

**MOOSE JAW MINOR HOCKEY ASSOCIATION
POLICY MANUAL**

August 27, 2019 version

Definitions

- MJMHA - Moose Jaw Minor Hockey Association, Moose Jaw Minor Hockey Inc., Moose Jaw Minor Hockey, or the Association
- SHA - Saskatchewan Hockey Association
- AA and A - teams that play in external leagues
- Female Rep – female teams that play in external leagues
- B and C – all male and female teams that play in the MJMHA league

****These policies are in place, not to punish anyone, but to make it fair play for all Moose Jaw Minor Hockey players. It is the responsibility of the Coaches and their coaching group to know and understand these rules.****

POLICY ONE - THE ASSOCIATION

- A. These policies are guidelines set in place not to restrict any members but, rather, to ensure the protection of all members of MJMHA. It is important to note that these policies are based upon reason, fair play, sportsmanship and other such values and for this reason it is asked of members that they support them in principle rather than attempting to circumvent them.
 - B. All persons who have a child registered in MJMHA, who coach or manage a team, or who serve on the MJMHA Board of Directors are members of the association and therefore have a responsibility to attend the Annual General Meeting and exercise their right to vote.
 - C. The Association shall be governed by SHA/Hockey Canada Rules and Regulations. Additional provisions, as permitted by those rules, shall be adopted as deemed necessary by MJMHA through its Board of Directors. These additional provisions shall be stated in the rules, regulations, and /or minutes of the MJMHA.
 - D. It is understood that AA, A and Female Rep teams playing in outside leagues, such as SBAAHL, SSMHL, SSFHL, HRI will be subject to the rules and regulations of those leagues as well.
 - E. It is recognized that AAA Midget is under the jurisdiction of MJMHA. The AAA Midget team will be governed by an independently appointed Management Committee, on which MJMHA will have no fewer than two (2) representatives. The operations of the AAA Midget team will require a separate set of rules and regulations (Saskatchewan AAA Hockey League). A working agreement will be set up covering Administration, Financial, and Operational matters that are relevant to the successful operations of the Moose Jaw AAA team within MJMHA. This agreement should be reviewed annually.
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POLICY TWO - MEMBERSHIP AND REGISTRATION

A. Membership

1. For purposes of SHA registration, MJMHA is categorized as AA closed centre.
2. Parents of MJMHA players become MJMHA members upon payment of the player's registration fee.

B. Registration

1. The registration fee shall be established by the MJMHA Board of Directors prior to May 1st for the next season.
2. The fees for each division will reflect the cost of ice time, officials, insurance registration with SHA, registration in outside leagues, and overhead costs, as determined by the Board of Directors.
3. Registration fees shall include a 'family rate discount' of \$200 for each family's third child that is registered with MJMHA.
4. A \$40.00 fee will be applied on NSF cheques.
5. Players will play on one team only, except that they may play as affiliates according to the terms set out in this Policy, SHA and Hockey Canada. Female players may apply to the Board of Directors for dual registration and shall be reviewed on a case by case basis.
6. Players registering with MJMHA must have a parent or legal guardian complete a MJMHA registration form reflecting their actual residential address.
7. Any player registering for Initiation is exempt from any \$50.00 increase that is applicable after the registration deadline.
8. Registration for MJMHA players includes:
 - i. Registration deadline is July 31st.
 - ii. After July 31st fees will increase by \$50.00 per player.
 - iii. Full registration fees to be paid by September 30th. Postdated cheques are accepted.
 - iv. MJMHA has a 'no pay, no play' policy. Parents that anticipate having difficulty being able to pay the funds required 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.
9. Respect in Sport will be mandatory for all families and must be completed prior to November 15th.
10. Bantam AA and Midget AA will open up a maximum of 5 spots for players registered via concession.

C. Eligibility

1. In order to participate in the MJMHA program - excluding Moose Jaw AAA Midget - 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.
2. 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).

D. Refund Policy

1. A request for a refund will be the date that the MJMHA office is informed in writing that the player has quit, is moving, or is injured for the remainder of the hockey season.
 2. Refunds are calculated as follows:
 - a. A refund of 75% of the registration fee will be issued if the player quits, moves away, or is injured after placement on a team and before November 15.
 - b. A refund of 50% of the registration fee will be issued if the player quits, moves away, or is injured after November 15 and before December 15.
 - c. A refund of 25% of the registration fee will be issued if the player quits, moves away, or is injured after December 15 and before January 15.
 3. No refund will be issued if a player quits, moves or is injured after January 15.
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POLICY THREE - STRUCTURE OF MJMHA

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. No player in any division will be permitted to be registered at a level higher than their age allows.
4. Divisions shall be as follows, all ages to be taken as of December 31 in the year of registration:

Initiation 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 Initiation Program Instruction. 4 year old players will be placed separately from the 5&6 year old players.

Novice programs for 7-8 year olds

At this level the players will build on the instruction that they learned in the Initiation Level. All players male and female are evaluated at the beginning of the season and then are divided into three (3) divisions: A, B, and C. The association will have two (2) or more Novice A teams. There will be no set positions in this division. The balance of evaluated kids will be placed on equal teams within a B and C division.

Atom 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 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 Atom A teams will be placed back in Atom B and C evaluations.

Peewee 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 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 Peewee B evaluations.

Bantam 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 Bantam B evaluations.

Midget Programs for 15-17 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 Midget B evaluations.

Female teams from Novice to Midget will be formed if registration numbers support

Novice and Atom female teams play in the MJMHA league. The Peewee, Bantam, and Midget teams play in the South Sask Female Hockey League and extra fees will apply.

Midget "AAA" - this program is open to players 15-17 years of age

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

5. Players in the entire B and C Divisions will be grouped by their respective Directors and Coaches into teams of equal strength and ability.
6. In all age categories All-Star Teams will not be permitted, as per SHA rules and regulations.
7. The MJMHA Board of Directors shall establish dates for the completion of team rosters. If a team fails to meet the deadline, the Division Director may establish the teams' roster.
8. The season for Novice, Atom, Peewee, Bantam and Midget runs approximately 24 weeks. The season for Initiation runs approximately 20 weeks.
9. 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 behaviour.
10. All team officials (Head Coach, Assistant Coaches, Managers, and/or Trainers) violating rules of play and conduct will be disciplined by the Discipline Chairperson or the MJMHA Board of Directors.
11. All team officials must be approved by the MJMHA Board of Directors.
12. All team officials must meet the minimum coaching requirements as set out by SHA and Hockey Canada.
13. Team personnel must be prepared to attend meetings called by the Division Director as he/she may deem necessary throughout the season.
14. Teams are responsible to pay all outstanding debts prior to February 1st.
15. Game officials assigned by the association will be paid by MJMHA. Officials for all exhibition games are to be paid in cash by the participating teams. All officials for all game formats are to be booked by the respective Division Directors.
16. A \$500.00 Performance Bond is required by all Novice, Atom, Peewee, Bantam and Midget teams. A \$300.00 Performance Bond is required by all Initiation teams. This covers losses or damages during the current hockey season. The Performance Bond must be claimed by all teams by April 15th of the current hockey season. Unclaimed funds will become MJMHA General Revenue.

B. AA, A and B/C Evaluations (for more detailed information refer to Policy 7)

1. All players must be registered and proof of registration may be required prior to on ice participation.

2. In order to ensure MJMHA has accurate counts of players wishing to play tiered hockey, a non-refundable fee and deadline for registering for tiered hockey will be established and set by the MJMHA Board of Directors.

C. Team Functions

1. Social functions held for the players must be approved by the parents.
2. Teams will be expected to participate in MJMHA league fund-raising projects.
3. All social functions held for the players must be attended or chaperoned by the players' parents.

D. Fund-Raising

1. MJMHA

- a. MJMHA, from season to season, may participate in an association wide fundraiser. All MJMHA registrants will be required to participate.

2. Teams

- a. All fund raising activities are to be included in the team's financial reports which are provided to the Division Director at mid season, the end of the season, or as when requested.
- b. The MJMHA Board of Directors may impose limits on team fundraising and or set maximum team budgets.
- c. 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.
- d. 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.).
- e. 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.

3. Tournaments

Each team will be allowed to receive up to \$1,250 per team as a fundraiser from an Association-hosted tournament. Tournaments will pay to MJMHA any excess over \$1,250. These funds will be dedicated to jersey and equipment replenishment.

E. Head Coaches and Assistant Coaches

NOTE: For the purposes of this section, the words "Coach" or "Coaches" shall be taken to mean "Head Coach" and "Assistant Coach".

1. Requirements

- a. All Coaches must meet the minimum coaching requirements as set out by SHA and Hockey Canada.
- b. The position of "Volunteer" is not considered a standard position for any coaching staff. Special circumstances may arise that this position would be effective to use. All decisions on the use of the Volunteer will be made at the discretion of the Board of Directors. Any member granted Volunteer status must have completed the *Coach Respect in Sport Program* and must have a Criminal Record Cheque (CRC) done.
- c. All Coaches must have a Criminal Record Check (CRC) done and returned to MJMHA by Nov 15 of the current season.
 1. Coaches not completing the CRC by the required date will be immediately deregistered until the CRC check is completed and returned the MJMHA Office
 2. CRCs need to be repeated for Coaches every two (2) years.

2. Duties and Responsibilities

- a. Coaches will follow current rules and regulations of hockey as established by Hockey Canada, SHA, and MJMHA
- b. Coaches must 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.
- c. Coaches must conduct themselves in an exemplary manner. Any unseemly conduct, including excessive profanity, the illegal or intemperate use of alcohol or drugs, or the provision of such substances to players, will be dealt with by the Discipline Chairperson and may lead to the suspension or dismissal of the Coach.
- d. Coaches must become familiar with the philosophy and rules of MJMHA. Failure to follow either one (1) or both may result in disciplinary action.
- e. Coaches and Players will shake hands at the end of each game
- f. Coaches must not allow players to drive themselves to ice times played outside the city of Moose Jaw/15 Wing and Caronport.
- g. Coaches shall be responsible to their respective Division Director.
- h. Coaches shall report to their respective Division Director any team-imposed suspensions.
- i. Complaints shall be submitted in writing by a Coach to their respective Division Director, or a member of the MJMHA Executive, or the MJMHA Office.
- j. 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.
- k. 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.
- l. If a Coach believes an official to be incompetent or in error, the Coach must register the complaint in writing to their respective Division Director. If the complaint is considered valid, the Division Director may take the matter to the Discipline Chairperson, MJMHA Executive, or the MJMHA Board of Directors.

F. Trainers

1. Requirements

- a. Subject to approval by their respective Division Director and ratification by the MJMHA Board, a Coach may recommend a person to serve as Trainer for their team.
- b. All Trainers must meet the minimum trainer requirements as set out by SHA and Hockey Canada.
- c. In addition to the SHA and Hockey Canada guidelines MJMHA requires all trainers to complete the SHA Respect In Sport, or be subject to fines by MJMHA.
- d. All registered Trainers must have a Criminal Record Check (CRC) done and returned to MJMHA by Nov 15 of the current season.
 1. Trainers not completing the CRC by the required date will be immediately deregistered until the CRC is completed and returned the MJMJA Office
 2. CRCs need to be repeated for Trainers every two (2) years.

2. Duties and Responsibilities

- a. All team Trainers are expected to assist the Coaches by:
 1. Having available at all games and practices completed player medical forms.
 2. Maintain an adequately stocked medical kit.
 3. Ensure that all injuries that require medical attention are reported to SHA (information available on the MJMHA Web site under FORMS)

G. Managers and Treasurers

1. Requirements

- a. Subject to approval by their respective Division Director and ratification by the MJMHA Board of Directors, a Coach will recommend persons to serve as Manager and Treasurer.
- b. All Managers and Treasurers must have a Criminal Record Check (CRC) done and returned to MJMHA by Nov 15 of the current season.
 1. Managers and Treasurers not completing the CRC by the required date will be immediately deregistered until the CRC is completed and returned the MJMJA Office.
 2. CRCs need to be repeated every two (2) years.

2. Duties and Responsibilities

- a. If a Coach's spouse/partner is the Manager the team is required to have another parent to act as a Parent Liaison. This person must be unrelated to all Coaches.
- b. 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.
- c. All Managers are expected to assist the Coaches by carrying out duties such as, but not limited to:
 1. scheduling and communication related to the arrangements of games, practices, tournaments and team events;
 2. arranging meetings with parents, as required;
 3. assisting with fundraising and record keeping, as required;
 4. carrying out such other duties as required by the constitution and policy of MJMHA, and/or by the Coach.
 5. Attend MJMHA Manager/Treasurer Meeting at the beginning of the season
 6. 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. All submissions will be filed at the MJMHA Office.
 7. 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.

3. Game Sheet Entry – Atom B/C, Peewee B, Bantam B, Midget 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.

4. Game Sheet Entry – Novice 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.

H. Affiliation

**It is the policy of MJMHA to provide opportunities for all players to participate at a higher level, and develop skills and abilities to further their hockey experience in a positive manner.

1. Only those players properly registered may participate in the association affiliation process.
2. 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.
3. 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.
4. 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.
5. 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.
6. Any non-game related team event is not a valid reason to deny movement of a player.
7. During the playoffs, movement of players must be mutually agreed upon between Coaches of the respective teams.
8. 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.
9. The Division Director, at their discretion, can limit the number of practices or games an affiliated individual may participate in with their secondary team.
10. 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.
11. For AA & A --- During SHA Qualifiers and Playoffs teams may increase their roster size through affiliation to SHA allowable limits as per SHA Policy.
12. 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.
13. 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.
14. 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.
15. Paying for tier tryouts does not guarantee a player is selected for affiliation to a tier team.
16. For the purpose of affiliation of players/teams, the following will apply in this order:
 - a. Midget AAA will affiliate from Midget AA, Midget A, Midget B and/or Bantam AA;
 - b. Midget AA will affiliate from Midget A, Midget B and/or Bantam AA;
 - c. Bantam AA will affiliate from Bantam A, Bantam B and/or Pee Wee AA;
 - d. Midget A will affiliate from Midget B, Bantam AA and/or Bantam A;
 - e. Bantam A will affiliate from Bantam B, Peewee AA, Peewee A, and/or Peewee B;
 - f. Midget B from Bantam AA, Bantam A and/or Bantam B;
 - g. Peewee AA will affiliate from Peewee A and/or Peewee B;
 - h. Peewee A will affiliate from Peewee B, Atom A and/or Atom B;
 - i. Bantam B will affiliate from Peewee AA, Peewee A and/or Peewee B;
 - j. Peewee B will affiliate from Atom AA, Atom A, and/or Atom B;
 - k. Atom A will affiliate from Atom B and/or Atom C, and Novice A at the discretion of the Board of Directors
 - l. Atom B will affiliate from Atom C and or Novice A;
 - m. Atom C will affiliate from Novice B and/or Novice C;

- n. Novice A - There will be no affiliation allowed;
 - o. Novice B - There will be no affiliation allowed;
 - p. Novice C - There will be no affiliation allowed;
 - q. Female players will affiliate from any lower division for female teams;
17. 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.

I. Ice Schedule

1. All Ice bookings for all divisions shall be coordinated by the Business Manager
2. 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.
3. Any team failing to show for a scheduled practice will not have that time replaced and will be fined \$150.00 per hour.
4. Teams failing to participate in scheduled games or practices will be subject to loss of ice allocation at the discretion of the Division Director.
5. Any additional ice time not allocated by the Ice Scheduler is the responsibility of the individual Coach/team.
6. 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.
7. Tournament Ice
 - a. Novice A/B/C – maximum of 32 teams;
 - b. Novice B/C – maximum of 24 teams;
 - c. Atom B/C – maximum of 32 teams;
 - d. Pee wee B and Bantam B – maximum of 16 teams;
 - e. Midget B – maximum of 12 teams;
 - f. All Tier AA and A teams may request Tournament Ice, approval based on availability.
8. 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;
9. For Atom B/C, Pee wee B, Bantam B, and Midget 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 Novice A, B, C, or Initiation.
10. For Atom A, Pee wee AA & A, Bantam AA & A, Midget AA & A, and Female Rep teams, playoff ice will be provided as per their league schedules.
11. Any ice remaining between March 15 and 31 will be delegated for practices at the discretion of MJMHA Office and Division Directors.
12. 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. Novice will strive to use ice between 8:00am and 7:30 pm
 - b. Atom will strive to use ice between 8:00am and 8:30 pm
 - c. Pee wee will strive to use between 8:00am and 9:00pm
 - d. Bantam and Midget 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
13. Length of Games (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

POLICY FOUR - UNIFORMS AND EQUIPMENT

1. All jersey purchases will be made or managed by MJMHA and the Equipment Director. Any teams wishing to purchase jerseys must receive prior approval from the MJMHA Board of Directors.
2. Jersey numbers being 1 –21 consecutive plus 31 to replace the number 13.
3. Jerseys will contain the MJMHA Crest, team name and MJMHA approved sponsor (if applicable).
4. All equipment is subject to the general jurisdiction of the Equipment Director in accordance with existing regulations governing sponsorship, safety and care of equipment.
5. Only jerseys with cresting supplied or approved by the MJMHA Board of Directors, through the Equipment Director, shall be worn for games.
6. Players' names (ie. name bars) are NOT allowed on MJMHA.
7. Application and removal of Captain and/or Assistant Captain letters ('C' or 'A's) MUST be arranged through the MJMHA office.
8. Teams will not be allowed to place, attach, or adhere any advertising or sponsorship crests/bars to MJMHA-assigned jerseys.
9. Players shall not wear MJMHA-assigned jerseys except for games or team functions designated by the MJMHA. MJMHA-assigned jerseys are not to be worn during practice at any level above Initiation.
10. Players must wear MJMHA-assigned jerseys for scheduled league and playoff games. Changes required due to color conflicts to be decided by the Division Director.
11. Coaches or Managers shall be responsible for distributing, collecting and returning to the association, all equipment.
12. All uniforms/equipment are to be kept in a clean condition and good repair. Any alterations/repairs must be made by the Equipment Director, or with his/her authorization.
13. Any jerseys and/or equipment donated to teams immediately become the property of the MJMHA and must be turned into the Equipment Director at the end of season.
14. MJMHA reserves the right to decide what equipment, including jerseys, is used by which team in which division.
15. MJMHA recommends that all players wear a proper mouth guard.
16. All goalie equipment must be returned to the MJMHA Equipment Director after the current season is complete.
17. All AA & A teams will use the name "Moose Jaw Warriors" and their colors will be Black, Red and White.
18. Female teams will use the name "Moose Jaw Mavericks" and their colors will be Black, Green, and White.
19. No TIER TEAMS (AA or A) shall adopt team logos other than the approved MJMHA logos for use on team wear/gear.
20. WARRIORS RULES

POLICY FIVE - THE CHAIRPERSON OF DISCIPLINE AND THE DISCIPLINE COMMITTEE

A. Structure and Function

- 1 The MJMHA Independent Chairperson of Discipline shall be selected 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 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.
- 3 The Discipline Committee shall be comprised of:
 - a. the Chairperson of Discipline;
 - b. the President;
 - c. the Vice-President;
 - d. the Secretary;
 - e. the Treasurer, and;
 - f. the Division Director of the respective division or tier in which the action under investigation took place.
- 4 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.
- 5 Minutes must be taken and entered into the minute book of MJMHA.
- 6 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.
- 7 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.
- 8 Committee Procedures
 - a. Once an event outline in Policy 5(A)(2) that warrants an investigation is identified all parties will be informed that an investigation has begun, including but not exclusive to Discipline Committee members, complainant, and the person(s) under investigation
 - b. Investigation and meeting will commence no longer than seven (7) days from the date the event was identified.
 - c. The person(s) whose reported actions are under investigation shall be provided an opportunity to meet with or make representation to the Discipline Committee before it arrives at a final ruling.
 - d. If, after the initial Discipline Committee meeting, further information is needed this shall be done within forty eight (48) hours.
 - e. The Discipline Committee will arrive at a final ruling.
 - f. The Chairperson of Discipline shall inform the person under review and his/her parent and coach (if the person under review is a player) of the Discipline Committee's ruling.
 - g. Complainant will be informed that the proceedings are completed.
- 9 The Chairperson of Discipline 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 the Chairperson of Discipline, the complaint warranting investigation is of a sufficiently serious nature, he/she 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.

B. Appeals

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 ruling of the Discipline Committee may be appealed to the MJMHA Board of Directors, who may confirm, remove or modify the ruling as deemed appropriate. The decision of the MJMHA Board of Directors is final.
 3. Any such appeal must be accompanied with a \$200.00 fee which is fully refundable if the appeal is successful.
 4. The right of appeal shall pertain only to players, coaches, managers, team officials, game officials, parents and/or legal guardians who have been disciplined for infractions covered by the Discipline Committee meeting.
 5. An appeal shall not be accepted for consideration over a referee's discretionary decision.
 6. All rights available to the player or member must be exhausted before an appeal may be taken to the MJMHA Board of Directors.
 7. The player or member affected must be given the opportunity to be present at the appeal hearing.
 8. The player or member affected shall be permitted to ask questions within reason.
 9. The player or member affected may be represented by a lawyer or an agent if he/she so wishes.
 10. Persons who participated in the original decisions being appealed shall participate in the appeal, but shall not be part of the appeal decision.
 11. 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.
 12. Any further appeal of the decision of the MJMHA Board of Directors shall be made to the SHA.
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POLICY SIX - MINIMUM SUSPENSION GUIDELINES

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 Vice 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 Vice 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 Vice 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 Division Director and Vice President 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.

POLICY SEVEN – AA & A TEAMS & FEMALE REP (ATOM, PEE WEE, BANTAM, MIDGET)

- A. **Novice Division:** Player evaluations will not be done by position (Forward/defense), they will be on overall ability. Our goal is to have a total of zero or 2(or more) “A” teams, four “B” teams, and four-five “C” teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness, puck handling, shooting, passing, position play.
- B. **Atom Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of eight to ten teams in the Atom Division consisting of two “A” teams, three “B” teams and three to four “C” teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness, puck handling, shooting, passing, position play. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, positioning and ability to stop the puck. The atom “A” team will be selected by the approved Tier Evaluation committee. Players not selected to the Atom “A” team will report back to the Atom Coordinator for placement of their teams.
- C. **Pee Wee Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of six to eight teams in the Pee Wee Division consisting of one “AA” team, two “A” teams, and three to five “B” (“AA” tier3) teams. During the course of the evaluations, the evaluators will be evaluating and grading the skaters on criteria that includes the following: Skating – forwards, backwards, (with and without a puck) agility, speed and quickness, puck handling, shooting, passing, position play. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. Where there are two tier teams, players will be selected by the approved tier evaluation committee. Players not selected to the PW “AA” team or the PW “A” will report back to the Pee Wee Coordinator for placement of their teams.
- D. **Bantam Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of five to six teams in the Bantam Division consisting of one “AA” team, one “A” team and three to four “B” (“AA” tier “111”) teams. During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. Where there are two tier teams, players will be selected by the approved tier evaluation committee. The Bantam “AA” team may take approximately 20-24 players to exhibition game(s) for a period of 7 days after the evaluations are completed. These extra players cut from the Bantam “AA” team will be a lock for the Bantam “A” Team has the other players complete the phase four/five of the evaluations. Bantam will open up a maximum of 5 spots for players registered via concession. Players not selected to the Bantam “AA” team or the Bantam “A” team will report back to the Bantam Coordinator for placement of their teams.
- E. **Midget Division:** Player evaluations will be done by position (Forward/defense/goalie) unless stated on their tryout registration, an approved secondary position. Our goal is to have a total of four to five teams in the Midget Division consisting of one “AA” team, one “A” team and two to four “B” teams. During

the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. Players who do not make the Midget “AA” team will report to phase four /five to finalize the midget “A”. Midget AA will open up a maximum of 5 spots for players registered via concession. Players not selected to the Midget “AA” team or the Midget “A” team will report back to the Midget Coordinator for placement of their teams.

- F. Female:** Player evaluations will not be done by position (Forward/defense/goalie) in the novice/atom divisions. Player evaluations will be done by position (Forward/defense/goalie) for the pee wee/bantam/midget divisions. Our goal is to have a Female team in all divisions except for initiation. During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following: Skating – forwards, backwards, agility, speed and quickness, puck skills – puck handling, shooting, passing, position play, individual tactics – 1 vs. 1, contact – does the player engage or does the player shy away, hockey sense. The goalies will be evaluated on Skating – forwards, backwards, agility, speed and quickness, puck handling, rebound control, positioning and ability to stop the puck. All rosters are finalized by the Female Coordinator and approved by the MJMHA Board.

An email will go out to all families once evaluations have been completed notifying the players on what tier they evaluated in. Players will be notified what team they are on once the coaching selection and team drafting has been completed.

G. Selection of Head Coaches

1. A Selection Committee will be selected at the March MJMHA Board meeting and will consist of the Tier Coordinator, 2 Board Members, plus 2 Non-MJMHA Members or Members at Large chosen at the discretion of the Tier Coordinator, subject to approval by the Board of Directors. The selection committee will review all applications, conduct interviews, and recommend coaches for all teams to the Board for approval and ratification. A minimum of 3 members of the selection committee must be present at all interviews and the attendees must be consistent for all division interviews.
OR: A Selection Committee consisting of the Tier Coordinator, 2 Board Members, plus 2 Non-MJMHA Members or Members at Large chosen at the discretion of the Tier Coordinator, subject to approval by the Board of Directors. The selection committee will review all applications, conduct interviews, and recommend coaches for all teams to the Board for approval and ratification. If the board feels multiple applicants are very close in being selected then the board may suggest that multiple coaches work together for the summer to prepare and then during tryouts for that division and no later than before the Intersquad game the successful coach would be notified.
2. If a candidate has a player being evaluated for the level they wish to coach, the Selection Committee must consider the qualification of the player within the selection pool. Every effort should be taken to ensure that the player’s ability is considered “reasonable and acceptable” within the coaching applicant’s level. In the event that the Committee is unable to suitably determine the player’s ability, and through the player selection process it is determined that the player is unable to compete, the coach may be removed and replaced on the Tier Coordinator’s recommendation and the Board’s pre-approval. It will be the Selection Committee’s responsibility to identify and recommend a replacement coach to the Board.

- a. Every AA, A (Tier I, II), or Female Rep coaching position shall have a first and alternate candidate selected for recommendation where applicable.
- b. After the Selection Committee selects and presents, and the Board approves, the Tier Coordinator will contact all candidates within 48 Hours of approval/ratification.
- c. **Advertisement for applications to be published by March 15th. Applications accepted/postmarked by April 30th. Interviews, selection and notification to all candidates to be completed by May 31st. Upon board approval the set time lines above may be extended due to extenuating circumstances. Coaches will be named on June 15th.**
- d. If a suitable candidate is not selected for an AA, A (Tier I, II), or Female Rep position, the Selection Committee reserves the right to name a coach.
- e. Practices, arranged and /or conducted by board appointed coaches, prior to tryouts are prohibited and may result in the suspension or removal of the offending persons

H. Selection of Additional Coaching Staff

Additional coaching staff to be named by the Head Coach after the AA, A (Tier I, II), or Female Rep teams are posted, all coaching staff must be approved by the MJMHA Board of Directors.

I. Teams

1. A try-out camp, open to all MJMHA players, shall be held for each division of Tier hockey in accordance with SHA regulations.
2. All MJMHA players must be registered prior to their first ice time.
3. All parents and players must be in good standing with the association.
4. The selection process will be supervised by the Tier Coordinator with the assistance of, but not limited to, Head Coaches, Evaluators, and Tier Committee.
5. The Tier Coordinator will select a Board approved Tier committee of one or two members from the Board of Directors that will assist him/her in the Tier process beginning with coaching selection and ending with final team selection.
6. Coaches will only be allowed to watch from the stands during evaluations. Coaches will be allowed on the player bench only for the Black & White game.
7. Coaches are not permitted to change positions of players during any evaluation ice time, including the black and white game. Players MUST be played in the position they are registered in and only that position.
8. Coaches shall not discuss evaluations with anyone unless it is in a meeting with committee members.
9. The Tier Coordinator will provide a suggested list of Evaluators, as provided by Board members, coaches, and Tier committee members, to the MJMHA Office at least one week prior to the start of evaluations. The list will be forwarded to the Board of Directors for approval either at a meeting or via email.
10. Prior to FINAL ice time, where Tier team selection will occur, the head coach and Tier coordinator and committee will meet to review and approve the short listed players.
11. Head Coaches shall work cooperatively with the Tier Coordinator in finalizing their rosters. The final selection shall be justified by the Head Coach to the Tier Coordinator. Once finalized, each Head Coach will supply a list of players to the Tier Coordinator
12. All teams, except Mavericks, shall consist of a minimum of 9 forwards, 6 defence, and 2 goaltenders. The Tier Committee may make exception to this policy should registration numbers be low or evaluation results dictate so. Female Rep Teams (Mavericks) roster numbers to be determined based on registration.
13. Once the selection of players has been finalized, parents of those players selected are to be invited by the Head Coach to a meeting where they are to be informed about the coach's philosophy, the league schedule, travel requirements, the financial commitment, and the amount of work expected.

14. Midget AA & A (Tier I and II) coaches should consider the possibility of Moose Jaw Minor Hockey players returning from Midget AAA Teams when selecting the number of players on their roster (maximum 19), considering Moose Jaw's closed center status.
15. Players in Atom and Peewee should be given fair and equitable ice time. It is accepted that, at Bantam and Midget levels, players must realize that unequal ice time is a fact of competitive sports. Coaches at these levels may choose to play some players more than others in attempting to earn the win for the team. However, it is important for coaches to keep in mind that Bantams and Midgets are minor hockey players and they deserve the opportunity to learn and develop skills required in all situations and aspects of the game.
16. MJMHA will provide each team with two practices per week and ice times to play league games as directed by each league.

J. Tier Fees

1. The amount and details of non-refundable Tier and Female Rep Fees shall be established by the MJMHA Board of Directors and communicated to the Head Coaches and/or Managers by no later than December 1st annually.
2. Tier and Female Rep fees must be paid in full to MJMHA by the date established by the MJMHA Board in order for the team to continue to be provided ice times. In the event that Tier and Female Rep Fees are not paid as requested, the MJMHA Board of Directions shall have the discretion to discontinue providing ice times to a team.
3. Additional fees may be required to cover extra ice and officials at the end of the season. Every effort will be made to communicate with Team Managers.

POLICY EIGHT –MIDGET B, BANTAM B, PEEWEE B, ATOM B/C, NOVICE A/B/C

- a. MJMHA shall receive applications for coaches for all teams in all divisions. The Division Directors will review all applications and select coaches for the teams in their division. These coaches will be presented by the Division Director(s) to be ratified at the next meeting of the MJMHA Board of Directors. There must be a minimum of three (3) coaching staff members on each roster.
- b. Provisions will be made to ensure all eligible MJMHA members have a team to play on.
- c. Benching of players for any reason other than disciplinary reasons will not be tolerated.
- d. In Novice, Atom, and PeeWee - 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 receive their shift during each period but understands that the coach cannot always control the length of the shifts.
- e. In Bantam and Midget - It is important for coaches to keep in mind that Bantams and Midgets 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.
- f. Teams will adhere to the schedule provided by MJMHA for all MJMHA league games, practices and MJMHA league playoffs. Out of town games, exhibition games, and tournaments shall be approved by the Division Director.
- g. MJMHA will strive for the following team sizes but may vary based on registration numbers
 - Novice and Atom – Twelve (12) players
 - Peewee – Fourteen (14) players
 - Bantam & Midget – Fifteen (15) players
 - Novice Female numbers will be based on registrationMJMHA will attempt to provide each team with a minimum of one (1) practice and one (1) game per week.

POLICY NINE – TOURNAMENTS

1. Peewee, Bantam and Midget 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. Atom 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. Novice 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. Initiation teams are allowed to participate in a maximum of two (2) SHA sanctioned tournaments (including the home tournament), 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. Atom, Peewee, Bantam, and Midget teams are not allowed to book tournaments after March 1st.
7. All teams registered with MJMHA must receive approval from the office to book and host a team run tournament.

POLICY TEN - CONDUCT OF PARENTS AND OTHER SPECTATORS

A. Conduct

1. Parents and other spectators must, at all times, conduct themselves in an appropriate manner as per the Respect in Sports program and all MJMHA codes of conduct.
2. Players, coaches, and parents must show respect for the game, their opponents, the officials and the fans. Those displaying unruly conduct or causing altercations before, during or after games, in or around the rinks, or found in violation of these rules may be suspended.
3. Any persons associated with a team must not be under the influence of alcohol or illegal drugs during team activities. Such persons include players, coaches, managers, trainers, and persons transporting players. Disciplinary action will be taken against those found to be in violation of this rule.
4. The consumption of alcohol or illegal drugs during team transport is prohibited.

B Supporting Documents include, but not limited to:

1. Abuse and Harassment Policy
2. Social Media Policy
3. Parent Code of Conduct
4. Coach Code of Conduct
5. Player Code of Conduct

C. 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.

POLICY ELEVEN - OFFICERS AND DIRECTORS

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. Motions to amend policy and vote on said amendment to policy must be made over the course of two (2) separate MJMHA Board of Directors meetings where Notice to Amend Policy is made at the initial MJMHA Board of Directors meeting and the Motion to Amend Policy is made, and voted on, at the subsequent MJMHA Board of Directors meeting.
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POLICY TWELVE - BUSINESS MANAGER

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. 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;
 - d. Prepare and distribute copies of directives, bulletins, meeting minutes and other material, as required;
 - e. Attend all meetings held by MJMHA as an Ex Officio member of the Board of Directors;
 - f. Be responsible for the finances of MJMHA on a monthly basis including, but not limited to, deposits, invoicing, collections, bill payments;
 - g. Assist in the preparation of financial reports as required by the Treasurer and/or MJMHA Board of Directors;
 - h. To care for and maintain custody of MJMHA office and equipment.
 - i. Maintain liaison with the SHA Executive Director in all matters pertaining to hockey.
 - 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.ca);

- l. Prepare all applications for Ice and Special Events;
 - m. Be responsible to coordinate and schedule ice for the season;
 - n. Advise Directors and members of the rules and regulations set out by Hockey Canada, SHA and MJMHA;
 - o. Perform other duties as required by the MJMHA Board of Directors.
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POLICY THIRTEEN - ALLOWANCES AND EXPENSES

- 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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POLICY FOURTEEN - RELEASE POLICY

- 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 Midget aged player upon making a **Midget AAA** or **Junior A** team. All other releases must be submitted to the Board of Directors for approval.
- 3. In the case of Midget 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.