



Thompson Minor Hockey Association Inc.

Coaches/Managers  
Job Descriptions & Responsibilities  
Manual

Revised October 2009 (Changes from 2008-2009 season noted in Red)  
(Previous May 2009)

# Mission Statement

The Mission of the TMHA is to provide participants in our minor ice hockey program with fair and competitive hockey experience that focuses on the development of individual and team hockey skills, the practice of good sportsmanship and fair play and the opportunity to be challenged while having fun.

## Purpose

The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of TMHA including:

- a) promote, govern and improve organized amateur ice hockey in the City of Thompson, as TMHA, a division of Hockey Manitoba by the authority of Hockey Canada; and
- b) provide the opportunity for all eligible individuals to participate in house league, which will allow a player to participate in an environment for fun, physical exercise, fair play and attempt to give every player equal ice time; and
- c) ensure the development of and participation in representative ice hockey and provide opportunity to participate at the highest competitive level; and
- d) foster among its members, supporters and teams, a general community spirit; and
- e) instil in all players, coaches, managers and members associated with the TMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play.

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## 1.0 JOB DESCRIPTIONS

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The responsibilities of coaches include teaching their players the fundamentals of hockey and how to play together as a team. Coaches are expected to be positive role models for players, given that children learn by example. Whether the team wins or loses, the positive contributions that each player makes to the game must be emphasized. This fosters the development of confident players and boosts self-esteem.

The coach is solely responsible for all hockey related aspects of the team including activities and promoting appropriate conduct from Assistant Coaches, Managers, Parents, and players during team related activities.

Coaches must maintain communication with the Board, to ensure the Association can assist in the resolution of difficulties at an early stage, and improve overall hockey program on an ongoing basis.

### 1.1 HOUSE LEAGUE TEAM COACH

- Teach the necessary hockey skills for the age group, using the proper progression and understandable language, as outlined in the NCCP Coaching course
- Select assistants who will provide maximum benefits to the Team
- Establish seasonal goals and objectives for the Team
- Establish rules for the team (sample copy provided) and oversee the supervision of the players
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches
- Coach the team in all games and practices
- Ensures that all players receive fair play as per Fair Ice Time policy
- Ensures that all players are treated fairly
- Promotes team play
- Models/encourages appropriate conduct for parents during the games
- Gives priority to the safety of the players
- Show respect to the Referees... PLEASE REMEMBER... The referees are learning too
- Ensures that players are aware of proper equipment requirements
- Ensures that all players know and play by the rules
- Obtains and returns jerseys and goal equipment (if applicable) to the Equipment Manager
- Ensures that all players are aware of game and practice times
- Supervises players in the dressing room prior to and after games and practices
- Attends coaching clinics
- Reports player Injuries (In practice and games) to the Board
- In conjunction with the Program Directors, coordinate player evaluation and team selection
- If applicable in your division; Coaches are responsible for player selection for Player of the Game Awards. Player selection should be based on a player who had "their" best performance during the Game. The intent is that each player be named the player of the game once during the season. Coaches will be provided with the specifics by their Program Directors.

### 1.2 HOUSE LEAGUE TEAM ASSISTANT COACH

- Carries out the Coach's duties in his/her absence
- Assist with player evaluation and the team selection process
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the Head Coach

### 1.3 HOUSE LEAGUE TEAM PARENT MANAGER

- Responsible for communication between the coach and the parents/players
- Responsible for schedule distribution to players and informing them of any changes
- Scheduling (2) parents to timekeep per home game

- When required, will be the liaison between coach and parents
- Responsible for contact between the Team and the Program Directors for information relating to the parents
- **Novice Division:**  
Responsible for organizing out-of-town tournament travel, etc.  
Making sure there is proper team representation (as required) on the home tournament committee

#### 1.4 COMPETITIVE TEAM COACH

- Serve as the official spokesperson on behalf of the Team
- Coordinate the delegation of responsibilities to the assistant coaches and manager
- Plan on and off-ice activities in consultation with the assistant coaches
- Participates in all round table coaches meetings
- Organize parent meetings to inform them of the yearly activities
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches
- Coach the team in all games and practices
- Establish rules for the team (sample copy provided) and oversee the supervision of the players
- Teaches hockey fundamentals and game strategies
- Supervises players in the dressing room prior to and after games and practices
- Ensures that all players are aware of game and practice times
- Chooses players for the team, giving all players of an appropriate skill level, the opportunity to tryout for the team
- Supervises the on Ice and off Ice behavior of players during road trips
- Reports player Injuries (In practice and games) to the Board
- At the discretion of the coaching staff and in conjunction with the parents, ensures that the players uphold their academic standings

#### 1.5 COMPETITIVE TEAM ASSISTANT COACH

- Carries out the Coach's duties in his/her absence
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the Head Coach

#### 1.6 COMPETITIVE TEAM SAFETY/TRAINER

- Responsible for player safety
- Implement Safety program following Hockey Manitoba Safety program

#### 1.7 COMPETITIVE TEAM MANAGER

- Acts as the team's spokesman in liaising with the Board and parents
- Provides team budgets, financials and fundraising to the TMHA Fundraising Coordinator
- Makes arrangements for traveling team's meals, accommodations, travel, chaperones etc
- Responsible to collect player medical information required when traveling
- Monitors team fundraising and spending
- Provides all parents with the player & budget to-date account summaries on a monthly basis
- Submits tournament results to the paper
- Assists the coach as required

## **2.0 RESPONSIBILITIES & POLICIES**

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### 2.1 OPERATIONAL POLICIES - GENERAL

1. Certified coaches are required to be on the bench or the game will be cancelled. **(Refer to the Hockey Manitoba website as to the proper certifications needed)**
2. If a player misses more than three (3) consecutive games or practices, the coach will notify the

House League Director (also known as Program Director), who will investigate the reasons.

***The following #3 to #9... As noted in Operations Manual***

3. Ethics

- a) No player, coach or official shall be penalized for missing games or practices when the reason for their absence is to attend religious services. Any coach or manager putting pressure on any player to attend a game or practice instead of attending a religious service will be subject to disciplinary action.
- b) There will be no regularly scheduled ice time on Sunday mornings from 9:00 am to 12:00 pm. Only Special Events such as tournaments, tryouts, etc. will be scheduled during that time.

4. Team Meetings

- a) All **Competitive Coaches** are required to hold a parent meeting at the beginning of the season to outline team philosophy, discipline, expectations, rules and any fundraising (see fundraising policy), tournaments or other plans. All **House League Coaches** are expected to at least provide their information in the form of a handout to all their parents. **ALL Coaches** must inform their parents that all TMHA policies and procedures are available online at [www.thompsonminorhockey.ca](http://www.thompsonminorhockey.ca).
- b) Coaches are strongly encouraged to hold another meeting at mid season and if needed, another just before playoff time.

5. Twenty-Four (24) Hour Cool Down Rule

All TMHA Team Officials and Parents are to abide by the 24 hour cool down rule. Any issue that arises as a result of such things as team discipline, ice time or game situations are not to be addressed until 24 hours has passed and each party has had time to reflect on it.

6. Dressing Room Policy

- a) TMHA and its members are responsible for the reasonable safety and well being of all minor athletes under the age of majority according to provincial and territorial legislation. In Manitoba the age of majority is 18 years old. Athletes are to be supervised at all times.
- b) No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian.
- c) When an adult presence is required in a closed room (i.e. dressing room) there shall always be at least two adults present at all times.
- d) At the Peewee level and above, females shall not be permitted access to a dressing room occupied by players and or coaches unless all players and coaches are fully clothed.
- e) Female players at the Peewee level and above shall change in a separate room alone or under the supervision of their own parent(s) or Guardian(s) and may not enter the team's dressing room unless they themselves and all persons in the dressing room are fully clothed.
- f) Cell phones, video or photography equipment should never be allowed in the shower/dressing rooms while players are undressed or changing. Where special events i.e. team picture, championships lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.
- g) The team officials and parent/guardian representatives of every team shall ensure that the dressing rooms door remains closed while players and coaches are changing.
- h) Damage to dressing rooms will not be tolerated whether on our home rinks or while visiting rinks. Any individuals or teams found guilty of such an offence will be required to make full financial restitution and will face a further disciplinary action by TMHA.
- i) At the Atom age (9 & 10 yrs old) and up only coaches, team officials and players are allowed into the dressing rooms used by TMHA both for home and away games. In special circumstances a parent and/or guardian may be in the dressing room area but only with the coach's permission.
- j) The coach, trainer or manager shall be the last person to leave the dressing room at all times. The last responsible person to leave the dressing room shall ensure that it is left in a neat and tidy condition.

## 7. Road Trips

All rules and regulations governing TMHA players and team officials also apply to road trips.

## 8. Releasing Children from Supervision

Players are under the supervision of the coaching staff once they arrive at the arena. They are to be released only if the team officials are certain a parent or guardian is available to take them home.

## 2.2 OPERATIONAL POLICIES - HOUSE LEAGUE *(As noted in the Operations Manual)*

1. All house league coaches must report to the House League Director.
2. All teams get equal number of house league games per year.
3. League points will be two points for a win and one point for a tie. There will not be overtime in league play. League standings are to be determined by the point system. In the event of a tie at the end of league play, the "win-loss" record will be the determining factor.
4. All house league teams will be comprised of a minimum of seven (7) players. If 7 players are not present ten (10) minutes after the scheduled start time, the game is cancelled and two (2) points are awarded to the full team. If both teams are short, then the game is tied. The time shall be used as a practice or exhibition game by those two teams.
5. When possible, for every two games, there will be one session of skill development/practice for house league teams.
6. Two house league teams in the same division may practice simultaneously on each ice surface during practice times.
7. "AA" Representative players, with the exception of the Midget players, will be placed within the house league schedule of the next highest division at the start of the season and play in that division like any other team.
  - 1) To fill the void of a team in Atom HL due to numbers lost when the players move up (and to further develop), 2<sup>nd</sup> year Novices will play as a team in a weekly exhibition game up in the Atom HL. Based upon numbers, there may be more than 1 team. In any case, all 2<sup>nd</sup> year Novice players will get an opportunity to play on the Novice team up in Atom HL.
    - These Novice players will still be involved in the Novice program and will practice, play games and travel to tournaments with their regular Novice team. This is not a "AA" program and is to be treated as development and an introduction to level of play they will be involved with next season.
    - All Novice head coaches will be involved in coaching (ie. take turns or paired up, etc.) these weekly exhibition games in Atom HL.
    - To be done only at the Novice level, not the Pre-novice (Initiation) level.
8. All TMHA teams, House League and "AA" Representative teams qualify and play in playoffs however the AA Rep teams cannot play for the league championship trophy.
9. Fair Ice Time
  - a) Coaches will provide all players, regardless of ability, with an equal opportunity to participate in both regular season and playoff games. All Coaches are strongly urged to maintain the following rotation schedule.
    - 15 Skaters - 3 forward lines, 3 defense pairs
    - 14 Skaters - 3 forward lines, 5 defense rotated (1,2) (3,4) (5,1) (2,3) (4,5)
    - 13 Skaters - 3 forward lines, 2 defense pairs or 3 pairs of wingers, 2 rotating centers, and 5 rotating defensemen
    - 12 Skaters - 2 forward lines, 3 defense pairs or 3 forward lines, alternating centers, 2 defense pairs
    - 11 Skaters - 2 forward lines, 5 defense rotated or 2 forward lines, rotating centers, 2 defense pairs
    - 10 Skaters - 2 forward lines, 2 defense pairs
    - 9 Skaters - 2 forward lines, 3 defense rotated

8 Skaters - fair and equitable rotation

7 Skaters - fair and equitable rotation

NOTE: The word Skaters as used above does not include goaltenders.

- b) The House League Director, after one warning, has the authority to request that the referee assess bench penalties, remove the Coach or player from a game, and may recommend further action by the Disciplinary Committee, including suspension, should the rules above be ignored by a Coach or player.

### 2.3 OPERATIONAL POLICIES - REPRESENTATIVE TEAMS

1. The appointed Head Coach is responsible for the selection of assistant coaches/trainers and team manager, which must be approved by TMHA Board. To avoid any perceived conflict of interest, he/she must have selected his/her team before he/she makes those decisions. ***(As noted in the Operations Manual)***
2. The coaches will present suitable names for approval by the Board of Directors of a Manager, Trainer and Assistant Coach (a total of **four** team officials) to the President within two weeks following their team tryouts. Coaches will be notified of the Board's decision immediately following their next meeting. If parents and coaches of the team request, more coaching staff may be approved. ***(As noted in the Operations Manual)***
3. Tryouts ***(As noted in the Operations Manual)***
  - a) The Coach is responsible for conducting all AA and A tryout sessions. It is recommended that to assist with choosing players, each coach will arrange for a panel of not less than three (3) persons to attend tryout sessions. With the exception of the coach, none of the above mentioned shall be a parent or relative of a prospective player.
  - b) **TMHA does not guarantee more than one icetime prior to getting cut. It is totally at the discretion of the coach at which icetime he cuts his players.**  
**The "AA" coaches have had and do have the option to hold spots open until the "A" tryouts. This should be worked out between the two coaches (AA and A), however the "AA" coach should make their decision no later than the 2nd "A" icetime, if not the 1st.**  
**Formats are open to options such as...**  
**Sessions...**  
**#1 - All skate and cuts may or may not happen at this time**  
**#2 & #3 - May choose not to have top players skate in one of these sessions**  
**#4 - Inter-Squad Game**
4. All Representative team coaches (all divisions) will not post a final roster as a way of finalizing team rosters. Coaches will speak directly to all players who tryout for these teams telling them verbally if they made the team or not, and outlining why.
5. TMHA is to be notified before any player is cut from a representative team.
6. Practices ***(As noted in the Operations Manual)***
  - a) The Ice Operations Director is the only person authorized to book ice for any TMHA team. All requests must be made through the Ice Operations Director. The City of Thompson's recreation department is aware of this policy and has been instructed not to deal directly with any team.
  - b) All "AA" & "A" Rep teams will get one practice time per week, which is included in their Rep fee. Any extra practices must be booked through the Ice Operations Director and paid for by the respective teams.
  - c) The Atom AA and Peewee AA team practices will be on Saturdays (a.m.) and the Atom A and Peewee A practices will be on Sundays (a.m.). Teams will alternate rinks from one weekend to the next. This allows "A" players to be AP onto "AA" teams for practices.
  - d) The Carroll Aeros team and the Peewee Doug's Source for Sport team will not be on the regular ice practice schedule **until the teams are formed.**
7. Official Colours
  - a) Representative team jerseys & socks will be black with white and orange and white with orange and black. (Proper coloured socks must be worn with the appropriate coloured jerseys)

- b) TMHA recommends that hockey gloves, pants and helmets worn by TMHA Representative Team players be black.
8. Team Apparel & Dress Code (*As noted in the Operations Manual*)
- a) The King Miner Logo is the private property of the Association. The logo and the “King Miner” name may be used by Representative teams for jackets, warm-up suits and letterhead. Any other products must be approved by the TMHA with respect to design (copyright) and colour prior to the order being placed.
  - b) Representative players at all levels should be dressed presentably at all tournaments. Team officials are responsible to set the specifics for their own team dress codes, along with deciding whether or not to purchase team apparel such as team jackets. Dress codes will apply to all home tournaments, Provincials and may include away tournaments.
  - c) All players, head coaches, assistant coaches, managers and trainers on teams representing TMHA must adhere to their dress code.
9. Tournaments (*As noted in the Operations Manual*)
- a) As per Norman Regional Minor Hockey Association... All City “AA” teams (Thompson, The Pas, Flin Flon) teams must participate in all Norman “AA” Centre tournaments (Thompson, The Pas, Flin Flon) when a tournament is available in one of the three NRMHA city Associations, with the following stipulation... Participation of the AA centers teams in Regional AA centers tournaments is based upon a host of a AA center hosting a Tournament must send out notice they are hosting with a minimum of 4 AA teams attending, Minimum 4 weeks prior to Tournament date.“
  - b) Hosting of Tournaments is the responsibility of both the Host Rep teams and the Board. See Hosting Guidelines for Details.
  - c) **Fundraising:**  
 Novice: Novice tournament fundraising monies will be ear-marked to pay for out-of-town Novice tournaments’ registration fees the following year. All monies left at the end of the year will go into general funds to help offset the low registration fee charged at this level.  
  
 Peewee, Bantam, Midget: The gate money (Silver Collection for Peewee & Bantam and Gate Fees for Midget) is turned over to TMHA and all other fundraising is kept by the teams.  
  
 Female: The gate money (Silver Collection) is turned over to TMHA and all other fundraising is to be divided amongst all teams participating. Division of profit and responsibility is to be determined prior to the tournament (ie. pro-rated based on team travel budget, etc).
  - d) All competitive teams will participate in their respective tournaments, giving each team one tournament to play in.
10. Hosting Provincials (*As noted in the Operations Manual*)
- a) Hosting of Provincials is a financial partnership between the Host Rep teams and the Board. All fundraising will go towards the expenses of running the tournament. Parents may opt out of volunteering and just pay a pre-determined amount towards expenses. Both the TMHA Tournament Guidelines and the Manitoba Hockey Provincial Hosting Guidelines will be adhered to.

## 2.4 DISCIPLINARY POLICIES

1. The coach and manager shall consult with parents regarding problem behavior in players.
2. The coach and manager shall follow the TMHA policies on major disciplinary problems and report such incidents to TMHA in writing.
3. The team coaches and managers shall be responsible to supervise the behavior of players on the ice, in the dressing rooms and on out-of-town trips.
4. Coaches, managers or trainers consuming or displaying alcohol immediately prior to or while traveling or during the day when a game is played and after the last game of the day while they are around any player or still at the host arena will be dealt with by the Disciplinary Committee. (*As noted in Operations’ Disciplinary Policy*)

## 2.5 TRAVEL POLICIES

1. All team travel out of town **including** exhibition games must have prior approval (minimum of 2 weeks) of the TMHA.
2. a) Permission must be obtained from TMHA before any team travels, **including exhibition games**.  
b) Travel out of region will follow procedures as per part VII of the Hockey Manitoba Constitution, Regulations & Rules of Competition.
3. An expense travel report and game sheets must be received by the TMHA before the team may travel again.
4. For transportation of teams out of town, it is the responsibility of the team manager and the safety of the team to:
  - a) arrange for appropriate mode of transportation i.e. charter bus, rental van or personal vehicles. Consideration must be given to the distance traveled, the number of players making the trip and their safety and comfort. **Priority on the buses for seat assignments is one parent per child, excluding the team officials.**
  - b) ensure that when rental vans or personal vehicles are used that the drivers are properly licensed for the vehicle they will be driving. That they are mature responsible individuals who will comply with all traffic laws in effect.
  - c) that vehicles do not exceed the posted speed limit and travel at a reduced speed when road conditions and/or visibility are poor. Teams should cancel a trip if highway or police reports indicate unsafe road conditions. They should be prepared to spend an extra night in the town visited if travel conditions are poor when scheduled to return to Thompson.
  - d) that vehicles travel together (at least in pairs) so that assistance is available in case of car trouble. Prior arrangements should be made regarding the "coffee stops" while on long trips. All vehicles should be accounted for at each stop before proceeding.
  - e) coaches, managers, or trainers shall not consume or display alcohol immediately prior to, or while traveling, or during the day, when a game is being played, or after the last game of the day while they are around any player or still at the arena.
  - f) when traveling to and from tournaments, smoking is prohibited in vehicles.
5. Each room must be chaperoned individually for all teams traveling and staying in hotels up to and including the Peewee level. Parents should have first choice to chaperone extra players and then the Team Officials. The Bantam and the Midget teams (coaches and parents) may vote for different options.
6. All Competitive Teams must have a First Aid Kit when traveling. Funds for the equipment of the kit should be budgeted by the team. Recommended content is as follows: good quality scissors, eye cleansing solution, band aids, gauze and telfa pads - various sizes, adhesive tape, antiseptic ointment, Hydrogen Peroxide, Vaseline, elastocrepe bandage, sling (2), safety pins.

## 2.6 FINANCIAL POLICIES

1. All Competitive team bank accounts are set up at the TD bank. All teams must submit their signing officers' names to the Fundraising Director, who will then provide them with a letter to be brought to the bank at the beginning of the season. The Fundraising Director will also provide you with left over cheques and a deposit book from the previous year's team. Accounts are to have three signing officers, one being the team manager and the other two, parents/coaches from the team. Teams must vote on the option of the Manager using a team account debit card to pay for their expenses.
2. All Competitive teams shall submit their year's budget to TMHA by the second Friday in November or a minimum of 3 weeks prior to their first road trip to the Fundraising Director, who will then present it to the board for approval. Any changes to the budget must be approved by the board.
3. a) Individual teams that raise funds for their team, must abide by the fundraising policies during the season and the off-season.

- b) Calendars ...see Fundraising Policy #3 & 4 for details.
  - c) All fundraising and sponsorship activities shall be submitted to the fundraising coordinator for approval. In any case where a fundraising proposal may appear to be in conflict with the accepted practices of the TMHA, the fundraising coordinator will refer the proposal to a regular meeting for a decision. Likewise any team, whose fundraising proposal is turned down by the fundraising coordinator, may appeal that decision to the board.
4. Any team, parent, or group of parents wishing to raise funds through any activity, which involves the sale or use of alcohol in any form, shall not be permitted to associate the activity to TMHA or any minor hockey team in any way, with exception of the Munn Cup Social. Special permission to host a social at any other tournament must be requested prior to the event.
  5. Parents are only obliged to pay for **four** Team Officials' expenses. Any teams carrying more than that will need a team vote to pay for the extra official(s). Monthly parent payments will be decided by the manager of each team in consultation with the parents on that team. It is highly recommended that parent payments be paid and collected in the form of post-dated cheques at the beginning of the season. Travel expenses shall be reimbursed and/or paid out as follows...
    - a) Bus transportation or... with official receipts; gas consumed on road trips for the transportation of players, coaches and manager, if vehicles are used instead.
    - b) A \$25.00 per diem for meals is allocated for team coaches and managers while on road trips.
    - c) With official receipts or paid directly by the managers; lodging will be provided for the coaches and manager on road trips based on a double occupancy rate, along with the Bus Drivers', when applicable.
    - d) If a player does not participate in a road trip/tournament, **due to illness, injury, vacation, etc.**, the expenses that the player is still responsible for are the bus transportation and/or gas consumed on the road trips, bus driver's hotel room, tournament registration, team officials' hotel and per diems. The player does not pay for the player's hotel and meals, as the team does not incur these costs because the player was not there. If the team picks up an A/P player to replace them, then the A/P player will be responsible for all the costs, **unless other arrangements have been worked out between the Regular and A/P player such as shared costs.**
    - e) Team Officials have the option to get their reimbursements credited to their player accounts.
    - f) Parents have the option to get their reimbursements credited to their player accounts.
    - g) Team meals (those who choose to go on their own and not with the Team for scheduled meals are responsible to pay for their own).
    - h) All players' hotel rooms are based on 25% of the cost of the hotel room for each player. **All players** are to pay equally for the total cost of the hotel rooms. If teams so choose (most do)... parents/chaperones can pay for hotel rooms on behalf of the team and receive a credit on the players summary report.
    - i) Those teams (Bantam and Midget) that have chosen not to have chaperoned rooms, will pay for as many rooms as necessary to accommodate the team and then the total amount will be divided equally amongst the players. **As an option, drivers for these teams will have their rooms paid for by the team, but this is to be voted, on a trip-to-trip basis by the team.**

## 2.7 FUNDRAISING POLICIES

### 1. BUDGET

- a) A draft budget of the years planned fundraising events shall be drawn up and handed in to the Fundraising Director.
- b) The budget shall include a copy of the teams travel plans as per sample provided.
- c) Budgets must be in by the second Friday in November or a minimum of 3 weeks prior to the first road trip.

d) Budgets should be updated as required.

## 2. FUNDRAISING

- a) The maximum amount that individual Competitive Team players may fundraise is 75% of their team expenses, not including their sponsor bar total (Example; \$1000 budgeted cost - \$500 sponsor x 75% = \$375.00). No one person shall profit from fundraising. *(As noted in the Operations Manual)*
- b) If a team or player fundraises over the allotted 75%, the amount over will be turned over to Thompson Minor Hockey Association. The player is not entitled to these funds the following year. *(As noted in the Operations Manual)*
- c) Written requests for fundraising are to be given to the Fundraising Director at least two days prior to the TMHA meeting (held every second Monday).
- d) Requests shall contain a detailed description of the event such as date(s), etc.
- e) DO NOT go forward with any part of your fundraising until permission is given.
- f) Teams cannot stray from the original fundraising outline for which they were given permission.
- g) You may require a license from the City of Thompson for your fundraising event. If this is the case, you must obtain a letter from the Fundraising Director authorizing the approval from TMHA.
- h) All fundraising and sponsorship money is to be used for team expenses only, such as... team travel, tournament registration fees, administration costs in support of team activities, ice costs, first aid kits and sponsor photos.
- i) Fundraising and sponsorship money cannot be used for the purchase of clothing, parties, team pictures, tickets to sporting events or any other item that is above and beyond the costs for the team to operate; these items must be paid with parent payment money.

## 3. CASH CALENDARS

- a) All AA teams are eligible to use cash calendars for fundraising.
- b) The Midget Team will sell the first month (October for November Draw) followed by Atom (November for December), Peewee (December for January) and then Bantam (January for February).
- c) No businesses shall be approached for this fundraiser.
- d) All prizes are to be paid out by the team.
- e) Selling of calendars can begin no earlier than one month prior to the date of the calendar draws, (e.g. Selling for the month of November can begin as early as October 1st).
- f) A letter from TMHA (Fundraising Director) giving approval for the sale of the cash calendars must be presented to the City of Thompson in order to get a license to sell the calendars.
- g) If a team is unable to sell calendars during its month, they must give notice to TMHA at least (1) week prior to the month they have been allotted to sell the calendars. This gives another team the opportunity to then sell the calendars.

## 4. DOUG'S SOURCE FOR SPORT CALENDARS

- a) Any A team wanting to sell Doug's calendars must approach him directly.

## 5. SPONSOR NAME BARS *(As noted in the Operations Manual)*

- a) All Competitive Teams are responsible to solicit their own Sponsors.
- b) Each player is limited to one name bar sponsor.

- c) Minimum sponsorship is \$200.00.
  - d) A list of name bar sponsors who have agreed to participate this year shall be given to the Fundraising Director within one month of the team being chosen.
  - e) It is recommended that Traveling Teams request a list from the Fundraising Director, so that they can avoid approaching businesses that have already sponsored.
6. PHOTOGRAPHS *(As noted in the Operations Manual)*
- a) Photographs shall be taken of all Competitive teams. Managers are responsible for all arrangements and organization of.
  - b) All Player Sponsors shall be given a team picture in appreciation for their sponsorship.
7. PARENT REPORTS
- a) All parents are to receive a copy of the Player Account Summary Report and an updated Budget/Trip Report on a monthly basis.
8. TMHA REPORTS
- a) A fundraiser report with copies of receipts must be handed in to the Fundraising Director one week after each fundraiser has been completed.
  - b) After each trip has been completed, the following must be handed in prior to the next TMHA board meeting or before the next road trip, whichever comes first. With the exception of any teams who are in a league situation, they will be required to hand in the following on a monthly basis...
    - √ An updated Budget/Trip Report along with copies of receipts
    - √ A Player Summary Report
    - √ A copy of your most recent Bank Statement
9. YEAR-END REPORTS
- a) All final reports must be handed in by the Annual General Meeting, along with all of the bookkeeping and bank documents. Please have them in an envelope labeled with the Team name, Manager's name and the year.
10. PLAYER MOVEMENT/QUITTING *(As noted in the Operations Manual)*
- a) In the context of Competitive player movement, with respect to parent payments/fundraising, it is the position of the TMHA that players shall leave the team free of all claims and obligations. They shall join a team, free of debts and obligations incurred prior to the roster change. Any monies left over will be transferred to the new team. It is the team's responsibility to collect any monies owing. Any disputes arising from this issue should be forwarded to the Fundraising Director.
  - b) In the context of Competitive players quitting a team or is suspended for the remainder of the season, it is the position of the TMHA that players shall leave the team free of all claims and obligations and any monies owing to the player will be paid out at the end of the season, along with all the other players. Any fundraising balances left in their account will go to a player(s) chosen by the account holder or divided equally amongst the whole team, provided they are not over in their own account.
  - c) In regards to player accounts left with a shortfall, the player will not be allowed to register with TMHA or any other association (as per Hockey Manitoba) until the account has been paid in full.
11. AFFILIATE PLAYERS *(As noted in the Operations Manual)*
- a) Any team wanting to use an affiliate player must follow said procedure:
    - contact the player's coach,
    - contact player's parents,
    - contact player.

- b) Any team not following procedure will be subject to disciplinary action.
- c) Affiliated players must be chosen from the same age division.
- d) Affiliate player rules as per Hockey Manitoba.
- e) First choice must go to players that have participated in tryouts. The exceptions will be
  - a. injury or illness at the time of tryouts,
  - b. transfer to Thompson after tryout dates.

#### 12. PENALTIES

- a) TEAMS WHO DO NOT FOLLOW THESE POLICIES WILL BE DENIED PERMISSION TO TRAVEL. OTHER PENALTIES WILL BE UP TO THE THOMPSON MINOR HOCKEY ASSOCIATION AND ALL DECISIONS WILL BE FINAL.

### **3.0 OTHER**

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In addition to the Coaching/Managers Manual, all Teams must be aware of and adhere to the TMHA Constitution and the Operations Policies and Procedures.



## Thompson Minor Hockey Association Sample Team Rules

Each Team Coach and Team Manager will decide on rules they expect players and parents to adhere to. Each team is different, based on the level, or the perspective of the Coach/Team Manager. The following is an example of what a set of team rules might be. It is not intended to set these rules, or preclude others from being included.

Players must show respect for team-mates, opponents, coaches, officials, fans and themselves at all times. Foul language, making fun or being critical of others, being late and not paying attention are examples of disrespect. Players who show disrespect will be talked to by the coach, and then the coach will meet with the player and parents. Then lose ice time in games and if the behaviour continues, may be removed from the team.

Players will arrive in the rink for games at least 40-minutes and for practices at least 30-minutes before the scheduled time to go on the ice. Players will be completely dressed 10-minutes before the beginning of practice and 15-minutes before the beginning of a game. Being late will result in a warning, then increasing time on the bench (a shift, a period, a game). Phoning the coach before the game or practice to let them know you will be late or absent with good reason, will not count against you, provided it is not continuous.

Players will be stretching to warm up off ice, so as to ensure we do not waste on ice time.

Players are expected to attend all games, practices and team events except for illness, school or significant family commitments.

Players are expected to wear a nice shirt and dress pants for all Tournaments.

Players will wear full equipment for all practices.

During practice, players are to be quiet and not shoot pucks while the coaches are talking. Permission must be asked to leave the ice. Laziness during practice will not be tolerated.

There will be no disrespect for the facilities that we play and practice in. Throwing of tape, ice etc, spitting on the floor in the dressing room, or any destructiveness in general is not acceptable. The last player to leave the dressing room will clean it up before leaving and each player will do his part to ensure tape etc makes it in the garbage.

If there are any changes at home please advise the coach so he can deal with any attitude changes on ice. Also if parents are concerned because of attitude changes at home, please advise coach.

As per the TMHA policies, there will be zero tolerance for alcohol and drugs. Players will be immediately suspended for any infractions.