

MELVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION

POLICIES

1.0 Registration

1.01 Membership Fees

- a) The Registration Fee shall be established by the Board of Directors prior to the beginning of each season.
- b) The Fee for each Division will reflect the following;
 - a. Ice Costs
 - b. SHA Insurance
 - c. League Fees
 - d. General Hockey and Administration Expenses
- c) Membership Fees shall be paid in full on Registration night. Membership fees can be paid in two payments; one payment due registration night and the remainder of the balance paid by December 1. Failure to have payment made by this time will result in the player being ineligible to participate until such time as payment is made. A \$50.00 administration fee will be charged for each NSF cheque.
- d) **At least one Parent of every Minor Hockey Member Player must have completed the Respect in Sport On-Line Parent Program prior to their child (ren) taking part in any evaluation process.**
 - a. **Parents will be reimbursed the \$12 fee for the online course via a credit towards the following year's registration fee.**
 - b. **In the event the player is in their last year of hockey, a banquet ticket will be given to the parent in lieu of a credit towards registration.**

1.02 Refund of Fees

- a) Registration Refunds will be provided for two reasons only and an administration charge of \$25.00 will be retained in all cases;
 - a. Medical Reasons
 - i. The injury must have occurred during MMHA activities
 - ii. The injury must be of the extent that a minimum of ½ of the teams scheduled games (league, exhibition, tournament, playoffs) are missed
 - iii. A doctors certificate verifying the injury and length of the disability must accompany the request
 - b. Movement of Player with Family
 - i. The movement of the family must have taken place during the hockey season
 - ii. The movement of the family must be verified through a letter from the parents employer(s)

- b) The Refund will be pro-rated to reflect the expenses incurred during the season till the time of injury or move. **Charges for practices and games will be \$10.00 for each occurrence.**

1.03 Eligibility

- a) In order to participate in the MMHA program, the player must be a bonafide resident of the Melville hockey center, as defined by the SHA Regulations, with the following exceptions;
 - a. **Outside players allowed to the Pee Wee AA, Bantam AA and Midget AA teams, as defined by the SHA Regulations and drawing area; and**
 - b. **Other players approved by a motion of the MMHA Board of Directors.**
- b) A player who attends school in Melville, but whose parent's principle residence is in a community which has an active hockey program, may be ineligible to register in MMHA.
- c) **Registration of players from other communities will occur in exceptional circumstances only, and only with permission of the MMHA Board of Directors and SHA. Priority will be given in the bantam division and lower to players from Melville for placement on a team. Consideration may be given to players within the SHA Regulation's radius so long as Melville players are not displaced or eliminated from playing on a team.**
- d) A second Midget team will be formed only if registration numbers warrant. If no 2nd midget team is formed, all players not on the team certification form will be issued their releases. Melville players are not guaranteed a position on a certification form at the Midget level.
- e) Melville players are deemed as:
 - a. Local players living within the center of Melville
 - b. Rural players closest to the center of Melville
 - c. Players that certify by the SHA School Rule
 - d. Players that certify, whom have gained status as a local player, as per SHA regulations
 - e. Players that have certified and played the previous year with the center of Melville (this rule does not apply at the AA level)

1.04 Release Procedure

- a) The MMHA Release Policy has the mandate to keep as many players as possible while offering an opportunity to reach higher levels.
- b) The MMHA Board of Directors may approve and grant player releases under MMHA and SHA guidelines. The Chairman of Hockey and/or Vice Chairman or President with a copy to the Registrar, may sign releases within specific guidelines. All release requests must be made in writing to the Chairman of Hockey **prior to September 30th**.
- c) A request for a release outside of these guidelines must be made in writing and submitted to MMHA prior to **September 30th**. The Board of Directors

will review, vote on and grant the release only for a valid reason (ie: personal hardship). Voting will be subject to quorum.

- d) Release guidelines for “Initiation”, “Novice” and “Atom” age groups
 - a. Player releases will only be granted where there is no team available in the home center
- e) Release guidelines for “Pee Wee”, “Bantam”, and “Midget” age groups
 - a. Player releases may be granted for a player qualifying for a non-MMHA AA team only if the player has tried out and has not been selected for the MMHA team.
 - b. Subject to a) above, player releases may only be granted as long as there remain enough players to constitute a team or teams within MMHA, excluding the player requesting the release.
- f) Written confirmation of acceptance to non-MMHA team (excluding AA) must be provided for the release to be considered.
- g) Player releases to a non-MMHA team will only be granted where there is no team available for that player in the MMHA.
- h) A release form needs to be requested each and every year played away; approval guidelines apply annually.
- i) Player releases will be granted for female players to play on an all-female team, where MMHA cannot provide a female team to play on. Above guidelines will be followed otherwise.
- j) Any player whose release request has been denied may appeal to the SHA as per SHA Regulations.
- k) Player releases may be issued if a player is released by the team after being placed on a certification form. This process is to be discussed with the Chairman of Hockey and Board of Directors, with Coach present.
- l) Player releases will not be issued to a player requesting a release after he/she is placed on a certification form.
- m) A player released will not be guaranteed a position or eligible to displace any player on a certification form should he/she wish to return to MMHA.
- n) Plyers granted a release to participate in Midget AAA, Junior A, B or C will be eligible to play on Tier 1 teams in their age category on their return to Melville. (Coaches and Evaluation Committee should be aware of such plyers before final selections are made to Tier 1 teams).

1.05 Team Formation

- a) Every Player within MMHA will register and play in the Division that is appropriate for their age except where the Board, acting in keeping with SHA Regulations and/or League Regulations, grants special permission to play at a different level. To apply for special permission, a coach, manager, player or parent may apply by written application to have a player move up to a higher division (a player of exceptional ability) by application to the Chairman of Hockey no later than September 30. The player may not move until such time as the Board has granted approval. The decision of the Board will be based upon what is in the best interests of the player and Division involved. An

evaluation will be conducted by the Development Committee prior to Board approval.

- b) Teams will be structured in the following fashion;

Division		
Initiation Program	6 and Under	Equal Teams
Novice	7 and 8	Equal Teams
Atom A	9 and 10	Equal Teams
Pee Wee AA	11 and 12	One Team
Pee Wee A	11 and 12	Equal Teams
Bantam AA	13 and 14	One Teams
Bantam A	13 and 14	Equal Teams
Midget AA	15 to 17	One Team
Midget A	15 to 17	Equal Teams
Midget 15	15	One Team

For SHA Provincial Playoff Purposes MMHA Board of Directors reserve the right to enter one Pee Wee A, Bantam A and/or Midget A team created from the equal “A” teams in those Divisions.

- c) The MMHA Board of Directors for the betterment of the Division of Hockey will determine the number of players to be registered on each team.
- d) Evaluation Procedures
- Evaluations of all MMHA Tier 1 teams will be led by the Evaluation Committee.
 - Initiation, Novice, Atom, PeeWee, Bantam, Midget A teams whereby the Coaches selected for the teams will select the players for their team with the assistance of the Player Development Committee.
 - The Chairman of Hockey and/or President will oversee the evaluation process of all Divisions.
 - The Evaluation Committee will provide the Chairman of Hockey with a complete list of the player rankings. These evaluations will be kept by the MMHA Board. Evaluations need to be turned in at the end of the evaluation.
- e) Drafting Procedures (for Major Hockey League Teams and Initiation)
- There will be two MMHA Board of Directors and the Player Development Committee Lead present during the drafting procedure; the Chairman of Hockey and another MMHA Board Member appointed by the Chairman and/or President. The Chairman of Hockey will oversee the drafting process for the Division(s) with the exception of:

- i. When a MMHA Board Member (in any official capacity) is also a coach at that level, a member of the MMHA Board will be chosen as a replacement
 - ii. If a MMHA Board Member (if any official capacity) has a child within this group, the Chairman of Hockey and/or President will appoint another member to act in this capacity
- b. Upon completion of evaluations, all players will be given one total score from the evaluators
- c. Coaches will be provided with a list of players and their respective rankings at the draft meeting
- d. If players of coaches on one or more teams have disproportional skill level based on evaluations, the Player Development Director(s) will work with Coaches to ensure teams are equal as possible (taking into consideration ranking of coaches children) before the full drafting process is initiated
- e. Draft order will be determined by the player ranking of coaches with the lower ranking coach having the first selection
- f. No coaches will be able to pre-select an assistant coach prior to team selection.
- g. Evaluations will be documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to provide player rankings to the general membership. Under no circumstances will evaluation results be released to parents. The important thing is the evaluation process is effective and equitable in having players playing at a level consistent with their skills and abilities. Further, MMHA does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent. The evaluations sheets and ranking criteria are only made available for review by the Development Directors, the President and Chairman of Hockey for MMHA and coaches in the draft process. Members of the Board of Directors and coaching staff will not release evaluation data.

f) AA Team Policy

- a. The purpose of this policy is to provide MMHA some guidelines and structure around the operation of the AA programs. It is not intended to provide answers to every situation that will ever arise. In such situations decision by the MMHA Board of Directors will be final.
 - i. It is the intention of the MMHA to try and ensure that all AA recruit the most qualified individual and the person who is the best match philosophically for the head coaching position. When possible, MMHA will attempt to recruit non-parent coaches (meaning they do not have a child playing on the respective team that they are coaching) however this will not be the deciding factor.

- ii. The Chairman of Hockey will work with the head coaches in the selection of assistant coaches in an effort to protect the interests of MMHA
- iii. The Head Coach will consult with the Evaluation Committee Lead and the Chairman of Hockey following evaluations in the finalizing of the team roster. Should the Evaluation Committee Lead and/or Chairman of Hockey have a child trying out for the team, the President or a designate of the President's choosing will fill the role
- iv. All other operating aspects of MMHA's AA program will be in conjunction with the current constitutions and regulations of the Leagues they participate within and the SHA.
- v. AA Evaluation registration fees must be paid in full before a player is allowed to participate in evaluations regardless of the number of sessions attended or initial date of participation. Evaluation duration is defined as any session, practice or exhibition game in which a player participates before the complete roster is finalized (eg. Player must pay full evaluation fee even if they do not attend initial evaluation sessions but attend later practices or exhibition games before roster is finalized)
- vi. AA teams will finalize rosters and submit such roster to the Chairman of Hockey and Registrar prior to the start of the team's hockey schedule or October 1, whichever comes first. Midget AA will be October 5.

1.06 Affiliated Players

- a) Players cannot be used prior to the receipt and approval of the affiliated player list by the Registrar and MMHA's submission of the affiliated player list to the SHA. Failure to follow this process is in effect using an ineligible player, which is subject to suspension and forfeiture of the game in which the player was used.
- b) Calling up of an affiliated player from a lower Tier or Division is not permitted except to replace a missing player. A missing goaltender can only be replaced by an affiliated goaltender. If a team only has one goaltender registered, it may dress an affiliated goaltender that will only play if the registered goaltender is sick, injured or suspended.
- c) The process for using an affiliated player will be as follows;
 - i) The coach wishing to use an affiliated player must first notify the coach of the team from which a player is being acquired. Coaches not notifying the coach of the team from which a player is being acquired prior to the player taking to the ice are subject to suspension. It is the responsibility of coaches to allow affiliated players to play or practice at a higher level provided there is no

conflict with a game. Players should be given the opportunity to play at a higher level at every chance.

- ii) The coach affiliating the player must notify and receive approval from his/her parents/guardians.
- iii) Any dispute over the use of an affiliated player must be referred to the Division Manager, or Chairman of Hockey.

d) **Affiliated Player Selection Guidelines **BEING REVIEWED****

Team	Affiliation
Mid AA	Mid A, Ban AA (Max 3), Midget from outside MMHA as per SHA (6)
Mid A	Bantam AA, Bantam A
Ban AA	Bantam A (6), Bantam from outside MMHA as per SHA (6), PW AA (2)
Ban A	PW AA, PW A
PW AA	PW A (8), AT A II (4)
PW A	AT A I (6), AT A II (6)
AT A I	AT A II (8)
AT A II	Novice (6)
NOV A	IP (4)
IP	As per SHA Regulations

2.0 Coach Selection

Coach Selection Committee

All MMHA coaches are selected by the Coach Selection Committee (Interview Committee) in conjunction with the Chairman of Hockey and/or President.

The purpose of this committee is to ensure that all coaching positions are to be filled with the best possible volunteer for the position. Head Coaches will be considered for a position based upon such attributes as; their level of certification achieved, previous coaching experience, previous evaluations, availability and commitment, as well as familiarity with the guidelines of the Hockey Canada, SHA and any applicable leagues MMHA may participate in.

A coach can be a tremendous asset to a young players development in both life and sport and is why these selections must be made with the utmost amount of due diligence. This Committee will always attempt to put in place good leaders and great role models.

In the event that a Coach Selection Committee member is in a conflict of interest situation related to an application/decision, they will remove themselves from the entire decision making process related to the conflict.

Coach Selection Process

- a) A coaching application period may be set by the Chairman of Hockey and will be posted on the MMHA website. In the event that more applications are required, MMHA will advertise using local media outlets.
- b) The Chairman of Hockey will collect all applications for various age groups prior to the established deadline.
- c) If required, the application period can be extended if the number of applications received is not sufficient to fill the available positions.
- d) The Interview Committee will review all applications after the proposed deadlines and will select the head coaches for each team as required.
- e) All head coaches will be notified by the Chairman of Hockey as soon as possible of their successful or unsuccessful application.
- f) If applicants have stated their interest in participating as an assistant coach, the Chairman of Hockey is responsible to notify all chosen head coaches of such interest prior to team selections.
- g) After notification of a successful application, head coaches will not be able to select one or more assistant coaches in an age group where there is a drafting of teams. All assistant coaches will be determined through the team selection process. The Board of Directors must approve all assistant coaches.
- h) If there is only one applicant for a position, it does not automatically guarantee selection of that candidate.
- i) If the Interview Committee deems any/all applicants unsuitable for a position the candidate(s) will be refused. If an unsuccessful coaching applicant provides a written request for an explanation why they were an unsuccessful candidate, the Interview Committee will provide rationale to the individual.
- j) The number of applications and the names of applicants shall not be released to the membership.
- k) If any Interview Committee member applies for a coaching position, he/she shall declare a conflict of interest and abstain from the entire decision making process related to the said position.
- l) Interviews are not mandatory but will be scheduled if the Chairman of Hockey deems it necessary to make a decision. If any member feels that they cannot make an informed decision, interviews will take place.
- m) If required the MMHA Board of Directors will recruit applicants to fill any positions.
- n) All coaches must have completed and passed a Criminal Record Check and Vulnerable Sector prior to commencing their duties.
- o) The decision of the Interview Committee is final.

Coaching Evaluations

All MMHA Coaches will have a mid-year and year end Coaching evaluation completed by players and parents at the end of the season. It is the intention of these evaluations to provide the Coaches with valuable feedback to help them to improve their coaching skills, allow players and parents to provide valuable input, and to assist the Interview Committee in making informed decisions on coaching selections in future seasons.

The Coach Development Committee will be responsible for creating the evaluation process annually and will be offered through the MMHA website.

The individual evaluations will remain confidential and accessible to only the Chairman of Hockey and Board of Directors. After the season concludes the Chairman of Hockey will provide a team summary of the evaluations to the coaching staff. The coaching staff will have the opportunity to provide their feedback and thoughts on the evaluation results with the discussion being documented by the Chairman of Hockey.

3.0 Team Management

3.01 Head Coach/Assistant Coaches

Duties may include:

- i) Attend applicable Coaching Clinics as per Hockey Canada and SHA Regulations
- ii) Pass a Criminal Record Check and Vulnerable Sector Search the first year of Coaching and every three years thereafter, or as requested by MMHA
- iii) Be aware of Rules, Regulations and Policies set forth by MMHA, SHA and the League they are competing within
- iv) Liaise with the MMHA Registrar to ensure that team officials are registered with the SHA and their League
- v) Ensure players are properly supervised in the dressing room and on ice
- vi) Be prepared for practices with practice plans emphasizing fun, skill development and team strategy

3.02 Trainer

Duties may include:

- i) Attend applicable Coaching Clinics as per Hockey Canada and SHA Regulations

- ii) Pass a Criminal Record Check and Vulnerable Sector Search the first year of Coaching and every three years thereafter, or as requested by MMHA
- iii) Monitor risk level
- iv) Develop an action plan if injury requires medical attention
- v) Complete Hockey Canada Injury Reports as needed
- vi) Keep a medical trainer bag filled with necessary supplies provided by MMHA and player medical reports. Return the medical bag in the same state it was given with any supplies replaced as needed.
- vii) Advise parents of any unsafe equipment a player is using.
- viii) Ensure water bottles, warm-up pucks, jerseys and medical bag are at any and all games/practices.

3.03 Manager

Duties may include:

- i) Attend applicable Coaching Clinics as per Hockey Canada and SHA Regulations
- ii) Pass a Criminal Record Check and Vulnerable Sector Search the first year of Coaching and every three years thereafter, or as requested by MMHA
- iii) Be a liaison between the parents and coaches
- iv) Arrange for the booking of away tournaments and team transportation if needed
- v) Arrange for team photos
- vi) Co-sign the team bank account
- vii) Organize team meetings
- viii) Be familiar with the contacts within the League and MMHA
- ix) Aide in organizing fundraising required
- x) Develop a master schedule for the team
- xi) Plan team windup function and gifts
- xii) Plan team social functions
- xiii) Report all suspensions to MMHA
- xiv) Monitor off-ice conduct
- xv) Assign tasks for parents as required
- xvi) Contact parents of scheduling changes
- xvii) Be knowledgeable of MMHA, SHA and League Rules and Regulations
- xviii) Make sure all games, tournaments or other events are properly sanctioned before entering

3.04 Team Treasurer

Duties may include:

- i) Co-sign on team bank account
- ii) Arrange for the opening and closing of the team bank account

- iii) Maintain ledgers on income and expenses throughout the year and give access/reports to parents
- iv) Aide and be aware of fundraising within the team

All Team Officials Should Keep In Mind the Following

- i) You are molding the attitudes of the players surrounding you
- ii) Abusive language by any Team Officials is not tolerated
- iii) Do not allow for the abuse of On and Off-Ice Officials
- iv) The use of drugs and alcohol will not be tolerated
- v) Know the procedure for registering complaints
- vi) Act professionally at all times

3.05 Team/Parent Meetings

An Official Team/Parent Meeting (which is the first meeting of the year for each team) will occur once the teams have been formed and Coaches/Managers have been appointed and approved by the MMHA Board of Directors.

The Official Team/Parent Meeting will require a member of the MMHA Board of Directors to be present. Any follow up meetings to the Official Team/Parent Meeting that may be required to discuss any topics does not require a MMHA Board Member to be present however; at any time throughout the year a team can request a MMHA Board Member to be present for any meeting.

This policy is not intended to provide answers to every situation that will ever arise. In such situations decisions of the MMHA Board of Directors will be final.

The items to be discussed at the Official Team/Parent Meeting must include but are not limited to the following;

- i) Introductions
 - a. Head Coach
 - b. Assistant Coaches
 - c. Trainer
 - d. Manager
 - e. MMHA Board Member
 - f. All Parents
- ii) Coaches/MMHA Expectations
 - a. Coach should provide explanation of his/her goals, coaching philosophy and expectations for the upcoming season
 - b. Provide explanation of the roles of the coach, assistant coach, trainer and manager and any courses that they are required to attend and the deadline completion date
 - c. Provide clarity on the following

- i. Behavior expectations for the players and parents – Code of Conduct
 - ii. Proper Lines of Communication
 - iii. Parent Contact Information
 - iv. Dressing Room Behavior
 - v. Dress Code
 - vi. Release of Information
 - vii. Coaching Evaluations
- d. Explain the procedures to be followed in the event of any problems or issues that arise and provide them with where they can locate Grievance Policy on the MMHA website**

iii) Volunteer Positions

- a. Provide explanation of the positions that still require volunteers and have these positions filled prior to the close of the meeting.
 - i. Assistant Coaches – if required
 - ii. Manager – if required
 - iii. Treasurer
 - iv. Tournament Coordinator – if required

iv) Other

- a. Discuss how many tournaments parents are interested in attending and the approximate cost of each tournament
- b. What, if any, fundraising the team is interested in doing
- c. What type of team clothing parents are interested in
- d. Emphasize the MMHA Social Media Policy for players and parents
- e. Open the floor to address any questions or concerns

3.06 Parent Code of Conduct

- i) Parental abuse of coaches, officials and players will not be tolerated. Those carrying out such actions will be requested to leave the rink by any MMHA Board Member and may be subject to disciplinary action by the Board.
- ii) Any complaints or recommendations a parent or guardian may have regarding any matter relating to the play of their child is to be brought to the attention of MMHA in writing.
- iii) Those parents wishing to file a grievance must follow the procedure within the Policy related to Grievances
- iv) Parents are reminded that they are present at games to encourage their son or daughter and the team. Parents showing offensive behavior to game officials or opposing players and team may be requested to leave the rink by any MMHA Board member.

- v) Parents are not to enter the team dressing room prior to, during and after games unless invited to do so by the coach.
- vi) Parents or Guardians are bound to the MMHA Code of Conduct when they register their children with MMHA by signing the registration form. If no signature is received, their children will not be allowed to participate in MMHA activities.

4.0 Equipment and Sweaters

4.01 The MMHA Executive Director shall be responsible for all Equipment and Sweaters of MMHA. The following are specifics to the role of the MMHA Executive Director to Equipment and Sweaters:

4.02 Equipment

- i) The Executive Director has authorization to purchase up to a total of \$1,000.00 of equipment per year. Any additional expenses must be approved by the MMHA Board of Directors.
- ii) All equipment purchased shall be marked with identifiable MMHA markings. All equipment purchased by teams under the auspices of MMHA belongs to MMHA
- iii) The Executive Director shall maintain an inventory of equipment and sweaters by age division and team.
- iv) The Executive Director shall determine the equipment and sweater needs annually and present a budget for the MMHA Board of Directors to consider by May 15th annually.
- v) All equipment shall be assigned to individual teams as appropriate.
- vi) Goaltending equipment for PeeWee and higher shall be supplied by the Goaltender
- vii) One goal Stick will be provided for Initiation Program, Novice and Atom Teams
- viii) All equipment will be collected, inventoried, repaired and cleaned by May 15th annually. It will be stored at the Horizon Credit Union Centre for insurance purposes and proper inventory control.
- ix) All unusable equipment shall be disposed of by the Executive Director on approval from the MMHA Board of Directors.

4.03 Sweaters

- i) Each team will be responsible for a sweater deposit at the start of the season. The deposit structure is as follows:
 - a. IP - \$200.00
 - b. Novice to Midget - \$500.00
- ii) MMHA will collect the deposit when team fees are submitted to the Treasurer. The deposit will be returned to the respective teams when ALL

of the sweaters and sweater bags are returned to the MMHA Executive Director

- iii) Sweater sponsors shall be informed when their sweater become unusable and they will have first option to replace them or have them retired. No sweaters may be retired without first obtaining the sponsors approval and the MMHA Board approval.
- iv) Sweaters are the property of MMHA and any sponsors who relinquish sponsorship of a team will have no right or ownership to the sweaters.
- v) All Sweater Sponsorship revenue will be collected annually.
- vi) Sweaters are to be worn for games only and will be in the possession of a team official when not being used and stored in uniform bags supplied by MMHA.

5.0 Ice Scheduling

At all times all ice time within MMHA shall be coordinated through the MMHA Ice Scheduler.

- i) Each team shall appoint one volunteer to coordinate the booking of ice with the MMHA Ice Scheduler throughout the year.
- ii) 72 hours' notice must be given to cancel ice time allocations. Exception would be due to adverse weather conditions.
- iii) MMHA Coaches and/or Managers shall be responsible for providing a schedule of all games to the MMHA Ice Scheduler and Chairman of Hockey in order to assist in scheduling ice times. Notification must be given to the Ice Scheduler two (2) weeks in advance when teams will not be in Melville on any particular day or days.
- iv) The Ice Scheduler or Chairman of Hockey and/or President has the authority to suspend a team's practice ice privileges for lack of notice to cancel ice for a period of two weeks.
- v) Any abuse of the Ice Scheduler related to ice scheduling will be dealt with as an abuse of Official and suspension will be issued.

6.0 League Commitments

- 6.01 All League commitments shall be paid by MMHA and membership within said Leagues are the property of MMHA.
- 6.02 All League Bonds for each MMHA team shall be paid for by MMHA. Should a team for any reason default their Bond to the League, the team responsible shall repay the Bond to the League in question
- 6.03 All League games take precedence over tournament play unless the game can be rescheduled to a different date to the satisfaction of both teams involved and as per their Leagues Constitution and Bylaws

7.0 SHA Provincial Playoffs

7.01 All teams are responsible for notifying the MMHA Registrar by November 1st annually of their intent to enter SHA Provincial Playoffs.

7.02 The entry and registrations of all teams wishing to enter SHA Provincial Playoffs shall be the responsibility of the MMHA Registrar.

8.0 Co-Ed Dressing Room

MMHA adheres to the Hockey Canada policy on Co-Ed Dressing Rooms. This policy in essence states that in all age groups Pee Wee and above, female and males will change in separate dressing rooms.

MMHA seeks to provide an environment where both genders have a chance to participate in and enjoy playing hockey. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integrations and bonding inherent in a team sport.

9.0 Social Networking Policy

The MMHA Board of Directors shall follow the guidelines to the Saskatchewan Hockey Association Social Media Policy as outlined on the SHA Website.

Common sense rules should guide MMHA members when using Social Media. Failure to follow the SHA Social Media Policy may result in disciplinary action from the MMHA Board of Directors. Members should not make statements that are demeaning to MMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors and any other persons associated with MMHA.

10.0 Team Transportation

10.01 MMHA will not be held responsible for damages or repairs incurred to personal vehicles during transportation to and from MMHA events.

10.02 Payment for all travel costs to and from games shall be the responsibility of each team.

10.03 No players shall drive personal vehicles to out of town games or practices unless accompanied by their parent or guardian.

10.04 MMHA Bus Usage:

- 10.04.1 Any team in Minor Hockey has the opportunity to use the bus for away games. Bus usage is determined by availability and distance. The Millionaire Jr. A's schedule their games first, then the South Sask. league, and then the teams in the Major Hockey League schedule their games. If games are scheduled on the same date and the bus is available, the team travelling the farthest distance gets to use the bus. Rescheduled games and tournaments do not take priority over league games. League games also have priority over playoff games. When scheduling away games, the scheduling should be done using the open dates available. This way the bus will be used to its fullest. Should two teams be playing in the same center on the same date whomever plays latest in the day has first option on the bus. (Possibly both could use the bus and watch each other.)
- 10.04.02 Each team will pay a travelling fee to MMHA. This fee will be calculated by the Treasurer who will supply each team with a detailed breakdown of the travelling fees. Mileage listed on the Travel Fee sheet will be approximate and the actual odometer reading will be used in calculating your refund.
- 10.04.03 Teams wishing to use the bus will book the bus at least 72 hours prior to the date it is needed, bookings made on availability and distance. For playoffs (league or provincial) changes made to bus schedule will not be made later than 72 hours from game time, regardless of distance travelled.
- 10.04.04 Teams will notify the treasurer of any cancelled games immediately so it may be rescheduled.
- 10.04.05 There shall be no more than fifty-five (55) passengers on the bus. If this number is exceeded, there is no insurance. If there is more than fifty-five (55) passengers' preference will be given to players, coaches and managers.
- 10.04.06 Coaches and managers are excluded from the formula for calculating travel fees.
- 10.04.07 **It is the responsibility of the team using the bus to see that it is cleaned after each trip. After every but trip the floors are to be swept, that includes under the seats, bathroom to be wiped down and the floors washed without fail. There is to be no gum or seeds on the bus. If the bus is not left in good condition, a fee of \$150.00 will be charged to the team that used the bus.**
- 10.04.08 **NO alcohol will be consumed on the bus by players or adults. If alcohol is found being consumed on the bus, Minor Hockey has the right to ban any or all persons from that team from using the bus for the rest of the year.**

- 10.04.09 Team managers and coaches should make themselves aware of the bus procedures and regulations as posted in the bus.
- 10.04.10 Charters: MMHA will charter the bus at a rate of \$2.00/km to the Melville Millionaires Junior A club.
- 10.04.11 Other Charters – Mileage rate of \$2.25/km will be charged. Drivers on charter will be paid a minimum rate of \$150.00 per day or \$15.00/hr (running time) whichever is greater. Clients pay cost of lodging. (No sharing room with clients). Bus Scheduler/Director has the ability to use discretion when calculating a charter or driver rate. Day rate specials to be set by MMHA at their discretion.

11.0 Tournaments

- 11.01 MMHA shall host hockey tournaments on an annual basis for all divisions. When more than one team is the host the tournament shall be a maximum of twelve (12) entries. When a single team is the host, the tournament shall consist of a maximum of eight (8) entries.
- 11.02 Each Tournament shall have a Tournament Committee which shall consist of the team managers of the participating MMHA teams and as many other members as determined by the committee. The tournament committee will work in conjunction with the MMHA tournament coordinator.
- i) The Committee shall be responsible for the administration and coordination of the tournament, tournament draw, game sheet preparation, programs, door and raffle prizes.
 - ii) The Tournament Coordinator will be responsible for incoming registrations and inquiries for each tournament.
 - iii) The Tournament Coordinator will also arrange for plaques for the applicable winners of the tournament as designated by the draw.
 - iv) Tournament Committees shall present a financial statement to the MMHA Tournament Coordinator no later than thirty (30) days following the completion of the tournament. This requirement is in place to assist Committees the following season.
 - v) MMHA shall establish all entry fees to the tournaments.
 - vi) Tournament draws, indicating the arenas to be used and game times must be submitted to the MMHA Tournament Coordinator thirty (30) days prior to the starting date of the tournament or as soon as possible. The Tournament Coordinator will forward the draw to the Referee Schedulers for official assignment. The MMHA Referee-in-Chief will oversee the assigned referees and linesman for each tournament completed by the schedulers.

- vii) All tournaments must be sanctioned through the SHA and played according to Hockey Canada and SHA Rules and Regulations.
- viii) MMHA will not be responsible for teams who play in unsanctioned tournaments

12.0 On-Ice Officials

- 12.01 All On-ice Officials officiating in MMHA shall be registered with the SHA and comply with all the Rules established by the SHA. They shall attend all referee clinics arranged for them annually by the SHA
- 12.02 On-ice Officials are assigned by the MMHA Assignor(s) for all games unless otherwise assigned by the SHA or Leagues.
- 12.03 On-ice Officials shall supply their own approved refereeing equipment – helmet, whistle, sweater and protective gear.
- 12.04 On-ice Officials shall be paid for officiating all MMHA games at rates set annually by the MMHA Board of Directors.
- 12.05 The MMHA Referee-in-Chief shall be responsible for all officiating within MMHA and shall work with the SHA in the coordination of educating and training all on-ice officials.
- 12.06 The Referee-in-Chief shall promote, encourage and aid in the development of new on-ice officials.
- 12.07 At a minimum all games within MMHA shall use the modified three man system (two referees and one linesman).
- 12.08 All On-ice Officials shall be at the rink a minimum of thirty (30) minutes prior to the game time and must notify the Referee-in-Chief and/or Assignor if they are unable to work a game a minimum of twenty-four (24) hours before the start of the game.

13.0 Sponsorship/Fundraising

13.01 Sponsorship

- i) The MMHA Board of Directors will annually discuss sponsorship that will address the following:**
 - a. Sweater Sponsorship**
 - 1. Sweater sponsorships are done at the MMHA Board level only. Sponsorship opportunities can be passed along to an Executive member to follow up with and finalize.**
 - b. Team sponsorship capabilities**
 - 1. Teams are not to solicit local businesses unless permission is received by the board prior to doing so.**
 - 2. Sponsorship opportunities that the teams would like to do must be approved by the board prior to doing so.**

13.02 Fundraising

- i) The MMHA Board of Directors will annually review guidelines associated with Fundraising at the MMHA Annual Meeting.**
- ii) The MMHA must approve or provide a list of approved activities for fundraising**
- iii) The purposes for fundraising are for the purchase of equipment and payment of team operating expenses**
- iv) Acceptable fundraisers that do not require specific board approvals are as follows:**
 - a. Progressive 50/50**
 - b. Game day 50/50**
 - c. Raffle Tables**
 - d. Loonie Sticks**
 - e. Player 50/50**

14.0 Grievances

The MMHA Board of Directors shall appoint a Grievance Committee (formally named “Disciplinary Committee”) and will be comprised of three (3) or more members of the MMHA Board of Directors.

14.01 The purpose of the Grievance Committee shall be to hear and rule on all complaints received in writing from the membership concerning any aspect of the operations of MMHA.

14.02 All grievances shall be submitted to the MMHA President in writing not less than twenty four (24) hours and not more than seven (7) days from the time of the grievance.

- 14.03 The Grievance Committee shall meet and address all Grievances filed within one (1) week of the receipt of the written grievance.
- 14.04 A written decision shall be provided to the party (ies) who filed the Grievance within forty-eight (48) hours of the decision being made by the Grievance Committee.
- 14.05 All decisions of the Grievance Committee shall be final and binding.
- 14.06 Any Appeal to a decision of the MMHA Grievance Committee decision shall be made directly to the SHA.
- 14.07 **It is within MMHA's authority and discretion that at any time during a Grievance to consult with SHA or ask for their expertise on dealing with the Grievance. The Grievance may also be turned over to SHA to address in its entirety.**

15.0 Action Detrimental to MMHA

If, in the opinion of the MMHA President, based upon such information and reports as they may deem sufficient, any act or conduct of any team official of a MMHA member team, player or parent, whether during or outside the playing season, has been dishonorable, including the use of racial epithets or racist acts, prejudice to or against the welfare of the MMHA or the game of hockey, they may expel or suspend such person.

Prior to any expulsion or suspension, a player, team official or parent or member team has the right to submit a written report of the incident which may involve an expulsion or suspension as long as the report is received by the League President via electronic message no later than noon of the day following the incident in question.

16.0 MMHA Harassment Policy

The purpose of a Harassment Policy is to ensure the MMHA and its member Teams take reasonable steps to ensure that the care of all individuals involved in the operation of the Association are addressed. This includes players, coaches, trainers, management, volunteers, and league and game officials.

MMHA will not tolerate abuse of any nature (sexual, emotional, verbal or physical) to any player, coach, trainer, management, volunteers, and league and game officials.

Reports of harassment provided to the Board of Directors of MMHA will be directed to the appropriate government agency for investigation and action.

17.0 Appeals

- 17.01 Any player, coach, manager, parent or team shall have the right to appeal in regards to any decision of the Board of Directors, providing the following conditions are met;
- i) An appeal is sent to the President within twenty four (24) hours of the decision of the Board of Directors outlining all reasons for said appeal which is to be dealt with within four (4) days.
 - ii) All appeals must be accompanied with a non-refundable cheque in the amount of \$300.00 payable to the MMHA.
 - iii) The President shall appoint an Appeal Board of three (3) Individuals who were not involved with the original decision and which shall render a decision within four (4) days.
 - iv) All appeals can be transmitted by fax and/or email.

18.0 Recourse to the Saskatchewan Hockey Association

- 18.01 Any recourse to the Saskatchewan Hockey Association of any jurisdiction of any member, before all rights of appeal and all the rights of remedies of the Constitution and By-Laws of the MMHA shall have been exhausted, shall be deemed to be a violation and breach of these By-Laws and shall result in the automatic indefinite suspension of such member from MMHA activities and games.
- 18.02 Any member team, manager, player, parent or team official who has sought Saskatchewan Hockey Association action before exhausting all proper procedures of appeal will be liable for any expenses and disbursements incurred by the MMHA.
- 18.03 Until all expenses are paid, at the discretion of the President, the right of membership of the said party will be suspended.
- 18.04 Any team, manager, coach or player who having exhausted the appeals procedures within the MMHA and proceeds with an appeal to the Saskatchewan Hockey Association will be liable for all MMHA expenses which are incurred by MMHA as a result of said appeal to the Saskatchewan Hockey Association, should the SHA rule in favor of the MMHA prior to reinstatement of said party's membership with the MMHA.

19. Canteen

- 19.01 No children under fourteen (14) years of age are allowed in the canteen during any Minor or Junior hockey games. This is for insurance reason.
- 19.02 Each team will be expected to work canteen shifts for the Millionaire games, Prairie Fire games, Speed Skating competition and Figure Skating competitions as assigned throughout the season. Dates and number of people expected to work will be posted in the coach's room.
- 19.03 Parents are expected to work in the canteen for their children's games. Canteen should be left as it is found: CLEAN!! And fully stocked.
- 19.04 The canteen will be opened and closed by a member of MMHA Board of Directors.
- 19.05 All directors of MMHA are expected to help in the canteen during intermissions when attending hockey games, particularly Junior games.
- 19.06 Parents/volunteers are responsible for ensuring that all duties assigned to them in the canteen are carried out before they complete their shift. There will be a list of duties posted in the canteen at all times detailing all workers duties.

Canteen Manager

- 19.07 Will make a work schedule for the MMHA Directors, as well as a schedule for teams working the Millionaires, Prairie Fire, Speed Skating and Figure Skating time slots.
- 19.08 Will purchase and maintain adequate stock in the canteen for all scheduled games.
- 19.09 The canteen manager will post job descriptions for directors, as well as expectations of the parents working the canteen for their children's games.
- 19.10 Will set canteen pricing with the approval of MMHA.

During Millionaire Games:

- 19.11 Will ensure there is a adequate cash float for the Millionaires game.
- 19.12 Will hire and or supply a designated cook for the Millionaire games.
- 19.13 Will ensure that all food, beverages, condiments, and supplies are ready for game time. The manager will supervise and ensure all volunteers understand their duties i.e., refill coffee, hot chocolate, popcorn, drinks and slushies.

19.14 That the Canteen manager receives remuneration for each Mil's game and out of that money the manager pay the cook whatever he/she decides.

20. MMHA Officials

20.01 MMHA Mentor Program
TBA

20.02 MMHA Officials Recognition Program
TBA

Appendix:

MMHA Complaint Submission
Ethics and Dispute Resolution Policy
MMHA Code of Conduct
Sample Behavior Agreement
Sample Release Document