

MONCTON MINOR HOCKEY ASSOCIATION

MMHA OPERATIONS MANUAL



2019-2020

FOR THE LOVE OF HOCKEY

If at any time you are unsure of a particular MMHA, HNB or HC ruling,
please contact your Divisional Coordinator.

This document is to be used as a reference for MMHA hockey
procedures. All coaches, assistant coaches and managers must also be
aware of rulings under HNB and HC.

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MMHA wishes all participants a great hockey season.

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***Moncton Minor Hockey Association exists to provide a safe and fun environment, which promotes skill development, respect, friendship, fair play and a love for the game by all participants, members and volunteers.***

## **1 PURPOSE**

The primary purpose of the Moncton Minor Hockey Association is to provide the opportunity for youth in Moncton to develop sportsmanship, team play and self-discipline in a fun and safe environment. Moncton Minor Hockey Association exists with the support of volunteers and it is essential that all volunteers be familiar with the rules and policies of our Association, especially our **Code of Conduct**.

This Operations Manual is to provide assistance and direction to those who are responsible for the operating needs of the Coaches, Assistant Coaches, Managers, Bench Personnel and Volunteers of Moncton Minor Hockey Association (*hereby known as MMHA*). This document is always a work in progress and each year its content will be updated. Your critique and constructive feedback is encouraged, by contacting the Secretary of the Association. If at any time the information in this document is not clear, please contact a member of the Board of Directors of MMHA.

Constitution and By-Laws can be obtained on our website at [www.monctonminorhockey.ca](http://www.monctonminorhockey.ca)

## **2 STRUCTURE**

Moncton Minor Hockey Association Inc. (MMHA) is a registered non-profit organization. MMHA is responsible for all Minor Hockey activities within the boundaries established by the Hockey New Brunswick. Refer to **Article 9** of the MMHA Constitution and By Laws for the appropriate boundaries outlined for the Association.

Hockey New Brunswick (HNB), of which MMHA is a member, governs all minor hockey in New Brunswick. Hockey New Brunswick derives its authority from the Hockey Canada (HC), Minor Hockey within the province is managed and administered by a subsidiary council within Hockey New Brunswick known as the New Brunswick Minor Hockey Council (NBMHC).

All Hockey related documents (constitutions) can be viewed at the Hockey New Brunswick Website: <http://www.hnb.ca/en/hnb/publications>. If necessary, these documents will be referred to at any time for reference and clarification. This document and the MMHA Constitution and By Laws can be obtained on our web site: [www.monctonminorhockey.ca](http://www.monctonminorhockey.ca).

MMHA will consist of two levels:

- 2.1 **COMPETITIVE LEVEL – Atom AA, A and B; Pee Wee AA, A and B; Bantam AA, A and B; Midget AA, A and B:** teams will play in a league, formed by mutual consent of other associations from within our region.
- 2.2 **RECREATIONAL LEVELS** players will play in the MONCTON MINOR HOCKEY RECREATIONAL LEAGUE (Atom and Pee Wee) or in the SOUTH EAST NEW BRUNSWICK LEAGUE (Bantam and Midget).

The duties and responsibilities of the executive and membership of the MMHA are outlined in the *MMHA CONSTITUTION AND BY-LAWS*. All minor hockey participation is governed by the HOCKEY CANADA “Constitution, By-laws, Regulations” and “OFFICIAL HOCKEY RULES”.

### **3 ASSISTANCE**

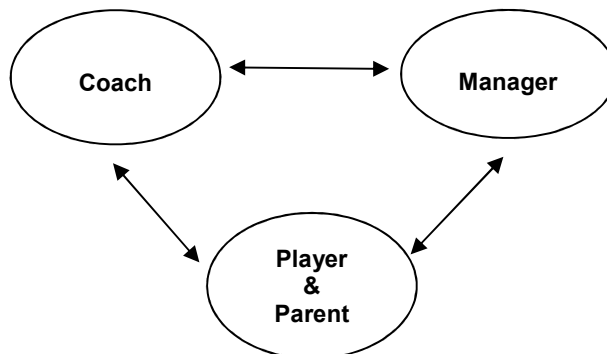
For further assistance and information, team management can refer to, or obtain copies of this important manual from the appropriate Divisional Coordinator. **Parents, team and coach inquiries should be made through the team Manager to the Divisional Coordinator.**

**MMHA Office Phone: 382-MMHA (6642)**

### **4 DUTIES AND RESPONSIBILITIES – Coach(es) and Team Managers**

The Executive of the MMHA require a high standard of conduct from its volunteers in dealing with other coaches, referees, players, parents and other officials, and in the image projected to participants and parents of MMHA.

There can be no substitution for direct communication between any of the Coaching Staff, Players, Parents and Officials. A player must be able to discuss his objectives, questions, concerns and problems with the coach. A parent who has concerns regarding the rules outlined in this Operation Manual must be able to discuss these with the Association or Coaching Staff. As well, a coach must be able to discuss a Players progress, behavior, etc with the player, parent, coaching staff and Association.



The following is a list of items this Association expects from its coaches and managers. All Coaching Staff, both Head and Assistants, Team trainer and Managers must read these duties and responsibilities. By accepting a position as a head coach, assistant coach, trainer or manager, you are accepting responsibility for these duties.

#### 4.1 DUTIES AND RESPONSIBILITIES OF COACHING STAFF

- 4.1.1 Full participation and promotion of the **MMHA Fair Play Program**, as outlined in this Manual.
- 4.1.2 Full participation and promotion of the **MMHA Code of Conduct**, as outlined in this Manual.
- 4.1.3 Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- 4.1.4 It is the philosophy of the MMHA that all participants receive **equal ice time**. Ice time lost due to disciplinary action and suspensions does not apply.
- 4.1.5 The coach is to ensure that each of his/her players is properly protected, and that parents/guardians are advised of the necessity for players to wear properly fitting and approved equipment. Players must wear their helmets, properly fastened at all times. This means from the time they leave the dressing room, while on the bench and/or in the penalty box, during warm-ups, and medal presentations. (*Helmets must be worn until such time as they return to the dressing room.*)
- 4.1.6 **All Coaches and on ice helpers must wear a helmet at all times when on the ice.**
- 4.1.7 All teams must shake hands with their opponents before the game begins.
- 4.1.8 The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the Executive of the MMHA, and will bring review and possible dismissal. Foul language by any team official is unacceptable and will not be tolerated by the MMHA.
- 4.1.9 The coach is responsible to nominate a competent assistant coach(es) and a manager with the approval of the Divisional Coordinator. All volunteers must be registered on the Hockey New Brunswick Roster and as such is their acceptance to the outlined duties in this manual.

*NOTE: The role of a manager is critical to the successful operation of every team. The manager will act as the communication link between the team and the association and the players/parents and the coaching staff. The manager must be a member in good standing*

*with the Association. The manager then works with the coach and assistant coaches to appoint parents to other positions, such as team treasurer, phoning assistant, etc. The manager is the first line of communication with and for the parents with the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.*

- 4.1.10 All Coaches, Managers and Rostered Volunteers must complete the necessary RCMP Vulnerable Sector Check (VSC).
- 4.1.11 Practice times provided and paid for by the MMHA must be used for practices. A team wishing to use this time for Exhibition games must obtain prior approval of the Divisional Coordinator.
- 4.1.12 Coaches are responsible for verifying game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of further games and further disciplinary action.
- 4.1.13 The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional Coordinator must be advised of all such and/ or other suspensions.
- 4.1.14 MMHA Supports and encourages our coaches to continue upgrading their coaching skills and certification through ongoing training. Financial support (reimbursement) is available to all MMHA coaches and assistant coaches who successfully complete coaching certification process. MMHA strongly enforces selecting coaches who are certified to coach at the levels they apply to coach at.
- 4.1.15 All Initiation and Novice Coaches must complete the Hockey Canada Coach 1 Clinic. Contact the VP of your division for more information on these coaching levels.
- 4.1.16 All Atom and higher Coaches must complete the Hockey Canada Coach 2 Clinic. For more information on the coaching level please check out the following web sites: <http://www.hnb.ca/english/resources>. Contact the VP of your division for more information on these coaching levels.
- 4.1.17 All Coaching Staff, Bench Personnel, Rostered Volunteers, Board of Directors are required to attend Hockey Canada's Speak Out or Respect In Sport Coach/Activity Leader sessions and must be a minimum of sixteen (16) years of age. For competitive teams, coaches that are eligible to play within a division (Midget aged) shall not coach within that division. Midget aged coaches may coach within the recreational division, up to the Midget age group, with approval from VP recreation and the division coordinator. Update August 20, 2018 - 9 -  
NOTE: Teams are not permitted to use on-ice helpers unless they are rostered as a coach or assistant coach, are a minimum age of sixteen (16) and have requisite risk and safety management courses per HNB requirements. This would include Coach Level and Speak Out or Respect in Sport Coach/Activity Leader as a minimum. Having on-ice helpers (minor aged)

poses a risk to both the helper and other players and will not be tolerated by the Association. Discipline action will occur if this occurs.

*NOTE: Teams are not permitted to use on-ice helpers unless they are rostered as a coach or assistant coach, are a minimum age of sixteen (16) and have requisite risk and safety management courses per HNB requirements. This would include Coach Level and Speak Out as a minimum. Having on-ice helpers (minor aged) poses a risk to both the helper and other players and will not be tolerated by the Association. Discipline action will occur if this occurs.*

#### 4.2 DUTIES AND RESPONSIBILITY OF TEAM MANAGERS

- 4.2.1 Full participation and promotion of the **MMHA Fair Play Program**, as outlined in this Manual. Any issues surrounding a Coach or Coaching Staff not supporting this Fair Play Program must be immediately directly to the Director of that division.
- 4.2.2 Full participation and promotion of the **MMHA Code of Conduct**, as outlined in this Manual.
- 4.2.3 Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper for all game activities of the team.
- 4.2.4 To see that care is taken of uniforms and other team equipment before, after and between games.
- 4.2.5 Assist the coach with arranging and scheduling games and arranging for referees for exhibition games in accordance with established rules.
- 4.2.6 All team coaches or managers (IP to Midget) are responsible for Travel Permits, for all exhibition and tournament games, even when played in the Superior Propane Center. Permits are obtained by online application through the Hockey New Brunswick website. Forward a copy of all game reports for which travel permits have been issued, to the Executive Director of MMHA. NOTE: All games at the IP level will be played in a cross-ice set up. At the IP Level, no games shall be played prior to December 15 with a maximum number of 20 games being played during the season (As per Hockey New Brunswick Minor Operations Manual). At the Novice 1 level, teams will be restricted to a total of 35 games. All jamboree games, modified games and individual scheduled events will count toward the 35-game total. No games can be played until Nov 15<sup>th</sup>. At the Novice 2 level, teams will be restricted to a total of 35 games. All jamboree games, modified games and individual scheduled events will count toward the 35-game total. No games can be played until Nov 15<sup>th</sup>. All games played on or after Jan 15<sup>th</sup> may be played full ice. IP and Novice teams must get travel permits for their exhibition and Jamboree games.
- 4.2.7 Arrangement through the Director of MMHA responsible for Ice Coordinator for all canceled, or extra ice time and the payment of all ice bills within the terms permitted by MMHA Policy. Please ensure you review Section **16. ICE ALLOCATION**.

- 4.2.8 To ensure the safekeeping of the team's copy of all game reports. Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes before each game.
- 4.2.9 Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
- 4.2.10 Ensure that the necessary "Parental Consent and Medical History" form is completed for each player on the team, signed by the parent and kept handy for potential use with all team activities.
- 4.2.11 Set up a basic team First Aid kit and make sure that it is available for all team activities. Be aware of emergency procedures at the home and away rinks, keeping handy, the phone numbers for ambulances, other emergency services, and the player's parents or guardians.
- 4.2.12 Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report forms are available for completion by the attending physician. Also, ensure that the proper advice of the accident and the proper report is promptly filed with the President of MMHA.
- 4.2.13 Make arrangements for all team fund raising in accordance with guidelines provided by MMHA. See Section **21. FUND RAISING GUIDELINES**.
- NOTE: All major fundraising events (over \$3,000) must have approval of the Board of Directors of MMHA. A letter stating your Event, Date and Time must be submitted in writing prior to the event. Only one major fundraiser per team, per hockey season is permitted.***
- 4.2.14 Assist the Coach and Team Treasurer with the preparation of a budget, and be responsible for obtaining the approval of the MMHA. A proposed team budget must be submitted to the respective V.P.'s by early November for approval.
- 4.2.15 Carry out all team obligations regarding Association tournaments, ticket sales, and Minor Hockey Week as specified by the Executive of the MMHA.
- 4.2.16 Ensure that each player/family and team official receives a team roster list, also a game and practice schedule.
- 4.2.17 Ensure that all team players and officials are properly registered or "Carded", for insurance and Provincial competition, through the registrar of the MMHA.
- 4.2.18 Ensure that all the rules and policies of the MMHA are carried out, and that any deviation from these is reported to the appropriate Divisional Coordinator.

- 4.2.19 Ensure that the collection and remittance of all money due to the MMHA Treasurer is paid by invoice due dates.
- 4.2.20 Managers are to ensure, through direct confirmation with the team coaching staff that all MMHA goaltending equipment, pucks, pylons and sweaters are returned to the Equipment Manager at the end of the playing season. It is preferred that all be asked to deal directly with the Equipment Manager as to avoid misunderstanding of the responsibility for equipment return.
- 4.2.21 All Coaching Staff, Managers, Bench Personnel, Rostered Volunteers, Board of Directors are required to complete Hockey Canada's Speak Out or Respect in Sport- Coach/Activity Leader sessions and must be a minimum of sixteen (16) years of age. (Risk and safety management courses per HNB requirements). Respect in Sport sessions are available online.

### 4.3 SEASON ACTION PLAN

Once the team is selected and Team Manager is chosen, everyone is anxious to begin the season. The creation of the Season Plan might be beneficial to new teams and/or to first time coaches. This provides to you a resource in hopes that your year is successful and that it provides all parties concerned (coaches, parents and players) what is expected.

The team's coach has been planning for some time what his objectives and possible desires are for the season and no doubt made some preliminary tournament plans. The following is a suggested approach to creation of the plan:

- Following a practice, conduct a parent's meeting where all are present.
- Have a coach write his aspirations, goals, rules, apparel requirements, travel, tournament desires, etc for the team.
- Have the parents write their reaction to the coaches' desires as well as their own goals, wants, and desires.
- Have the players write their desires for the season. (The amount and detail of player input will vary with the age of the team).
- Integrate this information into a draft Season Plan to present at the next parents meeting.

### 4.4 COMMUNICATION

Given that meaningful input is fundamental to a successful season, feedback as to **“how well are we doing compared to the plan?”** and **“what is going on that affects us?”** is as fundamental.

It is proven that timely, complete and accurate feedback will significantly reduce the creation and spreading of rumors. There are several areas of feedback and information that stakeholders expect. They include such things as but are not limited to:

- Tracking the Season Plan
- Tracking the Budget
- Tournament dates and schedules
- Game schedules
- Practice schedules
- Association newsletters, policies, directives, etc.
- Fundraising plans

In addition to voice mails, telephone calls, etc. as required, there are two forms of formal communication recommended:

- A monthly newsletter via paper, email or any other suitable written form.
  - The newsletter is a summary of what has happened and what is coming up i.e. league activities, practice and tournament schedules, Season Plan status, and any other pertinent information.
- Team meetings held every two months (mid-December, early February and late March).
  - At the Team meetings, a year to date budget report shall be presented to indicate how team finances are being generated and spent.
  - The monthly communications can be discussed.
  - We can use a check point “how are things going? “, “what adjustments should we make? “, “are there any major issues or concerns we have been unable to address? “.

## **5 CODE OF DISCIPLINE**

### **5.1 SUSPENSIONS**

- 5.1.1 A coach may suspend, for discipline, any player for up to one game. The Divisional Coordinator and/or the VP of Rec or Competitive must be notified of such a suspension. Suspensions of more than one game must have the approval of the Divisional Coordinator and/or the Disciplinary Committee of the Executive of the MMHA.
- 5.1.2 The Divisional Coordinator shall be advised of all such suspensions immediately, who will in turn forward the information on to the Disciplinary Committee of the MMHA.
- 5.1.3 Written Notification of the suspension will be provided to the Suspended individual, by two board members of Moncton Minor Hockey including:
- Reason of Suspension
  - Length of Suspension

### **5.2 COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

- 5.2.1 First attempt to resolve issue (i.e. complaint) should be at the Team Level (via Coach, Manager, etc.).
- 5.2.2 If the issue cannot be resolved at the Team Level, MMHA (for Competitive Program – VP Competitive, for Recreational Program – Division Director) should be contacted.
- 5.2.3 All complaints directed to MMHA must be in writing, using the attached form; form must be signed and dated.
- 5.2.4 Moncton Minor Hockey Association will investigate all complaints submitted, soliciting information from person(s) against whom complaint has been made.
- 5.2.5 Moncton Minor Hockey Association cannot guarantee complete confidentiality. The contents of this document may be shared in full or in part in an effort to resolve this complaint. By completing this form, you agree that Moncton Minor Hockey Association may share some or all of this information in the process of resolving the complaint.

*NOTE: Completed forms should be handed in person to either the President of MMHA or either of the Vice-Presidents (Competitive or Recreational).*

### 5.3 COMPLAINTS RE: REFEREES AND LINESMEN

- 5.3.1 This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, *IN WRITING*, to the MMHA Director of Referees, and a copy to the President of the MMHA.

**The MMHA Disciplinary Committee shall consist as outlined in the MMHA Constitution. All inquiries regarding discipline must be directed to the Vice President of your Division (Recreational or Competitive).**

## 6 MMHA CODE OF CONDUCT

- 6.1 This MMHA code of conduct identifies the standard behavior that is expected of all MMHA member and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers and trainers involved in MMHA activities and events.
  - MMHA is committed to providing an environment in which all individuals are treated with respect.

- Members and participants of MMHA shall conduct themselves at all times in a manner consistent with the values of MMHA, which include fairness (see fair play), integrity and mutual respect.
- During the course of all MMHA activities and events, members shall avoid behavior, which brings MMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical use of drugs, and use of alcohol by minors.
- MMHA members and participants shall at all times adhere to MMHA's Operations, to rules and regulations governing MMHA events and activities and to rules and regulations governing any competitions in which the member participates on behalf of MMHA.
- Members and participants of MMHA shall not engage in any activity or behavior, which interferes with a competition or with any player or team's preparation for a competition or which endangers the safety of others.
- Members of MMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated.
- Members must respect the MMHA Zero Tolerance Policy

"Zero Tolerance of alcohol or drugs." (HOCKEY CANADA, 1997) If a player is caught using alcohol or drugs during any Minor Hockey event, he/she will be suspended immediately. 1) If the parents are at the event, the player will be turned over to their care, or the player will be sent home (under escort), any additional expenses incurred will be the responsibility of the team. The suspended player will not be allowed to participate in any hockey until the suspension is dealt with.

"Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any Hazing or Initiation Rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the Canadian Hockey Association (Hockey Canada)."

- Members, Coaches and Parents will respect the Fair Play Policy of MMHA.

## 6.2 FAIR PLAY POLICY

- It is the philosophy of the MMHA that all participants receive equal ice time. This applies to all levels of play, recreational and competitive, with the exception of Development

(Bantam AAA, Midget AA, Midget AAA). We strictly adhere to the philosophy that all participants are important regardless of their skill level. We do not, and will not, support or tolerate any coach shortening their bench to win a hockey game, other than in the last two minutes of a game if he/she feels the outcome of the game can be changed. MMHA makes no distinction between the first game of the season, tournament games (home or away), Day of Champions or the Provincial Championship.

- The only time that ice time may be withheld will be for disciplinary reasons (IE: being disrespectful, etc.). A player may be suspended for up to and including one game by the coach.
- No win is more important than self-image and the feeling of being an important part, and contributing member of a team. No one player is bigger than, or more important than, the team and therefore not entitled to a disproportionate amount of ice time. It is not relevant to this Association that we have won or lost, but that our teams have represented MMHA and our City in a positive fashion.

### **YOU WIN AS A TEAM AND YOU LOSE AS A TEAM.**

We continue to struggle with this concept year after year. As coaches know, some parents are very concerned with winning and losing, sometimes more so than seeing a child sitting on the end of the bench for sometimes more than a period. It is our mandate to change this attitude and in order to accomplish this we need and expect your help.

We strongly encourage you to inform your players and parents of this rule and educate them of the fact this will be enforced. We will be monitoring and enforcing the Fair Play rule vigilantly. We expect you and your coaching staff to adhere to the **Fair Play Policy** at all times. Failure to do so will result in suspension and in some cases, dismissal.

### **WINNING AT ALL COST AND THE END JUSTIFIES THE MEANS, IS NOT WHAT WE ARE ABOUT.**

#### **6.3 CITY OF MONCTON CODE OF CONDUCT**

Members, Coaches and Parents will respect the City of Moncton Code of Conduct in a City Facility. Refer to Appendix 1- City of Moncton Code of Conduct

Failure to comply with this **Code of Conduct** may result in disciplinary action in accordance with the Code of Discipline of MMHA. Such action may result in member losing the privileges that come with the membership in MMHA, including the opportunity to participate in MMHA activities and events, both present and future.

#### **6.4 MMHA SOCIAL MEDIA AND NETWORKING POLICY**

## Introduction

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

Moncton Minor Hockey recognizes and appreciates the value of social media and the importance of social networking to all stakeholders. Moncton Minor Hockey also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate Moncton Minor Hockey membership on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Moncton Minor Hockey Association, League and/or Hockey New Brunswick.

### 6.4.1 Social Media Guidelines

- Moncton Minor Hockey holds the entire Moncton Minor Hockey membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, Associations, Leagues, Hockey New Brunswick, or an individual will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team Personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in Hockey New Brunswick, Hockey New Brunswick recommends that you request approval from your Team or Minor Hockey Association.

### 6.4.2 Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the Moncton Minor Hockey social media and networking policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or Hockey New Brunswick.

- Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, Hockey New Brunswick or individual.
- Divulging confidential information that may include, but is not limited to the following:
  - Player injuries;
  - Trades or other player movement;
  - Game strategies; or
  - Any other matter of a sensitive nature to a member of a team, association, league, Hockey New Brunswick or an individual
- Negative or derogatory comments about any team, association, league, Hockey New Brunswick staff, volunteer, program, stakeholder, player or any Hockey New Brunswick member.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - Drug use;
  - Alcohol abuse;
  - Public intoxication;
  - Hazing;
  - Sexual exploitation; etc.
- Online activity that contradicts the current policies of Hockey New Brunswick or any of its member associations.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Hockey New Brunswick policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

#### 6.4.3 Discipline

The team, minor hockey association, league and/or Hockey New Brunswick will investigate reported violation(s) of this policy.

## **7 CITY OF MONCTON CODE OF CONDUCT**

The City of Moncton encourages the proper use of its recreational facilities, which includes good sportsmanship and behavior that is appropriate and respectful. Therefore, the City of Moncton believes that all people involved in sports need to advocate and model the fundamentally positive aspects of sports, e.g., sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development. See **Appendix 1 - Parents/Spectators' Code of Conduct in City Recreational Facilities Policy** (see [www.moncton.org](http://www.moncton.org) for additional information on the City Policy and filing a complaint).

## **8 FAIR PLAY – CODES**

### ***Fair Play Code ..... for PLAYERS***

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper - fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### ***Fair Play Code ..... for COACHES***

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

### ***Fair Play Code ..... for OFFICIALS***

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward official’s player’s spectators or myself.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.

- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

***Fair Play Code ..... for PARENTS***

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

***Fair Play Code ..... for SPECTATORS***

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form, and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

**9 PLAYERS REGISTRATION**

No player may participate in any of the MMHA activities unless he/she is properly registered. A player is registered when:

- 9.1 A completed registration form has been filed with the MMHA Registrar and registration fees have been paid, or arrangements made for payment in accordance with the MMHA policy.

**Registration could be rescinded** if fees are not paid in full by November 15<sup>th</sup> of the current hockey season. \*\* Registration will be withheld until fees from previous year are paid – Certified Cheque or Money Order will be accepted as payment for fees in arrears.

- 9.2 All NSF cheques must be made good within two banking days of notification, or **registration will be rescinded.**
- 9.3 Completed team lists must be submitted to Vice President of your Division (recreational or competitive), prior to them being submitted to the District Director of HNB. It is imperative that the appropriate forms must be filed with Registrar, no later than **December 1<sup>st</sup>**.
- 9.4 Any player on a MMHA Development team that lives outside the boundaries outlined by MMHA and HNB will be charged an additional fee as determined by MMHA. This fee is to be paid for by the individual and/or team at the time the player has been assigned to the team.
- 9.5 Registration will be posted in the local newspapers, on the MMHA Website, at the Superior Propane Centre, as well as email reminders sent to current player families.
- 9.6 Registration forms can be obtained on the Moncton Minor Hockey Web Page.

**Late Registrations** - will be accepted by both the Treasurer and/or Registrar of Moncton Minor Hockey and full (100%) payment will be required and a Late Fee of \$40.00.

## **10 MMHA REFUND POLICY**

- 10.1 Players registered with Moncton Minor Hockey that have decided not to play in the program, may request a refund in writing prior to December 31 of each year. Requests received after December 31st will be rejected.

Hockey fees are divided over 6 Months, therefore the following formula will be used for refunds;

Months (or any part thereof) played / 6 x Registration – Hockey Canada Insurance – MMHA Admin Fee – Credit card Fee (if applicable) = Refund.

All refunds will be issued by cheque.

Note: MMHA Admin Fee of \$25 will always apply.

#### 10.2 Example for Players that paid by cheque or Cash

|                               |                 |
|-------------------------------|-----------------|
| 3/6 Months x \$375.00 =       | \$187.50        |
| Less: Hockey Canada Insurance | \$ 50.00        |
| Less: MMHA Admin Fee          | <u>\$ 25.00</u> |
| Total Refund                  | \$112.50        |

#### 10.3 Example for Players that paid by Credit Card

|                               |                 |
|-------------------------------|-----------------|
| 3/6 Months x \$375.00 =       | \$187.50        |
| Less: Credit Card Fee 6%      | \$ 22.50        |
| Less: Hockey Canada Insurance | \$ 50.00        |
| Less: MMHA Admin Fee          | <u>\$ 25.00</u> |
| Total Refund                  | \$ 90.00        |

### **11 MMHA FEMALE HOCKEY - Section Removed March 25, 2019 as per NOA Mar 19, 2019**

### **12 BUILDING RECREATIONAL TEAMS**

12.1 The MMHA pays considerable attention to providing equality among the Recreational Program teams. The goal is to have balanced teams throughout each Division, so the following procedures will be followed for our Novice, Atom, Pee Wee, Bantam, and Midget Divisions.

#### 12.2 PLAYER EVALUATIONS

12.2.1 At the beginning of the season the coordinator of each division will divide registered players into appropriately sized groups to allow for the formation of two separate teams per group.

- 12.2.2 Evaluation Coaches will be assigned for the evaluation process, with one Head Coach taking the lead role for each team.
- 12.2.3 Each group will be assigned two sets of “temporary” jerseys for the evaluation process with the Head Coach from each group assuming the responsibility for their distribution, collection and control.
- 12.2.4 Required ice time will be allocated for the evaluation process, which will consist of both skills and scrimmages.
- 12.2.5 During the evaluations each Head Coach is responsible for rating each player based on the criteria established by the MMHA divisional coordinator and the MMHA VP - Recreational. The ratings shall be recorded and provided to the Divisional Coordinator immediately upon completion of the process.

*At the conclusion of the evaluation period, the Division Coordinators and the V.P. of Recreational Hockey will oversee the team selections using the MMHA Recreational Draft Process.*

### 12.3 MMHA RECREATIONAL DRAFT PROCESS

- 12.3.1 The Draft process is key to ensuring a Recreational Division that is fun and rewarding for all the players and coaches involved.
- 12.3.2 The Divisional Coordinator will determine the best number of recreational teams in a division based on registration numbers and coach availability. The Divisional Coordinator will solicit / select Head Coaches from available volunteers.
- 12.3.3 The Divisional Coordinator will compile the evaluation results and will prepare a “Draft List” with the ranking of the player’s based on their averaged rating.
- 12.3.4 The Divisional Coordinator will schedule the draft process meeting as soon as possible after completion of the evaluation process, and will require attendance by each Head Coach, or a selected representative (maximum two in attendance for each team).
- 12.3.5 Each Head Coach is allowed to protect their own child(ren) and the child of either an assistant coach or a manager. The Head Coach will provide the coordinator with a written letter or email from that assistant coach/manager stating their agreement to act in this capacity for the upcoming hockey season. There will be no substitutions of protected players if the coaches or manager do not have a son/daughter on the team.
- 12.3.6 The “Draft List” will be provided to each Coach in attendance at the draft, and is to be returned at the conclusion of the draft process meeting.

12.3.7 When female players are included in the draft, efforts will be made to pair them together on teams (minimum two per team).

12.3.8 At the commencement of the draft, a draw will be held to determine the order of selection for the player draft. When selecting, the order will be followed to the last coach, then reversed until back to the first coach.

12.3.9 The reverse order will be used for the goalie draft (1<sup>st</sup> pick of skaters, gets last pick of goalies).

12.3.10 At the commencement of each draft round, the number of players displayed for draft will be double the number of teams being built (if building 5 teams, the top 10 players will be displayed).

12.3.11 Protected players will be that team's choice as they appear on the top half of the draft list (if a protected player is rated the 3<sup>rd</sup> best player, he/she will be that team's first pick, but, if he/she is 9<sup>th</sup>, the coach may select a player from the top half of the list).

12.3.12 Conflicts will be resolved by Divisional coordinators in consultation with the MMHA VP-Recreational.

12.3.13 Once the draft is complete, there will **NO TRADES**.

12.3.14 A Jersey draw (from a hat), will occur at the completion of the draft.

12.3.15 Player Placement Requests (Player Accommodations)

MMHA goes at great lengths to balance our recreational teams through player evaluations and drafts in all divisions (Novice to Midget) with the exception of Initiation. At drafts, coaches will be made aware of any requests however there shall be no expectation that specific players will be grouped together on any recreational team within a division.

MMHA will accept placement requests only in the following situations:

- Players in the Initiation division
- Siblings playing within the same division
- Players obtaining funding from programs such as Jump Start, etc.
- Players with parents who have disabilities that will cause a transportation hardship

Any accommodation request must:

- Be made yearly prior to Sept 25 to the Division Coordinator and the MMHA executive director
- Any medical based accommodations must be accompanied by documentation showing a transportation hardship.

- No accommodations will be considered that will group more than 2 players together.

### **13 COMPETITIVE TRYOUTS**

#### 13.1 General

The MMHA endeavors to provide a fun and rewarding hockey experience for all players registered in the association. A key goal is that each player plays at a level compatible with his/her ability and experience.

The Competitive Coach selection committee shall be struck at the June meeting and be made up of the President of the association or his/her designate, the VP of Competitive hockey and the Technical Director.

In the interest of transparency and fairness to each participant, a team of 5 independent evaluators shall be appointed by the Competitive Coach selection sub-committee. By August 1st, the Competitive Coach selection committee shall:

- Create a budget for the upcoming tryout season
- Recruit and appoint 5 paid independent evaluators
- Appoint a chairperson of the evaluators
- Confirm the tryout process criteria with the Evaluation Chair
- Turn the tryout process over to the Evaluation Chair

#### 13.2 Registration and tryout fees

- a) Tryout fees will be collected by the MMHA at Registration. The fee will be reviewed by the MMHA Board of Directors every year and it shall cover all expenditures as identified in the tryout budget (ice, officials, evaluators, etc.). The tryout fee guarantees 3 ice hours per player, two of which will be at the AA level. Only players who have paid the tryout fees will be considered for any MMHA Competitive teams.
- b) In the Bantam and Midget categories, all players who have not played at a contact hockey level (spring and summer private leagues will not be considered), must attend a preseason checking clinic. Checking clinics from other HNB associations will be accepted upon sufficient proof of attendance. Players who have not met this criterion will not be registered for MMHA's competitive tryout process, and therefore are ineligible to be selected to a Bantam or Midget competitive team. Accordingly, these players will not be permitted to be added to a competitive roster as an affiliate player.

#### 13.3 Number of competitive teams

MMHA will have at least 2 competitive teams at each level when possible (Atom, Peewee, Bantam and Midget), depending on the structure of the AAA program at the various levels.

Extra teams could be added depending on the player registration numbers, skill level of the remaining players at the tryout, and the availability of a coach that will emphasize skill development. The determination of the other teams shall be done during the selection process and must be agreed on by the MMHA executive.

#### 13.4 Team rosters

Each MMHA competitive team must roster a minimum of 15 skaters and 2 goaltenders, to a maximum of 19 players (higher if allowed under Hockey Canada/HNB regulations, and approved the MMHA executive).

#### 13.5 Selection of competitive coaches

All MMHA coaches are appointed by a sub-committee of the MMHA board. The selection of the competitive coaches will be based on the following criteria:

- Coaching level attained through formal clinics
- Background and coaching experience
- References
- Known or referenced reliability and integrity
- Compatibility with MMHA philosophies and policies

By September 1<sup>st</sup>, the Competitive Coaches Selection committee shall approve two coaches per Atom, Peewee, Bantam, and one for Midget. An additional coach may be appointed in age categories where it can reasonably be predicted that a third competitive team is warranted. This in no way guarantees an additional team in that category. These coaches will not be specifically identified with a team. The names of these approved coaches shall be turned over to the Evaluation Chair for the selection process.

These coaches will fall under the direction of the Evaluation Chair, and shall be assigned support rolls in the evaluation process. They will not have any direct input in the evaluations or the scoring process, (timing of skills, directing of drills etc.).

#### 13.6 Tryout Process – AA teams

The AA team tryouts (Atom, Peewee, and Bantam) will be completed prior to the beginning of the regular MMHA hockey season. The only exception will be if the AAA programs have not completed their team selections. The AA tryout process will unfold as follows:

- The executive director shall provide a schedule of ice time allotments to the Evaluation Chair.
- A registration table will be set up prior to the first MMHA ice times to confirm and/or gather proper contact numbers and email for all players attending.

- Each attending player will be given their assigned tryout jersey as well as an information letter outlining the AA team tryout process. They will keep this jersey until they have been assigned to a competitive team or assigned to the recreational evaluations.
- A minimum of 5 independent evaluators shall be present during the tryouts to provide input. All independent evaluators will be seated separately during the on-ice tryouts, coming together at the end of each session with the VP-competitive, to discuss and provide feedback.
- The players to be evaluated will be identified by jersey number and color only during the entire process. No names will appear in the evaluators' lists. Notifications of participation to a Red and White game shall appear on the MMHA website, but these numbers and corresponding color. Notification of players assigned to a final roster shall only be identified by jersey color and number.
- The Atom and Peewee skaters will be rated and ranked on the following categories:
  - A one-hour skills-based practice
  - A skills testing session based on the following:
    - Skating
    - Forward skating: 100ft without a puck > Timed
    - Backwards skating: 100ft without a puck > Timed
    - Transitional skating: 4 cones set up from forward to backwards > Timed
    - Stickhandling
    - 4 cone weave, twice through with a puck > Timed
    - Shooting
    - 10 shots forehand and 10 shots backhand
      - 3 points top corner
      - 2 points lower corner
    - Passing
    - 10 forehand and 10 backhand while in motion. (1 point for every target hit.)
    - Game play
    - In inter-squad scrimmage games.

Final player rankings in Atom and Peewee will be: 30 % skills-based practice, 40% skill testing session, 30% game play.

#### Absent Players

Players who are absent during any step of the evaluation process for any reason, including due to injury, will not be excluded from the selection process. However, such a player shall receive a score of zero for any sessions missed. The score of zero shall be factored into the players overall average accordingly. That player may be selected to a competitive team as a deviation, as long as the remaining score meets the criteria of a coach's deviation.

The Evaluators shall assign tryout groups of a size that will permit enough time for two attempts at the skills stations. The best result of the two attempts shall be the player's score on that station. There will not be any "do-over" for two falls on a timed event.

The Bantam and Midget skaters will participate in a skills-based practice and be rated and ranked on the following categories

- Skating – Rating 1 to 5, including decimals
- Stickhandling – Rating 1 to 5 including decimals
- Shooting – Rating 1 to 5 including decimals
- Passing – Rating 1 to 5 including decimals

A series of drills with the emphasis on evaluating core skills as selected by the technical director and Evaluator Chair and will be used to assess the Bantam and Midget players.

The skills-based practice shall be followed by inter-squad scrimmage games.

Skills will account for 20% of the ranking and Game Play will account for 80%.

### Goaltenders

- Goaltenders skills will be ranked based on a 1hr evaluation camp and game play. The Evaluator Chair will assign an evaluator with goaltending expertise to direct the 1hr camp. Goaltenders will be ranked based on an evaluation camp (one-hour session) and further evaluated during the scrimmages by the independent evaluators for game play.
- MMHA will cover the associated cost of the goaltending camps.

13.7 The AA tryout schedule will be as follows:

- A skills-based practice for all players.
- A player skills-only ice session/evaluation will be provided for all players. The number of skaters and drill criteria to be identified by the technical director. He/she may consult with the Evaluators to make that decision. Goalies shall not participate.
- A separate goalie evaluation session shall be held for all goalies that are trying out. The Evaluation Chair shall make arrangements for the session. Shooters from the same age group shall not participate.
- Every player shall participate in at least 2 tryout games. The requisite number of games to be determined by the number of skaters trying out.
- By averaging the evaluators' marks, the players will be ranked overall from top to bottom. A list will be generated based on the rankings, showing the player names along with their ranking in the 4 key competencies.
- The Evaluators shall make a recommendation to the VP of Competitive hockey to finalize the head coach for this team.
- The coach will be identified by the VP of Competitive hockey.
- The player rankings shall be provided to the coach at this point by the Evaluator Chair.
- The coach may ask the Evaluator chair for one deviation from the list of players to appear in the red and white game.
- The VP of Competitive Hockey shall approve the selection "box" or roster for the red and white game.
- ***Deviations will be validated to the VP of competitive hockey and must have his/her approval. Deviations shall not be permitted beyond the next level selection "box" (top 12 forwards, top 8 defense, top 3 goalies) unless the player has been identified according to the criterion outlined in Section 13.6.***
- The top 12 forwards, the top 8 defensemen, and the top 3 goalies shall participate in a red and white game. The remaining players shall be immediately deferred to be re-ranked for

the “A” tryout process.

- The top 3 ranked forwards and the top 2 ranked defensemen must appear in the red and white game.
- The players moving on to the red and white game will be identified on the website by their jersey color and number only.
- The Evaluators shall manage all aspects of the red and white game. There will be no evaluations at this time. This objective of this game is to provide the coach with a final opportunity to view the players in a competitive game setting.
- The VP of Competitive Hockey must approve of the final roster prior to being posted on the web site. Successful players will be identified by red or white jersey color and number only.
- The coach(es) shall assist with the tryout process under the guidance of the Evaluation Chair

### 13.8 Selection process:

- The coach will select nine (9) forwards from the twelve (12) highest ranked forwards on the list.
- The coach will select six (6) defensemen from the eight (8) highest ranked defensemen on the list.
- The coach will select two (2) goalies from the three (3) highest ranked goalies on the list.
- The top 3 ranked forwards and the top 2 ranked defensemen shall appear on the final roster. ***Midget team(s) may select additional skaters, up to a total of 19, pending approval by the VP of Competitive Hockey and Hockey New Brunswick.***

### 13.9 Tryout and selection process A/B teams

- The Evaluators shall make a recommendation to the VP of Competitive hockey to finalize the head coach for this team.
- The coach will be identified by the VP of Competitive hockey
- The player rankings shall be provided to the coach at this point by the Evaluator Chair.
- The coach may ask the Evaluator chair for one deviation from the list of players to appear in the red and white game.
- The VP of Competitive Hockey shall approve the selection “box” or roster for the red and white game.
- ***Deviations will be validated to the VP of competitive hockey and must have his/her approval. Deviations shall not be permitted beyond the next level selection “box” (top 12 forwards, top 8 defense, top 3 goalies) unless the player has been identified according to the criterion outlined in Section 13.6.***
- The top 12 forwards, the top 8 defensemen, and the top 3 goalies shall participate in a red and white game.
- One red and white game will be played for the A coach’s (and possible B coach’s) observation.
- The A coach shall select the team using the criteria identified in 13.8.

If a B team is required, that team will be selected from the remaining players. One additional Red & White game for the B selections will be played  
The VP of Competitive Hockey must approve of the final roster prior to being posted on the web site. Successful players will be identified by red or white jersey color and number only.

*If in any category, MMHA chooses to enter multiple teams, i.e. 2 AA, 2 A or 2 B, the two coaches will draft from the evaluators list using the criteria as identified in 13.7, and 13.8, protracted to make required multiples of players available for selection. In the case of two (2) teams, 24 forwards, 16 defensemen, and six (6) goalies would be available for selection. There is no change to the number of deviations.*

#### 13.10 Player notification.

- At the end of each team selection process, the roster for that team will be posted on the MMHA website by jersey color and number only. Players not selected for a roster will be contacted by the next level coach or recreational coordinator to identify their next ice time.

All evaluation materials will be destroyed by the VP of competitive hockey at the conclusion of the tryout process.

## **14 PLAYER MOVEMENT**

All player movement (temporary or permanent) during the season must be in accordance with HNB and the MMHA guidelines.

### **A. AFFILIATION (temporary) GUIDELINES:**

Affiliation is a process which permits a player to play in a higher category (B, A, AA, AAA), or higher division (Atom to Peewee etc.), as a temporary replacement for a rostered player of a team, provided the following guidelines are followed.

- All competitive teams wishing to roster affiliates must submit a list of potential affiliates to the Vice President of Competitive Hockey for MMHA prior to December 15.
- The VP of Competitive Hockey will make the final decision on affiliates available to each of the MMHA competitive teams.
- There shall be no contact by coaches/managers with potential affiliate players prior to receiving notification of approval from the VP of Competitive Hockey.
- All affiliate players must be rostered in the HCR with the higher category/division team prior to being used for team practices and games.
- Affiliation privileges shall be applicable for all divisions of Atom and above.

- Players shall be permitted to affiliate with only one (1) team.
- First year players in a division may affiliate to a higher category within their division. Second year players in a division may affiliate to a higher category within their division or to the next division.
- In the Bantam and Midget divisions, players may affiliate to a higher category within their division, or a higher division.
- Female association first year or second year players in a division may affiliate to a higher female category within their division or to the next female division.
- MMHA shall not allow rostered development players (AAA etc.) to play as affiliate players for MMHA competitive level teams (AA, A, B). Rostered competitive AA, A, B level players may not play as affiliates for Competitive C level teams.
- All affiliate players must be active players for the team on which they are rostered. Active is defined as participation in one league game, with the team on which the player is rostered.
- Coaches requesting an affiliate player must have the approval of the player as well as the parents of players under the age of majority (19 in New Brunswick).
- Players affiliating to a higher division or category team must have their team coach's approval. If an affiliate player is needed, the coach of the affiliate player's team must give his consent before the player is asked to participate in a game or practice. Communication about affiliate use must take place between coaches. Affiliate use must in no way interfere with on or off ice activities of the team on which the player is rostered.
- An affiliate player may play for a team of a higher division or category at any time, with the lower category coach's consent. Affiliated players can only play a maximum of ten (10) scheduled games with the affiliated team. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of games. Exhibition and/or tournament games which are not part of regular league games or playoff games are not counted in the number of games in which an affiliate player participates.
- Affiliate players shall not be allowed to play in tournament games with the affiliate team if the team on which the player is rostered is also registered in said tournament. If the team on which the player is rostered is eliminated from further play in the tournament, the player will then be permitted to play for the affiliate team for the remainder of the tournament.

- Lower division coaches should encourage affiliation and view it as an opportunity for player development.
- Higher division coaches will offer the affiliate opportunity to as many different players as possible keeping in mind that winning games is not the primary objective, but player development is.
- Any team/coach in violation of the above guidelines will be subject to immediate suspension from MMHA.
- Teams playing at the Atom C level are not allowed to affiliate players at the Novice 2 level. In the case of goaltenders, they may borrow a goalie (if their regular goalie is unable to play) from another MMHA Atom C team, as long as the team of the borrowed goalie is not playing. If borrowing a goalie for a play-off game, choice of goalie will be made by a random draw.

**B. MOVEMENT (permanent) GUIDELINES:**

- Will only be considered if a developmental or competitive team roster falls below the minimum no of players requirement as per the Hockey Canada guidelines which currently states: “15 players, 1 of whom must be a goaltender”.
- Must have the approval of the V.P. of Competitive Hockey as well as the V.P. of Recreational Hockey (only if the player involved is from the recreational program) prior to advising the player in question.

**15 EQUIPMENT**

**A. GOALTENDING GEAR**

- MMHA provides goaltending gear for Novice, Atom (recreational) and Peewee (recreational) players only. The Equipment Manager will allow equipment to be signed out to the Coach and/or Team Manager of a goaltender.
- **No goaltending gear will be provided for Bantam teams, unless surplus exists.**
- *For summer usage, a deposit cheque in the amount of \$100 will be required. The deposit amount will be returned upon receipt of equipment in good condition.*

**B. SWEATERS**

Each year MMHA writes off several hundred dollars’ worth of sweaters. To address this issue the Board of Directors has approved a policy that sweaters not returned before registration the following year will result in the player being assessed a further **\$50** on his/her registration fee. This policy also takes into consideration sweaters that are damaged. (**NOTE:** The \$50 charge will also apply to the competitive division, per jersey. For example, if both home and away jersey are either damaged, or not returned, a \$50 per jersey fee will be charged.)

To administer this policy effectively:

- The Director of Equipment will provide each team with the necessary form to have each sweater signed for by the Team Manager.
- The team manager must ensure that the sweaters are returned at the conclusion of the Minor Hockey season in clean condition and on hangers.
- For all Teams a Sweater Fund charge will be billed to each team for each player.

The MMHA provides Recreational Teams from Atom to Midget and all Competitive teams with two sets of sweaters. (Home Red and Away White) The MMHA provides Initiation and Novice teams one set of sweaters. As sweaters are replaced accordingly for the competitive level teams, there will be a nominal fee charged per player that goes towards the Sweater Fund.

All MMHA competitive teams and Recreational teams Peewee and up, may purchase MMHA color hockey socks if desired.

Sponsor Name Bars and Player Name Bars will be sewn, on the back of team sweaters in a strictly consistent manner. Sewing where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.

Players and parents are responsible for the care and condition of their jerseys. Use caution when drying.

When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, team management is responsible to see that player name bars have been carefully removed, and that all sweater sets are complete and on hangers (NONE missing) and that they have been carefully washed and are ready for storing. When not in use, sweaters should be stored in a warm dry place.

### C. PUCKS AND PYLONS

- All teams will be responsible for purchasing their team pucks. The MMHA will provide pylons for team use. These pylons will be located at the Moncton 4 Ice Centre.

## **16 ICE ALLOCATION**

### A. RESPONSIBILITIES AND PAYMENT

Prime time ice availability is the greatest asset of the MMHA. Its rental is the greatest single expense of our Association. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved:

- The MMHA Executive Director is the only person who can book ice for the MMHA and must account for all hours of ice booked by the MMHA

- **All tournaments will be posted. Not all cancelled ice will be replaced.**
- All teams may purchase additional ice at a billable rate to be determined prior to the season. All ice bills must be paid promptly to the MMHA Treasurer.
- **The usage of this ice is the full responsibility of the team in whose name the Executive Director books it. If the team cannot use the hour from time to time, it is the team's responsibility to find an alternate user (trade) and to make any necessary trade or payment arrangements. Teams will be billed for all allotted hours, regardless of actual usage.**

▪ **ALLOTTED ICE TIME CANNOT BE TRANSFERRED, OR OTHERWISE USED BY ANY INDIVIDUALS OR ORGANIZATIONS OUTSIDE MMHA WITHOUT THE EXPRESS CONSENT OF THE EXECUTIVE DIRECTOR.**

- If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
  - Each team will use half of the ice
  - Coaching staff must ensure the safety for all players
  - If any costs are required for that ice hour, both teams will share costs equally.
  - The Divisional Coordinator should be informed of the shared ice as soon as possible.

## **17 GAME CANCELLATION**

Bad Weather or Mechanical Failure - In the event that bad weather or mechanical failure forces an unplanned closure of the **Moncton 4** Ice Centre used by the MMHA, the City of Moncton has been instructed to contact the MMHA Ice Coordinator or the President. The President or Association Vice-President(s) will in turn relay the message to the Division Coordinators and/or Coaches of the affected teams, the Referee-in-Chief and the Coach of the visiting team. Announcements will be made on the local radio stations.

### **MMHA STORM POLICY**

At the discretion of the Board of Directors, if weather does not permit Minor Hockey Operations to continue, in the event the **Moncton 4** Ice Centre remains open, MMHA will be responsible to:

- (a) Contact Local Radio Stations
- (b) Update our Phone Message Managers (**382-6642**) with an appropriate closure message.
- (c) Contact the affected coaches as quickly as possible.
- (d) Update [www.monctonminorhockey.ca](http://www.monctonminorhockey.ca) – when possible.

MMHA teams are not permitted on the ice if the Association has canceled the Ice, even if the facility remains open. School Exams or Travel, Etc. - As a general principle, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other association billing the team through the MMHA for the Association's costs. It will be the teams responsibility to reschedule ice with another team in their Division, when they are unable to secure their scheduled ice times. If all attempts to trade ice within your own division fail, please contact your Division Coordinator (however if the ice is unused Payment for the time will still be required).

### **18 MEETING ROOMS**

Teams wishing to use the meeting rooms at the Moncton 4 Ice Centre, for hockey related meetings, must contact the MMHA Executive Director at 506-382-6642 or by email at: [executivedirector@monctonminorhockey.ca](mailto:executivedirector@monctonminorhockey.ca) Team management is to ensure that the rooms are left in a tidy condition.

### **19 TEAM FINANCIAL REPORTING**

A parent consensus of approval for a team budget (financial report) should occur at the first team meeting. A copy of the approved team budget should be forwarded to the Divisional Vice-President and the Association Treasurer no later than November 10<sup>th</sup> of the current season. **For both Competitive and Recreational.**

- A sample budget can be found in the Appendix section.
- Year-End - A copy of the approved team financial statement must be forwarded to the Divisional Vice-President and the Association Treasurer no later than **April 15<sup>th</sup>** of the current season. **For both Competitive and Recreational. It is imperative to be ready to provide your records to the Board of Directors of MMHA at any time.**
- Excess funds in the team account at the end of the season should be returned to those team parents who made out of pocket contributions, or turned over to MMHA when the funds were raised through any form of public solicitation made in the name of Moncton Minor Hockey Association.
- Under NO circumstances should excess funds be used in ways not allowed for under "Fund Raising Guidelines" (*see Section 19*).
- A Budget Review Committee will consist of the Association Vice-Presidents, the President and the Treasurer who will be the Chairperson of the Committee. The Committee can assist the Divisional Vice-Presidents with team budget reviews.

- The Budget Review Committee can review the bank records of any team. The team records must be provided to the Association Treasurer within seven days of verbal or written request.
- All Competitive MMHA Hockey Teams will add a line item to their annual budget for Development 1, HNB Training. If any of the Competitive Team's coaching staff, who have been approved by MMHA wish to complete the Development 1 training provided by HNB, MMHA will reimburse 50% of the costs to the team for such training.

## **20 CONTROL OF CASH REVENUES**

Volunteers staff the MMHA, a non-profit organization under the New Brunswick law. No member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the MMHA Executive.

*THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.*

Uniform procedures for all organizers should follow the control of all cash revenues and collections associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

- Bank accounts MUST be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and canceled cheques as well as receipts, invoices and other financial records are to be held in Trust for the MMHA Executive by a team, committee, or event Treasurer. These documents should be kept safe.
- Accounts should be opened "*In Trust*", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the team manager or
- Committee/event Treasurer and another parent (not same household) as the other signing authority.
- All teams must provide proof of a current active bank account for each team to their respective Vice President. This information must indicate the two signing authorities and must be provided by November 1st of the current hockey season. Failure to do so will result in loss of ice allocation.
- A receipt in writing should evidence all cash transactions and kept for future reference by MMHA Executive committee.

## **21 FUND RAISING GUIDELINES**

All teams and participants have a responsibility to project a positive image of the team, and our Minor Hockey Association.

**THE BOARD OF DIRECTORS OF MONCTON MINOR HOCKEY MUST APPROVE ALL FUNDRAISING EVENTS.**

- TEAMS ARE ONLY ALLOWED ONE MAJOR FUNDRAISER PER SEASON.
- REQUEST MUST OUTLINE THE EVENT AND ESTIMATE RAISED AMOUNT.
- ALL TEAMS MUST BE PREPARED TO SUBMIT FINANCIAL STATEMENTS TO THE BOARD OF DIRECTORS.

From time to time, parents and players will be expected to make direct contribution to meet team and Association expenses through fund raising efforts.

- Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided that they are in good taste. Alcoholic beverages or logo related material may not be used as prizes.
- All fund-raising programs must be included in the team budgets and approved by the Directors and President of MMHA. All these programs must be well supervised and controlled.
- Fund raising programs should be carried out within our boundaries of the MMHA and within our Hockey Season. Fundraising cannot commence before the final roster of the team is completed.
- All plans for team fund raising must be discussed and approved at a team meeting. The MMHA Board of Directors must then be advised of the event or project and dates prior to commencement. The MMHA Board has the right to verify amounts raised.
- Team management is responsible for ensuring that the MMHA guidelines and Municipal By-laws are followed.
- Teams may plan, budget and fund raise only for the following purposes included:
  - Tournament team registration fees.
  - Team hockey socks, one away and one home set.
  - The cost of hotel/motel room(s) for coaching staff at an away tournament, if they are not parents of players on the team.
  - Additional ice time.
  - Sweater name tags.
  - Team articles such as pylons, pucks and first aid kit.
  - Costs for end of the year banquet and trophies/awards.
  - Other team expenses such as faxes, phone calls and correspondence.
  - Fund raising for any other items not mentioned above must be approved by the MMHA Budget Review Committee.
  - Framed Team photographs for the sponsor should be provided (Laminated acceptable).
- *UNDER NO CIRCUMSTANCES* can teams raise funds for items such as the following:

- Team jackets
- Team track suits
- Team hats
- Any personal hockey equipment
- Team meals, other than the year end banquet
- Team or individuals travel expenses other than the aforementioned coaches' accommodation.
- Tickets to sporting events.
- Any other methods of entertainment

These items should be purchased by players/families on an individual and personal option basis. The purchase of any other items not mentioned above must have the approval of the Board of Directors of MMHA.

Parental contributions (team fees) shall be no greater than \$200 per player for the recreational division. All expenses over and above this amount must be fund raised. This amount, in addition to money from fundraising, shall cover any and all items mentioned in section 21-6.

## **22 SPONSORSHIP POLICIES**

Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. The Director of Sponsorships will provide a list of these corporate sponsors. Teams may not approach these corporations as sponsors or for additional funding.

The managers have the following duties regarding Sponsors:

- Arrange to deliver the game passes to your sponsor and explain to them what your team is, when they play and practice and welcome the sponsor to visit any time. It is important that the team Manager maintain regular verbal and/or written contact with the sponsor(s).
- It is the responsibility of the team to deliver a framed, engraved (showing the team name, sponsor name and year the picture is taken) team picture to the sponsor, as early as possible. Contact the MMHA Director of Sponsorship to confirm your commitment.

## **23 TEAM JACKET POLICY**

The MMHA logo is private property of the Association. It and the "Hawks" name may be used on products, jackets, other garments and written or printed materials, only with expressed prior written approval of the Executive through the President.

The basic approved colors for all Association purposes are - Black with Red. All authorized use of the Hawks name and logo will also reflect this color policy.

All teams both recreational and competitive are encouraged to wear these logos with pride and treat with care and respect.

## **24 TOURNAMENTS**

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, in the metro area, and to other areas of the province and the Maritimes. (Note: Initiation and Novice levels cannot leave the province for exhibition or tournaments).

MMHA conducts several tournaments each year. We try our utmost to ensure all teams within our association participate in a home tournament. Tournaments are a major source of revenue for the Association and we strive to maximize revenue and provide good value to the participants. We also recognize the contribution of our host teams and want to ensure all teams share in the responsibility of hosting our tournaments.

Your team will be contacted by the Division Director and asked to participate in the tournament and your team's full cooperation is required.

Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your Executive Director.

- As long as the league commitments are met, teams in Atom and above must obtain permission from their District Director to participate in more than five (5) tournaments, including MMHA home tournament. Not including League, Zone, or Provincial Tournaments.
- A recreational team may participate in up to two (2) away tournaments requiring an out of town hotel stay.
- Initiation and Novice may enter 4 outside Jamborees each year, plus 1 MMHA Jamboree. Initiation teams are only able to attend Jamborees within the District and cannot be in a location where a hotel stay would be required.
- All tournament arrangements must be in accordance with all HOCKEY CANADA, Hockey New Brunswick and the MMHA rules and regulations.
- Tournament entry fees are paid through team budgeting and funding.
- Teams should enter only officially sanctioned tournaments.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- Well in advance of departure, the following must be arranged:
- Through the Divisional Coordinator, rescheduling of any games or cancellation of ice time during the away period.

- A Hockey New Brunswick travel permit must be obtained by accessing the Hockey New Brunswick website in advance of all tournament games.
- If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.

## **25 HOSTING PROVINCIAL CHAMPIONSHIPS**

Each year, Hockey New Brunswick asks Associations to host a particular level Provincial Championship Tournament, Peewee to Midget (Competitive and Recreational). The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the Hockey New Brunswick "Constitution, Bylaws, Regulations" Handbook, a copy of which is made available to all teams at the beginning of the season.

The hosting of a particular level Provincial Championship Tournament is very much a Team organized effort, with the backing of the Association. Teams may apply to host a Provincial Tournament by obtaining an Application from the Hockey New Brunswick website.

The team must first establish an experienced, strong and determined committee headed by an energetic Chairperson. Specifics of Rinks to be used and times booked must be provided in an initial 'Report and Request' to the Association Executive. This submission must include a reasonable budget and source of financing for all costs.

If your team is interested, please do not hesitate to discuss this with the Vice President of Competitive or Vice President of Recreational Hockey, or any member of the MMHA Executive. Hosting a Provincial Tournament is a very challenging and worthwhile undertaking. The MMHA is proud to have had our share of teams undertake this with very satisfactory and commendable results in the past. We invite you to share the challenge.

### **MMHA Financial Support**

Upon request, the MMHA Board may consider providing financial support to the team planning to submit a bid to host a Provincial Tournament. This shall be determined on a case-by-case basis, through a motion presented by a current Board or Executive Member, and must be voted on and passed by the Board of Directors and/or the Executive Members. The following requirements must be met:

- The tournament must be held at a Moncton owned facility located within the MMHA Boundaries (Superior Propane Centre; Moncton Coliseum; or the Avenir Centre).
- A tournament budget must be presented with the motion.
- The amount requested must not exceed \$1,500.
- Parental contributions must match or exceed the MMHA financial support amount.
- Any surplus or profit realized by this event must be paid to MMHA to cover the financial support provided.

## **26 TRAVEL PERMITS**

Hockey New Brunswick must sanction all games (and special events) for insurance purposes.

- Travel Permits must be obtained to ensure insurance coverage for either a game or special events.
- The hosting Tournament Association may disqualify teams traveling without a permit from tournament play. Therefore, the permit must be available at all tournaments.
- Team officials are subject to disciplinary action for non-compliance with travel regulations.
- The first offense of a team traveling without an appropriate travel permit will result in a suspension to the responsible team officials. Second offense will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
- Travel Permits are required for all exhibition games and tournaments. Travel permits are not required for schedule league games.

Requests for Travel Permits must be made at least **(7)** days prior to game(s). Travel Permits **MUST** accompany a team to their game(s). Permits are to be obtained from the eHockey system.

Upon completion of Exhibition game(s) or Tournaments, a copy of the game sheet(s) must be returned to the MMHA Director in charge of Travel Permits. Place it in his/her mailbox at the Moncton 4 Ice Centre. *Future Travel Permits may be withheld if game sheet(s) are not returned.*

**NOTE:** The Novice and Initiation Divisions can only travel within NB and must obtain a travel permit. A number of game limits exist for the Novice and Initiation Division. Thus, it is imperative a travel permit is issued for each scheduled game.

## **27 MEDICAL AND FIRST AID POLICIES**

- At least one member of each MMHA team must have completed the Hockey Canada Hockey Safety (sometimes called Train the Trainer Course Clinic.)
- Funds for the equipment of a team first aid kit should be budgeted by the team. Recommended content is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, gauze. Telfa pads, adhesive tape, an antiseptic solution, rubbing alcohol, hydrogen peroxide, Q-tips, vaseline, 3" tensor bandage, slings (6), safety pins, tongue depressor, towel, tweezers, antacid tablets, diarrhea medicine, gauze rolls, small pocket knife. A Medical History and Consent Form, Parental Permission Form, and Hockey Canada Accident Claim Forms are necessary.

## **28 RCMP CONSENT FORMS**

MMHA has the responsibility to provide a safe playing environment for all of our children. MMHA, HNB and Hockey Canada recognize the need for on ice safety for various reasons.

Recently rulings ensure that all bench personnel attend Hockey Canada's Speak Out sessions. All Board of Directors, Coaches, Assistant Coaches, Managers and Volunteers will be required to complete a RCMP Consent for Disclosure of Criminal Record.

- The form is to be used by any person associated with MMHA that will hold a position responsible for the wellbeing of one or more children or vulnerable person. All information will be maintained in the strict of confidence. The division coordinator will provide Coaches, Assistant Coaches and Managers with the necessary forms. If for whatever reasons a Coach, Assistant Coach or Manager fails to complete the RCMP Consent Form they will be unable to hold a Volunteer position within the Moncton Minor Hockey Association.
- These checks are necessary qualification for all prospective persons wishing to volunteer within in our Association. Starting the hockey season of 2004-2005, it will be necessary for re-occurring volunteers to be checked in a three-year cycle. All new volunteers are subject to the check.
- At any time, the Board of Directors of MMHA may request that a volunteer be rechecked through these measures.

## **29 CO-ED DRESSING ROOM POLICY**

At Hockey New Brunswick's 2003 Annual General Meeting, a notice of motion was accepted by its membership to adopt and enforce the Hockey Canada Co-Ed Dressing room policy. This policy as it exists in the Hockey Canada Bulletin 01/28 was approved by the Hockey Canada Board of Directors.

- **When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.**
- **If the facility does not have separate changing areas available, player shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.**
- **This agreement is a minimum method of resolving the issue.**
- **Individual teams shall be free to relax these rules/guidelines to best address the needs of all participants if the team agrees with an alternate plan.**
- **MMHA will not deviate from this policy in any way.**

- **MMHA will hear the concerns of any party on this matter if there is any dispute.**

### **30 MMHA GAME SHEETS – Official Game Sheet Data Entry**

The following section has been added to assist Managers and Volunteers when completing a MMHA, or South Each League Official Game Sheets. Each Team should assign and train one volunteer to be the team's Timekeeper. Effective September 1, 2005 – new game sheets will be used within our Association.

- Game Sheets are the responsibility of the home team and must be properly filled out, signed and ready before game time.
- It is the responsibility of the Timekeeper to ensure the coach starts the game sheet process and if you do not have the game sheet 10 minutes before the game, consult your coach.
- Verify all information is in its place and if not, attempt to acquire it before game time. If any information is unclear, please consult the Referee before the commencing of the game. Please ensure the game sheets are legible.
- Please ensure the Referee and Linesman Sign and Print the game sheets (so they are legible).

## **OFFICIAL GAME SHEET DATA ENTRY**

### **1.1. OFFICIAL SCORER**

- Ensure Use of Three (3) Part Official Game Sheet
- Enter Division / Category (e.g. Pee Wee Recreational)
- Enter Arena Name (e.g. Moncton 4 Ice Centre)
- Enter Date
- Enter Start Time of Game
- Enter Home Team Name
- Enter Visiting Team Name
- Enter Goals & Assists Information
- Enter Penalty Information (see penalties)
- Enter Total Goals Scored by Each Team by Period
- Enter End Time of Game
- Print & Sign Scorekeeper / Timekeeper Name

### **1.2. HOME TEAM**

- Enter Roster (Stickers are acceptable, but must be applied to all copies of official game sheet)
- Note Suspended Players by Placing "SUS" Next to the Players Name  
Note Absent Players by Placing "ABS" Next to the Players Name
- Note a Call Up Player (affiliate) with AP beside their name.

- Enter Coaches Names (Everyone on the bench must have his/her name listed on official game sheet)
- Signature of Coach / Bench Personnel
- List Coach Certification # (Everyone on the bench must have his/her # listed on the official game sheet – when possible)

### **1.3. VISITING TEAM**

- Same as Home Team (See Above)
- Visiting Team completes the game sheet roster first.

### **1.4. REFEREES**

- Enter Name on Official Game Sheet
- Sign Official Game Sheet
- List Referee Certification # on Official Game Sheet
- Complete the reverse side if necessary – Game Incident Report
  - Ensuring all information is l.
  - Ensuring all contact information is available.
  - Ensuring all teams have their necessary copy of the report.

### **1.5. PENALTIES**

- List the period
- List the Players # who is received the penalty
- List the Players # who is serving the penalty
- List the number of minutes
- List the time the player went off the ice and on the ice
- At the end of the game total the number of penalties and circle this #. Draw a line through the unused portion on the penalties section on the sheet.

## **POST-GAME: OFFICIAL GAME SHEET HANDLING & DISTRIBUTION**

### **2.1. AFTER THE COMPLETION OF A GAME**

- Both Teams are to be provide a copy of the Completed Official Game Sheet
- Third copy of the game sheet to be provide to MMHA (for games in our Association).

### **2.2. INCIDENT OR ACCIDENT REPORTS**

- When necessary these reports must be completed immediately following the game.

**MMHA game sheets are available from your Divisional Director. The manager is to ensure he/she has game sheets available for every home game. The home team is responsible to have a TIMEKEEPER for the penalty box.**

### **31 EMERGENCY ACTION PLAN**

One member of the Coaching Staff of every team in MMHA must have attended a Hockey Canada Safety Program (sometimes called Train the Trainer). This member of the team is responsible for the safety of the team. This person is responsible to determine an action plan in case of emergencies.

#### **Emergency Action Plan for Hockey**

##### **Person in Charge**

- Most qualified person available with training in first aid and emergency control.
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until a medical authority arrives
- Assess injury status of player

##### **Call Person**

- Know the location of emergency telephone
- Have a list of emergency telephone numbers
- Know the directions to arena
- Know the best route in and out of arena for ambulance crew

##### **Control Person**

- Ensure proper room to work for person in charge and ambulance crew
- Discuss emergency action plan with: Arena staff, Officials, Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) if requested by person in charge

Please locate and identify areas. (i.e., first aid room, route for ambulance crew, telephone)

#### **Emergency Telephone Numbers**

Emergency \_\_\_\_\_

Ambulance \_\_\_\_\_

Fire Department \_\_\_\_\_

Hospital \_\_\_\_\_

Police \_\_\_\_\_

General \_\_\_\_\_

### **32 MMHA NEWS**

MMHA hopes to keep all coaches, managers, players and parents informed of upcoming and special events of the Association.

Various newsletters will be posted:

- On our web site: <http://www.monctonminorhockey.ca/>
- On the Bulletin Boards located at the Moncton 4 Ice Centre

- Various bulletins will be provided to the Team Managers to distribute to players and coaches.

If your own team has a significant accomplishment or event in which the membership would be interested, please forward the information to the Executive Director of the Association at [executivedirector@monctonminorhockey.ca](mailto:executivedirector@monctonminorhockey.ca).

### **33 MMHA GUIDELINES FOR SPONSORSHIP OF OFFICIAL'S CLINICS**

MMHA encourages and supports its on ice officials to pursue development programs. To encourage attendance at programs and recognizing these usually involve travel and other associated costs, MMHA will sponsor officials in accordance with the following guidelines:

- Must be a MMHA member in good standing
- Should have a minimum three (3) years experience as an on-ice official
- Must be appropriate age for the program (in the opinion of the MMHA Director of Officials)
- Must commit two (2) years as an official with MMHA following the program or the participant agrees to reimburse the sponsorship
- Sponsorship will be 75% of program fees to a maximum of \$200 per program
- Maximum of three (3) sponsorships per season – only one (1) sponsorship per participant per season
- Must be recommended by the MMHA Director of Officials

MMHA encourages participants to seek out shared or dormitory accommodations to reduce costs. Programs often partner with hotels for preferred rates.

## **APPENDIX**

- 1 Parents/Spectators' Code of Conduct in City Recreational Facilities Policy
- 2 Parental Consent/Medical History Form
- 3 Team Budget Example
- 4 Complaint Procedure Form

## APPENDIX: 1

### PARENTS/SPECTATORS' CODE OF CONDUCT IN CITY RECREATIONAL

#### FACILITIES POLICY



City of Moncton

#### Parents'/Spectators' Code of Conduct Agreement

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- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice.
- I will maintain a “Fun is No. 1” attitude.
- I will treat officials, coaches, and all players with respect and avoid ridicule or sarcasm.
- I will praise all players just for participating, regardless of their athletic skills.
- I will remember to look for positives with all players.
- I will remain calm when players make a mistake, and help them learn from their mistakes.
- I will remind all players not to get down on themselves when things do not go well.
- I will try not to take myself too seriously when it comes to my involvement in youth sports, reminding myself that youth sports are for children, not adults.
- I will remind myself and all players to laugh and keep a sense of humour.
- I will emphasize teamwork in team sports with the players, teaching them to think “we” instead of “me.”
- I will teach players by giving them a good example of sportsmanship:

#### ***Winning Without Gloating***

#### ***Losing Without Complaining***

It is imperative that parents/spectators conduct themselves in a proper manner. Use of profanity, verbal, or physical harassment towards officials, staff, coaches, or players, will not be permitted.

I understand that failure to abide by the policy and the above code of conduct will result in the following:

- ⌘ First offence: parents/spectators being asked by a league representative to stop the inappropriate behaviour;
- ⌘ Second offence: parents/spectator being ejected from the game;
- ⌘ Third offence: parents/spectators being banned from all league activities.

I also understand that physical violence or threats of physical violence will result in an immediate and permanent ban from all league activities.

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***Parent's Signature***

---

***Date***

---

***Parent's Signature***

French available upon request

**APPENDIX 2: PLAYER MEDICAL INFORMATION SHEET**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Provincial Health Number: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Business Telephone Numbers: Mother \_\_\_\_\_ Father: \_\_\_\_\_

**People to contact in case of accident or emergency, if parents are not available.**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Dentist's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please circle the appropriate response below pertaining to you child

- |               |                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------|
| <b>Yes No</b> | Previous history of concussions                                                                   |
| <b>Yes No</b> | Fainting episodes during exercise                                                                 |
| <b>Yes No</b> | Epileptic                                                                                         |
| <b>Yes No</b> | Wears glasses                                                                                     |
| <b>Yes No</b> | Are lenses shatterproof?                                                                          |
| <b>Yes No</b> | Wears contact lenses                                                                              |
| <b>Yes No</b> | Wears dental appliance                                                                            |
| <b>Yes No</b> | Hearing problem                                                                                   |
| <b>Yes No</b> | Asthma                                                                                            |
| <b>Yes No</b> | Trouble breathing during exercise                                                                 |
| <b>Yes No</b> | Heart Condition                                                                                   |
| <b>Yes No</b> | Diabetic                                                                                          |
| <b>Yes No</b> | Has had an illness lasting more than a week in the past year                                      |
| <b>Yes No</b> | Medication                                                                                        |
| <b>Yes No</b> | Allergies                                                                                         |
| <b>Yes No</b> | Wears a medic alert bracelet or necklace.                                                         |
| <b>Yes No</b> | Does your child have any health problem that would interfere with participation on a hockey team? |
| <b>Yes No</b> | Surgery in the last year.                                                                         |
| <b>Yes No</b> | Has been in hospital in the last year.                                                            |
| <b>Yes No</b> | Has had injuries requiring medical attention in the past year.                                    |
| <b>Yes No</b> | Presently injured.                                                                                |

Please give details below if you answered "Yes" to any of the above items.  
Use separate sheet if necessary

Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical conditions: \_\_\_\_\_

Recent Injuries: \_\_\_\_\_

Last Tetanus Shot: \_\_\_\_\_

Any information not covered above: \_\_\_\_\_

Date of last complete physical examination: \_\_\_\_\_

\* Your physician should check any medical condition or injury problem before participating in a hockey program.

- ☞ I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.
- ☞ I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child.
- ☞ I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

**Date:** \_\_\_\_\_ **Signature of Parent or Guardian:** \_\_\_\_\_

**Additional copies can be found:**

**[http://www.hockeycanada.ca/e/develop/safety/downloads/playermedinfo\\_e.pdf](http://www.hockeycanada.ca/e/develop/safety/downloads/playermedinfo_e.pdf)**

**APPENDIX 3: TEAM OPERATION BUDGET EXAMPLE**

Name of Team: \_\_\_\_\_

Division: \_\_\_\_\_ Level: \_\_\_\_\_

Coach: \_\_\_\_\_ Telephone: \_\_\_\_\_

Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**Revenue:**

Monthly parent contribution

6 months X \_\_\_\_\_ Players @ \$ \_\_\_\_\_ Per month \$ \_\_\_\_\_

Fundraiser (*See Policy Manual Fundraising*)

1. \$ \_\_\_\_\_  
2. \$ \_\_\_\_\_

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**Expenditures:**

Extra Ice \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Team Equipment (*Pucks, Water Bottles, First Aid Kit, etc*) \$ \_\_\_\_\_

Tournament Registration \_\_\_\_\_ Tournaments @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous (*Phone Calls, Faxes, etc*) \$ \_\_\_\_\_

Sweater & Sock Fund (*Provincial Teams only*) \$ \_\_\_\_\_

\_\_\_\_\_ players @ \$20.00 Each \$ \_\_\_\_\_

**Additional Comments/Notes:**

**APPENDIX 4 : MMHA COMPLAINT PROCEDURE REPORT FORM**

**MMHA Complaint Procedure Form**

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**Please complete the following:**

**1. Person making the complaint:**

|                                                    |            |           |  |
|----------------------------------------------------|------------|-----------|--|
| First Name                                         |            | Last Name |  |
| If Parent making complaint, Players name and team: |            |           |  |
| Address                                            |            |           |  |
| Home Phone                                         | Cell Phone | Email     |  |

**2. Name of persons (s) against whom you are complaining:**

|                    |  |           |  |
|--------------------|--|-----------|--|
| First Name         |  | Last Name |  |
| Position and Team: |  |           |  |
| First Name         |  | Last Name |  |
| Position and Team: |  |           |  |

**Particulars:** Provide a summary of the incident you are complaining about. Your summary must answer the following questions. You may attach any additional documents as necessary.

**3. When did the incident occur?**

**(Date):** \_\_\_\_\_

**4. Where did the incident happen?**

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**5. Who was involved?**

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