



# **Minor Hockey Association**

## **CONSTITUTION POLICIES & PROCEDURES**

Updated August 23, 2019

## **Esterhazy Minor Hockey Executive 2019-2020**

President.....Brett Schlamp  
Vice-President .....Blain Hill  
Secretary .....Glen Simon  
Treasurer .....Shawn Gareau  
Referee-in-Chief .....Jordan Ruff  
Equipment Manager .....Steve Silvernagle  
Registrar.....Chantelle Earnshaw

### **Additional Executive Members:**

Amanda Jones  
Chad Lussier  
Tracy Romanchook  
Dave Sandilands  
Erin Unchulenko

### **Team Coordinators:**

Division	Coordinator 1	Phone Number	Coordinator 2	Phone Number
Snowflake	Chantelle Earnshaw	306-745-3333		
Pre-Novice	Chantelle Earnshaw	306-745-3333		
Novice	Amanda Jones	306-740-7407	Brett Schlamp	306-740-7858
Atom	Blain Hill	306-737-3962	Tracy Romanchook	306-740-7170
Peewee	Shawn Gareau	306-740-7174	Jordan Ruf	306-621-9125
Bantam	Steve Silvernagle	306-740-9194	Chad Lussier	306-222-7116
Midget	Glen Simon	306-740-8104	Erin Unchulenko	306-740-7212

# Esterhazy Minor Hockey Association

## CONSTITUTION

### 1 NAME

The name of the association will be Esterhazy Minor Hockey Association. The abbreviation title will be EMHA.

### 2 OBJECTIVES

- .01 To provide hockey for all children residing in Esterhazy and surrounding area to age eighteen.**
- .02 To foster and improve the game of hockey among all participants.**
- .03 To foster and promote sportsmanship, citizenship and leadership.**

### 3 EXECUTIVE COMMITTEE

- .01** An Executive member or his/her spouse must not be an employee of the EMHA.
- .02** Each Executive position will be a two (2) year term on a rotation basis. (Six members will run for re-election each year.)
- .03**
  - a)** The President will be elected by the membership at the Annual Meeting. Nominees must have served on the Executive during the prior year.
  - b)** The Executive will elect a Vice President, Secretary, Treasurer, Referee-in-Chief and Equipment Manager from the Executive members after the annual meeting.
  - c)** The President will serve 1 term with a maximum of 3 terms.
- .04** The Executive will have authorization to appoint vacant positions as necessary.
- .05** The Executive members will establish and maintain EMHA policies and procedures.
- .06** The voting Executive members of EMHA will include:
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) Registrar
  - f) Referee in Chief
  - g) Seven (7) Directors
- .07** The non-voting members of EMHA will include:
  - a) Past President
  - b) Recreation Director

### 4 DUTIES OF THE EXECUTIVE POSITIONS

- .01** President
  - a)** Preside at all meetings of the EMHA or its Executive.
  - b)** Give notice of special meetings.
  - c)** Perform such duties as normally pertain to the office of the President and will generally oversee the business of EMHA.
  - d)** Be an ex-officio member of all committees.
  - e)** Work with the Recreation Director to coordinate ice time and to assign open ice equally among all teams.
  - f)** Ensure that EMHA is represented at all league meetings by at least two representatives.
  - g)** Ensure that the schedule of EMHA games is followed.
  - h)** Ensure there are sufficient and suitable coaches and assistant coaches.
  - i)** Ensure all teams are registered with their leagues prior to the deadline date.
  - j)** Assign committee chairman and members to special projects.
  - k)** Arrange, along with the Recreation Director, that teams are registered in Provincial Play-offs.

**.02 Vice President**

- a) Assist the President at all meetings.
- b) Assume the duties of the President in his absence.
- c) Assume the President's duties upon his resignation.

**.03 Secretary**

- a) Post date, time and location of monthly meetings on the rink bulletin board 7 days prior to the meeting.
- b) Record minutes of annual and Executive meetings.
- c) Distribute minutes of meetings and all other literature as required to all Executive members.
- d) Post minutes of annual meeting on the rink bulletin board.
- e) Post EMHA policies and procedures and make available upon request.
- f) Install and date changes made to EMHA policy and procedures within one month of the change.
- g) Maintain EMHA files and records.

**.04 Treasurer**

- a) Receive all funds of EMHA and issue receipts.
- b) Deposit and disburse such funds in the manner prescribed by the Executive members.
- c) Be responsible for maintaining acceptable financial records.
- d) Deposit all monies in a bank of the Executive's choice.
- e) Prepare a statement of receipts and payments for information at each meeting.
- f) Submit the financial records for annual independent audit or upon request by the Executive.
- g) Be responsible for collection of EMHA gate admissions.
- h) Provide a current financial statement at the annual meeting.
- i) Provide a projected budget for the next season at the annual meeting.
- j) Signing authority on all monies paid out will be signed by the Treasurer and the President.

**.05 Registrar**

- a) Lead player registration and coach application process.
- b) Collect all money from registration and provide to treasurer for deposit.
- c) Collect and track criminal record checks as required.
- d) Register all team rosters with SHA, Major Hockey League and Hockey Canada as required.
- e) Track team staff qualifications and report to division coordinators all team staff that do not have qualifications by required deadlines.

**.06 Referee in Chief**

- a) Lead officiating for all EMHA events.
- b) Ensure all EMHA officials meet or exceed SHA guidelines for one ice officiating.  
Plan and schedule officials for all games.

**.07 Directors (9)**

- a) Equipment Coordinator
- b) Sponsorship Coordinator
- c) Social Media Coordinator
- d) Scheduling Coordinator
- e) Fundraising Coordinator
- f) Special project committees

**.08 Recreation Director**

- a) Post all rink schedules.

- b) Act as advisor to EMHA coaches and Executive members.
- c) Be the representative of the Town of Esterhazy and the liaison between the Town of Esterhazy and EMHA.
- d) Ensure that ice has been flooded prior to game time for any EMHA league home game.

**.09 Past President**

- a) Act in an advisory capacity to the current Executive.
- b) Serve on committees if appointed.

**5 MEETINGS**

- .01** There will be an annual meeting held in April in Esterhazy.
- .02** The business at the annual meeting will include:
  - a) Reading of minutes of the previous annual meeting
  - b) President's address
  - c) Correspondence
  - d) Treasurer's report
  - e) Election of executive members
  - f) New business
  - g) Amendments to the constitution
  - h) Adjournment
- .03** Executive members, other than the Recreation Director and Past President, will be elected by secret ballot.
- .04** Voting privileges at the annual meeting will be limited to all parents of duly registered children, appointed coaches, managers and Executive members. One vote per hockey registration.
- .05** Voting privileges at Executive meetings will be limited to Executive members only. The President will vote only in the case of a tie.
- .06** The Executive members will meet monthly during the hockey season with special meetings as required.
- .07** All monthly meetings will be held with at least 7 days notification to all executive members.
- .08** All Executive meetings must have at least 50% of the voting members present.
- .09** Delegates/delegations must be added to the agenda of Executive meetings at least 48 hours before the meeting.
- .10** All discussions at Executive meetings are confidential.

**6 CRIMINAL RECORDS CHECK/VULNERABLE PERSONS CHECK**

- .01** Due to the positions of trust that are inherent within the EMHA all volunteers and employees shall be required to have a criminal record check. A criminal record check is to be completed and handed in with coaching application or before November 1<sup>st</sup> for all other positions. Criminal record checks will be valid for three (3) years. EMHA reserves the right to request a criminal record check at the boards discretion before the 3 year term.
- .02** Every volunteer (i.e. league executive, coaches, managers, adult officials), once accepted, is obligated to inform the Board of Directors if he or she is charged, tried or convicted of any offence under the Criminal Code or under provincial or federal statutes, if that offence is relative to a position of trust held by the individual.
- .03** In general, individuals with past Criminal Code convictions for certain offences will not be accepted for a direct service position with participants. These offences include, but are not limited to, the following with exclusion of timeframes listed:

Lifetime:

- Sexual Assault
- Sexual Exploitation

- Invitation to Sexual Touching
- Sexual Interference
- Procuring Sexual Activity
- Child Pornography related charges – any and all related charges
- Child Assault
- Child Abuse
- Serious or threatening behavior to children
- Current prohibitions or probation forbidding the individual to have contact with children under the age of 18
- Theft, fraud and related offences (while in a Position of Trust)

Five (5) Years:

- Assault
- Any Weapons offence
- Conviction under the Controlled Drugs and Substances Act

Until resolved through the Judicial System, outstanding convictions or charges pending for any violent offence or outstanding convictions or charges pending for any sexual offence. After the exclusion timeframes have lapsed the applicant is not automatically reinstated in good standing. A review committee will review their application and decide if the application should be accepted. If the applicant is accepted they will be on a probationary term for two (2) years during which time their participation will be monitored. They will not be allowed to head coach for any team during their probationary term. There will be no review of appeal on a lifetime ban.

## **7 AMENDMENTS TO THE CONSTITUTION**

- .01** Notices of proposed amendments to the constitution will be sent to the secretary 14 days prior to the annual meeting.
- .02** The constitution will only be amended, repealed or altered by a two-thirds majority vote at the annual meeting.

## Esterhazy Minor Hockey Association POLICIES AND PROCEDURES

### 1 Expectations

- .01 All EMHA members will be provided with a copy of EMHA Constitution, Policy and Procedures each year if they request.
- .02 All Executive members, coaches and managers will be familiar with the constitution, policies and procedures.
- .03 With the exception of those policy and procedures specifically mentioned and covered herein, the SHA rules and regulations will prevail.
- .04 Any actions of a team regarding fund raising, communications, etc. that may or will contravene policy must be presented to and be approved by the Executive before proceeding.
- .05 EMHA and associated teams will purchase locally whenever practicable.
- .06 It is understood that minor hockey is for the equal participation of all registrants.

### 2 Scheduling and Cancellation of Games/Practices

- .01 League game scheduling will have priority over practices. Regular season league games will be scheduled on weekends under normal circumstance. Games scheduled during the week days will require permission from any team that will have their practice bumped because of the game.
- .02 League games cannot be cancelled for tournaments or exhibition games.
- .03 Every effort will be made to post ice schedules one week in advance.
- .04 All out of town ice scheduling must have prior approval by EMHA.
- .05 Justified home game cancellations must be reported immediately to the Recreation Director, the canteen manager and to the Referee-in-Chief.
- .06 Each team will be responsible for the advertisement of games.

### 3 Registration

- .01 Registration fee rates and deadlines will be set by the Executive at the beginning of the season.
- .02 The **SHA Insurance fee** is not refundable. The season refund will be prorated on a six month basis. Registration would be divided by 6 and prorated for the refund.
- .03 SHA and league registrations will be paid by EMHA.
- .04 All players must be registered prior to participation in try-outs or camps.
- .05 (a) Each player must be properly registered before being allowed on the ice.
- .05 (b) Registration must be paid in full by November 1<sup>st</sup> of current year. If registration is not paid by any player, that players coach will be notified and that player will not participate in any minor hockey activity until all fees are collected.
- .06 Registrations received after September 16<sup>th</sup> must include a late penalty of \$100.00
- .07 Registrations received after October 15<sup>th</sup> **must receive EMHA executive approval before the registrant may participate in any minor hockey activity.**
- .08 Registration cheques may be post-dated up to October 31<sup>st</sup>.
- .09 In order to register with the EMHA, the player must be a bona fide resident of Esterhazy as defined by SHA regulations.
- .10 Registration of players from centers outside of Esterhazy, including combining of centers, will only occur with the permission of the EMHA Executive before October 1<sup>st</sup>. Such permission will only be granted after a majority vote of the Executive and will consider current team size, available coaches and any other contributing factors.

#### **4 EMHA - Stockholm Arena**

- .01 EMHA will approve all scheduling between Esterhazy and Stockholm.

#### **5 Admissions**

- .01 Game admission fees and gate pass rates will be set by the Executive.
- .02 Players, player's parents and family, and player's step parents and immediate family will not be required to pay admission for regular season games or the player's home tournament.**
- .03 Each team will be responsible for admission collections as per EMHA guidelines.
- .04 EMHA Executive members will have free admission to all minor hockey home games.
- .05 Season Gate passes for regular season home games will be available.

#### **6 Referee-in-Chief**

- .01 will be elected by the EMHA Executive.
- .02 will appoint referees for all games unless otherwise provided by the SHA and League rules.
- .03 will be responsible for referees' pay as set out by the Executive.
- .04 will arrange for referee clinics for local referees.
- .05 will promote, encourage and aid in the development of new referees and linesmen.
- .06 will receive questions or complaints regarding officials and will attempt to resolve same.

#### **7 Equipment**

- .01 All equipment must be purchased on the advice of the equipment manager.
- .02 All unusable equipment will be disposed of by the equipment manager on approval of the Executive.
- .03 Each team will be provided with a locker that is stocked as per equipment guidelines (see page 13).
- .04 There will be a \$250 refundable damage deposit charged for the use of EMHA goalie equipment for the Pee Wee, Bantam and Midget divisions.
- .05 The refundable damage deposit of \$250 will be charged to all divisions for EMHA goalie equipment used during goalie schools.
- .06 Coaches, managers and Executive members will have access to the phone/fax and the photocopier for EMHA business only. Third party calls are not allowed.

#### **8 Tournaments**

- .01 Rules will be governed by CHA and SHA regulations.
- .02 Each team will be allowed an allotted time to host a tournament.
- .03 Division coordinators will assist the coaches and managers in organizing their tournament and selecting a tournament chairperson.
- .04 The tournament chairperson will be responsible for advertising, securing the sanction, scheduling games and floods, notifying the referee-in-chief, entrance fees, providing minor officials, gate admission, and submitting all game sheets to SHA.
- .05 A financial statement will be presented to the EMHA Executive within 10 days following the completion of the tournament.
- .07 If the referee-in-chief has to assign non-EMHA out-of-town officials for any tournament games then EMHA will pay any mileage costs incurred by the tournament committee for those officials.

#### **9 Fund Raising**

- .01 50/50 tickets may be sold at all home games for the home team's benefit.
- .02 All other fund raising must be approved by the Executive.
- .03 Teams will not solicit donations unless approved by EMHA.



- .01 EMHA may purchase a banner for display in the rink recognizing team achievement for a provincial championship.
- .02 Awards of recognition may be made for special occasions.
- .03 Championship team pictures will be provided by EMHA and displayed in the rink lobby.
- .04 Service awards will be presented to retiring executive members that have served two or more terms on the EMHA executive. Examples of gifts are pen sets, plaques, or clocks.
- .05 Service awards will be presented to retiring presidents. The cost of this award will be up to \$200.

## 11 Coaches

- .01 FAIR PLAY POLICY: It is in the best interest of player development and for the betterment of minor hockey that every player registered in the EMHA receives an equitable share of ice time. Coaches are responsible to ensure that each player receives a fair share of ice time during games and practices. Coaches may deviate from this guideline during approximately the last 5 minutes of a game. They may also deviate for the following reasons:
  - a) discipline
  - b) playoffs
  - c) carded and provincial teams
  - d) lack of commitment to games and practices
- .02
  - a) All coaches/managers must be familiar with the EMHA "Buddy System." (See Officiating)
  - b) Harassment of game officials by coaches or managers will not be tolerated and will be dealt with by the EMHA.
  - c) EMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No EMHA coach is permitted to directly address concerns with junior officials at any time.
- .03 The appointment and dismissal of coaches will be made by the EMHA Executive. Head coaches will be appointed by EMHA Executive within 2 weeks of the close of registration.
- .04 The EMHA will advertise the need for coaches as appropriate.
- .05 Applicants for coaching and management positions will be required to complete and submit an application form provided by EMHA. Applications must be received by the EMHA by the close of registration to be considered.
- .06 Head Coaches will select assistant coaches, managers **after teams have been formed**.
- .07 No head coach or manager will be listed with more than one team as a head coach or manager.
- .08 Coaches and managers must comply with SHA, CHA and EMHA rules and regulations.
- .09 Coaches' actions and their instructions to players must be tempered toward good conduct and the welfare of the players. Coaches are responsible for the conduct of their players and themselves on and off the ice and will display gentlemanly conduct, good sportsmanship and good manners at all times.
- .10 Coaches will not allow hazing of any type, head-shaving or horseplay by players.
- .11 The coach is responsible for ensuring that every player is dressed in CSA approved equipment while on the ice.
- .12 Coaches must ensure that players keep their dressing rooms clean and not abused. An adult must monitor the dressing room whenever players are present. Two adults may be required as per Respect in Sport guidelines.
- .13 Coaches must ensure that game sheets are completed properly and emailed or faxed to the league statistician promptly.
- .14 Coaches are responsible for obtaining timekeepers and goal judges.
- .15 (a) Coaches and managers will attend all clinics necessary to hold current SHA certifications required for their division and position.
- .15 (b) Coaches and managers will be responsible for all fines levied as a result of not obtaining proper certification.

- .16 It is the coaches' responsibility to ensure that no profane language is used.
- .17 Coaches must schedule league and play-off games to allot times.
- .18 The coach or manager must complete and acknowledge the appropriate equipment forms and be responsible for distributing EMHA equipment and collecting and returning that equipment by the end of March.
- .19 Coaches or managers do not have the authority to charge any equipment or related items to EMHA unless approved by the equipment manager.
- .20 Concerns or questions must be discussed first with the division coordinator.
- .21 Discipline of coaches will be dealt with by the EMHA on an individual case basis.
- .22 EMHA will cover prearranged expenses for non parent coaches selected by EMHA.
- .23 EMHA will provide an up to date rule/casebook for every EMHA head coach.
- .24 Any payments from EMHA for expenses incurred to attend clinics must be pre-approved by the executive.
- .25 Helmets must be worn by assistant coaches under 18 years of age.

## 12 Dressing rooms/arena

- .01 An adult must monitor the dressing room whenever players are present. Two adults may be required as per Respect in Sport guidelines.
- .02 NO SMOKING OR VAPING is allowed anywhere in the arena.
- .03 No puck shooting in dressing rooms, hallways, waiting area.
- .04 No spitting on walls or floors.
- .05 Do not use walls, doors or floors as chalkboards.
- .06 Garbage cans are provided. Please use them appropriately.
- .07 Make sure all sink and shower taps have been turned off and all toilets and urinals are flushing properly before leaving the dressing room.
- .08 Leave dressing rooms clean and not abused.
- .09 When finished using the dressing room, check that all garbage is disposed of, leave the key on the bench by the door, turn off the lights, and lock the door. (Rink staff will pick up the keys and check the condition of these rooms the next morning.)
- .10 **Sound booth:**
  - 1) An adult must be present in the sound booth at any time that it is occupied.
  - 2) No smoking in the sound booth.
  - 3) Do not tamper with stereo equipment in any way.
  - 4) Make sure all sound equipment is turned off after use.
  - 5) Turn off heater and lights before leaving.
  - 6) Lock the door when finished using the sound booth.
- .11 **Ice surface:**
  - 1) Players are responsible for removing all pucks and debris from the ice surface before leaving.
  - 2) Players are responsible for moving both nets for flooding.
  - 3) Absolutely NO ONE allowed on the ice surface during flooding nor until the ice has set.
  - 4) Flooding procedures are as follows:
    - Beginners - flood directly before game only
    - Novice - flood directly before game and a scrape at the end of the 2<sup>nd</sup> period
    - Atom - flood directly before game and between each period
    - Pee Wee - flood directly before game and between each period
    - Bantam - flood directly before game and between each period
    - Midget - flood directly before game and between each period
    - Practice time - as scheduled or at the discretion of ice maintenance personnel

- .01** Players will make every effort to attend all practices and games. Players will notify the team coach or manager in advance if they are unable to attend games or practices. Players who continually miss practice may have game ice time reduced at the discretion of the head coach.
- .02** All players must be fully equipped while on the ice with CSA approved equipment.
- .03** Players are responsible for EMHA equipment assigned to them.
- .04** Players are responsible for keeping their dressing rooms clean and unabused.
- .05** Teams who abuse or damage arena facilities will be liable and disciplined by EMHA.
- .06** Harassment of game officials by players will not be tolerated and will be dealt with by EMHA.
- .07** Players will comply with their coaches' rules as approved by EMHA. Failure to adhere to the rules may constitute removal from the team.
- .08** A player's first commitment will be to his/her regular team.
- .09** The following affiliations must be adhered to as designated by a fair draft procedure and approved by the appropriate EMHA coordinator:
- |         |              |            |
|---------|--------------|------------|
| Midget  | will AP from | Bantam     |
| Bantam  | will AP from | Pee Wee    |
| Pee Wee | will AP from | Atom       |
| Atom    | will AP from | Novice     |
| Novice  | will AP from | Pre-Novice |
- .10** A coach has the right to refuse a request to affiliate any of his players within 36 hours before a game or a practice of his team. It is the right of every player to play a higher caliber of hockey when offered.
- .11** There will be a maximum of two goaltenders registered per team for the divisions of Atom, Peewee, Bantam and Midget. The goaltenders will be rotated as equally as possible.
- .13** If there are more than two goaltenders that register to play per team in a division, the following selection procedure will decide the goaltenders selected:
- Residency will be the top priority
  - A Tryout consisting of 3 practices will be conducted with the assistance of the team coordinators or other impartial evaluator(s) at the request of the coach or goaltender (or goaltenders' parent/guardian)
  - All goaltenders will be notified by the coach of the tryout results
- A goaltender not selected will have the choice to stay with the team and play out or be granted a release to play elsewhere. In cases of a goaltender wishing to be released, EMHA will assist in trying to find another center for the goaltender to play out of.
- .13** Players trying out for a higher-level team must register with EMHA on the registration date in order to maintain their eligibility to be on an EMHA team in the event that the tryout is unsuccessful.
- .14** Bantam and Midget age female players will only be granted a concession to play a lower level of male hockey if there is no female team for their age group.
- .15** The EMHA Executive must receive a letter from a player/parents stating an intention to discontinue participation in the EMHA.
- .16** EMHA will rebate a player's registration fee up to January 1<sup>st</sup> only. The rebate will be prorated to the date that the coach was notified of the player's intention to quit the team.
- .17** Rebates will not be granted to any player after January 1<sup>st</sup> for any reason other than injury or change of center.
- .18** Players traveling to an away game must be accompanied by a parent or guardian or a team official.
- .19** Affiliate players are not to displace a team's regular players.
- .20** Affiliate players may practice with the team for which they are affiliated so long as it does not affect their regular team's games or practices. This decision will be left up to the player and their parents/guardians.

## 14 Player Releases from EMHA

- .01 EMHA President will grant player releases under EMHA and SHA guidelines. A request for a release outside of these guidelines must be made in writing and submitted to EMHA by registration day. The executive will review and grant the release only for a valid reason (i.e., personal hardship).
- .02 EMHA will grant releases for the following reasons:
  - a) change of center
  - b) change of school
  - c) to play a division or category of hockey that EMHA does not provide
- .03 On teams with more than 15 skaters registered, players requesting a release to play in another center will be considered by the board on a case by case basis.

## 15 Dividing Teams of Same Category

- .01 When EMHA divides its players in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
- .02 The following procedure will be used:
  - a) EMHA will select coaches to divide the teams. The executive may use a neutral coach at their discretion.
  - b) The players to be divided will have a minimum of three practices together at the start of the season.
  - c) The coaches involved will use these practices to evaluate players.
  - d) The coaches and division coordinators will meet together after evaluation and then divide teams by draft procedure.
  - e) The teams selected from this meeting will be scrimmaged by the coaches to be evaluated for even split by coordinators and/or a neutral coach.
  - f) Coaches and coordinators will not announce teams until all player movements are final.
- .03 There will be no tiering in any division for regular season play.

## 16. Exhibition Teams

- .01 Exhibition team will be defined as any carded Provincial or tournament team.
- .02 Coordinators will have parents' meeting before December 1<sup>st</sup> to discuss tournament teams and provincial playoffs.
- .03 All parents will fill out an EMHA provided form stating **YES** or **NO** to whether their child is interested in trying out for such a team. No player will be granted permission to play with another team for any reason should they vote **NO** or abstain from voting.
- .04 If there is interest in a team, coaches must apply by December 1<sup>st</sup>.
- .05 The coach will:
  - a) Select a manager and an assistant coach.
  - b) Explain to parents how he intends to select players and state if he intends to select players from outside the center of Esterhazy.
  - c) Ensure that regular team games and practices have priority over exhibition teams (exception will be provincial games as per SHA guidelines).
  - d) Select a minimum of five (5) players from EMHA for Novice and Atom. All other age groups will follow as per "AA" guidelines set out by SHA.
  - e) Follow EMHA policy and procedure.
  - f) Ensure that such teams (with the exception of Provincials) will pay for all expenses.
- .06 If an Esterhazy based Provincial team advances to the Provincial semi-final or final and must travel more than 200 KM one way to play, EMHA will cover bus costs for the players and coaches.

**17 Disciplinary Action**

- .01 The SHA and leagues will deal with all violations of SHA or CHA rules of play.
- .02 The Executive will determine any disciplinary action deemed necessary for violation of EMHA policies and procedures.
- .03 Executive members have the authority to request EMHA coaches, players or fans to leave the rink for abusive behavior.
- .04 teams are responsible for any fines and money owed.

**18 Coordinators**

- .01 Two non-parent Executive members will serve in each division as coordinators.
- .02 The coordinators' duties include:
  - a) Informing their division of EMHA and SHA guidelines.
  - b) Chairing meetings upon the request of teams or EMHA.
  - c) Being involved with the dividing of teams.
  - d) Dealing with concerns or complaints in their division.
- .03 Complaints:
  - a) It will be recognized that team complaints should first be dealt with internally.
  - b) Unresolved complaints may be forwarded to the division coordinators in writing.
  - c) The coordinators will then decide whether the complaint is valid.
    - i) If invalid, the complaint will not be pursued any further.
    - ii) If valid, the complaint will then be investigated and dealt with promptly and appropriately by the coordinators.
  - d) Team concerns should be dealt with at a neutral time agreed upon by the parties involved. During games or practices is not favorable.
  - e)

**19 Officiating**

- .01 EMHA will decide the rate of pay for referees, linesmen and evaluations. For the current season, rates of pay are as follows:

Division	Rate of pay per game	
	Referee	Linesman
Pre-Novice	\$20.00	\$20.00
Novice	\$30.00	\$20.00
Atom	\$35.00	\$30.00
Pee Wee	\$60.00	\$40.00
Bantam	\$70.00	\$50.00
Midget	\$75.00	\$50.00

- .02 EMHA referees will be reimbursed for travel costs according to the following schedule:
  - Under 11 Kilometers from their home to the arena----- \$5.00
  - 11 Km to 15 Km from their home to the arena ----- \$10.00
  - 16 Km to 20 Km from their home to the arena ----- \$14.00
  - 21 Km to 25 Km from their home to the arena ----- \$18.00
  - 26 Km and over from their home to the arena -----\$.42/Km based on total distance traveled.
- .03 All EMHA games will be distributed to ensure equal chance for equal pay to EMHA officials.

- .04 Officials will be scheduled for all EMHA games two weeks in advance.
- .05 EMHA will supply a referee sweater plus armbands for each junior official at the beginning of each season. EMHA will reimburse every EMHA official who completes the SHA official's clinic the amounts required for the clinic registration fee, membership fee and a rule/casebook. Payment will be made when the official receives his or her first officiating pay cheque.
- .06 All EMHA game officials will practice ZERO TOLERANCE. Any fan, team official or player, at the discretion of the referee, will be ejected from the game for unacceptable or offensive behavior.
- .07 Appointment of Officials:
  - a) A senior official is an adult referee selected by EMHA.
  - b) A referee must be at least two years older than players in the division he/she referees.
  - c) Linesmen must be at least one year older than the players in the division he/she referees. For the midget division only, linesmen may be the same age as the players in that division.
  - d) A player or team official's immediate family are not permitted to referee any games which they are rostered.
- .08 EMHA officials will participate in evaluation programs when requested. The EMHA "**Buddy System**" will be used to develop and evaluate all EMHA officials.
  - a) At the beginning of each hockey season, the EMHA will arrange a meeting between senior officials, the Referee-in-Chief and a representative from the EMHA executive.
  - b) Each senior official will be assigned a minor hockey division for which he/she will evaluate officials. Evaluators will be paid \$10 per evaluation.
  - c) Senior officials will ensure that junior officials who move up a division will be given an on-ice evaluation for the first game worked by the junior official and off-ice evaluations for the next two games. No junior official will be allowed to officiate on his/her own until the three-game evaluation has been completed.
  - d) Senior officials will assist with equipment, scheduling and coordinating.
- .09 EMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No EMHA coach is permitted to directly address concerns with junior officials at any time.
- .10 Any ref or official who is not on the ice 10 minutes before game time will be given a written warning (1<sup>st</sup> offence) then penalized one game.
- .11 Any EMHA official not wearing proper equipment will be penalized one-half of his/her pay for the game.
- .12 All EMHA officials must be at least 10 years old as of December 31<sup>st</sup> of the season that they are to officiate.

## 20 Parents

- .01 All EMHA parents will be familiar with EMHA Constitution, Policy and Procedures.
- .02 Parent responsibilities:
  - a) To act in a proper and respectful manner during games and toward players, team personnel, officials and executive members.
  - b) To sell all calendars issued to those by EMHA and to assist in any EMHA fund raising when required.
  - c) To perform duties such as time keeping, announcing, gate collections, goal judging, pot of gold ticket selling and other duties when requested by team personnel.
- .03 Parent concerns:
  - a) Team concerns should be dealt with internally first. It is not favorable to deal with any concern during game or practice times. Concerns should be dealt with at a neutral time agreed upon by those involved.
  - b) Should the concern be unresolved, parents must obtain further assistance from the division coordinators.
  - c) Issues and concerns should be raised and dealt with promptly.

**.04** Any parent who is in violation of article 20.02, sections a, b and/or c will be subject to suspension as a member of EMHA and/or any other disciplinary action EMHA executive may decide. Page 15

## **21 Criminal Record Check Procedure**

**Where to get CR Checks done:** Esterhazy Detachment, 244 Margaret Crescent, Esterhazy, SK. Monday-Friday from 8:00am-4:00pm. Please note that if you reside outside of EMHA boundaries you will need to obtain your CRC from your local RCMP detachment.

**What to bring:** You need 2 pieces of ID (Driver's License, Health Card, Passport, Birth Cert....).

If you are going to be volunteering with EMHA you will need a Vulnerable Sector check done as well as a Criminal Record Check. This check protects children, elderly and vulnerable people. The RCMP will query your **DOB** only against pardoned sex offenders.

If your date of birth doesn't match a pardoned sex offender you will receive a Criminal Record Check letter which needs to be sent to EMHA.

If your date of birth matches a pardoned sex offender you will be required to have fingerprints completed to prove you are not the one pardoned for a sexual offence. The fingerprints will be completed that day at no charge as well as you will receive a Criminal Record Check letter which needs to be sent to EMHA.

Any questions, please call Esterhazy Detachment at [306-745-4740](tel:306-745-4740) or your local RCMP detachment.

## **22 Secondary Education Bursary Fund**

Annually EMHA will give a \$300 bursary to any minor hockey player that has played all or the majority of their minor hockey career as a player with Esterhazy Minor Hockey Association. In order to be eligible you must be registered in a post-secondary institution commencing in the fall of the year you graduated high school. Application forms can be received from the office at the high school or by contacting the EMHA Secretary. All applications will be considered, all bursary recipients will be chosen at the discretion of the executive members of the Esterhazy Minor Hockey Association.

## Esterhazy Minor Hockey Association Collection Guidelines

1. Each team must appoint a person responsible for assigning people to collect gate admission at all exhibition, league, and playoff games. The host team must provide TWO collectors (must be at least 18 years old) per game.
2. The EMHA Treasure will supply each team manager with \$200 in cash to be used as a float for the duration of the season. The manager will be required to sign the cash float agreement for the float, and will return the whole amount to the EMHA Treasure after the team's last home game of the season.
3. The cash box will be in the minor hockey storage room next to the drink machine for all teams to use. The collectors will use the float money provided by their team's manager.
4. Collectors for each game must set up the collection booth at **least one hour prior to game time** and must continue to collect until completion of the first period. Arrangements must also be made with the caretaker to lock the door to the curling area waiting room. This door must remain locked during the time that the collection booth is in operation. For playoff games for ages Peewee and up collection will continue until the end of the second period.
5. At the completion of the collection period, the gate collectors will return the float amount to their team manager. The money collected from the gate will be counted by both collectors, placed in one of the provided envelopes, and deposited into the cash box located on the wall of the minor hockey storage room. Please fill out all the information marked on the envelope, including both collectors' names and signatures.
6. Players, player's parents and step parents, and immediate family members are not required to pay admission for any EMHA regular season games. Individual season gate passes which are valid for all regular league games only are available to anyone for \$30.00. Admission must be collected for exhibition games, league play-offs and Provincial play-offs. Members of the EMHA executive are exempt from paying admission for all minor hockey games.
7. Only three team officials and the gate collector are exempt from paying admission. This applies to the home team as well as to the visiting team.
8. Out of town teams requesting a double-header game must pay double admission. This is to offset the additional officiating costs.



9. Admission for EMHA games is as outlined below:

**All Regular Season Games:**

Adults. ....\$5.00      12 and Under..... FREE  
Students (13-17) \$2.00

**All League Playoff Games:**

Adults. ....\$5.00      12 and Under..... FREE  
Students (13-17) \$2.00

**Provincial Playoffs:**

Adults. ....\$5.00      12 and Under..... FREE  
Students..... \$2.00

## Esterhazy Minor Hockey Association EQUIPMENT GUIDELINES

Each team will be provided with a lockable locker that is equipped with the following:

20 home sweaters	1 set of goalie pads
20 away sweaters	1 goalie blocker
2 sweater bags	1 goalie glove
1 clip board	1 chest protector
2 captain letters ("C")	1 first aid kit
6 assistant letters ("A")	1 combination lock for locker
2 equipment room keys	
1 goalie stick per team (Pre-Novice to Atom only)	

### SWEATERS

1. Sweaters are the sole property of the EMHA and are to be worn only to EMHA approved hockey games and special events. The team head coach will have final responsibility for the sweaters until they are returned at the end of the season.
2. MHA sweaters are not to be worn for practices under any circumstances.
3. Please store sweaters in the provided locker when not in use.
4. Use provided sweater bags to for storage when traveling to out of town games.
5. Sweaters are not to be kept by players. Players, however, may take their sweaters home to have name tags **sewn** on if they wish. **Do not glue name tags or use a sewing machine to sweaters. Name tags MUST be hand sewn on.**
6. Sweaters are to be washed and have the name bar / letters removed before returning at the end of the season.
7. Please wash sweaters before returning them at the end of the season.
8. Upon the recommendation of the Equipment Manager, any player handing in a sweater at the end of the season that is in an unacceptable condition, or any player not returning their sweater, will be charged a \$100.00 replacement fee.

### KEYS

1. Head coaches are responsible for all keys.
2. The head coach of each team is responsible for collecting keys from team and assistant at the end of the season and returning them to the equipment manager.
3. Keys (with tags) must be returned and signed off by March 30<sup>th</sup>.

### OTHER EQUIPMENT

1. Keep equipment clean and in good repair.
2. Report the need for any equipment repair as soon as possible.
3. The refundable damage deposit of \$250 will be charged to all divisions for EMHA goalie equipment used during goalie schools.
4. Return clipboards to locker after each use.
5. Keep equipment room and dressing rooms tidy and unabused.
6. Keep locker and equipment door locked at all times.
7. Keep first aid kits fully stocked. See the equipment manager for supplies.
9. Coaches, managers and Executive members will have access to the phone/fax and the photocopier for EMHA business only. Third party calls are not allowed. **Please remember to lock the phone/fax cupboard after use.**
10. Pucks are to be kept in container provided for all teams to use. Last team on the ice every day is to return pucks to the equipment room. Coaches are asked to pick up any pucks that went over the boards during their practice or game. If more pucks are required, contact the equipment manager.

## **Esterhazy Minor Hockey Association GAME DAY DUTIES**

### **Admission Collector**

- must be a minimum of 18 years of age.
- Two collectors are required per game
- see *EMHA Collection Guidelines*.

### **Scorekeeper/Announcer**

1. Must be a minimum of 18 years old. Registered EMHA officials who are a minimum of 15 years or older may assist. Game officials are permitted in penalty box only.
2. Clipboard and game sheets are stored in team locker.
3. Ensure both home and visiting team players and numbers are listed on game sheet.
4. Use appropriately labeled game sheets. (For example, Major Hockey League game sheets have a Major Hockey League letterhead, SHA Provincial game sheets have a SHA letterhead, etc.)
5. When marking time of goals and penalties, use actual clock time (not elapsed time).
6. When marking type of penalty, use abbreviations as noted on clipboard.
7. Referee and linesmen must sign game sheet after the game.
8. The second copy of game sheet should be given to the coach of the visiting team after the game.
9. Return clipboard to home team coach/manager after the game.
10. Prior to each game the following announcement regarding Esterhazy Minor Hockey Zero Tolerance policy should be read:

### **ESTERHAZY MINOR HOCKEY ZERO TOLERANCE POLICY WILL NOT TOLERATE:**

- **VERBAL ABUSE OF PLAYERS, COACHES OR OFFICIALS,**
- **SWEARING AT TEAMMATES OR OPPONENTS**
- **THROWING OF ANY OBJECTS ON OR OFF THE ICE**

### **INAPPROPRIATE BEHAVIOR WILL NOT BE ALLOWED AND YOU WILL BE REMOVED FROM THE PREMISES.**

### **Timekeeper**

1. Pick up frozen puck(s) from penalty box freezer before game. Replace with fresh pucks each period.
2. Ensure scoreboard is set up.
3. Return pucks to the freezer after the game.
4. After ice has been flooded, ensure nets are set in proper place.

### **Pot of Gold**

5. Pick up tickets and bucket from team locker.
6. Ticket prices are 3 tickets for \$5.00.
7. Draw winning ticket about 10 minutes into the third period and have announcer announce the winning ticket number.
8. Half of proceeds is given to the winner.
9. Remaining half of proceeds is given to the team treasurer.