

**FOOTHILLS
BISONS AA
HOCKEY**

**POLICY and
PROCEDURES
BOOK**

FOOTHILLS BISONS AA HOCKEY

MISSION STATEMENT

It is the philosophy of Bisons AA Hockey to provide the opportunity to play and develop Hockey Players and Coaches within the Bisons Recruitment Zone as defined by Hockey Alberta's AA Hockey Model in the Province of Alberta.

DEVELOPMENT

The development of all Players is the sincere desire of the Foothills Bisons AA Hockey. It is the intent of the Bisons to encourage equitable allocation of ice time.

All rules as set down by Hockey Alberta, the South Central Alberta Hockey League and the Bisons Policy and Procedures Book **WILL BE FOLLOWED**.

COMMITTEE STRUCTURE

The AA Committee shall insofar as practical consist of the minimum of one representative from each Association from within Foothills recruitment area. The Recruitment area consists of Foothills, High Country, Nanton, Claresholm, and Vulcan Minor Hockey Associations. The committee shall consist of the following members:

- FMHA AA Director
- FMHA Operations Manager
- Secretary
- Treasurer
- Equipment Director
- AAA Representative
- SCAHL Representative
- PeeWee Director
- Bantam Director
- Midget Director
- Fundraising Director
- Director at Large

COMMITTEE OPERATIONS

The Bisons AA Hockey Committee shall oversee the operations of the three AA Hockey Teams operating under the Foothills Minor Hockey Association (FMHA). The committee shall fall under the jurisdiction and oversight of the FMHA. The AA Program shall adhere to the FMHA rules and regs and follow within FMHA guidelines except where special conditions and considerations have been expressed.

COACH SELECTION

The Committee shall receive all applications, initiate personal interviews of the candidates as they deem necessary and thereafter make selections for the positions of Head Coach for the PeeWee, Bantam and Midget Teams. The successful coaching applicant will be notified prior to August 15th of the upcoming season.

Coaches approved by the Committee shall be engaged in the position for the forthcoming hockey season, and, unless the Coach resigns or is relieved of his duties by the Committee, the Coaching term shall extend to the end of the hockey season. The end of the hockey season shall be:

- (a) For the AA Bisons, after the AA Provincial-regular season schedule as set out by the SCAHL, Playoffs or any subsequent sanctioned tournament in which the team may participate, whichever is later in date.

Incumbent Coaches may re-apply for coaching positions and the Committee shall consider such application.

Coaches shall be required to sign and adhere to the Bisons AA Coaching Contract.

COACHING STAFF SELECTION

Coaches shall be responsible for acquiring such Assistant Coaches, Manager and Trainers as they may in their sole discretion deem necessary for the successful operation of the team. Such positions are under the scrutiny of the Committee and need to be cleared before positions are granted.

TRYOUT REGISTRATION

The Level Directors are responsible to operate and oversee their respective tryout camps.

Times, dates and places will be posted when known on the Bisons website (www.foothillsbisons.ca).

1. Coaches & Level Directors must be present at the location to register all Players who wish to try out for their team.
2. They must ensure that the Player meets all the normal criteria of eligibility in accordance with all HA policies and guidelines.

Due to problems involved with maintaining coverage of liability insurances, no Player is allowed on the ice unless they are registered with their home Association. All Players must wear C.S.A. approved helmets, face masks, and neck guards with all straps properly fastened at all times, on the ice and on the bench. In addition, all other mandatory protective equipment, in good repair, must be worn at all times. This includes Players who may be rehabbing, and only skating light duty. These rules apply not only in tryouts, but also to all practices and games during the hockey season. No Player shall be allowed on the ice without a recognized Coach or assistant present. **ONLY BISONS PLAYERS ARE ALLOWED ON BISONS ICE.**

TEAM SELECTION

The Committee will provide independent evaluators to assist with evaluations. We invite the Head Coach to provide a couple evaluators to help additionally. All the evaluators, coaches, and level directors should collaborate following each ice session and during finalization of the team roster.

In the event that “out of area” players are trying out; it is important to consider that our primary directive is to develop players within the recruitment zone. When selecting players for the team, an “out of area” player may be selected for the team if they are “significantly” higher in skill than a comparative local player. In the event that there are only marginal differences in skill between a local and “out of area” player the local player shall be given higher priority for team selection.

The team will not be finalized until final cuts from higher levels of hockey such as “AAA” have been completed. It is important that the Head Coach be in communication with higher level coaches about potential players from within the recruitment zone trying out at higher levels.

The coaching staff does have final say on the roster with consultation of the evaluators and level director.

RELEASING and/or CUTTING OF PLAYERS

This is the hardest job a Coach has to do. The Committee asks that you release/cut Players with dignity. Do not take away the one thing that they have left, and that is their pride.

1. a) All releases must be approved by the applicable Coaches. Players simply return back to their respective LMHA.
b) Release deadlines will be established each year by the Bisons.
2. When releasing a Player(s), all options should be explained:
 - a) If he should want to know why he did not make the team, offer valid reasons.
 - b) Releases should be done in person, not by posting a list.
3. The team is considered in place when rosters are finalized before the first game. No players shall be released after this date without the consent of the Bisons. Coaches will need to provide "just cause" before consent will be given.

FEES

All registration money must be paid (or acceptable arrangements made) when the Player registers. A Player who is cut - released, leaves or quits after paying will be reimbursed the full amount unless the season has started then a refund may be considered on a pro-rated basis. This will be at the full discretion of the AA Committee. There will be no refund after January 15th of the current season.

FINANCES

The Bisons AA Committee assumes control and liability for the majority of all team expenses. The committee collects registration fees and uses those fees to pay for the following expenses:

- Coaching Costs including training courses, honorariums, and mentorship costs.
- Ice costs including tryout, conditioning, tryout tournament entry fees, regular season ice, including practices and games. SCHAL Playoff tournament costs will also be covered by the Committee.
- Bussing costs
- Referee costs
- Jerseys and equipment such as pucks, coach handbooks, etc.

SPONSORSHIP

Each team is encouraged to obtain a major sponsor or sponsors for their team.

TEAM FUNDRAISING

Individual teams will need to obtain additional funds from team initiated projects. Such decisions are solely within the discretion of the team but each such endeavour should be communicated to the Level Director on the Committee in order that the Committee may be aware of what activities are being pursued. All such activities shall be legal, in good taste and appropriate to the benefit and maintaining the good image of the teams and the Bisons.

Teams will be required to fundraise in order to cover costs with respect to Exhibition Games, Tournaments, Coach travel expenses (Hotel, meals while traveling on overnight games), jackets, track suits, and other misc. team expenses and will retain all of their proceeds to use as the teams see fit.

The Bisons teams host a meat sales program to benefit individual families on a yearly basis. Whatever amount the player / parents sell, they will get back 20% off the top. The maximum receivable by any player is the full amount of their registration fees.

With respect to “mileage” paid to Coaches, it is the stance of the Committee that mileage to/ from practices and games is not considered a team expense. We currently provide an honorarium for all Coaches within the program to help offset the costs of Coaching.

To be fair to parents, teams and Coaches, teams wishing to provide gifts to Coaches shall be limited to a maximum of \$500.00 cash or equivalent gift value for each coach per season.

It is strongly suggested that each team have two signing authorities to manage team financial accounts.

Each team’s manager will provide a year-end financial statement to the FMHA Treasurer.

ICE

The Foothills Minor Hockey Association’s Operations Manager is responsible for arranging all ice for the Bisons teams. This includes all conditioning and tryout camps, practices and games.

EQUIPMENT/UNIFORMS

1. The Level Director is responsible for the return of all equipment assigned to that team. (ie. Game jerseys, pant shells, practice jerseys, practice socks) The Coach or Team Manager must return all equipment to the Board or its delegate one week after the team's final game.
2. All equipment supplied by the Committee will remain the property of the Committee subject to specific rules put forward from time to time.
3. Permission for the use of the Bisons logo must be obtained from the Committee.
4. All team jerseys, jackets and track suits shall conform to Bison colors and logo. In an effort to create conformity among all Bison teams, teams should endeavour to have a consistent color design.
5. Team Players will not inherit any equipment, sweaters, pants, etc.

DRESSING ROOMS

It is the responsibility of the Coaching Staff to ensure dressing rooms are kept in good condition. Should damage occur, the team at fault will be held solely responsible for all charges levied against the Association. To ensure that you are not paying for someone else's damage, Coaches should check the dressing room BEFORE Players enter and AFTER they leave. If you find any damage, contact a rink attendant and have it noted.

There should be one coach present in the dressing room at all times. If coaches are meeting with individual players, more than one coach should be in attendance.

EXHIBITION AND TOURNAMENTS

1. All exhibition games played outside of the "home zone" (Zones 5) limits, must have a travel permit. Games with league teams do not require a Travel Permit.
2. Travel Permits are issued through Foothills Minor Hockey.
3. All costs of exhibition games and tournaments are to be covered by the team involved. The Bisons AA Committee will not be held responsible for any debts incurred.
4. All games sheets for tournaments and exhibition games must be filed to the appropriate SCAHL League Coordinator and Hockey Alberta Zone Chairman.
5. The Coaching Staff of the team is fully responsible for ALL actions of the team while traveling pursuant to the Bisons Code of Conduct. Coaches in conjunction with the parents must have the Players fully organized. If Coaches are not prepared to take full responsibility for all functions of the team, then participation in the event should not be considered.

AFFILIATION RULES AND GUIDELINES

1. Each team may affiliate Players from a lower Division or Category within the Bison's draw zone up to but not exceeding their team's roster number. These Players may participate in League, Exhibition, Tournament and Provincials. Teams are encouraged to affiliate players who went through the AA tryout process as these players have shown an interest in playing Bison's hockey. All teams must use the "Named Player Affiliation Agreement Form" which can be found on the Hockey Alberta website. Affiliation forms must be filed with their Level Director and the FMHA Operations Manager prior to the affiliated Player being allowed to participate in any game and/or practice with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by FMHA up to and including December 15 of the current Hockey Season. Parents/player must give their consent in order for the player to be added to the Teams Affiliate list.
2. It is the recommendation of the Committee that teams affiliate up to 7 players for each team. Four players and a goalie shall be selected as the last cuts from the team. The head coach has the ability to select an additional 2 players from outside of the tryout players at his discretion.
3. The maximum number of players, including affiliate players, which will be allowed to be shown on any game sheet, must not exceed the total number of players registered on the team. Teams can replace injured players, suspended players and/or absent players with affiliated players to bring the team up to their roster size.
4. The use of affiliated players is considered a development opportunity for the Affiliated Player and his regular Coach should make every reasonable effort to accommodate the request provided it does not create significant conflict with upcoming games. To reduce the chance of injury to underage players and to help protect and insure the success of all Bisons teams it is not recommended to affiliate from the lower division AA team, but to affiliate players from our LMHA teams of the same age division whenever possible.
5. The Coach using the Affiliate Player must ensure that the Affiliated Player is given "reasonable ice time" for the duration of regulation time (excluding goaltenders). Conversely the Coach must ensure the regular team players are given equal ice opportunities and their development considered the priority.
6. The Coach wishing to use an "affiliated player" must take the following steps:

Contact between Coaches of both teams for a tentative approval of the affiliation is encouraged.

Contact his Manager to contact the Affiliate players team Manager to arrange official approval. The Manager of the Affiliate player can then speak to the player's parents and obtain their consent. Once consent is given from the Parent the player is ok to Affiliate.

The AA Level Director must be contacted or cc'd on all affiliation requests, and the FMHA Operations Manager must be notified.

7. Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an "Ineligible Player". However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

All Affiliations must be properly filed in the Hockey Canada Registry (HCR) by December 15th of each year.

Affiliation requests should be into FMHA Operations Manager as soon as possible.

EVALUATION OF SEASON

Evaluation forms may be used throughout the season, and at the conclusion of the hockey season for feedback on all issues pertaining to the coaching of the team. These forms will be voluntary and anonymous.

COACHES

NCCP Certification: Coaching Staff will comply with requirements as specified by Hockey Canada, and Hockey Alberta guidelines.

1. All Head Coaches will be confirmed by the AA Committee following interviewing process. Each team will have one (1) individual only designated as the Head Coach.
2. Head Coaches are responsible for choosing their Assistant Coaches, but all Assistant Coaches, Managers and Trainers must be approved by the AA Committee.
3. If the members of the AA Committee for any reason deem it necessary to change Coaches, then the staff of the outgoing Coach may be terminated.
4. Coach's honorarium may be withdrawn or deducted, at the AA Committee's discretion, in instances of suspension or coach's unexcused absence.
5. The Committee expects that a head coach may not be a parent. The Committee will deal with requests for exemptions to this rule.
6. Coaches will ensure that no team will be on the ice without a recognized Coach or Assistant Coach present and that at all times, all Players will be wearing all mandatory protective equipment in good repair, and properly fastened.
7. No Coach or Manager will sign, convey or relate any literature on pretests, rulings in support of individuals or situations without first notifying the Level Director.
8. The Head Coach will hold a meeting of the team Parent Group at his/her earliest convenience prior to the first scheduled league game to introduce the Coaching Staff and to discuss team objective, roster status and contingent changes, Coaching philosophy, general team operations and any other items deemed appropriate for the time, including satisfying parent queries and generally establishing an open line of communication with the parent group.
9. The Head Coach is expected to be alert and sensitive to parental concerns as they may arise and to strive to resolve any such matters promptly. Consultation with the Level Director may be required in sensitive or difficult situations.
10. The AA Committee shall address any parental problems not resolved by Coaching Staff.

11. Language of abusive or offensive nature will not be tolerated from the Coaches or Players.
12. Alcoholic beverages will not be tolerated on any team.
13. Ensure that absolutely no hazing or initiation rites are permitted by or within the team, either with or without his knowledge. Further, the Coach should counsel his team against any such action(s).

MANAGERS

1. The Manager of each team, once confirmed by the Committee, will perform such duties as requested to him/her by the Level Director. The Manager WILL NOT have a position on the AA Committee and will not need to attend committee meetings unless requested to by the Level Director.
2. The Manager's term commences upon approval by the Committee and ceases two (2) months after the end of the hockey season.
3. Refer to the Guidelines for Managers for further information.

**FOOTHILLS BISON AA
HOCKEY**

CODE OF CONDUCT

FOR

AA HOCKEY

FOOTHILLS BISONS AA HOCKEY CODE OF CONDUCT

PURPOSE

This Code of Conduct has been developed to achieve a number of objectives including:

1. To uphold and advance the purposes and objectives of the Foothills Bisons Hockey Association.
2. To provide a clear definition of the expectation the Association has for individuals who represent the Association.
3. To ensure that individuals representing the Association exhibit conduct and behavior, which reflects favorably on, the Association, the League, the contributing Associations and all others associated with the Association.
4. To ensure the health and safety of all involved, including Association Representatives, fellow competitors, spectators and the public.
5. To ensure a civil relationship between coaches and parents.

APPLICABILITY

The Code of Conduct will apply universally to all carded members of the Bisons including: Players, Coaches, Managers, Trainers, and other team Representatives. Committee members and any other individual who represents or who the general public has reason to believe represents the Bisons, or any team on or off the ice.

This Code of Conduct applies at all times while representing the Bisons or a team in the Association. An individual is considered to represent the Bisons and/or team at all times while involved in games, practices or other team or Bison functions and including all travel associated with participation in the functions. Individuals are considered to be representing the Bisons at all times when they travel out of town as a team.

In situations where Players travel or room with their families to Bison functions (particularly out-of-town tournaments and games), these rules may be modified at the discretion of the Coaching Staff. Any modifications shall not have the effect of lessening the intent of the Code, but only to make application of the Code more practical under specific circumstances. In such situations, the "head of the family" may wish to assume responsibility for the behavior of the Player and must so advise the Head Coach or

Manager. The Player must still adhere to the broad principles underlying these rules and in all instances; the Head Coach is ultimately responsible for the enforcement of the Code.

The following rules are in addition to rules to play established by Hockey Alberta, SCAHL and other such bodies having jurisdiction over the performance of individuals involved in the game of hockey.

1. Representatives of the Bisons shall conduct themselves properly while on Association business so as to not in any way discredit the reputation of the Bisons, the team or fellow Players. This includes, but is not restricted to the following:
 - a) Shall exhibit good sportsmanship in all circumstances.
 - b) Shall refrain from verbal or physical abuse of officials, other participants and fans.
 - c) Shall obey the rules and regulations of all governing bodies and shall cooperate with their enforcement.
 - d) Shall refrain from using profane language.
 - e) Shall refrain from taunting other participants.
 - f) Shall in general be required to act in a manner that would reflect well on the image of Representatives, the team and the Association.
 - g) The Dress Code of Players, Coaches and Managers will be dress pants, shirts, ties and dress shoes-ABSOLUTELY NO HATS.
2. No Representative shall engage in rowdiness, excessive profanity or similar anti-social acts.
3. Players shall have no members of the opposite sex in team hotel rooms, be in other hotel rooms with members of the opposite sex or attend unauthorized private parties when traveling with the team.
4. No Representative shall violate curfews established while traveling. In this regard, it shall be the responsibility of the Head Coach to ensure that curfews are established while traveling, that they are communicated to all Representatives, giving regard to the age of the individuals involved and the schedule establishment of curfews shall be final.
5. No Representative shall violate any specific rules established by a Team traveling on behalf of the Association. These rules shall include (without limiting the generality of this team) use of hotel sports and recreational equipment, dress regulation, participation in recreational activities while traveling and other rules established to assist in enhancing the performance of the team.

6. It shall be a breach of Code of Conduct to have knowledge of a situation or event which constitutes a breach and to condone the action through continued participation in the general events surrounding the breach or for failing to take reasonable efforts (including reporting the activity to appropriate team officials) to attempt to stop the incident.
7. Breaches of the Rules of Hockey may result in disciplinary action as breaches of the Code of Conduct. This is particularly true when the Rules of Hockey dealing with misconduct, gross misconduct and intent to injure are breached.

The following actions are deemed to be Major violations of the Code of Conduct:

1. No Representative shall engage in any activity, which constitutes a breach of the Criminal Code of Canada.
2. No Representative shall illegally possess, consume or distribute alcohol or drugs and shall not participate in any public activities while under the influence of these substances.
3. No Representative shall engage in any activity, which constitutes an endangerment to the lives, health or safety of himself or others.
4. No Representative shall engage in any activity, which results in the destruction or defacement of public or private property.

Unreasonable application of the rules of the Code of Conduct may in itself constitute a breach of the Code. Complaints of unreasonable application of the Code of Conduct must be made in writing to the Bisons AA Committee.

CONSEQUENCES

In dealing with breaches of the Code of Conduct, the matter under consideration should be dealt with as quickly as possible under the circumstances giving consideration to both the actual and potential risks, which were created by the breach of the Code. Any one or more of the following disciplinary actions may be taken by the Team and/or the Association for breaches of the Code.

1. Verbal or written reprimand.
2. Benching for a period of time.

3. Suspension for one or more games (suspension for more than one week will be reviewed by the Bisons AA Committee).
4. Expulsion for participation in an event as a result of a breach of the Code of Conduct, the Representative may be sent home as soon as possible or reasonably practical. In such circumstances, all costs of early return travel shall be borne by the individual and no further participation in any AA activity shall be permitted until the costs have been fully reimbursed. In circumstances where the Representative is a minor, the Representative's parents will be advised of the details of travel plans prior to the trip and agreement will be reached on the mode of travel to be employed, however, the Representative must be sent home, that decision cannot be changed.
5. Restitution for any property damaged. In such circumstances, all costs of restitution shall be done by the individuals involved, pro-rated, and no further participation in any AA activities shall be permitted until the individual's share of the costs are paid or arrangements made for payment.

For major breaches of the Code of Conduct, the following applies:

1. The individual(s) shall be suspended from participation in the event (see CONSEQUENCES; 4).
2. The matter will be brought before the AA Committee who may direct:
 - a) Continuation of the suspension.
 - b) Exclusion from participation in future events.
 - c) Exclusion from the Team/Association.

APPEAL PROCEDURES

1. Disciplinary actions involving Player suspensions by Coaches for one game only (benching) shall not be subject to appeal.
2. Disciplinary actions taken by team officials while out-of-town shall not be subject to formal appeal to the extent that the consequences apply only while the team is out-of- town.
3. Disciplinary action, which continues beyond the end of the specific activities at which time the breach occurred, may be appealed through the Committee's formal appeal procedure to the extent the consequences extend beyond the activity.

4. A review by the Committee of the process used or a disciplinary action taken by the team may be requested at any time. Such a review may include a request to consider whether the actions taken constituted a breach of the Code of Conduct.

NOTICE OF DISCIPLINARY ACTION TAKEN

1. All disciplinary actions (more than one game) taken by a team against any Player (other than verbal reprimands and benching) shall be reported to the Player's parents at the earliest reasonable time.
2. All disciplinary actions taken by a team against any Representative (other than verbal reprimands and benching) shall be reported in writing to the Boards at the earliest reasonable time.

ENFORCEMENT

While the Coach has ultimate authority and responsibility for the actions of all members of his team, he can seek guidance/assistance from the team Director, team management/parent in enforcing the Code of Conduct.

24 HOUR RULE - COMMUNICATION PROTOCOL

In order to curb conflicts between parents and coaches, Bisons AA Hockey has adopted a "24 Hour" rule.

No parent is allowed to confront any coach or coaching staff immediately following a game. They must first request a meeting with the Team Manager who will decide if the concern warrants a meeting. If it does, the Team Manager will setup a meeting with parent and ALL the coaching staff as well as the Level Director if the problem is severe enough.

The line of communication from parent to Level Director is also open to parents and players if they feel they have exhausted communications through the Team Manger.

No complaints shall be made with anonymity.

Managers are expected to document complaints for discussion with the Level Director.

FOOTHILLS BISONS AA HOCKEY

GUIDELINES

for

**Coaches
Managers
Treasurers
Level Directors**

GUIDELINES FOR COACHES

1. Coaches shall be obligated to conform to and enforce the rules and regulations set by Hockey Alberta and Foothills Minor Hockey Association Rules and Regulations.
2. Allocate appropriate time to development of all hockey skills
3. Encourage clear, open and consistent communication amongst yourselves, assistants, Managers, Players and parents/parent group.
4. Establish team rules and exercise discipline in a fair, consistent and reasonable manner.
5. Cultivate respect in order to provide a positive influence, not only in the hockey aspect, but also in their personal growth and development as young adults.
6. Inject the aspect of enjoyment into practices and games.
7. Create and maintain a positive public representation of the Foothills Bisons AA Hockey.
8. Coaches shall encourage good sportsmanship, discipline, team spirit and good communication between Players and parents.
9. Equitable allocation of ice time is recommended to maximize potential for Player development.
10. Maximum efficient use of practice ice by proper preparation including well-organized written practice plans, training in areas appropriate with Player's existing development level and following logical progression of learning.
11. Utilization of the entire Coaching Staff is paramount to successful development of the entire team.
12. Coaches shall ensure that Managers are not part of the Coaching Staff nor shall they be permitted in the Players box during the course of any game, except in an "extreme" emergency.
13. Coaches are encouraged to upgrade their skill levels, through Coaching clinics, certification programs and interaction with other Coaches and upon application; the FBHA may consider offering financial assistance to attend approved courses.
14. Coaches are encouraged to offer positive feedback to the Players.
15. The guidelines are representative of Coach's duties but are not limited to those outlined above.
16. Roster size:
 - Pee wee: 15 skaters plus 2 goalies
 - Bantam: 17 skaters plus 2 goalies
 - Midget: 17 skaters plus 2 goalies

If a coach wants to deviate from these numbers, it should be brought up to the Committee.

GUIDELINES FOR MANAGERS

1. Create and maintain a positive public representation of the Bisons and the team with which they are associated.
2. Ensure that required travel permits are obtained and that the Level Director for the division is aware of travel plans for non-league games. Ensure that all out---of- town travel plans for non-league games are arranged. Ensure that all out---of-town travel is arranged through a reputable transportation company and that the game sheets are filed with the appropriate coordinator and league official.
3. Liaise with the Ice Coordinator to obtain additional ice as may be required by the Head Coach.
4. Maintain positive relationships with the Coaches, Directors and Executives within the Bisons family and outside the organization.
5. Ensure all Players are properly registered for league play.
6. Co-ordinate team fundraising, either directly or through a parent liaison.
7. Ensure all equipment issued by the Bisons is maintained in reasonable repair and is returned at seasons end.
8. Attend at least 75% of the team's games and a reasonable number of the team's practices.
9. Schedule a parent's meeting prior to the first league game and as required thereafter to discuss team selection, operation and objectives for the year, meet regularly with the Level Director to review the teams on-ice and off-ice situation and to receive formal feedback from the AA Committee.
10. Ensure that a qualified Trainer is available for league and exhibition games.
11. Act as an intermediary between parents and Coaches regarding any concerns, which may arise during the course of the season.
12. Ensure that all Players are properly registered and that all registration fees are collected when the Player is "carded".
13. These guidelines represent a summary of a Manager's duties, but are not limited to those outlined above.
14. Ensure complaints are documented for discussion with Level Director.

GUIDELINES FOR TEAM TREASURER

1. The Treasurer position for each team shall not be affiliated with the Managerial position in any way.
2. The Treasurer will ensure that all detailed financial accounting of team income and expenses is maintained, will submit a budget to the parents, and will report to the parents on a periodic basis regarding the Team's financial status.
3. The Treasurer will submit a complete financial report with a zero balance to the parents and the Bisons Treasurer within two months of the end of the season.
4. Cheque signing authority for each Bisons team will consist of the Treasurer and the Team Manager.
5. For additional information please refer to the section on “Team Fundraising” in the Policy and Procedures Manual.

GUIDELINES FOR LEVEL DIRECTORS

1. In conjunction with Coaches, ensure that Players trying out for Bisons AA teams understand all options available to them and have tried out with all "AAA" teams at their respective level. This would include Bantam aged players trying out for the "AAA" Bantam team in Okotoks, 15-year-old Midgets trying out for the Okotoks 15-year-old team, and all other Midget aged players trying out for either Strathmore or Lethbridge in the "AAA" division (whichever zone they fall into).
2. Attend as many league games, as he/she feels necessary and as many practices as possible. Ensure that either the team Manager or executive member is able to attend games when you are unable to attend.
3. Attend the team Inaugural Parents Meeting and thereafter be in attendance when requested to be so by the Manager or parents.
4. Distribute ice schedules to Coaches and Team Managers.
5. Ensure distribution and coordination of all information received by or as a result of AA Committee meetings, and S.C.A.H.L. meetings, as deemed relevant to the Coaches and Managers.
6. Ensure that the Team Manager has received all the necessary equipment and forms required for the Team's operation.
7. Ensure all league and Committee disciplinary actions are adhered to.
8. Ensure that you are kept informed for all exhibition games and tournaments that your teams are entered in and make sure the appropriate travel permits are obtained along with approved transportation.
9. Maintain direct and continuous communications with both Coaches and Managers of the teams you coordinate.
10. At all regularly scheduled AA Committee meetings, present a verbal report of the teams' activities including not only the highlights but also the identification of potential problem areas.
11. Ensure that all equipment is returned one (1) month after the season is completed unless you grant special permission for an extension.
12. Ensure that the Affiliation Policy of the Bisons is being strictly adhered to.
13. Ensure that the required financial accounting is submitted to the Bisons Treasurer within two (2) months of the end of the season.
14. Create and maintain a positive public representation of the Bisons in carrying out your duties.
15. Ensure that parents meetings are held on a regular basis.
16. Ensure that the "Weekend Rule" is adhered to. (see Code & Conduct section)
17. The guidelines are Representative of coordinators duties but are not limited to those outlined above.