



RULES & REGULATIONS

2014-2015

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Medicine Hat Minor Hockey

(Hereinafter referred to as the “MHMHA”)

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NOTE

A copy of these Rules and Regulations MUST be presented, to the extent possible, to all coaches and team managers (of MHMHA) and Board of Directors at the commencement of the hockey season. A copy will also be available to all parents.

All Hockey Alberta rules are to be adhered to. MHMHA rules may add to Hockey Alberta rules providing these variations are more restrictive than the original rules.

A. PURPOSE, VISION AND VALUES

MHMHA Purpose

“To develop leaders in our community through the enjoyment of hockey”

MHMHA Vision

“To be a national leader in developing life champions”

MHMHA Values

Passion	Integrity	Accountability
Respect	Discipline	Coachability
Attitude	Teamwork	Work Ethic
Honour	Humility	Fearless

B. PLAYER, PARENT, COACH AND DIRECTORS CODE OF CONDUCT

Player Code of Conduct

- I will play hockey because I want to, not 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 or “mouthing off” can spoil the activity of everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances – those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will remember that I am an ambassador of the game and will conduct myself in a manner that reflects that position.
- I will refrain from the use of drugs including cigarettes, chewing tobacco, alcohol and illegal substances at all team functions and all hockey facilities.

Parent Code of Conduct

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict 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 hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example. I will applaud good plays and performances by both my child’s team and their opponents.

- I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.

Coaches Code of Conduct

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children 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 athlete's age and ability.
- I will remember that children 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.

Directors Code of Conduct

- Expect no special rights or privileges because you are a volunteer.
- Understand that even though you may not agree with all MHMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them, you can work within the system to have them changed.
- Accept that because you are a representative of the MHMHA, your actions, either positive or negative, reflect back on all of the other volunteers in the organization.
- Base all your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual.
- Be prepared to listen and respond to any concerns brought to you.

- Be prepared to listen to ideas from other people even though they may differ from your own.
- Judge ideas on their own merit, and the benefit they can bring the hockey player and don't fall back on "But they've always done it this way."
- Work patiently for improvement.... Do not expect too much too quickly.
- Be slow to anger and hard to discourage.
- Anticipate people's shortcomings and make allowances for them.
- Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge that many turn away from.

C. PROTESTS AND APPEALS

Any person, player or team who disagrees with a decision of a director, coordinator or any other representative of the MHMHA, may lodge a written appeal to the president in accordance with the by-laws of the MHMHA, with the exception of the evaluation process.

D. DISCIPLINE

- Any player, coach, manager, trainer, stickboy, referee, linesman, volunteer, member, parent or spectator that is guilty of unacceptable conduct on or off the ice or violates or breaks a by-law, rule, regulation or ruling of the board is subject to discipline and/or suspension.
- The discipline committee has the power to impose suspensions and discipline as set out in the by-laws.
- Any player, team or team official who knowingly supplies false information to a representative to the MHMHA will be subject to being suspended or disciplined and the matter referred to the discipline committee.

E. ANTI-BULLYING POLICY

Any player found to be participating in bullying of any kind will face disciplinary action. Players who have engaged in cyber bullying (facebook or otherwise), will face a 3 game suspension after the first offence and an indefinite suspension if a second incident occurs.

Medicine Hat Minor Hockey has a "Zero Avoidance" approach to bullying by players, coaches and families, and this means that our association makes use of the Restorative Justice Program from the John Howard Society as a disciplinary tool and learning opportunity for offenders. Medicine Hat Minor Hockey has the ability to disallow offenders to re-enter the association until this program is completed.

F. ZERO TOLERANCE (ABUSE AND HARASSMENT OF GAME OFFICIALS) POLICY

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the MHMHA. It deals with players and coaches who show disrespect to all on ice officials.

Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team officials and players who, through words or gestures, made an obvious attempt to:

- intimidate an official
- challenge the authority or competence of an official
- incite abuse or disrespect of an official by others
- embarrass an official
- direct personal comments or gestures at an official

Penalty will be a “game” or “gross” misconduct and a review by the Division Director or Zone Disciplinary person for further action if necessary.

ABUSE AND NEGLECT

- When any person has reasonable grounds, in the course of Hockey Alberta business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta’s General Manager should also be advised of the intent to report.
- Hockey Alberta shall take no further action until such time as the authorities and/or Police have concluded their investigation unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.
- The matter shall then be dealt with as a disciplinary matter pursuant to this policy and the report of the investigation carried out by authorities may be utilized as require by Hockey Alberta.

G. TRUST PROGRAM

T eaching	The TRUST Program is basically the rule book for recreational hockey.
R espect	Along with suspension guidelines are player, parent, and coaches pledge
U nity	commitments. This program must be presented at the first team meeting
S afety and	of players and parents and all pledge commitments must be signed and
T olerance	returned to the team manager.

MHMHA expects full cooperation in the signing of Pledge Forms and Code of Conduct Forms. Regardless of whether either form is signed, all members are still subject to the consequences for unacceptable behaviours. The TRUST Program is a part of MHMHA bylaws and regulations and must be followed as a condition of membership.

MHMHA TRUST PROGRAM

Over the past several years it has become increasingly apparent that participation in the game has become less enjoyable due to the conduct of spectators, coaches, officials and players becoming increasingly more unacceptable both on and off the ice. Some people have left the game for the wrong reasons and with bad memories.

The MHMHA views our TRUST Program as a means of support for our many outstanding volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of **fun, respect and positive development of the game**. We see this program as a vehicle to assist in furthering these values and make the game even better and more enjoyable. You could view the TRUST Program as a celebration of the positive elements of the game that will overwhelm the negative. This is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the TRUST Program to make our game even better!

OBJECTIVES

The TRUST Program applies to all players, parents, coaches, on/off ice officials, directors, team officials, or any persons associated with MHMHA. The program will play a significant role in the development of a young person's values, morals, social maturity, physical fitness, mental fitness, and to promote acceptable conduct. Program objectives include:

- Respect for all persons
- Development of ethical conduct towards others
- Freedom to enjoy and flourish
- Protection from harm
- Caring attitudes
- Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official or spectator. **This program is not intended to be a new process for complaints about officiating of general hockey rules, but to promote and ensure acceptable behaviour.**

DEFINITION OF BEHAVIOR

An individual is displaying unacceptable behaviour if:

- they are verbally or physically harassing and/or abusing a game participant (a player, coach, spectator or official) If the abuse or harassment is severe in nature MHMHA will seek the advice of MH City Police.
- they are causing damage to or destroying any property, equipment or facility.

When there is a situation of unacceptable behaviour the responsibilities of MHMHA, coaches, spectators and on-ice officials are set out herein. The focus is on achieving the program objectives, and while confrontation should be avoided, reporting is encouraged. Reporting is an important step in attaining the objective.

INTRODUCING THE TRUST PROGRAM

At the start of the season when holding your first parent meeting please present the following:

- Present parents with information packages outlining the TRUST Program
- Detail the objectives
- Outline expectations
- Outline the consequences
- Explain the team's responsibilities
- Explain MHMHA responsibilities
- Distribute pledge forms to parents, players and coaches for completion

Once all pledge forms are completed, they must be returned to MHMHA (director or office). MHMHA will also notify the following agencies of the TRUST Program: City of Medicine Hat Recreation Department, staff at all Medicine Hat ice facilities, Medicine Hat Police.

COMPLAINT HANDLING PROCEDURES

Implementation Trigger

The reporting of unacceptable behaviour by a spectator, coach, player, director or official is the triggering event of the complaint handling procedure. This reporting process will govern the persons responsible for investigating the complaint. The methods of enforcement will vary dependant on the severity of the event.

Reporting Process

If an incident occurs which meets the definition of unacceptable behaviour and is serious enough to warrant a formal complaint, then an incident report form must be completed. The Incident Report Form should be submitted to the Game & Conduct Director (through the MHMHA office) for review within 30 days of the incident. With Incident Reports we can track history and individuals from year to year. Please note that the hockey talk and rumours that are frequent in the arenas today are not enough for MHMHA to act on, the **unacceptable actions/behaviour must be witnessed.**

RESPONSIBLE REPORTERS

On/off-ice officials

If in the opinion of an official an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at the stoppage of play identify the individual and through discussion with one or both coaches request that the individual ceases the behaviour. If the behaviour continues the offending individual will be requested to immediately leave the facility until ½ hour after the game has concluded. **Once the person has left the facility the play will resume.** The official will document the offense or action on an incident report form or the back of the game sheet. A copy of the write up on the game sheet will be forwarded to the Game & Conduct Director, triggering the complaint handling process.

Directors, Spectators, Coaches and Players

If in the opinion of a director, spectator, coach or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official or spectator), an incident report form is to be completed and forwarded to the Game & Conduct Director. This will trigger the complaint handling procedure.

Enforcement

After investigating, the MHMHA President shall have the power to suspend any **player, coach, trainer, manager, official or spectator** of any team under the auspices of the MHMHA for any on or off ice conduct which is deemed to be unbecoming or detrimental to the game of hockey (this will be done under the sole discretion of MHMHA President). The MHMHA President has the power to prevent a spectator from viewing any game for any conduct which is deemed by the President as unbecoming or detrimental to the game of hockey and has the power to suspend the player, coach, official or team which the spectator is attached. This allows for quick action against unbecoming conduct. MHMHA is prepared to enforce these provisions as required.

Appeal Process

The President of MHMHA must receive the appeal within 5 days of the offence, upon receiving a request for an appeal the MHMHA will establish a Special Committee of 3 members to hear the appeal related to a discipline or action as a result of an investigation. Appeals will be heard within 7 days and the appeal must contain a clear and concise summary of the grounds for the appeal. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeal process.

SUSPENSION GUIDELINES

****Body checking penalties are for Pee wee Recreational, as Bantam and Midget Recreational are non-checking****

When suspensions arise, the team manager and coach shall implement the corresponding consequence immediately. **Suspensions apply to all league and tournament games ONLY, if an exhibition game is scheduled during a suspension the suspended player will not be allowed to play nor shall it count as a game served.** Players that are suspended shall be included on game sheets with the abbreviation “**SUSP**” by their name on the roster. **If the suspended player is affiliated to another team, that player is not allowed to practice or play with that team until the suspension has been served.** In the case of on ice incidents involving competitive teams, the rules governing the league in which the competitive team participates in shall apply. However, any incidents occurring away from the ice surface between local teams the TRUST Program will be followed. **MHMHA will issue the following suspensions in conjunction with Hockey Alberta Regulations.**

MATCH PENALTIES

- | | |
|--|-----------------------|
| • Molesting an official or deliberate injury | Indefinite suspension |
| • Checking from behind (with match penalty) | 4 games |
| • Deliberate attempt to injure, kicking | 3 games |
| • Spitting on an opposing player | 3 games |
| • Spearing, butt ending | 3 games |
| • Hair pulling, head butting | 2 games |
| • Grabbing the face mask, gross misconduct | 2 games |

GAME MISCONDUCT

- | | |
|---|---------|
| • Verbal abuse of an official (rule 47) | 2 games |
| • In the last ten minutes | 1 game |
| • 2 nd offence (anytime during the game) | 1 game |
| • 3 rd offence | 2 games |
| • 4 th offence | 3 games |

MISCONDUCTS

- | | |
|---------------------------|----------------|
| • 1 st offence | 10 min penalty |
| • 2 nd offence | 10 min penalty |
| • 3 rd offence | 1 game |
| • 4 th offence | 3 games |

Further offences will be subject to an indefinite suspension

FIGHTING

- | | |
|---------------------------|-----------------------|
| • 1 st offence | 1 game |
| • 2 nd offence | 3 games |
| • 3 rd offence | Indefinite suspension |

- Player who leaves the bench for the purpose of fighting 5 games
- Leaving the penalty box for the purpose of fighting 5 games
- Coach who leaves the bench for the purpose of fighting 3 games
- Third man in a fight 3 games
- A 2nd fighting major during the same stoppage of play 5 games

All fighting majors will be reviewed by the General Manager and any further penalty shall be at his discretion

INSTIGATOR WITH A FIGHT

- 1st offence 5 games
- 2nd offence Indefinite suspension

PRE/POST GAME ALTERCATIONS

- Any time majors or game misconducts assessed 3 games
- Coach of a team whose players as above Indefinite suspension
- Any team involved in a pre/post game brawl Indefinite suspension

CHECKING FROM BEHIND

Where a 5 minute major is assessed

- 1st offence Game misconduct + 1 game
- 2nd offence Game misconduct + 2 games
- 3rd offence Indefinite suspension

Where a 2 minute minor is assessed

- 1st offence Game misconduct
- 2nd offence 1 game
- 3rd offence 2 games
- 4th offence Indefinite suspension

CHECKING TO THE HEAD

Please refer to Hockey Canada's new checking to the head rule guidelines

MAJOR PENALTIES

- 1st offence 5 min + Game misconduct
- 2nd offence 5 min + Game misconduct + 1 game
- 3rd offence 2 games
- 4th offence 3 games

COACH SUSPENSIONS

- 2nd Game misconduct 1 game
- 3rd Game misconduct Indefinite suspension

OTHER SUSPENSIONS

- Destruction of property or equipment 5 games + restitution
- Coach of above Under review
- Smoking or chewing tobacco at facility Review and indefinite suspension
- Use of alcohol or illegal drugs Review and indefinite suspension
- Failing to ensure adult supervision Review and potential suspension
- Hazing/Harassment/Cyber-Bullying Review and indefinite suspension
- verbal abuse towards off-ice officials Review and indefinite suspension
- **Cell phones/cameras in the dressing room** Review and indefinite suspension

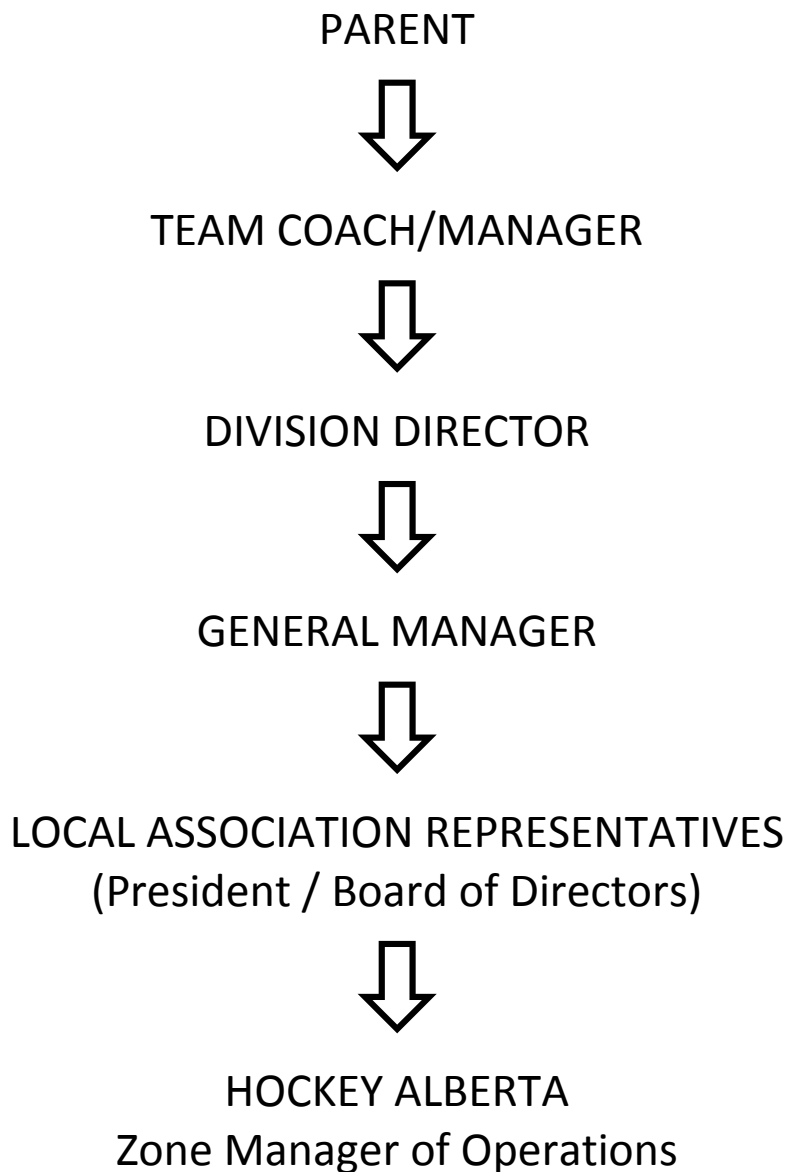
THREE PENALTY RULE

- Any players participating in the recreational programs in Peewee, Bantam or Midget, that receive three or more penalties in a single game will receive a game ejection penalty.
- No suspension will follow and no misconduct will be issued on a game ejection unless the penalties called warrant more severe discipline under the suspension guidelines.

H. LINES OF COMMUNICATION

Below is a diagram explaining the proper communications lines to be used...

PLEASE USE THE “24 HOUR RULE” WHEN EXPRESSING ANY CONCERNS OR COMPLAINTS





OPERATIONS

I. ICE POLICY (FOR ALL CATEGORIES)

Requests for rescheduling/travel permits (ie. tournaments or exhibition) should be submitted to the MHMHA office by the 10th day of the month prior to the event.

1. ICE CANCELLATION

Scheduled ice time not used and not cancelled 7 days prior will be charged to the team at the appropriate rate.

Rental of out of town ice for rescheduled games is permitted, but is not assigned by the MHMHA Office.

2. PROCESS FOR CHANGING GAMES

Rep/Competitive Teams

- Established by each league, see league rules for guidelines.

Recreational Teams

- Notify opposing team of conflict.
- Contact MHMHA to cancel ice/refs from original date and arrange new date
- Teams who fail to show for an ice time or who cancel an ice time with less than 7 days notice will be required to pay for the ice slot

3. GAME TIMES

Game times for each category should be the following:

- Rep/Competitive game ice 2 hrs 30 min
- Recreational/Developmental 1 hr 15 min
(5 min warm up, two 20 min run-time periods, one 15 min stop time period, 2 min intermissions)
- Novice Divisions 1 hr
(5 min warm up, two 20 minute run-time periods, One 10 min stop time period, 2 min intermissions)
- Timbit/Initiation Divisions See Timbit/Initiation Handbook

J. TRAVEL PERMITS

Travel permits are required whenever a local team travels outside of our zone for tournaments, special events or exhibition games. Please contact the MHMHA office by email or phone to request the travel permit for you from Hockey Alberta. Details that are required to obtain the travel permit are the event location, event dates, your team name, age division/category and the tournament sanction number.

REMEMBER: Teams are allowed a maximum of three (3) out-of-town tournaments per hockey season. Timbit and Initiation teams are not permitted to participate in travel hockey.

K. EQUIPMENT REQUIREMENTS

1. All coaches shall be responsible for ensuring that every player taking part in any game or practice is dressed in proper equipment. Proper equipment is deemed to be the following:

- | | |
|---|---------------------|
| A) CSA Approved Helmet and Face Mask | F) Hockey Gloves |
| B) "BNQ" Certified Throat Protector | G) Athletic Support |
| C) Shoulder Pads | H) Shin Pads |
| D) Hockey Pants/Girdle | I) Skates |
| E) Mouth Guard (Recommended, not mandatory) | J) Elbow Pads |

******All coaches are required to wear CSA approved helmets for on ice activities.******

******Note: Uniforms and MHMHA equipment are not to be used for non team functions.******

L. PLAYER ELIGIBILITY

Unless otherwise stated in these Rules and Regulations.

1. Age qualifications of players for Divisions shall be governed as follows:

- A) **Midget** - This division is open to players who are under the age of 18 years and over the age of 14 years on December 31, in the season they wish to compete (15, 16, and 17 years old on December 31).
- B) **Bantam** - This division is open to players who are under the age of 15 years and over the age of 12 years on December 31, in the season they wish to compete (13 and 14 years old on December 31).
- C) **Peewee** - This division is open to players who are under the age of 13 years and over the age of 11 years on December 31, in the season they wish to compete (11 and 12 years old on December 31).
- D) **Atom A** - This division is open to players who are under the age of 11 years and over the age of 9 years on December 31, in the season they wish to compete (9 years old on December 31).
- E) **Atom B** - This division is open to players who are under the age of 11 years and over the age of 9 years on December 31, in the season they wish to compete (9 years old on December 31).
- F) **Novice 2nd Year** - This division is open to players who are under the age of 9 and over the age of 8 on December 31, in the season they wish to compete (8 year olds on December 31).
- F) **Novice 1st Year** - This division is open to players who are under the age of 8 and over the age of 7 on December 31, in the season they wish to compete (7 year olds on December 31).
- G) **Initiation** - This division is open to players who are under the age of 7 years and over the age of 5 years on December 31, in the season they wish to compete (6 years old on December 31)
- H) **Timbit** - This division is open to players who are under the age of 6 years and over the age of 4 years on December 31, in the season they wish to compete (5 years old on December 31)

2. Players must participate in the division of their age except where players may play in a lower division with the approval of the overage application submitted to Hockey Alberta by through the MHMHA.

3. Unless otherwise provided herein, no player shall be registered to play for a MHMHA team unless the permanent residence of the player's parents, parent or legal guardian is located in the service area and the player habitually resides with such person.

M. PLAYER AFFILIATION AND PROCESS (Competitive)

<u>Team</u>	<u>League</u>	<u>Affiliated Teams/Divisions</u>
Midget AAA	AMHL	Midget AA, Midget 15s, Bantam AAA
Midget AA	SCAHL	Midget 15s (local), Midget Competitive
Midget 15s	AMMHL	Bantam AAA
Midget Competitive	CAHL	Midget Competitive (Lower Tier)
Bantam AAA	AMBHL	Bantam AA, Pee wee AA
Bantam AA	SCAHL	Bantam Competitive
Bantam Competitive	CAHL	Bantam Competitive (Lower Tier)
Pee wee AA	SCAHL	Pee wee Competitive
Pee wee Competitive	CAHL	Pee wee Competitive (Lower Tier)

****No affiliation permitted between Competitive & Recreational hockey (Pee wee-Midget)****

Affiliated Player Call-up Process

1. A team may use affiliated players **ONLY** if the following rules are complied with:
 - A. An affiliated player is to be used only for replacement of sick, injured or absent players, not for replacement of players who are suspended.
 - B. The coach must first obtain permission from the Rep Director.
 - C. The coach wishing to use an “affiliated player” must then speak to the player’s regular coach and obtain permission to speak to the player and his/her parents.
 - D. If permission is granted, the coach must speak to the player’s parents and obtain the parents’ consent.
 - E. The coach may then speak with the player and inquire whether the player wishes to play the proposed game.
 - F. Hockey Alberta and MHMHA rules and regulations concerning affiliated players must be strictly observed.
 - G. The Rep Director must be informed of all games played by affiliated players.
 - H. The said player must be noted on game sheet as “AP” for affiliate player.
 - I. Players can be affiliated a total of 5 times over the course of the season from their regular team. Players may participate in practices so long as the team has the permission of the Rep Director, and the affiliated player’s regular team does not have a game.
 - J. Affiliated players are eligible to participate in practice with the higher team in Pee wee, Bantam and Midget for the week prior to the anticipated game of affiliation.
 - K. Teams must fall below 15 skaters before affiliation is approved. The exception is Midget AAA male and female, as these two teams can affiliate as the coach deems necessary.

Midget “AAA” and Bantam “AAA” affiliation - The teams within the Elite Stream of hockey are eligible to affiliate players from within their entire Draw Zone Area, provided they participated in MHMHA tryouts.

MHMHA will allow any player affiliated to a Junior or WHL hockey club the opportunity to play or practice with that club a total of 5 times over a season, providing that the hockey club first makes application to the MHMHA General Manager. Any player who chooses to circumvent the MHMHA rules and go to their affiliate team without prior approval will face an immediate three (3) game suspension and further requests will be denied for that player.

N. COACHING CERTIFICATION REQUIREMENTS

Mandatory coaching levels for coaching in the MHMHA system.

All on ice leaders should have the appropriate Coaching Certification for that level.

- All coaches applying for Rep/Competitive coach positions must have coaching certification at the required level prior to interviewing for the applied position, or must be registered to obtain the required certification before December 30 of the current season. Such applications will be rejected without the benefit of an interview by the MHMHA.
- **All Coaches and Assistant Coaches must be approved by the MHMHA, and must have the Speak Out/Respect in Sport certification. In addition, coaches in the Pee wee to Midget age categories must have Checking course certification.**
- A MHMHA head coach or assistant coach registering in the National Coaches Certification Program will be reimbursed the registration fee (not including manuals) if they coach in the MHMHA during that playing year (maximum 2 per team). You will only be reimbursed the money for the course you require for that level.
- For Rep and Competitive Hockey teams: A qualified trainer, defined as a person who has successfully completed the Canadian Hockey Association's Hockey Trainer Safety Program, is required to be on the bench at all games. The certification of a trainer is valid for a period of three (3) years from the date of the clinic attended to August 01 of the third year.

Category	Certification Required
Midget AAA	High Performance I
Midget AA	Development I
Midget 15's	Development I
Midget Competitive	Coach Level
Midget Recreational	Coach Level
Bantam AAA	Development I
Bantam AA	Development I
Bantam Competitive	Coach Level
Bantam Recreational	Coach Level
Pee wee AA	Development I
Pee wee Competitive	Coach Level
Pee wee Recreational	Coach Level
Atom 1st/2nd Year	Coach Level
Novice 1st/2nd Year	Coach Level
Initiation	Intro to Coach
Timbit	Intro to Coach



**COACH, MANAGER & DIVISION
DIRECTOR GUIDELINES**

O. GUIDELINES FOR COACHES

1. MHMHA endorses the National Coaching Certification Program.
2. No smoking or swearing on the ice, in the box or in the dressing room.
3. Alcohol consumption by Minors will not be tolerated at any league or team function.
4. The use of illegal drugs could result in a suspension for a MINIMUM of one (1) year.
5. Responsible for enforcing rules, discipline and behaviour of team.
6. **Enforce MHMHA “No Cellphones/Cameras in the Dressing Rooms” rule**
7. Become thoroughly acquainted with league and association rules and regulations.
8. **Understand and endorse MHMHA TRUST Program.**
9. Provide a list of team rules, expectations, and yearly development plan. This list must be communicated to the parents, players, General Manager and should be submitted to the Division Director before the first parent meeting.
10. **Attend scheduled MHMHA Coaches Club meetings.**
11. Attend all meetings with team and parents when required.
12. Attend all practices and games. If not able to attend, arrange for someone to take charge.
13. Assume responsibility of conduct of players and team officials during practices, games and team functions.
14. Any games or practices are under the control of the coach or his designate, and the coach must ensure that ALL players have proper equipment on, including helmet and face mask. Goaltenders and players not playing, but are on the bench MUST WEAR their helmet and face mask during the game or practice.
15. **Coaches must wear a helmet for all practices and on-ice activities.**
16. Set a good example for the team in action and dress.
17. Coaches will be responsible to the relevant Division Director and the General Manager.
18. Name affiliate players by deadline (Rep/Competitive teams only).
19. Once team is established, contact sponsor and advise game schedule.
20. Obtain league schedule from relevant Division Director or MHMHA and become familiar with the same.
21. Discuss problems with Team Manager and relevant Division Director.
22. Advise manager of what assistance they can be during practice.
23. Advise players of game times and at what time they are expected to be at the rink.
24. Arrange for team activities between games at tournaments.
25. Develop a close liaison with team manager.
26. Be aware of any medical problems with players.
27. Encourage medical treatment, to the extent possible.
28. Arrange out of town games and tournaments within Category Guidelines.
29. Abide by association rules and regulations.
30. Compile a directory of players’ names, addresses, telephone, medical insurance numbers and parents’ names.. Note any medical problems. Insure relevant Division Director has copy.
31. A coach or assistant coach may only coach one team in any given year unless approved by the MHMHA Board of Directors.
32. Shall retrieve all MHMHA equipment and report the condition to MHMHA within 30 days of the last game.
33. **Before pucks are allowed on the ice, the coach had to be present on the ice, and all gates are to be properly shut.**
34. **Failure to advise MHMHA office of tournament or exhibition games may result in coaching suspension or discipline.**

P. GUIDELINES FOR COMPETITIVE TEAM MANAGERS

1. Serve as an intermediary between the parents and coach / MHMHA Division Director.
2. Use this book or contact the Division Director to answer queries.
3. Report any actions contrary to the MHMHA rules and regulations to the Division Director.
4. No smoking or swearing on the ice, in box or dressing room.
5. Support coaches in enforcement of the rules, discipline and behaviour of team.
6. On commencement of season, obtain game schedule and practice times from relevant league contacts or MHMHA coordinator.
7. Competitive team managers are responsible to ensure that a copy of the game sheet is submitted to their league for home games.
8. Assist with up-keep, storage and care of equipment.
9. Become thoroughly acquainted with league and association rules and regulations.
10. Learn proper procedures for filling out game reports, etc.
11. Make transportation arrangements.
12. Always carry copies of Hockey Canada Injury report forms in case of injury.
13. Arrange for a team meeting to go over objectives, goals and expectations for the season.
14. Compile a directory of players names, addresses, telephone numbers, medical insurance numbers, parent's names. Note any special medical problems. A copy of this directory is to be given to relevant Division Director and the MHMHA office.
15. Notify players of practice time and location. Give players as much notice as possible.
16. Work with coaches to make sure your equipment is ready and see that it arrives a location of game.
17. Coach will advise you of any requests or requirements while on the ice with the players.
18. A) With coach direction, arrange for exhibition games. Request travel permit from the MHMHA office **for ALL exhibition games and tournaments one month prior to the function**. League commitments shall **ALWAYS** take priority.
B) Competitive teams that plan to go to a tournament, and have league game(s) scheduled for the tournament in question must reschedule those games acceptable to both teams and their league at least 14 days in advance of the league scheduled game
C) When playing exhibition against any out of city teams, you must ensure that they are properly carded or team sheeted, because of insurance purposes.
19. Failure to advise MHMHA office of tournament or exhibition games may result in team/staff suspension.
20. Arrange for referees for all games.
21. Arrange for timekeepers and scorekeepers.
22. All correspondence, ie: practice time, exhibition games, come through the coach and is distributed to the parents by the manager.
23. With MHMHA office, make sure your players are carded or team sheeted by deadline.
24. A) Make sure you have a copy of your players cards or team sheets
B) Assist coach with team while off the ice and try to keep them together.
25. Act as liaison between team and sponsor. Once team is established, manager is responsible for financial status of team.
26. Handle all problems to the best of your ability and if necessary approach Division Director or MHMHA for assistance when deemed there is a need.
27. Utilize all ice time and report to MHMHA office immediately if team is unable to use, so there is sufficient time to give ice to another team. If ice (practice or game) is not cancelled 7 days prior, the team will be charged for the ice time not used. Teams are responsible to their league schedules first.

28. Hold a parent meeting within 30 days of the beginning of the season. Ideally hold a meeting every 30 days to discuss problems, etc.
29. Ensure MHMHA has a team photo by December 30
30. Prepare team budget prior to the start of the season and submit to MHMHA
31. Familiarize yourself with MHMHA rules.
32. Advise parents and players that under no circumstances is MHMHA jerseys/equipment to be used outside of an approved MHMHA game/function.
33. Ensure all game sheets (home games) are turned into your league within 24 hours of the game. Failure to do so could result in disciplinary action.
34. MHMHA sponsors, when applicable, should be given a chance to quote on bus trips, souvenirs, etc.
35. Use of illegal drugs and alcohol (at any time during the season) at a sanctioned Minor Hockey function will result in suspension.

Q. TEAM FINANCES

1. **ALL** teams should only use MHMHA team bank accounts. A copy of the statement is to be picked up at the MHMHA office once a month by the team manager.
2. **All fundraising to be approved by the MHMHA.**
3. A budget is to be given to the MHMHA office for approval on the commencement of the season. Budget forms are available through MHMHA.
4. **All cheques must have a minimum of two signatures.**
5. Fundraising monies are to be used for travel, team meals, tournament fees, ice expenses, and items/activities approved by MHMHA.
6. **All expenses accrued during the playing year are the responsibility of the parents of the participants involved.**

R. GUIDELINES FOR DIVISION DIRECTORS

1. Monitor team activities by:
 - Attend games and monitor practice content.
 - Check once a month on number of games played by each team.
 - Check game sheets (if used) for penalties, irregularities and referee's comments.
2. Conduct meetings during the season with all coaches (one pre-season, one mid-season and one post season).
 - Pre-season:**
 - Provide MHMHA coaches with a copy of these Rules and Regulations.
 - Discuss expectations and philosophies of MHMHA.
 - Record and distribute appropriate equipment and have coach sign for same. (Through MHMHA General Manager)
 - Distribute copies of ice schedules and any special events.
 - Mid-season:**
 - Discuss progress and concerns of the season (report findings to board of directors)
 - Set date for return of all equipment.
 - Post-season:**
 - Coaches will assist Division Director in preparing year-end report.
 - Compile a list of coaches interested for next season.
3. Shall ensure a copy of these Rules and Regulations are available to all parents.
4. Shall oversee the placement of players in Recreational/Developmental categories.
5. Shall ensure that each team has a Team Manager. The Division Director should hold a meeting with all Team Managers ASAP to explain expectations.
6. Shall provide the board of directors with recommendations for next season.
7. Shall provide the MHMHA office with the following information:
 - A copy of team lists including names and phone numbers of coaches, managers and players.
 - A director report at each board meeting if any matters need to be discussed (as deemed necessary).
8. Shall help ensure all teams request a travel permit **at least one month in advance** from the MHMHA office prior to exhibition games and tournaments.
9. Shall be responsible for enforcing all MHMHA Rules and Regulations.



**DIVISION AND CATEGORY
GUIDELINES**

S. REP HOCKEY (AAA/AA) CATEGORY GUIDELINES

- All exhibition games and tournaments require a travel permit prior to the event from the MHMHA office.
- Affiliated players may be used a maximum of five (5) games **TOTAL**
- All scores should be reported to local media: **CHAT TV/RADIO** 403-548-8299 ext. 3
MH NEWS 403-528-5688 or
sports@medicinehatnews.com

ICE POLICY

* SEE ICE POLICY FOR ALL CATEGORIES

EQUIPMENT SUPPLIED BY ASSOCIATION

1. Socks and sweaters. Teams may only wear game jersey and socks provided by MHMHA for games.
2. Equipment belonging to the MHMHA will be placed in the care and custody of the Coach and Manager only at the beginning of the year. The Coach and Manager shall be held responsible for this equipment and will be asked to account for it at the end of the year.
3. Equipment supplied by the MHMHA are to be used for games only (not practice). **Jerseys sets for each team should always be kept together in a jersey bag.**
4. When equipment supplied by the MHMHA is lost or damaged, team management **MUST** report the incident to the MHMHA office immediately.
5. At the end of the year, team management is expected to return ALL equipment to storage immediately following the last game of the year and supply an inventory to the MHMHA office.
6. During the year, team management shall keep the sweaters and socks clean and mended at the cost of the team. Major repairs should be made through the MHMHA General Manager.
7. MHMHA equipment shall be used only for MHMHA functions.
8. All rep teams are required to have first aid kits (not supplied by MHMHA).

DRESS CODE

(FOR PLAYERS AND COACHES)

1. Dress pants and dress shirt with tie for **all games. No Blue Jeans.**
2. Sports jacket, club jacket or neat presentable coat.
3. Track suits are **not acceptable for games, but are approved for practices.**
4. **Dress shoes are to be worn (no runners, sandals, etc.)**
5. **No baseball caps or hats are to be worn by team officials/players to games.**
6. **Female Dress Code** - Players on the Female Teams must be in dress pants, open collar or mock turtle neck, and dress shoes (No runners or sandals).
7. **COACHES, MANAGERS** - dress pants and dress shirt with a tie for **all games. No blue jeans.** Sports jacket, club jacket or neat presentable coat is permissible.
NOTE: Club jacket shall only be the MHMHA approved.

TRANSPORTATION

1. Buses are recommended for all road games, but are optional for games less than 2 hours away.
2. Each team staff is responsible for damage to bus interior, and is responsible for collecting bus fares.

3. **Poor weather:** For teams who bus, the decision to travel during bad weather should be determined by the bus driver/company. For teams who drive themselves, the decision should be made by the head coach.

FUNDRAISING AND FINANCING OF TEAMS

1. a) **ALL fundraising has to be approved by MHMHA** before teams go ahead with it.
b) **ALL** funds raised are to be used for the following only:
 - * Payment for referees.
 - * Transportation of teams.
 - * Team meals and accommodation.
 - * Ice expense.
 - * Additional items approved by MHMHA prior to purchase.
2. **It is the intent of the MHMHA to monitor all fundraising and projects of MHMHA teams.**
3. It is the responsibility of the General Manager to either approve and endorse fundraising projects or deny requests if they could be detrimental to the association.
4. It is the responsibility of the coach and/or manager of each team to submit an Income and Expenditure Report to the MHMHA General Manager by November 30 for any fundraising projects to be undertaken by the team.
5. **UNDER NO CIRCUMSTANCES ARE CURRENT MHMHA SPONSORS TO BE APPROACHED FOR ANY KIND OF SPONSORSHIP, DONATION, PROGRAM ADVERTISING, ETC. BY ANYONE INVOLVED WITH THE TEAM IN ANY WAY.**
6. A copy of the team bank statement is to be picked up monthly by the team manager at the MHMHA office.
7. A percentage of the sponsorship income may be given to the team by the Board of Directors. The remainder will be retained for replacement of uniforms, etc.
8. The team manager must keep a complete and accurate financial record of Income and Expenditures. A copy must be submitted to the MHMHA office monthly.
9. All monies collected **MUST** be deposited to the MHMHA team account. **No other bank accounts will be allowed.**
10. Signing authority on team accounts must be at least two people associated with the team.

FUNDRAISING INCOME

1. Each club may operate fundraising projects of its own PROVIDED that the team complies with the following:
 - * The team must obtain permission from MHMHA.
 - * Each team must comply with all laws governing a raffle.

NOTE:

- * All raffle applications to the Attorney General's Office must be signed by the General Manager of the MHMHA.
- * Each team provides a full and accurate accounting to the MHMHA office within fourteen (14) days of the project conclusion.
- * The project does not conflict with any other fundraising project being operated by MHMHA.
- * The project cannot involve the raffling of alcoholic beverages.

TRYOUTS, RELEASE OF PLAYERS, DEADLINES AND TRANSFER OF PLAYERS

1. All players must be officially registered prior to trying out for any rep hockey team.
2. **Each player is entitled to a minimum of one (1) ice appearance prior to release at each level eligible to participate.**
3. Players will be notified of first and subsequent ice times via the MHMHA website. (www.medicinehatminorhockey.com)
4. * AAA teams must have their initial roster set by October 8th.
NOTE :This date may be adjusted due to players returning from junior camps.
* AA teams must have their initial roster set on or before the 15th day of October each year.
5. In the event a player MOVES into town after the date set for finalizing team rosters, the participant is permitted to try out with the team that he is most capable of playing with. That team, prior to cutting any player to make room for the “new” player, must obtain the permission of the General Manager. The General Manager only may place late registrants.
 - * Player transfers after the date set for initial team rosters will only be allowed if permission is obtained from the General Manager.
 - * Prior to talking to the player or their parents about a transfer, the team management must obtain permission to do so from the MHMHA General Manager.

T. COMPETITIVE HOCKEY CATEGORY GUIDELINES

- All exhibition games and tournaments require a travel permit prior to the event from the MHMHA office.
- Affiliated players may be used a maximum of five (5) games **TOTAL**.
- All scores should be reported to local media: **CHAT TV/RADIO** 403-548-8299 ext. 3
MH NEWS 403-528-5688 or
sports@medicinehatnews.com

ICE POLICY

* SEE ICE POLICY FOR ALL CATEGORIES*

EQUIPMENT SUPPLIED BY ASSOCIATION

1. Socks and sweaters. Teams may only wear game jersey and socks provided by MHMHA for games.
2. Equipment belonging to the MHMHA will be placed in the care and custody of the coach and Manager only at the beginning of the year. The coach and manager shall be held responsible for this equipment and will be asked to account for it at the end of the year.
3. Equipment supplied by the MHMHA are to be used for games only (not practice).
Jerseys sets for each team should always be kept together in a jersey bag.
4. When equipment supplied by the MHMHA is lost or damaged, team management **MUST** report the incident to the MHMHA office immediately.
5. At the end of the year, team management is expected to return ALL equipment to storage immediately following the last game of the year and supply an inventory to the MHMHA office.
6. During the year, team management shall keep the sweaters and socks clean and mended at the cost of the team. Major repairs should be made through the MHMHA General Manager.
7. MHMHA equipment shall be used only for MHMHA functions.
8. All teams are required to have first aid kits (not supplied by MHMHA).

DRESS CODE

(FOR PLAYERS AND COACHES)

1. Team jackets or track suits are permitted/encouraged.

TRANSPORTATION

1. For teams in Competitive Hockey, we encourage them to drive/carpool to their road games. Buses are recommended for road games more than 3 hours away.
2. Each team staff is responsible for damage to bus interior, and is responsible for collecting bus fares.
3. **Poor weather:** For teams who bus, the decision to travel during bad weather should be determined by the bus driver/company. For teams who drive themselves, the decision should be made by the head coach.

FUNDRAISING AND FINANCING OF TEAMS

1. a) **ALL fundraising has to be approved by MHMHA** before teams go ahead with it.
b) **ALL** funds raised are to be used for the following only:
 - * Payment for referees.
 - * Transportation of teams.
 - * Team meals and accommodation.
 - * Ice expense.
 - * Additional items approved by MHMHA prior to purchase.
2. **It is the intent of the MHMHA to monitor all fundraising and projects of MHMHA teams.**
3. It is the responsibility of the General Manager to either approve and endorse fundraising projects or deny requests if they could be detrimental to the association.
4. It is the responsibility of the coach and/or manager of each team to submit an Income and Expenditure Report to the MHMHA General Manager by November 30 for any fundraising projects to be undertaken by the team.
5. **UNDER NO CIRCUMSTANCES ARE CURRENT MHMHA SPONSORS TO BE APPROACHED FOR ANY KIND OF SPONSORSHIP, DONATION, PROGRAM ADVERTISING, ETC. BY ANYONE INVOLVED WITH THE TEAM IN ANY WAY.**
6. A copy of the team bank statement is to be picked up monthly by the team manager at the MHMHA office.
7. A percentage of the sponsorship income may be given to the team by the Board of Directors. The remainder will be retained for replacement of uniforms, etc.
8. The team manager must keep a complete and accurate financial record of Income and Expenditures. A copy must be submitted to the MHMHA office monthly.
9. All monies collected **MUST** be deposited to the MHMHA team account. **No other bank accounts will be allowed.**
10. Signing authority on team accounts must be at least two people associated with the team.

FUNDRAISING INCOME

1. Each club may operate fundraising projects of its own PROVIDED that the team complies with the following:
 - * The team must obtain permission from MHMHA.
 - * Each team must comply with all laws governing a raffle.

NOTE:

- * All raffle applications to the Attorney General's Office must be signed by the manager of the MHMHA.
- * Each team provides a full and accurate accounting to the MHMHA office within fourteen (14) days of the project conclusion.
- * The project does not conflict with any other fundraising project being operated by MHMHA.
- * The project cannot involve the raffling of alcoholic beverages.

SELECTION OF PLAYERS

Competitive Teams will be selected through an evaluation process at the start of each season, whereby all players in Competitive Hockey will be selected to play for a team at the appropriate ability level.

PLAYER AFFILIATION

Players playing Competitive Hockey with the MHMHA are eligible to be affiliated to the next highest tier, including rep hockey tiers (AAA/AA), however **those teams playing in the lowest available tier of Competitive Hockey are not permitted to affiliate players from recreational hockey.** For the proper affiliation process in the competitive category please refer to Section L of this guideline.

U. RECREATIONAL HOCKEY CATEGORY (Peewee – Bantam – Midget)

- Weekly games for recreational hockey will be scheduled at set times/locations (as often as possible).
- Recreational hockey in all age categories will be non-checking.
- Recreational hockey will have practices, depending on the number of teams.

EQUIPMENT PROVIDED BY ASSOCIATION FOR RECREATION

1. Sweaters. Teams may only wear game jerseys provided by MHMHA for games.
2. Equipment belonging to the MHMHA will be placed in the care and custody of the coach only at the beginning of the year. The coach shall be held responsible for this equipment and will be asked to account for it at the end of the year.
3. Equipment supplied by the MHMHA are to be used for games only (not practice).
Jerseys sets for each team should always be kept together in a jersey bag.
4. When equipment supplied by the MHMHA is lost or damaged, the coach MUST report the incident to the MHMHA office immediately.
5. At the end of the year, the coach is expected to return ALL equipment to storage following the last game of the year at a scheduled jersey/equipment return date set by the Division Director.
6. MHMHA equipment shall be used only for MHMHA functions.

DRESS CODE

(FOR PLAYERS AND COACHES)

1. Tracksuits and team apparel **are not recommended** for Recreational hockey. Individuals are not required to purchase team apparel or tracksuits, even if other individuals do so. If individuals wish to purchase apparel, please refer to MHMHA apparel guideline for options.

TRANSPORTATION

1. For teams in recreational hockey, we encourage them to drive/carpool to any tournaments they attend. Buses are recommended for games more than 3 hours away.
2. Each team staff is responsible for damage to bus interior, and is responsible for collecting bus fares.
3. **Poor weather:** For teams who bus, the decision to travel during bad weather should be determined by the bus driver/company. For teams who drive themselves, the decision should be made by the head coach.

FUNDRAISING AND FINANCING OF TEAMS

1. **ALL fundraising has to be approved by MHMHA** before teams go ahead with it.
2. **It is the intent of the MHMHA to monitor all fundraising and projects of MHMHA teams.**
3. It is the responsibility of the General Manager to either approve and endorse fundraising projects or deny requests if they could be detrimental to the association.
4. **UNDER NO CIRCUMSTANCES ARE CURRENT MHMHA SPONSORS TO BE APPROACHED FOR ANY KIND OF SPONSORSHIP, DONATION, PROGRAM ADVERTISING, ETC. BY ANYONE INVOLVED WITH THE TEAM IN ANY WAY.**
5. A copy of the team bank statement is to be picked up monthly by the team at the MHMHA office.

6. All monies collected for the team **MUST** be deposited to the MHMHA team account. **No other bank accounts will be allowed.**
7. Signing authority on team accounts must be at least two people associated with the team.

SELECTION OF TEAMS

Teams will be selected through an evaluation process at the start of each season, all players will be placed on a team at the appropriate age level.

PLAYER AFFILIATION

Player affiliation in recreational hockey is permitted from one age category to the next (ie. from Pee wee Recreational to Bantam Recreational), **but only with permission from both the Division Director and the General Manager of MHMHA.** The deadline for affiliation lists is December 15th. **Teams must be down 4 players or below 10 skaters before affiliation is permitted.**

V. DEVELOPMENTAL HOCKEY CATERGORY (Timbit, Initiation, Novice & Atom Divisions)

- All exhibition games and tournaments require a travel permit prior to the event from the MHMHA office.
- No exhibition games or tournaments are permitted for the Timbit/Initiation divisions.
- **NOVICE GOAL RULE: To promote and teach passing and team play, players are limited to a maximum of four (4) goals in any Novice game.**

ICE POLICY

Novice and Atom: *SEE ICE POLICY FOR ALL CATEGORIES*

Timbit and Initiation: *SEE TIMBIT/INITIATION HANDBOOK*

EQUIPMENT PROVIDED BY ASSOCIATION

1. Sweaters. Teams may only wear game jerseys provided by MHMHA for games.
2. Goaltender equipment is provided for the Novice age divisions.
3. Equipment belonging to the MHMHA will be placed in the care and custody of the coach only at the beginning of the year. The coach shall be held responsible for this equipment and will be asked to account for it at the end of the year.
4. When equipment supplied by the MHMHA is lost or damaged, the coach **MUST** report the incident to the MHMHA office immediately.
5. At the end of the year, the coach is expected to return ALL equipment to storage following the last game of the year at a scheduled jersey/equipment return date set by the Division Director.
6. MHMHA equipment shall be used only for MHMHA functions.

DRESS CODE

(FOR PLAYERS AND COACHES)

1. Tracksuits and team apparel **are not recommended** for Developmental hockey. Individuals are not required to purchase team apparel or tracksuits, even if other individuals do so. If individuals wish to purchase apparel, please refer to MHMHA apparel guideline for options.

FUNDRAISING AND FINANCING OF TEAMS

1. **ALL fundraising has to be approved by MHMHA** before teams go ahead with it.
2. **It is the intent of the MHMHA to monitor all fundraising and projects of MHMHA teams.**
3. It is the responsibility of the General Manager to either approve and endorse fundraising projects or deny requests if they could be detrimental to the association.
4. **UNDER NO CIRCUMSTANCES ARE CURRENT MHMHA SPONSORS TO BE APPROACHED FOR ANY KIND OF SPONSORSHIP, DONATION, PROGRAM ADVERTISING, ETC. BY ANYONE INVOLVED WITH THE TEAM IN ANY WAY.**
5. A copy of the team bank statement is to be picked up monthly by the team at the MHMHA office.
6. All monies collected for the team **MUST** be deposited to the MHMHA team account. **No other bank accounts will be allowed.**
7. Signing authority on team accounts must be at least two people associated with the team.

SELECTION OF TEAMS

NOVICE & ATOM: To be determined by the division directors with the general manager prior to the season

TIMBIT/INITIATION: See Timbit/Initiation Handbook

PLAYER AFFILIATION

Affiliation is not permitted in Timbit, Initiation, Novice or Atom, with the exception of Atom 2nd Year players who can be affiliated up to Pee wee Recreational with the permission of both the Division Director and the General Manager (special circumstance for injuries, etc.).

W. TOURNAMENT GUIDLELINES

1. These guidelines have been developed to set out minimum standards for all tournaments that fall within the jurisdiction of the MHMHA and the teams that it will affect.
2. The MHMHA strives to be a pro-active and developmental leader in setting out policies that aid in organizing amateur Minor hockey within our boundaries. These guidelines are set out to enable tournament committees and sponsors to put on the best tournament they can and will apply to all teams in all categories with the Associations' authority.
3. Each MHMHA Tournament Committee is the authority to oversee the setup and running of each tournament within the MHMHA.

GUIDELINES INCLUDE:

1. Travel Permits and Scheduling/Rescheduling
2. Sponsorship of Tournaments
3. Advertising/Fundraising Procedures
4. Tournament Committees
5. Tournament Rules
6. Zero Tolerance Policy (Game officials)

1. Travel Permits and Scheduling

- A) For each individual tournament, the tournament committee and participating team(s) are responsible to provide an appropriate tournament sanction number and applicable travel permits
- B) **Teams are allowed a maximum of three (3) out-of-town tournaments per hockey season.** This rule is in place to ensure that expenses are kept to a minimum and all players can enjoy the season without financial hardships.
- C) Local teams attending out-of-town tournaments must contact MHMHA for a travel permit, and notify their Division Director for approval.
- D) All teams that plan to go to a tournament, and have league game(s) scheduled for that time must reschedule those games, acceptable to both teams and the Division Director, at least 14 days in advance of those game(s). This should be taken care of before accepting a tournament invitation or applying for travel permits for a tournament. Failure to get the appropriate approvals will result in forgoing participation in said tournament.

2. Sponsorship of Tournaments

Major sponsors of all tournaments must be approved by MHMHA. The amount of the sponsorship is determined by the past history and the tournament committee that is involved. Regardless of the amount of sponsorship agreed to, no sponsor should receive any direct financial return from the tournament. No sponsor will use the tournament as a fundraiser for projects they are associated with. Any excess funds will be disposed of at the discretion of the tournament committee and MHMHA.

3. Advertising/Fundraising Procedures

- A) All fundraising must be approved by MHMHA prior to beginning. Under NO circumstances are current MHMHA sponsors to be approached for any kind of sponsorship, donation, or program advertising by anyone involved with any team or tournament committee in any way. Written authorization by MHMHA is needed to proceed in cases where a sponsor is already involved in a tournament or provides services not available by other sources. Again, any fundraising not approved will result in an immediate suspension of those involved.
- B) Any program or brochure produced MUST have the MHMHA logo displayed prominently on the front cover.
- C) Program advertising and sales should raise enough funds to cover the team's costs of playing in the tournament. A program should not be used as a fundraiser for any individual teams involved. (Exception: Rep Hockey Category)

4. Tournament Committees

- A) Tournament committees will be comprised of a Chairman, Co-Chairman, Secretary, Treasurer and must also include the Tournament Coordinator and the Division Director. Each local team will need to supply one person as a tournament coordinator representing their team. In any case, all members of the committee will have an equal vote.
- B) The Chairman sits on all sub-committees and is responsible for all decisions made by these sub-committees. The Co-Chairman reports to the chairman and can sit on subcommittees or perform duties as required.
- C) The Secretary will maintain official minutes of all meetings pertaining to the tournament and copies of the minutes will be sent to MHMHA.
- D) The Treasurer will maintain all financial records and be 1 of 3 signing authorities. The Chairman and the General Manager of the MHMHA will be the other 2 signing authorities, with the General Manager being 1 of 2 signatures on every cheque. A copy of the financial statement of the tournament must be given to the MHMHA committee member(s).
- E) On every individual tournament committee, the MHMHA member(s) will approve all rules adopted by the tournament committee before they are put into force.

- F) At the conclusion of the tournament, the tournament committee/Chairman is responsible to submit the white copy of all tournament scoresheets to the MHMHA office within the week.

5. Tournament Rules

- A) Each individual tournament committee will draw up a set of rules that will apply to their tournament. In no case will the rules governing any tournament be less stringent than those rules established by the Canadian Hockey Association.
- B) The rules herewith will apply to all categories and can only be changed or altered by a member(s) of the MHMHA tournament committee.
 - a) The tournament will be sanctioned by the MHMHA and Hockey Alberta.
 - b) Canadian Amateur Hockey rules apply at all times.
 - c) All games will be refereed by carded and registered Minor hockey officials.
 - d) Teams may only use regular card players (limit of 19) from this season. With the permission of the tournament Chairman, affiliated players may participate if regular team members are unavailable. Written proof of this must be provided before permission will be granted. For any violation of this rule the offending team will be suspended from play in the tournament and all entry fees will be forfeited.
 - e) In all categories, except Initiation and Novice, the designated home team will be responsible for making a sweater color change, otherwise "home" will wear "light" sweaters.
 - f) There will be no overtime in "pool play".
 - g) No time outs are permitted.
 - h) In the event that the score in the third period of any game, except for the Championship Final, has a difference of five (5) goals, with 10 minutes or less remaining, the clock will revert to running time.
 - i) In all games the highest differential will be 5 goals for the purposes of any tie breaking procedures.
 - j) In the event of a dispute on the interpretation of the rules, the tournament Chairman's (or his/her representative) ruling is final and binding.
 - k) In the event of a protest, a bond of \$100.00 cash will accompany the protest. The protest must be made within 30 minutes of the game's end. The bond will be refunded if the protest is upheld, forfeited if lost. Protests of referees' decisions will not be allowed.
 - l) Any player or coach assessed a "gross misconduct" will be suspended for the remainder of the tournament.

- m) Any player assessed a “fighting major” will be suspended for the next game his team plays in the tournament plus any additional penalties under CAHA rules.
- n) A tie breaking procedure will be put into place by the tournament committee.
- o) A MHMHA referees’ report will be filled out and the offending party will be reported to his/her local Minor Hockey Association.

6. Zero Tolerance (Game officials)

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the MHMHA. It deals with players and coaches who show disrespect to all on ice officials.

Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team officials and players who, through words or gestures, make an obvious attempt to:

- intimidate an official
- challenge the authority or competence of an official
- incite abuse or disrespect of an official by others
- embarrass an official
- direct personal comments or gestures at an official

Penalty will be a “game” or “gross” misconduct and a review by the tournament committee for further action if necessary.

The MHMHA has endorsed a third component to this policy. It deals with fans and or parents who abuse on or off ice officials. Any abuse directed towards these officials will result in immediate stoppage of the game by the referee. The individual(s) will be ejected from the rink and failing to do so within 1 minute, cause the forfeiture of the game by the team he/she is associated with. If it cannot be determined who he/she is associated with, the police will be called and charges laid.

That any destruction of MHMHA property and/or equipment, or any facility will result in an automatic suspension of 5 games for that player(s) and an automatic 1 game suspension of head coach. All damages will be the responsibility of the player or parent/guardian and must be paid in full before player will be allowed to return to the ice (practice or game).