

# **MOOSOMIN MINOR HOCKEY ASSOCIATION**



**2021-2022**

**POLICY MANUAL**

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Changes, additions or amendments to MMHA's Policy Manual are a function of the Executive Committee (ie. "The Board"). Once approved by the Executive Committee, any changes/amendments to this document can only be made by a 2/3 vote. Changes to MMHA's policy's in this manual can be made with an Executive vote at any time.

*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 MMHA Executive will apply.*

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## ***MMHA POLICY #001: EXECUTIVE LIMITATIONS***

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### **A. GENERAL CONSTRAINT**

1. The Executive must not cause or allow any activity, practice, decision, or organizational circumstance, which is imprudent, illegal, or in violation of commonly accepted business and professional ethics
2. The Executive Committee must provide signature and adhere to Code of Conduct Agreements

### **B. FINANCIAL PLANNING**

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

### **C. TREATMENT OF MMHA MEMBERS AND THE PUBLIC**

1. The Executive will provide open and transparent communication with MMHA members, officials of the association, and any other persons deemed critical to the operation of the association
2. The Executive will not allow conditions which are unsafe or disrespectful
3. The Executive will ensure that member confidentiality is respected and maintained
4. The Executive 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 Executive will provide an environment that supports and promotes health, physical comfort, and personal dignity
6. The Executive will ensure that all MMHA members, team officials, and players are aware of the association's requirements in terms of respect

### **D. COMMUNICATION**

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

### **E. PUBLIC IMAGE**

1. The Executive shall not endanger the public image or credibility of the organization or it's Executive members, particularly in ways that would hinder the accomplishment of its goals

### **F. INFORMATION MANAGEMENT**

1. The Executive 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 Executive shall include accurate bookkeeping, and recording of minutes of all general and Executive meetings
3. The Executive shall provide within 21 days any reasonable request for information by an active member or affiliated organization

#### **G. MEETINGS**

1. The Executive shall ensure that a general annual meeting will be scheduled and held
2. The Executive shall notify the general membership of these meetings through electronic means (website, social media, etc.)

#### **H. FEES**

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

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### ***MMHA POLICY #002: EXECUTIVE MEMBER DISMISSAL, RESIGNATION, AND VACANCIES***

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#### **A. DISMISSAL**

This policy is to provide general guidelines regarding the obligation of the Executive to remove or dismiss a current member of the Executive Committee. 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 Harassment policy MMHA Policy 004
    - 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. Dependent on the severity of the occurrence the Executive may impose actions other than dismissal, including but not limited to warning letters, suspensions or reduction of privileges
  - b. Any act which goes against the constitution, policies 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. Dependent on the severity of the occurrence the Executive may impose actions other than dismissal, including 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 Executive 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

The dismissed member may appeal this decision as per the appeal process outlined in the Corporation Bylaws. This process is as follows:

- a. The appeal must be in writing and received by registered mail. Appeal must outline all particulars pertaining to the case and shall be delivered to the Secretary of the Organization within seven (7) days of being notified of the decision of the Discipline Committee
- b. All appeals must be requested in writing and be accompanied by a **\$500.00** fee that will be refunded if through the appeal the suspension is rescinded
- c. The appeal must be dealt with by the Appeals Committee within fourteen (14) days of receiving the written appeal and the decision shall be in writing and mailed within four (4) days of the decision
- d. The Appeal Committee must convene a hearing of the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding except for those avenues of recourse provided by SHA and Hockey Canada. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone within 48 hours of the decision and in writing; and all decisions will be final and will be communicated by phone within 48 hours of the decision and in writing.

## **B. RESIGNATION**

Any member of the Executive may resign from office upon giving notice thereof in writing to the organization and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive Committee. Any resignation prior to completion of the full position term will result in that member not in a good standing position with the association for two years following the resignation.

## **C. VACATION OF OFFICE**

The office of any Executive role is vacated if said board member resigns his/her office or if he/she is removed from office by the Members or Executives.

## D. VACANCIES

Where a vacancy occurs in the Board, and a quorum of Directors remains, the Executives remaining in office may appoint a qualified person to fill the vacancy for the completion of that positions remaining term of office and the vacancy shall then be filled by election at the Annual Meeting.

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## ***MMHA 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 organization

### B. POLICY

- a) No person, regardless of age, who is a member of the MMHA shall attempt to play, coach, or otherwise participate in any on or off ice **team** activity held under the sanction of the MMHA 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 MMHA 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.
- b) It is strictly prohibited to operate or use the lounge within the Moosomin Communiplex during ANY Moosomin Minor Hockey event for any group U5-U15, including but not limited to practice, games, tournaments, clinics, etc. The operation or use of the lounge for Moosomin Minor Hockey events including but not limited to practices, games, tournaments, etc. of the U18 team(s) MUST have prior approval by U18 Head Coach as well as by The Executive.

### 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. One (1) game suspension
    - ii. One (1) practice suspension
2. Second Offence
  - a. Appear before the Disciplinary Committee
  - b. The typical consequence for a second offence is
    - i. Two (2) game suspension
    - ii. Two (2) practice suspension

3. Third Offence
  - a. Appear before the Disciplinary Committee
  - b. The typical consequence for a third offence is
    - i. One (1) month suspension

## ***MMHA POLICY #004: ABUSE, NEGLECT, HARASSMENT AND BULLYING***

### **A. ABUSE AND NEGLECT**

1. When any person has reasonable grounds, in the course of Moosomin Minor Hockey business, activities or events to believe that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or RCMP; MMHA President should also be advised of the intent to report
2. MMHA shall take no further action until such time as the authorities and/or RCMP have concluded their investigation unless there is cause for an immediate suspension on an interim basis to protect the child from further harm
3. The matter shall then be dealt with as a disciplinary matter pursuant to the Disciplinary Committee procedure outlined in MMHA By-Laws and the report of the investigation carried out by authorities may be utilized as required by MMHA
4. The definition of abuse and neglect will be consistent with that of the Criminal Code of Canada, Hockey Canada and Saskatchewan Hockey Association

### **B. HARASSMENT**

1. Harassment is a form of discrimination and is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.
2. Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but not limited to:
  - a. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
  - b. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
  - c. Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
  - d. Unwanted or unnecessary physical contact including touching, patting or pinching
  - e. Any form of hazing
  - f. Any form of physical assault or abuse
  - g. Any sexual offence
  - h. Behavior such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative, hostile or uncomfortable environment
  - i. Calling out, yelling, or name calling by coaches, parents, or players towards ref officials will be considered harassment
  - j. Continually calling, approaching, posting on social media, or e-mailing regarding team play, team practices will be considered harassment

### **C. BULLYING**

1. Bullying involves a person expressing their power through the humiliation of another person
2. Bullying describes behaviors that are like harassment, but occur between children under the age of twelve, or behaviors between youth or between adults that are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.



3. The issue of bullying is not addressed by the law; however, bullying behavior is like harassment in that it is defined as hurtful interpersonal mistreatment of a person.
4. Bullying can be broken down into four types:
  - a. Physical (hit or kick victims; take/damage personal property)
  - b. Verbal (name calling; insults; constant teasing)
  - c. Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
  - d. Reactive (engage in bullying as well as provoke bullies to attack by taunting them)
5. The following is a non-exhaustive list of tactics used by bullies to control their targets:
  - a. Unwarranted yelling and screaming directed at the target
  - b. Criticizing the target's abilities
  - c. Blaming the target of the bullying for mistakes
  - d. Making unreasonable demands related to performance
  - e. Insults or put downs of the target
  - f. Threats to remove or restrict opportunities or privileges
  - g. Denying or discounting the targets accomplishments
  - h. Threats of and actual physical violence

Any breach in the above-mentioned Abuse/Neglect, Harassment, and Bullying Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association.

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### ***MMHA 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 Moosomin Minor Hockey Association
2. All Executive members, coaches, parents, and players in select age division must sign agreement stating that they will observe the principles of the Code of Conduct before being allowed to participate in the MMHA
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 MMHA and supported by Hockey Canada; they also agree to abide by the rules, regulations and decisions as set for the Moosomin Minor Hockey Association
4. Any breach in the above-mentioned Code and Association Bylaws and Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association.

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

1. Executive Members
  - a. Code of Conduct will be put on the first Executive Meeting Agenda following spring elections
  - b. The Executive will review and discuss each item and sign contract
  - c. Secretary will acquire and maintain original signed documents

2. Coaches
  - 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 Executive before teams are selected
3. Parents/Guardians
  - a. Code of Conduct will be provided at time of registration and a parent/guardian signature will cover any person acting as the player's guardian during MMHA activities
4. Players
  - a. Applicable to U13, U15 and U18 age divisions only, Code of Conduct will be provided at the beginning of the season
  - b. Each player will be required to submit a signed contract to a Team Official (Head Coach or Manager) on or before first team practice
  - c. Manager will be responsible for providing all contracts to Executive Secretary
5. General
  - a. Upon season conclusion, the Secretary will destroy all signed Code of Conduct Agreements

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***MMHA POLICY #006: COMPLAINTS, DISPUTE RESOLUTION AND DISCIPLINARY ACTION***

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**A. GENERAL**

1. MMHA expects all members; Executive members, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards Executive 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 Executive may choose to bypass any or all levels
  - f. The President shall have the power to suspend any team, player, team official, member or referee for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Policies, By-Laws, and Regulations pending review of the incident by the Discipline Committee.
2. Any disputes the Executive is involved in must be first stated in writing by the complainant

## **B. DISCIPLINE COMMITTEE**

### **1. Committee Structure**

- a. The Discipline Committee will consist of the Vice-President as Chair of this committee and 2 other members of the Executive; these two members will be decided upon by a vote of the Executive at the June meeting of each year
- b. An Executive 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 and appoint a replacement for the case in question.

### **2. Committee Powers and Actions**

- a. The Discipline Committee shall have the power to suspend summarily any player, coach, manager, team official, member or individual for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee for such period of time as the Discipline Committee deems appropriate
- b. Disciplinary action will be commenced by the Discipline Committee only after a written report is prepared by game officials, or any other interested individual which written report must be received within ten (10) days of the incident by the Vice-President
- c. Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension
- d. A suspended person may appeal any suspension imposed by the Discipline Committee by giving written notice to the Executive Committee within seven (7) days of the date of the suspension; such appeal shall be heard by the Appeals Committee at its next regularly scheduled meeting following the date of receipt of the appeal or within seven (7) days, whichever occurs first
- e. Any recommended suspension over 30 days in length will be subject to Executive review for final decision.

## **C. APPEALS COMMITTEE**

### **1. Committee Structure**

- a. The Appeals Committee shall consist of 5 members of the Executive (these individuals will not be present members of the Discipline Committee), including the President who shall chair the Appeals Committee; the other four members will be elected at the first meeting of the Executive in May of each year
- b. An Executive 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 and appoint a replacement for the case in question.

### **2. Committee Powers and Actions**

- a. The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee as made under Bylaw 10.1.2 b(ii)
- b. The Appeals Committee may re-admit any team, player, team official, or referee or uphold or modify any decision made by the Discipline Committee under Bylaw 10.1.2 b(ii)

#### D. APPEAL PROCESS

1. 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 Secretary within seven (7) days of being notified of the decision of the Discipline Committee
2. All appeals must be requested in writing and be accompanied by a **\$500.00** fee that will be refunded if through the appeal the suspension is rescinded
3. The Appeal Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding except for those avenues of recourse provided by SHA and Hockey Canada
4. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone within 48 hours of the decision and in writing
5. In the case of a multi-year suspension or dismissal, please refer to Bylaw 12 Part 3

#### E. DISPUTE RESOLUTION PROTOCOL

A large amount of problems that are directed at the Executive 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 Executive. 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 Administrator or President.
    - iii. If this is something you feel cannot wait 24 hours, please contact the appropriate Division Administrator or President.
2. Step 2: Contact the manager to present the concerns with the head coach
  - a. The manager will then set up a meeting where all parties involved should be present as well as an Executive member
  - b. Should the manager be involved in the dispute no more than three other parents of the team should facilitate the meeting
  - 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 Administrator
  - a. All documentation will then be provided so that an assessment of the prior resolution can be made
  - b. The Division Administrator 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 Executive Disciplinary Committee
  - a. All documentation must be provided to determine what solutions were attempted
  - b. Any incident that the Executive deems as harassment will be dealt with under the guidelines of the Abuse, Neglect, Harassment and Bullying Policy

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### ***MMHA POLICY #007: 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. MMHA requires that the CRC/VSC must be done every three years
3. The CRC/VSC is to be submitted/provided to your Divisional Administrator by October 1 (except for Initiation which will be November 1).
4. 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 RCMP Detachment
7. Any concerns raised out of the CRC/VSC can and will be addressed by the Division Administrator, Vice-President and /or President of MMHA
8. MMHA has the discretion to deny the application of any individual depending on the results of the CRC/VSC
9. All team personnel will be required to sign a statement indicating that they have received and read a copy of these procedures and understand their provisions.
10. 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 Administrator, Vice-President or President of all charges laid. Upon receipt of the information, the Divisional Administrator, 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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### ***MMHA POLICY #008: REGISTRATION***

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#### **A. GUIDELINES**

1. No player may participate in Association activities unless he/she is properly registered with MMHA

2. Registration Fees shall be set annually by the Executive
3. Registration Dates and locations shall be determined by the Executive.
4. AA coaches shall submit team registrations no later **than three business days prior to the SHA mandated guideline for roster submission**
5. A player is registered when a completed registration form has been filed online with the Association all fees have been submitted, and any outstanding fines or monies owing by family have been paid
6. A Late Registration Fee of \$100 will apply for all registrations and/or payments received after the Registration deadline.
7. Fees for players moving to Moosomin and area after the Registration deadline will have fees 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
8. 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.
9. All Payments shall be submitted at time of registration by credit card online or e-transfer (full payment only). Payment installments by cheque or e-transfer MAY be considered in special circumstances. Contact MMHA Treasurer to discuss at [treasurer@moosominrangers.com](mailto:treasurer@moosominrangers.com).
10. A \$50 administration fee will be charged for each NSF cheque
11. Players with outstanding fees prior to pre-season skates/evaluations will be suspended from all MMHA activities until balance is paid in full
12. Any outstanding fees AND any outstanding fines or monies owing by family from the previous year must be paid in full prior to the registration being accepted for the current year
13. A change fee of \$25.00 will apply to any requests to modify or change an initial registration.

## **B. FINANCIAL ASSISTANCE**

- a. Financial Assistance may be available through the Kidsport/Jumpstart programs; please see Jumpstart website online for information, applications and deadlines
- b. Registration forms must indicate whether Kidsport/Jumpstart Funding has been applied for
- c. Kidsport/Jumpstart will notify MMHA 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. Moosomin 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. A \$50 administration fee will be deducted from all refunds after **September 15<sup>th</sup>**
  - c. SHA Insurance paid by MMHA on behalf of the player will be deducted from all refunds
  - d. The balance after above deductions will be prorated as follows:
    - i. On or before September 15th: 100%
    - ii. September 15th to November 15th: 50%
    - iii. No refunds will be issued for withdrawal after November 15th
    - iv. Refunds for medical reasons will be determined on an individual basis by the Executive and must be accompanied by a doctor's letter

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## ***MMHA POLICY #009: 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 MMHA
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 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 helmets when on the ice
6. If a MMHA registered player is assisting during a practice that is not for their regular team they must be registered with Hockey Canada for insurance purposes and listed as a stick boy or volunteer on the team they are helping with. Any MMHA registered player assisting during a practice that is not for their regular team, and they are registered with as per #6 above, they must also be in full equipment. A full equipment exception will be made for players if there is written consent from a parent/guardian and division administrator approval.

### **B. EQUIPMENT MANAGEMENT**

MMHA Equipment Administrator 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 prior to
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. MMHA may sell old and used equipment and all monies earned shall be returned to the MMHA general fund

### **C. EQUIPMENT ITEMS FOR TEAMS**

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

1. Jerseys – home and away, with jersey storage bag
2. Goaltender equipment may be provided for some divisions and may include; pads, chest protector, trapper, blocker, stick, helmet neck shield, and equipment bag
  - a. Goaltender leg pads
  - b. Chest/upper body protector
  - c. Trapper
  - d. Blocker
  - e. Stick
  - f. Neck shield
  - g. Equipment bag
3. Pucks and carrying crate
4. First-Aid kit



#### 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. How teams determine how they deal with equipment at the team level is to be decided at the initial parent meeting, where an Equipment Manager will be assigned 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 and will allow for enough time for teams to have name bars removed.
2. All equipment is to be placed in the team equipment locker by the deadline date. After the deadline date, the Equipment Administrator will inspect the condition of equipment and complete an inventory. Any equipment not in the locker 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), MMHA can charge teams for the following items, which would be billed to the TEAM by the Association.
  - a. Jerseys not returned/damaged, \$100 per jersey
  - b. Team jersey storage bags not returned/damaged, \$30 per bag
  - c. Goaltender pads not returned/damaged, \$100 or estimated cost of repair (such as astrap being replaced)
  - d. Goaltender chest protectors not returned/damaged, \$100
  - e. Goaltender trapper not returned/damaged, \$75
  - f. Goaltender blocker not returned/damaged, \$75
  - g. Goaltender neck shield not returned/damaged, \$25
  - h. Goaltender stick not returned/damaged, \$60
  - i. Goaltender equipment bag not returned/damaged, \$75
  - j. Snap-on letters not returned, \$20 per letter
  - k. Puck crate not returned, \$10
  - l. First-aid kit (small) not returned, \$25
  - m. First-aid kit (large) not returned, \$200
  - n. Pucks not returned, \$1.50 each
4. Any unpaid team fines may result in players on the team being locked out from the following year's registration until fines are paid
5. Teams may decide to have equipment or jerseys placed in the care of individual families for the season. In this event, at its discretion, based on items missing or returned in poor condition (in relation to the condition it was handed out), MMHA can charge individual families for those items, which is to be considered a fine from MMHA; the chart in #3 above will be used to determine the amounts
6. Any unpaid individual fines will result in players from the offending family being locked out from the following year's registration until fines are paid



## F. EQUIPMENT USE AND CARE GUIDELINES

1. Jerseys
  - a. Jerseys are the sole property of MMHA and are to be worn only to Association-approved hockey games and special events as approved by the Association
  - b. Jerseys should be dry cleaned or laundered during the season, and must be cleaned before being returned to the Administrator; when laundered, they are to be washed in cold water, using detergent that contains no bleach and they are to be hung to dry
2. Goal Equipment
  - a. Leg pads, upper body protectors, trappers, blockers and a goal stick **may** be made available to goaltenders in U7, U9 and U11. The following regulations will apply:
    1. MMHA equipment is to be used for ice hockey only
    2. MMHA goaltenders may borrow equipment for hockey camps or hockey schools. In such cases, they may be required to provide a credit card number in case equipment is destroyed or goes missing **(for values, please refer to Policy 009, Section E, point 3)**
  - b. During the season, repairs made to goal equipment are to be made by the Administrator, or with the Administrator's authorization, by the person responsible for its care

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## **MMHA POLICY #010: COACH SELECTION**

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### A. COACH SELECTION COMMITTEE

1. All MMHA coaches are selected by the Coach Selection Committee and is made up of the members of the Executive Committee.
2. 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 MMHA may participate in

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 MMHA Executive will be final.

### B. COACH SELECTION PROCESS

1. A coaching application period may be set by the Executive and may be advertised using the local media (News Print, Flyers, etc...). The MMHA Coaching Application will also be posted on the website at [www.moosominrangers.ca](http://www.moosominrangers.ca)
2. The Executive Secretary will collect all applications for their age group prior to the established deadline and will be the primary point of contact for prospective coaches
3. 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
4. The Coach Selection Committee will review all applications after the proposed deadlines and will select the head coaches for each team after evaluations.
5. All head coach applicants will be notified by the Association as soon as possible of their successful or unsuccessful application

6. If applicants have stated their interest in participating as an assistant coach, the Executive Secretary is responsible to notify all chosen head coaches of such.
7. Head coaches of all teams will no longer be able to select one assistant prior to drafting their team; all assistant coaches will be reviewed through the team selection process; the selection committee must approve all assistant coaches. Head coaches will be given a list of approved Assistant Coaches after team selections are finalized. Head Coaches can also submit requests for additional Assistant Coaches from their team or personal contacts outside their team.
8. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate
9. 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 rational to the individual
10. The number of applications and names of the applicants shall not be released to the membership
11. If any Coach Selection Committee member applies for a coaching position, he/she shall abstain from any discussions and/or decision-making pertaining to said position
12. Interviews are not mandatory but will be scheduled if the committee deems it necessary to decide; if any member feels that they cannot make an informed decision, interviews will take place
13. If required, the MMHA Executive will recruit applicants to fill any vacant positions
14. The decision of the Coach Selection Committee is final
15. The MMHA must approve all team officials that require registration with SHA for insurance purposes (ie. COACHES, ASSISTANT COACHES, ON-ICE MANAGERS, STICKBOYS, and TRAINERS). Refer SHA Definitions at [www.sha.sk.ca](http://www.sha.sk.ca)
16. MMHA 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.** MMHA 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. (Exceptions could be provided in divisions U9 and below subject to Board approval)

### C. COACH FEEDBACK AND PARENT EVALUATIONS

All MMHA Coaches will have an annual Coaching evaluation completed by parents at the end of the season. As well, coaches will be provided the same opportunity to provide their own feedback. The intention of the annual coaching evaluation 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. To ensure a fair coaching evaluation process MMHA will also provide coaches the opportunity to document their season both before receiving player/parent evaluations and after through a Coach Feedback Form. The purpose of this form is to allow Head Coaches the opportunity to document their season success and challenges as well as provide recommendations to help improve coaching support from MMHA.

MMHA will provide notification of Coaching Evaluations through the Moosomin Rangers website.

The individual evaluations and coach feedback will remain confidential and accessible to only the Coaching Selection Committee. Near the end of the season, the Head Coach will be provided the Coach Feedback Form by the Secretary. In addition, parents will be provided a Coach Evaluation Form. After coach evaluations are completed the Division Administrator will provide the Team Summary Coaching Evaluation 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 evaluation results with the discussion being documented by the Administrator and included as an attachment to the evaluation summary.

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### ***MMHA POLICY #011: TEAM SELECTION AND DRAFT RULES***

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The MMHA currently operates franchise teams within the Saskatchewan Major Hockey League and the Saskatchewan 'AA' Hockey League. The purpose of this policy is to provide the MMHA some guidelines and structure around the team selection process of all teams operating in the Moosomin Minor Hockey League. It is not intended to provide answers to every situation that will ever come up. In such situations decisions by the MMHA Executive will be final.

#### **A. NON-TIERED TEAMS**

1. Applies to ALL MMHA teams with the exception of Tier 1 A, AA and Carded Teams.
  - a. Teams will be drafted as equally as possible, taking into consideration multiple sibling requests or new player requests.
  - b. All players will be given the opportunity to play goaltender if requested and should be rotated fairly amongst all players
  - c. Team Captain(C) and Assistants (A) are optional and at the discretion of the Coaches. No use of Captain and/or Assistant in U9 and below at any time in the season.

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### ***MMHA POLICY #012: TIER 1 A/AA***

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#### **A. GENERAL**

1. The purpose of this policy is to provide the MMHA some guidelines and structure around the operation of our Tier 1 A & AA programs. It is not intended provide answers to every situation that will ever come up. In such situation's decisions by the MMHA Executive will be final.
  - a. MMHA 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 MMHA is to bring as much quality, consistency, fairness and transparency to the process as is reasonably possible. All levels of AA will have similar tryout procedures as far as similar tryout structure (positional skills session and scrimmages) and use MMHA directed evaluators. While the evaluation process may vary slightly depending on age divisions, all MMHA A/AA programs

shall strive to meet the following outcomes when conducting player evaluations:

- 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;
- To establish an evaluation and selection process that provides consistent and comprehensive evaluation based upon the demonstrated skills and ability of each player;
- To ensure that all players and parents understand the expectations upon which players will be evaluated;
- To ensure all evaluators are objective, unbiased, free of conflict of interest, and trained in player evaluation; and
- To provide for the ongoing review and improvement of the AA player evaluation and team selection process, ensuring that the process continues to meet the demands placed upon MMHA.

- b. MMHA will use SHA A/AA procedures and policies as a general guideline for A/AA tryout rules, evaluations, selections, etc.

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### ***MMHA POLICY #013: 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 team selection has been completed. Typically, this takes place at the first practice of the season during or after practice has finished.
2. Typically, the Head Coach, Assistant Coaches, and Managers may have been appointed and approved by MMHA Executive; If these positions have not been previously filled, they will also need to be filled along with the other volunteer positions during this meeting.
3. The Head Coach and Manager must have attended the MMHA Managers/Coaches Meeting
4. The Official Team/Parent Meeting will require your Division Director to be present
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 Division Director to be present. Throughout the season, should you need, a Director can be requested for any meeting.

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### ***MMHA POLICY #014: COACHES/MANAGERS MEETINGS***

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A meeting for all MMHA coaches and managers will occur once team officials have been approved by MMHA Executive. This meeting's purpose is to provide team officials with a list of their duties and responsibilities, as well as to communicate SHA and MMHA policies as they pertain to team officials. Refer to Policies, Bylaws and Manager Handbook for Guidelines before your meeting. Topics to be discussed include:

1. Player registration with SHA and MMHA
2. Affiliated players policy

3. Deadlines and dates for submission of player rosters, affiliated players, team officials clinics
4. MMHA 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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### ***MMHA POLICY #015: RELEASE PROCEDURE***

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#### **A. GENERAL**

1. The MMHA Release Policy has the mandate to keep as many players as possible in our association while offering players an opportunity to reach higher levels
2. The MMHA Executive may approve and grant player releases under MMHA and SHA guidelines. Any Senior Executive can issue releases within specified guidelines; all release requests must be submitted in writing to the Executive Secretary prior to August 1.
3. The Executive will review, vote on and grant the release outside the guidelines only for a valid reason (i.e., personal hardship); voting will be subject to quorum as detailed in the MMHA Bylaws

#### **B. RELEASE GUIDELINES FOR U9 AND UNDER**

1. Player releases typically will only be granted where there is no team available in the home center

#### **C. RELEASE GUIDELINES FOR U13, U15 AND U18**

1. Player releases may be granted for a player qualifying for a non-MMHA AA team only if the player has tried out and has not been selected for the MMHA AA team or if MMHA team does not exist.
2. Player releases may be granted for a player who wishes to play non-contact hockey where MMHA cannot provide a non-contact team to play on; above guidelines will be followed otherwise
3. Subject to item C(1) above, player releases may only be granted as long as there remain enough players to constitute a team or teams in the home center, excluding the player requesting the release
4. Written confirmation of acceptance to non-MMHA team (excluding AA) must be provided for release to be considered
5. Player releases to a non-AA team will only be granted where there is no team available for that player in the MMHA home center
6. A release form needs to be requested each and every year played away; approval guidelines apply annually

#### **D. RELEASE GUIDELINES FOR FEMALE PLAYERS – ALL AGE GROUPS**

1. Player releases will be granted for female players to play on an all-female team, where MMHA cannot provide a female team to play on; above guidelines will be followed otherwise

#### **E. APPEALS**

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

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## ***MMHA POLICY #016: FUNDRAISING***

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It is understood by the MMHA 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 MMHA 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 MMHA 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 Executive, all decisions by the MMHA Executive will be final.

### **A. FUNDRAISING GUIDELINES**

1. Fundraising by teams within the MMHA 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 MMHA
  - 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

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## ***MMHA POLICY #017: AFFILIATED PLAYERS***

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### **A. GENERAL GUIDELINES**

1. MMHA 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. The intent of the AP process is to provide additional opportunities for players who just missed out on playing at higher levels, for players who are very strong and at the top of their current age division, and for players who are not the top players in their age division but would be at the appropriate skill and maturity level for a suitable AP team. The intent of the AP program is to find the "right fit" for a player. An AP player should never be a top player on their AP team nor should they be lacking the minimum skills and maturity level required to fit in with an AP team. Examples of an AP "right fit" situation include:
  - A mid to high skill level U9 – AP to a U11 team
  - A higher skill level U11 - AP to a Tier 1 A(AA) team within the same 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 may, at the Coaches discretion, be invited out to any or all practices. MMHA suggests this is done through rotational system to develop all useable AP's when possible.
4. Players AP'd within an age division will be given priority for playing regular season league games. For example, in U11 A a U11 house player should be given first priority to play games over a U9 aged player.

5. Not every MMHA player will be selected as an AP. While MMHA encourages the AP program the reality is that there will not be enough AP positions for every player in our Association.
6. At all times a player may only be affiliated with one team
7. AP selection is carried out by Team Staff. Once AP selection process is complete, team representative must notify affiliate players, parents and their coaches within one week of the selection.
8. The team that has drafted the Affiliated Players must fill out the required documentation and submit it to the Executive Secretary; coaches must first obtain the permission of (1) the player's regular team coach and (2) the player and the player's parents
9. The affiliated players list must have the signed consent of the applicable Administrator (or the MMHA President/Vice President in his/her absence) from the division with which the player is registered
10. A player may not play with the affiliated team if it will cause a player to miss a game (or portion of a game) with his/her regular team unless the coach submits a written exception request to the Division Administrator and is approved by the regular team's coach
11. At the regular team's coach's discretion, a player may miss a practice with that team in order to play a game with the affiliated team
12. A team shall not list any more players and affiliated players on a game sheet than the number of players listed on the registration sheet filed with the MMHA
13. For all games that include the participation of Affiliated Players, the total number of players including Affiliated Players cannot exceed the original team roster size – for example – a team of 13 skaters that is short 2 players can only bring up to a maximum of 2 Affiliated Players to equal the original roster size of 13
14. Administrators 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 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 Executive for approval
3. Based on SHA policy a player registered in Non-Contact is not eligible to AP to a contact team. Due to registration numbers and team sizes if a player preferred to play contact but did not make a contact team MMHA can apply for a concession from SHA to allow the player to be eligible as an AP.

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

1. U13, U15 and U18 teams may affiliate a maximum of 6 skaters plus 2 goaltenders from an allowed lower tier or age division registered within the MMHA
2. U9 and U11 teams may affiliate 6 skaters plus up to 2 goaltenders (if available) from an allowed lower Tier or age division registered within the MMHA

## **D. PLAYER MOVEMENT FOR AFFILIATION**

1. U18
  - a. U18 AA may affiliate from U18 House and Bantam AA
  - b. U18 House may affiliate from U15 House



2. U15
  - a. U15 AA may affiliate from U15 House and U13 AA
  - b. U15 House may affiliate from U13 House
3. U13
  - a. U13 AA may affiliate from U13 House
  - b. U13 House may affiliate from U11 House
4. U11
  - a. U11 AA may affiliate from U11 House
  - b. U11 House may affiliate from U9 House
5. U9
  - a. U9 House may affiliate from U7 House

\*\*\* AA Teams – Since AA programs involve paid try-outs only those players who attended try-outs are eligible to be selected as AP's (excluding players from a younger age division who are not eligible to attend tryouts). The names of all affiliated players must be filed with the Executive Secretary according to league requirements.

\*\*Affiliated Players are to be made up from MMHA Players.

\*\*The above AP Policy can be modified by MMHA as required in consultation with SHA and SMHA

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### ***MMHA POLICY #018: TEAM OFFICIALS***

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#### **A. GENERAL**

1. All courses team officials are required to take will be reimbursed by MMHA; failure to take any required courses will result in a fine and suspension from the team until the course can be completed
2. All team officials should keep in mind the following
  - a. You are molding the attitudes of the players surrounding you
  - b. Abusive language by any team official is not tolerated
  - c. Do not allow the abuse of ref officials
  - d. Know the procedure for registering complaints
  - e. The use of drugs and alcohol will not be tolerated
  - f. Act professionally

#### **B. OFFICIALS**

1. Head Coach/Assistant Coach – duties MAY include
  - a. Attend applicable coaching clinics as per Hockey Canada and SHA rules
  - b. Criminal Record Check as per SHA rules
  - c. Be aware of the rules and regulations set forth by MMHA, SHA and the League you are playing in
  - d. One registered coach should attend a Coaches Meeting
  - e. Liaise with the Registrar to ensure that team officials are registered with SHA and their League
  - f. Ensure players are properly supervised in the dressing room and on the ice
  - g. Have the combination of the team locker
  - h. The Head Coach must ensure the information recorded on the game sheet is correct before signing



2. Trainer – duties MAY include
  - a. Attend mandatory Hockey Canada training courses
  - b. Criminal Record Check as per SHA rules
  - c. Monitor risk level
  - d. Develop an action plan if injury requires medical attention
  - e. Fill out injury reports as needed
  - f. Keep a medical trainer bag filled with necessary supplies provided by MMHA and player medical reports. Return the medical bag in the same state it was given with any supplies replaced as needed
  - g. Advise parents of any unsafe equipment a player is using
  - h. Ensure water bottles, warm up pucks, jerseys, and medical bag are at any and all games/practices
  - i. Have the combination of the team locker
  - j. Concussion awareness training
  - k. Basic first aid training
  
3. Manager – duties MAY include
  - a. Attend mandatory Hockey Canada training courses
  - b. Criminal Record Check as per SHA rules
  - c. Collect Fair Play Codes from Parents (and players in U15/U18 age divisions) and provide to Administrator
  - d. Distribute and collect Coaching Evaluation forms.
  - e. Organize exhibition games (including time, location and jersey color)
  - f. Be a liaison between the parents and coaches
  - g. Coordinate the booking of away tournaments and team transportation if required
  - h. Inform the scheduler of away tournaments and exhibition games booked
  - i. Make a worker schedule for home games and ensure duties are understood and schedule distributed to your team.
  - j. Arrange for team photos
  - k. Co-sign the team bank account
  - l. Have the combination of the team locker
  - m. Organize team meetings and make sure an Executive member is present if required
  - n. Be familiar with the contacts within the League and the MMHA
  - o. Aid in organizing the fundraising required
  - p. Provide travelling directions if needed
  - q. Organize the collection of gate fees if required
  - r. Develop a master schedule
  - s. Plan team social functions, windup functions and gifts
  - t. Cleaning of the team jerseys
  - u. Report all suspensions
  - v. Monitor off ice conduct
  - w. Be a liaison to the registrar over team registration duties
  - x. Confirm scheduled away games
  - y. Collecting Code Of Conduct forms
  - aa. Attend a Manager Meeting
  - bb. Assign tasks for parents as required
  - cc. Prepare a team roster
  - dd. Ensure parent volunteers know how to fill out game sheets, work the score clock, run the music and collect gate fees
  - ee. Ensure there are no color conflicts of team jerseys with opposing teams
  - ff. Arrange for a second dressing room if needed for co-ed teams
  - gg. Contact parents of scheduling changes
  - hh. Be aware of the MMHA, SHA and League rules and regulations
  - ii. Fax/drop off/ email game sheets to SHA/League

- jj. Make sure all games, tournaments or other events are properly sanctioned before entering
- 4. Team Treasurer (Usually this is part of team Managers job but can be assigned to another person) – duties MAY include
  - a. Co-sign on team bank account
  - b. Arrange for the opening and closing of the team bank account
  - c. Ensure the loan (if taken) is repaid to MMHA on time
  - d. Maintain ledgers on income and expenses throughout the year and give access to parents
  - e. Aide and be aware of fundraising within the team and the MMHA Fundraising Policy
- 5. Tournament Organizer – duties MAY include
  - a. Determine fundraising for the tournament
  - b. Print programs
  - c. Aide in the scheduling of volunteers
  - d. Send out letters for donations/door prizes for the raffle table
  - e. Maintain continuity for any ticket sales
  - f. Establish a tournament draw (in conjunction with the Head Coach); a copy is to be posted at the rink and in the program
  - g. Aid/be aware of the rules of the tournament
- 6. Tournament Organizer – duties MAY include
  - a. Determine with the team, based on the number of tournaments attending and extra ice needed, the amount of funds needed
  - b. Discuss different fundraising ideas
  - c. Coordinate and plan fundraising events
  - d. Be familiar with the MMHA Fundraising Policy
  - e. Coordinate with the Treasurer on incoming funds
- 7. Equipment Manager – duties MAY include
  - a. Cleaning and caring for team jerseys
  - b. Ensuring jerseys, pucks, goalie equipment, and water bottles are at each and every game
  - c. Monitor the condition of the equipment and if anything needs replacing inform the Manager and or Head Coach

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### ***MMHA POLICY #019: AWARDS***

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Each year the MMHA recognizes players and volunteers whose participation within our association exemplifies extraordinary achievement and dedication within and towards the game of hockey. The MMHA celebrates such accomplishments with an Awards Night that is typically planned on but not restricted to the first Wednesday after the completion of the current season for all age divisions.

#### **A. AWARDS ALL AGE DIVISIONS**

Within the age divisions, each team will recognize a member of its team for the following awards:

1. Most Improved: Given to a player that has demonstrated the largest increase in skill development and teamwork over the course of the season
2. Most Dedicated: Given to a player that demonstrates a great work ethic and commitment to the

team, in all games, practices and team activities

3. Most Sportsmanlike: Given to a player that plays the game hard and displays characteristics of fairness and respect, within the boundary of the game rules
4. Top Defenseman: Given to a player that demonstrates the greatest all around ability at the position
5. Top Forward: Given to the player that demonstrates the greatest all around ability at the position
6. Most Valuable Player: Given to a player that continually contributes to his/her teams successes and is counted on to deliver when needed most

## B. VOLUNTEER AWARDS

In addition to the Team Awards, Moosomin Minor Hockey has five awards to be selected based on nominations from its membership. It is imperative that members recognize the efforts of their team's leaders, and submit a nomination form for any one of the following positions:

1. **Coach of the Year\***: Awarded to a coach each year that goes beyond the call of duty for his team, provides their team with a good role model and mentor and excels in teaching their players the skills and attitudes of a good athlete. This coach exemplifies MMHA Players Development Model and philosophies.
2. **Manager of the Year\***: Given to a Manager that goes above and beyond their duties to provide leadership and organization to their team as well as be a vital communication link between the coaches and the parents
3. **Volunteer of the Year**: Awarded to a member that goes over and above the norm in volunteering their time for the betterment of the game.
4. **10-Year Builder Award**: Awarded to a person who has made a long term, positive contribution to the growth and development of Moosomin Minor Hockey and its membership

\* Coach and Manager of the Year selection will be based on a combination of member nomination and executive input. Each Division Administrator will nominate one candidate from their age division along with a detailed rationale based on aspects such as alignment to MMHA's Player Development Model (advanced level practices, bench management, communication with parents and players, organizational skills, etc), MMHA policy, observed interaction with players and parents as well as feedback from peers within their division. The entire executive will review all nominated candidates to determine the award winners.

## C. REFEREE AWARDS

As selected by the Referee-in-Chief along with the Executive, the following individual awards will be given to those MMHA Referees that have shown tremendous growth and dedication throughout the season:

1. Referee of the Year
2. Jr. Referee of the Year
3. Most Dedicated Referee
4. Most Improved Referee

\*\*\* Please note that all teams must submit their Award Winners by first week in March and provide that information to the Executive Secretary. This will ensure that awards are ready for the Awards Night where they will be awarded by the Team Coaching Staff to their players. Nominations for the association awards are required by mid-March.

A Master of Ceremonies (typically the MMHA President or Vice President) will ensure that the event runs smoothly and will call upon the Head Coach of each team to speak of their season and present their individual awards or certificates to their players. Referee and Volunteer Awards will be presented throughout the evening as delegated by the program delivered by the MC.

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### ***MMHA POLICY #020: COMMITTEE STRUCTURE***

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At the discretion of the Moosomin Minor Hockey Executive here on to referred to as the Executive, it may be deemed necessary to appoint sub-committees of the Executive to research items of importance to the Moosomin 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 Executive although in the interest of the organization the chair should be a member of the Executive
2. The President will appoint all committee members except when there is a standing appointment per MMHA Bylaws or in the cases where the committee requires vote to determine membership
3. The Executive 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 Executive as a whole
5. Meetings will be documented and operated in recognition of the organizations rules of order
6. The committee will be dissolved by order of the Executive when it is deemed the committee can no longer serve a purpose beneficial to the organization

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### ***MMHA POLICY #021: ALTERNATE ASSOCIATIONS MEMBERS' CONDUCT***

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MMHA teams will host teams from other centers 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 MMHA'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 MMHA policies and facility rules may result in disciplinary action.

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### ***MMHA POLICY #022: GUIDELINES FOR OVERAGE AND UNDERAGE PLAYER APPROVAL***

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All players must play within the Division in which they are eligible unless MMHA Executive 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 MMHA
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, MMHA President and Administrator for the age level the child currently plays in and the Administrator for the age level the child is applying to move into and the MMHA Executive Secretary meet to discuss the application; final approval rests with the MMHA
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 MMHA Executive grants an exception.

U7 to U9: a six-year-old player may be advanced to U9 evaluations if approved by the MMHA Executive. Applicants must meet the requirements below.

U9 to U11: a second year U9 player may be advanced to Atom evaluations if approved by the MMHA Executive. Applicants must meet the requirements below.

Application Requirements:

1. Written applications including all necessary components noted must be submitted to the President before October 15 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-MMHA head coach detailing why the applicant should be considered for Underage status;
4. If the Player is requesting to move from Peewee AA to Bantam AA, evidence of body-checking experience through a camp and/or experience is required.
5. Request must be accompanied with a \$200.00 fee. (Please note that this fee is based on the requirement to have all executive 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, they will be exempt from the fee when requesting the following division underage status.
6. Players will still be required to submit the Try-out fee if applicable should the application be approved.

The request for Underage status will then be reviewed by the entire MMHA Executive and voted on; should the vote end in a tie, the President or Designate acting as President at the meeting (in case of absence or conflict of interest) 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 executive as follows:

#### U7 to U9

- Player must evaluate and rank in the top 3 players per A level team based on the results provided by the independent evaluators.

#### U9 to U11

- Player must evaluate and be ranked in the top 3 players per A level team based on the results provided by the independent evaluators.
- Goaltenders must evaluate and be ranked as the top goaltender per A level team 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.

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### ***MMHA POLICY #023: CO-ED DRESSING ROOMS***

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MMHA adheres to Hockey Canada's policy 6.6 on Co-Ed Dressing Rooms. This policy in essence states that in all age groups Peewee 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. MMHA also provides a change room dedicated to our Female players.

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### ***MMHA POLICY #024: SOCIAL MEDIA***

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#### **A. DEFINITIONS**

1. Social media is defined as using the Internet or cell phone communications to send messages, videos, images, writing blog entries, etc
2. Social media outlets focus on building communities online with others of similar interests; MMHA 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 MMHA Discipline Committee
2. Members should not make statements that are demeaning to MMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with MMHA
3. Members should 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 MMHA and SHA
6. Members should be advised that MMHA owns and maintains all legal rights to its email and network, and any email passing through these systems is owned by MMHA. 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 MMHA in any capacity must be approved by MMHA.
8. All approved social media accounts representing MMHA will be monitored by the MMHA Secretaries. Approved account user-name and passwords must be surrendered back to MMHA at the end of every season by April 30. That account information will be transferred to the new team the upcoming season. Team representative managing the social media account must ensure equal and positive promotion of all players. No information is to be posted that does not relate specifically to the account, such as coach announcements, MMHA specific initiatives, etc.

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### ***MMHA POLICY #025: GOALTENDERS***

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#### A. U9

1. No one player is allowed to play goal more than 75% of the season, unless no other players wish to try the Goalie position.
2. At no time would two goalies be dressed at the same time

#### B. U11

1. During league play, if two goalies are dressed, they are required to each play approximately half the game or every other game at the coaches discretion.
2. During tournament play and exhibition games, it is the coaches discretion to either alternate goalies during games or rotate between one goalie playing the entire game and then the next game the other goalie playing the entire game (however, in this scenario it would still be the expectation that both goalies would play close to equal time over the duration of that tournament)

**c. U13 AND UP**

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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***MMHA POLICY #026: SCHEDULING GUIDELINES***

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### ***MMHA POLICY #027 – TEAM AND PLAYER TRAVEL POLICY***

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Player self-transportation is NOT PERMITTED to away games. All travel outside of Moosomin, to team events must be supervised by a parent from the team or a non-parent adult coach on the team. The parent or non-parent adult coach must be driving or, a minimum two-game player suspension will apply for breach of this policy.

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### ***MMHA POLICY #028 – INTELLECTUAL PROPERTY***

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Intellectual Property (or "IP") developed during an executive member's term of the MMHA Executive or an employee of MMHA will remain the property of the association upon termination of position with the organization. IP can be simply defined as 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.

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### ***MMHA POLICY #029 – MMHA TOURNAMENTS***

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#### **A. Organization:**

1. Each Team/Division is required to host a tournament for the players under their direction. Not hosting a tournament will result in a \$500 fine issued to the team(s). This is a requirement for U13 age and under. Such tournaments may be organized in cooperation with other divisions.
2. The Board will set the dates for the next season's tournaments after consulting with the teams involved.
3. All tournaments must be sanctioned by the SHA

#### **B. Finances**

All tournament entry fee, gate fee, 50/50 income, prize table income and any other tournament proceeds go in to one lump sum. From that lump sum all expenses including but not limited to ice rental, cost of officials, tournament prizes or trophies are deducted and any remainder will be divided with MMHA. The MMHA will receive 30% of the revenue while the hosting team(s) will get 70%. Should the teams tournament not be able to cover expenses it is the responsibility of the team to do so. A tournament report must be turned into the MMHA treasurer.

1. Each tournament committee will provide the Board with a financial statement.

#### **C. Programs:**

1. Tournament committees may each develop their own souvenir program.

**D. Referees**

1. If games are shortened in a tournament from regulation time (3- 20-minute stop time periods), referees will be paid at a discounted rate. \$10 will be taken off of current ref rates for the division involved. This will only affect games that are played with a three-man ref system.

**E. U13, U15 and U18 MMHA teams are required to submit a provincial team by the SHA required date.**

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***MMHA POLICY #030 – GAME OFFICIALS***

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**A. The Director of Officials will act as the liaison person between game officials and the Association, and between MMHA and any Referees' Association(s) in the Moosomin area.**

**B. Assignment of Officials:**

1. All on-ice officials must be properly certified by the SHA
2. The Director of Officials, in consultation with the MMHA, will appoint Coordinators who will be responsible for assigning referees and linesmen for all MMHA games played at the U7 level and above.
3. The Directors of each division shall provide the appropriate Coordinator with schedules of games far enough in advance to allow for the proper scheduling of officials.
4. MMHA Team Officials who have serious concerns about the ability or attitude of certain referees assigned to their games should discuss those matters with the Director of Officials, who shall deal with the situation as he or she deems appropriate.

**C. Payment of On-Ice Officials:**

1. The means of paying the on-ice officials will be developed and implemented by the MMHA treasurer.
2. Fees for on-ice officials will be set by MMHA before the start of the hockey season.
3. Officials who are scheduled to work, but arrive to find the game cancelled without their having been advised, shall be paid as if they had worked the game.