

SECTION 2 – SAMHA ADMINISTRATIVE OPERATIONS

2.1 PLAYER REGISTRATION

Formal fees are defined by the annual budget.

2.1.1 Player Eligibility

The Association shall provide programs for players, aged 4 to 21 years of age, in accordance with our bylaws, Hockey Alberta and Hockey Canada. Non-resident players can be admitted to the program under rules established by Hockey Alberta for non-resident players.

2.1.2 Registration Requirements

- (A) All players must supply proof of age as set out by Hockey Canada.
- (B) No registration will be approved until all fees are paid, or an approved payment plan is in place, and required documentation is received.

2.1.3 Payment of Fees

- (A) All players must be registered with SAMHA before participating in any on ice activity; exceptions made with the approval of the HOCVP and Executive Director
- (B) General registration is established annually by the Board of Directors. This will include any late payment penalties.
- (C) Annually, the Association may establish an installment payment plan that must be completed by October 15th.
- (D) The Association may, at their discretion, accept a registration without full payment of fees where circumstances prevail.
- (E) Players shall be immediately suspended if full payment is not received prior to November 15th. SAMHA will attempt to collect the funds owing, inclusive of establishing a payment plan. If SAMHA is unable to collect full payment,





player may revoke the registration and restrict future participation in Hockey Canada programs.

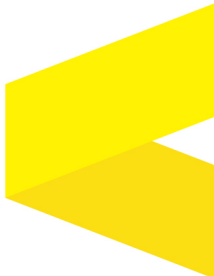
2.1.4 Refund of Registration Fees

(A) SAMHA must receive formal written notice; an online application for refund form must be completed. A minimum administration fee of \$75 will be deducted from all refunds.

- Refunds made before participation in tryouts/evaluations will be 100% of registration fees, less the administration fee.
- Refunds made after players participate in tryouts/evaluations will be 75% of paid registration fees, less the administration fee.
- Refunds made after team selection will be 50% of registration fees, less the administration fee.
- Refunds made after November 1 will be 25% of fees, less the administration fee.
- SARHC players will receive a 100% refund of registration fees, less the administration fee, should they secure a place on a team outside of SAMHA/SARHC prior to the start of the season.
- Tryout and ID Camp fees are non-refundable.

(B) No refunds will be issued after January 10.

(C) Players suspended for disciplinary reasons shall be ineligible for a refund of fees.



2.2 PURCHASING

The Board is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures.

2.2.1 Authority to Purchase

Authority to Purchase shall be through established budget or by vote of the Board of Directors.

2.2.2 Major Purchases

(A) All major purchases from \$500.00 to \$7499.99 must be approved by the President and one member of the Executive Committee.

(B) Items and services valued between \$7500.00 and \$14,999.99 must be supported by two written quotations and approved by the Executive Committee.

(C) Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved in the current budget.

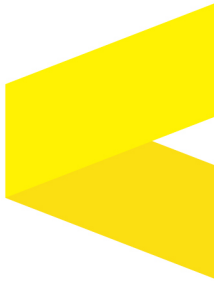
2.2.3 Public Tender (Applicable to purchases greater than \$15,000.00)

(A) Notice to Tender

- i. Preparation of the "Request for Proposal" (RFP) is the responsibility of the Executive Director
- ii. Requests for Proposals will be approved by the President prior to publication.

(B) Changes and Amendments

Changes to, or authority to exceed the terms of the contract after it has been awarded, are subject to the same authorities provided in 2.2.2



(C) Limitations

- i. Members of the Board of Directors are prohibited from submitting quotes verbally or by tender.
- ii. No members of the Board of Directors or employees shall solicit or accept gratuities, favors, or anything of value from potential and current contractors.

(D) Contract Extensions

The Board will hold the authority to renew contracts with a current supplier.

2.3 FINANCIAL

The Association complies with all fiduciary responsibilities as outlined in the Alberta Societies Act. The Finance Committee oversees SAMHA's Financials.

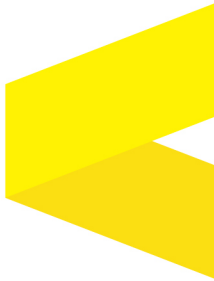
2.3.1 Expense claims

Expense claims must be submitted by March 31, or as otherwise specified in the policies, of the hockey season for which the expense was incurred.

2.3.2 Approval of Invoices

- (A) The President, Executive Director, Administrator, Treasurer, ADMIN VP and HOC VP will act as signing authorities. All cheques must be signed by two (2) signing authorities.
- (B) To be eligible for a reimbursement, an expense form must be completed and accompanied by detailed receipts.
- (C) All Board Members shall be reimbursed for reasonable expenses incurred while engaged in business approved by the Executive Committee.

2.4 MEDIA RELATIONS



The Association shall endorse the use of local media and social media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the Executive Director. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee, or official purporting to represent the association. Any transgression is subject to disciplinary action.

2.4.1 Media Enquiries

The Executive Director or designate will prepare all required press releases for media release as required by the Association.

No Board of Director is authorized to speak on behalf of the Association as a whole, to any media outlet.

2.4.2 Social Media

Social media guidelines are governed by the principles of the player, parent, coach (team official) and staff codes of conduct.

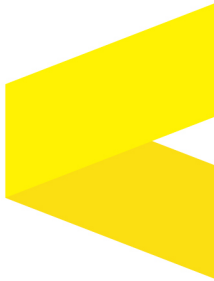
- i. Comments or remarks of an inappropriate, or derogatory to a team, SAMHA or an individual will not be tolerated and will be subject to disciplinary action.
- ii. Executive Director will approve all communications from SAMHA prior to distribution; unapproved communication is not considered to be representative of SAMHA.

2.5 LOGO, COLOURS, SUPPLEMENTARY CLOTHING

SAMHA recognizes that a standard set of colours provide recognition of the Association.

2.5.1 Logo & Colours





(A) The SAMHA logos are as follows:

- the distinct STA design
- the U21 logo
- the SARHC Raiders logo
- and the Jr. Raiders logo

(A) SAMHA logos are restricted to official material authorized and approved by the Board.

(C) SAMHA logos may not be altered without approval by the Board.

(D) SAMHA colours shall be blue, white, and gold, or as approved by the Board.

(D) Logos can and will be supplied through SAMHA upon request.

2.6 EQUIPMENT

2.6.1 Jerseys

(A) The Association shall provide each team with numbered jerseys.

(B) Jerseys must be returned to SAMHA in the condition they were received in at the end of the season. If jersey condition is compromised, that team will be responsible for the replacement cost of the jersey(s).

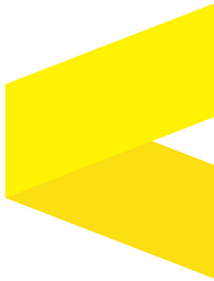
(C) Alterations to any SAMHA jersey is prohibited

(D) Any additional applique (name bar, "A", "C") to SAMHA jerseys is required to be removed prior to return. Failure to do so will result in the team being responsible for the replacement cost of the jersey(s).

(E) Teams require Board approval before affixing team sponsors names, logos or other recognition to SAMHA provided jerseys.

(F) Teams are not permitted to use "third jerseys" for exhibition, league, tournament, or provincial games, unless prior Board approval is obtained.

2.6.2 Team Equipment



Any equipment that is damaged or missing, has not been repaired by the time of the equipment return, will be repaired, or replaced at the team's expense.

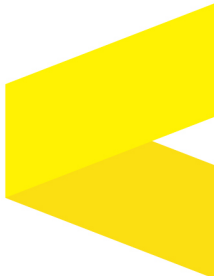
Any individual member borrowing equipment is required to submit a deposit.

2.7 SPONSORSHIP

- (A) SAMHA shall encourage the building of strong relationships with members of the business community that align with our core values and objectives.
- (B) The SAMHA Sponsorship Coordinator shall oversee the day-to-day administration of SAMHA's sponsorship activities and programs.

2.8 FUNDRAISING

- A. Fundraising activities shall be a team activity and responsibility.
- B. Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- C. All fundraising activity is to be documented, collected, disbursed and recorded in the approved team budget.
- D. Certain activities, such as raffles, require approval and licensing by the Alberta Gaming & Liquor Commission (AGLC). It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met.
- E. Teams are prohibited from using SAMHA's AGLC ID number. All teams, must obtain their own annual AGLC ID number as required by the AGLC.



- F. Any refunds to parents or players are not to exceed the amount of funds contributed to the team by the individual parent or player. Excess fundraising is to be returned to SAMHA at the end of the playing year.

2.9 PRIVACY

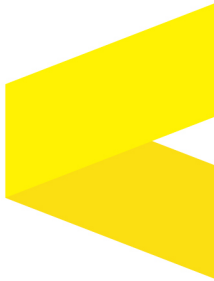
The Association complies with all provincially and federally privacy legislation as it pertains to the collection, use, retention, safeguarding, disclosure, and disposal of personal information of prospective and current members, players, coaches, referees, and volunteers. Details of this policy are available in **Appendix A (link)**.

2.10 INSURANCE

- A) Each Hockey Canada Participant pays into the Hockey Canada Insurance Program or has a fee paid on his/her behalf.

This fee includes but not limited to:

- liability insurance
 - accidental death and dismemberment insurance
 - major medical/dental insurance
 - risk management and administration
 - directors and officers liability insurance
 - sexual misconduct liability insurance
- B) A Hockey Canada injury report must be submitted within 90 days of the occurrence to be eligible for coverage.
 - C) The association will not be responsible for actions resulting from participation in non-sanctioned hockey events. Such non-sanctioned activity shall automatically void all medical and liability insurance coverage offered as a part of the membership.



- D) SAMHA obtains Commercial General Liability Insurance annually. Teams participating in Hockey Alberta sanctioned events are covered under this insurance policy.
- E) External providers running SAMHA supported programs, must provide proof of their own insurance to the SAMHA office, prior to stepping on the ice.
- F) Any rostered SAMHA participant can participate in SAMHA on-ice team activities. Should a sibling want to participate in on-ice team activities, they must follow the parameters outlined in the **SAMHA Player/Coach Mentorship Program**[\(link\)](#).

