



# MERRITT AND DISTRICT MINOR HOCKEY ASSOCIATION

Policy Handbook

**MMHA reserves the right to amend the policy handbook at any time by advising the membership of the amended terms. All amended terms shall automatically be effective 15 days after they are initially distributed.**

Revised September 2016

# MERRITT & DISTRICT MINOR HOCKEY ASSOCIATION

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# MERRITT & DISTRICT MINOR HOCKEY ASSOCIATION

## POLICY HANDBOOK

Revised July, 2015

Merritt & District Minor Hockey Association's (MMHA) Philosophy is to endeavor to provide hockey for all Players registered within the Association at a level compatible with each Player's skill, ability, attitude, desire and experience level.

### 1. OBJECTIVE

It is the purpose of this policy manual to provide assistance and direction to those who are responsible for the operating needs of Minor Hockey Players and Teams in the Merritt and District Minor Hockey Association. The duties and responsibilities of the Elected Executive are outlined in this Regulation Handbook under Job Descriptions.

The Association has adopted the "BC Hockey Team First Game and Conduct Management Initiative", whereby we will follow these procedures and contracts for the safe and fair management of all participants.

### 2. PURPOSE

The objectives of the MMHA are to:

- Govern and improve organized hockey in accordance with the bylaws, regulations and policies as set out by Hockey Canada (HC- [www.hockeycanada.ca](http://www.hockeycanada.ca)), British Columbia Hockey (BCH-[www.bchockey.net](http://www.bchockey.net)), Okanagan Mainline Amateur Hockey Association (OMAHA-[www.omaha.ca](http://www.omaha.ca)) and the Association;
- Promote, improve and perpetuate the playing of the game of hockey and to foster sportsmanship, good citizenship and community spirit;
- Implement and exercise a standard of care, safety, supervision and direction to guide the members of the Association;
- Recognize that Players participate for a variety of reasons, which may differ from one individual to another. The Association will attempt to satisfy as wide a range of Player opportunities as possible;
- Attempt to provide an equitable opportunity for every Player to play hockey, regardless of ability or financial means.

### 3. STRUCTURE

Merritt & District Minor Hockey Association is a non-profit recreational sport society incorporated under the British Columbia Societies Act. The Society is responsible for all Minor Hockey Activities within the boundaries established by the British Columbia Amateur Hockey Association (BCAHA).

The Merritt & District Minor Hockey Association is responsible to and receives its mandate from the Okanagan Mainline Amateur Hockey Association (OMAHA), which receives its authority from Hockey Canada (HC) through BCH.

The Association's Division Directors and team Management will place all Players on teams at playing levels that are commensurate with each Player's age, playing skill and experience. Every effort will be made to ensure this is achieved as fairly as possible.

**ALL Age "Divisions" (both male and female) within Minor Hockey are set by HC as follows:  
AGE IS SET FOR THE PLAYER'S AGE AS OF MIDNIGHT DECEMBER 31 OF THE CURRENT SEASON.**

Initiation – Preschool	4 years and under
Initiation	6 years and under
Novice	8 years and under
Atom	9 & 10 year olds
Peewee	11 & 12 year olds
Bantam	13 & 14 year olds
Midget	15, 16 & 17 year olds
Juvenile	18, 19 & 20 year olds

All teams in the Merritt & District Minor Hockey Association may participate at one of the 3 playing levels:

#### A. COMPETITIVE LEVELS

Teams will play in a league formed by OMAHA. These teams may also compete for the OMAHA Zone and Provincial Championships at the end of each season.

#### B. RECREATION LEVELS

All Players not electing to play on or not selected to play for Competitive Teams will play in a Recreation League. Atom Development is a Recreation team and may play in a formed league by OMAHA, or run by the local Associations.

### C. INITIATION/NOVICE

All Players 8 years and under play on Recreation teams.

## 4. ASSISTANCE

For further assistance and information, team management can refer to, or obtain copies of these important handbooks etc. through their appropriate Divisional Director:

- Merritt & District Minor Hockey Association Policy Handbook
- Merritt & District Minor Hockey Association Constitution and Bylaws
- BC Hockey Constitution and Bylaws
- BC Hockey Bulletins
- Hockey Canada Constitution and Bylaws
- Hockey Canada Rule Book
- OMAHA Constitution and Bylaws
- Long Term Player Development Model
- Sportsmanship Starts in the Stands
- Code of Conduct

Web links: BCH [www.bchockey.net](http://www.bchockey.net)  
OMAHA [www.omaha.ca](http://www.omaha.ca)  
HC [www.hockeycanada.ca](http://www.hockeycanada.ca)  
MMHA [www.merrittminorhockey.com](http://www.merrittminorhockey.com)

Parent, Team and Coach Inquiries should be made through the Team Manager to the Director. Administrative matters are to be referred to the Executive through the Director. When proper procedures are not followed it may result in a delay to action on inquiry submitted.

FLOWCHART: Parent > Team > Coach > Team Manager > Division Director > Executive.

## 5. PLAYER REGISTRATION

**No Player may participate in Association activities unless the Player is properly registered. A Player is registered when:**

- A completed registration form has been filed with the Registrar of the Association and registration fees have been paid in full. Registration will be rescinded if full payment has not been received. In addition, any outstanding Concession fines for missed concessions must be paid in full at time of registration, or the Player will not be considered as registered until such time as these arrears have been paid in full.
- Registration can be paid in 3 equal payments by postdated cheques on June 30, July 30 and August 15.
- Returning Player registration received after June 30<sup>th</sup>, but before July 31<sup>st</sup> will increase by \$25.00 and those received after July 31<sup>st</sup> will increase by \$50.00. Registration will be rescinded if fees are not paid in full by August 30.
- All NSF cheques must be made good within two banking days of notification or registration will be rescinded.
- Each Player must be properly registered and insured through the Association with HC or BCH prior to going on ice.
- Any new Player to Merritt & District Minor Hockey Association must complete a "Player Movement" and be approved by OMAHA and BCH prior to going on ice.
- All new registrations must include a copy of the Player's birth certificate and the registered name must match their birth certificate.

### REGISTRATION REFUNDS

Any pre-registered Player may receive a full refund if the Association is notified on or before August 25<sup>th</sup>. After this date pro-rated refund less a \$55.00 Insurance fee, less \$30.00 Special Events/ Concession fee and less \$50.00 per month for months played will be returned. The refund will be paid no sooner than 30 days after proper written notification is received. **NO REFUNDS WILL BE ISSUED AFTER DECEMBER 1st.**

## 6. HOCKEY PROGRAMS

### INITIATION & NOVICE LEVELS

This program is designed for beginners ranging in age primarily from 6 years and under. Players progress at different rates. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, be open to all ages, allow Players equal ice time, introduce Players to the concepts of co-operation, sportsmanship and leadership, encourage initiative, and prepare Players for further participation. The score is not important; the emphasis is on greater ice time in game situations for all participants.

Parents are the key to assisting this Coach endorsed program, your support and encouragement of "Player skills" versus winning and losing will enhance the success of our young Players.

**AT ALL TIMES THE "FAIR PLAY" CODES WILL BE IN EFFECT.**

### **INITIATION –PRESCHOOL**

- League - Scoreboard not used and no league standings.
- Age - Introduction to hockey.
- Ice - Full ice utilizing integrated station approach.
- Coaches - Initiation instructors utilizing integrated station approach.
- Travel - Is at Coach's discretion.
- Practice vs games - After January 1st a 3 -1 ratio, mini games may be played weekly.
- Games to be played utilizing 1/2 ice, other portion may be used by another team.
- 3 minute buzzer used, no off sides or icing calls.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 trained/certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **INITIATION**

- League - Scoreboard not used and no league standings.
- Teams - Maximum of 19 Players
- Ice - Full ice with 2 teams at same time.
- Coaches - Initiation instructors utilizing integrated station approach.
- Travel - Is at Coach's discretion.
- Practice vs games - After January 1st 3-1 ratio. Recommend to have Mini games played weekly.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **NOVICE**

- League - No league standings or league.
- Teams - Maximum 19 Players
- Ice - Full ice with 2 teams at the same time.
- Coaches - "Coach2" level utilizing integrated station approach and full ice skill drills, 50% ice for team drills for 50% of each practice.
- Travel - At discretion of Director/Coach. Director must be notified prior to travel.
- Practice - Emphasis on basics plus team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is paramount over winning.
- Practice vs games - After January 1st 3-1 ratio. Recommend to have inter-association games played weekly.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **RECREATION**

This program is played by the majority of amateur Players. This is fun hockey with the emphasis on fitness, sportsmanship, fellowship and being a team Player with commitment to one team. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow Players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities and provide alternative types of hockey. All Atom, Peewee, Bantam and Midget Recreation Teams must have a designated Head Coach with "Coach2" and checking qualifications.

**AT ALL TIMES THE "FAIR PLAY" CODES WILL BE IN EFFECT.**

**All Recreation Players AP'd to a Representative Team or Development Team must show commitment firstly to their primary team and must get the permission of the director and/or Coach in writing before playing for another team. \*\*See Affiliated Player Policy\*\*\***

### **ATOM**

- League - Participate in OMAHA Recreation League.
- Teams - Maximum 19 Players, minimum 10 Players.
- Ice - Full ice with maximum of 2 teams at the same time.
- Coaches - "Coach2" - level utilizing integrated station approach and full ice skill drills, 50% ice for team drills for 50% of each practice.

- Travel - At discretion of Director/Coach. Director must be notified prior to travel.
- Practice - Emphasis on basics plus team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is paramount over winning.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **PEEWEE RECREATION**

- League - Participate in MMHA Pee wee Recreation league or OMAHA Super League.
- Teams - Maximum 19 Players, minimum 10 Players.
- Ice - Full ice with maximum of 2 teams at the same time.
- Coaches - "Coach2" - level utilizing integrated station approach and full ice skill drills, 50% ice for team drills for 50% of each practice.
- Travel - At discretion of Director/Coach. Director must be notified prior to all travel.
- Practice - Emphasis on basics plus team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is paramount over winning.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **BANTAM RECREATION**

- League - League competition TBA subject to change with Player registration. Option to do OMAHA Super League.
- Teams - Maximum 17 Players & 2 Goalies, minimum 10 Players.
- Ice - Full ice with a maximum of 2 teams at same time.
- Coaches - "Coach2" - level utilizing integrated station approach and full ice skill drills, 50% ice for team drill for 50% of each practice.
- Travel - At discretion of Director/Coach. Director must be notified prior to travel.
- Practice - Emphasis on basics plus team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is paramount over winning.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **MIDGET RECREATION**

- Objective - Emphasis on recreation.
- League - League competition TBA subject to change with Player registration. Option to do OMAHA Super League.
- Teams - Maximum 17 Players & 2 Goalies, minimum 10 Players
- Ice - Full ice with a maximum of 2 teams at the same time.
- Coaches - "Coach2" – level utilizing integrated station approach and full ice drill, 50% ice for team drills for 50% of each practice.
- Travel - At discretion of Director/Coach. Director must be notified prior to travel.
- Practices - Emphasis on basics plus team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is paramount over winning.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.

### **DEVELOPMENT**

This program is designed for Players who have the desire and ability to play at a more Competitive Level. Participants must be willing to invest a reasonable amount of time on and off ice training. The objectives are to achieve a degree of excellence according to a Player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a higher level of competition (Rep) and to stimulate development both from an individual and overall sport point of view, develop skills to progress to competitive program.

**AT ALL TIMES THE "FAIR PLAY" CODES WILL BE IN EFFECT.**

### **ATOM DEVELOPMENT**

- League - Participate in league play within OMAHA.
- Teams - Maximum 17 Players & 2 Goalies, minimum 10 Players.
- Ice - Full ice with the possibility of 2 teams at the same time.
- Coaches - "Coach2" - level utilizing integrated station approach, 50% ice for team drills for 50% of each practice.

- Travel - Unlimited at the discretion of Director.
- Practice - Emphasis on basics and team tactics.
- Games - No fixed power play or penalty killing units. Development of Players is Paramount over winning.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.
- President or designate is Divisional Director.

### **COMPETITIVE**

This program is designed for Players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off ice training. This type of hockey begins at the Pee wee Level. The objectives are to achieve a degree of excellence according to a Player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment and provide an opportunity to progress to a high level of competition (Program of Excellence) and to stimulate development both from an individual and overall sport point of view. Affiliate Players playing in a higher level must have the permission of the Coach of the team they are carded to, and may only play if their carded team is not playing. All Pee wee, Bantam and Midget Representative Teams must have a designated Head Coach with "Development 1" and checking qualifications.

### **PEEWEE**

- League - OMAHA Representative League.
- Teams - Maximum 19 Players, minimum 12 Players.
- Ice - Full ice with 1 team on the ice.
- Coaches - "Development 1" focusing on individual and team tactics, under supervision of Head Coach.
- Travel - Unlimited at discretion of Director/Coach.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.
- President or designate is Divisional Director.

### **BANTAM**

- League - OMAHA Representative League.
- Teams - Maximum 17 Players & 2 Goalies, minimum 12 Players.
- Ice - Full ice with 1 team on the ice.
- Coaches - "Development 1" Level focusing on individual and team tactics, under supervision of Head Coach.
- Travel - Unlimited at discretion of Director/Coach.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.
- President or designate is Divisional Director.

### **MIDGET**

- League - OMAHA Representative League.
- Teams - Maximum 17 Players & 2 Goalies, minimum 12 Players.
- Ice - Full ice with 1 team on the ice.
- Coach - "Development 1" level focusing on individual and team tactics, under supervision of Head Coach.
- Travel - Unlimited at discretion of Director/Coach.
- All Team Officials must have "Respect in Sport", maximum of 1 manager, minimum of 1 certified Coach, minimum of 1 Safety Person before September 15 of current hockey season.
- President or designate is Divisional Director.

## **7. TRYOUTS (COMPETITIVE & DEVELOPMENT)**

The key premise upon which the Association bases its tryouts is that each Player should play at a level compatible with his or her skill, ability, attitude, desire and experience.

**In order to assess and categorize each Player the following tryout procedure has been adopted.**

- Each try out hour should be limited to a maximum of 40 Players on the ice, in order to avoid confusion and to allow proper evaluation.
- Each Player will be assessed using (Hockey Canada Evaluation Form) while performing basic or advanced hockey skills.
- Player assignment should be done with the utmost consideration.
- Sensitivity, respect and consideration to the self-image of the Players should be foremost, therefore, any Player not selected to advance to the next round of cuts shall be informed by Coaching staff using the "2-Deep" policy.

- Mandatory exit interviews for all Players upon conclusion of try-outs. (It is suggested that this be done at the far end of the Arena, allowing Players to exit directly through to the parking lot to meet parents).
- Coaches from each level should be available to assist in the selection and evaluation process.
- Evaluation plan and evaluators must be prepared in advance and available for review by the Head Coach if requested.
- Coaching staff must meet during the tryouts to review their observations, analyze and assign Players.
- It is mandatory that all Players and their parents are informed of the process prior to the start of tryouts.
- Rep fees will be submitted with registration by postdated cheque and will be processed upon carding.
- Target date to finalize team rosters will be in accordance with Hockey Canada, BC Hockey, OMAHA and MMHA regulations.

**No Player is guaranteed a position on a team simply because he/she played during the previous season.**

## **8. PLAYER MOVEMENT**

Any Player movement between divisions must be presented in written format and approved by the executive prior to any Player moving (NO EXCEPTIONS). In order for a Player to be considered for movement, up or down, the following procedure must be followed. Players will be rostered within their age group, unless a request for Player movement is received and approved.

### **PARENT/PLAYER REQUEST**

- The parents of a Player wishing to move divisions will submit a written request to the executive outlining their request with supportive reasoning.
- Once a Player movement request is received, the executive will have risk assessment confirm there is no risk to the Player, another member or the Association resulting in such a move.
- Before approval, any Player choosing to try out for Development or Rep must also qualify to be on the team.
- All team head Coaches must be in agreement to any Player movement.
- The first communication is between the Division Directors, then the Coaches of the affected teams.
- If no agreement can be reached amongst the Head Coaches/Directors the executive shall appoint a committee who will arbitrate and resolve the matter.
- The Division Director will then contact the receiving Coach to inform them of the decision.
- The Division Director will contact the affected Player, and their parent(s) or guardian regarding the decision.
- All Player movement during the season must be in accordance with BCH and OMAHA guidelines.

### **COACH REQUEST**

- The Coach of a team wishing to see a Player moved divisions will submit a written request to the executive outlining their request along with supportive reasoning.
- Once a Player movement request is received, the executive will have risk assessment confirm there is no risk to the Player, another member or the Association resulting in such a move.
- Before approval any Player choosing to try out for Development or Rep must also qualify to be on the team.
- All team Head Coaches must be in agreement to any Player movement.
- The Division Director will contact the affected Player, and their parent(s) or guardian regarding the request to determine their interest, if the family is not interested in moving the Player and there is no risk to the Player, member of the Association or Association the child will remain in their appropriate level.
- Once the Player move is confirmed the first communication is between the Division Directors, then the Coaches of the affected teams.
- If no agreement can be reached amongst the Head Coaches/Directors the executive shall appoint a committee who will arbitrate and resolve the matter.
- The Division Director will then contact the receiving Coach to inform them of the decision.
- The Division Director will contact the affected Player, and their parent(s) or guardian regarding the decision.
- All Player movement during the season must be in accordance with BCH and OMAHA guidelines.

**No Coach shall contact either directly, or indirectly, any parent or Player involved in a possible move prior to resolution.**

## **9. AFFILIATE PLAYER (AP) POLICY**

The Purpose of the AP Program is to provide playing opportunities at a higher level for Players within MMHA. Playing at a higher level will accomplish three things:

- A. An opportunity for the higher division to carry the maximum amount of Players permitted by HC rules.
- B. The Player being "called up" will gain invaluable experience that will improve his/her skills.
- C. The Player will bring the experience as well the higher tempo and skill back to his/her primary team.



1. At the start of the season, AP Players will be identified at each level. The first communication is between the Division Directors, then the Coaches of the affected teams.
2. Once all directors and Coaches are in agreement, risk management will be contacted to do an assessment of the Player, if approved the Player's parents will be contacted by the director to ask if they would like their child to be an AP and be part of the program.
3. If the Player and parents agree to be a part of the AP program, it will be up to the Coach at the higher level to determine the schedule for practice and games. The Coach of the higher level team will communicate directly with the Player and the primary Coach to let them know when they can participate and to ensure there is no conflict with their primary team.
4. A minimum of 4 Players will be AP'd to each team.
5. These Players will be permitted to "play up" at the next level ensuring priority is given to their primary team.
6. Under certain circumstances and with special permission from the executive consideration may be given for Players to be AP'd "2 levels up". They can practice as often as the Coach invites them but are only permitted to play a maximum of 10 League and Playoff Games before the primary teams season is done (exhibition and tournament games are unlimited).
7. In order for a Player to AP "2 levels up" (eg: Novice to Atom Dev) a letter of request from the Head Coach must be presented to the executive along with an evaluation by risk management to ensure there is no risk to the Player, another member or the Association. If approved the final decision will be by way of a vote from the executive prior to the Player being added to the HCR.
8. Coaches who would like to use a Player that isn't on the original AP list must notify the Association Registrar so the Player can be added to the HCR. The final deadline for an AP to be added to the HCR is January 15th.
9. Players who are scheduled in tournaments that are out of town; league games; playoff games; Provincials; or out with an injury will not be asked to AP. The Player will not be asked to miss a game with the primary team in order to practice.

The AP program will strengthen the entire Association as a whole if utilized properly. In the case where a Midget Player gets called up to Junior, a Bantam goes to Midget, a Pee Wee goes up to Bantam, an Atom to Pee Wee, Novice to Atom and an Initiation to Novice, the experience will in essence strengthen the 6 Players involved plus their respective primary teams upon return.

MMHA's goal is to use AP Players as often as possible. Parents and Players are reminded that to be a part of the AP program is a privilege, not a right.

## **10. DUAL ROSTERING**

A female Player may appear on two HC rosters as a Player/goalie for a female and an integrated team (Eg. Should the player choose their primary team to be the female team the Player may only be added to the roster of the integrated team if space permits or should the player choose their primary team to be the integrated team the Player may only be added to the roster of the female team if space permits). During registration, every female Player must indicate which team will be their primary team. The Player's first obligation is to their primary team. Should one or both of the teams have try outs, the Player must first make it through try outs before they can be dual rostered. The Player will pay 100% of the try out fees for both teams. Registration fees will be 100% of the primary team fees and an additional \$100 will be payable upon confirmation of being dual rostered. The Registrar will communicate via email once the Player has been added to the secondary team.

It is the responsibility of the Head Coach of the secondary team to be in contact with the Head Coach of the primary team to ensure the availability of the Player doesn't conflict with the activities of the primary team. This communication needs to be in writing and of an auditable form. If written approval is not obtained in advance and/or a conflict is ignored, the Coach of the secondary team as well as the Player will be referred to the Discipline Committee.

## **11. INJURED PLAYER RETURN TO PLAY POLICY**

Coaches and Association Officials are well aware of the variety of injuries that occur to Players and they know that despite all attempts to remove risk, injuries can happen. Team Officials should not force a Player to play after they are injured or play a Player without a medical certificate following illness or injury.

When an injury that prevents a Player from participating in regularly scheduled practices or games occurs, it is essential that a medical certificate from a Physician authorizing the Player's return to active participation be presented to the Risk Manager and team HCSP. A copy must be kept on file.

Team officials should not allow an injured Player to be on the Player's bench during a practice/game without Hockey Canada/BC Hockey required protective equipment.

## **12. CONFLICT OF INTEREST POLICY**

A 'conflict of interest' is any situation where:

- a. your personal interests, or
- b. those of a close friend, family member, business associate, a corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation, could influence your decisions and impair your ability to:
  - i. act in MMHA's best interests, or
  - ii. represent MMHA fairly, impartially and without bias.
- c. a potential conflict of interest is deemed to arise when any elected member of MMHA Executive is involved as a member of or holds any position within a OMAHA league, Association, club or team and/or receives remuneration of any amount for any position within a minor hockey league, Association, club or team.

A 'conflict of interest' exists if the decision 'could' be influenced - it is not necessary that influence has or will occur. The policy shall include but not be limited to the MMHA Executive Committees, advisory bodies, and team, league, district Association and community club committees.

Resolution of potential conflicts should generally include:

1. promptly declare to the meeting Chair any conflict of interest as defined by the policy and ask that such declaration be recorded in the minutes,
2. excuse oneself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed,
3. refrain from all discussion of the matter which gives rise to the conflict of interest at any MMHA meeting, and
4. refrain from voting

### **13. "FAIR PLAY" TEAM FIRST**

#### **"FAIR PLAY" PROGRAM (RESPECT, INTEGRITY AND FAIRNESS)**

- "Fair Play" is in place to ensure that each Player gets equal participation in game situations.
- Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
- "FAIR PLAY" IS MANDATORY for Initiation, Novice, Atom Development, and all Recreational Leagues.
- Any complaints regarding "Fair Play" should be made in writing to the President. MMHA is committed to ALL Players, therefore infractions of the "Fair Play" guidelines will be dealt with severely.

#### **"FAIR PLAY" TIPS FOR PARENTS**

- The main expectation of the "Fair Play" program requires parents to act as positive role models.
- Yelling negative comments at opposing Players, or any Coach, any Player or any official will not be tolerated.
- If you are in the stands and the person next to you is being negative, tell that individual that he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants on/off the ice.
- Accept the fact that mistakes will be made by some individuals during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching "AMATEUR SPORTS".
- If you feel that something unacceptable is being done, volunteer into the Association and participate in order to correct what you consider to be wrong. Yelling and screaming negatives will only serve to isolate you from your friends and from your child.
- The "Fair Play" program expects parents to understand that all Players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way.
- The "Fair Play" program encourages parents to maintain a positive outlook towards not only their son and/or daughter, but to all the team-mates and to the opposing Players as well. Parents feel good when opposing fans clap for their Players and their team. Share that good feeling by clapping for the opposing Player or team when a good play occurs.
- The "Fair Play" program expects parents to understand that you are watching young Players having fun enjoying a sport they love. The young Players are NOT there to entertain the parents in the stands.
- The children you watch on the ice do hear and see you at the rinks. The children look to you for acceptance and praise.
- The "Fair Play" program expects that positive praise for your child and others should not be lacking. You as a parent are a vital part of the game.
- All "Fair Play" Contracts must be signed and submitted with Registration. Failure to do so will result in the Player not being allowed to participate.

**The Fair play program encourages your participation in your son/daughter's hockey experiences.**

**RESPECT THE RULES**

**RESPECT THE OFFICIALS AND THEIR DECISIONS**

**RESPECT THE OPPONENTS**

**MAINTAIN SELF-CONTROL AT ALL TIMES**

As a parent, please remember the “Fair Play” Motto.

**“LESSONS WILL BE REMEMBERED, LONG AFTER SCORES ARE FORGOTTEN”**

#### **14. ”RESPECT IN SPORT” PARENT PROGRAM**

Effective for the 2015 season, each Player registered in MMHA must have a minimum of one parent/legal guardian with “Respect in Sport” Parent Program. Link available on home page of Association website at [www.merrittminorhockey.ca](http://www.merrittminorhockey.ca)

#### **15. SPORTSMANSHIP STARTS IN THE STANDS PROGRAM**

Sportsmanship Starts in the Stands was developed by BCH to address the behaviors and attitudes that have become a negative influence in the game of hockey. The program was designed to encourage positive parent behavior in the rinks and to ensure the level of parent expectations was consistent.

Effective for the 2015 Season, each team host a Parent’s meeting prior to October 15 and must cover the following topics:

- Parent Presentation (made available by BCH)
- Review of key MMHA Policies and Procedures
- Review of MMHA Complaint Process Policy
- Code of Conduct Expectations

Completion of the Parent Meeting Form must be submitted to BCH prior to November 1. Failure to comply will result in the cancellation of BCH sanctioning of events hosted or operated by MMHA.

#### **16. PRIVACY POLICY**

This policy describes the way that MMHA collects, uses and dispose of the personal information of prospective members, members, and others including Players, Coaches, referees, managers and volunteers.

This policy describes the way that MMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA).

MMHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

#### **IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE**

- a) MMHA shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available.
- b) MMHA collects personal information from prospective members, members, Coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

#### **Specifically:**

- A Player’s name, address and date of birth are collected to determine that the Player’s geographical,
- division of play and level of play information are consistent with Hockey Canada/Branch/District regulations.
- Historical information concerning past teams played for is collected in order to determine if any of the BCH/District transfer regulations may apply.
- Information concerning an individual’s skill level and development and feedback of programs is collected to measure the success of our programs in order that we may better plan future programs.
- Information as to a Player’s parents’ name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the BCH residency regulations.
- Educational information may be collected in order to ensure all MMHA / BC Hockey residency regulations have been adhered to.
- E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.

#### **IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE**

- MMHA will endeavor through Associations/leagues/Directors to advise potential registration candidates of the

purpose for the collection of the data requested at the time of registration or by reference to our web site at [www.merrittminorhockey.ca](http://www.merrittminorhockey.ca).

- We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by BCH shall be maintained in either our office(s) and/or with Privacy Officer.
- MMHA will request individual permission for the use of any personal data collected which is to that which has been identified above, unless said usage is authorized by law.
- MMHA may also use information about an individual who accesses secure areas of [www.merrittminorhockey.ca](http://www.merrittminorhockey.ca) or other member Branch/Association web sites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed above).
- All such personal information will be treated within the same parameters as other personal information collected by MMHA through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site.
- Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded.
- MMHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

## **17. ZERO TOLERANCE FACILITY**

Verbal abuse of Officials, Players, Coaches and volunteers of MMHA will not be tolerated. Under no circumstances may a Coach, Assistant Coach, Manager, Safety Person or Parent verbally attack a referee, linesman, Player or volunteer of the Association. This will result in immediate suspension, pending a discipline meeting.

Should a member of MMHA be removed, or banned from our facilities by the City of Merritt, this would also include all parks, buildings etc. maintained by the City of Merritt under the district by-laws.

Zero Tolerance also includes the use of illegal drugs and alcohol by Players within any MMHA function. As well, MMHA has a zero tolerance policy for alcohol and tobacco use on any bus being used to transport teams to any MMHA functions. It is the responsibility of the Coaches and/or managers to enforce the rules within the Players and all team staff. Suspensions will occur.

## **18. CAMERAS, CAMERA PHONES, PERSONAL DIGITAL ASSISTANT**

The use of any form of camera, video camera, camera phone, cellular device, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BCH sanctioned event (practices, games, tournaments etc). This policy will be strictly enforced. 1<sup>st</sup> offense: written warning, 2<sup>nd</sup> offense: one-game suspension, 3<sup>rd</sup> offense: subject to disciplinary hearing.

## **19. SOCIAL MEDIA**

MMHA is cognizant of the many social media outlets that are used by Players/parents/Coaches. It is strictly prohibited for any Player/Coach to photograph inside dressing rooms occupied by MMHA teams. Should MMHA become aware of any situation of cyber bullying or abuse of any MMHA member by another member on a social media outlet the offending Player will face suspension.

## **20. HARRASSMENT/BULLYING**

Any MMHA member or their parent / legal guardian found to be harassing or bullying a MMHA member, parent, game official or Coach either physically or verbally will be subject to an investigation and possible suspension of the Player by the Association President.

## **21. HAZING**

Pursuant to HC regulation R4; any Player, team official, executive member of a team, club or Association having been a party to or having had knowledge of any hazing or initiation rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or Association affiliated with the HC.

## **22. ALCOHOL/DRUGS/TOBACCO**

MMHA expects athletes to strictly adhere to all laws governing the use of alcohol, drugs & tobacco (including chewing tobacco). Should an athlete break the law and participate in the use of any alcohol, illegal or performance enhancing drug, or tobacco product during a MMHA event (i.e. practice, league game, exhibition game, tournament game or another other team function) he or she is subject to BCH's non-compliance/zero tolerance policy 1.40 regarding these items. Coach's/Parents are to be advised of the following protocols:

- The Coach informs the parent of the incident and asks direction from the parent on the removal of the Player from the Coach's care

- The Coach has the authority to remove a Player from team activities
- Regardless of removal from activity, the Coach continues supervisory duties until the Player is released from the Coach's Care to the parent or guardian
- The Coach informs the authorities should the incident warrant a criminal investigation
- The Coach documents the incident
- The Coach forwards the documentation for filing/action with the Association
- The Coach ensures that reports and specific circumstances are kept within the parent and Association constituted process. At no time are any proceedings made public.
- One or more members of the Coaching staff shall meet, as soon as practical with the Player and a parent to review the reasons for the removal from activity
- Suspension of the athlete is at the direction of the Association
- If the decision is to seek suspension, the Coaching staff, as soon as practical, informs the Player and a parent and refers the matter to the Association. Should this happen, the matter will be referred to the Discipline Committee.

It is strongly encouraged that, should the incident or resulting actions be disputed, the parties to the dispute seek a resolution through direct discussions or through voluntary mediation and the exercise of common sense before resorting to review procedures. Should this not be possible, the parties should be referred to the "Association Dispute Resolution Policy".

### **23. "2-DEEP POLICY"**

**There must be a minimum of 2 males/2 females with "RESPECT IN SPORT" (Coach Program) per team.**

- A lone personnel should not be in the dressing room with Players while they are showering or changing; two adults should be present together at all times.
- If a private conversation is required, consider moving out of hearing range of others, rather than out of sight.
- MMHA Coaches and members (parent/guardian /executive) must supervise Players under 18 years old at all times.
- In consideration that a Coach must deal with a private conversation or any emergency that needs to be addressed immediately (again follow the rule above) and cannot be in the dressing room or outside of the dressing room door, this is where another member on the team who has Respect in Sport will help out.
- The "2-Deep Policy" is in place to protect both MMHA Members and Volunteers.

### **24. CO-ED DRESSING ROOM POLICY**

In all cases where members of a team include both male and female Players, the following dress code will apply in the team dressing room:

- a. Male Players will not undress to less than a minimum of shorts while females are present.
  - b. Female Players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
  - c. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - d. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
1. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all Players may return to the team [co-ed] dressing room). It is the responsibility of the team to ensure that these guidelines are followed.
  2. Two team officials (1 of both male and female gender) shall remain in the co-ed change room to be sure and "2-Deep Policy" must be adhered to at all times.

### **25. CODE OF DISCIPLINE**

#### **RULES**

- 3 penalties result in game ejection (MMHA rule), recreation only.
- Fighting penalty will result in game ejection plus a minimum 1 game suspension (MMHA rule)
- Abuse of the Officials by Players or Coaches will automatically result in game ejection (MMHA rule).
- As per "ARENA CODE OF CONDUCT" (see attachment at back of handbook) spectators who verbally abuse Players, Coaches or officials will be asked to leave the arena before resumption of game.
- Verbal abuse of other spectators will result in a report to arena staff and according to "ARENA CODE OF CONDUCT" MAY RESULT IN EJECTION FROM ARENA.
- Players showing poor sportsmanship or fighting after game will face a 2 game suspension (MMHA rule).
- New Parent Team First Contract to be signed.

#### **SUSPENSIONS**

- A Coach may suspend for discipline, any Player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee.
- The Divisional Director and President shall be advised of all such suspensions.

### **COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

- ALL COMPLAINTS OR CONCERNS MUST BE DOCUMENTED IN WRITTEN FORMAT ON A TEAM FIRST INCIDENT REPORT, AND SIGNED.
- Complaints about a Coach, Assistant, Trainer, Manager or Team Parent must firstly be addressed to the Divisional Director, secondly on a Team First Incident Report to be reviewed and discussed by the Discipline Committee 24 hours after the incident.
- "Fair Play" concerns should be directed in writing to the Divisional Director.
- When necessary, the Divisional Director may refer concerns to the Discipline Committee.

### **COMPLAINTS RE: REFEREES AND LINESMEN**

- This form of complaint is not meant for the Coaches or others who do not like the way a referee or linesmen called a particular game, nor is it for questioning interpretations or judgment calls.
- Any serious concerns (eg: threatening, swearing) should be reported on the Team First Incident Report, and signed.

**ALL COMPLAINTS SHOULD BE DELIVERED TO THE DISCIPLINE COMMITTEE, IN AN EXPEDIENT MANNER. AFTER 24 HOURS.**

### **MAJOR PENALTIES**

- Coaches must report ALL MAJOR PENALTIES to their Divisional Director and President.

### **DISCIPLINE COMMITTEE**

- The discipline committee shall consist of any 4 individuals as appointed by President to not be in conflict.
- All complaints should be directed to the President who will refer the matter to the discipline committee.

### **APPEALS**

- The Appeal Committee shall consist of any 4 individuals as appointed by President to not be in conflict.
- Any member of Player shall have the right to appeal any suspension pertaining to him/her. Such appeal shall be in writing to the discipline committee no later than 48 hours after such infraction is imposed upon them.

## **26. TEAM APPAREL & DRESS CODE**

- 1) Standard Embroidery on all MMHA apparel is to consist of the MMHA logo, approved version.
- 2) Optional Embroidery on MMHA Track-suits is to consist of: 1) Player name & 2) Player number.
- 3) The choice to embroider Player name and number on apparel is at the discretion of each MMHA Coach in consultation with their teams. Under no circumstances may any team or member of the Association use a non-standardized logo without the written consent of the Association.

**When purchasing new GAME jerseys all MMHA team jerseys must have 3 standard items:**

- 1) "MMHA LOGO" on UNIFORM FRONT (centered diagonal)



- 2) A STOP SIGN (centered on upper, middle back of uniform.)



**BC Hockey Regulation: 4.05 To focus attention on the dangers of checking an opponent from behind, all BC Hockey minor hockey teams shall be required to wear Stop signs on their jerseys, on the high back above the numbers.**

- 3) TEAM SPONSORS NAME (if applicable) on jersey (centered bottom back of jersey.)
- 4) NAME BARS (if applicable) on jersey (centered top back / between stop sign and jersey numbers).
- 5) SOCKS All players are expected to purchase a set of hockey socks (MMHA approved) and each team is expected to have matching socks for all game play.

### **SUGGESTED APPAREL**

The Head Coach for each team will determine their teams pregame dress attire and team official attire. Setting player and coaching staff attire assists in the mental preparation for the game. Adherence to a dress code reflects the players respect and pride towards his or her association, teammates, coaches and parents. As representatives of MMHA, we expect our teams to present themselves in a professional and classy manner, in both their on and off ice presentation.

### **Peewee, Bantam, Midget & Juvenile**

Pregame attire to consist of dark pants (no denim), dress shirt, ties, dress shoes and dress or team jacket (MMHA approved). Females can wear a blouse with either pants or a skirt (below the knee) and dress shoes.

### **Initiation, Novice & Atom**

Pregame attire to consist of a track suit (MMHA approved).

### **Players & Team Officials**

Ball caps / hats are not recommended. During Inclement weather, toques are acceptable (MMHA Apparel).

### **Team Officials**

Bench staff are recommended to wear dress pants (no denim), dress shirt, ties, dress pants and dress or team jacket (MMHA approved).

## **27. FUND RAISING GUIDELINES**

- All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.
- The Concession run by MMHA is our sole fund raising activity.

### **AT ALL TIMES, THE PUBLIC IMAGE OF THE MMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.**

From time to time, parents and Players may be asked to make direct contribution to meet team expenses through fund raising efforts, i.e. Tournaments.

- All fund raising events must be sanctioned through BCH. For further details regarding sanction, contact president.
- Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws etc. provided that they are in good taste.
- Many corporations make substantial contributions to our Association through sponsorships of teams, tournaments and other Association programs. A list of these corporate sponsors will be provided by the 1st Vice President. TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING.
- All fund raising programs must be well supervised and controlled.
- All profits from fund raising programs are deemed to belong to the TEAM/DIVISION and any remaining TEAM/DIVISION funds will be payable to each Players family by means of a refund cheque at the end of the season.
- All plans for team fund raising must be discussed and approved at a parent meeting.
- All monies rose during team fund raising are to be used specifically for cost offsetting. The monies raised must be used for extra tournaments or helping to offset costs incurred by team members and parents re: hotel/motel costs, food, and travel and mileage rate. Monies can also be designated at the start of the year during a team meeting for purchasing team apparel, provided that apparel has affixed to it the MMHA logo and is MMHA approved apparel.
- Team Officials are responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- All teams must submit a detailed financial statement to the Minor Hockey Treasurer no later than March 15<sup>th</sup> of each season.
- **SHOULD A PLAYER LEAVE A TEAM HE/SHE SHALL FORFEIT ALL RIGHTS TO ANY FUNDS.**

## **28. TEAM FINANCIAL REPORTING**

### **THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.**

The control of all revenues and expenses should be well documented followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

- The team manager in their respective Divisions will be responsible to provide parents and the Association Executive, a Financial Report no later than March 15<sup>th</sup>.
- All teams shall use the mandatory MMHA Cheque Requisition and Team Deposit forms (found on MMHA website).
- MMHA has the right to request an Income & Expense statement at any time from a team or division.

- The President can review the team financial report of any team. The team records must be provided to the Association President within seven days of request, verbal or written.

## 29. TOURNAMENTS

Minor Hockey tournaments offer an enjoyable opportunity for Players at all levels to demonstrate their hockey skills competitively in an environment that encourages "Fair Play", and above all, FUN. Your Executive encourages all teams to participate in tournaments. Guidelines are as follows and should be strictly adhered to with any exceptions referred to the Tournament Coordinator for approval.

- All tournament arrangements must be in accordance with HC, BCH, OMAHA and MMHA rules and regulations.
- Tournament entry fees are paid through team budgeting, fund raising or by fees collected from parents.
- Teams may enter only officially sanctioned tournaments.
- At all times, good manners and sportsmanship are to be displayed by Players, Coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- All divisions must inform the ice ambassador of tournament participation.
- All divisions in the MMHA must receive travel permission from the executive if travelling to the USA.
- If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- Home tournament/jamborees must submit a Proposed Budget to the Tournament Committee 30 days prior to tournament for approval. No tournament/jamboree will be held without prior budget approval.
- Final recap of tournament/jamboree Income/Expense to be submitted within 7 days following tournament.
- All Income and Expenses to be deposited and claimed following #28-Team Financial Reporting guidelines.
- All incoming teams must submit HCR approved rosters to enter tournaments, no entry without this.
- All entry fees to Tournaments/Jamborees must be paid by one of the following:
  1. Cheque from Home Association
  2. Certified Cheque
  3. Money Order

Payable to MMHA and mailed to Box 936, Merritt BC V1K 1B8
- All home tournament schedules should be submitted to Ice Ambassador 30 days prior to tournament.
- All home tournaments/jamborees must be sanctioned with BCH or HC and the permit displayed during tournament/jamboree.
- No standings or statistics shall be kept for any Novice and Initiation (non-competitive) sanctioned tournaments (Refer to BC Hockey Regulation 3.39).
- Home Teams do not pay entry fees to the Association.
- The Association will pay up to \$500 per Atom/Peewee/Bantam/Midget division tournament (upon submittal of receipts) for related expense reimbursement of trophies, awards, giveaways, welcome baskets, posters. The Association will pay \$150 per attending team for Initiation and Novice division tournaments as it is expected all participants receive participation awards.
- Association Medals are available from the Public Relations Personnel and will be charged back to the team account or taken off the tournament fee received from MMHA, at cost. These medals are to be used for all hosted tournaments with participation medals awarded to all players within Initiation, Novice and Atom. Each player on each first and second place team will receive a medal for all hosted tournaments in Peewee, Bantam & Midget. Each first and second place team will also receive a trophy, which will need ordered through the Public Relations personnel 2 weeks prior to the tournament date.
- The Association will pay for ice rental, referees, timekeepers and scorekeepers for all division tournaments.

## 30. TRAVEL

- All games must be sanctioned by the HC or BCH for insurance purposes. It is the host's responsibility to obtain official sanctioning. Sanction permits must be visible at the Host Association.
- All travel must be pre-approved by MMHA Division Director.
- All Out of Province travel must be pre-approved from the BCH District Director.
- All away game sheets must be returned to the Timekeeper Director within 24 hours upon return to Merritt or further travel may not be permitted.
- Travel Permission is not required for League scheduled games, League Playoffs, Provincial playoffs, Exhibition games within OMAHA.
- Travel Permission is required for any tournaments within OMAHA.
- Player and Team Management suspensions received within OMAHA are also effective when traveling and apply to all tournament and exhibition game activities.
- Mileage of \$0.35 per kilometer return (or amount approved at the discretion of the current year's executive) will be paid to Coaches not having a child on the team. An expense claim is to be submitted to the team for claiming from MMHA team account.
- Be aware that accepting money from a parent or child that you are transporting to and from games/practices



out of town will nullify your insurance. You will then have taken a fare and will be considered a commercial vehicle.

- Players may not drive themselves to/from practices/games outside of MMHA boundaries. This may jeopardize HC liability insurance coverage.

## **31. EQUIPMENT**

### **GOAL TENDING GEAR**

- MMHA will provide goalie gear for teams Peewee and lower. It is to be returned to the equipment room after each use. A written request can be given to the Equipment Manager for the use of the gear for the season, on the terms established by the Equipment Manager.
- An inventory will be taken at the end of the season and any missing inventory will be charged back to the team account, at replacement cost prior to refund cheques being issued.
- MMHA goalie gear is to be used strictly for on-ice MMHA activities only. Any other use will be prohibited and may result in loss of use.

### **LOCKERS & KEYS**

- All team managers and Coaches will be required to sign out keys at the beginning of the season from the Equipment Manager.
- All teams are provided a complete locker consisting of white board, first aid kit, pucks, puck bag, home and away jersey sets, 2 garment bags.
- An inventory will be taken at the end of the season and any missing inventory will be charged back to the team account, at replacement cost, prior to refund cheques being issued.
- Should you require any support, contact the Equipment Manager.

### **PUCKS AND PYLONS**

- All teams will be provided a puck bag and pucks for pre-game warm up.
- Pucks and pylons are available at both the Merritt Arena & the Shulus Arena for the purpose of practices. The pucks and pylons are to remain at the arena and are for the use of the team(s) with scheduled ice.

### **JERSEYS AND SOCKS**

- MMHA provides each team with two sets of jerseys: Home-White and Away-Red.
- All equipment must be HC approved.
- Players are to supply game socks Home-White and Away-Red. These are available from the concession for a fee, although we encourage each Team Manager to put an order together at the start of the season.
- Periodically MMHA may determine that jerseys will be sold when their condition dictates that they be replaced for the next season. Such jerseys will be marked by the Equipment Manager as being surplus.
- Washing of jerseys must be done with care. Team Managers will be responsible to ensure regular washing of jerseys are done. AVOIDING HIGH HEAT. HANG DRY, DO NOT PUT IN THE DRYER.
- In general, jersey numbers 1 and 30 are larger sizes for goalies.
- When jerseys are issued, they are cleaned and ready for use. When returning jerseys at the end of the season, Divisional Directors and Team Managers are responsible to see that all jersey sets are complete (NONE MISSING) and that they have been carefully washed and are ready for storing.
- All jerseys must be returned to the Team Manager after each use. Under NO circumstances are Players to take their jerseys home.
- Any requests for outside use of equipment IE: Goalie equipment for hockey schools must be signed out and a security deposit obtained until the equipment is returned in the same condition as received.
- Divisional Directors and Team Managers with copies of Player's registration forms.

**MMHA JERSEYS AND/OR EQUIPMENT MAY NOT BE USED BY ANY OTHER ORGANIZATION OR INDIVIDUAL FOR FUNCTIONS OUTSIDE THE OPERATIONS OF MMHA.**

## 32. ON-ICE HELPER

MMHA enlists volunteers to assist with practices, scrimmages and other on-ice activities. It is important to ensure that insurance is in place by following the guidelines below:

- Any on-ice helper must be a current registered member with MMHA and BCH.
- All on-ice helpers must wear a CSA certified helmet with chin strap fastened.
- Bantam and below on-ice helpers must wear full gear, all other helpers (above Bantam) are to wear CSA approved helmet, chin strap fastened, face protection, BNQ certified neck guard and skates.
- Any on-ice helper who is not a MMHA player must have Respect in Sport (Coach Program).
- All on-ice helpers must be under the direct supervision of a certified team official.
- Non Members offering coaching or other on-ice help for a fee is not a volunteer, and must become an associate member prior to participation.

## 33. COACH SELECTION

Interested Coaches must complete a Coach's Application Form. The Head Coach will form a selection committee to review the applications and/or conduct interviews. Committee recommendations will be forwarded to the Executive for discussion and approval. All applicants will be notified by the Head Coach of the Executive's final decision. Criteria to be considered in the selection process will include: required level of Coaching certification earned to date; Coaching experience; playing experience; team preference; philosophy of Coaching; reasons for wanting to Coach; ability to deal with problems with Players, parents etc.; time commitment; ability to communicate with Players; ability to teach; code of conduct and past Coach Evaluations.

### COACH EXPENSE POLICY

MMHA will reimburse all members the cost of the following clinics/record checks: Respect in Sport, Coach2, Dev. 1, HCSP (Safety Person), Criminal Record Check upon completion. **Coach2 and Dev. 1 will only be reimbursed upon completion of "post-task" assignments.**

## 34. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The Association Executive requires a high standard of conduct from its Coaching staff in dealing with other Coaches, referees and other officials and in the image projected to participants and parents of the Merritt and District Minor Hockey Association. The Coaching staff is an integral part of the Association and all Coaches are expected to support the decisions of the Executive and abide by the policies. The following list of items this Association expects from Coaches.

- Coaches must have proper qualifications for the level they wish to Coach.
- Coaching at all levels should consist of teaching and improving hockey skills of individual Players and promoting teamwork and sportsmanship.
- It is the philosophy of the Association that all participants receive equal ice time within the Recreation divisions.
- Ice time lost due to disciplinary action, injuries and suspensions does not apply. (Competitive teams exempt).
- The Coach is to ensure that all Players are properly protected and that parents are advised of the necessity for Players to wear properly fitting and only HC approved equipment.
- Team Captain and Alternates should shake hands with the opposing Coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
- The Coaching staff must have a controlled attitude towards referees. Lack of Coaching self- control will not be accepted and will bring review and possible dismissal.
- The ice times provided and paid for by the Association must be used or returned to the Ice Ambassador. Repeated failure to use allotted ice may result in a loss of that ice slot. Should Coaches trade ice time, the ice Ambassador must be notified to establish responsibility of ice usage.
- Coaches are responsible for checking game sheets for suspensions to participants.
- It is the Coach's responsibility to ensure Players are notified of any Automatic Suspension, failure to notify suspended Players will result in possible forfeit of that game and further disciplinary action to the Player and Coach.
- The maximum suspension from play that can be imposed on a Player by the Coaching staff for disciplinary purposes is one game. The Divisional Director must be advised of all such suspensions, suspensions of more than one game must have the approval of the Discipline Committee.
- Any Coaching staff member who blatantly refuses to follow the MMHA Policies can be suspended from Coaching indefinitely upon review and recommendation from the Discipline Committee.
- Coaches are responsible to ensure that a qualified safety person is available. (Ideally the Coach should also be certified).
- Coaches should arrive at least 1/2 hour before practice and 1 hour before games.
- The Coach is responsible to ensure all Respect in Sport procedures are followed.
- Coaches are not to issue pucks until all Players are on the ice and end gate is closed. Failure to do so will result in team responsibility to any damage done and/or Disciplinary action to the Player and Coaches.

- All Coaches must sign the “Code of Conduct” on an annual basis.

### **35. DUTIES AND RESPONSIBILITIES OF SAFETY PERSONNEL**

In order to assume this position, The HC Safety Program Course must be completed. As a hockey trainer, your primary responsibility is to ensure that safety is the first priority at all times during all hockey related activities, both on and off the ice. You must play a leadership role in enhancing the safety of Players and all others involved with amateur hockey. The following are some responsibilities that the hockey trainers should assume:

- Implementing an effective risk management program with your team, this strives to prevent injuries and accidents before they happen.
- Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution. Players must wear proper protective CHA approved gear at all times.
- Promoting and reflecting the values of “Fair Play” and instilling these values in all participants and others involved with amateur hockey.
- Conducting regular checks of Players' equipment to ensure proper fit, protective quality and maintenance and advising Players and parents regarding the purchase of protective equipment.
- Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
- Maintaining accurate medical history files on all Players and bringing these to all games including medical number.
- Signing out a First Aid Kit and bringing it to all games and practices. Include Mutual Aid Form and Ziploc bags (for ice).
- Mandatory HC Injury Report must be completed, copy to be given to Director and Risk Manager and filed with BCH within 90 days.
- Receive a doctor's certificate from any Player that is returning to play due to injuries. Return to play form must be signed by doctor, copy to Director and Risk Manager.
- Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
- Recognizing life-threatening and significant injuries.
- Managing minor injuries according to basic injury management principals and referring Players to medical professionals and coordinating return to play.
- Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- Facilitating communication with Players, Coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteer regarding safety, injury prevention and Players' health status.

### **36. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS**

In order to assume the position of Team Manager, "Respect in Sport" must be completed by September 15<sup>th</sup>. The Team Manager is appointed by the Coach and is then formally introduced at the first team parents meeting of the year. The Team Manager works closely with the Coaches and assistant Coaches to appoint parents to other positions to ensure adequate team communication with the parents, Players, team Coach and other Association representatives. The Team Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities, these duties include:

- Ensure care is taken of uniforms and other team equipment before, after and between games.
- Assist the Coach with arranging and scheduling exhibition games.
- Ensure safekeeping of the team copy of all game reports.
- Ensure the game report is entered on the OMAHA system within 12 hours of game time.
- Ensure all original top two copies of the game sheets get into the MMHA office for submittal to OMAHA within 12 hours of game time.
- Ensure game write up and team activities including Sponsors name are submitted to the Public Relations executive member for publication in local newspapers.
- Ensure all team events outside regular league play (fund raising activities) are sanctioned.
- Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes before each home game.
- Ensure with the Coach, that Players are informed of their suspensions and when they can return to team activities.
- Ensure that each Player/family and team official receives a game and practice schedule.
- Ensure that all team Players and officials are properly registered or "Carded" for Insurance and Provincial competition, through the Registrar (Rep Teams).
- Ensure that all the rules and policies of the Association are carried out and that any deviations from these are reported to the appropriate Divisional Director. Should the Director be in error a full report in writing should be submitted to the President.

- Ensure through direct confirmation with the team Coaching staff that all Association goal tender equipment, sticks, pucks, pylons, white boards and jerseys are returned to the Equipment Manager at the end of the playing season.
- Ensure that the necessary "Parental Consent, Medical History and Team First form is completed for each Player on the team, signed by the parent and kept handy for potential use with all team activities.
- If a Player is ejected from a game, the Team Manager is to accompany the Player to the dressing room and supervise the Player until end of the game, ensuring the "2-Deep" policy is adhered to.
- In the absence of the trainer, the Manager will assume the Trainer's responsibilities.
- Team Manager together with the Coach shall call a team meeting at the start of the season to hand out, Player contact information, Ice and Concession schedules and any other pertinent information such as, tournaments, dress code, Coach and Association expectations.
- Schedule and notify parents regarding concession duties for all practices, games and special events and schedule and notify parents regarding Score sheet and 50/50 duties during home games.
- Ensure that each Player/parent is notified of all ice times.
- Arrange for and collecting payment for tournaments and apparel orders, etc.
- Carry out all team obligations regarding Association tournaments, etc.
- Telephoning/Emailing Player/parents as directed by the Coach or Manager.
- Organizing extra team events such as pizza parties, sporting events, etc.
- To be responsible or to assign a responsible person to manage the team/division finances.

### **37. MEDICAL AND FIRST AID POLICIES**

At least one member of each team must have currently completed the HCSP Trainers Course. This policy will be firmly adhered to per HC rules and each trainer must be recertified as required by the guidelines set by HC.

#### **FIRST AID KIT-Recommended content as follows:**

- 1 good quality scissors
- 1 box of Ziploc bags for ice/snow packs
- 1 tensor bandage to be used for wrapping on ice/snow packs only
- 1 Ziploc bag with 3"x3" gauze pads
- 1 roll adhesive tape
- 1 triangular bandage (sling)
- 1 bag latex gloves
- 1 box band aids
- 20 index cards
- All First Aid kits are supplied by the Association. Risk Manager will review the contents of it prior to the start of the season. The Risk Manager will make any necessary replacements upon request. Each team will be assigned one First Aid Kit at the start the season. Any team losing the kit will be responsible to replace the First Aid Kit, or funds will be withheld from tournament proceeds.
- Each Player/parent is required to fill out a Player Medical Information sheet with the following information: Player's full name, date of birth, medical number and other pertinent medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission forms and HC Accident Claim Forms.

### **38. SPONSORSHIP POLICIES**

- All team sponsorships shall be the responsibility of the 1st Vice President. Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the 1st Vice President.
- Each team may have only one sponsor.
- Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the 1st Vice President.
- The Association arranges for team sponsors and fees paid are directed to general Association funding. The sponsor is under no obligation to provide additional support to the team and these sponsors should not be approached for further donations throughout the year without the consent of the President.
- Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments and other Association programs. A list of these corporate sponsors will be provided by the 1st Vice President. Teams should avoid approaching these sponsors for additional funding.
- The Association will provide each sponsor's team with jersey sponsor bars for team jerseys and press coverage when available.
- Team Managers have the following duties regarding Sponsors:
  - i. Determine from the Director who the sponsor is for your team.

- ii. Ensure that the Sponsors Name Bar on the back of the jersey is uniformly consistent with the name of the team sponsor.
- The 1st Vice President has the following obligations to the Sponsors:
  - i. Maintain regular verbal or written contact with the sponsor.
  - ii. Deliver a framed team picture to the sponsor (showing the Team Name, Sponsor name and the year the picture was taken) prior to the end of the season.
  - iii. In any press releases given to the local newspaper regarding the team activities the team sponsor's name must be used.
  - iv. It is the responsibility of the 1<sup>st</sup> Vice President to contact each sponsor prior to the season starting to re-confirm the commitment, provide a letter detailing Association, programs and usage of sponsorship money and provide an invoice for current season's sponsorship.

## **39. EXECUTIVE**

### **PRESIDENT**

**Elected position with a 1-year term**

#### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Set MMHA policy and ensure the policy is carried out throughout the programs offered.
- Chair MMHA Annual General Meeting (AGM).
- Chair MMHA Executive meetings.
- Chair the MMHA Discipline Committee meetings in the absence of the 1st Vice President.
- Be the primary contact for MMHA and disseminate information to the executive as required.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.
- Represent MMHA at all OMAHA meetings.
- Attend BCH Annual General Meeting each year.
- Ensure quorum is present at each MMHA Executive meeting in agreement with MMHA Constitution.
- Ensure that all aspects of the MMHA Constitution are in force.
- Supervise the other Officers and Directors in the execution of their duties.
- Assume Past President responsibilities when no Past President is in place or delegates individual duties to other Executive members to ensure coverage.
- Prepare and deliver report at MMHA Annual General Meeting.
- After the close of each Annual General Meeting to: 1) Set the date of the first Executive meeting, 2) Appoint a Finance Committee, 3) Appoint a Discipline Committee, 4) Appoint an Appeal Committee.
- The President retains the authority to suspend any Team, Player, Team Official, and Referee for inappropriate conduct on or off the Ice, abusive language to any MMHA Stakeholder for failure to comply with the MMHA, BCH, HC governance. Subsequent to a suspension a review of the incident will be conducted by the Discipline Committee.
- The President or designate shall be the Director for each of the Representative Teams.
- The President may delegate responsibilities to the 1st or 2nd President and/or other members of the Executive as required.

### **PAST PRESIDENT**

- Consultant to the President.
- Attendance at Executive meetings.
- Assist the Executive as requested.

### **1st VICE-PRESIDENT**

**Elected position with a 1-year term**

#### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Fulfill the President's function in his/her absence. Chair the MMHA Executive meetings and/or AGM in the President's absence.
- Chair the MMHA Discipline Committee meetings.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.
- Solicit sponsorships from corporate members of the community for all Teams.
- Prepare and deliver report at MMHA Annual General Meeting.
- The 1st Vice-President shall, in the absence of the President assume the President's responsibilities.
- Responsible for any other related duties as required.

## **2nd VICE-PRESIDENT**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for all communications matters within and external to MMHA.
- Review and coordinate all team fund raising activities to avoid duplication or conflict of activities within the community, and to ensure activities promote a positive image of MMHA (Ex. Special event sanction permits).
- Responsible to monitor the content of the Web-site and advise Web-site Administrator if any changes are required.
- Attend all MMHA Executive meetings or provide written report in lieu of attendance.
- Prepare and deliver report at MMHA Annual General Meeting.
- The 2nd Vice-President shall, in the absence of the 1st Vice-President assumes the 1st Vice President's responsibilities.
- Responsible for facilitating on-going weekly radio announcements, player interviews, special events, etc.
- Is responsible for any other related duties as required.

## **SECRETARY**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- The Secretary's duties shall be to record the minutes of all meetings of the Association, whether Executive, General or Annual. Meeting minutes should be distributed shortly after each meeting so that members can take immediate action on items requiring follow-up.
- Ensure correct input of tournament dates and contact info is entered on the BCH website.
- The Secretary shall be responsible for all official correspondence and any other related duties as required.
- Attend all MMHA Executive meetings and appoint another exec member in lieu of attendance.

## **TREASURER (Paid Position)**

**Hired by the Executive, 2-year position.**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- The Treasurer shall be responsible for maintaining an auditable set of books to record the financial transactions of the Association.
- The Treasurer is responsible for full cycle accounting and meeting any remitting deadlines, applying for annual gaming grant and any other grants as per the executive.
- The Treasurer shall provide a financial report at each Executive meeting and a Financial Statement and final budget reporting at the Annual General Meeting.
- Serve as signing officer on all MMHA bank accounts.
- Provide updated budget following completion of final registration.
- Ensure funds have been sent to BCH as necessary for the HC Insurance and BCH fees each year.
- Apply for Direct Access grant and gaming licenses on behalf of MMHA.
- Attend MMHA Executive meetings to provide a written report informing the Executive of the current status of operations versus budget.
- Is responsible for any other related duties as required.

## **EQUIPMENT MANAGER**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Maintain inventory of equipment and condition thereof.
- Provide Executive with recommendations on equipment - new, replacement or repair – and costs associated.
- Ensure that all keys, jerseys, equipment, and inventoried lockers are complete at the end of the Season.
- Procure repair services of equipment as necessary to maintain it in good order.
- Ensure all sponsors' crests are ordered and placed on appropriate jerseys.
- Maintain control of keys. Ensure master keys are retained in the Minor Hockey Office.

- Ensure proper use of locker room is maintained throughout the season.
- Ensure that uniforms are properly cared for.
- Complete inventory on completeness and condition of same.
- Have cleaned and procure repairs to equipment and uniforms as necessary over the summer.
- Maintain written inventory of all Association equipment and each team's inventory to be signed by Coach.
- Meet with the Divisional Directors and Coaches regarding division's equipment.
- Is responsible for any other related duties as required.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.

## **HEAD COACH (Coach Coordinator)**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for ensuring all Coaches are informed and trained per the standards of BCH and MMHA
- Technical position responsible for the development of Coaches within the MMHA, and through them, the technical evaluation of Player development.
- To be a resource available to all Coaches and to provide an independent technical opinion.
- To communicate new or improved Coaching techniques and developments to Coaches throughout the season.
- To create and maintain a Coaching directory listing each Coach and their level attained in the HCR. Actively promote Coaches participating in HCR.
- Work with the executive during the Coach Selection Process each season.
- To maintain technical information such as booklets and tapes on Coaching and make them available to the Coaches throughout the season.
- Provide monthly written or oral report on Division Status and issues to the Executive.
- To create a Coaching Evaluation system, and compile and review the results with the Executive.
- When any Player has been identified as a Player to be moved by Coaches within a division, the Head Coach (in consultation with the Risk Manager) must assess the Player, and advise the Division Manager whether or not the Player has the technical ability to move.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.
- Solicit and appoint Coaches for all Divisions, recreation & representative, forming a committee when there may be more than one person interested in the same Coaching position.
- Coordinate Coaching clinics at all levels.
- To work with Public Relations to advertise in the media re: Coach's clinic dates and anything to do with coaching beginning with the Coach's meeting in September.
- To maintain an effective line of communication between the Coaches, the Association, the Directors and the Parents.
- Chair the appointed Coach Selection Committee to approve Coaches for season.

## **REFEREE-IN-CHIEF**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for training and scheduling Referee's for MMHA. Recruit, train, evaluate, and assign officials.
- Advise the Executive on programs to support the recruiting, evaluating, and training of officials.
- Referee in Chief shall be a member of the Discipline Committee.
- Prepare and deliver report at MMHA Annual General Meeting.
- Request clinic date in September from District RCM, and arrange for a meeting room and ice time on that date.
- Inform Website Administrator or one of the Presidents in placing information on MMHA website with clinic information.
- Provide officiating and suspension rules interpretations upon request.
- When discipline or assignment problems arise, contact the 1st Vice President for assistance if required.
- Be informed of Gross, Match, and Game Misconduct procedures in order to respond to requests from Coaches and members as required.
- Post in the Ref Room, all information, bulletins, etc. as received from OMAHA and BCH, in order that the officials are current with any and all changes, as they take place.
- To maintain an effective line of communication between the Referees, the Association and the National Referees Certification Program.
- To appoint the referees for all recreation leagues, rep team and exhibition games and this appointment shall

be final.

- Submit referee payment expense claim at the end of the month.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.

## **ICE AMBASSADOR (Paid Position)**

**Hired by the Executive, 1-year position (allowing renewal option without reposting at the discretion of MMHA)**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for scheduling all MMHA Ice facilities to each division.
- The Ice Ambassador shall ensure at all times (no exceptions) that the Nicola Valley Memorial Arena ice surface is utilized to full capacity before scheduling with any other ice surfaces.
- Weekly practices may alternate between the Merritt and Shulus arenas.
- Represent MMHA at City of Merritt meetings to discuss allocation of ice to MMHA for both regular season, playoffs and tournament blocks.
- Represent MMHA at the Shulus Arena's ice user's meeting.
- In the spring, receive from MMHA Executive (and/or Registrar) forecasted enrollment for the following season, and the criteria for the approved program to be delivered at each level. Using this information, develop a "master" ice plan as a basis for planning for the following season. Keep in mind the following limitations:
  - i. Peewee and older can use weekday ice beginning no later than 7:00 AM (ending by 8:00am) due to high school Schedule. Holidays and PD days excluded.
  - ii. Atom Development and younger can use weekday ice beginning as early as 5:30am as long as they are off the ice no later than 6:45am due school schedule. Holidays and PD days excluded.
- Develop ice schedule to fulfill program approved by the Executive and post this schedule on the MMHA website at least 1 week in advance.
- Attend OMAHA league scheduling meetings for Representative and Recreation leagues.
- Unused rep slots should be held in reserve as necessary to allocate out at a later date to groups most affected by lost ice due to tournaments, weather cancellations, etc.
- If there are unallocated ice times, the Ice Ambassador shall keep them in reserve to allocate out at his/her discretion to make up for schedules most affected by interruption.
- In September the Ice Ambassador should work with the Divisional Directors to allocate ice necessary to host tournaments as approved by the MMHA Executive.
- In February, ice slots are to be held available for each team until such teams have been eliminated from playoff contention. (Note: Just because a team has been eliminated does not mean all their ice is given away. They do however risk having their times altered to facilitate hosting of other playoff games.
- The Ice Ambassador shall work with the respective Division Managers/Directors when scheduling any exhibition games.
- Monitor effective use of ice and forward concerns about ineffective use of ice to the Executive.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.
- Advise Arena managers of any changes to the existing ice schedule.

## **DIVISION DIRECTORS**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- The President or a designate is the Director for all Representative Teams.
- Divisional Directors oversee the recreation league teams in his/her division.
- Oversee recreation league team selection.
- Inform the Equipment Manager of equipment requirements and help maintain inventory lists for division.
- Approve all out of town exhibition games and tournaments for recreation teams in his/her division.
- Request travel permission from OMAHA for all tournaments.
- Co-ordinate the allocation of Players to teams within his/her division.
- Provide the registrar with a list of each teams' officials and Players.
- Co-ordinate the Division Tournament.
- Work with Ice Ambassador 30 days prior to tournament to complete the ice schedule and distribute to teams, referees, timekeepers and arena managers.
- Submit Tournament Sanction Request to BCH.
- Complete Tournament Follow-up Report to BCH upon completion of tournament.
- Responsible for submitting Proposed Budget and Recap for home Tournament.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.



## **REGISTRAR**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for ensuring all Players are members in good standing of BCH, OMAHA, and MMHA.
- Propose due date for Players returning from previous season, to register.
- Send out registration forms.
- Propose date to accept new Player registrations, advertise accordingly, and publish registration form to website.
- Maintain current registration database on (HCR) separating those wishing to try-out for rep teams and those playing recreation, on MMHA computer and provide up to date registration data to Executive and League Officials as required.
- Maintain a wait list in age categories where current capacity is full, adding new registrants on as necessary.
- Provide written report to the Executive when required.
- Provide accurate registration figures by division when necessary, including a breakdown of goalies.
- Ensure that all Players and Coaching staff are approved and insured by entering into database.
- Provide master list for Executive group for all registrants by division.
- Maintain compliance with all OMAHA & BCH registration deadlines.
- Process Player withdrawals from league during the season and issue refunds if/when necessary.
- Maintain Player affiliations for all teams.
- Ensure all Players and Coaching staff are entered into teams in the HCR database. Advise of any changes to team rosters throughout the season to the OMAHA Registrar.
- Receive and submit Special Event Sanction forms on behalf of all MMHA teams.
- Coordinate registrations through Jump Start and Kids Sport.
- Coordinate all incoming transfers.
- Ensure all members of the Executive have "Respect in Sport" (Coach Program) for Insurance purposes.
- Send out tax receipts.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.

## **TIMEKEEPER CO-ORDINATOR**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for holding clinic at the start of the season.
- Responsible for facilitating training.
- Responsible for securing timekeepers for games.
- Submit timekeeper's payment expense claim at the end of the month.
- Distribute payments to timekeeper's at the end of the month.
- Forward team game sheets to OMAHA.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.

## **PUBLIC RELATIONS**

**Elected position with a 1-year term**

### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- To distribute information on awards available to divisions, special awards and MMHA awards.
- To co-ordinate awards night.
- Responsible for the care and maintenance of awards.
- Provide thank you letters to each corporate sponsor along with team pictures when available.
- Liaison with media -newspapers, radio etc, to develop a working relation between MMHA and media.
- Keeping in close touch with the Coaches and to watch for news and feature stories.
- Writing notices about these activities for the press.
- Helping reporters get stories they request by checking with Coach and manager.
- Bringing feature stories to the management's attention and suggesting them to the press.
- Proposing to manage activities which will result in good news stories.

- Preparing any promotional literature the executive may require.
- Suggesting a photo-story possibility to editors.
- Reporting of team games and activities to the media.
- Preparing a newsletter for MMHA 3 times per year.
- Responsible for scheduling and organizing of MMHA picture night.
- Responsible for coordinating activities for MMHA week.
- Attend all MMHA Executive meetings or provide a written report in lieu of attendance.

## **RISK MANAGEMENT**

### **Elected position with a 1-year term**

#### **Responsibilities:**

- To understand and adhere to policies set forth by the MMHA Executive.
- Responsible for implementing, administering and evaluating the association's risk management program.
- The BCH, SAFETY AND RISK MANAGEMENT MANUAL, is utilized by the Risk manager in administering MMHA's risk management program.
- Must be qualified in the HC Safety Program.
- Must be qualified in Respect in Sport.
- Ensure that all Association teams have at least one HCSP qualified person assigned to their team roster. (for HC certified teams by Sept 15<sup>th</sup>).
- Maintain accurate and current Association records of all HCSP qualified people.
- Attend Association executive meetings and advise the executive of all safety and risk Management concerns within the Association.
- Complete regular arena safety checks on all facilities used by the Association and liaise with the arena facility manager with respect to Association safety issues.
- Conduct regular meetings with team safety people.
- Act as a risk management advisor for Association tournaments/special events.
- Ensure that all teams have adequate supply of and access to HC injury report forms.
- Establish a protocol for handling all injury report forms - i.e. receiving completed forms back from injured Players, ensuring forms are completely and accurately filled out, copy form for Player file, forwarding completed form to BCH office—within 90 Days.
- Establish Association protocol for response to serious injury and/or death of a member i.e. Association risk manager to be notified immediately, risk manager to notify BCH immediately, ensure serious injury report form is completed and forwarded to HC through the BCH office.
- Receive and act upon all injury statistics.
- Inform facility manager(s) of any injuries which may arise as a result of facility hazards/deficiencies.
- Support the decision making authority of the team safety people and be prepared to communicate with parents, team officials, or Players should there be conflicts of opinion with regard to removal from/return to play.
- Investigate all safety concerns reported by a team safety person or other interested party.
- Ensure every parent in the Association is aware that "Safety for All" booklet is available to download on the BCH website.
- Insist on the Executive having a policy relative to Executive volunteer liability.
- Review event sanction request form and guidelines with all team safety people to ensure that every team knows what constitutes a "sanctioned" event.
- Review all event sanction requests before forwarding to the Association President for signature.
- Advise facility management staff of the Emergency Action Plan.
- Set up EAP information sheet for visiting teams / tournaments / special events.
- Organize training drills for team safety people - practice on ice response to injury, implement EAP, etc.
- Receive all BCH risk management bulletins and keep safety people current with this information.
- Conduct annual safety / risk management meetings for parents.
- Be responsible for the Association inventory of first aid kits. Distribute to teams at beginning of season and establish replenishment procedures.
- Ensure teams have completed their medical history forms prior to their first game of the season.
- Be aware of TEAM FIRST program.
- Establish financial resources or purchase insurance to protect the Society from losses arising out of its activities.
- Facilitate the Safety Persons Program.
- Provide each team's Safety Person with HC Injury forms.

- Ensure medical certificate is received for all injured Players returning to play.

# **NICOLA VALLEY MEMORIAL ARENA CODE OF CONDUCT**

All participants, spectators, volunteers, Coaches and other users of the Nicola Valley Memorial Arena are expected to adhere to the following general rules of conduct while using the facility:

## **TO RESPECT THE BUILDING**

- Users of the Nicola Valley Memorial Arena are expected to take care not to damage the building or equipment in the building, to keep the building clean, and to report any damage to the facility staff immediately.

## **TO RESPECT OTHER FACILITY USERS**

- Users of the Nicola Valley Memorial Arena are expected to take care not to intentionally injure or interfere with the enjoyment of others using the Centre.

## **TO RESPECT FACILITY STAFF AND OFFICIALS**

- Users of the Nicola Valley Memorial Arena are expected to treat facility staff and even officials and volunteers with respect and to adhere to the rules and regulations pertaining to the safe and enjoyable operations of the Centre.

## **FAILURE TO ADHERE TO THE CODE OF CONDUCT**

- Individuals found to have deliberately and willfully damaged facility equipment or the building may face criminal charges, may be suspended from using the facility for a period of up to one year and will be required to make financial restitution.
- Individuals found to have damaged facility equipment or the building through their own negligent behavior may be suspended from using the facility for a period of up to one month and will be required to make financial restitution.
- Individuals who are consistent behavioral problems who risk the personal safety of others in the facility may be suspended from using the facility for a period of up to one month, for each incident.
- Individuals who are verbally or physically abusive to facility staff, volunteers, officials, participants or spectators may face criminal charges and may be suspended from using the facility for a period of up to one year for each incident.
- Notwithstanding, special circumstances may warrant suspensions exceeding those noted above in cases of extreme vandalism, abuse or inappropriate behavior.



## MMHA SCREENING PROCESS

### 1. Risk Assessment

- MMHA requires a Criminal Record Check (CRC) for all volunteer and paid positions in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position;
- All CRCs that are returned with a criminal record are reviewed by the Risk Manager and the President, to decide on safety and the suitability of the volunteer;
- MMHA requires Respect in Sport be completed by all volunteers in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position;
- MMHA rostered officials must have the necessary credentials, as per BCH and HC policy;
- MMHA has duties of the executive are laid out in the MMHA (see Policy Manual);
- MMHA has a Risk Manager who, along with the Administrator of Hockey Operations, is responsible for the development and oversight of 'risk' within the Association;
- MMHA has clear statements in the MMHA Policy Manual regarding Risk Management (See Policy);
- MMHA has a clear policy on Harassment and Bullying (see Policy Manual);
- MMHA has a clear Dressing Room and Two Deep Rule policy (see Policy Manual);
- MMHA has a clear Complaints Process (see Policy Manual); and

### Action Required

- MMHA will identify volunteer positions according to the designations of High, Medium or Low risk;
- MMHA will explore Vulnerable Persons checks for those volunteers with a high risk designation; and
- MMHA has a clear Special Event and Finance Policy.

### 2. Clear Position Descriptions

- Organizational lines of authority are clear within the Association;
- Executive members are aware of their moral and ethical duties and the need to make responsible decisions; and Each Executive member signs an oath that outlines their moral and ethical duty as well as the need for confidentiality.  
MMHA Screening Process Action Required
- MMHA has clear job descriptions in their MMHA Policy Manual.

### 3. Recruitment Program

- MMHA prides itself on its dedicated volunteers. However, like many Associations, the volunteer pool seems to be dwindling each year. Recruitment of fresh faces is done primarily by word of mouth;
- MMHA holds a competitive process for all Rep Coach positions which includes application deadlines and panel style interviews (see below for further information on the application process);
- MMHA holds a competitive process for all paid positions. These are posted on our website and in the local paper;
- Should there be more than one person interested in a Head Coach position in the Recreation Division, the Executive would choose the most suitable candidate. This may include a competitive process;
- MMHA has historically had a cohesive and well run Executive. There is a conscious effort to balance 'Old Guard' members with fresh faces and new ideas;
- A number of MMHA Executive Members do not have children in the Association any longer. This provides additional balance and promotes objective decision making; and
- Successorship is discussed and strategically approached by the MMHA Executive.

#### **4. Application Forms**

- MMHA has a formal application form for all Rep and Atom Development Head Coaches. The form follows the key concepts listed in the tool box and is much like the HC example provided. This application form can be found on the MMHA website;
- MMHA does not currently have an application form for other volunteer positions; and
- MMHA has an application form and requests resumes when they advertise for any paid positions.

#### **5. Interviews**

- MMHA holds formal interviews for all Rep and Atom Development Head Coaches;
- These interviews are typically done by a panel of three. Panelists are screened for any conflict of interest; Questions are researched and follow HC guidelines. Questions are geared to explore each applicant's skills, knowledge and Coaching philosophy. Some of these include behavioral type questions (i.e. tell me about a time you had to deal with a difficult parent. How did you handle the situation, what did you consider, what was the outcome);
- For each Division, applicants are asked the same set of questions;
- The applicants answers are scored by the panel;
- There is currently no formal interview process for other MMHA volunteer positions. Screening for suitability is done on a less formal basis – typically through an informal discussion with one or more member of the Board; and
- MMHA holds formal interviews for paid positions.

#### **6. Reference Checks**

- Reference checks are completed on all applicants for Rep and Atom Development Head Coach Positions;
- Reference checks are completed on volunteers for other MMHA positions as felt necessary; and
- Reference checks are completed on all applicants for paid positions.

#### **7. Police Checks**

- MMHA requires a Criminal Record Check (CRC) for all volunteer and paid positions in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position; and
- All CRCs that are returned with a criminal record are reviewed by the Risk Manager and the President, to decide on safety and the suitability of the volunteer.

#### **Action Required**

- MMHA will explore Vulnerable Persons checks for those volunteers with a high risk designation.

#### **8. Orientation and Training**

- MMHA runs a full orientation for Coaches at the beginning of each season. These orientations are typically run by the Head Coach;
- The Head Coach is then available to the Coaches throughout the season for training, support and guidance;
- MMHA also runs clinics focused on Coach Development with guest instructors/speakers;
- All Coaches are required to have the necessary certification, according to BCH and HC policy;
- MMHA runs an orientation for Managers at the beginning of each season. MMHA's Manager's Manual is available for reference;
- All HCSP are required to have the necessary certification, as per BCH and HC policy;
- MMHA officials are trained and oriented by the RIC. Referee development is scheduled throughout the year. MMHA sends referees to the BCH Referee School in Osoyoos each year; and
- MMHA Executive starts each year with signing an Oath of Confidentiality and an intention to act in good faith on behalf of MMHA.

#### **Action Required**

- MMHA will implement a Coach's Manual and review the HC Manager's Manual to ensure pertinent information will be adopted.

#### **9. Supervision and Evaluation**

- Coach evaluation feedback is made available from the Head Coach,

- The Head Coach is available to all Coaches at all levels. This person provides guidance, support, knowledge and feedback on an ongoing basis;
- The Head Coach observes games and practices and will go on the ice or bench with Coaches as requested or required;
- Yearly meetings are held with the parent group in Initiation, Novice, Atom and Pee Wee. Feedback is gathered and change is implemented as needed; and
- Coach Development clinics or meetings are also places where supervision and evaluation can occur.

### **Action Required**

- MMHA will implement a Coach evaluation process through Survey Monkey.

### **10. Participant Follow Up**

- Please see above section on Supervision and Evaluation.

### **11. Statement of Readiness**

- MMHA has recently overhauled its Policy Manual. All policies are up to date. The document is thorough and covers much of the screening process.

### **Action Required**

- MMHA to review the screening document 'Safe Enough: Reviewing Your Screening Process' and make any further changes as necessary.



# MERRITT MINOR HOCKEY PARENT CONTRACT

It is the intention of this CONTRACT to promote “Fair Play” and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of “Fair Play”.

## “FAIR PLAY” CODE

I will not force my child to participate in hockey.

I will remember that my child plays hockey for his or her enjoyment, not mine.

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will make my child feel like a winner every time by offering praise for competing fairly and hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as Players.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of the “FAIR PLAY” CODE as set by Hockey Canada and supported by the Merritt Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the Merritt Minor Hockey Association.

**PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_





## MERRITT MINOR HOCKEY PLAYER CONTRACT

It is the intention of this CONTRACT to promote “Fair Play” and respect for all participants within the Association. All Players must sign this contract stating that they will observe the principles of the “Fair Play” Code before being allowed to participate in hockey.

### “FAIR PLAY” CODE

I will play hockey because I want to, not because others or Coaches want me to.

I will play by the rules of hockey and in the spirit of the Game.

I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.

I will respect my opponents.

I will do my best to be a true team Player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays and performances - those of my team and my opponents.

I will remember that Coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the “FAIR PLAY” CODE as set by Hockey Canada and supported by the Merritt Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Merritt Minor Hockey Association.

**PRINT  
NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PLAYER** \_\_\_\_\_

**TEAM** \_\_\_\_\_

**NO.** \_\_\_\_\_



## TEAM OFFICIALS' CONTRACT

It is the intention of this contract to promote "Fair Play" and respect for all participants within the Association.

All Coaches must sign this contract before being allowed to participate in hockey and must continue to observe the principles of "Fair Play".

### "FAIR PLAY" CODE

I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive equal instruction, discipline, support and appropriate, "Fair Playing" time.

I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment and facilities are safe and match the athlete's ages and ability.

I will remember that children need a Coach they can respect. I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my Coaching skills.

I agree to abide by the principles of the "FAIR PLAY" CODE as set by Hockey Canada and supported by the Merritt Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Merritt Minor Hockey Association.

**PRINT  
NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TEAM OFFICIAL** \_\_\_\_\_

**TEAM NO.** \_\_\_\_\_



**Merritt Minor Hockey Association  
Oath of Office and Confidentiality Agreement**

I, \_\_\_\_\_, a member of the Executive of **Merritt Minor Hockey Association**, declare that I have read, understood and agree to comply with the Merritt Minor Hockey Association Code of Conduct, Policy on Conflicts of Interest and other applicable policies, and that in carrying out my duties as an Executive member, I will:

1. Exercise the powers of my office and fulfill my responsibilities honestly, in good faith and in the best interests of the Merritt Minor Hockey Association.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport. Regularly seek ways of increasing professional development and self-awareness.
3. Respect and support the Merritt Minor Hockey Association's By-laws, Policies, Code of Conduct, Policy on Conflicts of Interest and decisions of the Executive and Membership.
4. Keep confidential for an indefinite period of time all information, unless the Executive determines that such information is public. This shall include, but not be limited to, information about personnel, any personal information, and matters of a sensitive manner dealt with during "*in camera*" meetings of the Executive. I recognize the value and sensitivity of confidential information and understand that it is protected by law (Federal Privacy Act, Personal Information Protection and Electronic Documents Act (PIPEDA)).
5. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
6. Treat members of MMHA and other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
7. Direct comments or criticism at the performance rather than the person. Consistently display high personal standards and project a favourable image of the sport and volunteering. .
8. Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.
11. Immediately declare any personal conflict of interest that may come to my attention.
12. Immediately resign my position as a Member of the Executive of Merritt Minor Hockey in the event that I, or my colleagues on the Executive, have concluded that I have breached this *Oath of Office*.

**VOLUNTEER SIGNATURE** \_\_\_\_\_

**WITNESS NAME (Printed)** \_\_\_\_\_ **WITNESS SIGNATURE** \_\_\_\_\_

**DATED the** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_ **at** \_\_\_\_\_, **BC**