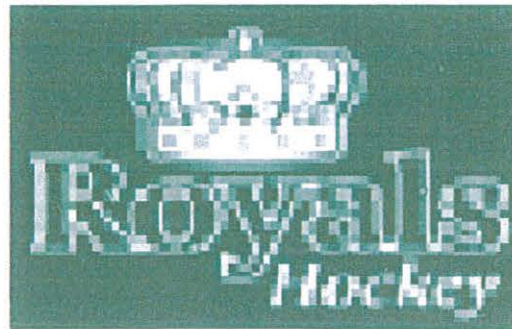


**KIPLING
MINOR HOCKEY
ASSOCIATION**



**CONSTITUTION
POLICIES & PROCEDURES**

Drafted September 10, 2010

KIPLING MINOR HOCKEY ASSOCIATION
CONSTITUTION

1. NAME

The name of the association is the Kipling Minor Hockey Association. The abbreviated title is KMHA.

2. OBJECTIVES

- a) To provide hockey for all children to age eighteen.
- b) To foster and improve the game of hockey among all participants.
- c) To foster and promote sportsmanship, citizenship and leadership.

3. MEMBERSHIP

Any parent or legal guardian with a registered child in KMHA shall have voting privileges provided their membership is in good standing. As well, any coach, manager, or Executive member who may not have a registered child in KMHA.

4. EXECUTIVE COMMITTEE

- a) An Executive member or his/her spouse must not be an employee of the KMHA.
- b) The President position will be a two (2) year term.
- c) The Vice President position will be a two (2) year term, and then must step up to the President position for a two (2) year term.
- d) The Executive will elect a Secretary and Treasurer from the Executive members and then appoint a Referee-in-Chief after the annual general meeting.
- e) The Executive will have authorization to appoint vacant positions as necessary.
- f) The Executive members will establish and maintain KMHA policies and procedures.
- g) The voting Executive members of KMHA will include:
 - I. President
 - II. Vice President
 - III. Secretary
 - IV. Treasurer
 - V. A representative from each minor hockey team registered with KMHA.

5. DUTIES OF THE EXECUTIVE POSITIONS

- a) President
 - I. Preside at all meetings of the KMHA or its Executive.
 - II. Give notice of special meetings.

- III. Perform such duties as normally pertain to the office of the President and will generally oversee the business of KMHA.
- IV. Be an ex-officio member of all committees.
- V. Work with the Rink Board to schedule ice time and to assign open ice equally among all teams.
- VI. Ensure that KMHA is represented at all league meetings by at least two representatives.
- VII. Ensure that the schedule of KMHA games is followed.
- VIII. Ensure that there are sufficient and suitable coaches and assistant coaches.
- IX. Ensure all teams are registered with their leagues prior to the deadline date.
- X. Assign committee chairman and members to special projects.
- XI. Arrange, along with the team managers, registrations for teams entering Provincial Play-offs.
- XII. Appoint two (2) Executive members to attend Rink Board meetings and vote as KMHA representatives.

b) Vice President

- I. Assist the President at all meetings.
- II. Assume the duties of the President in his absence.
- III. Assume the President's duties upon his resignation.

c) Secretary

- I. Post date, time and location of all meetings on the rink bulletin board 7 days prior to the meeting or alternatively advertise such meetings in the local newspaper.
- II. Record minutes for all general meetings and Executive meetings.
- III. Distribute minutes of meetings and all other literature as required to all Executive members.
- IV. Post minutes of general meetings on the rink bulletin board and/or association website.
- V. Post KMHA policies and procedures and make available upon request.
- VI. Install and date changes made to KMHA policy and procedures within one month of the change.
- VII. Maintain KMHA files and records and file all SHA required documentation.
- VIII. Secure sanctions from SHA for tournaments.
- IX. Submit items to the media for advertisement as required.

d) Treasurer

- I. Receive all funds of KMHA and issue receipts.
- II. Deposit and disburse such funds in the manner prescribed by the Executive members.
- III. Be responsible for maintaining acceptable financial records.
- IV. Deposit all monies in a bank of the Executive's choice.

- V. Prepare a statement of receipts and payments for information at each meeting.
- VI. Submit the financial records for annual independent audit upon request by the Executive.
- VII. Be responsible for collection of KMHA gate admissions from team managers.
- VIII. Provide a current financial statement at the annual meeting.
- IX. KMHA signing authority for all bank accounts rests with the President, Vice President, Secretary, and Treasurer.
- X. KMHA requires at least two signatures on all monies paid out from any two of the President, Vice President, secretary, and Treasurer.

e) Past President

- I. Act in an advisory capacity to the current Executive.
- II. Serve on committees if appointed.

6. MEETINGS

- a) There will be two (2) general meetings held in Kipling. One in the fall and one in the spring.
- b) The business at the general meetings will include:
 - I. Reading of minutes of the previous membership meeting.
 - II. President's address
 - III. Correspondence
 - IV. Treasurer's report
 - V. Election of Executive members (at the fall AGM)
 - VI. New business
 - VII. Amendments to the constitution (at the spring AGM)
 - VIII. Adjournment
- c) Executive members will be elected by secret ballot. If only one member is nominated for a position, that member shall be elected by acclamation.
- d) Voting privileges at the general meetings will be limited to all parents or legal guardians of duly registered children, appointed coaches, managers and Executive members. There is one vote per family unit.

- e) Voting privileges at Executive meetings will be limited to Executive members only. The President will vote only in the case of a tie.
- f) The Executive members will meet regularly as deemed required by the President.
- g) All Executive meetings must have at least 50% of the voting members present.
- h) Delegates/delegations must be added to the agenda of the Executive meetings at least 48 hours before the meeting.
- i) All discussions at Executive meetings are confidential.

7. AMENDMENTS TO THE CONSTITUTION

- a) Notices of proposed amendments to the constitution will be sent to the secretary 14 days prior to the general meeting.
- b) The constitution will only be amended, repealed or altered by a two-thirds majority vote with at least 50% of the membership in attendance at the general meeting.

8. EXECUTIVE TRAVEL

- a) Approved executive travel to League and SHA meetings will be paid for at \$100.00 per meeting.

KIPLING MINOR HOCKEY ASSOCIATION POLICIES AND PROCEDURES

1. EXPECTATIONS

- a) All KMHA members will be provided with one copy of KMHA Constitution, Policy and Procedures each year.
- b) All Executive members, coaches and managers will be familiar with the constitution, policies and procedures.
- c) With the exception of those policy and procedures specifically mentioned and covered herein, the SHA rules and regulations will prevail.
- d) 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.
- e) KMHA and associated teams will purchase locally whenever practical.
- f) It is understood that minor hockey is for the equal participation of all registrants.

2. SCHEDULING AND CANCELLATION OF GAMES

- a) Every effort will be made to schedule league games around regular scheduled practices.
- b) League games should not be cancelled for tournaments or exhibition games.
- c) Every effort will be made to post ice schedules one week in advance.
- d) All out of town ice scheduling must have prior approval by KMHA.
- e) Justified home game cancellations must be reported immediately to the Recreation Director (if applicable) and/or ice coordinator and to the Referee-in-Chief.
- f) Each team will be responsible for the advertisement of games.
- g) All minor hockey league, playoff, and provincial playoff games will be played in Kipling. For any exhibition games played outside of Kipling, all incurred expenses will be paid for by the host center.
- h) In the event of amalgamation with another center in order to form a team, the splits of the number of games for each center will be negotiated by KMHA.

3. REGISTRATION

- a) Registration fee rates and deadlines will be set by the Executive at the spring AGM.
- b) The SHA Participant Fee is not refundable. The KMHA fees *may* be refunded provided the player has not attended venues which have incurred a cost to KMHA. The season gate pass *may* also be refunded if no home games have been played and attended by the family.
- c) SHA and league registrations will be paid by KMHA.
- d) All players **must** be registered prior to participation in try-outs or camps.

- e) Each player **must** be properly registered with fees paid *before* being allowed on the ice.
- f) Registrations received after registration night **must** include a late penalty of **\$100.00**.
- g) The late fee *may* be waived under specific circumstances, such as:
 - parents are away for holiday/work reasons but phone to register child(ren) *before* the meetings.
 - new members who move into town after the meetings.
 - a member is recruited after the registration meeting because a team is short the required number of players.
- h) Registrations after November 15th will not be accepted by KMHA **unless approved by the KMHA Executive**.
- i) Registration cheques may be post-dated up to December 1st.
- j) In the event that a post-dated cheque is NSF that player(s) shall be suspended from game play and practice until payment is received.

4. **ADMISSIONS**

- a) Game admission fees and season ticket rates will be set by the Executive at the fall AGM.
- b) Each team will be responsible for admission collections as per KMHA guidelines.

5. **REFEREE-IN-CHIEF**

- a) Will be appointed by the KMHA Executive.
- b) Will appoint referees for all games unless otherwise provided by the SHA or League rules.
- c) Will be responsible for referees' pay as set out by the Executive.
- d) Will arrange for referee clinics for local referees.
- e) Will promote, encourage and aid in the development of new referees and linesman.
- f) Will receive questions or complaints regarding officials and will attempt to resolve same.

6. **EQUIPMENT**

- a) All equipment must be purchased on the approval of the KMHA Executive.
- b) All unusable equipment must be disposed of by KMHA on approval of the Executive.
- c) Each team will be provided with a locker that is stocked as per equipment guidelines.
- d) KMHA will provide adequate goaltender equipment up to the Pee Wee age group only.

7. TOURNAMENTS

- a) Rules will be governed by Hockey Canada and SHA regulations.
- b) Each team will be allowed an allotted time to host a tournament.
- c) Division coordinators will assist the coaches and managers in organizing their tournaments and selecting a tournament chairperson.
- d) KMHA will pay for and provide the sanction from SHA.
- e) Each team hosting a tournament will be responsible expenses for their tournament, including officials and ice rental.
- f) A financial statement will be provided to the KMHA Executive no later than 10 days following the completion of the tournament.
- g) No gate admission will be charged at any tournament.
- h) All teams are expected to provide a meal special in the kitchen to sell during their respective tournament.

8. FUND RAISING

- a) 50/50 tickets may be sold at all home games for the home team's benefit.
- b) 50/50 tickets will be provided by KMHA.
- c) All other fund raising must be approved by the Executive.
- d) Teams will not solicit donations unless approved by KMHA.

9. AWARDS

- a) KMHA may purchase a banner for display in the rink recognizing a team's achievement for a championship.
- b) Awards of recognition may be made for special occasions.
- c) Championship team pictures will be provided by KMHA and displayed in the rink lobby.

10. COACHES

- a) **FAIR PLAY POLICIES:** It is in the best interest of player development and for the betterment of minor hockey that every player registered in the KMHA receives an equal share of ice time (no stopwatches). 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 if absolutely necessary or for the following reasons:
 - discipline
 - playoffs, carded teams, and provincial playoffs.
 - lack of commitment to games and practices.
- b) All members of the coaching staff **must** have or get proper certification as set out by SHA, or their team must pay the fine as assessed by SHA, and the coach is suspended until all certification is attained.

- c) - All coaches/managers must be familiar with the KMHA "Buddy System."
(See Officiating)
 - Harassment of game officials by coaches or managers will not be tolerated and will be dealt with by the KMHA.
 - KMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No KMHA coach is permitted to directly address concerns with junior officials at any time.
- d) The appointment and dismissal of coaches will be made by the KMHA Executive.
- e) Applicants for coaching and management positions will be required to complete and submit an application form provided by KMHA.
- f) Head coaches will select assistant coaches, managers, and newspaper correspondents after teams have been formed.
- g) Coaches and managers must comply with SHA, Hockey Canada, and KMHA rules and regulations.
- h) 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.
- i) Coaches will not allow hazing, head-shaving or horseplay by players.
- j) The coach is responsible for ensuring that every player is dressed in CSA approved equipment while on the ice.
- k) Coaches must ensure that players keep their dressing rooms clean and unabused. An adult must be present in the dressing room with players at all times.
- l) Coaches must ensure that game sheets are completed properly and mailed, emailed or faxed to the league statistician promptly.
- m) Coaches and/or managers are responsible for obtaining timekeepers and goal judges.
- n) Coaches and managers **will** attend clinics sponsored by KMHA.
- o) It is the coaches' responsibility to ensure that no profane language is used.
- p) Coaches and/or managers must schedule league and play-off games during allotted times.
- r) The coach or manager must complete and acknowledge the appropriate equipment forms and be responsible for distributing KMHA equipment and collecting and returning that equipment after the completion of the last game for the season.
- s) Coaches or managers do not have the authority to charge any equipment or related items to KMHA unless approved by the equipment manager.
- t) Concern or questions must be discussed first with the division coordinator.
- u) Disciplines of coaches will be dealt with by the KMHA on an individual case basis.
- v) KMHA will provide an up to date rule/casebook for every KMHA head coach.

11. DRESSING ROOMS / ARENA

- a) An adult must be present in the dressing room with the team at all times.
- b) **NO SMOKING** is allowed anywhere in the arena.
- c) No puck shooting in dressing rooms, hallways, or waiting area.
- d) No spitting on walls or floors.
- e) Do not use walls, doors or floors as chalkboards.
- f) Garbage cans are provided. Please use them appropriately.
- g) Make sure all sink and shower taps have been turned off and all toilets and urinals are flushing properly before leaving the dressing room.
- h) Leave dressing rooms clean and unabused.
- i) 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.)
- j) Scorekeeping / Sound Booth:
 - An adult must be present in the sound booth at any time that the sound booth is occupied.
 - **NO SMOKING** in the sound booth.
 - Do not tamper with the equipment in any way.
 - Make sure all sound equipment is turned off after use.
 - Turn off heater and lights before leaving.
 - Lock the door when finished using the sound booth.
- k) Ice Surface:
 - Players are responsible for removing all pucks and debris from the ice surface before leaving.
 - Players are responsible for moving both nets for flooding.
 - Absolutely **NO ONE** allowed on the ice surface during flooding nor until the ice has set.

12. PLAYERS

- a) Players will notify the team coach or manager in advance if they are unable to attend games or practices.
- b) All players **MUST** be fully equipped while on the ice with CSA approved equipment.
- c) Players are responsible for KMHA equipment assigned to them.
- d) Players are responsible for keeping their dressing rooms clean and unabused.
- e) Teams who abuse or damage arena facilities will be liable and disciplined by KMHA.
- f) Harassment of game officials by players will not be tolerated and will be dealt with by KMHA.
- g) Players will comply with their coaches' rules as approved by KMHA. Failure to adhere to the rules may constitute removal from the team.
- h) A player's first commitment will be to his/her regular team.

- i) The following affiliations must be adhered to as designated by a fair draft procedure and approved by the appropriate KMHA 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 Initiation
- j) 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 in a higher division of hockey when offered within KMHA.
- k) If there is a surplus of players at the goalie position for a team the following selection method will be used:
 - Residency not seniority will be the first priority.
 - Tryouts for the team will be employed with the assistance of an impartial selector if the coach requests one.
- l) Players trying out for a higher level team **MUST** register with KMHA on the registration date in order to maintain their eligibility to be on a KMHA team in the event that the tryout is unsuccessful.
- m) Goalies will be selected on the recommendation of the coaches involved.
- n) Two goalies will be selected per team and will be rotated as equally as possible.
- o) The KMHA Executive must receive a letter from a player/parents stating an intention to discontinue participation in the KMHA.
- p) KMHA *may* grant a rebate to any player who does not complete the season because of injury or change of center. Any rebates **WILL** be prorated.
- q) Players traveling to an away game **MUST** be accompanied by a parent or guardian or team official.

13. **PLAYER RELEASES FROM KMHA**

- a) The KMHA Executive will appoint a committee of five people to approve or deny player releases under KMHA and SHA guidelines. All release requests must be submitted in writing prior to that years registration night.
- b) A request for release outside of these guidelines must be made in writing and submitted to KMHA prior to September 1. The committee will review, vote on and grant the release only for a valid reason (i.e., personal hardship). Voting will be subject to quorum as detailed in paragraph 7, subsection (f) of the constitution.
- c) **Release Guidelines for "Initiation(U5/U7)", "Novice(U9)" Age Groups.**
 - Player releases will only be granted where there is no team available in the home center.
- d) **Release Guidelines for "Atom(U11)"** - added at the Sept. 7/23 AGM
 - Player releases shall be granted to players who wish to play on a tiered hockey team, ie: Moosomin Badgers, as long as there is a minimum of 10 players & 1 goalie left to play on the Kipling U11 team
 - If multiple kids make a tiered team in the same year the board will release all of those kids or none of those kids, individual kids will not be released. If releasing all of the kids jeopardizes a team for that year then no releases will be issued.

e) **Release Guidelines for “Pee Wee(III3)“ Age Group.**

- Player releases shall be granted to a total of two players only, of which those two players may be released to one center. These releases shall be granted only if KMHA will still maintain a team with adequate numbers in the age group.

f) **Release Guidelines for “Bantam(III5)“ and “Midget(III8)“ Age Groups**

- Player releases will be granted for any player qualifying for a Tier 1 “AA” competitive team.
- Players intending to try out for a Tier 1 “AA” team are required to provide the KMHA Executive a letter of intent to tryout for another team no later than September 15th of each year.
- Written confirmation of acceptance to Tier 1 “AA” team must be provided and release will be provided by October 1st.
- A release form needs to be requested each and every year played away; approval guidelines apply annually.

g) Changes to Player Release Policy must be ratified by the general membership at a general meeting or at a special general meeting of the membership subject to the voting restrictions as outlined in paragraph 6 (Amendments to The Constitution) of the constitution. As weU, all proposed changes must be submitted to the Secretary at least 14 days prior to any general meeting.

h) Any player being released from KMHA must be in good financial standing with KMHA and the Arena or a release will not be granted.

14. **DIVIDING TEAMS OF SAME CATEGORY**

- a) When KMHA divides its palyers in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
- b) The following procedure will be used:
 - KMHA will select coaches to divide the teams. The Executive may use a neutral coach at their discretion.
 - The players to be divided will have a minimum of three practices together at the start of the season if time permits before the start of league play.
 - The coaches involved will use these practices to evaluate players.
 - The coaches and two neutral mediators, as appointed by KMHA Executive, will meet together after evaluatuion and then divide teams by draft procedure.
 - The teams selected from this meeting will be scrimmaged by the coaches, if time permits before the start of league play, to be evaluated for even split by mediators and/or a neutral coach.
 - Coaches **WILL NOT** announce teams until all player movements are final.
- c) There will be no tiering in any division for regular season play.

15. **DISCIPLINARY ACTIONS**

- a) The SHA and leagues will deal with all violations of SHA or Hockey Canada rules of play.
- b) The Executive will determine any disciplinary action deemed necessary for violation of KMHA policies and procedure.

- c) Executive members have the authority to request KMHA coaches, players or fans to leave the rink for abusive behavior.
- d) Teams are responsible for any fines or money owed

16. OFFICIATING

- a) KMHA will decide the rate of pay for referees, linesman, and evaluations.
- b) KMHA referees will be reimbursed for travel costs as per SHA guidelines.
- c) All KMHA games will be distributed to ensure equal chance for equal pay to KMHA officials.
- d) Officials will be scheduled for all KMHA games two weeks in advance where possible.
- e) KMHA will supply a number of officiating sweaters that will be located in the referees room. KMHA will pay for every KMHA official who completes the SHA officials clinic. This includes the amounts required for the clinic registration fee and membership fee. In lieu of this, KMHA games **MUST** be given first priority by the official.
- f) All KMHA 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 abusive behavior.
- g) Appointment of Officials:
 - A senior official is an adult referee selected by KMHA.
 - A referee must be at least two years older than players in the division he/she referees.
 - Linesmen must be at least one year older than players in the division he/she referees. For the midget division only, linesmen may be the same age as the players in that division.
 - A player or team official's immediate family is not permitted to referee any games which they are rostered.
- h) KMHA officials will participate in evaluation programs when requested. The KMHA "Buddy System" will be used to develop and evaluate all KMHA officials under the direction of the referee-in-chief.
- i) KMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No KMHA coach is permitted to directly address concerns with junior officials at any time.
- j) Any referee or official who is not on the ice 10 minutes before game time will be given a written warning (1st offence) then penalized one game.
- k) Ant KMHA officials not wearing proper equipment will be penalized one-half of his/her pay for the game.
- l) All KMHA officials must be at least 10 years old as of December 31st of the season that they are to officiate.

17. PARENTS

- a) All KMHA parents will be familiar with KMHA Constitution, Policy and Procedures.
- b) Parent responsibilities:
 - To act in a proper and respectful manner during games and toward players, team personnel, officials and executive members.
 - To assist in any KMHA fund raising when required.
 - 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.
- c) Parent concerns:
 - Team concerns should be dealt with internally first. It is not favourable to deal with any concern during games or practice times. Concerns should be dealt with at a neutral time agreed upon by those involved.
 - Should the concern be unresolved, parents must obtain further assistance from the KMHA President.
 - Issues and concerns should be raised and dealt with promptly.

18. PROVINCIAL PLAY

- a) KMHA will pay up to \$2000.00 for bus travel for any KMHA team in the provincial final.

KIPLING MINOR HOCKEY ASSOCIATION
COLLECTION GUIDELINES

1. Admission fees will be set annually by KMHA at the fall general meeting prior to the start of each season.
2. Each team will be given a float at the beginning of the season which will be returned to the treasurer no later than April 1st of the then current season. After each event, the cash proceeds must be counted, documented, and initialed on a standardized form provided by the treasurer to account for all proceeds.
3. 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 second period.
4. The season gate pass paid for during Minor Hockey registration covers league games only. This pass applies to parents of the player **ONLY** and not other siblings unless they are also registered players of KMHA. Admission must be collected for exhibition games, league play-off games, and provincial play-offs.
5. Only three team officials are exempt from paying admission. This applies to the home team as well to the visiting team.
6. No admission will be charged during any tournaments.

KIPLING MINOR HOCKEY ASSOCIATION
EQUIPMENT GUIDELINES

1. Each team will be provided with a lockable locker that is equipped with the following:
 - 20 sweaters
 - 1 sweater bag
 - 1 first aid kit
 - 1 complete set of goal equipment (up to Pee Wee only)
 - 1 goal stick (up to Pee Wee only)
 - 2 sets of tagged keys which include locker key, equipment room key
 - 1 clipboard

2. **SWEATERS**
 - KMHA sweaters **MUST** not be worn for practices under any circumstances.
 - Team sweaters are the responsibility of each team's equipment manager.
 - Use provided sweater bags for storage when traveling to out of town games.
 - 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 to sweaters.**
 - Team sweaters are not to be traded to other teams without the approval of the equipment manager.

3. **KEYS**
 - Head coaches are responsible for all keys. A \$10 key deposit from each team will be required at the beginning of each season and refunded at the end of season when all keys are returned.
 - 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 KMHA.
 - Keys (with tags) must be returned and signed off by March 31st.

4. **OTHER EQUIPMENT**
 - Keep equipment clean and in good repair.
 - Report the need for any equipment repair as soon as possible.
 - Return clipboards to locker after each use.
 - Keep equipment room and dressing rooms tidy and unabused.
 - Keep locker and equipment door locked at all times.
 - Keep first aid kits fully stocked.

KIPLING MINOR HOCKEY ASSOCIATION
GAME DAY DUTIES

1. Admission Collector

- a) Must be a minimum of 18 years of age.
- b) See *KMHA Collection Guidelines*.

2. Scorekeeper/Announcer

- a) Must be a minimum of 18 years old. Registered KMHA officials who are a minimum of 15 years or older may assist. Game officials are permitted in penalty box only.
- b) Clipboard and game sheets are stored in team locker.
- c) Ensure both home and visiting team players and numbers are listed on game sheet.
- d) Use appropriately labelled game sheets. (For example, SHA Provincial game sheets have a SHA letterhead, etc.)
- e) When marking time of goals and penalties, use actual clock time (not elapsed time).
- f) When marking type of penalty, use abbreviations as noted on clipboard.
- g) Referee and linesmen must sign game sheet after the game.
- h) The second copy of game sheet should be given to the coach of the visiting team after the game.
- i) Return clipboard to home team coach/manager after the game.

3. Timekeeper

- a) Pick up frozen puck(s) from freezer before game. Replace with fresh pucks each period.
- b) Ensure scoreboard is set up.
- c) Return pucks to the freezer after the game.
- d) After the ice has been flooded, ensure nets are set in proper place.

4. Pot of Gold

- a) Pick up tickets and bucket from team locker.
- b) Tickets are sold 1 for \$1.00, 3 for \$2.00, or arm-length for \$5.00. Draw winning ticket about 10 minutes into the third period and have announcer announce the winning ticket number.
- c) Half of the proceeds are given to the winner.
- d) Remaining half of proceeds is given to the team treasurer/manager.