

# THORSBY MINOR HOCKEY ASSOCIATION (TMHA)

## RULES & REGULATIONS



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## **1.0 PHILOSOPHY STATEMENT**

The Thorsby Minor Hockey Association (TMHA) is established to foster and develop organized amateur minor hockey. The intent of the TMHA is to provide, for every minor hockey player in the Thorsby and District area, an equal opportunity to participate in an organized and structured hockey program.

The TMHA is based on the following principles:

- 1.1 Equality of opportunity for all participants regardless of ability, race or religion.
- 1.2 Emphasize the development of player's hockey skills, sense of fair play and teamwork.
- 1.3 Promotion of the enjoyment of the game for all players.
- 1.4 Providing a positive learning and maturing experience for young athletes in a minor hockey setting.
- 1.5 Work in conjunction with Hockey Alberta in the promotion of minor hockey programs and leadership development.

## **2.0 ATHLETE'S RIGHTS**

The TMHA promotes the following athlete's rights:

- 2.1 The right to fair and impartial treatment.
- 2.2 The right to enjoy the sport and to have fun.
- 2.3 The right to be treated with dignity.
- 2.4 The right to have their needs and not those of the adults fulfilled.
- 2.5 The right to have a positive example set by adults in minor hockey.

## **3.0 CODE OF CONDUCT- COACHES**

- 3.1 Understand that you have an obligation to abide by the policies of TMHA and that failure to do so could result in the loss of coaching privileges.
- 3.2 Make sure that your players understand and abide by the Code of Conduct- Players.
- 3.3 Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue

those interests as well as hockey, will help them maintain their enthusiasm, and make them better hockey players.

- 3.4 Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
- 3.5 Remember that participants play for fun and enjoyment and that winning is only part of the big picture. Never ridicule or verbally put down a player for making a mistake or losing a competition.
- 3.6 At all times show respect to all players, parents, other coaches and officials.
- 3.7 Follow the advice of a physician when determining when an injured player is ready to resume play. The player must obtain a letter from a physician authorizing play upon recovery from any serious injury (e.g. bonefracture, concussion)
- 3.8 Remember that players need a coach they can respect and lookup to. Be generous with your praise when it is deserved and always set a good example.
- 3.9 Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions TMHA may hold.
- 3.10 Treat the players as you would like to be treated.
- 3.11 A key goal is to help each player grow and develop as an athlete and as a person.
- 3.12 Never come to any practice or game under the influence of any illegal substance, drugs or alcohol. Such action may result in dismissal or suspension.
- 3.13 Communicate with players and parents to ensure your common goals are one and the same.
- 3.14 Create a learning environment so players will experience success in improving individual and team skill.
- 3.15 Be committed to follow all the policies and procedures put forward by TMHA.

#### **4.0 CODE OF CONDUCT- PARENTS**

- 4.1 Players should be willing to participate, do not force an unwilling player to participate in sports.
- 4.2 Remember that participants should be involved in organized sports for their enjoyment, not yours.

- 4.3 Encourage your child to always play by the rules.
- 4.4 Teach your child that honest effort is as important as victory and that if you give your best then you have won, regardless of the score.
- 4.5 Turn defeat to victory by helping your child work toward skill improvements, not just goals and assists.
- 4.6 Never ridicule or yell at your child for making a mistake or losing a competition.
- 4.7 Congratulate your child on their efforts and skill improvements, not just goals and assists.
- 4.8 Remember that players learn best by example. Applaud good plays by either team.
- 4.9 Do not publicly question the officials' judgement and never their honesty. After all, have you offered to do the job?
- 4.10 Abuse of players, coaches, officials or volunteers will not be tolerated.
- 4.11 Actively support all efforts to remove verbal and physical violence from hockey.
- 4.12 Recognize the value and importance of volunteers. They give their time and resources to provide recreational activities for your child.
- 4.13 Be supportive and work with the coach. Do not provide advice to your child that is contrary to what the coach is asking. If you have concerns talk to the coach or follow Parent Liaison process.
- 4.14 Be supportive of team functions and actively share in the duties throughout the year.
- 4.15 Never attend any practice or game under the influence of any illegal substance, drugs or alcohol. Such actions may result in suspension of the parent.
- 4.16 Attend most practices and games.
- 4.17 Have players at the rink at appointed times before games and practices. Late arrivals disrupt practice and game preparations.
- 4.18 Commit to conducting fair and objective coaching evaluations at the end of the season or as requested by the TMHA Executive, while remembering that each coach is a volunteer and donating their time for the betterment of TMHA.

## **5.0 CODE OF CONDUCT- PLAYERS**

- 5.1 Play by the rules.

- 5.2 Respect the officials' decisions. Let your captain or coach ask any necessary questions.
- 5.3 Control your temper. Mouthing off, throwing tantrums, breaking sticks, throwing sticks, breaking or throwing other equipment shows a lack of discipline and has no place in sports.
- 5.4 Be a team player. Work equally hard for your team and yourself.
- 5.5 Be a good sport. Appreciate all good plays whether they are your own team's or your opponents. Show "Class".
- 5.6 Treat all players as you would like to be treated. Interfering with, bullying or taking advantage of any player shows poor sportsmanship and has no place in sports. Bullying in any medium-verbal, written, email or social media is considered unacceptable conduct by any player and may be subject to disciplinary action.
- 5.7 Remember that the objectives of the game are:
  - 5.7.A to have fun and enjoy the sport
  - 5.7.B to improve your skills
  - 5.7.C enjoy and learn camaraderie
- 5.8 Cooperate with your coach, teammates, officials and opponents.
- 5.9 Never come to a practice or game under the influence of any illegal substance, drugs or alcohol. Such action may result in dismissal of the player.
- 5.10 Attend practices regularly and be sure to listen and do your best. Coaching volunteers are giving their time for YOUR enjoyment.

## **6.0 CODE OF CONDUCT – VOLUNTEERS**

- 6.1 Expect no special rights or privileges because you are a volunteer.
- 6.2 Understand that even though you may not agree with all of TMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them you can work within the system to have them changed.
- 6.3 Accept that because you are a representative of TMHA your actions, either positive or negative, reflect back on all of the other volunteers in the organization.
- 6.4 Base your decisions and actions on what is best for the majority players while respecting the rights of the individual.

- 6.5 Be prepared to listen and respond to any concerns brought to you.
- 6.6 Be prepared to listen to ideas from others even though they may differ from your own.
- 6.7 Be open to new ideas, judge ideas on their own merit, and the benefit they can bring to hockey.
- 6.8 Work patiently for improvement...do not expect too much too quickly.
- 6.9 Be slow to anger, and hard to discourage.
- 6.10 Be prepared to put in long hard hours with little or no recognition except the self satisfaction of knowing you had accepted a challenge many turn away from.

## **7.0 REGISTRATION AND FEES**

- 7.1 All players must be registered with the TMHA Registrar before being permitted to play in any TMHA initiated ice time.
- 7.2 The registrar will set the closing date for registration. Any refunded fees will be prorated and assessed as designated by the registrar and approved by the TMHA Executive.
- 7.3 Any delinquent fees from a previous year owed to TMHA must be paid in full on or before the fall registration, before the player will be permitted on the ice. Any NSF cheques will result in a \$35.00 fee per cheque.
- 7.4 EARLY REGISTRATION DISCOUNT- A player who registers and provides payment by June 30<sup>th</sup> will receive a \$100 discount on upcoming season's fees. The fees will be set annually by the TMHA Executive. The early registration discount will be extended to September 30<sup>th</sup> for any player that is new to TMHA (i.e. The player did not play hockey for TMHA during the previous hockey season)

Payment Means:

Full Payment

**OR**

A non-refundable cheque for a minimum of \$100 dated for June 30<sup>th</sup> with the balance of the fees made up of post-dated cheques dated either the 1<sup>st</sup> or the

15<sup>th</sup> of each month for the period of September through November in any combination that provides full payment by November 30<sup>th</sup> of the year of registration.

7.5 After December 31<sup>st</sup> of the current hockey season no players will be issued refunds except for medical reasons. Up to December 31<sup>st</sup>, refunds will be granted by TMHA on a prorated fee assessment. To qualify for the refund, the player or player's guardian must apply in writing to the TMHA Registrar stating the reason for quitting. Furthermore, the player's last ice time must be stated and verified by that player's coach.

7.6 Medical and health information for each player must be provided in writing on the medical form provided by TMHA, and is required to complete player registration.

## **8.0 PLAYER ELIGIBILITY**

### **8.1 PLAYER CATEGORIES:**

Midget	15 -17 years old
Bantam	13 & 14 years old
Peewee	11 & 12 years old
Atom	9 &10 years old
Novice	7 &8 years old
Initiation	6 and under

Player's age of eligibility must be reached by December 31<sup>st</sup> of the year of registration.

### **8.2 PLAYER MOVEMENT**

8.2.A Players wishing to move to a higher or lower category house league are generally NOT allowed. A player/parent can request a move in writing to TMHA Executive and include the following:

- The player's name, his qualifications and grounds for the application
- A statement of the facts in support of the application

Upon review of the request and if within league and Hockey Alberta regulations, the TMHA Executive, at their discretion may grant the request. Coaches input will be solicited.

8.2.B If necessary in order to field teams with the appropriate number of players only, the executive may determine that it would be advantageous to under age players to a higher division. The process will be open and fair to all players in the younger, eligible division.

8.2.C If a coach feels a player should be over-aged to a younger division the coach will bring their request to the President of TMHA only, who will make the decision whether or not the parents and player will be approached. The coach will not directly approach the parents or player.

### 8.3 PLAYER TRANSFER TO OR FROM TMHA

TMHA has a boundary or service area recognized by Hockey Alberta. Any player residing within this boundary is eligible to play for TMHA. The purpose of the boundary is to define the service area for all neighboring associations. TMHA will follow Hockey Alberta guidelines for transfer of players.

### 8.4 PLAYER AFFILIATION

A carded team may use affiliated players ONLY if the following rules are complied with:

8.4.A The coach wishing to use an “affiliated player” must follow the following steps:

- Speak to the player’s regular coach first and receive permission
- Speak to the player’s parents and obtain their consent
- Approach the player and inquire whether the player wishes to play for the proposed team

8.4.B Hockey Alberta rules and regulations concerning affiliated players and deadlines must be strictly adhered to. The player may only participate in the maximum number of games allowed by Hockey Alberta. After the specified deadline (excluding any exhibition or tournament games) if it is proposed that the player play games in excess of the maximum set out by Hockey Alberta this is considered a “player transfer”. Permission to do so must be obtained from the TMHA Executive prior to the proposed transfer or game.

- 8.4.C The coach using any affiliated player is fully responsible to track the number of games played and report it to the regular coach when requesting permission to use that player for any subsequent games.
- 8.4.D The coach using an affiliated player must ensure regular team members are being given equal ice opportunities.
- 8.4.E The use of affiliated players is considered a development opportunity for the affiliated player, and the regular coach should make a reasonable effort to accommodate the request provided it does not create conflict with upcoming games.

## **9.0 TEAM SELECTION**

If the number of registrants is 19 or less, there will be one team. If there are 20 or more registrants there will be two teams. If there are enough players for two teams the teams will be tiered. The decision on how teams will be chosen will be made by the TMHA Executive. The coach of the highest tiered team for any level will have the right to make a total of two roster changes at his or her discretion at the time of team selection. These two discretionary roster changes apply only to Novice level and higher. If any parent wishes to have their child play on a specific team, they may make a request to the executive in writing for consideration; however the executive may refuse any request without reason.

TOO FEW PLAYERS-All players are to be released except those that wish and can be accommodated at the immediately younger or older level subject to the approval of the TMHA Executive, the pertinent leagues, and Hockey Alberta.

The executive is to make all reasonable efforts to find other minor hockey associations to accommodate released players. A full refund of the registration fee for the released player will be made.

## **10.0 NUMBER OF GAMES PLAYED**

The total number of games shall not exceed 45. This does not include tournaments, league playoffs and provincial play. The TMHA recommends that the number of tournaments be discussed by parents and coaches at the beginning of the hockey season.

## **11.0 TOURNAMENTS**

- 11.1 All away tournaments if outside the zone require a travel permit and must be approved by the TMHA Executive or designate.'
- 11.2 If a team wishes to enter a tournament outside the province an application must be submitted to the TMHA Executive in writing outlining the intent or reason for attending; methods of fundraising; list of team members attending including parents, siblings and chaperones; an itinerary outlining the days events including activities other than hockey; and any other information that maybe seen by the TMHA Executive as relevant. The TMHA Executive has the right to refuse a team to travel to a tournament at anytime if it feels for any reason there maybe a risk to players or others, or if there is a lack of planning and supervision.

## **12.0 COACH SELECTION**

- 12.1 Prior to commencement of the hockey season TMHA will invite applications for all coaching positions.
- 12.2 All applications for coaching positions will be reviewed by the TMHA Executive.
- 12.3 In accordance with TMHA philosophy, the TMHA Executive will make every effort to ensure selected coaches have the proper qualifications.
- 12.4 Coaching qualifications required will vary from one level to another. When the TMHA Executive selects a coach they will review the potential coaches experience, coaching certification, references and teaching philosophy. If a member of the Executive is applying for a coaching position they will be excluded from participating in the Executive review, discussion and decision regarding coaching of that division(s).
- 12.5 The executive will provide opportunities for coaches to attend clinics, provide educational materials, and up to date information on the coaching qualifications required for each level.

## **13.0 DISCIPLINE, SUSPENSIONS AND APPEALS**

- 13.1 Any player, coach, manager, trainer, stick boy, referee, linesman, volunteer, member, parent or spectator that is guilty of unacceptable conduct on or off the ice or violates a bylaw, rule, regulation or ruling of the TMHA Executive is subject to discipline or suspension.
- 13.2 The TMHA Executive has the power to impose suspensions and discipline.

- 13.3 Any player, team or team official that knowingly supplies false information to a representative of TMHA will be subject to being suspended or disciplined at the discretion of the TMHA Executive.
- 13.4 The TMHA Executive can suspend any TMHA Member if the member is in serious violation of TMHA Rules & Regulations.
- 13.5 The TMHA will establish a "Discipline Committee" when required to review a serious violation. This committee will consist of three TMHA Executive members and one Team Representative or Manager. Any suspension imposed by the "Discipline Committee" shall take effect immediately.
- 13.6 A suspended person may appeal any suspension imposed by the executive or Discipline Committee by giving written notice within ten (10) days of the date of suspension to the TMHA Executive. The appeal shall be heard by the TMHA Executive within ten (10) days of receiving the appeal notice. No member of the Discipline Committee shall be able to participate in the appeal process.
- 13.7 TMHA Executive decisions on appeals are FINAL.
- 13.8 If the TMHA Member is not satisfied with the TMHA Executives decision in regard to an appeal, the member may appeal to Hockey Alberta. If the TMHA member appeals to Hockey Alberta, TMHA surrenders all authority regarding this appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

## **14.0 EQUIPMENT**

All coaches shall make attempts to ensure that every player taking part in any game or practice is dressed in the proper equipment as stated by Hockey Alberta and TMHA. The following applies with regard to TMHA equipment and uniforms.

- 14.1 Uniforms and TMHA equipment will not be used for non-team functions.
- 14.2 Names are not to be pressed onto hockey sweaters but stitched only. If pressed on, the parent is responsible for the cost of a new sweater.
- 14.3 Equipment belonging to TMHA will be placed in the care and custody of the coach at the beginning of the hockey season. The person signing for the equipment shall be held responsible for this equipment and will be asked to account for it at the end of the season.
- 14.4 Any goalie equipment provided by TMHA shall only be used for sanctioned events. Exceptions may be granted by the TMHA.

- 14.5 Sweaters and socks supplied by TMHA are to be used for games only (not practices). Usage for any other events must be approved by the Executive.
- 14.6 Parents or guardians are responsible to sign for TMHA team equipment.
- 14.7 When equipment supplied by TMHA is lost or damaged, the person who signed for it MUST report the incident to the equipment manager immediately.
- 14.8 TMHA equipment may only be purchased up on the direction of the executive.
- 14.9 Goalie pads, chest protector, blocker and trapper will be supplied to all levels as needed.
- 14.10 Coaches are provided with one key to the equipment room and designated locker at the beginning of each season.
- 14.11 Coaches will be responsible for the cleanliness and orderliness of their team's locker.
- 14.12 Locker locks will be changed annually.
- 14.13 The equipment manager and the TMHA President will control the key distribution.

## **15.0 REFEREES**

- 15.1 To be a qualified referee, the individual must:
  - 15.1.A Be thirteen (13) years of age or older by January of the current season.  
With proper approval, a 12 year old may referee.
  - 15.1.B Have successfully completed a level 1 Hockey Alberta Referee Clinic.
  - 15.1.C Be capable of handling the specific level of hockey.
  - 15.1.D Officiate games in strict accordance to the rules.
  - 15.1.E Have proper certification.
  - 15.1.F Be two (2) years older than the players (check with league rules).

If possible a first year referee will be coupled with a more experienced referee.

A first year referee will not referee a game by themselves above the Initiation.

- 15.2 Complaints about the level of refereeing:

15.2 A All complaints must be made in writing and forwarded to the TMHA Executive.

15.2.B Written replies will follow legitimate complaints at the executive's discretion.

## **16.0 GUIDELINES- COACHES**

16.1 TMHA endorses the National Coaching Certification Program (NCCP). Coaches will complete the program for their level, and any other requirements as set out by Hockey Alberta or the TMHA Executive.

16.2 Coaches are not allowed to smoke or swear on the ice, in the box or in the dressing rooms.

16.3 Alcohol consumption by minors will not be tolerated at any league or team function.

16.4 The use of illegal drugs could result in a suspension for a minimum of one (1) year.

16.5 The coach is responsible for enforcing rules and the discipline of his/her team.

16.6 The coach is to become thoroughly acquainted with league and association rules and regulations.

16.7 The coach will arrange:

16.7.A Parent meetings at the beginning of the season to agree on objectives, goals and expectations for the season.

16.7.B Parent meetings throughout the season to update parents and clearly communicate the team direction.

16.8 The coach will attend all practices and games. If unable to attend, the coach is to arrange for his assistant or someone else with proper coaching level to take charge.

16.9 The coach shall supervise the conduct of players and team officials during practices, games and team functions.

16.10 Any game or practice shall be under the control of the coach or his/her designate.

16.11 The coach will set a good example for his teams in action and dress.

16.12 The coach will make attempts to ensure players are wearing TMHA, AAHA and CSA approved equipment. Any substandard equipment will be brought to the

attention of the parent. If the problem is not corrected the coach will then approach the executive.

- 16.13 The coach is responsible to the executive.
- 16.14 The coach will name affiliate team or players by deadline when necessary.
- 16.15 The coach will obtain the league schedule and become familiar with same.
- 16.16 The coach will discuss problems with Parent Liaison and/or the executive.
- 16.17 The coach will ensure players are advised of the game time and of what time they are expected at the rink.
- 16.18 The coach will develop a close working relationship with the team manager and coaching assistants.
- 16.19 The coach should become aware of any player's medical problems and will encourage medical treatment when required. It is recommended that each team have a coach or volunteer with first aid certification and have a properly stocked first aid kit. TMHA will refund coaches and volunteers for the cost of obtaining First Aid Certification, subject to prior approval.
- 16.20 The coach will abide by TMHA rules and regulations.
- 16.21 The coach shall retrieve all TMHA equipment and report the condition of the same to the equipment manager before April 30<sup>th</sup> of each year.
- 16.22 Before pucks are allowed on the ice the coach or his designate will be present on the ice to supervise players and ensure all gates are closed and the facility is in proper working order.
- 16.23 The coach will ensure that game reports are filled out correctly.
- 16.24 The coach will hold in absolute confidence any disability, health or medical information disclosed to him regarding a player, protecting the player's right to dignity and privacy. The exception to this would be in the event of an emergency or if the information maybe pertinent to a medical situation involving the player.

## **17.0 GUIDELINES- TEAM MANAGERS**

- 17.1 The team manager will not smoke or swear on the ice, in the box or in the dressing room.
- 17.2 The team manager is responsible to help coach by enforcing rules, discipline and behavior of the team.

- 17.3 The team manager is responsible for ensuring that adequate notification (48 hour minimum) of a game time is given to the referee coordinator. The preferred method is to provide a schedule and notify referee coordinator of changes as necessary. If the referee coordinator is not notified of changes, it is the team's responsibility to pay for the referee.
- 17.4 It is the team manager's responsibility to become thoroughly acquainted with the league's rules and regulations.
- 17.5 The team manager will create a directory of:
- 17.5.A Players names
  - 17.5.B Players addresses
  - 17.5.C Telephone and cell numbers
  - 17.5.D Medical insurance numbers
  - 17.5.E Any special medical problems
  - 17.5.F Parents names
- A copy of this directory will be given to the coach.
- 17.6 The team manager will notify players of practice times and location, giving as much notice as possible.
- 17.7 The team manager will ensure team equipment is ready and that it arrives on time to the game location.
- 17.8 The team manager will arrange for exhibition games for both home and away. He/she will obtain a travel permit from TMHA Executive for any unscheduled game out of Zone 4. League commitments take precedence over exhibition games.
- 17.9 When playing any out of town teams, the team manager will ensure that they are properly carded or team sheeted because of insurance purposes. Before entering a tournament the Hockey Alberta sanction number must be obtained. To play out of town teams, special permission must be obtained from TMHA and Hockey Alberta.
- 17.10 The team manager is responsible for bringing Hockey Canada Injury Reports to all practices and games, and ensure that they are filled out in a timely manner after any incident.

## **18.0 GUIDELINES- OTHER TEAM VOLUNTEERS**

18.1 Each team will have a team bank account ran by the team treasurer. This bank account will be designated to each team by the TMHA treasurer. This account will have 2 signing authorities (team manager and team treasurer). TMHA Executive will supply minutes or a letter stating required information to open the account.

Teams must use only the accounts designated by TMHA.

- Team treasurer is responsible for all money in and out of the account.
- Team treasurer will keep track of all money on the General Ledger provided by TMHA.
- Team treasurer will hand in General Ledger, any statements and supporting documentation to the TMHA treasurer at the end of the season.

18.2 Each team will appoint a tournament coordinator to coordinate the home tournament if hosting one. Please refer to the Tournament Coordinators Package provided by TMHA for all information.

18.3 Other volunteer roles may include:

- Special Event Person
- Jersey Parent
- Away Tournament Coordinator
- 50/50 Coordinator
- Team fundraising coordinator
- Parent Liaison

## **19.0 FUNDRAISING COORDINATOR**

TMHA has a fundraising member on the executive. This member needs to provide direction/ideas on how TMHA fundraises as a whole. See TMHA Bylaws for full description.

## **20.0 TREASURER**

The treasurer will keep track of referee costs. TMHA will pay referee costs for all games. See TMHA Bylaws for full description.

## **ADDENDUM No.1-Complaint Procedure**

**TMHA strongly encourages that parents discuss any concerns or issues with their coach first.**

If a member would like to file a formal complaint, the procedure for the complaint will be as follows:

1. After waiting the required 24 hours after any incident, the member is to fill out a TMHA complaint form and give it to their coach. The coach is required to wait 24 hours and to respond to the member in writing.
2. If the member is:
  - a. Not comfortable submitting the complaint to the coach or;
  - b. Not satisfied with the response from the coach;The member may submit the complaint to a member of the Parent Liaison Committee.
3. The committee will:
  - a. Grade the complaint on a scale of 1-5, with 1 being minor and 5 being major.
  - b. Determine whether the complaint needs to go to a higher authority.
  - c. Provide a written response to all people involved in the complaint.
4. If the member is not satisfied with the recommendation from the Parent Liaison Committee, a written complaint can be submitted to the TMHA Executive for resolution. If necessary, the TMHA Executive will contact Hockey Alberta.

The proper protocol for communication is:

