

TMHA OPERATION POLICIES AND PROCEDURES

TRAVEL

Unless otherwise agreed upon players and parents are responsible for arranging transportation to and from TMHA events. Guidelines for arranging rides are this:

- a. Driver be a responsible adult
 - b. Parents have given permission
 - c. Driver has 3rd party liability
 - d. No person shall transport another player alone
- Games played outside 50 km distance need to have parents and players keep in touch with the team travel contact. Travel contact must be aware when leaving and arriving.
 - Out of province exhibition games and tournaments must be approved by BC Hockey Director

Guidelines for out of town visits

- a. All players must be supervised at all times
- b. Parents, players, directors and coaches are to follow Code of Conduct Zero Tolerance Policy guidelines
- c. Team director is to be notified of any alterations to team agenda

REGISTRATION

- Information sent out informing last season's players of early registration dates and fees
- Registration dates to be set by executive members
- Run ads in local paper (Taylor Times)
- All players and on ice members must be registered and insured before stepping on ice
- All players in pee wee, bantam and midget who are interested in playing Rep hockey must be registered with TMHA by Aug 31st. No fees will be paid unless player returns to TMHA
- Registration includes practice time, 3 tournaments, jerseys and socks. This should be revisited depending on funds
- 10% off total given to paid early registration
- 10% off total given to families who register 2 children
- 20% off total given to families who register 3 children
- families will not qualify for more than one discount
- Registration fees must be paid by Dec 31st or members will not be eligible to be on ice until fees are paid in full
- Payment plan may be arranged with register and approved by TMHA executive members

TEAMS

- Teams in the Atom, Pee wee, Bantam and midget divisions are eligible to join the Alberta All Peace Hockey League
- Teams will not exceed 23 players according to BC Hockey rules. Approval of 24 players must be approved by PRDMHA President

- Division of teams will be decided upon by TMHA executive members
- Girls playing in the pre-novice, novice and atom divisions are able to change in their team's dressing room for practices and games with the parent's approval
- It is recommended for the girls playing in the pee wee, bantam and midget divisions that they change in the designated dressing room

1.06 CO-ED DRESSING ROOM POLICY

a) 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:

i. Male players will not undress to less than a minimum of shorts while females are present.

ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

b) 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).

c) When separate facilities do not exist for both male and female participants:

i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

d) It is the responsibility of the team to ensure that these guidelines are followed.

PLAYER PLACEMENT

- Players are put into their division according to BC Hockey guidelines
- A player may become an under-ager if there is a shortage of players or the players' ability is far above peers. A TMHA risk assessment has to be done by the risk assessment team and approved by TMHA executive members
- A player may become an over-ager if their ability is far below peers and they lack years of experience. A TMHA risk assessment must be done by risk assessment team and approve by TMHA executive members
- Only second year players will be eligible to become Alternate Players within the division above theirs

ICE TIMES

- TMHA ice allocator is responsible for reviewing and letting team directors know about available ice times
- Directors are to let ice allocator know about unused ice times so they can be distributed
- TMHA ice times are Tuesday and Thursday 3:30 to 9:00 and Saturday 7:00 to 5:45 (some Sunday mornings)
- President confirms tournament dates with PRDMHA. Ice allocator books tournament dates with District of Taylor
- Makeup ice times can be done within your team's league rules (games only)
- Any player registered with TMHA may practice only within the division above theirs
- Parent player games are not allowed to be played on TMHA ice times. But can be done privately

- Players in the pee wee division are able to be on ice helpers with the pre-novice and novice divisions, must only help head coaches with drills cannot practice with the team (keep in mind that the pee wee players must wear all their equipment)
- Players in the midget division are able to be on ice helpers with the pre-novice, novice and atom divisions, must only help head coaches with drills cannot practice with the team (keep in mind that the midget players must wear all their equipment)

COACH SELECTION

- Coach selection is done by the coach selection team
- Coach selection team brings their coach selection to the executive and the executive members approve the coach selection
- All coaches must fill out coaching application by Aug 15th
- Coaches must have criminal record check, BC Hockey coaching course and RiS course
- Coaches must be responsible, respectful and punctual

TEAM PICTURES

- Executive members set up a time for team pictures
- Currently TMHA is using FX Photography from Grand Prairie
- These pictures will be on a Tuesday or Thursday
- Team directors will ensure all team members are present
- Paid registration includes a memory mate paid for by TMHA. This should be reviewed each year depending on TMHA funds

EXECUTIVE MEMBERS

- Team directors - \$ for referee fees will be decided by TMHA executive members
- Equipment manager - \$500/year for all equipment. More can be requested by executive members with budget and quotes. Receipts needed
- Secretary, treasurer and Registrar - \$75 for supplies. More can be requested by executive members with budget and quotes. Receipts needed
- Team directors, Secretary, Registrar and Publicity people are responsible for keeping www.taylorminorhockey.com updated at all times

PARENTS

- There will be no parents allowed on the bench during games or practices
- No children are allowed on the bench during games or practices
- No parents allowed in referee's room during or after games (unless being used as the girl's change room)
- Parents must have RiS to be in dressing room (BC Hockey rule)
- Parents are not allowed in dressing room for a prolonged period of time for Atom or Pee wee teams. All snacks and drinks must be given before game

- Parents are required to sign team first contract
- All parents must follow the Code of Conduct Zero Tolerance guidelines

BLOCKS

- All players' parents/guardians are responsible for filling in 4 blocks of volunteer time for one child and 2 more blocks for each child thereafter
- If volunteer time has not been completed a fine may be issued
- If a volunteer time is not posted as an item, submissions for review can be made to the block person and executive members if need be
- On-ice help blocks will be based on at least 12 volunteer ice times

GAMES

- All games must have qualified referee (all peace games are required to have 3 referees)
- Only players or Alternate Players on the BC Hockey roster are allowed to play
- Teams games/tournaments played 50 km must have a team contact person in place with contact # for leaving and returning
- Out of province exhibition games and tournaments must have approval from BC Hockey Director
- For each home game there must be two security persons (wearing high visibility vests) to enforce the zero tolerance

SAFETY

- All players must wear gear at all times while on the ice. This means a helmet, neck guard and gloves according to BC Hockey rules
- All coaches must have a helmet and gloves on according to BC Hockey rules
- All on-ice volunteers must have insurance
- Coaches make sure all doors to ice are closed
- Helmets and Face masks must be CSA approved
- Neck guards must be BNQ approved
- Coaches and/or HSCP person are to go over concussion education and awareness with the parents and players at start of the year
- HSCP person will always have the concussion assessment procedures and injury information sheets for the games and practices
- Directors and/or HSCP person will have player's medical information, birth certificates, BC roster identification and have player injury procedure in place

COURSES

- All ref courses attended by TMHA members will be paid for by TMHA in exchange for a minimum of 3 games refereed
- All coaching courses attended and completed by TMHA will be paid for by TMHA in exchange for commitment to TMHA team
- All head coaches are required to have Coach 2 course and RiS

- All assistant coaches are encouraged to have Coach 2 course. But must have RiS
- 1 to 2 people per team should have the HSCP safety course
- Bantam and Midget teams that are going to play in the Alberta All Peace Hockey League are required to take the checking clinic
- Second year peewee alternate players are required to take the checking clinic if the Bantam team is in the Alberta All Peace Hockey League

FUNDRAISING

- Treasurer will give a statement of funds at each TMHA executive meeting
- Team directors will submit a monthly budget to the treasurer
- All fundraising will go through TMHA executive and be given to fundraising coordinator
- Tournament lottery 50/50 and prize table funds will have a valid lottery license applied for by the TMHA fundraising coordinator
- Tournament directors or tournament chair person must submit budget to treasurer
- Fundraising must be organized by fundraising coordinator. All tickets, even if not sold must be returned to fundraising coordinator
- All players are responsible for selling 3/\$100 tickets and 1/\$40 ticket
- Sponsorship raised by the team will be for that team
- Teams may use their extra money for their team (i.e. tournaments, team party, player gifts). But if there is any extra money at the end of the year it will be put back in to the TMHA

SPONSORSHIP

- \$1000.00 website, plaque and jersey name
 - \$500.00 website and plaque
 - Revisited each year. Past sponsors contacted for new sponsorship. TMHA will have plaques made and put up by District Employees
- Each division who is able to fundraise \$3000 at their tournament is able to purchase gifts for their players. This must be approved by TMHA executive members
 - Teams that win the "A" banner in their league may receive a \$30 to \$40 to go towards a gift for the players. This will have be approved by the TMHA executive members every year

AGM YEAR END

- 4 on 4 tournament date to be decided by TMHA executive members
- AGM and Awards night to be decided by TMHA executive members
- Book District Community or Taylor elementary school (check with District of Taylor for tables and chairs) or use arena
- Next season's directors will be voted upon

4 ON 4 TOURNAMENT

- To be played on date decided by TMHA executive members
- Players sign up for it through their team directors
- 8 players per team
- 20 min games
- Only registered (or affiliated) TMHA players can play
- Teams will be decided by TMHA executive members
- allowed goals per game:
 - a. pee wee players = 1
 - b. atom players = 2
 - c. novice players = 3
 - d. pre novice = unlimited
- tutor shooters will be used

CONSTITUTION AND BYLAWS

- Changes must be posted 2 weeks before AGM
- Updates must be posted on website
- Fees to change it with BC Registry Services
- Form 10 for resolution
- Form 11 for change of directors. This must be done each year immediately after the AGM meeting

POLICY AND PROCEDURES

- Change are ongoing and voted on by TMHA executive members
- Updates must be posted on website