

Marystown Minor Hockey Association

Policy Manual (Revisions Date – 01-2019)



www.marystownminorhockey.com

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MEMBERSHIP

The Membership of the Marystown Minor Hockey Association shall consist of all parents/caregivers of children in the Association; playing and in good standing.

MMHA Membership for the current year is from the time of registration, to August 31 of the following year. Based on Marystown Minor Hockey Association constitution and policy, in order to serve on the Executive and have voting privileges, you must have a child registered in Marystown Minor Hockey Association within the current year. Any Executive Member who was elected to the Committee and for some reason does not register a child, then this individual must vacate their position immediately.

ARTICLES OF ASSOCIATION

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

MMHA CONSTITUTION

MMHA Constitution will be posted on the Marystown Minor Hockey website, so that it is viewable to the Association as a whole.

ANNUAL START UP

MMHA will not commence at the beginning of the season until all divisions have the appropriate amount of ice time hours to accommodate the numbers registered in each division.

WEBSITE

Marystown Minor Hockey Association has website with all information and schedules posted as needed.

Marystown Minor Hockey Association will set up a Facebook page and a Twitter account to be used for advertising and acknowledgment purposes. This page will be kept up by the Public Relations member and will be restricted on the comments section so that it is for information purposes only.

There is no separate social media accounts or groups other than the Association Facebook and Twitter accounts (ie. Facebook Groups, Twitter, Instagram by any team, division, etc)

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 teammates 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 (8) elected members; President, Vice President, Secretary, Treasurer, Registrar, Public Relations, Technical Director, and Female Representative; and the immediate past president. The Executive shall be elected by ballot at the Annual General Meeting (AGM) and act for a one-year term as per Constitution.

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.

Past-President – shall serve a one-year term in an advisory role and will have the right to attend any and all meetings of the Executive, will have full power to participate in all proceedings of the Executive, and shall have the right to vote.

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. The MMHA Vice President shall sit with the MMHA Treasurer on a monthly basis to review and sign off on all financial transactions and statements.

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 including emails 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. The MMHA Treasurer will meet with the Vice President of the MMHA on a monthly basis throughout the season to review and sign off on all financial transactions and statements.

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. Registrar should provide an updated list of all registered coaches and trainers for House League and All-Star teams as per HNL guidelines, to the Technical Director.

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 coordinating 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.

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.
- In the event that any vacancies occur on the Executive Committee, the remaining members shall have the power to fill such vacancies, by majority vote.
- The Executive Committee of MMHA may adopt, amend, revise, or repeal policies or regulations for the governance of this Association and then only by majority vote.
- 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.

MEETINGS

MMHA EXECUTIVE

All Executive meetings of this Association shall be called by the Secretary on the order of the President but in any event, one meeting shall be held each month.

MMHA Annual General Meeting

An Annual General Meeting of the Association shall be held annually, no later than the 30th day of June, at such place and time to be designated by the Executive Committee.

During Annual General Meeting of the Association, there will be an Election of Officers for all Executive positions.

Any member that wishes to run for a position on the MMHA Executive and due to unforeseen circumstances are unable to attend the AGM, can appoint a proxy. A legitimate reason must be presented on the nomination form in order for the

nomination to count. Legitimate reasons include work commitments or illness. Please note that anyone that names a proxy for their nomination will have to ensure that their proxy is in attendance at the MMHA AGM. If not in attendance at the time of the Executive nominations, your form will be void. The nomination form must be received no later than forty-eight (48) hours before the MMHA AGM. No nomination forms will be accepted after this time. Please see Appendix J for Nomination Form.

The MMHA AGM for each hockey season after May 31st of each calendar year. This enables all team trusts to be used and all financial reports to be reconciled for the season.

Hockey NL

Marystown Minor Hockey Association (MMHA) must be represented at both the Annual General Meeting and Fall Meetings of the Hockey NL. Without a just cause for missing the meetings, the Association will be charged a \$5 fine for each registered player for the first absence and double for the second absence. Until the fine is paid in full, the Association will not be permitted to play in the Provincial Tournaments. Therefore, it is very important to have MMHA represented at these meetings. Information and discussions of past season and the upcoming season will be discussed; this is the best time to have concerns addressed and produce a voice.

Executive Members that attend the Hockey NL meetings will be reimbursed for their travel. The use of private vehicles will be reimbursed at a rate of fifty (50) cents per kilometer, using the most direct route and the return. No allowances for kilometers will be allowed for passengers.

Accommodations (ie. hotel rooms) will be reimbursed at the actual cost and must be supported by a receipt and will cover the cost of the room only.

A meal allowance of \$60 per day, or par thereof, while travelling for meetings will be covered by MMHA. If partial day travel is made, the Member will be reimbursed based on \$15 for breakfast, \$15 for lunch and \$30 for evening meal.

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 PLAYERS:

- 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 judgment or honesty in public.

FAIR PLAY CODE FOR COACHES AND 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 fees have been paid. Note that ALL registration must be done through the MMHA Registrar and not through Division Directors.
- Any player registering for Initiation in MMHA must be 4 years of age. This may occur at any time during the season and registration will be prorated.
- Females have to be eight (8) years old in order to register in Female hockey. The only exception will be if a female player is seven (7) at the time of registration and wishes to play Female; they can do so once they turn eight (8) years old.
- All NSF cheques must be made good within two (2) banking days of notification or registration will be rescinded. NSF fees will be covered by the issuer of the cheque.
- Registration rates for all players registered in Timbits U7 to U18 and all Female Divisions is \$375 and \$300 for registered goalies.
- Prorate registration and refunds will be based on the duration of each hockey season and when the registration to start or refund is being made
 - $(\text{Registration Cost} - \text{Insurance Fee}) / \# \text{ of Weeks in Season} = \text{Cost per Week}$
 - $\text{Prorate Registration Cost} = (\text{Full \# Weeks Remaining} \times \text{Cost per Week}) + \text{Insurance Fee}$
 - $\text{Refund Amount} = (\# \text{ of weeks left in season} \times \text{Cost per Week})$
 - NOTE: Insurance will not be refunded at any time throughout the hockey season.
- Initiation and Novice goalies will pay \$375 as required and at the end of the season, after playing as a committed goalie all season, will receive a refund equal to the regular MMHA goalie rate. This is something to be looked at in divisions where number of goalies affect playing time. The refund will be made at the end of the hockey season. No goalie refunds will be given past August 31, as this is the end of the HNL hockey season.
- Once players are registered during open registration they are assigned to appropriate division. After the final day of open registration, no player will make a lateral move to another division; this is due to numbers and cap sizes.
- Registration must be paid in full on or before November 13th of hockey season.
- After all open registrations are closed, any waiting lists that become established will be reviewed by the Executive and decisions will be made on placement availability. Timbits U7 and U9 Divisions will hold no cap after open registration. Both divisions are developmental years and will continue to accept players throughout the season if needed. In the event of uneven teams, the division may be capped after the even number of players on teams are named. This is determined on a first-come, first-serve basis (ie. A division has two (2) teams, one with seventeen (17) & one with sixteen (16) ,

registration will be accepted to have two (2) teams of seventeen (17) after final registration).

- After open registration, house league divisions will be capped at:
 - 2 team divisions will be a maximum of thirty-four (34) players and four (4) goalies; if no goalies register in the division, then the maximum players will be thirty-four (34).
 - 3 team divisions will be a maximum of fifty-one (51) players plus six (6) goalies; if no goalies register in the divisions, then the maximum players will be fifty-one (51).
- A third team for house league will be determined after open registration if numbers and ice time warrant. There is a maximum of forty-five (45) skaters required; with 3 teams of fifteen (15), for a third team to be considered.
- For U18 Division only; there will be a maximum of seventeen (17) players and a minimum of twelve (12) players per team; based on games only and players age and size. This will be reviewed annually where numbers warrant.
- Female players will register to play in the Female Division (U12, U15, U20) and play Female OR register in Minor Divisions (Timbits U7, U9, U11, U13, U15, U18) and play Minor (ie. If a player is registered in U12 Female, she cannot play U9, U11 or U13; an U15 Female cannot play U13 or U15; and U20 Female cannot play MU18).
- If a player leaves MMHA within fourteen (14) days after the commencement of the regular season, a full refund will be given. Refunds after this date, will be on a prorated basis, minus the annual insurance fee.
- Absolutely NO refunds will be granted after January 15th unless a medical note is provided.
- Anyone applying for any funding (ie. Jumpstart, Breakaway Foundation, KidSportNL) must provide proof of application at time of registration. A minimum of 50% of the total registration cost will be due at this time. Once approved, payment will be refunded to the parent.

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 account will include fee for non-returned jerseys.

If an All-Star player does not have house league fees paid in full by January 15th, then they forfeit their position with MMHA All-Star team.

FINANCES

- Marystown Minor Hockey Annual Operating Budget shall be approved by the Executive by October 15th.
- Receipts will be issued for all financial transactions.
- The MMHA Treasurer will meet with the Vice President of the MMHA on a monthly basis throughout the season to review and sign off on all financial transactions and statements.
- MMHA generates a large amount of revenue from our Sponsorship Program. All sponsorship should be age appropriate for Minor Hockey players. The display liquor products, tobacco products or licensed establishments is prohibited.
- Any donations made to MMHA shall be accepted on behalf of the Association and not specific to a Division or Team.
- All Star fees will be collected by the Manager of the All-Star team. Deadline for payment is January 15th; funds must then be passed to the MMHA Treasurer.
- Divisions offering an All-Star Program (U11, U13, U15, U18t, U12 Female, U15 Female, U20 Female) shall be allocated an annual budget for Tournament Registration fees nly. This travel budget will be \$3200 and reviewed annually.
- For those Divisions not offering an All-Star Program (Timbits U7 & U9), an annual budget shall be allocated for tournament registration fees only. This travel budget will be \$800 and reviewed annually.
- 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.
- 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. Proper sanctioning MUST be done for all fundraising events.
- 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
- Any registration fees excluding the regular registration fees, will only be refunded if requested within seven (7) calendar days after the scheduled event (ie. Hockey Camps).
- Any House League or All-Star jersey not returned to Team Manager (All Star) or Division Director (House League) will result in a \$75 fee per jersey. This fee will be added to following year registration.
- For AAA Boys and Senior Girls travelling out of Province for Atlantics, MMHA will give each player a \$100 donation.

GENERAL RULES

- All players, coaches and representatives of Marystown Minor Hockey should exercise good sportsmanship at all times.
- 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 the replacement cost of jerseys if not returned at year end. A copy of the jersey release form for parents to sign and director's copy can be found under documents/forms on the MMHA website.
- Mouth-guards are not mandatory in MMHA but highly recommended. As per HNL Guidelines.
- For 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.
- As per HNL Policy:
 - In all cases where Officials and members of a team include both male and female players, the following dress code will apply in the team dressing room.
 - Male players will not undress to less than a minimum of shorts while females are present.
 - Female players will not undress to less than a minimum of shorts and a shirt while males are present.
 - When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. (NOTE: Once dressed in accordance with the minimum requirements above, all players may return to the team (co-ed) dressing room.
 - When separate facilities do not exist for both male and female participants:
 - Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
 - It is the responsibility of the team management personnel, or in the case of Officials, the local Referee-in-Chief or designate, to ensure that these guidelines are followed.
- 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.
- Any MMHA player receiving any three (3) minor penalties in a house league game; on the third (3rd) penalty, the player will be ejected from the game. If less than five (5) minutes remaining in the game, a game misconduct will be given to carry to the next game, tournament or house league.
- During regular All-Star hockey season, goaltenders will share championship game of invitational tournaments to a maximum of one game differential.

- Players who are not active goalies with MMHA will have an opportunity to attend four (4) goalie hour practices, after that time if they want to continue to avail of the goalie hour they will have to participate in House League or All Star as a goalie. If the player decides not to participate as a goalie, that player cannot participate in the goalie hour practice.

COMPLAINTS/DISCIPLINE

There will be a Standing Committee, chaired by the Vice President and consisting of the Technical Director and the Registrar. The Complaints/Discipline Committee shall investigate all complaints received in writing from parents, coaches, officials, players and/or other Associations.

- Complaints from members must be written, signed and in a sealed envelope and delivered to an Executive Member no later than five (5) days following the incident.
- Complaints that are delivered will not qualify a player/parent/coach for an automatic release or suspension.
- Complaint allegations will be considered ranging from; no further action to suspension or expulsion.
- MMHA shall try to make all complaints, as with all others matters, confidential. However, the person or persons forwarding the complaint must realize that full confidentiality cannot be guaranteed. In order to resolve the complaint, further interviews may have to be conducted and information collected.
- The Standing Committee shall investigate the complaint and report back to the complainant and the Executive, in writing, within twenty-one (21) days of receiving the complaint.

Should disciplinary action be warranted as a result of the complaint, this Committee has the authority to assess the 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 Hockey Canada and HNL rules. This Committee has the authority to recommend longer suspensions than those recommended by Hockey Canada and HNL.

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

Conflict of interest is any situation whereby the member has direct or indirect monetary interest or an immediate family member (including parent, spouse, child or sibling) is a part of

the issue. Any member that feels that they have their own personal conflict of interest beyond this, should request to have another Executive Member sit in their place.

COMPLAINTS PROCEDURE:

- Any written complaints that are submitted to any Executive Member shall be noted on sealed envelope the date and time that the letter was received.
- Executive Committee will read and review the submitted letter to determine whether the Complaints/Discipline Committee will need to get together.
- If Committee feels that the alleged complaint does not warrant further investigation; they will consider the file closed. If the Committee feels that the alleged complaint does warrant further investigation, the Committee will set up proper fact-finding tasks to determine whether these allegations are substantiated.

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/her age group, it is in the best interest of the players 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/her own without permission from two (2) of the following three (3); the Division Director (of higher division), MMHA Technical Director and/or MMHA President.
- ❖ Any parent wishing their child to move to another division must complete a "Change of Division" form and submit to the President at registration, stating all the reason 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.

Once a “Change of Division” form has been submitted, the evaluation process will be set up according to availability of volunteers; a representative of division requesting to leave and representative of division requesting to join, and MMHA Technical Director. The representatives will be appointed by the MMHA Technical Director based on appropriate knowledge. Note that any “Change of Division” requests made will take place after All Star Tryouts; leaving player to participate with the current division until that time.

Upon proper evaluation of the player(s) requesting to move, the following criteria must be met:

- A forward has to be rated as one of the top three (3) forwards trying out for the higher division.
- A defenseman has to be rated as one of the top two (2) defenseman trying out for the higher division.
- A goalie has to be rated as the top goalie trying out for the higher division.

PLAYER EVALUATION AND SELECTION

ALL STAR SELECTION PROCESS

Objective:

- The evaluation process is intended to provide as fair and impartial an assessment of a player’s total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as determined during the on-ice evaluations.
- The selection criteria will be similar for all. This ensures consistency in the evaluation process and provides consistency in player and parent/guardian expectations from year to year as MMHA continues to develop the player evaluation process, and the players move through the various levels of MMHA programs.
- Evaluations will be documented and remain confidential. Individual evaluation scores and rankings will not be released, as the purpose of the evaluation is to select players for the formation of teams, not for any other purpose. Under no circumstances will evaluation results be released to parent/guardians or players. The evaluation sheets and the ranking criteria will only be made available to the MMHA Technical and President/Vice President of MMHA for review/discussion in the process of selecting players to form teams. These individuals will not release evaluation data.
- Any injury, illness or extenuating circumstance which prevents a player from competing in the evaluations will be dealt with on a case by case basis.

ALL-STAR GENERAL RULES

- Every player registered with Marystown Minor Hockey Association has the right to try out for the All-Star Program within his/her Division. In other words, Minor House League tries out for Minor All Star, and Female House League try out for Female All Star.
- Players must commit to be available to play in three (3) tournaments PLUS Provincials. Note that a tournament will consist of a minimum of three (3) games.
- Players intending to travel on EF tours, Easter vacation or involved in any other organization whereby an individual cannot attend Provincials and wanting to try out for an All-Star team can only be chosen as a team alternate.
- Some players, because of their skill level, may play in House League in a higher Division, but must return to their own Division (ie. U13 back to U11) for All Star. Please refer to Player Movement section and HNL Policy.
- U9 players can only play on the Atom All Star team if numbers warrant. Follow HNL Policy regarding this matter.
- Eight (8) year old female players registered in the U12 Female Division are not eligible to try out for the U12 All Star team due to HNL Policy. Players may be picked up for invitational tournaments throughout the season, only if needed. Note: If multiple underage players are interested in participating in invitational tournaments from the U12 Division, players must be rotated for different tournaments.
- 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 may result in disciplinary action. Any player missing practice for any reason must inform the coach beforehand by email or phone.
- 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.
- There will be a fee of twenty-five (\$25) dollars for All Star tryout per player, which must be paid in full prior to the player going on the ice for the first evaluation session. All Star tryout fees will be kept in the General Revenue of MMHA to offset the cost of ice time.
- A total of five (5) tryout sessions will be standard practice for team selections in divisions where numbers warrant a Team 1 and a Team 2, while in divisions where only one team will exist, four (4) tryout sessions will be standard practice.
- The team must select, and register, the maximum number of players (ie. Seventeen (17) skaters and two (2) goalies if try out numbers permit.). This provides alternate players that must be utilized, should other players be unavailable. All teams must travel with a full roster where possible. Two (2) players WILL be designated as alternates. Team 1 alternates will usually attend Team 2 practice but may only attend Team 1 practice before the tournament for which they are called up for. Alternate players All Star fees will be 50% of All-Star registration, plus twenty-five (\$25) per tournament, to a maximum of \$200. Note that alternates of Team 1 that play on Team 2, do not pay additional fees.

- Alternate players MUST be utilized in order to fill roster for all team play (ie. Exhibition games, tournaments, etc.). Where alternate players of Team 1 are required, communication must be between Team 1 Head Coach and Team 2 Head Coach. Team 2 Head Coach must grant permission for alternates to play with Team 1.
- Any division having only two (2) goalies trying out for All Stars, must name the two (2) goalies to Team 1. The remaining roster for Team 2 can be filled by acquiring remaining goalies within MMHA and other nearby Associations if needed. As per HNL Policy.
- The minimum number of players to name a roster for All Star team is 12 skaters. This allows for practice hour, team budget, jerseys, etc, and follows HNL Policy. With increasing teams and limited ice time, teams may need to travel to Fortune for practice hour.
- 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.
- Any player who tried out for All Stars and did not make the roster on that team, are eligible to be picked up by another Association. If player is an alternate for a MMHA team, their first priority is with their home Association. Any player (minor or female) that is an alternate for any team in Marystown Minor Hockey Association that takes a position on any other team roster will forfeit their alternate position (ie. U12 alternate player picked up to play on MMHA U13 Minor team will no longer be an U12 alternate OR MMHA U11 Minor alternate picked up to play with another Association (ex. United Towns or Clarendville, etc) their position as a permanent roster player is forfeited. If player is an alternate player for an MMHA team and requested by another Association for an Invitational tournament, their first priority is with their home Association. Contact should be made with Head Coach or Manager of team.
- If an alternate player is released to another Association or chooses to quit the All-Star program, if time permits the next player on the master list will move to the alternate position.
- For Invitational Tournaments, any player can be released for a weekend tournament only.
- 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 or she has been selected for the All-Star team.
- In divisions where the number trying out for an All-Star team is less than sixteen (16), this evaluation process will not be enacted.

If there is a need for players to be picked up to fill a roster (fifteen (15) skaters and two (2) goalies) on a minor All-Star team, the Association will go to the age-eligible female players that tried out for the female team and were unsuccessful. If there are still not enough players, they can go to the female team for age-eligible players to make up the team before putting it out to other Associations. If there are, then, too many players come forward, names will be chosen by random draw. Any player(s) that is picked up is now a permanent rostered player and must pay the All-Star registration fees. Any team looking to fill their roster must approach the Executive about doing so within two (2) weeks of the All-Star teams and coaches being named.

ALL STAR PLAYER SELECTION PROCEDURE

- A minimum of four (4) evaluators and a maximum of six (6) evaluators will make up the evaluation teams in each division. These evaluators will be selected from those who have checked the evaluator box on their volunteer form. In the case of large numbers of evaluators for a division, the executive will short list evaluators to the maximum number.
- The evaluators involved will not evaluate any division of their own children, nephew or niece; any other relation will be left up to the discretion of the evaluating team and the Technical Director.
- **Evaluation process will NOT start until the required number of evaluators are met for each division. Wherever possible, an evaluator will be assigned to only one (1) division.**
- The evaluators will be provided with evaluation sheets that include jersey numbers for the jerseys.
- The coaches will have to meet with Technical Director before practice in order to receive the practice plan to be used in the tryout sessions. These drills will demonstrate the skills evaluated in the evaluation sheets. Coaches MUST follow the practice plan provided.
- The evaluators will be required to separate themselves from each other in the arena during evaluation sessions. Parents/Guardians shall not sit near or engage in any discussion with the evaluators during the evaluations process, nor will parents/guardians have discussion with the on-ice coaches.
- Team 1 will list two (2) alternates, as per evaluation; players 16 & 17. These players will rotate as need by Team 1. If alternates cannot make it for some reason, they do not go down through the list beyond players 16 & 17.
- Team 2 will list two (2) alternates, as per evaluation process players 31 & 32. These players will rotate as needed by Team 2. If alternates cannot make it for some reason, they do not go down through the house league rosters. If alternates for Team 2 quit the All-Star program, the alternate replacement will be made to the team by the Technical Director referring to the master list.
- Players are required to wear jerseys provided by the Association during all evaluation sessions and must wear the same jersey and number throughout the entire evaluation process. **Any players not having assigned jersey, will not be permitted on the ice until wearing the jersey. This is the responsibility of the parent/player to make sure that jersey, along with all other mandatory equipment, is in place.**
- Tryout sessions will be comprised of one (1) technical drill session and two (2) time-controlled scrimmage games (ie. timed shift changes).
- In divisions where two (2) All Star teams exist (Team 1 & Team 2), the evaluators will meet after the third (3rd) tryout session to discuss players that will make Team 1. Players who all evaluators agree on, to a maximum of ten (10) players and one (1) goalie, will be placed on Team 1 and will not attend the remaining evaluation sessions. Number of players to be named will be determined by the Technical Director based on numbers.

- In divisions where numbers do not warrant a Team 2, all players will have three (3) evaluation sessions; one (1) practice and two (2) time-controlled scrimmage games. Numbers for the second team will be determined seven (7) days before the first All Star tryouts start so that the schedule can be determined and approved by the Executive. Again, a number of players, up to a maximum of ten (10) will be placed on the All-Star team after the second(2nd) tryout session. Number of players to be named will be determined by the Technical Director based on numbers after the second (2nd) session; since on-ice coaches will need enough players for the final scrimmage sessions.
- Players placed on Team 1 during this meeting is based on the rationale that this will give the evaluators a better opportunity to assess the skills of the remaining players competing for these available positions during the last two (2) scrimmage sessions.
- After the fifth (5th) evaluation tryout, both All Star Team 1 and All-Star Team 2 will be picked.
- After the fifth (5th) tryout the evaluators will meet and agree upon the selections and then submit to the Technical Director for review of the overall evaluations. After the team(s) have been finalized, the team lists will be emailed to the Public Relations. Players are to be notified by MMHA website in alphabetical order in a timely fashion.
- Any Parents/Guardians wishing to appeal their child's placement on a team, has two (2) days from the date the team is posted to the MMHA website to make an appeal.
- If an appeal is made; the team roster will be removed from the website until the appeal process is complete. Maximum of seven (7) days for the appeal decision to be rendered. If All Star practices have been set to start, the affected team(s) will forfeit the practice hour for that week.
- In All Star tryouts, if there is an appeal put in by parents/players, the Technical Director and President shall consult with the Evaluators during the review process.
- Two (2) weeks after team rosters have been finalized, all evaluation sheets will be destroyed. There will be a master list of all teams kept, by the MMHA Technical Director, for future use.
- The Technical Director will hold the master list for all divisions which will show each division having players ranked from top to bottom; therefor able to place players accordingly if needed.

ALL STAR COACH STAFF SELECTION PROCEDURE

- The Head Coach selection should be based upon qualifications, experience and suitability.
- All Star coaching applications should be submitted on volunteer forms at time of registration.
- The Head Coach from each Division will pick his/her remaining staff from applications received by specified deadline. The Head Coach has the right to choose a non-member volunteer to be on his/her staff. Two-thirds (2/3) of his/her remaining staff must have membership within MMHA.

- The Head Coach selection is not to be made until each Division teams has been picked.

MMHA ALL STAR POLICIES

- 50% of All-Star registration fees is due two (2) weeks (date to be determined annually) after the team is selected. Any player not paid will not be permitted to practice or play with his/her team until the fee has been paid. All Star registration fees (\$200) must be paid in full by January 15th of each year. All Star fees are to be collected by the Manager of the All-Star team.
- If an All-Star player does not have house league fees paid in full by January 15th, then they forfeit their position with MMHA All-Star team.
- If any player transfers from another Association after January 1st and wants to play in the All- Star Program, and space is available, then the MMHA will charge a \$75.00 prorated fee.
- Divisions offering an All-Star Program shall be allocated an Annual Budget for tournament registration fees only.
- Any All-Star jersey not returned to the team Manager (All Star will result in a \$75 fee per jersey. This fee will be added to the following years registration.
- All Star Commitment Letter will be included in the registration package. Letter must be signed at registration or no later than All Star Tryouts at which time, players are expressing interest in playing on the All-Star teams. Once the letter is signed and players attend tryout sessions, the commitment letter is in affect and must be fulfilled. Any breach of commitment will result in player (skaters and goalies) being ineligible for All-Star play during the current hockey season and the next hockey season unless named as an alternate.
- Note: the commitment letter can be found in Appendix H.
- During regular All-Star hockey season, goaltenders will share championship game of invitational tournaments to a maximum of one game differential.
- Alternate players must be utilized in order to fill rosters for all team play (ie. exhibition games, tournaments, etc). Where alternate players of Team 1 are required, communication must be between Team 1 Head Coach and Team 2 Head Coach. Team 2 Head Coach must grant permission for alternates to play with Team 1.

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

- It is the responsibility for the All-Star coaching staff to ensure costs are maintained within budget.
- The total cost of Provincial Tournament fee (\$750) will be subtracted from the Team's Travel Budget prior to the start of the season.
- A minimum of three (3) tournaments must be funded, plus Provincial tournament.
- True Volunteers (coaching staff member not having a child on the team) are entitled to \$100 per out of town invitational tournament, up to five (5) tournaments, and \$300 for out of town Provincials. Stipend is to come from general revenue and not the Team Travel.
- Marystown Minor Hockey will not permit any player registered in MMHA with a DRIVERS LICENSE 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.

TOURNAMENT FUNDRAISING

INVITATIONAL TOURNAMENTS:

- Host Committee is responsible for all expenses incurred to host a tournament; including ice time, referees, time keep and hospitality. Initial start-up cost can be drawn from the host All Star budget.
- All teams must purchase tournament medals through MMHA for all invitational tournaments; NO exceptions.
- All tournaments will be charging a \$50 cleaning fee if dressing rooms are left in less than acceptable condition. This will be added on information given to each team.
- No direct solicitation of monies or merchandise from businesses is permitted. Funds can be raised by registration fees, chuck-a-pucks, ticket sales, etc.
- Acceptable fundraising 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 seven (7) days of completion of tournament. If statement is not received by the Treasurer with the seven (7) days, no moneys will be advanced in remaining season, or following season, until statement is provided.
- A minimum of 10% excess revenue is to be donated to MMHA by way of direct contribution or "in kind".
- MMHA requires that at least two (2) representatives from the host team manager and sign off on all tournament money and complete financial statement that will be provided by MMHA. The two (2) representatives must not be related.
- All profits generated from the Invitational tournaments, as determined by the financial statement, will be turned over to 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 a member of the coaching staff and two (2) parent representatives, and a brief summary of how the funds will 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 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 incurred to host a tournament, including ice time, referees, time keep and hospitality. Initial start-up cost can be drawn from the host All Star budget. Marystown Minor Hockey Association will not subsidize the tournament.
- Any team hosting a Provincial tournament can access unused funds in travel budget to offset cost of the Provincials tournament; not to exceed \$1000 if required to break even.
- Fundraising is permitted to offset the cost of hosting a Provincial tournament.
- Any fundraising done for Marystown Minor Hockey by a Coach/Player/Parent must have the approval of the Executive.
- Any type of soliciting to businesses must have an approved and signed letter from the Executive.
- Provincial Tournament Committee must submit a copy of revenue and expenditures of Marystown Minor Hockey Association within thirty (30) days of completion of tournament.
- A minimum of excess revenue to be reverted back to MMHA in direct contribution of "in kind". The remaining 50% of monies raised will be held in trust for 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.
- MMHA requires that at least two (2) representatives from the host team manager and sign off on all tournament money and complete financial statement that will be provided by MMHA. The two (2) representatives must not be related.
- A Member of the MMHA Executive shall sit on Provincial Tournament Planning Committee as a liaison.

LABRADOR PROVINCIAL TOURNAMENTS:

- A Member of the MMHA Executive shall sit on the Labrador Provincial Tournament Planning Committee as a liaison.
- The Travelling Team is responsible for all expenses incurred to travel to the Labrador tournament.
- Fundraising is permitted to offset the cost of travel to Labrador for Easter Provincial Tournament.

- All fundraising done for Marystown Minor Hockey by a Coach/Player/Parent must have the approval of the Executive and have proper sanctioning put in place.
- Teams travelling to Labrador will receive \$7 per registered player from MMHA.
- **Guidelines to be put in place regarding budget, fundraising and parents being informed in financial statements.**

DUTIES & RESPONSIBILITIES FOR DIVISION DIRECTORS

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

- 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 (Initiation and Novice only), obtain registration fees for out-of-town tournaments, and get travel approval from President and HNL for all out-of-town tournaments (for insurances 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 receive a game schedule.
- Ensure that all of the rules and policies of the Association are carried out and that any deviation from these is reported to the Technical Director.
- Responsible for making sure that coaches are available for on-ice house league sessions.
- Make sure all coaches are wearing helmets.
- Make sure teams are evenly matched,
- Make sure that all on-ice persons are registered with MMHA.
- Arranging tournaments with coaches (Initiation and Novice).
- Make sure that all players are wearing sponsor jerseys only, with stop signs in place.
- Make sure that all players are wearing the appropriate required equipment (ie., neck guard, etc.).
- Help Technical Director issue and collect jerseys.
- Make sure all scores of games and player of the week are submitted to the person in charge of public relations after each game or practice.
- 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:

- A Coaching Staff should be made up of a Coach, Assistant Coach, Trainer and Manager. The same person cannot hold two (2) positions on the Coaching Staff until every effort has been exhausted to try and recruit three (3) people. If necessary, permission to hold two (2) positions must have Executive approval. The Coach does have the right to recruit people for these positions.
- MMHA Coaching Staff are able to have five (5) Coaching Staff members per team at any given time. There is a minimum of four (4) and a maximum of five (5); being left to the discretion of the Head Coach.
- Provincial Court Checks and Vulnerable Sector Checks for MMHA volunteers will have to be updated every thirty-six (36) months.
- When a Coach takes on responsibility for a team, he or she should be on hand for all practices and games. Players are not permitted on the ice without a Coach and 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 Timbits U7 Division, players should be divided into groups depending on skating ability. In these two to three (2-3) groups; a two practice to one game (2:1) ratio should be followed. U9 division will maintain a 2 practice to one game (2:1) ratio, using half (1/2) ice for games. In all other divisions (U11, U13, U15, U12 Female, U15 Female), a one practice to one game (1:1) ratio should be followed. All U18 Minor House League will be games and no practices; U18 Female will also follow an all game format.
- The Coach is to ensure all of his or her 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 be reviewed and possibly result in dismissal.
- A Coach may suspend a Player on the approval of President, Vice President and/or Technical Director for one game. Executive Member must then notify the parent of the suspension.
- A Coach will ensure that suspended Players not take part in game until suspension is served.
- After players have been issued team jersey, they MUST wear them in order to play.
- Coaching Staff shall be available to provide supervision in the dressing rooms fifteen (15) minutes after the scheduled practice and/or game. Otherwise, Parents/Guardians must assume responsibility for their child.

- A Coach should not enter a dressing room of the opposite sex without another coach or parent present.
- All Coaches must be registered with HNL for insurance purposes.
- Coaches are not permitted to use the Referees Room as a Change Room.
- All Star Coaches are to contact the Arena Staff and MMHA President and cancel ice-time when their All-Star team will be out of town during regular practices. Note that it is important to let President know before cancellation so that another All-Star team can avail of ice-time before it is cancelled. 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 tournament being hosted by another MMHA Division, the make-up practice can be re-scheduled as time permits after the missed practice. Any team hosting or travelling for a tournament, will not be entitled to that week's practice hour.
- All Star Coaching Staff are responsible for documenting hours owed.
- Any major concerns during a season, such as mishandling of finances or behavioral concerns, will be passed along to the new Executive.

OFFICIALS

- A Referee-in-Chief will be appointed by the Executive Committee of the Marystown Minor Hockey Association. He or she will be responsible for the supervision of the referees under him/her; scheduling House League officials, scheduling tournaments officials, acts as liaison between officials and Executive/HNL and negotiates referee pay with President and Treasurer before season commences.
- Any Official that is getting re-certified will be covered under MMHA. All new Officials are responsible for initial costs while MMHA will pay for future re-certifications.
- Referee rates will be negotiated annually between the Referee-in-Chief and the President & Treasurer of the Association. Rates will vary for appropriate divisions and will be done on House League and Tournament basis. All Provincial Tournament referees must follow the HNL on-ice rates.
- House League games that require referees will have two (2) on-ice Officials. Scheduled Officials shall only get paid for games that they attend. If only one (1) Official referees a game, they will NOT get paid double for doing a game alone.
- Any returning Official renewing their course, must register with MMHA prior to the start of the Officials Clinic. If a name is not submitted and they want to do the course, the Official must pay the Course Facilitator and will be reimbursed by MMHA.

PARENTS COMMITTEE

MMHA will elect a Chairperson for the Parents Committee to look after fundraising using hockey pools and ticket sales, without soliciting any businesses; keeping in mind that all money has to be forwarded to the MMHA Treasurer.

YEAR END

- Each division will be provided a year-end banquet at the end of the hockey season. MMHA will provide each division a maximum of \$7.00 per registered player and coach for banquet meal. Banquet is to be coordinated by the Divisional Director, who will deal with the MMHA Treasurer for finances.

MMHA AWARDS AND TROPHIES

The following awards are awards within the Marystown Minor Hockey Association and are to be presented annually.

Ryan Penny Memorial Award

- Presented to a U15 Minor Division player who brings enjoyment and fun to the game of hockey. The award will be chosen by the coaches and director of the U15 Minor division and presented at the year-end banquet.
- This award was started by the family of the late Ryan Penny, a former hockey player with MMHA, in his memory.

Clinton Moulton Memorial Award

- Presented to a U18 Minor Division player, for his outstanding dedication to Marystown Minor Hockey. The award will be chosen by the coaches and director of the U18 Minor Division and will be presented at the year-end banquet.
- This award was started by the family of the late Clinton Moulton who player with Marystown Minor Hockey between 1991-1997.

Jack Walsh Volunteer of the Year Award

- Presented to a dedicated Executive Member that served on the current season executive, that goes above and beyond for Marystown Minor Hockey. This award is voted on by current Executive Members and presented to the recipient at the Annual General Meeting.
- -his award is in honor of Jack Walsh who served the Marystown Minor Hockey Association as a dedicated volunteer in the 80's through the 90's.

Spirit of Hockey Award

- Presented to a player of the Association based on the following guidelines:
 - Any division of the minor hockey program
 - Any division of the minor hockey program
 - Male or female
 - Shows love of the game
 - Demonstrates respect for teammates, coaches and officials
 - A respected individual on and off the ice
- This award started in 2018 and will be presented annually by the Executive in the first part of the hockey season.

Gord Smith Memorial Trophy

- The trophy is to be presented to the gold medal team of all Provincial Tournaments hosted by the Marystown Minor Hockey Association and will be displayed year-round at the Kaetlyn Osmond Arena.
- This trophy is in remembrance of the late Past-President and volunteer of Marysown Minor Hockey Association, Gord Smith. The trophy was donated by the Smith family in 2013.

APPENDIX A – Parent/Coaching Information

Respect in Sport Parent Program

The Respect in Sport Parent Program is an effective and informative online training program for parents of active children. This unique certification program complements Respect in Sport for Coaches/Activity Leaders by reinforcing a parent's role in a child or youth's activities, encouraging positive sport behaviors, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.

This program is mandatory for ALL parents.

Frequently Asked Questions:

- 1. Do I have to write a quiz or test?**
 - a. No.
- 2. Is there a form confirmation that I will receive upon completion?**
 - a. Yes, a printable version is supplied.
- 3. Do I need to re-certify?**
 - No, it's a one-time program.
- 4. Is there any online support?**
 - a. Yes.
- 5. Why me? I am a good parent...Respect in Sport for Parents promotes key values in providing a positive, safe and respectful environment for all participants in sport.**
 - a. It offers tools to ensure your child is not involved in any way with abuse, neglect, bullying and harassment. It helps you develop a more pro-active involvement in your child's activities, and you become a deputy for your organization's values.

For more information: <https://hnlparent.respectgroupinc.com>

COACHING LEVELS

INITIATION	
Required Course(s)	Respect in Sport for Activity Leaders
	Hockey University Online Course
	Coach Level 1 – Trained
Course Layout:	Respect in Sport for Activity Leaders
	HU Online Coach Course

	In Class (1 Day/4.5 hours)
NOVICE	
Atom – All Categories	
Peewee to Midget – House League	
Female U12 – All Categories House & Rep	
Female U15 – House League	
Female U18 – House League	
High School – All Levels	
Required Course(s)	Respect in Sport for Activity Leaders
	Hockey University Online Course
	Coach Level 2 – Trained
Course Layout	Respect in Sport for Activity Leaders
	HU Online Coach Course
	In-Class (1 Day/4.5 hours)
PEEWEE TO MIDGET ALL STAR TEAMS/AAA	
Regional Rep Teams (excluding Atom)	
Female U15 – Rep Teams	
Female U18 – Rep Teams	
(Head Coach must be Development 1 certified, Assistant Coach Level 2)	
Required Course(s)	Respect in Sport for Activity Leaders
	Development 1 Certified
	Making Ethical Decisions
Course Layout	Respect in Sport for Activity Leaders
	In Class 12-14 Hours
	MED Online
HOCKEY CANADA SAFETY COURSE (Online)	
Required Course(s)	HU Safety is now completed online only. Once complete, the safety certificate will be valid for 5 years from the original completion date.
Course Layout:	Respect in Sport for Activity Leaders
	Online Safety Course
Coaching Age Requirements:	Coach Level 1 – 16 Years of Age (IP Level 5&6)
	Coach Level 2 – 18 Years of Age
	Development 1 – 19 Years of Age
	Respect in Sport/Speak Out – 16 Years of Age
	Goaltending 1 Clinic – 16 Years of Age
	HU Online Checking – 16 Years of Age

APPENDIX B – Hosting Provincials

PROVINCIAL TOURNAMENT INFORMATION SHEET AND CHECKLIST: General:

- Book ice time.
- Book referees.
- Book timekeeper
- Arrange for HNL Coordinator (someone not with the team; see attached for duties)
- Advertisement - usually one week before tournament.
- Welcome Banner - stored at Arena.
- HNL Banner and Trophy (Banner from HNL; Gord Smith Trophy stored in Trophy Case)
- Medals (provided by HNL & Steele Hotels)
- Obtain jersey numbers & team photos
- 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.

Hospitality:

- Hospitality room supplies.
- Hospitality room schedule for donation of muffins, sandwiches, cookies.
- Hospitality room parent's 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.

Players and Parents Banquets (Optional):

- Location

- Food
- Entertainment.

Coaches Meeting:

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

Expense Estimate:

- Ice time rental (32 hours @\$97.75 - \$3128.00)
- Referees Fees (16 games = \$640.00 - \$1760 – see attached Ice rates)
- Timekeeper Fees (16 games @ \$15 = \$240.00)
- Players Banquet (6 teams; players & coaches – 126 @ \$10 = \$1260.00)
- 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
- Music during Games (16 game @ \$10 = \$160.00)
- Bank Charges \$40.00
- Misc. Expenses \$500.00

Total \$8988.00 - \$10,108.00

Choosing an HNL Coordinator

DUTIES OF HNL COORDINATORS FOR PROVINCIAL TOURNAMENTS

- To hold a meeting with team officials before the opening game and go over the tournament rules and regulations.
- To handle any disputes
- To report any suspensions to HockeyNL
- To make sure the local coordinator phones the scores daily to the Secretary of the Minor Council.
- To present the Championship trophy and medals and to acknowledge the title sponsor in closing ceremonies.
- To check team roster sheets against scoresheets prior to the first game and to spot check their line ups. If a name does not appear on the team roster sheet, contact the HockeyNL Office to confirm the registration or non-registration of the player. The player is not permitted to participate in tournament play until his/her eligibility has been confirmed.
- To complete, in every detail, the tournament coordinator's report and return with all score sheets to the HockeyNL Office.
- A coin toss at the coaches meeting will decide home and visiting teams in round robin play. In the semi-finals and final playoff games, the team that finishes the highest shall be the home team.
- During the tournaments for Provincial Championships, any team found guilty by HockeyNL of deliberately losing or tying a game by their actions on the ice shall be eliminated from the tournament. Points awarded for any game involving such teams would be declared null and void and not included in the final team standings for playoff positions. Suspensions of the team officials would be at the discretion of the Minor Council Executive after receiving the HockeyNL tournament coordinator's report.
- To ensure the ice time allocation policy (in branch play only) is followed, monitored and enforced.
- All HockeyNL coordinators should send copies of all Hockey Canada injury reports completed by the team trainers to the HockeyNL provincial office with game sheets and report times.
- Reminders:
 - Have copy of tournament rules and rule book
 - Trophies and medals are available
 - Score sheets copies available for coaches
 - In your absence, appoint local coordinators to be in charge
 - HockeyNL coordinators not to assume responsibilities such as refereeing, coaching, etc.

APPENDIX C

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 behavior and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behavior 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, color, 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 favorable 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 favors 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 behaviors 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: _____

Date: _____

APPENDIX D

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 favorite 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, color, 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: _____

Date: _____

APPENDIX E

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, color, 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 favorable 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 favors or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviors 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: _____

Date: _____

APPENDIX F – OFFICIALS RATES

2018-2019 On Ice Officials Rates

Division	Referee	Linesman
	Regular/Playoffs	Regular/Playoffs
Senior	\$85.00/\$95.00	\$50.00/\$55.00
Herder Finals Only (Stand by Official)	\$100.00 \$50.00	\$55.00
Adult Recreation	\$50.00/\$60.00	\$25.00/\$30.00
Junior	\$70.00/\$80.00	\$40.00/\$45.00
<i>High School</i>	<i>\$50.00/\$60.00</i>	<i>\$25.00/\$30.00</i>
Major Midget/AAA	\$65.00/\$75.00	\$35.00/\$45.00
<i>Other Midget</i>	<i>\$50.00/\$50.00</i>	<i>\$30.00/\$30.00</i>
<i>Bantam</i>	<i>\$40.00/\$40.00</i>	<i>\$20.00/\$20.00</i>
<i>AAA Bantam</i>	<i>\$50.00/\$60.00</i>	<i>\$25.00/\$30.00</i>
<i>PeeWee</i>	<i>\$30.00/\$30.00</i>	<i>\$15.00/\$15.00</i>
<i>AAA PeeWee</i>	<i>\$40.00/\$40.00</i>	<i>\$20.00/\$20.00</i>
<i>Atom</i>	<i>\$20.00/\$20.00</i>	<i>\$10.00/\$10.00</i>
<i>Senior Female Hockey</i>	<i>\$25.00/\$25.00</i>	<i>\$12.50/\$12.50</i>

Millage: Necessary taxi fares, bus fares, and economy fares. In the case of travel by personal automobile, a car allowance, as set by HockeyNL Board of Directors, for travel by the most direct route and return shall be allowed. The payment will not exceed the cost of economy air travel. No allowances shall be paid on behalf of passengers.

Meals: A meal allowance of \$60 per day, or part thereof, depending on the meal period(s) outside the home while travelling, allocated on the basis of \$15 for breakfast, \$15 for lunch and \$30 for evening meal.

- It should be noted that these approved rates are the MAXIMUM allowable fees that may be charged for this forthcoming season.

APPENDIX G – HNL ICE TIME ALLOCATION POLICY

DIVISION													
	NOVICE	ATOM			PEE WEE \ UNDER 12 FEMALE			BANTAM \ UNDER 15 FEMALE			MIDGET \ UNDER 20 FEMALE		
CATEGORY													
GAME TYPE	SELECTION	NON SELECTION	SELECTION	NON SELECTION	SELECTION	NON SELECTION	REGIONAL	SELECTION	NON SELECTION	REGIONAL	SELECTION	NON SELECTION	REGIONAL
Regular Season / League	N/A	Equal	Equal	Equal	Discretion n 1	Equal	Discretion 2	Discretion n 1	Equal	Discretion 2	Discretion n 1	Equal	Discretion 2
Exhibition &/or Invitational Tournaments	N/A	Equal	Equal	Equal	Discretion n 1	Equal	Discretion 2	Discretion n 1	Equal	Discretion 2	Discretion n 1	Equal	Discretion 2
Provincial Championships	N/A	N/A	Equal	N/A	Discretion n 1	N/A	Discretion 2	Discretion n 1	N/A	Discretion 2	Discretion n 1	N/A	Discretion 2
Goaltender all Game Types	N/A	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal

DEFINITIONS:

Equal: Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during the mid-way point of each game or play full games as long as they have equal game time throughout a season and/or provincial championship. Goaltenders are restricted to a one game differential throughout the season or tournament. The championship game in a provincial tournament is excluded from this definition for goaltenders only. Coaches may play either goaltender.

Discretion 1: Is defined as equal ice time in every game, however, there is the ability for a coach to use select players in the following situations:

1. (a) in all special team situations in the third period;
2. (b) in the last three (3) minutes of the third period; and 3. (c) in any overtime period(s) that ensue.

Discretion 2: Is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period.

Special Team Situations: Any situation that does not require 5 skaters vs. 5 skaters.

Select: Any team that is formed based on a selection process or any team participating in a provincial championship.

Non-Select: Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, House League)

Regional: Any team formed based on a selection process involving a number of Associations (Major Midget, AAA programs).

GRIEVANCE PROCEDURE

GAME TYPE:

Regular Season/League, Exhibition &/or Invitational Tournaments

The complainant must register their complaint with their local Minor Hockey Association and/or League who is responsible for such complaints and they will determine if the guideline is being followed.

Provincial Championships

For Hockey NL Provincial Tournament, the complainant must register the complaint with the Hockey NL Coordinator who will determine if the guideline is being followed.

SANCTIONS

All coaches registered with Hockey NL coaching any minor teams who are not adhering to the Hockey NL Ice Time Allocation Policy will be assessed the following disciplinary action:

First Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a first-time written warning by the President of the Minor Hockey Association (or Hockey NL Coordinator for Provincial Championships).

Second Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a one month suspension, from the date of the offence, with not less than five (5) games.

Third Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately suspended for one (1) year from the date of the offence.

Fourth Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be suspended indefinitely upon review by the Branch.

No warning is required to apply the sanction during a team's last game of the provincial championship. In this case, guidelines under the second offence regulation will be applied.

NOTE: There is some flexibility in this guideline. There are situations where players/goaltenders are not playing due to physical restrictions. Goaltenders can be changed in a game when their team is trailing by five or more goals.

MMHA All-Star Program 2019-20
Responsibilities, Guidelines & General Information

1. A \$25 tryout fee for All Star is due to be paid before going on ice at first practice.
 2. The registration fee of \$200 will apply to all players selected to teams & is due in full on or before January 15, 2020; 50% of which is due 2 weeks after roster is named. Fees are to be paid to Team Manager; any player not paid will not be permitted to practice or play with his/her team until fees are paid.
 3. Each team will consist of:
 - 17 Players (15 skaters & 2 goalies), plus 2 alternates
 - In the case of 2 teams, Team 1 alternates will practice with Team 2 and Team 2 alternates will practice with Team 1.
 - The teams are selected based on an evaluation process in which there will be a team of evaluators.
 - Each player named must participate on the All-Star team that they are selected for in the evaluation process. Players who quit the selected All-Star team are ineligible to play this season and next season with MMHA All-Stars or to be released to any other Association.
 - Each player will be evaluated & informed via the MMHA website.
 - Each player named must participate on the All-Star team that they are selected for in the evaluation process. Players who quit the selected All-Star team are ineligible to play this season and next season with MMHA All-Stars or to be released to any other Association.
 4. Practices:
 - Saturday or Sunday as posted, unless otherwise advised.
 - Players are expected to make the commitment to attend all practices & tournaments scheduled for the team. MMHA does realize that players & families have other commitments & in the case that a player cannot make a practice, an email or phone call is mandatory to the coach.
 5. Uniforms:
 - All-Star jerseys will be issued ONLY for tournaments & collected at end of weekend.
 - Any All-Star jersey not returned to the team Manager, will result in a \$75 fee per jersey. This fee will be added to the following year registration.
 - Cost of name bars is the responsibility of the player. Team will be responsible for repair, attachment & removal.
 6. Tournaments:
 - Minimum of 3 tournaments PLUS Provincials
 - Unless informed otherwise, transportation & accommodations for all tournaments are the responsibility of the parents. PLEASE NOTE: MMHA will not permit a licensed driver player to drive themselves or any other registered player to an out-of-town sanctioned event. This includes tournaments, games, clinic or any activity which MMHA is involved.
 7. All coaches, players & parents are required to take part in any fundraising activities when hosting.
 8. Players must be on their best behavior at all times while representing MMHA. Players must show respect for coaching staff, teammates, opposing teams & officials. Failure to do so could result in suspension &/or removal from All-Star team. PLEASE NOTE THAT THIS BEHAVIOR IS EXPECTED BOTH ON & OFF THE ICE, & BOTH IN THE RINK & IN HOTEL/ACCOMMODATIONS.
 9. Players intending to travel on EF Tours, Easter vacation or involved in any other organization whereby the individual cannot attend Provincials & wanting to try out for All-Star teams can only be chosen as a team alternate.
 10. Failure to commit to the above, will result in the players not being able to participate in this season's Provincial Tournament & can only play as an alternate in the next All-Star season.
 11. For full All-Star Guidelines & Information, please refer to the MMHA Policy Manual.
-

I, _____, have read the above information & will

Parent's Name

Comply with the guidelines & responsibilities while my child, _____,

Player Name

Is a member of the 2019-20 MMHA All-Star Program.

Parents Signature: _____ Date: _____

APPENDIX I – ALL-STAR EVALUATION SHEET

All Star Evaluation Worksheet

APPENDIX J – NOMINATION FORM (PROXY VOTE)

I, _____, wish to be nominated for the position of
Nominee Name

_____ at the _____ Annual General Meeting on
Desired Position Hockey Season

_____ for the Marystown Minor Hockey Association. I have ____/
AGM Date

Have not ____ any previous experience with the Executive.

Regrettably, I am unable to attend the AGM due to:

And will be appointing _____ to act as a proxy on my behalf for
Designated Proxy Name

Nomination of named position, also giving him/her the right to accept my nomination. Both myself and my proxy are fully aware that for my nomination to be accepted, they must be in attendance. If not in attendance at time of election of officers, my nomination will be void.

Name (Please Print)

Name (Please Sign)

Date

Once form is completed and signed, please forward to the Secretary of MMHA to have on hand at the AGM at _____.
Secretary Email Address