

**MOOSE JAW MINOR HOCKEY ASSOCIATION  
POLICY MANUAL AND REGULATIONS**

**April 4, 2017**

**Definitions**

Moose Jaw Minor Hockey Inc. - Moose Jaw Minor Hockey, MJMHA, Association

SHA - Saskatchewan Hockey Association

Tier 1 and 2 - teams that play in external leagues

Female Rep – teams that play in external leagues

Tier 3 – all male and female teams that play in the MJMHA league

**POLICY ONE - THE ASSOCIATION**

- A. These rules and regulations are set in place, not to restrict any members, but rather to ensure the protection of all members of the Association. It is important to note that these rules and regulations are based upon reason, fair play, sportsmanship and other such values and for this reason it is asked of members that they support them in principle rather than attempting to circumvent them.
- B. All persons who have a child registered in MJMHA who coach or manage a team or who serve on the Board of Directors are members of the association and therefore have a responsibility to attend the Annual General Meeting and exercise their right to vote.
- C. The Association shall be governed by SHA/Hockey Canada Rules and Regulations. Additional provisions as permitted by those rules shall be adopted as deemed necessary by the Association through its Board of Directors. These additional provisions shall be stated in the rules, regulations and /or minutes of the Association.
- D. It is understood that Tier AA, A and Female Rep teams playing in outside leagues, such as SBAAHL, SSMHL, SSFHL, HRI will be subject to the rules and regulations of those leagues as well.
- E. It is recognized that AAA Midget is under the jurisdiction of Moose Jaw Minor Hockey. However, the operations require a separate set of rules and regulations (Saskatchewan AAA Hockey League)

**POLICY TWO - MEMBERSHIP AND REGISTRATION**

**A. Membership**

- 1. For purposes of SHA registration, MJMHA teams will be categorized as AA Center.
- 2. Parents of players become members upon payment of the player's registration fee.

**B. Registration**

- 1. The registration fee shall be established by the Board prior to May 1st for the next season.
- 2. The fee for each division will reflect the cost of ice time and officials, and overhead costs as determined by the board.
- 3. Registration fees shall include a 'family rate' \$200 discount for third child.
- 4. A \$40.00 fee will be applied on NSF cheques.
- 5. All players, including female, will play on one team only, except that they may play as affiliates according to the terms set out in this Policy, SHA and Hockey Canada.

6. Players registering for the first time with the Moose Jaw Minor Hockey Association must have a parent or legal guardian complete a MJMHA registration form reflecting their actual residential address.
7. Any player registering for Initiation is exempt from any \$50.00 increase that is applicable after the registration deadline.
8. Registration for MJMHA players.
  - i. Registration deadline is July 31<sup>st</sup>.
  - ii. After July 31<sup>st</sup> fees will increase \$50.00 per player.
  - iii. Full registration fees to be paid by September 30<sup>th</sup>, postdated cheques accepted.
  - iv. Respect in Sport will be mandatory for all families and must be completed prior to November 15<sup>th</sup>.
  - v. MJMHA has a no pay no play policy. Parents that anticipate having difficulty being able to pay the funds required are to discuss the situation with the Minor Hockey Office at the earliest possible time. Upon this notification, the office will provide opportunities for an alternate payment plan. If a parent is unable to fulfill their fee obligations the office/board has the option of suspending the player until the necessary funds are paid. It is the expectation of MJMHA that all possibilities be explored prior to the player being suspended.
9. Respect in Sport will be mandatory for all families and must be completed prior to November 15<sup>th</sup>.
10. Bantam and Midget AA will open up a maximum of 5 spots for players registered via concession.

### **C. Eligibility**

1. In order to participate in the MJMHA program, the player must be a bonafide resident of the Moose Jaw hockey centre, as defined by SHA Regulations, except for Moose Jaw AAA. Proof of residency may be required.
2. A player who is forced to attend school in Moose Jaw, whose parents' principal residence is in a community which has no school or hockey program.
3. A player who attends school in Moose Jaw, but whose parents' principal residence is in a community which has an active hockey program may be eligible to register in MJMHA only with the permission of the Board and the SHA (SHA CONCESSION)

### **D. Refund Policy**

1. A request for a refund will be the date that the MJMHA office is informed in writing that the player has quit or is moving. Refunds are calculated as follows:
2. A refund of 75% of the registration fee will be issued if the player quits after placement on a team and before November 15.
3. A refund of 50% of the registration fee will be issued if the player quits after November 15 and before December 15.
4. A refund of 25% of the registration fee will be issued if the player quits after December 15 and before January 15.
5. No refund will be issued if a player quits, moves or is injured after January 15.

## **POLICY THREE - STRUCTURE OF MJMHA**

### **A. Teams**

1. The Board may form such AA Tier I, Tier II and Female Rep teams as it considers appropriate and as required by SHA regulations.

2. In forming Tier I, Tier II, and Female Rep teams the Board shall make every effort to provide a quality Tier III program.
3. All other League teams will be classified as Tier III.
4. No player in any division will be permitted to be registered at a level higher than their age allows.
5. Divisions shall be as follows, all ages to be taken as of December 31 in the year of registration:

#### **Initiation programs for 4 to 6 year olds**

Instruction for players at this level will focus on fun and skill development. It is the goal for this program to introduce and build on skating skills, then move on to the introduction of basic hockey skills. At the higher levels players will be introduced to traditional Hockey games. This program follows the Prescribed Hockey Canada Initiation Program Instruction.

#### **Novice programs for 7-8 year olds**

At this level the players will build on the instruction that they learned in the Initiation Level. All players male and female are evaluated at the beginning of the season and then are divided into three divisions. The top evaluated players may be asked to participate on what MJMHA calls a Novice "A" team, the association will have either 0 or 2 or more teams. The balance Evaluated kids will be placed on equal teams within a B and C division.

#### **Atom Programs for 9-10 year olds**

Players at this level will have the opportunity to try out for the atom "A" team. This team will be selected from a pool of kids who register for tryouts (a small fee may apply) This team plays out of the Regina Hockey League; extra fees will apply. All players who are not successful at gaining a spot on this team will automatically be evaluated and placed on an Atom "B" team (AA Tier III team).

#### **Peewee Programs for 11-12 year olds**

Players at this level will have the opportunity to try out for the "AA" and "A" teams. These teams are selected from the pool of kids who register for tryouts (a small fee may apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on one of the two teams will automatically be evaluated and placed on a PW "B" team (AA Tier III team).

#### **Bantam Programs for 13-14 year olds**

Players have the opportunity to try out for the "AA" & "A" teams. These teams are selected from the pool of kids who register for tryouts (a small fee may apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players not successful at gaining a spot on one of the two teams will automatically be evaluated and placed on a Bantam "B" team (AA Tier III team).

#### **Midget Programs for 15-17 year olds**

Players will have the opportunity to try out for the "AA" & "A" teams. These teams are selected from the pool of kids who register for tryouts (fees may apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on one of the two teams will automatically be evaluated and placed on a Midget "B" team (AA Tier III team).

#### **Female teams from Novice to Midget will be formed if registration numbers support**

Novice and Atom play in the Moose Jaw League, extra fees will apply at the Peewee, Bantam and Midget levels. The PW team plays in hockey Regina and the Bantam and Midget teams play in the South Sask Female Hockey League.

#### **Midget "AAA" - this program is open to players 15-17 years of age**

This team plays out of the Saskatchewan Midget AAA League. This is a Team that is managed by a Board representing the best interests of MJMHA.

6. Players in the entire Tier III Divisions will be grouped by their respective Directors and Coaches into teams of equal strength and ability.
7. In all age categories All-Star Teams will not be permitted. As per SHA rules and regulations.
8. The Board shall establish dates for the completion of team rosters. If a team fails to meet the deadline, the Division Coordinator may establish the teams' roster.
9. The season runs approximately 24 weeks.
10. Each team will have one coach, minimum of one assistant coach, a trainer and may have one manager, all of whom will, at all times, display conduct befitting the position, good sportsmanship and good manners and shall, by example, induce the players to display similar behaviour.
11. Coaches, Assistants and or managers violating rules of play and conduct will be disciplined.
12. All team officials (coaches, managers, assistant coaches and trainers) must be approved by the Board of Directors.
13. All team officials must meet the minimum coaching requirements as set out by SHA and Hockey Canada.
14. Team personnel must be prepared to attend meetings called by the division Coordinator as he/she may deem necessary throughout the season.
15. Teams are responsible to pay all outstanding debts prior to the end of the season.
16. Game officials assigned by the association will be paid by the MJMHA. Officials for all exhibition games are to be paid in cash by the participating teams. All officials for all game formats are to be booked by the co-ordinators.
17. A \$500.00 Performance Bond is required by all teams. This covers losses or damages during the current hockey season. The Performance Bond must be claimed by all teams by April 15th of the current hockey season. Unclaimed funds will become MJMHA General Revenue.

**B. Tier AA, A and III Evaluations (for more detailed information refer to Section 7)**

1. All players must be registered and proof of registration may be required prior to on ice participation.
2. In order to ensure MJMHA has accurate counts of players wishing to play tiered hockey, a non-refundable fee and deadline for registering for tiered hockey may be established and set by the board of directors.

**C. Team Functions**

1. Social functions held for the players must be approved by the parents.
2. Teams will be expected to participate in league fund-raising projects.
3. All social functions held for the players must be attended or chaperoned by the Players' parents.

**D. Fund-Raising**

**1. Association**

- a. MJMHA from season to season may participate in an association wide fund-raiser; all registrants will be required to participate.

**2. Teams**

- a. All fund raising activities are to be included in the team's financial reports which are provided to the Division Director at the end of the year, or when requested.
- b. The Board of Director may impose limits on team fundraising and or set maximum team budgets
- c. Parents/players cannot individually profit from the team fund-raising activities. Each individual parent/player account is to be treated as a not for profit situation.
- d. A player/parent shall not get back at season end more than they contributed in actual dollars (if a person has fund-raised \$810.00 and contributed \$100 in cash for a total of \$910 with actual spending of \$600, then they can only receive \$100 at year end). These funds do not include the Registration amount paid to MJMHA for Registration.

- e. The team is to decide how they disperse any remaining funds at season's end (spend on team functions; donate funds to MJMHA, Jumpstart, etc.).
- f. Teams are prohibited from approaching or soliciting funds from an association sponsors. Teams are not to contact these sponsors in any way.

### 3. Tournaments

Each team will be allowed to receive up to \$1000 per team as a fundraiser from an Association hosted tournament. Tournaments will pay to MJMHA an excess over \$1000. These funds will be dedicated to a Jersey and Equipment replenishment.

## E. Coaches and Assistant Coaches

*NOTE: For the purposes of this section, the word "Coach" shall be taken to mean "Coach" and "Assistant Coach".*

### 1. Requirements

- a. Any MJMHA Board Member shall not act as Coach or Assistant Coach in any division. Subject to board approval.
- b. All team officials must meet the minimum coaching requirements as set out by SHA and Hockey Canada.
- c. The position of "Volunteer" is not considered a standard position for any coaching staff. Special circumstances may arise that this position would be effective to use. All decisions on the use of the Volunteer will be made at the discretion of the Registrar/Board. Any member granted Volunteer status must have completed the *Coach Respect in Sport Program*.
- d. All registered coaching staff must have a Criminal Record Check done and returned to MJMHA by Nov 15 of the current season.
- e. Coaching staff not completing the Criminal Record Check by the required date will be immediately deregistered until the check is completed and returned the MJMJA Office
- f. Criminal Record Checks need to be repeated every 2 years.

### 2. Duties and Responsibilities

- a. Coaches will follow current rules and regulations of hockey as established by CHA, SHA, and MJMHA
- b. Coaches must assume responsibility for the conduct of their players and coaching staff on and off the ice during the time that they are under their supervision. Lack of control by the team management may result in disciplinary action.
- c. Coaches must conduct themselves in an exemplary manner. Any unseemly conduct, including excessive profanity, the illegal or intemperate use of alcohol or drugs, or the provision of such substances to players will be dealt with by the Discipline Committee and may lead to the suspension or dismissal of the coach.
- d. Coaches must become familiar with the philosophy and rules of the Association. Failure to follow either one or both may result in disciplinary action.
- e. Coaches and Players will shake hands at the end of each game
- f. Coaches must not allow players to drive to ice times played outside the city of Moose Jaw/15 Wing.
- g. Coaches shall be responsible to the Division Coordinator.
- h. Coaches shall report to coordinator team imposed suspensions
- i. Complaints shall be submitted in writing by the coach to the Division Coordinator or the MJMHA Executive/Office.
- j. We recommend that all players wear a proper mouth guard.
- k. It is the coaches' responsibility to ensure that all players are wearing approved equipment in the proper fashion, as set out in the Hockey Canada /SHA rules and regulations, for games and practices.
- l. Players must not be allowed on the ice during practice sessions unless there are properly equipped regardless of the extent to which they intend to participate in the practice.

- m. Complaints about officials: if a coach believes an official to be incompetent or in error, he must register the complaint in writing to the Division Coordinator. If the complaint is considered valid, the league may take the matter to the Moose Jaw Hockey Officials Association.

#### **F. Trainers**

1. Subject to approval by his/her Director and ratification by the Board, a Coach may recommend a person to serve as Team Trainer.
  - a. All registered coaching staff must have a Criminal Record Check done and returned to MJMHA by Nov 15 of the current season.
  - b. Coaching staff not completing the Criminal Record Check by the required date will be immediately deregistered until the check is completed and returned the MJMJA Office
  - c. Criminal Record Checks need to be repeated every 2 years.
2. All team Trainers are expected to assist the coach and assistant coach by:
  - a. Having available at all games and practices completed player medical forms.
  - b. Maintain an adequately stocked medical kit.
  - c. In addition to the SHA Guidelines MJMHA requires all trainers to complete the SHA Speak Out Clinic or be subject to fines by SHA.
  - d. Insure that all injuries that require medical attention are reported to SHA (information available on the MJMHA Web site under FORMS)

#### **G. Managers and Treasurer**

1. Subject to approval by his/her Director and ratification by the Board, a Coach will recommend a person to serve as Team Manager and Treasurer.
  - a. All registered coaching staff must have a Criminal Record Check done and returned to MJMHA by Nov 15 of the current season.
  - b. Coaching staff not completing the Criminal Record Check by the required date will be immediately deregistered until the check is completed and returned the MJMJA Office
  - c. Criminal Record Checks need to be repeated every 2 years.
2. If a coach's spouse/partner is the team manager the team is required to have another parent as a parent liaison. This person must be unrelated to all coaching staff.
3. Any coach's spouse/partner shall not hold the position of treasurer for said team. All teams are required to have a minimum of 2 signatures that are not related on the team account.
4. All team managers are expected to assist the coach and assistant coach by carrying out duties such as but not limited to:
  - a. scheduling and communication related to the arrangements of games, practices, tournaments and team events
  - b. arranging meetings with parents as required;
  - c. assisting with fund raising and record keeping as required;
  - d. Carrying out such other duties as required by the constitution and POLICYs of the Moose Jaw Minor Hockey Association, and/or by the Coach.
  - e. Attend MJMHA Manager/Treasurer Meeting at the beginning of the season
  - f. Each team is required to establish a team budget at a parent's meeting early in the season.- The team budget will specify the dollar figure that each player is to contribute. Budget is to be submitted to the Division Coordinator. All submissions will be filed at the MJMJA Office.
  - g. At the end of the season, and at such other times as may be required by the Board of Directors, submit a detailed statement of income and expenditures, complete with all pertinent receipts and deposit records. This needs to be submitted at the time of equipment return. A record shall be given to the parent at this time as well.

## **5. Game Sheet Entry – Atom to Midget MJ League**

- a. Team manager is responsible to input all game sheets from regular season and playoffs games onto the appropriate area of the MJMHA website within 24 hours. These include goals, assists, penalties, suspensions and parent ejections in their entirety for both teams. Photo of scoresheet must be uploaded.
- b. Failure to input games will result in a \$25 fine per infraction from their team's performance bond.
- c. Coaches are responsible for their team's game sheets. (Regular season, exhibition games and tournament games) and must give white copies for all games to the office or respective division coordinator.

## **6. Game Sheet Entry – Novice**

- a. Teams will upload a photo of the original game sheet to the website.
- b. Teams will not enter game sheet data on the web site.
- c. Coaches are responsible for their team's game sheets (regular season, exhibition games and tournament games) and must give the white copies for all games to the office or the respective division coordinator.

## **H. Affiliation**

**\*\*It is the policy of MJMHA to provide opportunities for all player to participate at a higher level, and develop skills and abilities to further their hockey experience in a positive manner.**

1. Only those players properly registered may participate in the association affiliation process.
2. All requests for an affiliate player must be emailed to the coach, MJMHA office and division coordinator, the reply must be send through the same as well. All emails must be answered immediately or the coordinator/office will respond.
3. If the reason for not allowing a player to participate in the higher level is not supported for valid reasons the coordinator/office has the right to overturn the decision.
4. The movement of the player cannot interfere with a game that his/her original team is involved with, unless mutually agreed upon between Coaches of the respective teams.
5. Any non-game related team event is not a valid reason to deny movement of a player.
6. During the playoffs, movement of players must be mutually agreed upon between Coaches of the respective teams.
7. The Division Coordinator, at their discretion can limit the number of practices or games an individual may participate in.
8. Prior to movement of a player, the coach shall be notified by the other team's coach.
9. Affiliated players used in a game are to be designated on the game sheet with the letters "A.P." in accordance with the SHA Policy.
10. When calling up your affiliate player, that player must only replace a spot on the team roster when one of the original players is not playing due to injury, sickness, suspension or personal reasons. The original player cannot be a healthy scratch, where the coach has chosen not to play that player!
11. For Tier AA & A - During SHA Qualifiers and Playoffs teams may increase their roster size through affiliation to SHA allowable limits as per SHA Policy.
12. For Tier B – During Provincial Playoffs (not Provincial Qualifiers), teams may increase their roster size through affiliation to SHA allowable limits as per SHA Policy.
13. Under no circumstances may a parent of an affiliated player, request or ask a coach to call up their child to be affiliated. It is at the discretion of the coach to decide if and when they want to call up an affiliate and, whom they want to call up as an affiliate.
14. As stated in the SHA handbook: In Minor Hockey, the players' parents and the players' coach must be notified of the intent to affiliate them.
15. MJMHA is bound by SHA Affiliation Policy
16. Paid tier tryouts do not guarantee a player is selected for affiliation to a tier team.

17. For the purpose of affiliation of players/teams, the following will apply in this order
  - a. Midget AAA will affiliate from Midget AA, A, B (Tier 1, 2, 3) and/or Bantam AA (Tier 1)
  - b. Midget AA (Tier 1) will affiliate from Midget A, B (Tier 2, 3) and/or Bantam AA (Tier 1)
  - c. Junior C will affiliate 16 and/or 17 year olds only from Midget AA, A then B (Tier 1, 2, and/or 3)
  - d. Bantam AA (Tier 1) will affiliate from Bantam A, B t and/or Pee Wee AA (Tier 2, 3 and/or Pee wee Tier 1).
  - e. Midget A (Tier 2) will affiliate from Midget B (Tier 3), Bantam AA (Tier 1) and/or Bantam A (Tier 2),
  - f. Bantam A (Tier 2) will affiliate from Bantam B (Tier 3) and Pee wee AA (Tier 1) and/or B (Tier 2).
  - g. Midget B (Tier 3) from Bantam AA, A and/or B (Tier 1, 2 and/or 3)
  - h. Pee wee AA (Tier 1) will affiliate from Pee wee A and/or B (Tier 2 t and/or 3)
  - i. Pee wee A (Tier 2) will affiliate from Pee wee B (Tier 3), Atom A (Tier 1) and/or Atom B (formerly Atom A)
  - j. Bantam B (Tier 3) will affiliate from Pee wee AA, A and/or B (Tier 1, 2 then 3)
  - k. Pee wee B (Tier 3) will affiliate from Atom A (Tier 1), t and/or Atom B (formerly Atom A)
  - l. Atom A (Tier 1) will affiliate from Atom B (formerly Atom A)
  - m. Atom B (formerly Atom A) will affiliate from Atom C (formerly Atom B) and or Novice A**
  - n. Atom C (formerly Atom B) will affiliate from Novice B**
  - o. Novice A - There will be no affiliation
  - p. Novice B - There will be no affiliation
  - q. Female players will affiliate from any lower division for female teams
18. Any player choosing not to affiliate to a team may forfeit the opportunity to affiliate to any team at the discretion of the Board.

***These rules are in place, not to punish anyone, but to make it fair play for all of Moose Jaw Minor Hockey players. It is the responsibility of the coaches and their coaching group to know and understand these rules.***

#### **I. Ice Schedule**

1. All Ice bookings for all divisions shall be coordinated by the Ice Scheduler
2. Tier B/C – all ice times allocated by the ice coordinator and division coordinator
  - a. Tier AA & A and Female Rep all ice times allocated by the ice coordinator
3. Any team failing to show for a scheduled game will default the game, and be fined \$150.00/hour and official's fees for that game.
4. Any team failing to show for a scheduled practice will not have that time replaced and will be fined \$150.00 per hour.
5. Failure of a team to participate in scheduled games or practices will be subject to loss of ice allocation at the discretion of the Coordinator.
6. Any ice time not allocated by the ice coordinator is the responsibility of the individual coach/team.
7. Teams may request cancellation or rescheduling of an allocated ice time, the request may be granted, if it is not granted the team is expected to fulfill their use of allocated ice time.
8. Tournament Ice
  - a. Novice A/B/C and Atom B/C, maximum 24 teams
  - b. Pee wee B and Bantam B, maximum of 16 teams
  - c. Midget B, maximum 12 teams
  - d. All Tier AA and A teams will not be supplied Tournament Ice
9. Where a conflict of schedule (same day/same rink), previously scheduled league games, SHA playoffs take precedence over practices.
10. SHA playoffs take precedence over all league, tournament, exhibition and league playoff games
11. For Tier III all teams make the playoffs. However some teams may not receive an equal amount of games as compared to other teams within their division



12. For Tier A & AA and Female Rep teams, Playoff ice will be provided as per their league schedules.
13. Any ice remaining between March 15 and 31 will be delegated for practices at the discretion of MJMHA Office and coordinators.
14. Allocation of Ice based on time – note, these are guidelines which we will try to adhere to but cannot guarantee.
  - a. Early morning ice (6:45am) will be filtered through Atom, Peewee, Bantam, including female and Tier.
  - b. Novice will use Ice starting at 8:00am and be on no later than 7:30 pm
  - c. Atom will use Ice starting at 8:00am and be on no later than 8:30 pm
  - d. Peewee will be on the ice no later than 9:00pm
  - e. Bantam and Midget will not have 8:00 am ice and be on until 11:00 PM
  - f. Tier AA, A, and Female rep times may fall outside of ice times listed as above in points (14a-e), with the discretion of the Tier Coordinator and Coaches.
  - g. Exception to this regulation is Association Hosted Tournaments
15. Length of Games (Time Clock Rules)  
*All teams will be permitted 1 – 30 second time out per game*

#### **60 Minutes**

- 5 minute warm-up.
- 1st period, 15 minutes running time.
- 1 minute break.
- 2nd period, 15 minutes running time.
- 1 minute break.
- 3rd period, 20 minutes running time.
- (All Minor penalties are 3 min.)

#### **1.25 Hours**

- 5 minute warm-up.
- 1st period, 20 minutes running time.
- 1 minute break.
- 2nd period, 20 minutes running time.
- 1 minute break.
- 3rd period, 20 minutes stop time - adjusted according to remaining ice time.
- (All Minor penalties are 3 min that start in running time, and 2 min that start in stop time.)

#### **1.5 Hours**

- 5 minute warm-up.
- 1st period 20 minutes running time.
- 1 minute break.
- 2nd period 20 minutes stop time.
- 1 minute break.
- 3rd period, 20 minutes stop time - adjusted according to remaining ice time.
- (All minor penalties are 3 min that start in running time, and 2 min that start in stop time.)

#### **1.75 Hours**

- 5 minute warm-up.
- 1st period 20 minutes stop time.
- 1 minute break.
- 2nd period 20 minutes stop time.
- 1 minute break.

3rd period, 20 minutes stop time - adjusted according to remaining ice time.  
(All minor penalties are 3 min that start in running time, and 2 min that start in stop time.)

### **2 - 2.25 Hours**

5 minute warm-up.  
1st period 20 minutes stop time.  
1 minute break.  
2nd period 20 minutes stop time.  
1 minute break.  
3rd period 20 minutes stop time.  
Ice cleaned every 2 periods.  
(All minor penalties are 2 min.)

## **POLICY FOUR - UNIFORMS AND EQUIPMENT**

1. All sweater purchases will be made or managed by MJMHA and the Equipment Director, any teams wishing to purchase sweaters must receive prior approval from the board of directors.
2. Sweater numbers being 1 –21 consecutive plus 31 to replace the number 13.
3. Sweaters will contain the Hockey Association Crest, team name and MJMHA approved sponsor (if applicable)
4. All equipment is subject to the general jurisdiction of the equipment director in accordance with existing regulations governing sponsorship, safety and care of equipment.
5. Only sweaters with cresting supplied or approved by the Board of Directors, through the equipment director, shall be worn for games.
6. Players' names (name bar only), or C/A may only be put on MJMHA – assigned sweaters in such a manner that allows for easy removal of the name restoring the sweater to its original condition.
7. Teams will not be allowed to place, attach or adhere to sweaters; advertising or sponsorship crests/bars.
8. Players shall not wear assigned uniforms except for games or team functions designated by the MJMHA, MJMHA assigned sweaters are not to be worn during practice at any level above Initiation.
9. Players must wear league assigned sweaters for scheduled league and playoff games. Changes required due to color conflicts to be decided by the division coordinator.
10. Coaches or managers shall be responsible for distributing, collecting and returning to the association, all equipment.
11. All uniforms/equipment are to be kept in a clean condition and good repair. Any alterations/repairs must be made by the Equipment Director or with his or her authorization.
12. Any sweaters and/or equipment donated to teams immediately become the property of the MJMHA and must be turned into the Equipment Coordinator at the end of season.
13. MJMHA reserves the right to decide what equipment, including sweaters, is used by what team in what division.
14. All goalie equipment must be returned to the MJMHA Equipment Coordinator after the current season is complete.
15. All AA & A (Tier I and Tier II) teams will use the name "Moose Jaw Warriors" and their colors will be Black, Red and White.
16. Female teams will use the name "Moose Jaw Mavericks" and their colors will be Black, Green, and White.

## **POLICY FIVE - THE DISCIPLINE COMMITTEE**

### **A. Structure and Function**

- 1 MJMHA Chairperson of Discipline shall be the Past President. In case of the absence or temporary exclusion of the Past President, the President shall act as Chairperson.
- 2 The Past President or President shall call a meeting of the Discipline Committee to deal with problems related to the conduct of players, team officials, game officials, board members, parents or other persons associated with Minor Hockey in Moose Jaw, in the following circumstances:
- 3 When a written complaint is brought to the President or Chairperson; or, where in the opinion of the President or the Board, there is adequate reason to conduct an investigation.
- 4 Membership. The Committee shall be comprised of: the Past President, President, Vice-President, Secretary, Treasurer and the Director of the respective division or tier in which the action under investigation took place.
- 5 All committee members must be requested to attend proceedings, a minimum of 3 members of the Committee shall be in attendance to consider it a formal meeting.
- 6 Minutes must be taken and entered into the minute book of MJMHA.
- 7 Exclusions. In the event that one or more of the Discipline Committee Members, or the son(s) or daughter(s) of such Members, are under investigation, the Members so involved will remove themselves from the meeting except where such person is required to attend to provide information or according to the terms of Section E of this By-Law.
- 8 The past-president must provide a report for the membership meetings detailing the number of complaints, number of investigations, and number of disciplines sanctioned.
- 9 Committee Procedures
  - a. Once a complaint that warrants an investigation is received all parties will be informed that an investigation has begun.
  - b. Included but not exclusive to; discipline committee members, complainant, person(s) under investigation
  - c. Investigation and meeting will take place no longer than 7 days from the date the complaint was received.
  - d. The person(s) whose reported actions are under investigation shall be provided an opportunity to meet with or make representation to the Committee before it arrives at a final ruling.
  - e. If after the initial meeting further information is needed this shall be done within 48 hours.
  - f. Committee will arrive at a final ruling.
  - g. The Chairperson shall inform the person under review and his or her parent and coach if the person under review is a player, of the Discipline Committee's ruling.
  - h. Complainant will be informed that the proceedings are completed.
- 10 The Chairperson shall report any investigations and/or actions taken by the Discipline Committee to the Board at its subsequent meeting.
- 11 In the event the complaint warranting investigation is of a sufficiently serious nature in the opinion of the Chair of Discipline or President, he/she may take such immediate action as deemed necessary to ensure the safety and well-being of all those involved, e.g. suspending MJMHA activities or barring individuals or groups from attending MJMHA events, until such time as the Discipline Committee can be convened to investigate the matter.

### **B. Appeals**

1. The ruling of the Discipline Committee may be appealed to the MJMHA Board of Directors, who may confirm, remove or modify the ruling as deemed appropriate. The decision of the Board is final.
2. Any such appeal must be accompanied with a \$200.00 refundable deposit which will be returned if the appeal is successful.

3. The right of appeal shall pertain only to players, coaches, managers, team officials, game officials, parents and/or legal guardians who have been suspended for infractions covered by the discipline meeting.
4. An appeal shall not be accepted for consideration over a referee's discretionary decision.
5. All rights available to the player or member must be exhausted before an appeal may be taken to the Board of Directors. Suspensions issued by MJMHA must be appealed to the MJMHA not the SHA, anyone not following this procedure shall be suspended indefinitely until the next meeting of the Board of Directors.
6. The player or member affected must be given the opportunity to be present at the appeal hearing.
7. The player or member affected has the right to sit in throughout the appeal hearing.
8. The player or member affected shall be permitted to ask questions within reason.
9. The player or member affected may be represented by a lawyer or an agent if he/she so wishes.
10. Persons who participated in the original decisions being appealed shall participate in the appeal, but shall not be part of the appeal decision.
11. The decision of the Board of Directors shall be final and binding for all parties concerned. The final decision shall be placed in writing, with a copy given to the person(s) making the appeal and to the Board of Directors.
12. Any future appeal of the decision of the Board of Directors shall be made to the SHA.

#### **POLICY SIX - MINIMUM SUSPENSION GUIDELINES**

The following guidelines have been put in place to make common discipline standard across MJMHA and its Affiliate Teams for offences of a similar nature.

##### **Game Suspensions are to be served for;**

- a) League games
- b) Playoff games
- c) SHA sanctioned tournaments
- d) SHA provincial games

##### **Game Suspensions cannot be served for;**

- a) Exhibition games (players and officials may not play exhibition games during their period of suspension)
- b) Affiliated games (players may not affiliate to another team during their period of Suspension)

##### **Applying Suspension Guidelines**

The code of discipline applies to all

- a) MJMHA Players
- b) MJMHA Officials
- c) MJMHA Game Officials
- d) MJMHA Parents
- e) MJMHA Fans
- f) Associate Players
- g) Associate Officials
- h) Associate Game officials
- i) Affiliate Parents
- j) Affiliate Fans
- k) MJMHA Board of Directors
- l) MJMHA Staff
- m) MJMHA Committee members

**...who are involved in any of the following:**

- a) Game Misconducts
- b) Fighting
- c) Match Misconducts
- d) Checking From Behind (CFB)
- e) Checking to the head (CTH)
- f) Gross Misconducts
- g) Misconducts
- h) Instigator penalties
- i) Parental Misconducts
- j) Abuse of Officials
- k) General Conduct Infractions

**REPORTING**

- a) Past President, as Chairperson of discipline, will be responsible for any suspensions, discipline, and all penalties assessed in the B/C league games. Where suspensions are involved, they must be dealt with by the head coach as per MJMHA rules and regulations and must be reported by the head coach to the Division Coordinator and Minor Hockey Office within 48 hours. All teams that play in leagues outside MJMHA will be monitored by their respective leagues
- b) All documents, notes and final suspension notices will be put on File in the MJMHA Office.

**SUSPENSIONS**

- c) The offender is removed from a number of specified games.
- d) If the offense warrants a Game Suspension, the offender is suspended immediately from the game in which the penalty was assessed and the suspension shall begin with the player's next league, playoff, tournament or Provincial game.
- e) All players, coaches and team officials must adhere to the playing rules as set by MJMHA. The MJMHA Board of Directors shall have jurisdiction over all players, coaches and team officials when that person's conduct reflects badly upon MJMHA. The MJMHA Board of Directors shall have the ability to suspend indefinitely any player, coach or team official pending consultation with the MJMHA Board.

**SERVING SUSPENSIONS**

- a) It is the coaches' duty to know and understand the rules of suspensions.
- b) Any person under suspension shall not participate in any game(s) including exhibition game(s) until suspension has been served in full with their club team.
- c) All suspensions must be served consecutively.
- d) Players and team officials serving suspensions from the previous season may participate in team tryouts including preseason exhibition games. The suspension would begin the day of the first game of the regular season. Suspended players may not partake in preseason tournaments.
- e) Players and team officials receiving suspensions in preseason, tryout or exhibition games may have the suspension deferred to the first game of the season the in which the player is registered. Director of Discipline will rule in these matters.
- f) During regular league play, a player, must serve their suspension with their registered team and is not permitted to participate as an affiliated player with another team.
- g) Suspended coaches and players may participate in team practices unless otherwise stated by the Division Director or the Director of Suspensions.

- h) Suspended players cannot be present on the players bench during their suspended game(s)
- i) Suspended players may be present in the dressing room prior to and after their suspended game(s)
- j) Suspended team officials cannot be present in the dressing room prior to and after their suspended game(s).
- k) Parents or fans, ejected or suspended from the bleacher area, must serve their suspension 'Behind Glass'.
- l) It is the coach's duty to inform the Division Director and Office of any parents of either team who get ejected from a game. The coach of the offending parent must find out the name of the offender. In turn, the Division Director is to notify the Director of Discipline.
- m) Coaches must list the suspended players on the game sheet and indicate which game of the suspension is being served.
- n) Failure to sit out a suspended player will result in an additional suspension to team officials and players as per SHA Guidelines.

### **MINIMUM SUSPENSIONS**

- a) The minimum suspensions listed in the Code of Discipline will be applied.
- b) All minimum suspensions listed in the Code of Discipline coincide with SHA's minimum suspension list in Section 3.07 of the SHA Constitution, POLICYS, regulation Book.
- c) If the Division Director and the Director of Discipline finds that the offence warrants a more stringent suspension, they can increase the suspension accordingly.
- d) Minimum Suspensions can be increased but not decreased from the MJMHA Minimum Suspension Chart.
- e) Players and/or coaches receiving abnormal amounts of minor or major penalties, lack of sportsmanship, disrespect or disregard for officials, will be referred to the Division Coordinator and may receive additional suspensions, pending consultation with the MJMHA Board.

### **30 DAY SUSPENSIONS**

- a) As per the Minimum Suspensions Chart, repeat offenders who continue to offend will be levied 30 day suspensions for any subsequent offences.

### **PROBATION**

- a) Repeat offenders may also be placed on probation following the completion of any suspension according to the minimum suspension chart.
- b) A player on Probation will receive a 30 day suspension for their next major penalty or misconduct. (not including check to the head)
- c) A player or official may be placed on probation for Code of Conduct/Abuse and Harassment Policy/Social Media Policy offences which are not actual game related offences.

Probation periods may encompass the rest of the season, the rest of the playoffs or one calendar year from the conclusion of the last suspension.

## **POLICY SEVEN – AA & A (Tier 1 & 2) TEAMS & FEMALE REP (ATOM, PEE WEE, BANTAM, MIDGET)**

**Novice Division:** Player evaluations will not be done by position (Forward/defense), they will be on overall ability. Our goal is to have a total of zero or 2(or more) "A" teams, four "B" teams, and four-five "C" teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness,

puck handling, shooting, passing, position play. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, positioning and ability to stop the puck. The top rated players may be asked if they are interested in playing on the novice “A” team . All other players will be split depending on how they are rated and drafted in either the “B” or “C” level of the division.

**Atom Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of eight to ten teams in the Atom Division consisting of one “A” team, three “B” teams and three to four “C” teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness, puck handling, shooting, passing, position play. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, positioning and ability to stop the puck. The atom “A” team will be selected by the approved Tier Evaluation committee. Players not selected to the Atom “A” team will report back to the Atom Coordinator for placement of their teams.

**Pee Wee Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of six to eight teams in the Pee Wee Division consisting of one “AA” team, one “A” team, and three to five “B” (“AA” tier3) teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness, puck handling, shooting, passing, position play. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. Where there are two tier teams, players will be selected by the approved tier evaluation committee. The PW “AA” team may take approximately 20-24 players to exhibition game(s) and practices. These extra players cut from the PW “AA” team will be a lock for the PW “A” Team has the other players complete the four/five phase of the evaluations. Players not selected to the PW “AA” team or the PW “A” will report back to the Pee Wee Coordinator for placement of their teams.

**Bantam Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of five to six teams in the Bantam Division consisting of one “AA” team, one “A” team and three to four “B” (“AA” tier “111”) teams. During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. Where there are two tier teams, players will be selected by the approved tier evaluation committee. The Bantam “AA” team will take approximately 20-24 players to exhibition game(s). These extra players cut from the Bantam “AA” team will be a lock for the Bantam “A” Team has the other players complete the phase four/five of the evaluations. Bantam and Midget AA will open up a maximum of 5 spots for players registered via concession. Players not selected to the Bantam “AA” team or the Bantam “A” team will report back to the Bantam Coordinator for placement of their teams.

**Midget Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of four to five teams in the Midget Division consisting of one “ AA “ team, one “A” team and two to four “B” teams. During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck

handling, rebound control, positioning and ability to stop the puck. Players who do not make the Midget “AA” team will report to phase four /five to finalize the midget “A”. Bantam and Midget AA will open up a maximum of 5 spots for players registered via concession. Players not selected to the Midget “AA” team or the Midget “A” team will report back to the Midget Coordinator for placement of their teams.

**Female:** Player evaluations will not be done by position (Forward/defense/goalie) in the novice/atom divisions. Player evaluations will be done by position (Forward/defense/goalie) for the pee wee/bantam/midget divisions. Our goal is to have a Female team in all divisions except for initiation. During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. All rosters are finalized by the Female Coordinator and approved by the MJMHA Board.

**Overall the evaluation process involves 5 phases of separation:**

**Phase 1 - Individual Skills (First Ice time)**

**From this the Bottom ranked players (no set # per position) \*\*\* will go straight to Phase 4(Released from AA Team), and remaining players go to**

**Phase 2 - Scrimmage**

**Scrimmages consisting of players that were not ranked in the Bottom of phase 1.**

**From this the Bottom ranked (no set # per position) \*\*\* will go to phase 4(Released from AA Team) anyone not in that Bottom ranked will go to phase 3**

**Phase 3 - ‘AA’ Black and White Game**

**Remaining players after the releases in Phase 1 and 2 play the Black and White Game for AA. After the game the coach will be given the top (6F-4D-1G) and the remaining (3F-2D-1G) will be picked by the coach out of the remaining players. If a player is not selected they will go to phase 4. (Released from AA Team)**

**Phase 4 - ‘A’ Black and White Game**

**All players that have been released from Phase 1, Phase 2 and Phase 3 put together to create the ‘A’ Black & White game. After the game the coach will be given the top (6F-4D-1G) and the remaining (3F-2D-1G) will be picked by the coach out of the remaining players. If a player is not selected they will go to phase 5.**

**\*\*\*There are no set numbers as every division is subject to change based on number of players trying out. if there is a big difference or if numbers are real tight, then the option may be there to take more or less players at the evaluator and tier coordinator’s discretion\*\*\***

**Phase 5 – Evaluation for B Division**

The number of teams in a division is based on registration.

Through the evaluation process players will be ranked according to the evaluation criteria.

Rankings for players is what is used when drafting teams, and they will be initially placed as follows:

Team 1	Team 2	Team 3	Team 4	Team 5
Ranked #1	Ranked #2	Ranked #3	Ranked #4	Ranked #5
Ranked #10	Ranked #9	Ranked #8	Ranked #7	Ranked #6
Ranked #11	Ranked #12	Ranked #13	Ranked #14	And so on



**Movement of players** - they may only be traded with players that are on the same line or are within a few spots.

It is strongly recommended that players on the top couple of lines do not move, if movement happens there everyone needs to agree.

Once the player placement is complete goaltenders will be placed based on the top ranked goaltender should be placed with a team that the number five pick (skater) and work backwards.

***An email will go out to all families once evaluations have been completed notifying the players on what tier they evaluated in. Players will be notified what team they are on once the coaching selection and team drafting has been completed.***

#### **A. Selection of Head Coaches**

1. A Selection Committee will be selected at the March MJMHA Board meeting and will consist of the Tier Coordinator, 2 Board Members, plus 2 Non-MJMHA Members or Members at Large chosen at the discretion of the Tier Coordinator, subject to approval by the Board of Directors. The selection committee will review all applications, conduct interviews, and recommend coaches for all teams to the Board for approval and ratification. A minimum of 3 members of the selection committee must be present at all interviews and the attendees must be consistent for all division interviews.

OR: A Selection Committee consisting of the Tier Coordinator, 2 Board Members, plus 2 Non-MJMHA Members or Members at Large chosen at the discretion of the Tier Coordinator, subject to approval by the Board of Directors. The selection committee will review all applications, conduct interviews, and recommend coaches for all teams to the Board for approval and ratification. If the board feels multiple applicants are very close in being selected then the board may suggest that multiple coaches work together for the summer - to prepare and then during tryouts for that division and no later than before the Intersquad game the successful coach would be notified.

2. If a candidate has a player being evaluated for the level they wish to coach, the Selection Committee must consider the qualification of the player within the selection pool. Every effort should be taken to ensure that the player's ability is considered "reasonable and acceptable" within the coaching applicant's level. In the event that the Committee is unable to suitably determine the player's ability, and through the player selection process it is determined that the player is unable to compete, the coach may be removed and replaced on the Tier Coordinator's recommendation and the Board's pre-approval. It will be the Selection Committee's responsibility to identify and recommend a replacement coach to the Board.
3. Every AA, A (Tier I, II), or Female Rep coaching position shall have a first and alternate candidate selected for recommendation where applicable.
4. After the Selection Committee selects and presents, and the Board approves, the Tier Coordinator will contact all candidates within 48 Hours of approval/ratification.
5. **Advertisement for applications to be published by March 15th. Applications accepted/postmarked by April 30th. Interviews, selection and notification to all candidates to be completed by May 31st. Upon board approval the set time lines above may be extended due to extenuating circumstances. Coaches will be named on June 15th.**
6. If a suitable candidate is not selected for an AA, A (Tier I, II), or Female Rep position, the Selection Committee reserves the right to name a coach.
7. Practices, arranged and /or conducted by board appointed coaches, prior to tryouts are prohibited and may result in the suspension or removal of the offending persons

#### **B. Selection of Additional Coaching Staff**

1. Additional coaching staff to be named by the Head Coach after the AA, A (Tier I, II), or Female Rep teams are posted, all coaching staff must be approved by the MJMHA Board of Directors.

### C. Teams

1. A try-out camp, open to all MJMHA players, shall be held for each division of Tier hockey in accordance with SHA regulations.
2. All MJMHA players must be registered prior to their first ice time.
3. All parents and players must be in good standing with the association.
4. The selection process will be supervised by the Tier Coordinator who, with the assistance of, but not limited to Head Coaches, Evaluators, or Board of Directors. The above mentioned will conduct a competent and unbiased evaluation of all players.
5. The Tier Coordinator will select a Board approved Tier committee of one or two members from the Board of Directors that will assist him/her in the Tier process beginning with coaching selection and ending with final team selection.
6. All Tier coach candidates shall not be involved in the evaluations of their division or in any division where you have a conflict of interest. If there is a conflict identified the evaluations will not be considered.
7. Coaches will only be allowed to watch from the stands during evaluations. Coaches will be allowed on the player bench only for the Black & White game.
8. Coaches are not permitted to change positions of players during any evaluation ice time, including the black and white game. Players MUST be played in the position they are registered in and only that position.
9. Coaches shall not discuss evaluations with anyone unless it is in a meeting with committee members.
10. The Tier Coordinator will provide a suggested list of Evaluators, as provided by Board members, coaches, and Tier committee members, to the MJMHA Office at least one week prior to the start of evaluations. The list will be forwarded to the Board of Directors for approval either at a meeting or via email.
11. Prior to FINAL ice time, where Tier team selection will occur, the head coach and Tier coordinator and committee will meet to review and approve the short listed players.
12. Head Coaches shall make every effort to cooperate with the Tier Coordinator in finalizing their rosters. The final selection shall be justified by the Head Coach to the Tier Coordinator. Once finalized, each Head Coach will supply a list of players to the Tier Coordinator. The Tier Coordinator will make these lists available to each of the Tier III Division Coordinators.
13. Teams shall consist of:
  - a. Atom A - a minimum of 9 forwards, 6 defence, and 2 goaltenders
  - b. PeeWee AA & A (Tier I & II)- a minimum of 9 forwards, 6 defence, and 2 goaltenders
  - c. Bantam AA (Tier I) - a minimum of 9 forwards, 6 defence, and 2 goaltenders Bantam A (Tier II) - a minimum of 9 , 6 defence and 2 goaltenders
  - d. Midget AA (Tier I) - a minimum of 9 forwards, 6 defence, and 2 goaltenders
  - e. Midget A (Tier II) - a minimum of 9 forwards, 6 defence, and 2 goaltenders
  - f. Female Rep Teams roster numbers to be determined based on registration.
14. Once the selection of players has been finalized, parents of those players selected are to be invited by the Head Coach to a meeting where they are to be informed about the coach's philosophy, the league schedule, travel requirements, the financial commitment, and the amount of work expected.
15. Midget AA & A (Tier I and II) coaches should consider the possibility of Moose Jaw Minor Hockey players returning from Midget AAA Teams when selecting the number of players on their roster (maximum 19), considering Moose Jaw's closed center status.
16. Players in Atom and PeeWee should be given fair, equitable, and earned ice time. It is accepted that, at Bantam and Midget levels, players must realize that unequal ice time is a fact of competitive sports. Coaches at these levels may choose to play some players more than others in attempting to

earn the win for the team. However, it is important for coaches to keep in mind that Bantams and Midgets are minor

17. Hockey players and they deserve the opportunity to learn and develop skills required in all situations and aspects of the game.
18. MJMHA will to provide each team with two practices per week, and ice times to play league games as directed by each league.

#### **D. Tier Fees**

1. The amount and details of non-refundable Tier and Female Rep Fees shall be established by the MJMHA Board of Directors and communicated to the Head Coaches and/or Managers by no later than December 1st annually.
2. Tier and Female Rep fees must be paid in full to MJMHA by the date established by the MJMHA Board in order for the team to continue to be provided ice times. In the event that Tier and Female Rep Fees are not paid as requested, the MJMHA Board of Directions shall have the discretion to discontinue providing ice times to a team.
3. Additional fees may be required to cover extra ice and officials at the end of the season. Every effort will be made to communicate with Team Managers.

#### **E. Miscellaneous**

1. Midget AAA – although the AAA team is operated under the non-profit organization known as the Moose Jaw AAA Generals, SHA dictates that the Midget AAA team must be registered with SHA through the MJMHA.
2. The constitution and POLICYS of the Moose Jaw AAA Warriors shall follow the philosophy and objective of MJMHA.
3. A working agreement will be set up covering Administration, Financial, and Operational matters that are relevant to the successful operations of the Moose Jaw AAA team within MJMHA. This agreement should be reviewed annually.

### **POLICY EIGHT –MIDGET, BANTAM, PEEWEE B, ATOM B&C, NOVICE A, B & C**

1. The Moose Jaw Minor Hockey Association shall receive applications for coaches for all teams in all divisions. The Coordinators will review all applications and select coaches for the teams in their division. These coaches will be presented by the Division Coordinator to be ratified at the next meeting of the Board of Directors. There must be a minimum of 3 coaching staff members on each roster.
2. Provisions will be made to ensure all eligible members have a team to play on.
3. Benching of players other than for disciplinary reasons will not be tolerated.
4. In Novice, Atom, and PeeWee: Coaches will attempt to divide their players into the various positions (forward, defence, and goalie) so that all players will receive fair and equal ice time. Fair and equal will mean that a player receive their shift during each period but understands that the coach cannot always control the length of the shifts.
5. In Bantam and Midget: It is important for coaches to keep in mind that Bantams and Midgets are MINOR hockey players and they deserve the opportunity to learn and develop skills required in all situations and aspects of the game and receive fair and equal ice time.
6. Teams will adhere to the schedule provided by MJMHA. Out of town games, tournaments etc. shall be provided by the Division Coordinator.
7. Teams must carry the following number of players:
  - Novice and Atom 12 players
  - Peewee 14 players
  - Bantam and Midget 15 players

- Novice Female numbers will be based on registration

MJMHA will attempt to provide each team with a minimum of one 1 practice and one game per week.

## **POLICY NINE – TOURNAMENTS**

1. Peewee and up teams are allowed to participate in six SHA sanctioned tournaments, including the home tournament. Novice and Atom are allowed to participate in four SHA sanctioned tournaments, including the home tournament, only one overnight tournament.
2. Teams must be available for playoffs. No playoff games will be re-scheduled or traded to accommodate tournaments. Atom and up Teams **MUST NOT** book tournaments after March 1.
3. All teams registered with Moose Jaw Minor Hockey must receive approval from the office to book and host a team ran tournament.

## **POLICY TEN - CONDUCT OF PARENTS AND OTHER SPECTATORS**

### **A. Conduct**

1. Parents and other spectators must, at all times, conduct themselves in an appropriate manner as per the Respect in Sports program.
2. Players, coaches, and parents must show respect for the game, their opponents, the officials and the fans. Those displaying unruly conduct or causing altercations before, during or after games, in or around the rinks, or violation of these rules may be suspended.
3. Any Persons associated with a team must not be under the influence of alcohol or illegal drugs during team activities. Such persons include players, coaches, managers, trainers, and persons transporting players. Disciplinary action will be taken against those found to be in violation of this rule.
4. Profane language by or around the players is prohibited.

### **B Supporting Documents include, but not limited to:**

1. Abuse and Harassment Policy
2. Social Media Policy
3. Parent Code of Conduct
4. Coach Code of Conduct
5. Player Code of Conduct

### **C. Referee Policy**

1. Contact with referees is prohibited by any parent/guardian prior to, during, and after any league, tournament, provincial qualifying, and playoff game. Contact refers to any verbal dialogue, gesture, and/or physical touching.
2. A coach may, for the purpose of pointing out a correction to a game sheet, approach a referee post game.
3. No coach or parents shall enter into the referee room. If the referee agrees to talk with a coach, any such conversation will take place outside the referee room and only in the presence of the head coach and one assistant coach.
4. The decision of a referee during a game is deemed as final. No coach, and/or parent of a player shall attempt to persuade a referee to change their decision during or post game. This is not intended to discourage in any way or by any means the required or necessary dialogue that a coach may have with a referee during game play. It is reasonable for a coach to request clarification on a referee's decision during a game.
5. Threatening and/or intimidation of a referee will not be tolerated under any circumstances.
6. Where a parent breaches any of the expected rules of conduct in relation to referee contact and the identity of the parent is unknown but can be conclusively determined by the Division Coordinator which

team the parent is associated with; failure of the team to provide the name of the parent responsible may result in the suspension of the head coach to be determined by the Board of Directors.

7. Complaints with regard to any failure to comply with these rules will only be received from MJOA. Reported occurrences by MJHOA to MJMHA will be investigated immediately by the Board of Director's or any committee directed by the Board of Directors. The Board of Director's reserves the right to determine any action as they deem reasonable to rectify the situation.

#### **POLICY ELEVEN - OFFICERS AND DIRECTORS**

1. Each Division Coordinator shall participate in a meeting with coaches, managers and treasurers of the teams in his/her division before the start of the regular season. At this meeting these rules and regulations will be discussed and examined so that all coaches, managers and treasurers have an opportunity to ask questions and understand the intent of the rules and regulations. In addition team personnel should be prepared to discuss their plans for the season, including anticipated tournaments, exhibition games, fund raising etc.
2. The Director of each division will be the liaison between the Board and that division. He or she will be responsible to ensure that the division operates within the aims, rules, and regulations of the Association
3. The coordinators are responsible for administering the rules and regulations of the Association in their division. This includes specific and discretionary suspensions. For a hearing or an appeal, refer to the Appeals Sections of these Rules.
4. The coordinators shall act on behalf of the Association to assist the coach in whatever way possible that will contribute to a productive season.
5. Any member of the Board of Directors may initiate an email vote when there is an immediate need for a motion and no meeting in the direct future. This shall be done by the board member making a motion then sending it to the secretary for seconding. After seconding the secretary will send out to the board. The board will "reply all" to the email with their vote. The secretary will then print a copy of each email for the minute's binder.
6. The board of directors may review and make exception to policy during board meetings as required. Motions to amend and vote on amendment must be made over the course of two separate board meetings.

#### **POLICY TWELVE - BUSINESS MANAGER**

1. Shall be responsible for the business of the Association between Board meetings and accountable to the Board.
2. To perform all general secretarial duties of the Association. Maintain custody of the minutes, books and records of the Association.
3. To control and maintain all records of membership and application for registration pertaining to the Association as per the regulations established.
4. Act as Registrar in receiving membership fees, as well, in the name of the Association all monies, which shall be deposited in the Credit Union as directed by the Board.
5. Prepare and distribute copies of directives, bulletins, meeting minutes and other material as required.
6. Attend all Meetings held by MJMHA.
7. To be responsible for the finances of the association on a monthly basis, including but not limited to deposits, invoicing, collections, bill payment assist in the preparation of financial reports as required by the Board. To care for and maintain custody of the Association office and equipment.
8. Maintain liaison with the SHA Executive Director in all matters pertaining to hockey.

9. Assist as a facilities manager to help plan and organize, annual and special meetings.
10. Update and maintain the Association's web site.
11. Prepare all applications for Ice and Special Events.
12. Be responsible to coordinate and schedule ice for the season.
13. Perform other duties as required by the Board of Directors.
14. Advise directors and members of the rules and regulations set for by Hockey Canada, Saskatchewan Hockey Association and Moose Jaw Minor Hockey.

#### **POLICY THIRTEEN - ALLOWANCES AND EXPENSES**

1. All expenses up to and including \$500 must be approved by the Executive. All expenses exceeding \$500 must be approved by the Board of Directors.
2. Car Allowances for Board Members will be paid at the SHA Rate, if approved.

#### **RELEASE POLICY**

1. Releases will be granted to any Midget aged player upon making a Midget AAA or junior team. In the case of Midget AAA they must be waived in writing by the coach or GM or the Moose Jaw AAA Generals. A player does not require a release in order to attend an evaluation camp. All requests or inquiries in registering players, releases or their status must be dealt with by the Moose Jaw Minor Hockey Office.