

# MOOSE JAW MINOR HOCKEY ASSOCIATION



2024-2025

POLICY MANUAL

*Any interpretation being construed or interpreted against the original intent of the authorship of these Policies does not apply. If there is a conflict or discrepancy between, among or within any provisions of these policies, the original intent of the policy as defined by MJMHA Board of Directors will apply.*

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*MJMHA POLICY #001: BOARD OF DIRECTORS LIMITATIONS*

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**A. FINANCIAL PLANNING**

1. The Board of Directors will base budgeting on adequate information, utilization of history, and realistic projections
2. The Board of Directors will account for long term spending and capital requirements
3. The Board of Directors will maintain a contingency fund as outlined in the constitution
4. The Board of Directors will create deficit budgets only under the guidelines of the constitution

**B. TREATMENT OF THE MEMBERS AND PUBLIC**

1. The Board of Directors will provide open and transparent communications with the members, officials of the association, and any other parties deemed critical to the operation of the association
2. The Board of Directors will not allow conditions which are unsafe or disrespectful
3. The Board of Directors will ensure that member confidentiality is respected and maintained
4. The Board of Directors will use methods of collecting, reviewing, storing, or transmitting of member's information, which protects against improper access and ensures privacy of information
5. The Board of Directors will provide an environment that supports and promotes health, physical comfort, and personal dignity
6. The Board of Directors will ensure that all members, team officials, and players are aware of the association's requirements in terms of respect

**C. COMMUNICATION**

1. The Board of Directors shall endeavor to provide all members with adequate information to make informed and ethical decisions
2. The Board of Directors shall not intentionally mislead the general membership in terms of financial or operational decisions
3. All policies shall be deemed dynamic in nature and the Board of Directors shall continually monitor the relevancy of these policies, modifying as required

**D. PUBLIC IMAGE**

1. The Board of Directors shall not endanger the organizations public image or credibility, particularly in ways that would hinder its accomplishment of its goals

**E. INFORMATION MANAGEMENT**

1. The Board of Directors shall not fail to maintain accurate records of the operation of the organization including archival data critical to the operation of the association

2. The Board of Directors shall keep accurate bookkeeping, and recording of minutes of all general and Board of Directors meetings
3. The Board of Directors shall provide, within 21 days, any reasonable request for information by an active member or affiliated organization
4. The Board of Directors shall submit all relevant information upon request to satisfy any and all legal audit requirements dictated by the non-profit corporation act

## **F. FEES**

1. The Board of Directors shall annually review and post membership fees
2. The Board of Directors shall ensure all membership fees are collected in a timely manner

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*MJMHA POLICY #002: BOARD OF DIRECTORS MEMBER DISMISSAL,  
RESIGNATION, AND VACANCIES*

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## **A. DISMISSAL**

This policy is to provide general guidelines regarding the obligation of the Board of Directors to remove or dismiss a current member of the Board of Directors. This by no means covers all individual occurrences and is a guideline only.

1. With some occurrences legal action may be required
  - a. Theft, embezzlement, and financial misrepresentation
    - i. Immediate suspension of the person(s) allegedly involved
    - ii. Referral of all relevant information to the RCMP Commercial Crime Unit
  - b. Any breach of the Hockey Canada Bullying, Harassment and Abuse policy
    - i. Immediate suspension of person(s) involved
    - ii. Refer to legal advisors and/or refer case to the RCMP
  - c. Criminal behavior outside the organization
    - i. Immediate suspension of person(s) involved
    - ii. Refer to legal advisors to determine best course of action
2. Dismissal where legal action is not required
  - a. Any breach of the current policy manual as outlined
    - i. The person facing disciplinary action must be given the opportunity to fully state the occurrence and the reasoning behind the occurrence
    - ii. Dependant on the severity of the occurrence the Board of Directors may impose actions other than dismissal, which may include but not limited to warning letters, suspensions or reduction of privileges
  - b. Any act which goes against the constitution or articles of incorporation
    - i. The person facing disciplinary action must be given the opportunity to fully state the occurrence and the reasoning behind the occurrence
    - ii. Dependant on the severity of the occurrence the Board of Directors may impose actions other than dismissal, which may include but not limited to warning letters, suspensions or reduction of privileges

3. Disciplinary actions
  - a. All proceedings must be fully documented with the resulting action contained within a motion that is contained within the minutes of the Board of Directors meeting in which it is determined
  - b. All backup documentation must remain secure and the privacy of all involved must be protected. The release of this information can only be made to legal authorities upon written request. Failure to adhere to the privacy rights of all involved will result in immediate dismissal
  - c. The removed member has the right to appeal per the appeal process below
4. Appeal Process

A board member who has been dismissed may appeal the decision to the SHA.

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*MJMHA POLICY #003: ALCOHOL AND DRUG USE*

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## A. DEFINITIONS

1. Deemed: shall mean; to have as an opinion; to judge, to decide:
2. Individual in Authority: shall mean; a coach, trainer, manager or registered team official appointed by the Association

## B. POLICY

No person, regardless of age, who is a member of the MJMHA shall attempt to play, coach, or otherwise participate in any on or off ice **team** activity held under the sanction of the MJMHA if that person has consumed alcohol and/or drugs immediately prior to the activity, is under the influence of alcohol and/or drugs, or is deemed to be under the influence of alcohol and/or drugs immediately prior to or during the on or off ice activity by any individual(s) in authority (**i.e. alcohol consumption is not allowed on any MJMHA team buses**). For the purpose of this policy, if prescription drugs alter or affect the judgment and or performance of any such participant, so that participant may harm or have a negative impact towards the activity or function, that participant may not participate in such activities. This policy does not extend to private functions.

## C. PENALTIES

Any person who has or is deemed to have contravened this policy SHALL BE suspended indefinitely from any activity (with immediate notification being provided to the parents/guardians in the case of a minor) and shall be required to leave the premises forthwith, except in the case of a minor who shall be provided adult supervision until such time as they are picked up by their parents (guardians) or another resolution is reached which is satisfactory to the individual in authority.

1. First Offence
  - a. Appear before the Disciplinary Committee
  - b. The typical consequence for a first offence is
    - i. Three (3) game suspension
    - ii. Three (3) practice suspension

2. Second Offence
  - a. Appear before the Disciplinary Committee
  - b. The typical consequence for a second offence is
    - i. Ten (10) game suspension
    - ii. Ten (10) practice suspension
    - iii. Possibly dismissal

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*MJMHA POLICY #004: STRUCTURE*

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#### **A. Teams**

1. The MJMHA Board of Directors may form such AA A, and Female Rep teams as it considers appropriate and as required by SHA regulations.
2. All other League teams will be classified as B and/or C.
3. Provisions will be made to ensure all eligible MJMHA members have a team to play on.
4. Every effort shall be made to help players find a place to play hockey should registration numbers not support the formation of teams at all levels.
5. The season for U9, U11, U13, U15, U16 and U18 runs approximately 24 weeks. The season for U7 runs approximately 20 weeks.
6. Divisions shall be as follows, all ages to be taken as of December 31 in the year of registration:

#### **U7 programs for 4 to 6 year olds**

Instruction for players at this level will focus on fun and skill development. It is the goal for this program to introduce and build on skating skills, then move on to the introduction of basic hockey skills. There will be no set positions in this division. This program follows the Prescribed Hockey Canada U7 Program Instruction. 4 year old and first year 5 year old players will be placed together, second year 5 year olds and 6 year olds will be placed together, unless otherwise approved by the Director. Page 22 is different

#### **U9 programs for 7-8 year olds**

At this level the players will build on the instruction that they learned in the U7 Level. All players male and female are evaluated at the beginning of the season and then are divided into divisions based on registration numbers and evaluation skill. No division shall have fewer than 4 teams.

#### **U11 Programs for 9-10 year olds**

Players at this level will have the opportunity to try out for the two (2) A teams. These A teams will be selected from a pool of kids who register for tryouts (a tryout fee will apply). These A teams will play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on the U11 A teams will be placed back in U11 B and C evaluations.

#### **U13 Programs for 11-12 year olds**

Players at this level will have the opportunity to try out for the AA and A teams. These teams are selected from the pool of kids who register for tryouts (a tryout fee will apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on one (1) of the three (3) teams will be placed back in U13 B evaluations.

#### **U15 Programs for 13-14 year olds**

Players at this level will have the opportunity to try out for the AA and A teams. These teams are selected from the pool of kids who register for tryouts (a fee will apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on one (1) of the two (2) teams will be placed back in U15 B evaluations.

#### **U16 Program for 15 year olds**

Players at this level will have the opportunity to try out for the U16 AA team (a fee will apply). This is an open team and will play in a league outside of Moose Jaw; extra fees will apply. The U18 AA team will select the top players from the U16 AA evaluations to participate in the U18 AA evaluations. Players not selected for the U18 AA team will automatically hold a spot on the U16 AA team.

#### **U18 Programs for 15-17 year olds**

Based on registration numbers, players at this level will have the opportunity to try out for the AA and A teams. These teams are selected from the pool of kids who register for tier tryouts (a fee will apply). These teams play in leagues outside of MJMHA; extra fees will apply. All players who are not successful at gaining a spot on one (1) of the two (2) teams will be placed back in U18 B evaluations, should the numbers support a team. All roster sizes and number of teams shall be determined by registration numbers at the U18 level.

#### **Female teams from U7 to U18 will be formed if registration numbers support**

U9 and U11 female teams play in the MJMHA league. The U13, U15, U18 teams play in the South Sask Female Hockey League and extra fees will apply.

#### **U18“AAA” - this program is open to players 15-17 years of age**

This team plays in the Saskatchewan U18 AAA League. This is a Team that is managed by an Independent Management Committee representing the best interests of MJMHA.

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### *MJMHA POLICY #005: CODES OF CONDUCT*

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#### **A. GENERAL**

1. It is the intention of this code to promote positive behavior and respect for all participants within the Moose Jaw Minor Hockey Association

2. All Board of Directors members, coaches, parents, and players in select age division must sign an agreement stating that they will observe the principles of the applicable Code of Conduct before being allowed to participate in the MJMHA
3. By signing this document or checking off the acknowledgment box online the individual agrees to abide by the principles of the CODE OF CONDUCT as set by MJMHA and supported by Hockey Canada; they also agree to abide by the rules, regulations and decisions as set for the Moose Jaw Minor Hockey Association
4. Any breach in the Codes and other supporting documents listed below, Association Constitution and or Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association.

## **B. APPLICABLE SIGNED CODES OF CONDUCT**

1. Coach Code of Conduct
  - a. Code of Conduct will be discussed and explained at the annual pre-season Coaching meeting
  - b. Each Head Coach and/or Assistant will be required to submit a signed contract to the applicable age Division Director within one week of team selection
2. Parents/Guardians Code of Conduct
  - a. Code of Conduct will be completed online and a parent/guardian signature will cover any person acting as the player's guardian during MJMHA activities
3. Player Code of Conduct
  - a. Code of Conduct will be reviewed at the beginning of the season
  - b. Applicable to U13, U15 and U18 divisions only, each player will be provided with and required to submit a signed code of conduct to a Team Official (Head Coach or Manager) on or before first team practice
  - c. Manager will be responsible for providing all signed codes of conduct to the applicable age Division Director

## **C. OTHER SUPPORTING DOCUMENTS**

1. Bullying, Harassment and Abuse Policy, Hockey Canada
2. Social Media Policy, Saskatchewan Hockey Association

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*MJMHA POLICY #006: OFFICIALS POLICY*

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## **A. OFFICIALS POLICY**

1. Contact with officials is prohibited by any spectators prior to, during, and after any league, tournament, provincial qualifying, and playoff game. Contact refers to any verbal dialogue, gesture, physical touching and/or digital dialogue.

2. A coach and/or off ice official may, for the purpose of pointing out a correction to a game sheet, approach an official post-game.
3. No coach or parent shall enter into the referee room. If the referee agrees to talk with a coach, any such conversation will take place outside the referee room and only in the presence of the Head Coach and at least one (1) Assistant Coach.
4. The decision of an official during a game is deemed as final. No coach, and/or spectator of a player shall attempt to persuade an official to change their decision during or post-game. This is not intended to discourage in any way or by any means the required or necessary dialogue that a coach may have with an official during game play. It is reasonable for a coach to request clarification on an official's decision during a game.
5. Threatening and/or intimidation of an official will not be tolerated under any circumstances.
6. Where a spectator breaches any of the expected rules of conduct in relation to official contact and where the identity of the parent is unknown but can be conclusively determined by the Division Director which team the parent is associated with, then failure of the team to provide the name of the parent responsible may result in the suspension of the Head Coach to be determined by the MJMHA Board of Directors.
7. Reported occurrences to MJMHA will be investigated immediately by the Chairperson of Discipline. The Chairperson of Discipline reserves the right to determine any action as they deem reasonable to rectify the situation.

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*MJMHA POLICY #007: COMPLAINTS AND DISCIPLINARY ACTION*

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## **A. GENERAL**

1. MJMHA expects all members; Board of Directors, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards Board of Directors members, game officials, opponents and spectators. When these standards cannot be met they may be dealt with by:
  - a. A verbal reprimand
  - b. A written reprimand
  - c. A suspension from participation in or at specific and defined Association activities, or a complete suspension from participation in or attendance at all Association activities
  - d. Expulsion or a combination of any or all
  - e. Depending on the severity of the incident, the Discipline Committee may choose to bypass any or all levels

## **B. INDEPENDENT CHAIR OF DISCIPLINE**

1. The MJMHA Independent Chairperson of Discipline shall be appointed by the Board of Directors.
2. The Chairperson of Discipline shall call a meeting of the Discipline Committee to deal with problems related to the conduct of players, team officials, game officials, board members, parents or other persons associated with Minor Hockey in Moose Jaw, in any and all of the following circumstances:
  - a. when a written complaint is brought to MJMHA;
  - b. where in the opinion of the Chairperson of Discipline or the MJMHA Board of Directors, there is adequate reason to conduct an investigation;



- c. when minimum discipline guidelines do not apply.

### **C. Structure and Function**

- 1 The Discipline Committee shall be comprised of:
  - a. the Chairperson of Discipline;
  - b. the President;
  - c. the Vice-President;
  - d. two other members of the BOD; these two members will be decided upon by vote of the board of directors before the new season commences
  - e. the Division Director of the respective division or tier in which the action under investigation took place.
- 2 All committee members must be requested to attend proceedings. A minimum of three (3) members of the Committee shall be in attendance to consider it a formal meeting.
- 3 No member of the committee shall discuss the specifics or substance of any complaint received by the committee, nor discuss the deliberations of the committee without the explicit permission of the committee.
- 4 In the event that one (1) or more of the Discipline Committee Members, or the son(s) or daughter(s) of such Members, are under investigation, the Members so involved will declare conflict and remove themselves from the committee, except where such person is required to attend to provide information.
- 5 The Chairperson of Discipline must provide a report for the membership meetings detailing the number of complaints, number of investigations, and number of disciplines sanctioned.

### **D Committee Procedures**

1. The Independent Chair of Discipline shall aim to respond to the complainant and forward the complaint to the Discipline Committee within three (3) days.
2. The committee shall discuss the validity of the complaint and direct the chairperson to take further action within two (2) days of receiving the complaint from the Independent Chair of Discipline.
3. The alleged offender has three (3) days to respond once being notified of a complaint against them.
4. If the alleged offender wishes to meet in person with the discipline committee, the meeting must occur within 7 days of the request to meet.
5. The committee shall update the alleged offender within within 2 days of their statement as to the status of the complaint.
6. The committee shall continue to investigate the complaint for no more than seven (7) days after receiving the statement of the alleged offender, unless the committee agrees otherwise.
7. The Chairperson of Discipline shall inform the person under review, or his/her parent if the person under review is a player, coach, and the MJMHA Office of the Discipline Committee's ruling.
8. Complainant will be informed that the proceedings are completed.
9. A member of the Discipline Committee shall report any investigations and/or actions taken by the Discipline Committee to the MJMHA Board of Directors at its subsequent meeting.
10. If, in the opinion of any member of the Discipline Committee, the complaint warranting investigation is of a sufficiently serious nature, the Independent Chair of Discipline may take such immediate action as deemed necessary to ensure the safety and well-being of all those involved (ie. suspending MJMHA activities or barring individuals or groups from attending MJMHA events) until such time as the Discipline Committee can be convened to investigate the matter.

## **A. APPEALS COMMITTEE**

1. Committee Structure
  - a. The Appeals Committee shall consist the members of the Board who are not presently members of the Discipline Committee,
  - b. A Board of Directors member must declare a conflict of interest if they are directly or indirectly involved in the incident
  - c. The President will preside over determination of conflict of interest
2. Committee Powers and Actions
  - d. The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee
  - e. The Appeals Committee may re-admit any team, player, team official, or referee or uphold or modify any decision made by the Discipline Committee

## **B. APPEAL PROCESS**

1. Discipline issued by the Chairperson of Discipline or the MJMHA Discipline Committee must first be appealed to the MJMHA Board of Directors, not to the SHA. Anyone not following this procedure shall be suspended indefinitely until the next meeting of the MJMHA Board of Directors.
2. The Appeal must be in writing and made by registered mail or email. It must outline all particulars pertaining to the case and shall be delivered to the MJMHA office within seven (7) days of being notified of the decision of the Discipline Committee
3. An appeal shall not be accepted for consideration over a referee's discretionary decision
4. All appeals must be requested in writing and be accompanied by a **\$500.00** fee that will be refunded if through the appeal the decision is overturned.
5. The player or member affected must be given the opportunity to be present at the appeal hearing.
6. The player or member affected shall be permitted to ask questions within reason.
7. The player or member affected may be represented by a lawyer or an agent if he/she so wishes.
8. Persons who participated in the original decisions being appealed shall participate in the appeal, but shall not be part of the appeal decision.
9. The decision of the MJMHA Board of Directors shall be final and binding for all parties concerned. The final decision shall be placed in writing, with a copy given to the person(s) making the appeal and to the MJMHA Board of Directors.
10. Any further appeal of the decision of the MJMHA Board of Directors shall be made to the SHA.

## **i. DISPUTE RESOLUTION PROTOCOL**

A large amount of problems that are directed at the Board of Directors level to solve could possibly be solved at the team level. To this end, there is a Dispute Resolution Protocol that should be followed for most incidents before proceeding to the Board of Directors. Documentation should be kept lending credibility to the complaint and in case more problems arise in the future. This documentation should include the time, date, and place of the events, names of the parties involved and any names of any witnesses. Also, a specific outline of the exact problem/issue, the desired outcome or resolution you are looking for and any attempts to reach that outcome/resolution. Following this procedure will allow for parents to present their concerns in a structured format.

1. Step 1: 24-hour rule
  - a. You are to wait for 24 hours before you bring forth your concern; this allows for a more level head and ensures your perception of events is accurate. This includes waiting 24 hours prior to any communication regarding your concern. (Example: Do not approach the coach after a game and indicate that you have a concern and they will be hearing from you in 24 hours)
  - b. Document the concerns even if you choose to ignore the issue at this time as a record of the incident may be useful at a future time should the action repeat itself
  - c. No violation of this rule will be tolerated
    - i. For example, this means no approaching the coach (or vice versa) prior to the expiration of 24 hours
    - ii. Coaches/parents need to bring forward violations to the 24-hour rule to the Division Director or President.
    - iii. If this is something you feel cannot wait 24 hours, please contact the appropriate Division Director or President.
2. Step 2: Contact the manager or parent liaison to present the concerns with the head coach
  - a. The manager or parent liaison will then set up a meeting where all parties involved should be present as well as a Board of Directors member if needed
  - b. Should the manager be involved in the issue, proceed to step 3
  - c. The goal of the meeting should be to problem solve, not win an argument
  - d. Should this course of action not solve the problem, refer to step 3
3. Step 3: Contact the Division Director
  - a. All documentation will then be provided so that an assessment of the prior resolution can be made
  - b. The Division Director will consult with the parties involved and try to come up with a course of action to put closure to the matter
  - c. Should this course of action not solve the problem, refer to step 4
4. Step 4: Refer the matter to the Disciplinary Committee
  - a. All documentation must be provided to determine what solutions were attempted
  - b. Step 5 Appeal
  - c. Step 6 SHA

**A. STRUCTURE**

1. The following guidelines have been put in place to make common discipline standard across MJMHA and its Affiliate Teams for offences of a similar nature which do not require investigation by the Chairperson of Discipline or the Discipline Committee.
2. Suspensions may be served only in:
  - a. Regular League games
  - b. SHA or League Playoff games
  - c. SHA sanctioned tournaments
  - d. SHA provincial games
3. Players may not play in exhibition games or as an affiliate while suspended.

**B. Applying Suspension Guidelines**

1. The code of discipline applies to the following people:
  - a. MJMHA Players
  - b. MJMHA Officials
  - c. MJMHA Game Officials
  - d. MJMHA Parents
  - e. MJMHA Fans
  - f. Associate Players
  - g. Associate Officials
  - h. Associate Game officials
  - i. Affiliate Parents
  - j. Affiliate Fans
  - k. MJMHA Board of Directors
  - l. MJMHA Staff
  - m. MJMHA Committee members
  - n. MJMHA members
  
2. who are involved in any of the following:
  - a. Game Misconducts
  - b. Fighting
  - c. Match Misconducts
  - d. Checking From Behind (CFB)
  - e. Checking to the head (CTH)
  - f. Gross Misconducts
  - g. Misconducts
  - h. Instigator penalties
  - i. Parental Misconducts
  - j. Abuse of Officials
  - k. Code of Conduct Infractions

## **C. REPORTING**

1. The President will be responsible for any suspensions, discipline, and all penalties assessed in the B/C league games. Where suspensions are involved, they must be dealt with by the Head Coach as per MJMHA rules and regulations and must be reported by the Head Coach to the Division Director and MJMHA Office within forty eight (48) hours. All teams that play in leagues outside MJMHA will be monitored by their respective leagues
2. All documents, notes and final suspension notices will be put on file in the MJMHA office.

## **D. SUSPENSIONS**

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

## **E. SERVING SUSPENSIONS**

1. It is the coaches' duty to know and understand the rules of suspensions.
2. Any person under suspension shall not participate in any game(s), including exhibition game(s) and affiliated game(s), until suspension has been served in full with their club team.
3. All suspensions must be served consecutively.
4. Players and team officials serving suspensions from the previous season may participate in team tryouts including preseason exhibition games. The suspension would begin the day of the first game of the regular season. Suspended players may not partake in preseason tournaments.
5. Players and team officials receiving suspensions in preseason, tryout or exhibition games may have the suspension deferred to the first game of the season in which the player is registered at the discretion of the Board of Directors.
6. During regular league play a player must serve their suspension with their registered team and is not permitted to participate as an affiliated player with another team.
7. Suspended coaches and players may participate in team practices unless otherwise stated by the Chairperson of Discipline or Board of Directors.
8. Suspended players cannot be present on the players bench during their suspended game(s).
9. Suspended players may be present in the dressing room prior to and after their suspended game(s).
10. Suspended team officials cannot be present in the dressing room prior to, during, and after their suspended game(s).
11. Spectators ejected from the bleacher area must leave the bleacher area immediately.

12. It is the Coach's duty to inform the Division Director and MJMHA Office of any parents of either team who get ejected from a game. The Coach of the offending parent must find out the name of the offender. In turn, the Division Director is to notify the President.
13. Coaches must list the suspended players on the game sheet and indicate which game of the suspension is being served.
14. Failure to sit out a suspended player will result in an additional suspension to team officials and players, as per SHA Guidelines.

## **F. MINIMUM SUSPENSIONS**

1. The minimum suspensions listed in the SHA Handbook will be applied.
2. If the Division Director and the President find that the offence warrants a more stringent suspension, they can increase the suspension accordingly.
3. Minimum Suspensions can be increased but not decreased from the SHA Handbook.
4. Players and/or Coaches receiving abnormal amounts of minor or major penalties, lack of sportsmanship, disrespect or disregard for officials, will be referred to the Discipline Committee and may receive additional suspensions.

## **G. 30 DAY SUSPENSIONS**

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

## **H. PROBATION**

1. Repeat offenders may also be placed on probation following the completion of any suspension according to the SHA Handbook Minimum Suspension Chart.
2. A player on Probation will receive a thirty (30) day suspension for their next major penalty or misconduct, not including check to the head.
3. A player, team official, or MJMHA member may be placed on probation for Code of Conduct/Abuse and Harassment Policy/Social Media Policy offences which are not actual game related offences.

Probation periods may include the rest of the season, the rest of the playoffs, or one (1) calendar year from the conclusion of the last suspension.

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*MJMHA POLICY #011: CRIMINAL RECORD/VULNERABLE SECTOR CHECKS*

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**A. GENERAL**

1. To ensure the safety of all players, all team personnel registered with SHA in a formal capacity with any team, will be subject to a criminal record/vulnerable sector check (CRC/VSC)
2. MJMHA requires that the CRC/VSC must be done every three years
3. The CRC/VSC is to be submitted/provided to your Divisional Director by November 15.
4. After November 15, no above official will be permitted to participate in any team event until the submission of their CRC/VSC
5. The CRC/VSC submitted must not be more than 6 months old; if it was issued more than 6 months prior and/or the applicant is new to the community, a new CRC/VSC will need to be submitted
6. The CRC/VSC can be obtained at the local Police and/or RCMP Detachment
7. Any concerns raised out of the CRC/VSC can and will be addressed by the Board of Directors
8. MJMHA has the discretion to deny the application of any individual depending on the results of the CRC/VSC
9. No later than two working days after having been charged with an offense, any person referenced above is to inform orally, and subsequently in writing the Divisional Director, Vice-President or President of all charges laid. Upon receipt of the information, the Divisional Director, Vice President and/or President will investigate the circumstances. Failure to disclose charges, provide a written statement or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action.

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*MJMHA POLICY #012: REGISTRATION*

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**A. GUIDELINES**

1. For the purposes of SHA registration, MJMHA is categorized as a AA closed centre.
2. No player may participate in Association activities unless he/she is properly registered with MJMHA
3. In order to register in the MJMHA program - excluding Moose Jaw AAA U18, AA U18, AA U16 and AA U15 - the player must be:
  - a. A bonafide resident of the MJMHA hockey centre, as defined by SHA Regulations. Proof of residency may be required.
  - b. A player who is forced to attend school in Moose Jaw, or whose parents' principal residence is in a community that has no school or hockey program.
4. A player who attends school in Moose Jaw, but whose parents' principal residence is in a community which has an active hockey program may be eligible to register in MJMHA only with the permission of the MJMHA Board of Directors and the SHA (SHA CONCESSION).
5. Registration Fees shall be set annually by the Board of Directors
6. Registration Dates shall be determined by the Board of Directors.
7. AA coaches shall submit team registrations no later **7 days after evaluations are completed**
8. Registration fees shall include a 'family rate discount' of \$400 for each family's third (or more) child that is registered with MJMHA.
9. Early Bird Registration is offered until July 31<sup>st</sup>.

10. Rates increase by \$100 on August 1<sup>st</sup>.
11. Players moving to Moose Jaw after August 1<sup>st</sup> shall receive the Early Bird rate prorated as follows, and will not be subject to Late Registration Fee
  - a. Prior to November 1st: 100%
  - b. November 1st to December 31st: 75%
  - c. January 1st to SHA deadline: 50% Late registrants may not play in games until confirmation of SHA Insurance by the Registrar
12. Players will be registered only in appropriate age categories. Request for registration in a level other than their appropriate age category must follow the Underage Policy.
13. Payments shall be submitted at time of registration by cash, cheque or e-transfer. Payment may be made in installments as per dates set on Registration Form with full payment being received by September 30<sup>th</sup>.
14. A \$10 administration fee will be charged for each NSF cheque
15. Any outstanding fees AND any outstanding fines or monies owing by family from the previous year must be paid in full prior to any on ice activity for the current year
16. MJMHA has a 'no pay, no play' policy. Parents that anticipate having difficulty being able to pay the required fees are to discuss the situation with the MJMHA Office at the earliest possible time. Upon this notification, the MJMHA Office will provide opportunities for an alternate payment plan. If a parent is unable to fulfill their fee obligations, the MJMHA Office and/or Board of Directors has the option of suspending the player until the necessary funds are paid. It is the expectation of MJMHA that all possibilities be explored prior to the player being suspended.
17. Respect in Sport will be mandatory for all families and must be completed prior to November 15<sup>th</sup>.

## B. FINANCIAL ASSISTANCE

- a. Financial Assistance may be available through the Kidsport/Jumpstart programs. Application for these programs is made through their websites.
- b. Registration forms must indicate whether Kidsport/Jumpstart Funding has been applied for
- c. Kidsport/Jumpstart will notify MJMHA and the parent/guardian of the amount of funding being approved
- d. If Kidsport/Jumpstart does not approve the full amount requested, parents/guardians are responsible for submitting the balance, according to payment policy above

## C. REFUNDS

1. Registered players deciding not to play will be issued refunds according to the following policy:
  - a. Moose Jaw Minor Hockey Association must be notified in writing of the request for withdrawal; the effective date for all refunds shall be the date that the notice is received by the Association.
  - b. The refund will be prorated as follows:
    - i. Prior to the first ice time: 100%
    - ii. After being placed on a team and before November 15th: 75%
    - iii. November 16th to December 15th: 50%
    - iv. December 16<sup>th</sup> to January 10<sup>th</sup>: 25%
    - v. Refunds for medical reasons will be determined on an individual basis by the Board of Directors and must be accompanied by a doctor's letter
    - vi. No refunds will be issued after January 10th
2. **Exception:** A first year skater will receive a full refund until November 15th, less a \$50 administrative fee.



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*MJMHA POLICY #013: EQUIPMENT GUIDELINES*

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**A. EQUIPMENT USE REGULATIONS**

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with MJMHA
2. At all levels, the required protective equipment will include: helmet, face mask, neck protector, shoulder pads, elbow pads, protective cup, hockey pants, shin pads, hockey gloves and hockey skates
3. Mouth guards are recommended but only necessary as required by applicable league regulations or policies
4. All equipment and sticks in use shall conform to Hockey Canada standards
5. All coaches must wear CSA approved helmets with chin straps fastened when on the ice
6. If a MJMHA registered player is assisting during a practice that is not for their regular team, they must be registered with Hockey Canada for insurance purposes as a stick boy or volunteer on the team they are helping with and must be wearing a helmet with face mask, neck guard, and gloves

**B. EQUIPMENT MANAGEMENT**

MJMHA Equipment Director will be responsible for all aspects of equipment management, including:

1. Purchasing of new equipment for the teams in their division; the Association must approve all expenditures
2. Overseeing the distribution of all equipment to teams
3. Overseeing the return of all equipment to teams
4. Performing a quality check of all returned equipment
5. Reporting year-end inventory and quality information back to the Association
6. MJMHA may sell old and used equipment and all monies earned shall be returned to the MJMHA general fund

**C. EQUIPMENT ITEMS FOR TEAMS**

Depending on the age division, all MJMHA teams are entrusted with anywhere from \$3,000 to \$3,500 of equipment. This list of equipment may include:

1. Jerseys – home and away (when applicable), with individualized jersey storage bags
2. Goaltender equipment;
  - a. Goaltender leg pads
  - b. Chest/upper body protector
  - c. Trapper
  - d. Blocker
  - e. Stick
  - f. Equipment bag
3. Pucks and carrying bag

4. Pylons

#### **D. EQUIPMENT DISTRIBUTION**

1. All teams will pick up equipment on specific "Equipment Issue Nights"; this notice will be given out after Head Coaches are selected and player drafts have concluded
2. All teams are required to provide MJMHA with a \$500 deposit when picking up their equipment.
3. How teams determine how they deal with equipment at the team level is to be decided at the initial parent meeting but ultimately the coach and manager are responsible to ensure the equipment is signed out and returned

#### **E. EQUIPMENT RETURNS AND FINES**

1. All teams will return equipment for inspection and inventory by a specific deadline date; this deadline date will be given out after the season has concluded
2. The Equipment Director will inspect the condition of equipment and complete an inventory. Any equipment not returned by the deadline date will be noted as missing and charged accordingly.
3. At its discretion, based on items missing or returned in poor condition (in relation to the condition it was handed out), MJMHA can charge teams, which would be deducted from the initial equipment deposit
4. Should team fines exceed the initial \$500 deposit, a further fine would be applied to the team
5. Any unpaid team fines may result in players on the team being locked out from the following year's registration until fines are paid

#### **F. EQUIPMENT USE AND CARE GUIDELINES**

1. Jerseys
  - a. Only jerseys with cresting supplied or approved by the MJMHA Board of Directors, through the Equipment Director, shall be worn for games
  - b. Jerseys are the sole property of MJMHA and are to be worn only to Association-approved hockey games and special events as approved by the Association
  - c. Jerseys must be laundered during the season, and must be cleaned before being returned to the Director; when laundered, they are to be washed in cold water, using detergent that contains no bleach and no scents, and they are to be hanged to dry
  - d. Each team must assign a jersey parent to collect and store jerseys after each game
  - e. Name bars are not allowed on MJMHA jerseys, with the exception of U11 AtoMc jerseys.
  - f. Failure to follow the name bar policy shall result in the immediate loss of the team bond.
  - g. Captain and Assistant Captain letters (A&Cs) are permitted at U11- U18
  - h. Captain and Assistant Captain letters, when used, must be applied and removed by a MJMHA approved service provider. Please contact the office for the current year's approved service provider.
  - i. For teams choosing to use A & Cs, receipts for the application and removal of the A & Cs must be provided with the jerseys at equipment return. Failure to provide receipts will result in a \$50 fine/letter deducted from the team bond.
  - j. Teams will not be allowed to place, attach, or adhere any advertising or sponsorship crests/bars to MJMHA-assigned jerseys.
  - k. MJMHA reserves the right to decide what equipment, including jerseys, is used by which team in which division

- l. Players must wear MJMHA-assigned jerseys for scheduled league and playoff games. Changes required due to color conflicts to be decided by the Equipment Director
  - m. All AA & A teams will use the name “Moose Jaw Warriors” and their colors will be Black, Red and White.
  - n. Female teams will use the name “Moose Jaw Mavericks” and their colors will be Black, Green, and White.
  - o. No TIER TEAMS (AA or A) shall adopt team logos other than the approved MJMHA logos for use on team wear/gear
2. Goal Equipment
- Leg pads, upper body protectors, trappers, blockers and a goal stick will be available to goaltenders in the U9 and U11 age divisions. The following regulations will apply:
- a. MJMHA equipment is to be used for ice hockey only
  - b. Goal equipment may be borrowed for camps at the discretion of the Board of Directors
  - c. During the season, repairs made to goal equipment are to be made by the Director, or with the Director’s authorization, by the person responsible for its care

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*MJMHA POLICY #014: COACH SELECTION*

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**A. TIER COACH SELECTION COMMITTEE**

1. All MJMHA coaches are selected by the Coach Selection Committee and is made up of the following Association members
  - a. President
  - b. Vice President
  - c. Tier Director
  - d. Coach Mentor/Player Development Coordinator
  - e. Additional Board member
  - f. Two (2) non members

A coach can be a tremendous asset to a young player’s development in both life and sport and is why coach selections will be performed with the utmost amount of due diligence. This committee will always do their best to put in place good leaders and great role models. This policy is not intended to provide answers for every situation that will ever come up. In such situations decisions by the MJMHA Board of Directors will be final.

**B. TIER COACH SELECTION PROCESS**

1. A coaching application period may be set by the Board of Directors and may be advertised using the local media (News Print, Flyers, etc...). The MJMHA Coaching Application will also be posted on the website.
2. No person will be eligible to be selected as a coach if they have lost their status as a member in good standing for any reason other than suspension or probation.
3. The Tier Director will collect all applications for their age group prior to the established deadline and will be the primary point of contact for prospective coaches

4. The application period can be extended if the number of applications received is not sufficient to fill the available positions and/or if the Coach Selection Committee deems it necessary
5. The Coach Selection Committee will review all applications after the proposed deadlines and will select the head coaches for each team on or before June 15th.
6. All head coach applicants will be notified by their Director as soon as possible of their successful or unsuccessful application
7. If applicants have stated their interest in participating as an assistant coach, the Tier Director is responsible to notify all chosen head coaches of such interest prior to team selections
8. At any division where there are two or more teams at the same level, Head coaches may select one assistant prior to team selection
9. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate
10. If the Coach Selection Committee deems any/or all applicants unsuitable for a position, the candidate(s) will be refused; if an unsuccessful coaching applicant provides a written request for an explanation why they were unsuccessful candidate, the Coach Selection Committee will provide rationale to the individual
11. The number of applications and names of the applicants shall not be released to the membership
12. Interviews are not mandatory for every applicant
13. If required, the MJMHA Board of Directors will recruit applicants to fill any vacant positions
14. The decision of the Coach Selection Committee is final
15. The MJMHA must approve all team officials that require registration with SHA for insurance purposes (ie. COACHES, ASSISTANT COACHES, MANAGERS, STICKBOYS, and TRAINERS). Refer SHA Definitions at [www.sha.sk.ca](http://www.sha.sk.ca)
16. MJMHA has been a strong advocate for player development and believe that player development cannot be emphasized without coach development. All Coaches and any On-ice or Off-ice registered team officials must meet the requirements for registration with SHA for their listed position, **and ensure they are appropriately registered in the role for which they are taking on.** MJMHA does not allow having on-ice and bench coaches registered as volunteers and stick boys to avoid certification requirements, and has additional expectations for coaches over and above the SHA requirements.
17. Head Coaches will be considered for a position based on such attributes as hockey knowledge, previous coaching experience, communication skills, organizational skills, hockey certification achieved, previous evaluations, coaching references, commitment level, as well as familiarity with the guidelines of the Hockey Canada, SHA and any applicable leagues MJMHA may participate in.

### C. House coach selection

1. MJMHA shall receive applications for coaches for all teams in all divisions. The division directors will review all applications and select coaches for teams in their divisions. The coaches will be presented to the Board of Directors by the Division Directors for ratification at the next meeting of the Board of Directors. There must be a minimum of three (3) coaching staff on each roster.
2. MJMHA has been a strong advocate for player development and believe that player development cannot be emphasized without coach development. All Coaches and any On-ice or Off-ice registered team officials must meet the requirements for registration with SHA for their listed position, **and ensure they are appropriately registered in the role for which they are taking on.** MJMHA does not allow having on-ice and bench coaches registered as volunteers and stick boys to avoid certification requirements, and has additional expectations for coaches over and above the SHA requirements.
3. No person will be eligible to be selected as a coach if they have lost their status as a member in good standing for any reason other than suspension or probation

#### **D. COACH FEEDBACK FORMS**

1. All MJMHA Coaches will have an annual Coaching feedback forms completed by parents at the end of the season. The intention of the annual feedback process is to provide head coaches with valuable feedback to help them improve their coaching skills, allow parents to provide input on the season, and be utilized by the Coach Selection Committee in future seasons.
2. Tier Coaches will receive a mid-season feedback in addition to year end. Issues arising from mid-season feedback will be discussed with the Coaches, the development Director, and the Tier Director.
3. MJMHA will provide notification of Coaching Evaluations through the website.
4. The individual coach feedback will remain confidential and accessible to only the Coaching Selection Committee and appropriate Division Director. After coach evaluations are completed the Division Director will provide the Team Summary Coaching Feedback to the Head Coach. The summary will be comprised of combined feedback and will typically not include individual comments. The coaching staff will have the opportunity to provide their feedback and thoughts on the feedback results with the discussion being documented by the Director and included as an attachment to the evaluation summary.

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*MJMHA POLICY #015: TEAM SELECTION AND DRAFT RULES FOR B & C LEAGUES*

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**FOR THE 2020-2021 SEASON, THIS SECTION IS SUBJECT TO CHANGE WITHOUT NOTICE IN ORDER TO REMAIN IN COMPLIANCE WITH CURRENT GOVERNMENT RESTRICTIONS PERTAINING TO COVID-19**

#### **A. HOUSE B & C LEAGUE TEAMS**

1. B & C teams will be selected through an evaluation process of all players within the MJMHA and their respective division
  - a. U7
    - i. U7 Team(s) will be split evenly in the case of multiple teams
    - ii. Four year old players and first year 5 year old players will be grouped together, second year 5 year olds and 6 year olds will be grouped together. Changes to this may be made at the discretion of the Director
    - iii. Siblings may be grouped together
    - iv. U7 does not use a goaltender
    - v. No Captain (C) or Assistant Captain (A) designations will be given to the players at any point during the season
  - b. U9
    - i. U9 team(s) will be selected from the top-rated skaters through the evaluation process and placed on teams in the A, B, and C leagues.
    - ii. Each team is provided with one set of goalie equipment
    - iii. All players will be given the opportunity to play goaltender if requested and no players will be forced to play goaltender. A maximum of fifty percent games played as goaltender is instituted for this age division. Any request to exceed fifty percent

- must be submitted by the Head Coach in writing to the U9 Director or Player Development Coordinator
    - iv. No Captain (C) designation will be given to the players at any point during the season; Assistant Captain (A) will be permitted on a rotated basis throughout the season
  - c. U11
    - i. U11 team(s) will be selected from the top-rated skaters through the evaluation process and placed on teams in the B and C leagues
    - ii. Skaters will not be evaluated as forward/defence
    - iii. Captain (C) and Assistant Captain (A) designations will be and at the discretion of the coaching staff
  - d. U13, U15, and U18
    - i. U13, U15, and U18 team(s) will be selected from the top-rated skaters through the evaluation process and placed on teams in the B league
    - ii. Captain (C) and Assistant Captain (A) designations will be permitted and at the discretion of the coaching staff
    - iii. Provincial Teams playdown format will be decided by the Age Division Director

## **B. EVALUATION PROCEDURES**

1. Evaluations of all House teams will be organized by the Division Director
2. Directors will select evaluators for their respective divisions
3. Evaluators will provide MJMHA with complete evaluation ratings for each player

### **SPECIAL NOTE**

*Evaluations will be documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to provide player rankings to the general membership. Under no circumstances will evaluation results be released to parents. The important thing is the evaluation process is effective and equitable in having players playing at a level consistent with their skills and abilities. Further, MJMHA does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent. The evaluation sheets and the ranking criteria is only made available for view of the Director, the President, and Vice-President of MJMHA in the draft process. Members of the Board of Directors and coaching staff will not release evaluation data.*

## **C. DRAFTING PROCEDURES**

1. There will be two Board of Directors members present during the drafting procedure; the Division Director and another Board of Directors member appointed by the President; the Director will oversee the drafting process for their respective divisions, except for:
  - a. When the Director is also a coach at that level, a member of the Board of Directors will be chosen as a replacement
  - b. If the Director has a child within this group, the President will appoint another member to act in this capacity
2. The number of teams in a division is based on registration.
3. Through the evaluation process players will be ranked according to the evaluation criteria.
4. Rankings for players is what is used when drafting teams, and they will be initially placed as follows:

5.

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

6. **Movement of players** - they may only be traded with players that are on the same line or are within a few spots.
7. It is strongly recommended that players on the top couple of lines do not move, if movement happens there everyone needs to agree.
8. Goaltender selection will occur in the reverse order of the player draft ie: Team 5 picks first, then team 4.
9. If players of coaches on one or more teams have disproportional skill level based on evaluations, Directors will work with Coaches to ensure teams are as equal as possible, (taking into consideration ranking of coach's children) before the full drafting process is initiated

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*MJMHA POLICY #016: FAIR PLAY POLICY*

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- a. Benching of players for any reason other than disciplinary reasons will not be tolerated.
- b. In U9, U11, and U13 - Coaches will attempt to divide their players into the various positions (forward, defence, and goalie) so that all players will receive fair and equal ice time. Fair and equal will mean that a player receives their shift during each period but understands that the coach cannot always control the length of the shifts.
- c. In U15 and U18 - It is important for coaches to keep in mind that U15s and U18s are minor hockey players and they deserve the opportunity to learn and develop skills required in all situations and aspects of the game and receive fair and equal ice time.

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*MJMHA POLICY #017: AA & A*

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## **A. TIER GENERAL**

1. MJMHA has multiple AA franchise teams within the Saskatchewan 'AA' Hockey League (SAAHL) and Hockey Regina, and the Saskatchewan Female Hockey League (SFHL). The purpose of this policy is to provide the MJMHA some guidelines and structure around the operation of our Tier programs. It is not intended provide answers to every situation that will ever come up. In such situation's decisions by the MJMHA Board of Directors will be final.
  - a. MJMHA tryout process shall strive for the highest level of competence in selecting and training coaches and evaluators. It recognizes that the responsibility to effectively evaluate players for placement on competitive teams is challenging. It is difficult to satisfy the expectations of all stakeholders in the evaluation process. Evaluation, by its very nature, is subjective because it is based upon the opinions of those evaluating. The intention of MJMHA is to bring as much quality, consistency, fairness and transparency to the process as is reasonably possible. U18, U16, U15, U13, and U11 will have similar tryout procedures as far as similar tryout structure (positional skills session and scrimmages) and use outside

evaluators While the evaluation process may vary slightly depending on age divisions, all MJMHA Tier programs shall strive to meet the following outcomes when conducting player evaluations:

- I. To create an environment where each player has an opportunity to be selected for the level appropriate to their skill, physical maturity and ability where they may continue to grow and develop as a player;
- II. To establish an evaluation and selection process that provides consistent and comprehensive evaluation based upon the demonstrated skills and ability of each player;
- III. To ensure that all players and parents understand the expectations upon which players will be evaluated;
- IV. To ensure all evaluators are objective, unbiased, free of conflict of interest; and
- V. To provide for the ongoing review and improvement of the Tier player evaluation and team selection process, ensuring that the process continues to meet the demands placed upon MJMHA.

## **B. Male Tier Teams**

1. Male Tier teams will consist of U11 A, U13 AA, U13 A, U15 AA, U15 A, U16 AA, U18 AA and U18 A.
2. "AA" teams will play out of the Saskatchewan AA Hockey League (SAAHL) and shall follow their league rules and regulations. "A" teams will play in the Hockey Regina league and shall follow their rules and regulations.
3. The number of teams per division will be dictated by registration numbers and SAAHL will dictate "AA" teams; or Hockey Regina for "A" teams.
4. Players wishing to play tier hockey will pay a tryout fee and the registration deadline is five (5) days prior to the first evaluation skate. Registrations after the deadline are accepted only at the discretion of the Tier Director and may be subject to a \$50 late fee.
5. Evaluation procedures shall be posted on the MJMHA website prior to the start of the first ice time.
6. Players will be evaluated based on the following on-ice skills:
  - Skating
  - Passing
  - Puck Control
  - Shooting
  - Positional Play
  - Checking (U15/U18)
  - Hockey Sense



7. Goalies will be evaluated based on the following on-ice skills:
  - Skating
  - Agility
  - Speed and Quickness
  - Puck Handling
  - Rebound Control
  - Positioning
  - Ability to stop the puck
  
8. Players for all divisions will be placed into groups for evaluations. Goalies will have one session dedicated to evaluate them. The number of sessions will be determined based on player registration. Players may be released from tier hockey at any time during the evaluations.
  
9. In addition, the attitude of a player and their parents/guardians will be taken into consideration during team selection. Attitude includes work ethic, commitment, desire, determination, discipline, respect for all participants.
  
10. Playing Tier hockey is a privilege, not a right and it is expected that players and their parents/guardians will treat it as such and conduct themselves in a manner consistent with the objectives of MJMHA.
  
11. While 100% attendance is expected, the Evaluation Committee reserves the right to make special consideration on extenuating circumstances. Players not attending due to special circumstances (injury, junior camps, family issues, etc.) should contact the Tier Director. Players who miss a tryout session without first contacting the Tier Director will receive a zero for that session.
  
12. Where there are two teams in the same division (A only) those rosters will be made up of equal caliber and be equal in roster size.
  
13. All staff of each Tier team will be required to have all of the qualifications needed for said season and level of play as outlined by Hockey Canada and the Saskatchewan Hockey Association. This includes but is not limited to the head coach, assistant coaches, trainers, stick boys, managers and volunteers.
  
14. Every effort should be made to find a manager that is not a coach's spouse/partner. If no other parent is willing to volunteer for the manager position, leaving a coach's spouse/partner as the only option for manager, the team is required to have another parent act as a parent liaison and account co-signor
  
15. No spouse or partner of a AA/A coach will be allowed to have signing authority for the team account.

### U11 A Division

- a. Player evaluations will be done by position (forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Players not selected to the U11 "A" will report back to the U11 Director for placement of their teams.
- b. A roster size of 9 forwards, 6 defense and 2 goalies will make up the two U11 A teams. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as long as both teams have the same size of rosters in regard to positions. The Head Coach will have the ability to use a secondary position if they feel that a player will be better suited at that position, provided that the player has a secondary position on their registration.

### U13 AA/A Division

- a. Player evaluations will be done by position (forward/defense/goalie) and/or unless stated on their tryout registration, an approved secondary position. Players not selected to the U13 "AA" team or the U13 "A" team will report to the U13 Director for placement of their teams.
- b. A roster size of 9 forwards, 6 defense, and 2 goalies will make up the U13 AA team. The Head Coach will have the ability to use a secondary position if they feel a player will be better suited at that position, provided that the player has a secondary position on their registration.
- c. A roster size of 9 forwards, 6 defense, and 2 goalies will make up the two U13 A teams. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as long as both teams have the same size of rosters in regard to positions. The Head Coach will have the ability to use a secondary position if they feel that the player will be better suited at that position, provided the player has a secondary position on their registration.

### U15 AA/A Division

- a. Player evaluations will be done by position (forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Players not selected to the U15 "AA" team or the U15 "A" team will report to the U15 Director for placement of their teams.
- b. A roster size of 9 forwards, 6 defense, and 2 goalies will make up the U15 AA team. Any decision on a smaller roster size will need to be applied for by the Head Coach to the Tier Director and approved by the Evaluation Committee. The Head Coach will have the ability to use a secondary position if they feel that a player will be better suited at that position, provided that the player has a secondary position on their registration.
- c. A roster size of 9 forwards, 6 defense, and 2 goalies will make up the U15 A team. Any decision on smaller roster size will need to be applied for by the Head Coach and approved by the

Evaluation Committee. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as required. The Head Coach will have the ability to use a secondary position if they feel a player will be better suited at that position, provided that the player has a secondary position on their registration.

#### U16 AA Division

- a. Player evaluations will be done by position (forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. The U18 AA team will select the top players from the U16 AA evaluations to participate in the U18 AA evaluations. Players not selected for the U18 AA team automatically hold a spot on the U16 AA team.
- b. A minimum roster size of 9 forwards, 6 defense, and 2 goalies will make up the U18 AA team. Any decision on smaller roster size will need to be applied for by the Head Coach and approved by the Evaluation Committee. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as required. The Head Coach will have the ability to use a secondary position if they feel a player will be better suited at that position, provided that the player has a secondary position on their registration.

#### U18 AA/A Division

- a) Player evaluations will be done by position (forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Players not selected to the U18 "AA" team or U18 "A" team will report back to the U18/U15 Director for placement of their teams.
- b) A minimum roster size of 9 forwards, 6 defense, and 2 goalies will make up the U18 AA team. Any decision on smaller roster size will need to be applied for by the Head Coach and approved by the Evaluation Committee. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as required. The Head Coach will have the ability to use a secondary position if they feel a player will be better suited at that position, provided that the player has a secondary position on their registration.
- c) A roster size of 9 forwards, 6 defense, and 2 goalies will make up the U18 A team. Any decision on smaller roster size will need to be applied for by the Head Coach and approved by the Evaluation Committee. If there is a smaller amount of registration numbers, the Evaluation Committee can reduce the roster size as required. The Head Coach will have the ability to use a secondary position if they feel a player will be better suited at that position, provided that the player has a secondary position on their registration.

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*MJMHA POLICY #018: TEAM/PARENT MEETINGS*

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**A. GENERAL**

1. An Official Team/Parent Meeting (which is the first meeting of the year for each team) will occur once pre-season skill sessions, evaluations, and player selection has been completed
2. In some divisions, the Head Coach, Assistant Coaches, and Managers may have been appointed and approved by MJMHA Board of Directors; If these positions have not been previously filled, then they will need to be filled along with the other volunteer positions
3. The Head Coach and Manager must have attended the MJMHA Managers/Coaches Meeting
4. It is recommended that a member of the Board of Directors be invited to attend the initial Parent meeting.
5. Any follow up meetings to the Official Team/Parent Meeting that may be required to discuss fundraising ideas, tournament information, etc. does not require a MJMHA Board of Directors Member to be present, however, at any time throughout the year a team can request a MJMHA Board of Directors Member to be present for any meeting

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*MJMHA POLICY #019: COACHES/MANAGERS MEETINGS*

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A meeting for all MJMHA coaches and managers will occur once team officials have been approved by MJMHA Board of Directors. The purpose of this meeting is to provide team officials with a list of their roles and responsibilities, and to communicate MJMHA and SHA policies as they pertain to team officials.

Topics to be discussed include:

1. Player registration with SHA and MJMHA
2. Affiliated players policy
3. Deadlines and dates for submission of player rosters, affiliated players, team officials clinics
4. MJMHA policies: Fundraising, player selection/draft, Harassment and abuse, Complaints and Dispute resolutions, League Guidelines and Tournament Guidelines
5. Codes of Conduct
6. Equipment Policy
7. Other topics as deemed appropriate

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*MJMHA POLICY #020: RELEASE PROCEDURE*

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**A. GENERAL**

1. All requests or inquiries in registering players, releases or their status must be dealt with by the MJMHA office.
2. Immediate releases will be granted to any U18 aged player upon making a **U18 AAA** or **Junior A** team. All other releases must be submitted to the Board of Directors for approval.
3. In the case of U18 AAA, the release must be waived in writing by the coach or GM or the Moose Jaw AAA Warriors.
4. A player does not require a release in order to attend an evaluation camp.

**B. APPEALS**

1. A player whose release request has been denied by MJMHA may appeal to SHA as per SHA guidelines

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*MJMHA POLICY #021: FUNDRAISING*

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It is understood by the MJMHA that teams may from time to time wish to conduct fundraising during the hockey season for their individual teams. The purpose of this policy is to provide individual teams within the MJMHA some guidelines and structure when it comes to fundraising throughout the hockey season. It is not intended to provide answers to every situation that will ever come up. A common-sense approach must be taken as many MJMHA teams will be relying on fundraising activities. It should be acknowledged by all teams that excessive fundraising from one team in the local community may impact fundraising of the remaining teams. In cases of inquiries, complaints, and issues brought to the Board of Directors, all decisions by the MJMHA Board of Directors will be final.

**A. FUNDRAISING GUIDELINES**

1. Fundraising by teams within the MJMHA is only to be conducted for the following reasons:
  - a. Tournament entry fees
  - b. Additional ice time for games and practices outside of ice times provided by MJMHA
  - c. A year-end team party/celebration
  - d. Year-end gifts for team officials as per the SHA "Minor Team Registration Form" – for example – coaches, manager, trainer
  - e. Non-parent coaching fees as they may relate to travel, accommodation and meal expenses (this will be mostly at the AA team level)
  - f. Team apparel.
  - g. Fundraisers must be included in the team budget presented to the Division Director at the beginning of the season.
2. Parents/players cannot individually profit from the team fund-raising activities. Each individual parent/player account is to be treated as a not-for-profit situation. A player/parent shall not get back at season end more than they contributed in actual dollars (ie. if a person has fundraised \$810.00

and contributed \$100 in cash for a total of \$910 with actual spending of \$600, then they can only receive \$100 at year end). These funds do not include the amount paid to MJMHA for registration.

3. The MJMHA Board of Directors may impose limits on team fundraising and or set maximum team budgets.
4. The team is to decide how they disburse any remaining funds at season's end (ie. spend on team functions; donate funds to MJMHA, donate to Jumpstart, etc.).
5. Teams are prohibited from approaching or soliciting funds from an MJMHA association sponsors. Teams are not to contact these sponsors in any way. Please contact the contact office for current list.
6. Teams will be expected to participate in MJMHA league fund-raising projects

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*MJMHA POLICY #022: AFFILIATED PLAYERS*

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## **A. GENERAL GUIDELINES**

1. MJMHA promotes the opportunity for players to be selected as Affiliated Players (AP) and have the ability to practice, and in some instances, play games, at a higher Tier or age division.
2. Providing skill development opportunities during practice is the main priority. Games can play a portion of an AP season especially for players who AP within an age division, however skill development during practice is of utmost importance.
3. AP's will be invited out to every practice through an equal player rotation system. Coach, Manager or team designate will develop plan and submit to Coordinator.
4. Not every MJMHA player will be selected as an AP. While MJMHA encourages the AP program the reality is that there will not be enough AP positions for every player in our Association.
  - a. Only those players properly registered may participate in the association affiliation process.
  - b. When calling up an affiliate player, that player must only replace a spot on the secondary team roster when one (1) of the original players is not playing due to injury, sickness, suspension or personal reasons. The original player cannot be a healthy scratch, where the Coach has chosen not to play that player.
  - c. All requests for an affiliate player must be emailed to the Head Coach, MJMHA office and Division Director. The replies must be sent through the same as well. All emails must be answered immediately or the Division Director will respond.
  - d. If the reason for not allowing a player to participate in the higher level is not supported for valid reasons the Division Director has the right to overturn the decision.
  - e. The movement of the player cannot interfere with a game that their original team is involved with, unless mutually agreed upon between Coaches of the respective teams.
  - f. Any non-game related team event is not a valid reason to deny movement of a player.
  - g. During the playoffs, movement of players must be mutually agreed upon between Coaches of the respective teams.
  - h. After approval of the affiliation request it is the responsibility of the requesting Coach to contact the parent(s)/guardian(s) of the affiliated player.
  - i. The Division Director, at their discretion, can limit the number of practices or games an affiliated individual may participate in with their secondary team.
  - j. Affiliated players used in a game are to be designated on the game sheet with the letters "A.P." in accordance with the SHA Policy.

- k. For AA & A --- During SHA Qualifiers and Playoffs teams may increase their roster size through affiliation to SHA allowable limits as per SHA Policy.
- l. For B/C --- During Provincial Playoffs (not Provincial Qualifiers), teams may increase their roster size through affiliation to SHA allowable limits as per SHA Policy.
- m. Under no circumstances may a parent of an affiliated player request or ask a Coach of their secondary team to call up their child to be affiliated. It is at the discretion of the Coach of the secondary team to decide if and when they want to call up an affiliate and whom they want to call up as an affiliate.
- n. The players' parents and the players' primary team Coach must be notified by the Division Director of the intent to list the player as an affiliate with a secondary team.
- o. Paying for tier tryouts does not guarantee a player is selected for affiliation to a tier team.
- p. For the purpose of affiliation of players/teams, the following will apply in this order:
  - i. U18 AAA will affiliate from U18 AA, U18 A, U18 B and/or U15 AA;
  - ii. U18 AA will affiliate from U18 A, U18 B and/or U15 AA;
  - iii. U15 AA will affiliate from U15 A, U15 B and/or Pee Wee AA;
  - iv. U18 A will affiliate from U18 B, U15 AA and/or U15 A;
  - v. U15 A will affiliate from U15 B, U13 AA, U13 A, and/or U13 B;
  - vi. U18 B from U15 AA, U15 A and/or U15 B;
  - vii. U13 AA will affiliate from U13 A and/or U13 B;
  - viii. U13 A will affiliate from U13 B, U11 A and/or U11 B;
  - ix. U15 B will affiliate from U13 AA, U13 A and/or U13 B;
  - x. U13 B will affiliate from U11 AA, U11 A, and/or U11 B;
  - xi. U11 A will affiliate from U11 B and/or U11 C, and U9 A at the discretion of the Board of Directors
  - xii. U11 B will affiliate from U11 C and or U9 A;
  - xiii. U11 C will affiliate from U9 B and/or U9 C;
  - xiv. U9 A - There will be no affiliation allowed;
  - xv. U9 B - There will be no affiliation allowed;
  - xvi. U9 C - There will be no affiliation allowed;
  - xvii. Female players will affiliate from any lower division for female teams;
- q. Any player choosing not to affiliate to a team may forfeit the opportunity to affiliate to any team, at the discretion of the MJMHA Board of Directors.

- 5. At all times a player may only be affiliated with one team
- 6. Directors will monitor AP usage throughout the season and have the authority to make final decisions on any issues that arise.

## **B. EXCEPTIONS**

- 1. If a Tier A, Tier B or Tier C team has only one goaltender registered, it may dress an affiliated goaltender who will play only if the registered goaltender is sick, injured or suspended
- 2. Due to small roster sizes or other unique situations that may occur such as tournaments, requests for an exception may be submitted in writing by a Head Coach with justification to the Director for approval

## **C. NUMBERS OF AFFILIATED PLAYERS PER TEAM**

- 1. U18 U15 and U13 teams may affiliate a maximum of 10 skaters plus 2 goaltenders from an allowed lower Tier or age division registered within the MJMHA. Any number above 10 must have prior approval from the Board of Directors

2. U11 and U9 teams will affiliate 6 skaters plus up to 2 goaltenders (if available) from an allowed lower Tier or age division registered within the MJMHA. Any number above 6 must have approval from the Board of Directors.

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*MJMHA POLICY #023: TEAM OFFICIALS*

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## A. GENERAL

1. MJMHA has been a strong advocate for player development and believe that player development cannot be emphasized without coach development. All Coaches and any On-ice or Off-ice registered team officials must meet the requirements for registration with SHA for their listed position, **and ensure they are appropriately registered in the role for which they are taking on.** MJMHA does not allow having on-ice and bench coaches registered as volunteers and stick boys to avoid certification requirements, and has additional expectations for coaches over and above the SHA requirements.
2. No person will be eligible to be selected as a team official if they have lost their status as a member in good standing for any reason other than suspension or probation.
3. Each team will have one (1) Head Coach, a minimum of one (1) Assistant Coach, one (1) Trainer, and may have one (1) Manager, all of whom will, at all times, display conduct befitting the position (good sportsmanship and good manners) and shall, by example, induce the players to display similar behavior
4. All team officials must be approved by the MJMHA Board of Directors
5. With the exception of HP1, all courses team officials are required to take will be reimbursed by MJMHA; failure to take any required courses will result in a fine by the SHA which shall be deducted from team bonds.
6. Coaches interested in achieving their HP1 must apply to MJMHA to have their name submitted to the SHA. Coaches shall be reimbursed 50% of the HP1 upon successful completion of the course. The remaining 50% shall be reimbursed after the coach has submitted coach applications for MJMHA for the following three years.
7. All team officials are expected to abide by the Coach Code of Conduct
8. Team personnel must be prepared to attend meetings called by the Division Director as he/she may deem necessary throughout the season
9. The Head Coach, Manager, and Treasurer shall establish a team budget at a parent's meeting early in the season. The team budget will specify the dollar figure that each player is to contribute. The budget is to be submitted to the Division Director to be filed at the MJMHA Office.
10. Team Officials will follow current rules and regulations of hockey as established by Hockey Canada, SHA, and MJMHA and all external leagues in which they participate.
11. Team Officials may not administer medication



## B. TEAM OFFICIALS

### 1. Head Coach

- a. Attain applicable coaching clinics as per Hockey Canada and SHA rules
- b. Criminal Record Check as per SHA rules
- c. Complete Respect in sport activity leader
- d. Be aware of the rules and regulations set forth by MJMHA, SHA and the League you are playing in
- e. Attend a Coaches Meeting
- f. Liaise with the Registrar to ensure that team officials are registered with SHA and their League
- g. Ensure players are properly supervised in the dressing room and on the ice and off the ice
- h. The Head Coach must ensure the information recorded on the game sheet is correct before signing
- i. Attend scheduling meetings as required
- j. Assume responsibility for the conduct of their players and coaching staff on and off the ice during the time that they are under their supervision. Lack of control by the Coaches may result in disciplinary action
- k. Coaches must not allow players to drive themselves to ice times played outside the city of Moose Jaw/15 Wing and Caronport
- l. Coaches shall report to their respective Division Director any team-imposed suspensions
- m. It is the Coaches' responsibility to ensure that all players are wearing approved equipment in the proper fashion - as set out in the Hockey Canada/SHA rules and regulations - for games and practices
- n. Players must not be allowed on the ice during practice sessions unless there are properly equipped regardless of the extent to which they intend to participate in the practice
- o. The Head Coach must assign an assistant Coach to act in his/her absence

### 2. Assistant Coach

- a. Attain applicable coaching clinics as per Hockey Canada and SHA rules
- b. Criminal Record Check as per SHA rules
- c. Complete Respect in sport activity leader
- d. Be aware of the rules and regulations set forth by MJMHA, SHA and the League you are playing in
- e. Assist on and off the ice as required by the Head Coach

### 3. Trainer

- a. Attend mandatory Hockey Canada training courses
- b. Criminal Record Check as per SHA rules
- c. Complete Respect in sport activity leader
- d. Monitor risk level
- e. Develop an action plan if injury requires medical attention
- f. Fill out injury reports as needed
- g. Keep a medical trainer bag filled with necessary supplies and player medical reports.
- h. Advise parents of any unsafe equipment a player is using
- i. Ensure water bottles, warm up pucks, jerseys, and medical bag are at any and all games/practices
- j. Basic first aid training

#### 4. Manager

- a. Every effort should be made to find a manager that is not any coach's spouse/partner. If no other parent is willing to volunteer for the manager position, leaving a coach's spouse/partner as the only option for manager, the team is required to have another parent act as a parent liaison and account co-signor.
- b. Criminal Record Check as per SHA rules
- c. Complete Respect in sport activity leader
- d. Organize exhibition games (including time, location and jersey color)
- e. Be a liaison between the parents and coaches
- f. Coordinate the booking of away tournaments and team transportation if required
- g. Inform the scheduler of away tournaments and exhibition games booked
- h. Arrange the booking of teams for the home tournament with the coordination of the Coaches
- i. Arrange for team photos
- j. Co-sign the team bank account
- k. Be familiar with the contacts within the League and the MJMHA
- l. Aid in organizing the fundraising required
- m. Provide travelling directions if needed
- n. Set up/delegate the team website
- o. Plan team social functions, windup functions and gifts
- p. Monitor the cleaning of the team jerseys
- q. Report all suspensions
- r. Be a liaison to the registrar over team registration duties
- s. Attend a Manager Meeting
- t. Assign tasks for parents as required (jersey collection and cleaning, gate fee collection, score clock and game sheet responsibilities)
- u. Prepare a team roster
- v. Ensure parent volunteers know how to fill out game sheets, work the score clock, run the music and collect gate fees
- w. Contact parents of scheduling changes
- x. Be aware of the MJMHA, SHA and League rules and regulations
- y. Fax/drop off/ email game sheets to SHA/League
- z. Make sure all games, tournaments or other events are properly sanctioned before entering

#### 5. Team Treasurer

- a. ANY Coach's spouse/partner shall not hold the position of Treasurer for said team. All teams are required to have a minimum of two (2) signing authorities that are not related to one another on the team account
- b. Failure to have two signatures on the team bank account will result in disciplinary action upon the Head Coach
- c. Co-sign on team bank account
- d. Arrange for the opening and closing of the team bank account
- e. Maintain ledgers on income and expenses throughout the year and update Parents monthly on the budget
- f. Aide and be aware of fundraising within the team and the MJMHA Fundraising Policy
- g. Submit budget for approval to Division Director
- h. At the end of the season, and at such other times as may be required by the Division Director or MJMHA Board of Directors, submit a detailed statement of income and expenditures, complete with all applicable receipts and deposit records. This needs to be submitted at the time of equipment return. A financial record shall be given to the parents at this time as well
- i. Team bonds shall not be returned until team financials are submitted.

- j. Team bonds shall be returned within 24 hrs of completed equipment and financial return.
6. Jersey Parent – duties include
- a. Cleaning and caring for team jerseys as per policy 13.F.1
  - b. Monitor the condition of the jerseys and if anything needs replacing inform the Manager and or Head Coach
- C. Game sheet entry – U11 B/C, U13 B, U15 B, U18 B
- a. The home team Manager is responsible to input all game sheets from regular season and playoffs games onto the appropriate area of the MJMHA website within twenty four (24) hours. These include goals, assists, penalties, suspensions and parent ejections in their entirety for both teams. Photo of scoresheet must be uploaded.
  - b. Failure to input games will result in a \$25 fine per infraction from their team’s performance bond.
  - c. Coaches are responsible for their team’s game sheets (regular season, exhibition games and tournament games) and ensuring white copies for all games are delivered to the MJMHA office or respective Division Director.
- D. Game Sheet Entry – U9 B/C**
- a. The home team Manager will upload a photo of the original game sheet to the website.
  - b. Teams will not enter game sheet data on the web site.
  - c. Coaches are responsible for their team’s game sheets (regular season, exhibition games and tournament games) and ensuring white copies for all games are delivered to the MJMHA office or respective Division Director

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*MJMHA POLICY #024: TOURNAMENTS*

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**A. Home Tournaments**

1. Association-hosted tournaments are held annually at the U15-U9 B/C Divisions. Tournaments will pay to MJMHA any excess over \$1,250 per team.
2. All teams registered with MJMHA must receive approval from the office to book and host a team run tournament.

**B. Outside Tournaments**

1. U13, U15 and U18 teams are allowed to participate in a maximum of six (6) SHA sanctioned tournaments (including the home tournament), only two (2) of which can be overnight.
2. U11 teams are allowed to participate in a maximum of 5 (5) SHA sanctioned tournaments (including the home tournament) only two (2) of which can be overnight.
3. U9 teams are allowed to participate in a maximum of four (4) SHA sanctioned tournaments (including the home tournament) only one (2) of which can be overnight.
4. U7 teams are allowed to participate in a maximum of two (2) SHA sanctioned tournaments, of which none can be overnight.
5. Additional tournaments may be added with board approval

6. Teams must be available for playoffs. No playoff games will be re-scheduled or traded to accommodate tournaments. U11, U13, U15, and U18 teams are not allowed to book tournaments after March 1<sup>st</sup>.

### **C. Tournament Fees**

For Tier teams only, because many tournaments fill up before team selection is complete, MJMHA will provide a cheque for one tournament entry fee on behalf of each AA/A team upon request through the Tier Director. Once the teams are formed the amount will need to be reimbursed to MJMHA no later than November 1st of the current season.

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### *MJMHA POLICY #025: ALTERNATE ASSOCIATIONS MEMBERS' CONDUCT*

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MJMHA teams will host teams from other centres and leagues through tournament and league play throughout the season. It is expected that members from other associations (including players, team officials and spectators) will conduct themselves according to MJMHA's policies of Zero Tolerance and Harassment. Alternate association members are expected to refrain from abuse or harassment of players, officials, coaches and other spectators. Any infringement on these policies will result in discipline as set out in the respective policies.

In addition, visiting teams, their officials and spectators are expected to respect facilities and employees of the facilities being used. Teams must leave dressing rooms in clean condition. Failure to follow MJMHA policies and facility rules may result in disciplinary action.

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### *MJMHA POLICY #026: GUIDELINES FOR OVERAGE AND UNDERAGE PLAYER APPROVAL*

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All players must play within the Division in which they are eligible unless MJMHA Board of Directors otherwise approves. The application for overage player approval must be in writing before September 1st of the current Hockey Season.

### **A. APPLICATION FOR APPROVAL OVERAGE PLAYERS**

1. Application forms and proposed guidelines for overage approval are available from MJMHA
2. All steps for approval must be followed. No overage players can play until the final stage of approval has been secured
3. The procedure for overage approval is the parent, MJMHA President, MJMHA Director for the age level the child currently plays in and the Director for the age level the child is applying to move into and the MJMHA Registrar meet to discuss the application; final approval rests with the MJMHA
4. No overage player can play in any game without the above approval

5. If participating in a tournament, the tournament committee must be notified and approve the use of the overage player prior to participation in the tournament

## **B. CRITERIA FOR CONTINUING OVERAGE STATUS**

These criteria must be met and maintained to assure the status as an overage player will be kept intact for the current hockey season:

1. Overage players are not eligible to play Provincial Championship zone play-downs or the Provincial Championship tournament
2. Overage status will be granted for only one year at a time

## **C. APPLICATION FOR APPROVAL FOR UNDERAGE PLAYER STATUS**

All players must play within the division in which they are eligible unless MJMHA Board of Directors grants an exception.

U7 to U9: not applicable.

U9 to U11: not applicable

U11 A to U13 AA: second year U11 A players and/or goaltenders may be advanced to U13 AA evaluations if approved by the MJMHA Board of Directors. Applicants must meet the requirements below.

U13 AA to U15 AA: second year U13 AA players and/or goaltenders may be advanced to U15 AA tryouts if approved by the MJMHA Board of Directors. Applicants follow the requirements below.

Application Requirements:

1. Written applications including all necessary components noted must be submitted to the President before August 1 for the upcoming hockey season.
2. Written request in the form of a letter from the parents indicating the following:
  - a. The name and birthdate of the player;
  - b. In their own words, a detailed rationale from the parent as to why they would like/feel their player should receive Underage status; references to their skills and abilities on-ice as well as how they feel their player would react in an environment with players up to 2 years their senior are critical elements to this;
3. A minimum of one letter of reference from a credible non-parent or non- MJMHA head coach detailing why the applicant should be considered for Underage status;
4. If the Player is requesting to move from U13 AA to U15 AA, evidence of body-checking experience through a camp and/or experience is required.
5. Request must be accompanied with a \$500.00 fee. (Please note that this fee is based on the requirement to have all Board of Directors members time and administrative costs to review and process the request of one player.) If a player has successfully attained underage status in a previous age division and has already paid the \$500, they will be exempt from the fee when requesting the following division underage status.
6. MJMHA reserves the right to move a player to accommodate MJMH needs
7. Players will still be required to submit the AA Camp Try-out fee should the application be approved.

The request for Underage status will then be reviewed by the entire MJMHA Board of Directors and voted on; should the vote end in a tie, the President or Designate acting as President at the meeting (in case of absence) will cast a vote to break the tie.

- If the application is denied, and the player will not be granted Underage status.
- If the application is approved, the player will be granted temporary underage status and the player will be permitted to register for and tryout in the age division requested.
- The decision is final and not eligible for appeal.

Players granted temporary underage status can gain full underage status through independent evaluation process and guidelines dictated by the Board of Directors as follows:

U11 A to U13 AA & U13 AA to U15 AA

- For a forward, player must be evaluated and ranked in the top 3 forwards based on the results provided by the independent evaluators.
- For a defenseman, player must be evaluated as the top 2 defensemen based on the results provided by the independent evaluators.
- For a goaltender, they must be evaluated as the top goaltender based on the results provided by the independent evaluators.

Should a player not fall into those categories, the temporary Underage status will be removed, and the player will play in the division they are eligible to play based on their age.

\*\*Exceptions may be made if approved by the Board of Directors regarding requests made in the new Female AA Program.

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*MJMHA POLICY #027: CO-ED DRESSING ROOMS*

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MJMHA adheres to Hockey Canada's policy 6.6 on Co-Ed Dressing Rooms. This policy in essence states that in all age groups U13 and above, females and males will change in separate dressing rooms. We seek to provide an environment where both genders have a chance to participate in and enjoy playing hockey. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

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*MJMHA POLICY #028: SOCIAL MEDIA*

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**A. DEFINITIONS**

1. Social media is defined as using the Internet to send messages, videos, images, writing blog entries, etc
2. Social media outlets focus on building communities online with others of similar interests; MJMHA understands and appreciates the importance of social networking as it relates to the personal lives of its members

**B. GUIDELINES**

1. Failure to follow these guidelines may result in disciplinary action from the MJMHA Discipline Committee
2. Members should not make statements that are demeaning to MJMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors, opponents, or any other persons associated with the operation of MJMHA.
3. Members shall not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential
4. Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc. (Example, posting a fight online would be considered inappropriate)
5. Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the MJMHA and SHA
6. Members should be advised that MJMHA owns and maintains all legal rights to its email and network, and any email passing through these systems is owned by MJMHA. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a corporate network and corporations have the right to monitor any and all use of their computer network
7. Any social media account representing MJMHA in any capacity must be approved by MJMHA.
8. All approved social media accounts representing MJMHA will be monitored by the Board of Directors.

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*MJMHA POLICY #029: GOALTENDERS*

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**A. U9**

1. No one player is allowed to play goal more than 50% of the season, unless approved by the Board of Directors
2. At no time would two goalies be dressed at the same time

**B. U11, U13 ,U15, HOUSE**

1. If a team has two goalies, they are encouraged to dress as a player when not in net for that game

**C. TIER**

1. Players will be expected to choose as to whether they are going to play as a goaltender or a skater
2. In cases of emergency when no goaltender is available and the affiliated player is unavailable, a skater off that team may be required to dress as a goaltender

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*MJMHA Policy #030 – Scheduling Guidelines*

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7. All Ice bookings for all divisions shall be coordinated by the Business Manager
8. Any team failing to show for a scheduled game will forfeit the game, and be fined \$150.00/hour plus the cost of official's fees for that game.
9. Any team failing to show for a scheduled practice will not have that time replaced and could face a fine of up \$150.00 per hour.
10. Teams failing to participate in scheduled games or practices will be subject to loss of ice allocation at the discretion of the Division Director.
11. Any additional ice time not allocated by the Ice Scheduler is the responsibility of the individual Coach/team.
12. Teams may request cancellation or rescheduling of an allocated ice time. The request may be granted, but if it is not granted the team is expected to fulfill their use of allocated ice time.
13. Any requests to changes in game schedules for the B/C leagues after February 1<sup>st</sup> could result in a \$50 fine at the discretion of the Director.
14. Tournament Ice
  - a. U9 A/B/C – maximum of 32 teams;
  - b. U11 B/C – maximum of 32 teams;
  - c. U13 B and U15 B – maximum of 16 teams;
  - d. U18 B – maximum of 12 teams;
  - e. All Tier AA and A teams may request Tournament Ice, approval based on availability.
15. Where a conflict of schedule occurs (same day/same rink), the order of priority shall be as follows:
  - a. SHA playoff games;
  - b. Outside league playoff games;
  - c. MJMHA league playoff games;
  - d. MJMHA league games;
  - e. Practices;
16. For U11 B/C, U13 B, U15 B, and U18 B all teams make the MJMHA league playoffs. However some teams may not receive an equal amount of games as compared to other teams within their division. There are no playoffs in U9 A, B, C, or U7.
17. For U11 A, U13 AA & A, U15 AA & A, U18 AA & A, and Female Rep teams, playoff ice will be provided as per their league schedules.
18. Any ice remaining between March 15 and 31 will be delegated for practices at the discretion of MJMHA Office and Division Directors.
19. Allocation of ice times guidelines. NOTE: these are guidelines that we will try to follow but cannot guarantee, and times may be later on weekends.
  - a. U9 will strive to use ice between 8:00am and 7:30 pm
  - b. U11 will strive to use ice between 8:00am and 8:30 pm
  - c. U13 will strive to use between 8:00am and 9:00pm
  - d. U15 and U18 to be on no later than 11:00 PM
  - e. AA, A, and Female Rep times may fall outside of ice times listed above, at the discretion of the Tier Director and Coaches.
  - f. Association Hosted Tournaments ice times fall outside of these guidelines
20. Length of Games for B and C Leagues (Time Clock Rules)

*\*All teams will be permitted one (1) 30 second time out per game.*

**60 Minutes**

5 minute warm-up.

1st period - 15 minutes running time.



1 minute break.  
2nd period - 15 minutes running time.  
1 minute break.  
3rd period - 20 minutes running time.  
\*All Minor penalties are 3 minutes

### **1.25 Hours**

5 minute warm-up.  
1st period - 20 minutes running time.  
1 minute break.  
2nd period - 20 minutes running time.  
1 minute break.  
3rd period - 20 minutes stop time (adjusted according to remaining ice time).  
\*All Minor penalties are 3 minutes that start in running time, and 2 minutes that start in stop time.  
\*\*Start is determined by puck drop, not when the penalty is called

### **1.5 Hours**

5 minute warm-up.  
1st period - 20 minutes running time.  
1 minute break.  
2nd period - 20 minutes stop time.  
1 minute break.  
3rd period - 20 minutes stop time (adjusted according to remaining ice time).  
\*All minor penalties are 3 minutes that start in running time, and 2 minutes that start in stop time.  
\*\*Start is determined by puck drop, not when the penalty is called

### **1.75 Hours**

5 minute warm-up.  
1st period - 20 minutes stop time.  
1 minute break.  
2nd period - 20 minutes stop time.  
1 minute break.  
3rd period - 20 minutes stop time (adjusted according to remaining ice time).  
\*All minor penalties are 3 minutes that start in running time, and 2 minutes that start in stop time.  
\*\*Start is determined by puck drop, not when the penalty is called

### **2 - 2.25 Hours**

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

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*MJMHA Policy #031 – Team and Player Travel Policy*

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U18-age players do not drive themselves to and from sanctioned team events that are located outside of Moose Jaw with the exception of Caronport and Fifteen Wing. There's a minimum two-game player suspension that will apply for breach of this policy.

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*MJMHA POLICY #032: OFFICERS AND DIRECTORS*

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1. Each Division Director shall participate in a meeting with coaches, managers and treasurers of the teams in his/her division before the start of the regular season. At this meeting these rules and regulations will be discussed and examined so that all coaches, managers and treasurers have an opportunity to ask questions and understand the intent of the rules and regulations. In addition team personnel should be prepared to discuss their plans for the season, including anticipated tournaments, exhibition games, fund raising etc.
2. The Division Director will be the liaison between the MJMHA Board of Directors and that division. The Division Director will be responsible to ensure that the division operates within the aims, rules, and regulations of MJMHA.
3. The Division Directors are responsible for administering the rules and regulations of MJMHA in their division. For a hearing or an appeal, refer to the Appeals Sections of these policies.
4. The Division Directors shall act on behalf of MJMHA to assist the Coach in whatever way possible that will contribute to a productive season.
5. Any member of the MJMHA Board of Directors may initiate an email vote on a motion when there is an immediate need for a motionable action and no meeting in the immediate future. This shall be done by the board member making a motion and then sending it to the Secretary for automatic seconding by the Secretary. After seconding the motion, the Secretary will send out to the board. Seconding the motion does not indicate the Secretary's support of, indifference to, or lack of support for the motion being made – the Secretary can still vote however they choose on the motion. The voting board members will "reply all" to the email with their vote. The Secretary will then print a copy of each email for the minute's binder.
6. The MJMHA Board of Directors may review and make exception to policy during board meetings, as required. Amendments to policy may be done throughout the season with at least 14 days written notice to the Board (Notice to Amend Policy) and will be voted on by the board, at any monthly meeting.

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*MJMHA POLICY #032: COMMITTEE STRUCTURE*

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At the discretion of the Moose Jaw Minor Hockey Board of Directors here on to referred to as the Board of Directors, it may be deemed necessary to appoint sub-committees of the Board of Directors to research items of importance to the Moose Jaw Minor Hockey Organization, here on to referred to as the organization, as a whole, or organize events for the benefit of the organization.

1. These committees may or may not include members of the Board of Directors although in the interest of the organization the chair should be a member of the Board of Directors
2. The Board of Directors will appoint all committee members except when there is a standing appointment per MJMHA By-Laws or in the cases where the committee requires vote to determine membership
3. The Board of Directors would define the structure, purpose and size of the committee; committee sizes would be determined on a case-by-case basis with common goal being the efficiency of the committee
4. The committee will have no financial jurisdiction and any financial requirements must be supported by a budget and approved by the Board of Directors as a whole
5. Meetings will be documented and operated in recognition of the organization's rules of order
6. The committee will be dissolved by order of the Board of Directors when it is deemed the committee can no longer serve a purpose beneficial to the organization

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*MJMHA POLICY #033: BOARD MEETINGS*

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A. Reports

1. Board Members shall be required to provide a written report of all activities and updates pertaining to their position
2. Reports must be submitted to the secretary electronically 3 (three) days in advance of the next board meeting.
3. Any additions to the written report that occur after the report has been submitted may be shared verbally at the meeting.

B. Agenda

1. Agenda items must be submitted to the President 3 (three) days in advance of the meeting.
2. The President shall forward all agenda items to the Secretary.

C. Minutes

1. The minutes from all Board of Director Meetings shall be distributed within 7 (seven) days of the meeting.
2. Minutes from Executive meetings shall be distributed at the next meeting of the Board of Directors.

D. Meeting Date, Invitation, RSVP

1. The date for the next meeting shall be set at the end of each meeting.
2. It is the responsibility of the Board Member to inquire as to the next meeting date if he/she was not present when the date was set.
3. Electronic invitations to the meeting shall be sent out 1 (one) week prior to the meeting.
4. All Board members must RSVP to the meeting within 3 (three) days of the invitation being sent out.
5. Any absence, and reason for the absence, MUST be reported to the President.

## **OFFICE ADMINISTRATOR**

1. Shall be responsible for the business of MJMHA between Board Meetings and be accountable to the MJMHA Board of Directors.
2. Responsibilities shall include, but not be limited to:
  - a. To perform all general secretarial duties of MJMHA, maintain custody of the minutes, minute books and records of MJMHA;
  - b. To control and maintain all records of membership and application for registration pertaining to MJMHA, as per the regulations established;
  - c. To control and maintain all records of coaches certified with MJMHA;
  - d. Act as Registrar in receiving, in the name of MJMHA, all membership fees and monies which shall be deposited in the Credit Union, as directed by the MJMHA Board of Directors;
  - e. Prepare and distribute copies of directives, bulletins, meeting minutes and other material, as required;
  - f. Attend all meetings held by MJMHA as an Ex Officio member of the Board of Directors;
  - g. Be responsible for the finances of MJMHA on a monthly basis including, but not limited to, deposits, invoicing, collections, bill payments under the direction of the treasurer;
  - h. Assist in the preparation of financial reports as required by the Treasurer and/or MJMHA Board of Directors;
  - i. To care for and maintain custody of MJMHA office and equipment.
  - j. Assist as a facilities manager to help plan and organize annual and special meetings;
  - k. Update and maintain the MJMHA web site ([www.moosejawminorhockey.com](http://www.moosejawminorhockey.com));
  - l. Prepare all applications for Ice and Special Events;
  - m. Collaborate with the Executive Director to organize and manage ice scheduling for the season, with the admin serving as the primary contact for ice-related matters;
  - n. Assist Executive Director in advising Directors and members of the rules and regulations set out by Hockey Canada, Hockey Sask and MJMHA;
  - o. Perform other duties as required by the MJMHA Board of Directors and Executive Director.

## **EXECUTIVE DIRECTOR**

The Executive Director shall be recommended by the Executive Committee. The recommended person must then be approved by the majority of the Board of Directors.

1. The executive Director will be responsible for the business of MJMHA between Board Meetings and be accountable to the MJMHA Board of Directors.
2. Responsibilities shall include, but not be limited to:
  - a. Oversee the administration and operation of the office and the employees as per the policies and guidelines established by the Board;
  - b. Attend all Board and executive committee meetings, and have a standing seat on all committees, Tier Coach Selection, Discipline, Finance, and any other as they are formed during the season;
  - c. Communicate directly with certified and potential new coaches to ensure certificates are maintained and/or obtained;
  - d. In collaboration with the Office Administrator, oversee the registration and administration of all players;

- e. Collaborate with the Director of Development on coach and player development opportunities;
- f. Serve as the liaison with the Directors and take charge of organizing Pre-Season Coach/Manager meetings;
- g. Serve as the liaison with Hockey Sask, Member Associations, association partners, association sponsors and city facilities;
- h. Assist the President in drafting a list of duties to be allocated to the Board of Directors;
- i. The Executive Director shall not have a vote at any meeting of the MJMHA other than when the Executive Director is appointed to a committee of MJMHA where he/she shall have a vote;
- j. Report to the Board of Directors;
- k. Be present in office no less than 20 hours per week; and
- l. Perform any duty as required by resolution of the Board of Directors.

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*MJMHA POLICY #035: ALLOWANCES AND EXPENCES*

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

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*MJMHA Policy #034 – Intellectual Property*

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Intellectual Property (or “IP”) developed during an Board of Directors member’s term of the MJMHA Board of Directors or an employee of MJMHA will remain the property of the association upon termination of position with the organization. IP can be simply defined is any form of knowledge or expression created partly or wholly with one’s intellect. Some examples of IP include but not limited to: Ideas that can be documents; processes (example: Evaluation Process); scheduling information; templates; logo’s and branding; best practices; and operational/business history.