protect its systems and all personal information under its control against loss or unauthorized disclosure, access, or use.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

### Member Requirements

As a condition of membership in SEERA or participation in its programs, individuals to whom this policy applies are required to:

- Provide the personal information legitimately requested by SEERA.
- Permit SEERA to use their personal information for its intended purposes.
- Inform SEERA in a timely manner of changes or corrections to their personal information kept by SEERA.

Regarding the personal in the custody of SEERA, individuals are required to:

- Report immediately a Board member any known, suspected, or potential for loss, misuse, or unintentional disclosure of an individual's personal information
- Use personal information solely for the purposes for which it was collected.
- Not hoard or otherwise make copies of personal information
- Not store or transmit personal information via unauthorized media, including their personal electronic devices.

### Personal Information Collected

Personal employee information collected by SEERA may include, but is not limited to, an individual's name, date of birth, gender, home address, telephone numbers, email address, social media aliases, photograph, social insurance number, criminal record, marital status, health information, direct deposit bank account number, health information, family income, records of SEERA- related illnesses or injuries, information of the individual's siblings, parent or parents, legal guardian or guardians, spouse or children.

### Version Control

- Version 1.0
- Approved by the Board: June 11, 2024

## Player Safety Policy

### Policy Statement

The South East Edmonton Recreation Association ("SEERA") protects as practicable the health and safety of all people in its programs.

### Policy Application

This policy applies to all SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.

### SEERA Commitments

SEERA commits to:

- Comply with the laws that apply to health and safety in sport.
- Correct unsafe conditions reported to it.
- Investigate health and safety incidents.
- Keep injury records.
- Support the physical, psychological, and social wellbeing of its members.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

### Member Requirements

SEERA members are required to:

- Comply with SEERA health and safety policies, procedures, standards, and instructions.
- Inspect their protective equipment before each use.
- Report to their parent or coach when they believe a piece of protective equipment, or sports facility is defective and / or harmful.
- Report immediately to a coach or other SEERA official any health or safety incident, including violence, harassment, near misses, and unsafe acts.
- Stop immediately they are doing if they believe there is an undue hazard to the health or safety of any person.
- Be responsible for their own health and safety.

### Version Control

- Version 1.0
- Approved by the Board: June 11, 2024

## Violence Policy

### Policy Statement

SEERA prohibits violence by its members and in its programs.

### Policy Application

This policy applies to all SEERA officers, directors, employees, coaches, volunteers, parents, legal guardians, and athletes ("members") and all SEERA programs.

This policy applies to any act of violence, no matter who is committing the violence, including domestic violence. It can apply to a single incidence of violence, or to a pattern of behaviours over time that indicate a person's predilection to violence.

This policy does not apply to the physical contact that is permitted under the Hockey Canada Playing Rules.

### SEERA Commitments

SEERA commits to:

- Comply with the laws that apply to violence.
- Investigate every report of violence in its program and take corrective action as required.
- Maintain confidentiality throughout investigations of violence.
- Use its Discipline Policy and procedure to address non-compliance with this policy.

### Member Requirements

SEERA members are required to:

- Comply with the Hockey Canada Playing Rules as they pertain to violence.
- Not commit or threaten violence against any individual.
- Report to their coach or a SEERA director any act of violence they experience, witness, believe may have occurred, or suspect could occur in a SEERA program.

As SEERA may be a source of refuge for individuals experiencing domestic or family violence, members are encouraged to, but not required to, report to a SEERA director domestic violence that they are a victim of, a witness to, or suspect may be occurring.

### Rights Under Law

Nothing in this policy is intended to discourage any person from exercising their rights pursuant to any law.

### Version Control

- Version 1.0
- Approved by the Board: June 11, 2024



## Hockey Operations

## Registration Information

### Which Zone?

Players in U7, U9, U11, and U13 are free to register with either the Millwoods Hockey Association or the North SEERA Hockey Society. Players in U15 and above register with SEERA.

### Registration

Hockey registration is performed online, through the website. Registrations are not accepted through mail or in person. To register and play hockey with SEERA, the following conditions must be met:

- Proof of residency in the SE zone.
- Provide birth certificate and Alberta Health Care number for registering players.
- One parent or guardian (if existing) to have taken the Respect in Sport course.

### Right of Refusal

SEERA retains the right to, in its sole discretion, refuse to register any player. Such a decision will be based on a player's history of penalties, suspensions, or other misbehavior. The Hockey Commissioner will coordinate the preparation of a report to the President in situations where a player will not be permitted to register.

### Player Withdrawal

To withdraw a registration, you are required to notify the SEERA Registrar and the Category Director in writing or via email of the request. Once this notification is received, SEERA will notify Hockey Edmonton and the registration will be cancelled. Once this occurs, the individual withdrawing is not permitted to participate in any more SEERA ice times. The SEERA Registrar will notify the requesting party, once the withdrawal process has been completed with Hockey Edmonton.

## Financial Transactions

### Non-payment of Fees

Fees and all other charges ("fees") are required to be paid in full prior to the start of evaluations, unless other arrangements have been made with the Registrar. Failure to fully pay fees, or to be granted alternative payment arrangements by SEERA, will result in a stoppage-of-play order, which means a player is not permitted to participate in any team activity until payment has been received by SEERA. Failure to pay fees can ultimately result in a player's registration being revoked for the season, the denial of any transfer request, or both.

### Vouchers

SEERA members may choose to perform volunteer duties at Bingos, Casinos, Registration Events, or other volunteer activities that reimburse their time through the use of a voucher with an internal value. Vouchers are valid for use as payment toward SEERA registration, SEERA camps, or for team seed money. Vouchers attained through other organizations outside of SEERA may also be used for registration and SEERA camps.

Vouchers have no cash value, cannot be redeemed for cash, and expire two years from their date of issue.

### Financial Hardship

SEERA believes all children should be able to enjoy the game of hockey, regardless of the cost. Financial assistance for low-income families is available to cover the cost of registration. Families wishing to apply may do so through a written request to the SEERA registrar. All information provided to the SEERA Board to evaluate eligibility in this program will remain confidential.

## **Refund of Fees**

A player who withdraws from SEERA Hockey, prior to any evaluations, will receive a full refund of registration fees paid, less a \$75 administration fee and any applicable Hockey Canada / Alberta / Edmonton fees that have been assigned.

A player who withdraws from SEERA Hockey, prior to placement on a team, but after evaluations have started, will be refunded fees paid, less any or all of the following:

- 50% of SEERA registration fee.
- \$75 administration fee.
- Hockey Canada / Alberta / Edmonton fees.

To receive a refund of fees please complete a refund web-form (on the website), indicating the reason for the request for the refund.

Withdrawals any time after evaluations are completed and teams are submitted to Hockey Edmonton: 100% registration withdrawal fee;

A player who withdraws from SEERA Hockey and requests a refund after placement on a team, is ineligible for any refund of any registration fees paid. In extenuating circumstances, such as relocation or illness / injury, a refund may be considered solely at SEERA's discretion.

SEERA Executive reserves the right to review and issue refunds based on individual withdrawal requests for health and injury related circumstances, relocations, etc. Refunds will be prorated based on a seven-month season (September – March) with no administration fee applied.

# Player Evaluation and Placement Procedure

## Objectives

This procedure is intended to:

- Clearly articulate how SEERA places players on teams
- Outline how player adjustments may be made if warranted.
- Provide a fair, comprehensive, and timely evaluation that will be consistent with SEERA philosophies.
- To place players in appropriate groups based on skills and maturity levels and, to clearly communicate the criteria for evaluation, prior to the evaluation camp.

## Background

One of the most difficult tasks faced by a hockey organization is the process of player evaluation and team selection. Evaluations are the method of ranking the players to create the framework from which to assemble competitive teams within the Hockey Edmonton model of competitive recreational youth hockey.

The challenges are common, regardless of the size of the organization. It should be noted that there are many ways of approaching this process and all of them would be considered acceptable if, in the end, all players are given a fair and equal opportunity to exhibit their abilities, and the evaluators maintain their objectivity.

## Overview of Roles

Within SEERA Hockey, the evaluation process starts shortly after the Annual General Meeting. The Commissioner meets with each Category Director to review and approve the evaluation process that will be used in a category. Variations to the evaluation format will be at the discretion of the Category Director, and the commissioners. It is the Commissioner and the Category Director's responsibility to ensure that the process used is consistent with the SEERA evaluation process.

During the evaluation process, the Commissioner is in contact with the Category Director to ensure the process is followed. As unanticipated situations may arise during the evaluation process, it may be necessary for the Category Director to make decisions relating to a specific instances. If the Commissioner feels the decision is contrary to the intent of the guidelines, they may discuss alternatives with the Category Director. If resolution cannot be achieved, the two groups will meet with the President and Vice President of SEERA to render a final decision.

It is important to note that the Category Directors are not responsible for evaluating players. Their duties are to facilitate the evaluation process, coordinate the necessary volunteers, collect/enter data from the evaluators, move players based on the findings of the evaluators and to review parent concerns during the process.

The Commissioner is not responsible for evaluating players. Their duties are to ensure the process is clearly laid out for the Category Director, to ensure the Category Director is following the process, and to review the results to ensure they are consistent with the club's evaluation guidelines. After the evaluation process is complete, the Commissioners are also expected to review parent appeals, to review suggestions for improving the evaluation process, and to recommend changes to the framework for next year's evaluations.

It is important to understand that it is the Evaluators who ultimately decide player rankings. The Category Director and the Commissioner are simply controls to ensure all players are ranked as fairly as possible according to our guidelines. It is these rankings that are the primary piece of information that is used to place players onto their teams. Evaluation rankings are primarily based on a player's performance during the current evaluation process. Their initial placement is based on where they were tiered the previous year. This previous year placement may be used in the event a tiebreaker is required during team selection at the end of the evaluation process.



The player evaluation process consists generally of three or more on ice sessions. All participants should understand that team selection is not complete until after the final evaluation takes place and the information has been reviewed by the Commissioner and Category Director.

Participants will be contacted by a Category Director to inform them of their first skate time and arena. The Category Director will provide a schedule to the players at the completion of the first skate. Once the players have completed all their skates and have been ranked, teams are selected by the Category Director and Coaches according to skill level groupings. Generally, this is completed by deciding how many players will play on a team. For the duration of this procedure, we will assume there are 17 players per team for clarity in reading however, teams at different levels will most certainly have different team sizes and registration numbers may dictate that a team may end up with more or less than 17 skaters. During the team selection process the Coach(es) have the right to select a player on the criteria that they feel is important. An example of this is a coach may select a player(s) that have specific attributes (size, speed, defense, offense).

Once the Category Director has created all the teams, the Commissioner reviews the evaluation sheets to ensure accurate data entry, and looks closely at team selection and tiebreakers. Their primary goal is to ensure there have been no oversights or errors made while selecting the teams.

The group(s) the player skated with during evaluations does not necessarily indicate what team they will be placed on. There is a finite amount of players per team, and in most cases, the difference in skill level between teams is extremely small. In some cases, two or three teams will be made out of a grouping of players that exhibit similar skill levels and may have skated together during evaluations. In the end, it is the responsibility of the Category Directors and the Commissioner to ensure the evaluations are well organized, fair, accurate, enjoyable, and run with integrity so that the players can participate competitively with and against players of similar skill and have an enjoyable hockey season.

## **Initial Player Placement**

For the start of evaluation process, players who played with SEERA in the previous season will be placed in groups according to the level that they played during the last season. The size of these groups will be determined by the Category Director to accommodate the evaluation of that specific age group.

First year, second year, and possibly third year players may be separated into 3 initial skating groups. Note that due to ice considerations, a complete segregation of initial skaters may not be possible.

Players moving to a new age category may not be placed in the top grouping of skaters for the initial evaluation ice session. The Category Director, with support from the Commissioner as required, will make the determination based upon historical data.

New players to SEERA will be placed in a group according to information provided to the Category Director prior to the evaluation. The level that the player played in the past season, in their previous association, will be used where available. The Category Director will make the final determination as to the initial placement of the player.

Players returning from Club level AA and AAA tryouts will be placed according to the guidelines as above. The length of time spent at Club level tryouts will not justify a higher placement for SEERA evaluations.

## **Injured or Absent Player Placement**

All injuries or absences will require a parent's note to ensure the absences are of a legitimate nature. The Category Director and Commissioner reserve judgment as to whether or not absences are within reason. A player missing one evaluation session will not be penalized. The next skate will be at the last placement grouping. A player missing two evaluation sessions, without legitimate cause, will automatically be moved down one to two team(s) from where their final rankings would have placed them.

### **Injured or Absent Player Prior to Evaluations**

A player injured or absent for the entire evaluation session will seed where the majority of their previous year team mates seed. However, the Category Director along with the Commissioner (with input from the coaching staff ) reserve the right to move the player up or down, based upon team skill level compared to the returning players' skill level.

A player returning from injury or absences part way through the evaluation process will begin their evaluation where the majority of their previous year teammates currently reside. Movement from that point forward, either up or down, will be based upon the returning player's performance.

### **Injured or Absent Player During Evaluations**

A player injured or a player that is absent after the evaluation process has commenced will have their most recent evaluation session placement recorded. At the same time, the majority of their previous teammates corresponding evaluation session placement will also be recorded. The relative difference between the absent player's placement and corresponding majority of the teammates' placement will be used to seed the absent player at the conclusion of evaluations. This decision will be made by the Category Director and will be supported by the Commissioner, the President, and Vice President if necessary. The player may be moved up or down after initial placement as in example 1-a above.

If after the 3rd round of evaluations a player is situated in group 4, which is one group above the group where the majority of previous year players are seeded, then the absent player will be placed in a group one down where the majority group end up.

A common occurrence during the evaluation process is the timing of the tryouts for SEERA hockey and interscholastic sports. If players wish to be evaluated fairly, then they must attend as many evaluation sessions as they can. Interscholastic sports cannot be used as an excuse to miss evaluation sessions.

The above are guidelines on how to estimate where absent players should be placed. The Category

Director, in consultation with the Commissioner, may move a returning player, either up or down, to a group where their skill level is more comparable.

### **Evaluator Qualifications**

SEERA utilizes the services of member volunteers, or a contracted organization, to conduct third party evaluations. This may be done for the whole association or individual age category with the approval of the board.

Evaluators are selected based on their hockey knowledge and experience level. The evaluator will not evaluate their child. The mark attained in this instance will be an average of the other evaluators. The evaluators will follow the directions and guidelines of the Category Director for each specific level. Coaches and assistant coaches and are strongly encouraged to volunteer their assistance with the evaluation process.

### **Evaluation Appeals**

Any concerns should be brought forward to the Category Director as soon as possible. The director will be able to explain the process and provide you with general information as to the reasoning for a specific player's placement.

Should satisfactory resolution not be made between the parent and the Category Director, a request for a formal appeal must be made in writing and sent to SEERA President. SEERA will not accept verbal communication as an acceptable appeal. The Commissioner will expeditiously review the evaluation data to date and will rule on the final placement of the child in writing to the parent, the SEERA President, and the Category Director. The decision is made by the Commissioner is final and binding. Hockey Edmonton cannot intervene in cases of appeal by parents. All decisions are final at the zone level. Once a player is placed on a team, there will be no refunds issued if parents choose to revoke their registration.

## **Player Evaluations Process**

The evaluators are looking for game skills such as speed, transition at speed, puck control at speed, puck pursuit, physical play, defensive and offensive abilities, fore checking and back checking abilities. Players will move up or down various skating groupings based upon evaluator marks but only after the data has been tabulated by the Category Director. These movements will be reflected in the assigned skate time for a player's next assigned skate. Players will not move during or immediately after an evaluation skate. The skating group does not indicate the team placement.

Grades will remain confidential with evaluators and Category Directors. Grades are scored for specific game skills out of 5, overall skill out of 5. Grades are; 1 = not competitive with this group / 2 = below average / 3 = consistent with the majority of players at this group / 4 = above average / 5 = clearly superior within this group.

The evaluation process is designed to ensure fair, equitable, consistent treatment of all participants. The criteria may be modified, as required, to facilitate ice availability, volunteer availability and player registration, without compromising the integrity of the process. Players may be moved into different session groupings at the discretion of the Category Director.

## **Defenseman Evaluation Process**

SEERA recognizes the need for dedicated and skilled defensemen in certain age categories. Often, there are not enough dedicated defensemen in the older age categories to ensure sufficient numbers for each team. Therefore, SEERA will identify & evaluate defensemen separately from forwards. SEERA includes a requested position on all of its registration forms.

Players have the opportunity to designate themselves as a dedicated defenseman on the registration form. Players are given a second opportunity to declare themselves a dedicated defenseman at the first evaluation ice time. Dedicated defensemen will be evaluated on the same basis by the evaluators. They

will be ranked and placed on teams based on the rankings against their specific peer group.

Where there is a significant imbalance regarding the number of defensemen for a specific team, the Category Director may adjust final placements to ensure a few dedicated defensemen on each team. The coach will then need to work with their team to decide on the best method of filling the remaining defenseman spots during games.

It should be noted that there would be certain instances where the numbers do not work out or where there is a definite discrepancy in ability levels. The Category Director and Commissioners reserve the right to deviate from this policy when necessary. Every attempt must be made to ensure the proper placement of players recognizing appropriate skill level and safety concerns.

## **Evaluation Methodology**

A player's final ranking is determined by averaging each of the normalized skate rankings over the three game simulation skates. "Normalization" is the process of mathematically ranking the players within a group by the average of the evaluator's rankings for that group and then the last player of one group is ranked one position ahead of the best-ranked player of the subsequent group. Mathematical ties are resolved in the following order:

- 1) Second year players take precedence over first year players.
- 2) Returning SEERA players take precedence over first year SEERA players.

Category Director will make a judgment call and it will be noted for the Commissioner.

## **Principles of Evaluation Methodology and Review**

Evaluations must: stand up to scrutiny, be easy to understand from a parent and player perspective, be challenging enough to clearly show a player's talent to evaluators, and be easy to administer. Evaluations must not be so challenging as to take the fun out or make players feel humiliated or upset in front of their peers.

Evaluation systems vary from club to club. No single method is perfect and, each year, the Commissioner, the Category Directors, and the President review the evaluation process in an effort to continually improve the process.

All comments, suggestions and complaints are retained and reviewed and reported to the Board.

Recommendations by the Commissioner should not be completed until the AGM meeting has been completed and a significant number of year end Coach and Player assessments have been received.

Recommendations for changes are then made by the Commissioner and voted upon by the Board

## **Team Selection Process**

The final player evaluation rankings are used to place players in ranked order and this ranked order is used to create the proposed teams. Team selection adheres to the ratings from the current evaluations only.

Principles regarding player/parent requests on team selection: Category Directors will try to accommodate all requests for player-to-player matches where requests are mutual between both players. In these cases, SEERA will only permit player movement down to satisfy a request (e.g. Player on higher tiered team will be allowed to move down a tier). Prior to initiating these moves, the Category Director will discuss the proposed movement with higher placed player / parent to confirm their desire before implementing a change. Category Directors may exercise discretion to prevent a stronger player from dropping down too far, to ensure safety & competitiveness of all players on the lower team. Requests to match a player with a specific coach are

not routinely accommodated, and will only be considered under extenuating circumstances. Parents must ensure special requests are included on the player registration form and they should also discuss the request directly with the Category Director or Commissioner during the evaluations.

When Category Directors identify a group of similarly skilled players which is larger than one team, they may choose to create two evenly balanced teams. This larger pool of players may allow the Category Director to honor more links.

Final goaltender ranking is completed using the mathematical averages for the goaltenders from all goaltender skates.

The number of players per team will vary by age category and even team by team within an age category. Teams can be made up between 12 and 19 players.

Players may be moved up or down 1 team if the need for a qualified volunteer head coach must be addressed.

Systemic and mathematical errors are also looked for in a review of the current process to make sure each player received a fair evaluation.

Team selection must be done within a framework of time as dictated by Federation Hockey (EMHA). The timelines do not allow for extended evaluations or mass player movement beyond the deadlines that are set out. The deadline is usually around the 3rd week of September to have team selection and head coaches finalized.

## Coach Selection

SEERA's goal is to select the most appropriate head coach for a team taking into account not only qualifications and experience but a coach that will demonstrate the use of the Coach Code of Conduct and the For the Good of the Game principles that give the players the most positive experience on and off the ice.

SEERA uses some or all of the following criteria in no particular order, to select the head coach of a team:

- Training
- Experience
- Background
- Evaluations
- References
- Interviews

In some cases, the Coach Selection Committee may choose to conduct interviews with candidate coaches in order to establish a better sense of candidate qualifications and suitability in the following areas:

- Coaching philosophy and style
- Adherence to fair play
- Conduct with officials
- Character evaluation
- Adherence to SEERA coach code of conduct

The Category Director and Commissioners will determine the need for an interview process typically if circumstances arise such as:

- Multiple coach candidates have applied, and the qualifications are too closely matched to make a straightforward decision.
- One of the coaching candidates is new to the SEERA organization. In such a case, all perspective coaching candidates may be interviewed.

The need for interviews is entirely at the discretion of the Category Director and Commissioners.

## Coach Selection Procedure

The coach selection process consists of five distinct steps.

### 1. Identify Coach Candidates

Every coaching volunteer must submit a completed SEERA Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the:

- Role (e.g., head coach, assistant coach, manager, trainer, etc.)
- Category of hockey (e.g., U11, etc.)

Application forms are available from the SEERA website. All applications must be submitted to the Category Director prior to the completion of evaluations and team selection.

In most cases, the Category Director and Assistant Category Director will take names of individuals wanting to either Head Coach or be an Assistant Coach during evaluations.

### 2. Evidence of Experience and Qualifications

An applicant may be asked to provide copies of training certificates and other qualification as may be requested by the Category Director. Failure to provide such requested documentation may result in disqualification from the coach selection process.

### 3. Security Checks

Security checks are mandatory Coach candidates are required to provide the Administrator with their valid, current Edmonton Police Association Volunteer Security Check by November 15. Failure to provide or to pass the security check will automatically result in disqualification of the coach candidate from further consideration.

### **3. Selecting from the Candidate Pool**

Coaches are selected from the available volunteer pool and assigned to a team after player evaluation and tiering, for the respective team, has been completed. The selection process will typically assign a coach candidate to a team based on player affiliation. In the case where there is no player affiliation, then the Category Director may assign a qualified coach that has no player affiliation.

### **5. Selection of Assistant Coaches**

Typically head coaches will select their coaching staff; however the SEERA Board reserves the right to recommend and/or refuse an individual's inclusion on team hard cards based on previous coaching, evaluations, or transgressions related to Fair Play, SEERA Coach Code of Conduct adherence or behaviour issues.

### **Access to Coaches and Others**

Coaches, the Executive Committee and the Board will communicate and be available to discuss matters of concern, clarification with parents, volunteers and other members of SEERA Hockey.

## Excess Goaltenders

Each SEERA hockey team is permitted to have one or two goaltenders on its roster. In the situation where there are more goaltenders registered to play hockey than can be placed on team rosters, SEERA applies a .

Eligibility for team placement by the SEERA Category Director(s) will be based on a ranked list (most points to least points) using the criteria approved by the SEERA Executive.

### Criteria

The criteria established by the SEERA Executive to be used when there are excess goaltenders is provided below.

- Number of Past Years (hockey seasons) played with SEERA or legacy club (North SEERA / Millwoods) - value of 1 point per season played up to 8 points based on Hockey Canada Record.
- Number of Past Years (hockey seasons) played as a goaltender in Federation Hockey (years/seasons played in the No Hit or Recreation leagues excluded) - value of 1 point per season played up to 6 points based on Hockey Canada record
- Registered with SEERA as of midnight 5 days after initial Club (SSAC/MLAC) team selections - value of 2 points from current season registration based on Hockey Canada record

### Tie-breaker

Special Committee to be formed by the SEERA President. The criteria listed recognizes long-term play with SEERA hockey and its legacy clubs (Millwoods and North SEERA) and a long-term commitment to the goaltender position.

## Options for Goaltenders without a Team

Goaltenders who have registered to play hockey but do not have a team have the following options:

- 1) If a goaltender placement is available in the U15 age category with a SEERA team, a first year U18 goaltender can make an application to Hockey Edmonton to play as an "Over-Age" goaltender with the SEERA U15 team.
- 2) Request to be released from the SEERA Hockey Association and look for placement within another association within Hockey Edmonton.
- 3) Request to be unregistered from the SEERA Hockey Association and receive a full refund of registration fees paid to SEERA for the current hockey season.

## Volunteer Screening

### Application

This procedure applies only to volunteer procedures related to SEERA volunteers who are coaches, assistant coaches as these positions are in direct contact with players on a regular basis. Volunteers who are not in direct contact with players are not subject to this procedure but are subject to alternate procedures as may be developed by the SEERA Hockey from time to time.

### Recruitment

Individuals who are interested in volunteering with SEERA are asked to submit a written application outlining their names, contact information, area of interest, experience and references. Application forms are found on the SEERA website.

Applications will be reviewed by the Category Director and or the Commissioner(s) (or their backup) to assess suitability and qualifications.

Applicants will have their references contacted by the Category Director or their backup who will report the results of the discussions with references to the Commissioner(s).

In cases where some information is insufficient, potential applicants may be referred to the CSC (Coach Selection Committee) for further review. The CSC is to be comprised of President, Vice-President, Commissioner(s) and all Category Directors.

The most qualified coaching applicants who pass pre-screening are to be recommended by the Category Director to the CSC then to the SEERA Board for approval for coaching for a 1 year term.

Should there be any issues arising out of discussions with references, the Category Director will discuss the issues with the CSC. Should there be no issues arising, applicants will be voted on for approval by the SEERA Executive.

All on-ice volunteers approved by the Executive are subject to a police background check.

Should the police background check result in a concern being raised regarding the volunteer, the Hockey Commissioner(s), SEERA President and Vice President will review and make the final determination as to whether the concern raised by the check is serious enough to void the application. Should the police check uncover a criminal past regarding any offence against a minor that is a safety issue with any SEERA individual, the volunteer's application is voided and another volunteer recruited.

### Ongoing Supervision & Education

The Category Director will schedule coaching information sessions during the course of the season. One of those sessions will occur prior to the start of each season.

The Category Director for each age group will ensure that all on-ice volunteers are registered as on-ice volunteers with the SEERA Registrar to ensure that all on-ice volunteers are covered by the appropriate insurance.

The Category Director for each age group will ensure that all on-ice volunteers meet basic Hockey Alberta requirements for serving as volunteers.

The Commissioner(s) and Category Directors will conduct "spot checks" of coaches during practices and, if possible, during games.

Coaches, assistant coaches, and parents are encouraged to have open lines of communication to the Category Directors and to the Commissioner(s) with respect to any on-ice or dressing room concerns.

Any disciplinary issues regarding coaches are to be brought to the attention of the Category Director for resolution. Should the Category Director be unable to resolve the issue, notify the Commissioner(s) and if needed the Vice President and / or the President.

Parents are encouraged to complete a SEERA coach and assistant coach evaluation distributed to them.



## Player Affiliation

All players are eligible to affiliate to teams in the next tiering level, to the next category, or to club teams. Players are permitted to affiliate to one or two teams. and, once placed on an affiliating team's hard card, cannot change their team affiliations.

Affiliate forms will be filled out for all players on the team, but this does not obligate them to play on the affiliating team if they choose not to. SEERA members are encouraged to affiliate to SEERA teams only however, if they are planning to play at the club level in the future, then it may be in their best interest to affiliate to their home club.

Affiliation Agreement Forms are required to be submitted to the Category Director by November 1 to be eligible for affiliation.

## Player Transfer

### Purpose

The purpose of this policy is to make it clear to existing, and potential members of SEERA Hockey the policy and conditions around transfer into and out of SEERA Hockey. In addition to the specific requirements of Hockey Edmonton, the following the policy around all transfers.

### Criteria

#### Prior to Season Start

Any player requesting a release from SEERA are required to first apply to the SEERA Registrar for approval. The SEERA Registrar will inform the applicant of the decision after consultation with the Category Director and the Commissioner. All requests for release are required to be done so in writing.

No player will be allowed to skate or try out in at SEERA until they has been properly released by their home club or association.

#### After Season has started

If a parent believes there are extenuating circumstances after a player has already been evaluated and placed on a team, a written application is required to be made to the SEERA Transfer Review Committee. The application is required to include all supporting documentation identifying the issues and concerns that have been brought to the attention of the Coach and Category Director. Details of the reason for the family wanting to leave must be provided in written format, along with actions taken by all parties involved.

Extenuating circumstances do not include perceived mis-evaluations, mis-tiered and/or general coaching issues.

## Elite Stream (Club) Tryout

If players choose to register and try out for Elite Stream (Club) hockey, they are encouraged to register with SEERA prior to the start of evaluations, in the event they are released and wish to return to play with SEERA. This will allow them to join evaluations sessions without delay, as they cannot enter onto the playing rink unless they are registered with SEERA. In the event the player is selected for Elite Stream hockey, SEERA will refund 100 % of the registration fee, minus a \$75 administration fee.

Parents and players must be aware that choosing to try out for Elite Stream hockey is done at their own risk. If released, SEERA cannot make special accommodations for these players and will not hold roster spots on tier one teams. It is important to understand that players who are dedicated to the entire evaluation process through SEERA are given preferential treatment over players that enter the evaluation process late due to Elite Stream Hockey.

SEERA will make every attempt to place players released from Elite Stream Hockey in the proper tier based on their skill set while maintaining fairness to existing players.

## Team Operations

### Team Bank Account

SEERA provides for teams to open and use a bank account. SEERA does not permit the use of any personal bank accounts or accounts set up at other financial institutions outside of those approved by SEERA to conduct SEERA business.

### Criteria

The SEERA Treasurer will arrange for the setup of each individual account. You are required to have two signing authorities per team account and arrange for those to people to go the bank to finalize the account setup. The Coach or spouse cannot be one of the signing authorities.

Financial Institution – Servus Credit Union

Location: 1004 Ellwood Road (91 street just before Eilerslie Road) if you like/need to use a closer location you can do this BUT you still need to contact the Eilerslie branch to make the arrangements.

- Branch Contact Information: 780-638-8583
- Servus will provide up to 25 cheques on the initial request.
- Servus will provide an ATM card for deposits only.
- Servus kindly asks to please bring a copy of the Parents Meeting Minutes listing the signing authorities.
- Name on the account can be SEERA 5\_\_

Referee fees for U11, U13, U15 and U18 will be deposited once your account has been opened. Team Manager or Treasurer can email [treasurer@seerahockey.ca](mailto:treasurer@seerahockey.ca) the details.

Servus does require some personal information to open a team account.

Vouchers (if received as seed money) can be forwarded to the SEERA Treasurer who will deposit funds into your account – please contact [treasurer@seerahockey.ca](mailto:treasurer@seerahockey.ca) for more information.

### Team Operating Funds and Budgets

All teams are responsible for 'team bank accounts' as issued by SEERA and as outlined in the Team Bank

Account Policy. Accounts require a minimum of two signatures to withdraw funds, and be cleared and closed by April 30th of the current season. Any surpluses should be equitably reimbursed to the parents. Accounts are not to be carried over to the following season. If surplus money remains in the team bank account after April 30, the money will be transferred into SEERA's general account. It can no longer be claimed by the team.

It is recommended that teams prepare budgets for anticipated expenses such as additional practice ice, tournament fees, team clothing purchases and team parties. Team officials should seek consensus from the parents on the team's financial requirements and the potential methods of fundraising. Parents should be provided with options of paying their share with cash or through team-organized fundraising activities.

The hockey experience can be expensive and team officials should be sensitive to the financial capabilities of the parents. Team officials and parents are encouraged to help find team sponsors and to notify the SEERA Communications Director accordingly for acknowledgement. Team Managers are encouraged to provide game schedules and team pictures to sponsor(s).

## **Team Sponsorship**

SEERA encourages teams to seek sponsorship as a form of fundraising. However, management of these sponsorships is left to the individual teams. The following guidelines should be considered when using sponsors for your team:

If possible, use a banner to promote the team sponsors. Cost for the banner to be borne by the team.

Provide a plaque valued at no more than \$25 and present it for sponsorships over \$500.

Sponsorship patches cannot be attached to any SEERA game apparel (Jersey or Pant shells).

Ensure sponsor is acknowledged on our website by contacting the SEERA Communications Director.

The commitment and support from the communities and businesses of the southeast makes it possible for SEERA to offer a quality program at affordable rates. Many individuals work hard to assist with the financial well-being of SEERA and its teams. Sponsorships and donations are an extremely important part of the overall success of our organization.

## **Support to Participate in Provincial Finals**

In the highly likely and very awesome situation where a SEERA team qualifies for Alberta provincial finals, financial support will be made available to the team, as listed below.

- If Provincials are hosted over 160 km from the City of Edmonton, SEERA will provide up to \$5,000 for the funding of a bus, if used, and \$2,500 toward accommodations.
- If Provincials are hosted between 100-159 km from the City of Edmonton, SEERA will provide \$2,500 toward accommodation.
- If Provincials are hosted under 100 km from the City of Edmonton, SEERA will provide the team with \$500.

## **Bench Staff Insurance Coverage**

Hockey Alberta requires all bench staff to have insurance during games and practices. SEERA will cover the cost of the insurance premium for up to 5 bench staff. If a team requests to have more than 5 bench staff on the hard card, the team will be expected to pay the insurance premium for each additional individual. The insurance premium rate will be established by Hockey Alberta.

## **Non-parent Coaching Staff**

SEERA utilizes the many coaches that have coached through our feeder programs, but is not opposed to using a non-parent coach(es). Financial compensation is not the normal practice but in cases where this is needed a motion is to be made prior to placing the coach in place. An honorarium would be considered the normal practice which would be payable by SEERA. No other form of compensation would be expected. At the meeting to start the year any other compensation should be discussed so that all parties are aware prior to the year.

## **Practice Ice No Show**

SEERA distributes practice ice to all teams when it is allocated to the association from Hockey Edmonton. There are many ice user groups that are vying for ice as it is in very high demand. SEERA expects all teams to utilize the ice allocated to them for practicing the game of hockey in a complete and efficient manner.

If a team cannot use an ice slot, they must attempt to trade it to another team, or contact the ice allocator who can assist them to trade or sell it.

If a team does not use ice slot and it is deemed a no-show, the team will be expected to pay for the ice. Multiple no-shows will be reviewed by Special Committee who will determine an appropriate course of discipline to the team. Sanctions may be levied and all decisions of Special Committee will be final.

## **Apparel and Equipment**

SEERA recognizes that a standard set of colours may provide for recognition of teams when participating in competition; cost benefits for equipment purchase; and a unifying experience for players, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing the SEERA logo are designed to provide season-to-season continuity and reduce costs to parents.

All equipment (jerseys, coaching aids, etc.) loaned out to coaches, players or parents is the property of SEERA Hockey and must be returned by the end of the season on the date requested by the Board or the Equipment Coordinator.

Any player or parent not returning equipment on loan will have the cost of the items added to their registration for the following season or deducted from any fees due from SEERA.

Those players not returning to SEERA Hockey and refusing to return the equipment may be subject to civil court action to recover the cost of the items.

Should any piece of the players or association equipment be cut off or damaged as a result of treatment for an injury, please ensure the proper section of the Hockey Canada Injury Report Form is completed in order that the cost of these items may be recovered.

### **Pucks, Puck Bags And Pylons**

Teams will be supplied each season with 75 pucks and one puck bag. Any replacements over and above this for lost or stolen pucks will be the responsibility of the team.

The 75 pucks issued to a team are required to be turned in at the end of the season.

## **First Aid Kits**

Each team issued one (1) first aid kit. First aid kits are to be replenished as required and are to be funded by the team. Complete first aid kits are to be returned by the end of the season.

## **Jerseys**

SEERA Hockey will supply two sets of game jerseys to all teams (i.e. Home and Away jerseys).

Only SEERA Hockey issued jerseys are permitted to be worn by teams / players during games. Jerseys are to be kept in team jersey bags ONLY. Jerseys are to be washed and hung to dry after every game.

Should a team purchase third jerseys, the colours must comply with SEERA standards and be approved by the Board before being worn in a game.

Player name bars on jerseys are optional. For those that do choose to affix name a name bars, the following rules apply:

- They are consistent looking amongst all players.
- Name bars are to be affixed and removed by Mero Sportwear only and costs are the responsibility of the team.

## **Pant Shells**

SEERA does not provide pant shells to players. Players who choose to wear pant shells, the shells must be black in colour and not bear any crest or sponsorship patch, other than the SEERA logo.

When dealing with lost, stolen or not returned jerseys, the team will be required to cover the full replacement cost.

### **Other Rules**

- Damage to jerseys or equipment is assessed to parents, coaches, or managers at the sole discretion of the SEERA Equipment Coordinator.
- No patches or crests of any kind, other than the SEERA Hockey logo, is worn on any SEERA jersey, unless it is a specific requirement of Hockey Canada or Hockey Alberta.
- Teams are required to have a volunteer(s) who will be responsible for the caretaking and frequent cleaning of the jerseys on through the season.
- Under no circumstances are jerseys to be taken home by a hockey player or their parent.
- Game jerseys are to be worn during games only and NOT be worn at practices or any other events except where approved by the Equipment Director.
- Game jerseys may be worn by players who are involved in a fundraising event in order to identify themselves, such as in bottle drives. Games jerseys will not be worn to any events in which damage may occur to the jerseys.

### **Graduating Player Gifts**

To show appreciation to the commitment exhibited by players in our program, each player meeting the minimum criteria set out below is eligible to receive a customized jersey with the players name, number and celebrating final year logo to be presented at our year end banquet.

#### **Criteria**

- Must have been registered and played in a minimum of 5 years in the zone (North SEERA, Millwoods Hockey, SEERA)
- Must have been registered and played in a minimum of 2 years at the U18 level with SEERA.
- Must be registered and playing in their final year of eligibility at the U18 level with SEERA.



## Bingo and Casino Fundraising

## Preamble

Bingo and Casino are lottery schemes under the Criminal Code (Canada). The Code allows lottery schemes to be conducted and managed by charitable and religious groups under a license issued by the provincial authority, if the proceeds are used for charitable or religious purposes.

In Alberta, bingo and casino are regulated forms of charitable gaming under the Gaming, Liquor, and Cannabis Act (Alberta) and Gaming, Liquor, and Cannabis Regulation (Alberta). Licenses to hold bingo or casino are issued by the Commission.

South East Edmonton Recreation Association (SEERA) is registered under the Societies Act as a charity which is a requirement of Alberta Gaming, Liquor, and Cannabis Commission (AGLC) to permit the raising of gaming funds through bingos and casinos.

### Bingo Background

In Alberta, only eligible charitable or religious organizations licensed by AGLC are allowed to conduct bingo events at an association, a community, or a privately-operated bingo facility.

SEERA conducts bingos at the Parkway Village Bingo Association (PVBA) and casinos at various casinos in the City of Edmonton, with preference to PURE Casino Edmonton. The PVBA is owned by the groups that actively work bingos; SEERA being one.

Parkway Village Bingo Association (PVBA) is essentially an agency relationship that was formed by written arrangements with PVBA, as agent, and the Members of the Association, as principals. Because the Association acts as the agent for the members, the Association does not earn any income, incur any expenses, hold any assets, or have any liabilities. Accordingly, their financial statements represent assets, liabilities, revenue and expenses of the Members.

The objective of the Association is to operate bingo events sponsored by the Members and licensed by Alberta Gaming, Liquor and Cannabis (AGLC). All activities are undertaken for the benefit of the Members.

Because the operations of the Association are conducted on behalf of the Members, all excess revenue belongs to the Members. Revenue in excess of expenditures is allocated among, and may be periodically distributed to, the Members in proportion to the number of bingo events sponsored by each Member. This amount is about \$3,000,000 annually, distributed monthly.

### Casino Background

In the Province of Alberta casinos are considered to be a form of charitable gaming. Eligible charitable organizations are granted licenses for a two-day period for the purposes of raising revenues by holding casinos. These groups are responsible for conducting short-term charity casinos. The AGLC issues licenses to private casino facility operators to provide space and services for these casinos to operate.

Casino facility operators receive a percentage of the total win from table games. Charities initially receive all proceeds from table games and, from this, they pay casino facility operators a fixed fee for service of 50% (in Edmonton). Facility operators are also paid 75% of the net from craps and poker dealer services.

Casino facility operators receive a 15% commission on net slot machine sales as compensation for the costs of space and customer service. A further 15% commission is paid to the charitable organizations holding the licensed events in casinos. The balance (70%) of net slot machine sales at casinos, after deducting the Commission's operating costs, is provided to the Alberta Lottery Fund.



## Gaming-related Contacts

### Bingo Hall Location

Parkway Village Bingo Association (PVBA),  
8775 - 51 Ave NW, Edmonton, T6E 5H1

- Hall Manager: Brian Cavana
- Contacting the Hall: 466-3541; select 3 for cash cage or 5 for manager

### Casino Location

PURE Casino Edmonton, 7055 Argyll Road NW,  
Edmonton, T6C 4A5

- Owner: PURE Canadian Gaming Corp.
- Contacting the Hall: (780) 463 - WINS (9467)

### SEERA Executive Contacts

Please refer to the SEERA website for up-to-date contact information.

### SEERA's Society and AGLC Information

- South East Edmonton Recreation Association is registered under Societies Act.
- SEERA Website: <http://seerahockey.ca/>

## Bingo Worker Requirements

Parkway Bingo establishes a minimum number of workers for the various days in afternoon, evening and late night bingos. More for typically busier events and vice versa. Additional workers are required for Special bingos and Playoff bingos.

At the PVBA Annual General Meeting May each year, a calendar showing all club bingo dates is provided to clubs. Some switching may happen at that time or thereafter upon agreement of both effected clubs.

There are significant penalties if a club is short a worker, workers late or other reasons. There is a fine that increases upon each occurrence. After the fourth occurrence the club is ejected for one year and fined. After the end of the year, they have to make application to return and present a corrective plan to the PVBA Executive. If accepted by the Executive they are let back in for one trial year and if one contravention occurs, they are ejected permanently.

### The SEERA Gaming Director

The SEERA Gaming Director is required to ensure we have enough workers for each event. In some cases, for various reasons including projected busier than usual bingo, concern someone will cancel with a short waiting list, the Director may bring one or two extra workers.

## Signing-up to Work a Bingo or Casino

The bingo and casino dates are kept up to date on the SEERA website and emailed out to the bingo email group and when new bingos are added, about two times per month.

### Bingos

Email the Gaming Director a list of bingo dates you are interested in working and those dates will be entered onto a spreadsheet. This is a request to work bingos not the selection.

When you request bingo dates please indicate on the evening bingos if you want to stay until 10 p.m. or 12 p.m. You can also prioritize your preferences within each month.

About a week before each month end, workers will be allocated the next months bingos and a confirmation email will be sent listing who was allocated to the next month's bingos and details how the selection of each person was done.

If your computer is down or you have gone away on holidays and you can't get the email, phone the Gaming Director to confirm your status of working the bingo allocated.

### Casinos

The Gaming Director notifies by email, everyone on the list, details of the casino (date, location, positions required). Workers respond by choosing dates, time, and positions they are interested in. Persons requesting to work key positions will be required to submit the AGLC Casino Volunteer Worker Application to the Gaming Director. About six weeks prior to the casino event, the Gaming Director will allocate the spots and email it out to the gaming list.

## Worker Selection and Assignments

Skilled and experienced office workers are essential to manage the primary office duties of Nevada Control, Chair, Bonanza Control, and Paymaster positions. People interested in learning those positions will be given the opportunity to learn these positions. Advise the Gaming Director that you are interested in working in the office.

Bingos are allocated to families, not parents. In cases of parents separated or divorced, bingos alternate months between them. Grandparents belong to family of the player(s).

Generally bingos are not allocated to Club Alumni or others, but rather these folks are used for cancellations.

### Priorities Used to Select Workers for Bingos

- 1) SEERA families.
  - a) Families with either 2 children in SEERA or 1 child in SEERA and 1 in Millwoods or North SEERA.
  - b) Families with a child in SEERA.
  - c) SEERA Executive with no children in SEERA hockey.
- 2) Millwoods and North SEERA families, as one group.
- 3) "Club": Past SEERA families currently enrolled in club or other hockey.
- 4) "Alumni": past SEERA families with no children playing hockey.
- 5) Others.

Generally, bingos are not allocated to Club, Alumni or Others but rather use them for cancellations, no-show bingos (a club didn't show up to work their bingo), or if there are excessive bingos in a month.

## Bingo Allocation

Further to those sorting groups, also included in the sorting is the following to ensure the folks in each group are sorted by the fewest bingos worked:

- 1) Families that have requested to work at least one bingo in the month.
- 2) Then, by the groups and sub groups above listed (SEERA, NS & MW, Club, Alumni and Others)
- 3) Then, within each group, by who has worked the fewest bingos in the past.

Allocation begins with the first person at the top of the list they are assigned their highest priority.

If there is a high number of people for a particular bingo, and they requested more than one spot, they may get their second pick so more people can be fit. E.g. an evening late night bingo always has more requests than a weekday afternoon.

One exception to this sorting strategy is to drill down further to get an experienced office person.

- 1) Once the last person in MW/NS group is given a spot, then if spots still remain, the allocation will start at the top again with SEERA spot.
- 2) Once the SEERA, Millwoods, and NSEERA groups have gone through twice, it may be possible to do a third, or Club, then Alumni, then Other will be allocated in that order.
- 3) Once families have been allocated, the list is reviewed one final time where minor shifts may be made to ensure the highest priority families in the groups were selected.

## Bingo Arrival Times

- Afternoon bingo: Office and Nevada workers by 10:30, and floor workers by 10:45
- Evening bingo: Office and Nevada workers by 4:30, and floor workers by 4:45
- Bingo Specials for evening late night events: Chair by 4:00, everyone else by 4:15

## Last Minute Bingos

With last minute bingos, say within 48 hours of the event, there isn't much time. We send out a group text message and most of the time, we may go first come first served or, if there was good response quickly, and the Director's personal schedule permits, we may prioritize similar how we allocate bingos.

## Worker Cancellations

Replacing folks that cancelled their bingos are based on who's on the waiting list, which you can see on the Allocation PDF we send out each month. We may deviate slightly, to pick up a person for a key position.

## No Show Bingos

This is a bingo in which the club that was scheduled to work the bingo did not show up. There can be no bingo played that day until a club accepts to work this bingo. Workers need to get to the hall within the hour.

PVBA Advisor phones the SEERA Director, notifies that a club did not show up. The Director immediately sends out a text and an email to the workers. The text instructs to phone the bingo hall and register they are on their way.

Allocation of these bingos is simple. It's first to call in and say they are on their way gets the spots. Anyone on the list has the same priority for these bingos. You can bring a spouse or friend or child 18+ to the PVBA hall; just let them know that when you phone in. This is because we need to get workers there fast to claim the bingo as SEERA's

### **Priorities Used to Select Workers for Casinos**

- Exactly the same methodology as we select bingos within the five groups.

### **Waiting Lists**

- You are on the waiting list for all the bingos you requested that you didn't get or let me know any dates you didn't request and we'll put you on the waiting list.
- We use that waiting list exclusively for filling cancellations.
- If we still cannot fill the cancellation, we will email the whole group.
- If it turns out you could work additional bingos at any time, please advise the Director.

### **Suspensions**

Things that will result in a person being suspended from working the SEERA bingos include:

- Poor conduct or attitude especially with workers from other clubs that have invited us to share their bingo.
- Non-adherence to PVBA rules.
- Complaints or problems brought to the attention of the Director when they work bingos.
- Habitually cancel bingo dates within the last couple of days of a bingo.
- Late for bingos.



## Appendices

## Appendix A: Glossary of Key Terms

### **Bullying**

“Bullying” includes verbal, physical, social, and web-based acts that

**Verbal bullying** includes behaviours such as:

- Harassing using sexualized language
- Making or telling jokes that shame or humiliate someone
- Making racist, sexist or homophobic comments
- Name-calling, insults and put-downs
- Teasing or taunting
- Threatening

**Physical bullying** includes behaviours such as:

- Froshing or hazing
- Grabbing or choking
- Hitting, slapping or punching
- Making obscene gestures
- Pushing or kicking
- Spitting
- Stealing or damaging property

**Social/relational bullying** includes behaviours such as:

- Ganging up on someone
- Gossiping or spreading rumours
- Ignoring or denying someone’s accomplishments
- Keeping someone away from their friends or peers
- Leaving someone out

**Cyberbullying** includes behaviours such as:

- Creating online polls to rate people in demeaning or hurtful ways
- Sending mean or hurtful content through texts, email or social media
- Taking embarrassing pictures of someone and sharing them online without their permission
- Using someone else’s account and sending hurtful content while pretending to be them

### **Bylaws**

“Bylaws” means the bylaws of SEERA, which are in force and which may be amended from time to time.

### **Harassment**

“Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to another person, or adversely affects the worker’s health and safety. Harassment includes (a) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and (b) a sexual solicitation or advance. Harassment does not include any reasonable conduct of a Coach performing the duties of a hockey coach.

### **Good Standing**

“Good standing” means a person who has paid all fees, provided all such information required and to the satisfaction of the Registrar and is not serving a suspension as determined by the Commissioner or is currently not before the Commissioner.

### **Violence**

“Violence”, whether at a worksite or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

### **SEERA Member or “Member”**

“Member” means any person who has been admitted to membership in SEERA Hockey and is in Good Standing. Only one parent or guardian is able to vote at the Annual General Meeting.

## **Appendix B: List of Forms**

SEERA uses a number of forms to facilitate consistent operations and valid data, including:

- Fees Refund Form
- Injury Report Form
- Parent Declaration Form
- Permission Form--Sanctioned Activity
- Player Medical Form
- Player Movement Form
- Registration Form
- Substitute Goaltender Request Form
- Team Injury Log
- Volunteer application form