

ThunderStars Minor Hockey Association

General Constitution and Policy Manual

Updated Sept 2010



General

Constitution and Policy Manual

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1. PURPOSE

It is the purpose of this manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the communities of Forestburg and Daysland.

2. STRUCTURE

The Thunderstar Minor Hockey Association (TMHA) is a non-profit recreational sport society incorporated under the Societies Act of Alberta. The TMHA is responsible for all Minor Hockey activities within the boundaries established by the Alberta Amateur Hockey Association (AAHA). TMHA is responsible to and receives its mandate from the AAHA which in turn receives its authority from the Canadian Hockey Association (CHA)

All Players will be placed on teams by TMHA and team management at playing levels commensurate with each player's age, playing skill, and experience. Age "DIVISIONS" within minor hockey are set by the CHA as follows: (Age is set at player's age as of midnight December 31).

INITIATION - 6 and under
NOVICE - 8 and under
ATOM - 10 and under
PEEWEE - 12 and under
BANTAM - 14 and under
MIDGET - 17 and under

All teams in the TMHA will participate at competitive and recreational levels as from time to time are determined by the TMHA and the coaching staff of the affected teams.

3. ASSISTANCE

For further assistance and information, team management can refer to or obtain copies of these important handbooks etc. through their team Manager or Director. Parent, team and coach inquiries should be made through the team Manager, to the TMHA Executive Board of Directors.

4. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The TMHA 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 TMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the TMHA Bylaws, General Constitution and Policy Manual. The TMHA Executive has final approval of the coaches for the teams within the Association. The criteria include coaching level attained through formal clinics, background and coaching experience, references, known or referenced reliability and integrity and coaching philosophy compatible with Association philosophy and policies.

Effective 2010-2011 Season: For head coach of all teams, interested parties will need to submit an application to the THMA executive by Aug 3, of that season. At this time the executive will assess all applications and a head coach will be decided. From that decision the head coach will pick his/her assistance coaches.

The following is a list of items this Association expects from coaches:

- a) Full participation and promotion of the TMHA Fair Play program.
- b) Coaching at the minor hockey level should consist of teaching and improving hockey skills of individual player and promoting team work and sportsmanship. Ice personnel in leadership positions in the divisions of Novice and below must successfully complete the Initiation Program Instructor Course and follow the curriculum for the CHA's Initiation Program.
- c) It is the philosophy of the TMHA that all participants receive equivalent ice time. It is recognized that circumstances may not permit this on an individual game basis. However, it is expected that during the course of the season opportunities will exist to ensure that this objective can be achieved. Ice time lost due to disciplinary action and suspensions does not apply.
- d) The coach is to ensure that each of his or her players is properly protected and that team parents are advised of the necessity for player to wear properly fitting and approved equipment.
- e) All teams should shake hands with their opponents at the end of the game.
- f) The coaching staff must have a controlled attitude towards referees. Lack of coaching self control will not be accepted by the TMHA Executive and will bring review and possible dismissal.
- g) Each team is responsible for nominating a competent representative to serve as a Director on the TMHA. This nominee is then formally ratified as a member of the Board of Directors at a General meeting of the association.
- h) Each team will select a Manager for the team who, in conjunction with the Team Director, will serve as a liaison with the Board of Directors. (Often the Team Manager and the Team Director will be the same individual, though not necessarily)
- i) Practise times provided must be used for practises. A team wishing to use this time for

exhibition games must obtain prior approval to the arena ice rental manager.

j) Coaches are responsible for conducting practises with player safety as a priority. Only appointed and approved coaches are allowed on the ice at practise. Any other individuals require at least 48 hours prior notice and approval by the head coach(s). to be on the ice at practise.

k) The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The President or a Vice-president must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Executive.

5. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS.

The Team Manager is nominated by the team parents with the approval of the team Coach. The manager then works with the coach and assistant coaches to appoint parents to other positions such as team treasurer, phoning assistant, etc.. The manager is the first line of communication for the parents, with the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The managers duties include:

a) Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper, and goal judges as required for all game activities of the team.

b) If applicable, schedule parents to the collection of gate monies for competitive games and for the proper disposition of the gate receipts at the end of the game.

c) To see that care is taken of uniforms and other team equipment before, after, and between games.

d) Assist the coach with arranging and scheduling games.

e) Arranging for, and payment of referees for games in accordance with established rates and rules.

f) Making travel arrangements for away games as may be determined by the team parents through consensus.

g) Make arrangements through the Forestburg or Daysland community arena ice rental Manager for all extra ice time.

h) To ensure the safekeeping of the team copy of all game reports.

i) 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.

j) Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.

k) Ensure that the necessary parental consent and medical history registration form is completed for each player on the team, signed by the parent, and kept handy for potential use with all team activities.

l) Set up a basic team First Aid kit and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rink, keeping handy the phone numbers for ambulances and other emergency services.

m) Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report is available for completion by the attending physician. Also, ensure that the proper advisement of the accident and the proper report is promptly filed with the Secretary of the TMHA.

n) Make arrangements for all team fund raising in accordance with guidelines provided by the Association.

o) Assist the coach and team treasurer with the preparation of a budget and be responsible for

obtaining the approval of the Executive.

p) Carry out all team obligations regarding Association Tournaments, ticket sales, and Minor Hockey Day as specified by the Executive.

q) Ensure that each player/family and team official receives a game and practise schedule.

r) Ensure that all team players and officials are properly registered or "Carded" for insurance and provincial competition, through the Registrar.

s) Ensure that all meeting rooms are booked in advance for team meetings.

t) Ensure that all the rules and policies of the Association are carried out and that any deviation from these is reported to the executive.

u) Ensure the collection and remittance of all monies due to the Association Treasurer by invoice due dates.

v) Managers are to ensure through direct confirmation with the team coaching staff that all Association goal tender equipment, sticks, pucks, pylons, and sweaters are returned to the TMHA at the end of the playing season. Parents who signed out the gear themselves should be given their receipt if returned to the team management. It is preferred that they be asked to deal directly with the TMHA to avoid misunderstanding of the responsibility for equipment return.

6. CODE OF DISCIPLINE

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 President and a Vice President, the Discipline Committee or the Executive. The respective community Vice President shall be advised of all such suspensions.

Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to a Vice President. The Vice President shall document the complaint including the name of the complainant, the affected team, coach, assistant, trainer or manager and the nature of the complaint. When necessary, the Vice President may refer concerns to the Executive for resolution. Any serious concerns by coaching staff, or others, must be reported in writing to the TMHA Executive for consideration.

A Discipline Committee shall consist of, as a minimum: the President and/or a Vice President, and shall include additional members at the discretion of the Executive. The president, or his/her delegate, will Chair the meetings and may cast the deciding vote.

An appeal process shall be available to complainant(s). Subsequent to a ruling by the Discipline Committee that is unsatisfactory for the complainant(s), the complainant(s) may appeal the decision to a Discipline Appeal Committee. This committee shall be determined and set up by the TMHA Executive but shall consist of no common members of the Association. The Appeal Committee shall hear and be given all relevant data necessary to reach resolution of decision the deem to be fair and just. The ruling of the Discipline Appeal Committee shall be binding on all parties.

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgement calls.

Any player given a suspension shall be required to attend the suspended game(s), either home or away before the association will recognize the suspension as being served. All suspensions must be forwarded by the manager to the President of the association. This shall include the game sheet from the game(s) the player sat out with the player's signature.

CODE OF DISCIPLINE: (for parents, coaches and players) (Amended April 2011)

Every coach, player and parent of TMHA will sign discipline guideline agreement as set out and agreed upon by the THMA. In many instances, offences that are similar to those identified in the Hockey Alberta Minor Suspension Guidelines will be dealt with in the same manor. When an individual is suspended from TMHA, they are suspended from all Minor Hockey activities. This includes participating in other siblings games if they are a parent with other children playing hockey. It also included refereeing games if they are a referee.

Severity of Discipline:

A. Mild (Reprimand to 2 game suspensions)

This would be applied when it is a 1st offense, which is less severe in nature. The offending individual has shown true remorse and the actions are out of character.

B. Moderate (Minimum 3 game suspension)

This is for offenses, which are mild to moderate in severity. Application of this type of discipline would be for a 2nd offence. It would also be applied to individuals who have not accepted responsibility for their actions or show no remorse.

C. Severe (Minimum 5 games to 3 years suspension)

This is for the most serious offenses. An example could be physically threatening or assaulting an individual. Application of this type of discipline would be for individuals who have reoffended multiple times or not accepted responsibility for their actions or show no remorse.

Pledge Forms and/or Code of Conducts:

TMHA expects full cooperation in signing the pledge form and code of conduct forms.

7. PLAYERS REGISTRATION

No player may participate in Association activities unless he/she is properly registered. A player is registered when a completed registration form has been filed with the Secretary of the Association and registration fees have been paid, or arrangements made for payment in accordance with TMHA policy. Registration will be rescinded if fees are not paid in full by Dec 31, 2010(%0% of registration dues to be paid at the players start date, other 50% paid post dated at start date). 2011/2012 season dues will be paid as follows: 50% of registration dues paid in April @ AGM, other 50%(post dated) due Sept 15, 2011. All NSF cheques must be made good within two banking days of notification or registration will be rescinded.

Late Registration Penalty Fee: For players NOT new to THMA will be expected to register at the AGM in April, if this is not done there will be a \$100.00 late penalty fee added to your registration, this becomes effective for the 2011/2012 season. There will be registration forms available in March at both arenas and all managers will also be given forms before season end and/or at AGM.

Completed team lists on the appropriate required forms must be filed with the Secretary no later than December 15.

At Registration parents and players should be given information regarding any planned conditioning camps (its purpose, dates, times, location, duration, costs, and benefits), probability of tryouts (procedures, starting dates, location, and length), financial and time commitments required and any other relevant information.

First consideration and priority of registration will be given to the Forestburg and Daysland players within the Association boundaries. They will automatically be registered up to and including the first 19 players.

A “grandfather clause” shall exist which specifies that players or siblings of players from outside of the TMHA boundaries that were previously carded by either the Forestburg or Daysland Minor Hockey Associations are considered TMHA carded players for registration purposes. Players from outside the TMHA boundaries that do not meet the “grandfather clause” that wish to join our Association will be considered on an individual basis. Consideration will take into account such things as the associated accumulated numbers involved in the player movement, negative impact to current players within our Association, input from coaching staff, applicable AHA rulings and any other factors that may from time to time become prudent to include in the evaluation. In all cases the well being and benefit of players within the TMHA boundaries will be of primary importance. The final decision will be made by the TMHA Executive and will be binding on all parties. As determined through Registration, the following shall serve as a guideline:

a) Teams are to consist of no less than 12 players and no more than 19 players including goaltenders.

b) If a teams registration numbers are 14 to 19 players within the Association the team will be considered complete.

c) A player from outside our boundaries may wish to register with the TMHA. If he has no home town team on which to play and is not crossing other association’s boundaries and carrying numbers, he will be included in our Association’s numbers. If, however, the team on which he would play already has 19 players registered from within our boundaries, the player’s eligibility to register with the TMHA shall be withheld

d) If registration numbers are 13 or below, outside players will be allowed to register with the TMHA on a first come first serve basis up to a number the coaches and TMHA Executive agree upon.

E) If registration numbers are 20 to 29, and open tryout will be held. Up to 4 imported players will be allowed on the team playing at the higher tier level. All imported players will have his or her cards released at the end of the season.

8.TRYOUTS (Amended April 2016)

It is the philosophy of the TMHA to provide the opportunity to play hockey for all players registered with the Association. The key premise upon which the Association bases its tryouts is that each player plays at a level compatible with his or her skill, ability, and attitude and experience level.

Tryouts will be conducted for Atom, Pee Wee, Bantam, and Midget categories if registration numbers necessitate the management or more than one team within the category.

As required, the TMHA Executive will appoint adjudicators to evaluate players during tryouts. The Association endeavors to select persons that are the most appropriate, best qualified, and most responsible for the fair evaluation and assigning players to teams.

The coaches and adjudicators in consultation shall determine placement of players within TMHA teams. Community Vice Presidents and/or the Association Executive may aid final assessment and team assignments.

In order to assess and categorize each player, the following tryout procedure has been adopted:

- a) Each tryout hour should be limited to a maximum of 40 players on the ice, in order to avoid confusion and allow proper evaluation.
- b) Each player will be assessed while performing basic or advanced hockey skills.
- c) Player assignment should be done with the utmost dispatch.
- d) Sensitivity, respect, and consideration to the self-image of the players should be foremost.
- e) Coaches from each level will be available to assist in the selection and evaluation process. Coaches and Adjudicators will meet during the tryouts to review their observations, analyze and assign players.
- f) It is imperative that all players and their parents be informed of the process prior to the start of tryouts.

Target date to finalize team roster will be in accordance with the AAHA and CHA guidelines. Any further changes in the team roster can be made only with the approval of the Executive.

All players must tryout for teams. No player is guaranteed a position on a team if he/she played on that team the previous year.

Players must all be registered in their appropriate age division. If a player wishes to:

- a. Play down an age division or
- b. Play up an age division

The following procedure must be followed. If the player is requesting to move up an age division, the following procedure will occur:

1. The player movement request must be made in writing to the president of THMA. Once the request has been received by the president, they will present it to the board, where it will be discussed and decided upon if the numbers in both age divisions warrant it.
2. If the players request is agreed upon by the board the player will then attend evaluations in the age division they have requested to move up to. That said player will then need to evaluate in the top half of that age division in order to play on the A team. (for example if the A team will have 12 registered players that said player must evaluate in the top 6). If that player does not evaluate in the top half, that said player will then be placed on the B team or go back to play in their appropriate age category.
3. If the player is requesting to play down that said player will need to fill out the overage age application from Hockey Alberta and have the appropriate executive member sign the form and send it Hockey Alberta Zone 7 rep. That player can practice with the team but may NOT play any games until approval from Hockey Alberta is received. If Hockey Alberta does not approve the overage approval request, then that said player will play in their appropriate age category.

9.PLAYER MOVEMENT

All player movement during the season must be in accordance with AAHA and CHA guidelines. Any player movements for practises or games, from any team, must follow these procedures.

- a) First communication must be between the coaches of the affected teams.
- b) All team head coaches and the parent(s) of the affected player must be in agreement to any player movement.
- c) If no agreement can be reached amongst the coaches and the player's parent(s), the TMHA Executive will arbitrate the situation.

10. EQUIPMENT

TMHA provides goal tender gear for Initiation and Novice players only. The TMHA or if appointed, the Association Equipment Manager will allow equipment to be signed out to the parents of a goaltender.

For summer use of goal tending equipment, a deposit cheque of \$200.00, post-dated Sept. 1 of the current year will be required. The deposit cheque will be returned upon receipt of equipment in good condition.

11. ICE ALLOCATION, RESPONSIBILITIES, AND PAYMENT

Prime time ice availability is the greatest asset of the TMHA. Its rental is the greatest single expense. Its well managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved:

a) The team Manager and/or Coach are the only persons who can book ice for the TMHA teams. An ice "hour" is 50 minutes plus 10 minutes for the time it takes for rink staff to clean and resurface the ice.

b) It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, make-up games, etc.

c) The TMHA arranges with the applicable arena ice rental manager to schedule ice times. The usage of this ice is the full responsibility of the team in whose name it is booked. If the team cannot use the hour from time to time, it is the teams responsibility to find an alternate user. Exchange of ice between teams is their responsibility. Sale to outside parties is prohibited.

D) Teams may not revise scheduled game hours. If game changes are required, approval must be made by consent of the applicable arena ice rental manager.

e) An hour of ice may be shared by more than one team, subject to the scheduling arrangements by the applicable arena ice rental manager.

f) If two teams, regardless of fault, arrive for the same hour of practise, this procedure will be adhered to:

- i) each team will use half of the ice
- ii) coaching staff must ensure the safety for all players
- iii) the applicable arena ice rental manager should be informed of the shared ice as

soon

as possible

g) If two teams arrive for the same ice hour, one for practice, the other for a game, the game team will have that hour of ice. The applicable arena ice rental manager must be informed as soon as possible.

12. MEETING ROOM BOOKING

Teams wishing to use the meeting rooms are responsible for making their own arrangements. It is noted that teams are representative of TMHA. Team management is to ensure that the rooms are left in a tidy condition.

13. TEAM FINANCIAL REPORTING

Each team is required to submit to the Executive its proposed yearly budget for approval. A parent consensus of approval for a team budget should occur at the first team meeting. A copy of the approved team budget should be forwarded to the Association Treasurer no later than November 10 of the current season. The TMHA Executive will review the budgets presented by the team managers. If required, the Executive will assist the team manager in finalizing the budget.

Each team manager for their respective teams will be responsible for providing parents and the Association Executive a Financial Report by May 14 to cover details of the seasons transactions.

Excess funds in the team account at the end of the season should be returned to those team parents who made out of pocket contributions, or turned over to the TMHA when the funds were raised through any form of public solicitation made in the name of the TMHA minor hockey. Under **NO** circumstances should excess funds be used in ways not allowed for under "Fund Raising Guidelines.

The TMHA can review the bank records of any team. The team records must be provided to the Association Treasurer within seven days of verbal or written request.

14. CONTROL OF CASH REVENUES

TMHA, a non-profit organization under Alberta law, is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

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

All organizer associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following:

a) Bank accounts should be used for team, committee, and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements, and cancelled cheques, as well as receipts, invoices, and other financial records are to be held in Trust for the Association Executive by a team committee, or event Treasurer. These documents should be kept safely and be made available on request by the Association President, Treasurer, or Vice President.

b) Accounts should be opened "In Trust", or in the name of the team, committee, or event, etc., with cheques signed by two adults, one of whom must be the team manager or committee/event Treasurer.

c) A receipt in writing should evidence all cash transactions.

d) Ticket sales and 50/50 sales must be reconciled as to ticket numbers sold and cash received. This reconciliation should be kept with team records.

15. FUND RAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.

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

From time to time, parents and players will be expected to make direct contribution to meet team and Association expenses through fund raising efforts.

a) Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided they are in good taste. Alcoholic beverages may not be used as prizes.

b) All fund raising must be well supervised and controlled.

c) Fund raising programs should be carried out within our Association boundaries.

d) All plans for team fund raising must be discussed and approved at a team meeting. The TMHA Executive must then be advised of the event or project and dates prior to commencement. The TMHA Executive have the right to verify amounts raised.

e) Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.

f) Special team events outside the rinks, such as public fundraising, must be advised to the AAHA through the President to ensure that the requirements of CHA insurance are met..

g) Teams may plan, budget and fund raise for the following purposes included:

i) Tournament team registration fees.

ii) Team hockey socks, one way and one home set.

iii) The cost of one hotel/motel room for coaching staff at an away tournament, if they are

are not parents of players on the team..

iv) Additional ice time.

v) Referees.

vi) Costs associated for a team year end function

vii) Other team expenses such as faxes, phone calls, and correspondence.

Fund raising for other items not mentioned above must be approved by the TMHA Executive.

16. SPONSORSHIP POLICIES

Team sponsorship revenues are an important and integral part of Association budgeting each year. Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. Teams are encouraged to solicit sponsorship from businesses or corporations that so desire to contribute to the individual teams or to the TMHA.

This sponsorship may be in the form of moneys donated. In this case, as the TMHA is a registered society, the sponsor shall receive appropriate receipts for taxation purposes.

In the case of equipment or sweater/sock sponsorship, sponsorship rights would normally be identified as a term of one playing season. Though this should be the norm, circumstances may vary. It is recommended that details of the sponsorship be documented clearly so as to not

establish misinterpreted expectations on either party.

Teams may have as many sponsors as they may require to raise sufficient funds. In return for the sponsorship, it is recommended that the team manager explain to sponsors when the team plays and practises, and welcome the sponsor to visit at any time. It is important that the team Manager maintain regular verbal and/or written contact with the sponsor(s). In addition, it is recommended that a framed, engraved (showing the team name, sponsor name, and year the picture is taken) team picture is delivered to the sponsor, as early as possible.

17. TEAM JACKET POLICY

The TMHA logo is private property of the Association. It and the “Thunderstars” name, may be used on products, jackets, other garments and written or printed materials, only with expressed prior written approval of the Executive through the President.

The basic approved colors for all Association purposes are - black, royal blue, white, and red. All authorized use of the ThunderStars name and logo will also reflect this color policy.

18. HOCKEY SWEATER AND SOCK POLICY (Amended April 2016)

TMHA will endeavour to provide each ThunderStars team with two sets of sweaters, home whites and away black. Individuals are required to purchase Association color hockey socks.

Periodically the TMHA may determine that sweaters will be sold when their condition dictates that they be replaced for the next season. Such sweaters will be marked as being surplus.

Sponsor Name Bars and Player Name Bars will be sewn, or in the case of Sponsors may be silk-screened, on the back of team sweaters in a strictly consistent manner as determined by the team.

\$25.00 non-refundable fee (Cheques made out to TMHA) will be collected from each player at the beginning of each hockey season to start building funds for the next set of jerseys and any replacements. Name bars on jerseys. An additional \$25.00 (per player) seamstress fee will be applied for any teams wishing to have name bars placed on jerseys. It will then be the teams responsibility to have name bars made up and paid for and have a THMA approved seamstress sew them on and take them off at teams cost. Washing of sweaters will be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team. When not in use, sweaters should be stored in a warm dry place. The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process. ThunderStars sweaters are custom made to our specification.

When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, team management is responsible to see that player name bars have been carefully removed, that all sweater sets are complete (NONE missing), and that they have been carefully washed and are ready for storing.

19. 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. The TMHA Executive encourages all teams to participate in and support tournaments at home, in the Association's area, other areas of the Province, and Nationally. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Executive for approval:

- a) All tournament arrangements must be in accordance with all CHA, AAHA, and TMHA rules and regulations.
- b) Tournament entry fees are paid through team budgeting and funding.
- c) Teams should enter officially sanctioned and reputable tournaments in which TMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- d) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff, and visiting parents, on the ice, in the rinks, and elsewhere.
- e) Will in advance of departure, if necessary, travel insurance and extended medical coverage to suit the situation should be obtained.

20. TRAVEL

All games must be sanctioned by the CHA for insurance purposes. Travel Permits must be obtained to ensure insurance coverage. Teams travelling without a permit may be disqualified from tournament play by the hosting Regional Director. Therefore, the permit must be available at all tournaments. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team travelling without an appropriate travel permit may result in a 14 day suspension to the responsible team officials. Second offence may result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

Requests for Travel Permits must be made at least a week prior to game(s). Travel Permits **MUST** accompany a team to their game(s). Travel Permits are to be obtained from the Zone Travel Permit Coordinator.

Upon completion of Exhibition game(s) or Tournament, a copy of the game sheet(s) must be returned to the Travel Permit Coordinator. Future Travel Permits may be withheld if game sheet(s) are not returned.

Travel Permits are required for all tournaments and games outside the Zone, as well as all Exhibition games outside the Zone.

Travel Permits are **NOT** required for:

- a) Regularly scheduled league games.
- b) Regularly scheduled league playoffs.
- c) Provincial Playdowns.
- d) Tournaments within the Zone.
- e) Exhibition games within the Zone.

The manager is responsible to maintain and have available the validated copy of the TMHA Player Cards or Team Lists when traveling out of the home Zone. As well, a copy of each player's Birth Certificate, or other acceptable proof of age, should be kept available. The coaching bench staff must also have evidence of TMHA registration.

Player and Team Management Suspensions received within Zone play are also in effect when

travelling and apply to all tournaments and exhibition game activities.

The TMHA will allow Midget players to drive to practises and home games. The player must be accompanied by an adult to away games.

21. MEDICAL AND FIRST AID POLICIES

At least one member of each team must have completed the CHA and AAHA Coaches Clinic Level 1.

Trainer qualifications will be in accordance with AAHA requirements.

First Aid Kit - team managers will review the contents of team first aid kits to be available at the rinks. Recommended contents is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, guaze and telfa pads, adhesive tape, and antiseptic solution, rubbing alcohol, hydrogen peroxide, q-tips, Vaseline, 3" tensor bandage, slings(6), safety pins, tongue depressor, towel, tweezers, antacid tablets, diarrhea medicine, guaze rolls, small pocket knife. A Medical History and Consent Form, Parental Permission Form, and CHA Accident Claim Forms are necessary.

22. MINOR HOCKEY DAY

The objectives for our annual Minor Hockey Day, the day for which is determined by the TMHA, are:

- a) A fun day for participants.
- b) To promote awareness of and support for our Minor Hockey and Fair Play program.
- c) To raise funds to help keep registration fees down, making hockey more available to more young people. Ticket selling, etc. for Minor Hockey Day is the only time that our players are asked to work to support their Association.
- d) To raise Association pride and spirit beyond the team level to all Association participants.
- e) Coaches and Managers should keep the date, typically the third Saturday in January, open for participation. Other fund raising activities should be organized around Minor Hockey Day ticket sales.
- f) Innovative ideas and organizing suggestions are welcomed.

23. HOSTING TOURNAMENTS, INCLUDING PROVINCIAL CHAMPIONSHIPS

Each year, the AAHA asks Associations to host a particular level Provincial Championship Tournament, Atom to Minor Junior, levels, "AAA" to "BB". The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the AAHA "Bylaws and Regulations" Handbook, a copy of which is made available to all teams at the beginning of the season.

The hosting of a particular level Provincial Championship Tournament is very much a Team organized effort, with the backing of the Association. Teams may apply to host a Provincial Tournament by obtaining an Application from the TMHA Executive. The Team must first establish an experienced, strong, and determined head by an energetic Chairperson. Specifics of Rinks to be used and times booked must be provided in an initial 'Report and Request' to the Association Executive. This submission must include a reasonable budget and source of financing for all costs. There is NO Tournament "Entry Fee" paid by participating teams since they have earned the right to attend by being among the best teams in the Province. The best

organized Tournament Plan will not necessarily be selected by the Association Executive for representation to the Regional Director. Selection at the Provincial level in January each year is made as outlined in the AAHA Handbook.

If your team is interested, please do not hesitate to discuss this with your Vice-President and the President. Hosting a Provincial Tournament is a very challenging and worthwhile undertaking. We invite you to share the challenge.

24. GAME CANCELLATION AND RESCHEDULING

In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by the TMHA, the arena manager will contact the team managers and/or coaches of the affected teams. Team managers are responsible for notifying team members/players, referees, and the visiting teams.

Where necessary to reschedule a home game, the applicable arenas ice rental manager must be contacted early (in no case less than 24 hours before the event), preferably several days before, so that alternate arrangements can be made with other teams to possibly switch ice times and to notify other Association coaches and delegates.

25. APPENDICES

- Parental Consent/Medical History Form
- Referee's Discipline Report
- CHA Hockey Accident Report Form
- Official Game Sheet
- Competitive Team Budget Example
- Team Interim Financial Statement

These documents are not yet fully developed.