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## **Membership**

The Membership of the Marystown Minor Hockey Association shall consist of all parents/caregivers of children playing hockey in the Association.

### **Articles of Association**

A copy of the Articles of Association and Bylaws is located in the Marystown Minor Hockey Association Office, Marystown Arena.

### **A Minor Hockey Message to Parents**

Marystown Minor Hockey Association realizes that parents are a vital part of the game. We encourage your participation in your child's hockey experience.

We ask that you as parents:

- Respect the Rules
- Respect the Coaches/Officials and their Decisions
- Respect the Opponents
- Maintain Self-Control at all Times for your Child's Sake

Marystown Minor Hockey encourages parents to maintain a positive outlook towards not only their own child, but to all the team-mates and to the opposing players as well. Parents feel good when opposing fans clap for their player and their team. Share that good feeling by clapping for the opposing player or team when a good play is made.

Marystown Minor Hockey expects parents to understand that you are watching young players having fun and enjoying a sport they love. The children you watch on the ice do hear and see you at the rink. The children look to you for acceptance and praise.

Marystown Minor Hockey expects parents to act as positive role models for their sons/daughters. Yelling negative comments at opposing players, coaches or officials should not be done.

Accept the fact that mistakes will be made by some individuals during any games. Mistakes are made by coaches, players and officials. Be tolerant of mistakes.

If you cannot accept what you perceive, volunteer into the Association and participate in order to correct what you consider to be wrong. Yelling and screaming negatives will only accomplish to isolate you from your friends and from your child.

**Remember that the lessons learned in Hockey will be remembered long after the scores are forgotten.**

**Executive**

The Executive will consist of nine (9) elected members plus the past president. The Executive shall be elected at the Annual General Meeting (AGM) as per Bylaws.

**President** - shall preside at all meetings of the Association and shall be responsible for the overall operation of MMHA. He/she shall have a vote and a casting vote in case of a tie. The President shall prepare the Annual Report of the Association. The President shall draft the Annual Budget with the Treasurer.

**Vice-President** - shall, in the absence of the President, have all the powers and perform all the duties of the President. Chairs Complaints and Discipline Committee.

**Secretary** - shall record the proceedings of each meeting and ensure members have had the opportunity to read or hear these minutes read at the following meetings; assist the President in preparing the agenda for each meeting; attend to all correspondence and maintain all letters, documents, etc. in a permanent file; send out notices of meetings.

**Treasurer** - shall take charge of all monies belonging to the Association and on recommendation of the Association pay out money by cheque which have been signed by the Treasurer and another signing authority, and obtain receipts, present financial statements at regular meetings and render a yearly report. The Treasurer shall draft the Annual Budget for the Association with the President.

**Registrar** - responsible for ensuring that all players, coaches and volunteers are registered in proper divisions and also registered with the HNL within the specific time allowances; setting time and dates for registrations.

**Public Relations** - shall inform radio station and newspaper of game scores daily; inform media of other announcements related to Marystown Minor Hockey.

**Technical Director** - acts as a liaison between the Divisions and MMHA Executive for all on-ice activities; ensure that ice time is distributed fairly; advise the Executive on suspensions; assist the Division Director to distribute jerseys; keep a record of all jerseys distributed to players; collect jerseys at year-end from the Division Directors; assist in co-ordinating tournaments; control amount of pucks distributed throughout the year; monitor the use of minor hockey equipment; schedule regular meetings with coaches/Division Directors; monitor each Division to ensure that it is operating within MMHA policy and guidelines; review grading reports; maintain updated list of all registered coaches and trainers for House League and All-Star teams as per HNL guidelines; identify training needs and co-ordinate, as necessary, training sessions for coaching staff.

**Canteen Chair** – responsible for operations of the canteen.

**Female Representative** - shall promote female participation in minor hockey; encourage and assist in development of female minor hockey within the Marystown Minor Hockey System; assist Director with performing his/her duties.

Executive Members will be asked to resign their position if they miss three (3) consecutive meetings without just cause.

## **Fair Play Policy**

Fair Play is a program introduced into minor hockey to enhance and promote SAFETY and RESPECT with all participants involved.

Fair Play has five (5) basic principles:

- Respect the rules.
- Respect the opponents.
- Respect the coaches/officials and their decision.
- Have everyone participate.
- Maintain self-control at all times.

Fair Play DOES NOT CHANGE ANY RULES OF THE GAME. Fair Play ENCOURAGES ALL PLAYERS ON ALL TEAMS TO BE AS COMPETITIVE AS POSSIBLE but within the rules.

Fair Play is introduced to promote SAFETY and RESPECT, and a positive environment in minor hockey for participants involved. The four (4) main participant groups are: the players, the coaches, the officials, and the parents. How these four (4) groups interact at any game determines how positive or how negative the event becomes.

### **Fair Play Rationale:**

- A Fair Play policy will outline the rights and responsibilities to all participants involved in our minor hockey association.
- A Fair Play policy makes all individuals aware that playing minor hockey is a PRIVILEGE, not a right.
- A Fair Play policy will provide our Association with a visible commitment that promotes the concepts of SAFETY and RESPECT.
- A Fair Play policy will outline a clear set of expectations and guidelines that all participants involved in our minor hockey program will follow.
- A Fair Play policy will define a positive set of expectations that our minor hockey association will provide, as a recreational organization, to all our participants.
- A Fair Play policy will be used to educate participants of the many positive contributions that minor hockey offers as a recreational activity in our community.
- A Fair Play policy ensures that all participants are aware of our Minor Hockey Association's philosophies and objectives.
- Fair Play will promote and develop a positive set of values to coaches, players, parents and officials in the Association. These values can further enhance the many positive aspects of the Minor Hockey Program.
- A Fair Play policy will develop a comprehensive guide by which this Association's executive body can run its programs, in addition to existing rules, regulations and objectives.

## **Benefits of Fair Play:**

- Increased SAFETY and RESPECT on and off the ice by participants.
- Increased positive team unity.
- More appropriate spectator behavior.
- Decrease the win-at-all-cost attitude.
- Increase of on-ice positive behavior.
- Participants take more responsibility for their actions.
- Increase in sportsmanship.
- More parents become promoters of positive attitudes.
- Fair ice time for all players.
- New participants are drawn to the game of hockey by the positive aspects of Fair Play.
- Refocusing of the intent of minor hockey as a positive recreational program for many young players and other participants involved.

## **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 understand that my actions will be dealt with by the Coaching Staff or the Executive.
- I will make every effort to attend scheduled practices and will perform to the best of my ability at all times.
- 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 and 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 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.

### **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 the 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 official's judgement or honesty in public.

### **Fair Play Code for Coaches & Team Officials:**

- I will be reasonable when scheduling games and practices, remember that players have other interest 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. However, in some games, due to various situations such as penalties, injuries, illness and game circumstances, equal ice time for all players may be difficult to maintain.
- 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.
- I will not contradict another coaches' decision that supports the Fair Play Policy and Marystown Minor Hockey Association Policies.

## **Registration**

All players participating in Marystown Minor Hockey activities must be properly registered. A player is registered when:

- A completed registration form has been filed with the Registrar of the Association and the registration fee has been paid.
- Any players registering for Timbits in MMHA must to be 4 years of age by September 1st of that hockey season.
- All NSF cheques must be made good within two banking days of notification or registration will be rescinded. NSF fees will be covered by the issuer of the cheque.
- All Star registration fees must be paid in full by January 15<sup>th</sup> each year or player concerned will not be permitted to practice or play with his/her team until the fee has been paid.
- In an effort to recruit and retain goalies in each division, MMHA shall refund registration fees, less insurance, to anyone who has supplied their own goalie equipment and has been a dedicated goalie throughout the year. The refund will be made at the end of the season.
- If a player leaves the Minor Hockey Program 14 days after the commencement of the regular season a full refund may be given. Refund after this date will be on a pro-rated basis, minus the annual insurance fee.. Refunds after this date will be on a pro-rated basis, minus the annual insurance fee.
- After all open registrations are closed, any waiting lists that become established will be reviewed by the executive and decisions will be made placement availability.
- Registration must be paid in full on or before Nov. 13<sup>th</sup>

## **On-payment of Fees**

The Association reserves the right to refuse any player the right to further participation in games and practices for non-payment of fees. The Association will encourage families to settle their outstanding accounts with the association prior to refusing players from further participation. Outstanding accounts will include fee for non-returned jerseys.

## **Finances**

- Receipts will be issued for all financial transactions.
- Sponsorship should be age appropriate for Minor Hockey players and should not endorse liquor products or licensed establishments.
- All Star Fees will be collected by the Manager of the All Star Team. Deadline for payment of fees is January 15<sup>th</sup>.
- Divisions offering an All Star Program shall be allocated an annual budget for Tournament Registrations fees and team travel (Refer to Team Travel Policy).
- For those Divisions not offering an All Star Program, an annual budget shall be allocated for use at the discretion of the Division Director, in consultation with coaching staff.
- Any donations made to MMHA shall be accepted on behalf of the Association and not specific to a Division.
- A maximum of \$100 may be spent for a purchase with the approval of the President. Receipts/bills shall be presented at the next Executive Meeting.
- Phone calls for operational purposes should be made by the Technical Director or the President and administrative phone calls should be made by the President.
- Minor Hockey Annual Operating Budget shall be approved by the Executive by October 15<sup>th</sup>.
- All Divisions within MMHA must adhere to fundraising policy with respect to hosting of both Invitational and Provincial Tournaments. (See Tournament Fundraising).
- Any fundraising done for Marystown Minor Hockey by a coach/player/parent must have the approval of the Executive.
- All players must participate in fundraising projects that are deemed mandatory or submit in cash the minimum amount of profit to be realized by the standard established.
- Coaches will not be responsible for collecting fundraising proceeds from

players. A designated person will collect funds. All funds must be passed in seven (7) days after fundraising takes place or player will not be permitted to return to the ice until his/her money is submitted.

## **General Rules**

- All players, coaches and representatives of Minor Hockey should exercise good sportsmanship at all times.
- For the protection of coaches/players/officials, a separate dressing room will be designated for boys and girls. Teams may meet in the same dressing room after everyone is ready to go on the ice or immediately after leaving the ice for a team meeting.
- Coaching staff shall be available to provide supervision in the dressing rooms fifteen (15) minutes before and fifteen (15) minutes after scheduled practice and/or game. Otherwise, parents and/or guardians must assume responsibility for their child.
- MMHA shall issue a team jersey to all players. Parents shall be responsible for signing out the jersey and to ensure that it is returned at the end of the year. (Sign-in Sheet). Parents shall be responsible for paying replacement cost of jerseys if not returned at year end. A copy of the jersey release form for parents to sign and directors copy can be found under documents/forms on the MMHA website.
- Every effort should be made to ensure that a coach/referee will not referee a game that involves players that he may coach in House League or on an All Star Team.
- Mouth-guards are mandatory in Marystown Minor Hockey. Mouth-guards must be form-fitted by a dentist or attached to the face mask of the helmet and cannot be clear. Discipline for infractions as per HNL Guidelines.

## **Complaints/Discipline**

There will be a Standing Committee chaired by the Vice-President and consisting of the Technical Director and the Registrar. This Complaints/Discipline Committee shall investigate all complaints received, in writing, from parents, coaches, officials, players and/or other Associations. The written complaint must be received within five (5) days of the incident. The Standing Committee shall investigate the complaint and report back to the complainant and the Executive, in writing, within fourteen (14) days of receiving the complaint.

Should disciplinary action be warranted as a result of the complaint, this Committee

has the authority to assess same.

The Complaints/Discipline Committee shall also review all major penalties assessed to players and coaches within MMHA and confirm the length of suspension to be served under CHA and HNL rules. This Committee has the authority to recommend longer suspensions than those recommended by CHA and HNL.

Any Executive member perceived to be in a conflict of interest must exclude themselves from participating in the Complaints/Discipline Standing Committee.

## **Appeals**

This will be a Standing Committee chaired by the President and composed of two (2) other members who are not associated with MMHA.

This Committee shall deal with any appeal received, in writing, and that is the result of a decision made by the Complaints/Discipline Committee.

Such written appeals must be received within seven (7) days of the written decision of the Complaints/Discipline Committee.

## **Player Movement**

Players will be able to play at equal skill and ability levels regardless of age. Unless the player has exceptional ability, beyond his age group, it is in the best interest of the player's social, psychological and emotional development to play in his/her age category. No player in MMHA may play or practice with any division other than his own without permission from two of the following three. The two division director (the director of the division leaving and the receiving division director) and MMHA Technical Director. Any parent wishing their child moved to another division must write a letter of application to the President, stating all the reasons why the child should be moved. Once a player has moved to a higher division, further movement up or down must be approved by the President and MMHA Technical Director.

- A forward has to be rated as one of the top three forwards trying out for the higher division
- A defenseman has to be rated as one of the top two defensemen trying out for the higher division.
- A goalie has to be rated as the top goalie trying out for the higher division.

## All Star Team Selection

- Every Player registered with Marystown Minor Hockey Association has the right to try out for the All Star play within his/her Division. Minor House. In other words Minor house league tries out for minor All Star, Female house league try out for female All Star.
- Players are only permitted to try out and be selected for the All Star Team within the MMHA Division he/she is registration.
- Some Players, because of their skill level, may play House League in a higher Division, but must return to their own Division (ie. Peewee back to Atom) for All Star.
- Novice aged players can only play on the Atom All Star if numbers warrant.
- There will be a minimum of three open practices before any selections are made for All Star teams. There will be a fee of fifteen (15) dollars for all-star practice per player.
- All coaches within the Division are permitted to take part in the All Star tryout practices.
- Parents/guardians of players must be advised of All Star registration fees and other financial commitments (ie. travel to various tournaments) before the Player is told that he/she has been selected for the All Star team.
- The team must select and register the maximum number of players ie. Seventeen (17) skaters and two (2) goalkeepers if try-out numbers permit. This provides for alternate players who can be utilized should other players be unavailable. Two (2) players may be designated as alternates. Alternates shall attend all scheduled practices and the fees for such players will be \$60 dollars plus \$20 dollars per tournament to a maximum of \$125 dollars.
- Coaches shall inform players either verbally or in writing of their selection/non selection to the All Star team. Alternate players shall be advised of their status with the team and their agreements should be confirmed no later than seven (7) days before registration fees are due.
- Selected players for All Star team must attend all scheduled practices (unless excused by the coach) and otherwise demonstrate commitment to the team, including displaying appropriate on-and-off-ice behavior at all times. Failure to do so shall result in a coach's decision to reduce ice time during tournaments for

that player, non-participation in tournaments etc.

- Should a selected player decide, either prior to or at time of payment of All Star fees, not to participate in the All Star Program, then the fees for that player shall be prorated based on the number of weeks expired in the All Star Program.
- Should there be a need to add to the All Star roster after initial team selection has been completed, the coaching staff shall conduct an open practice, ensuring that all players within the Division House league are aware of the date/time for same. All Star fees for such players shall be prorated based on the number of weeks remaining in the All Star Program.
- Any players playing Major Midget hockey can be called back to play MMHA all star hockey when there is insufficient numbers required to ice a team, ( required number 12 players) and that a player does not displace another player from the team.
- In the situation where a B All-Star team exists. The All-Star team can call up directly from house league. Preference should be given to players who expressed an interest in All-Star hockey by attending the initial team selection session. However All-Star coaches will not be restricted to using only those players. All-Star coaches should rotate players through the opportunities to be a call-up player. No player should be called up more than five (5) times in a season unless there are special circumstances that have been approved by the Executive.

Where an A and B team exists and a temporary call-up player is required for an A. All-Star team, the B coach will offer a list of players willing to move up and travel with the A team. Players on this list that refuse to travel on a given weekend after being called up will be placed at the bottom of the list. Additionally players traveling on a given weekend with the A team will also go to the bottom of the list. Records will be kept by each coach of the date when a call up player was used and the name of the player. When a permanent call-up is required to replace another player for the remainder of the season, an open tryout will be held for all available players to fill the position.

### **Team Travel**

The Marystown Minor Hockey Association will establish a travel budget for All Star teams on an annual basis, and the following guidelines must be adhered to for team travel. Total funding not to exceed All Star budget.

- Marystown minor hockey will not permit any player registered in the

MMHA, With A DRIVERS LISCENSE, to drive THEMSELVES or any other registered player, to an out of town , MMHA/HNL sanctioned event This will Include tournaments, games, any form of clinic, or activity which MMHA is involved. If this policy is not followed by the above mentioned players and they drive to the event, then they shall not be permitted to play in the event attended.

- It is the responsibility for the All Star coaching staff to ensure costs are maintained within budget.
- A minimum of three (3) tournaments must be funded, including the provincial tournament.
- Travel budgets may be used to offset costs associated with exhibition games held at the Marystown Arena, including ice time and referee costs.
- Budgets are assigned in dollar values not trips.
- Advance payment can be made for registration fees only. All Star team coaching staff must return receipts for registration to the Treasurer.
- A maximum of two (2) hotel rooms per night per tournament to a maximum of \$100 dollars per room nightly. Any exceptions requires prior approval from the Executive. Receipts for hotel rooms must be in coaching staff name. Receipts must be returned to the Treasurer for payment.
- One (1) vehicle per trip based on twenty (20) cents per kilometer to and from the location of the tournament. Receipts not required. Kilometers to be paid as per attached chart.
- Meals to a maximum of \$25 dollars per day for a maximum of four (4) coaching staff. Breakdown is as follows: \$5 for breakfast, \$10 for lunch, and \$10 for dinner. Meal allowances pro-rated based on departure and arrival times. No receipts required.
- Form can be found on the MMHA website.

### Mileage Information Chart

From	To	Km's	Claim
Marystown	Argentia	301	120.40
	Baie Verte	626	250.40

	Bishop's Falls	420	168.00
	Bonavista	317	126.80
	Buchans	541	216.40
	Carbonear	320	128.00
	Clarenville	201	80.40
	Corner Brook	695	278.00
	Deer Lake	650	260.00
	Ferryland	418	167.20
	Fogo	430	172.00
	Gambo	306	122.40
	Gander	344	137.60
	Grand Bank	70	28.00
	Grand Falls	438	175.20
	Holyrood	301	120.40
	Lewisporte	402	160.80
	Placentia	315	126.00
	Port Aux Basques	917	366.80
	St. Anthony	1088	435.20
	St. John's	336	134.40
	Springdale	547	218.80
	Stephenville	801	320.40
	Whitbourne	257	102.80

Note: Claim amounts are for return trip.

## **Tournament Fund-Raising**

### **Invitational Tournaments:**

- Host Committee is responsible for all expenses incurred to host a

tournament, including but not limited to: ice time, referees, time-keep, and hospitality. Initial start up cost can be drawn from the host All Star budget.

- No direct solicitation of monies or merchandise from businesses is permitted.
- Acceptable fund-raising activities include chuck-a-pucks, ticket sales, tournament fees and door admission charges.
- Host Committee must submit a written copy of revenue and expenditures to MMHA within thirty (30) days of completion of tournament.
- Minimum of 10% excess revenue to be donated to MMHA by way of direct contribution or “in kind”.
- In a division where A and B All-Star teams exist, the A and B teams can co-host invitational tournaments.. If lack of interest in either level, then the other team can be invited to participate.
- All profits generated from the invitational tournament ,as determined by the financial statement ,will be turned over the MMHA Treasurer, to be held in trust for that team.A written letter requesting these funds, can be submitted to the MMHA Treasurer, but the letter has to be signed off by member of the coaching staff and two parent representatives,and a brief summary of how the funds are to be allocated. This money cannot be used to pay for coaches travel to and from tournaments, but can be used to cover the costs of registrations for additional tournaments , if required or other venues as determined by the team. If this money is not used, prior to May 31st of the said hockey season, the money will revert to the general account of MMHA .

### **Provincial Tournaments:**

- Host Committee is responsible for all expenses of the tournament. Marystown Minor Hockey Association will not subsidize the tournament.
- Fund-raising is permitted to offset the cost of hosting a provincial tournament.
- Provincial tournament committee must submit a copy of revenue and expenditures to Marystown Minor Hockey Association within thirty (30) days of completion of tournament.
- Minimum of 50% of excess revenue to be reverted back to MMHA in direct contribution or “in kind”.

- A Member of MMHA Executive shall sit on Provincial Tournament Planning Committee as a liaison.
- See Appendix A for Provincial Tournament Information Sheet and Checklist.

### **Duties & Responsibilities for Division Director**

The Director is responsible for the effective operation of the Division, including scheduling ice time, House League and All Star tournaments, meeting with coaches and acting as a liaison between Executive and coaches. The following is a list of items expected of Directors:

- Director is to promote good sportsmanship within the Division.
- Issue uniforms to team players. Ensure that a list of players and their jersey number is submitted to the Technical Director.
- Make arrangements for team travel. Obtain registration fees for out of town tournaments. Inform HNL of all out-of-town travel. (This is for insurance purposes).
- Ensure that players are informed of their suspensions by their coach and aware of when suspension will be served.
- Ensure that each player and team official receives a game schedule.
- Ensure that all the rules and policies of the Association are carried out and that any deviation from these is reported to the Technical Director.
- Division Director will ensure that fees are collected by the team manager by due date.
- Responsible for making sure that coaches are available for all on-ice sessions.
- Make sure all coaches are wearing helmets.
- Make sure teams are evenly matched.
- Make sure all on-ice persons are registered within MMHA.
- Arranging tournaments with coaches.

- Make sure all players are wearing sponsor jerseys only with stop signs in place.
- Help Technical Director issue and collect jerseys.
- Oversee all operations within their division.
- Report matters needing Executive input to the Technical Director.

### **Duties & Responsibilities of Coaching Staff**

The coaching staff is an integral part of the Marystown Minor Hockey Association and is expected to support the decisions of the Executive and abide by established policies.

Coaching expectations:

- When a Coach takes responsibility for a team, he should be on hand for all practices and games. Players are not permitted on the ice without a Coach for each team, therefore if you have to be absent on a particular date, make sure a replacement is in place.
- Coaches will promote equal time for all Players. (Refer to Fair Play Policy).
- In Timbit Division, players should be divided into groups, depending on skating ability. In these two divisions, a two practice to one game ratio should be followed. In all other divisions a one to one practice to game ratio should be followed.
- The Coach is to ensure all of his Players are properly protected and that team parents are advised of the necessity for Players to wear properly fitting and approved equipment.
- All Players must shake hands with their opponents at the end of the game.
- Coaching staff must have a controlled attitude. Lack of coaching self-control will not be accepted by the Executive and will bring review and possible dismissal.
- A Coach may suspend a Player for one game, but must submit a report immediately to the Technical Director through the Director of the division.

- A Coach will ensure that suspended Players not take part in games until suspension is served.
- After players have been issued team jerseys, they must wear them in order to play.
- A Coach should not enter a dressing room of the opposite sex without another coach or a parent present.
- All Coaches must be registered with HNL for insurance purposes.
- No Coach shall occupy more than one All Star coaching staff position. Exceptions to be considered and approved by the Executive.
- Coaches are not permitted to use the Referees Room as a Change Room.
- All Star Coaches are to contact the Arena Staff and President and cancel ice-time when their All time will be out of town during regular practices.
- All Star Coaches are to contact the Arena Staff President and cancel ice-time when their All Star team will be out of town during regular practices. All Star teams are permitted one (1) practice per week paid for by the Marystown Minor Hockey Association. If an All Star practice is missed, due to tournaments being hosted by another MMHA Division, the make up practice can be re-scheduled as time permits after the missed practice. Teams travelling out of town for tournaments and games will not be provided make up practices for missed practices
- All Star Coach as must ensure that the ice time for the missed practice was canceled by advising the Arena Staff, President the make-up practice can be scheduled as time permits after the missed practice.

## **APPENDIX A**

### **Provincial Tournament Information Sheet and Checklist:**

#### **General:**

- Book ice time.
- Book referees.
- Book timekeeper

- Arrange for NHL Coordinator
- Advertisement - usually one week before tournament.
- Welcome Banner - stored at Arena.
- HNL Banner and Trophy - HNL Coordinator to obtain from HNL.
- HNL Pins for provincial champs - NHL Coordinator to obtain from HNL.
- Medals for players - engraving.
- Obtain jersey numbers, team photo.
- Player name tags.
- Decorations for warm room and arena.
- Door tickets and passes - See Arena Manager.
- Kit bags for players.
- Chuck-a-Puck prizes.
- Tournament Booklet.
- Ticket Sales - do up tickets.
- Player of the game awards.
- Marystown Minor Hockey pins for team pin exchange.
- Flowers or gifts for banner and sign carriers in opening ceremonies.

### **Billets:**

Allergies.  
 Special Diet.  
 Medications.

### **Hospitality:**

- Hospitality room supplies.
- Hospitality room schedule for donation of muffins, sandwiches, cookies.
- Hospitality room parents duties schedule.
- Oranges cut up for players after each game.

### **Opening Ceremonies:**

- Singer - Oh Canada.
- Music for opening Ceremonies - Cadets.
- Emcee.
- Invitations to opening ceremonies - MHA, Mayor, Recreation Director, HNL Coordinator, MMHA President. Mayor or MHA to drop puck for ceremonial dropping of the puck.

- On-ice team positioning (See Attached Chart).

### **Players/Parents Banquet:**

- Location.
- Food - usually donated by Dominion for parent banquet.
- Entertainment.
- Door and canteen: 70% after expenses.

### **Coaches Meeting:**

- Information on billets - re: coaches responsible for billets during times at Arena, etc.
- List of teams and coaches names.
- Schedule for games, players banquet and parents banquet information.
- Information on opening ceremonies.
- HNL information.

### **Expense Estimate:**

- Ice time rental 32 hours @\$69 - \$2208.00.
- Referees Fees \$640.00
- Timekeeper Fees \$192.00
- Players Banquet \$900.00
- Coaches Meeting \$50.00
- Parents Banquet \$500.00
- Gifts for Banner and Sign carriers \$50.00
- Brenton Signs \$70.00
- Hospitality Room Expenses \$600.00
- Coaches Plaques and Engraving \$200.00
- Booklet Printing Fee \$1400.00
- Advertising - CHCM \$150.00
- Music during Games \$50.00
- Bank Charges \$40.00
- Misc. Expenses \$500.00
- Total \$7,700.00**

## **APPENDIX B**

### **ATHLETE CODE OF CONDUCT**

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of the BCAHA. Thus, how an athlete regards his/her sport is often dependent upon their level of behaviour and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behaviour that will allow the athlete to become a well-rounded, self confident and productive human being.

**ATHLETES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport.
4. Refrain from public criticism of athletes, coaches or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by coaches and athletes, recognizing the responsibilities of the athletes to adhere to and complete.
9. Participate in all team testing and satisfy all team program-testing objectives.
10. Provide the coaches with results of their strength and dry land training to enable the coaches to monitor and assess improvement in your performance.
11. Communicate and Co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well being and when they are making decisions regarding the athletes' ability to continue to play or train.
12. Regularly seek ways of increasing your athlete development and self-awareness.
13. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
14. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
15. Be aware of the role sport plays in all athletes lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

**ATHLETES MUST:**

1. At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athlete's dignity: verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Athletes Code of Conduct.

**Name of Athlete:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Association/Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX C**

**PARENT CODE OF CONDUCT**

**Sport provides many great moments that parents and children can share and enjoy. It should be part of the educational process for children and, therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive, and stress-free environment. Many children dream of playing like their favourite sport star. It's up to parents to nurture those dreams and to help their child's sport experience be fun, safe and valuable. You want your child to be able to look back on the youth sport experience with fondness. You, as parents, have a part to play in those moments.**

**PARENTS HAVE A RESPONSIBILITY TO:**

- 1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.**
- 2. Encourage your child to play sports, but don't pressure. Let your child choose to play, and to quit, if she or he wants.**
- 3. Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.**
- 4. Teach cooperation, teamwork, and how to follow rules.**
- 5. Attend games.**
- 6. Emphasize fun and enjoyment.**
- 7. Keep winning in perspective, and help your child do the same.**
- 8. Help your child meet responsibilities to the team and the coach.**
- 9. Teach your child to recognize sexual, physical, and verbal abuses.**
- 10. Trust the care of the player to the coaches at practices and games -respect the coaches. decision, direction and philosophy.**
- 11. Speak out when you perceive something is wrong.**
- 12. Supply the coach with information regarding any allergies or medical conditions your child has. Make sure your child takes any necessary medications to the games and practices.**
- 13. Respect and show appreciation for the volunteer who gave their time, to provide a safe and enjoyable experience for your child.**

**PARENTS MUST:**

- 1. Never verbally or physically abuse a child after a game for poor performance.**
- 2. Never come to the ice rink intoxicated or under the influence of drugs.**
- 3. Never use bad language, nor harass athletes, coaches, officials or other spectators.**
- 4. Never yell or criticize any child's performance from the stands.**
- 5. Never get caught up in the heat of the moment.**

**I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Parent Code of Conduct**

**Name of Parent:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_  
**Association/Organization:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**APPENDIX C**

**COACHING CODE OF CONDUCT**

The athlete/coach relationship is a privileged one. coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow their athletes in becoming well-rounded, self confident and productive human beings. Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. managers, trainers, equipment personnel etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

**COACHES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and coaching.
4. Refrain from public criticism of fellow coaches, athletes, officials and volunteers
5. Abstain from the use of tobacco products while in the presence of her/his athletes
6. Abstain from drinking alcoholic beverages when working with athletes
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties
8. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes
9. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
10. Allow the athletes' goals to take precedence over their own goals
11. Regularly seek ways of increasing professional development and self-awareness.
12. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.

**COACHES MUST:**

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athletes dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol and never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

**Name of Coach:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Association/Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_