



Thompson Minor Hockey Association Inc.

## Operations Policies & Procedures

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## 1.0 EXPULSION, ETHICS & CONFLICT OF INTEREST

### 1.1 Expulsion

- a) TMHA reserves the right to reject membership in such a case where previous record of behaviour unbecoming a member of the TMHA has been evident.
- b) Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in contravention of the Constitution & Bylaws or Operating Procedures. Such action shall only result after a fair hearing.

### 1.2 Ethics

**(Noted in Coaches Manual)**

- 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.

### 1.3 Conflict of Interest

- a) Members of the TMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Board will make a ruling where the question of a conflict of interest arises.

## 2.0 ELIGIBILITY, REGISTRATION & INSURANCE

### 2.1 Eligibility

- a) All players must reside in the City of Thompson unless they have been properly released from their respective Associations and Hockey Manitoba.
- b) New players previously registered in other minor hockey association, require player release from the last association they were registered with.
- c) Rosters must be declared by December 1<sup>st</sup>, **as per Hockey Manitoba.**
- d) If in the opinion of the Board of Directors, a minimum roster must be set for a TMHA team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the Board.
- e) No player may participate in Association activities unless he/she is registered in good standing. A player is registered when a completed registration form has been filed with the Registrar and registration fees have been paid in full.
- f) Where a player by reason of size or ability is capable of playing at a higher level than his/her age designates or incapable of playing at his/her age designates, provided that the player, parents and TMHA approve, then such player will be allowed to play at a different level.
- g) In extreme circumstances, players may tryout for a higher representative team and requests must come in writing prior to the tryouts.

### 2.2 Registration of Players

- a) The Divisions and Ages are governed by Hockey Canada and Hockey Manitoba. The following ages are as of December 31<sup>st</sup>.

**Pre-Novice 4, 5 & 6**

Novice 7 & 8

Atom 9 & 10

Peewee 11 & 12

Bantam 13 & 14

Midget 15, 16, 17 & 18

- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Board approval. The request must be made in writing to the Board outlining the reason for the request.

### 2.3 Player Advancement

#### Criteria:

- a) The player / parent requesting a player to be moved up a House League Division are required to fill out a player advancement form prior to the first evaluation date.
- b) Player advancement is only applicable from **Pre-Novice** (IP) to Novice and from Novice to Atom.
- c) The registration form must be accompanied with a \$25.00 fee to pay for the extra ice time the player will receive and for administrative costs.
- d) If a player is advanced and wants to tryout for an “A” team they are still responsible to pay all other tryout fees.
- e) A player applying to move up a division must be in their Major year (2<sup>nd</sup> Year) in their age appropriate division.
- f) Coaches will evaluate the player applying for advancement. Coaches will score the player under the following assessment guidelines:
  - 5 = Excellent (1st round draft selection)
  - 4 = Above average (2nd or 3rd round draft selection)
  - 3 = Average (a mid round draft selection)
  - 2 = Below average (a late round draft selection)
  - 1 = Developmental (a last round draft selection)
- g) If a player is requesting an underage placement in a higher age division, he or she must be rated as a first round choice of the Minor year (1<sup>st</sup> year) players in that division. Example: a '98 player requesting to play with the 96's and 97's must be rated a first round selection in the '97 age group (An average score of 4.5 – 5.0 with the deletion of the best and worst score given to avoid any bias a coach may have) Any player evaluated by the coaches who are not considered a first round selection (An average score of 4.4 or lower) will be placed in their age appropriate division.
- h) Although the coaches' evaluation scores will be used to determine the skill level of the player, the Thompson Minor Hockey Association reserves the right to place a child in their age appropriate division due to social and physical considerations.
- i) The Thompson Minor Hockey Association Board must approve all player advancements.

### 2.4 Birth Certificates

- a) Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or tryout.

### 2.5 Registration Dates

- a) The Board shall set registration dates and fees by June for the following hockey season. Registration procedures will be organised and co-ordinated by the Registrar.

### 2.6 Fees & Refunds

- a) All registration fees are to be paid in cash or by cheque. Any person whose cheque is returned by the bank for any reason will be notified and the player will be forbidden to take part in any minor hockey activity until the registration fee along with a \$25.00 fee is paid.
- b) Families registering 3 or more players; the youngest player's fee is half price.
- c) Full registration fees to be paid for registration up to December 1st, 50% fees to be paid for registration from December 2nd through to January 31st and 30% of registration fees to be paid after January 31<sup>st</sup>
- d) Application for a refund may be conducted by filling out a form available on TMHA website and submitting it to the Registrar up until December 31 of the current hockey season.

- e) Applications for a refund due to a major injury may be accepted after December 31 for consideration by the Board of Directors, in cases where the incident occurred before the end of the year and the player is unable to return for the balance of the season.
- f) Refunds will be granted according to the date the form is received by the Registrar and the following table. **Note:** Hockey Canada insurance, Hockey Manitoba registration, and NRMHA registration portions of the total TMHA registration are 100% non-refundable, once a player has taken part in any TMHA activity.
 

September 16-30	80% of the registration fee is refunded
October 1-31	75% of the registration fee is refunded
November 1-30	50% of the registration fee is refunded
December 1-31	25% of the registration fee is refunded
- g) There will be no registration refunds for any players under suspension from the TMHA and/or banned by the City of Thompson until all fundraising, team monthly fees, etc are up to date and accounted for.

## 2.7 Insurance

- a) The Thompson Minor Hockey Association and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.
- b) The insurance program described by Hockey Manitoba shall cover all players and officials of TMHA.

## 3.0 EQUIPMENT, UNIFORMS & COLOURS

### 3.1 Approved Playing Equipment

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current Hockey Canada regulations. Coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice. Required equipment: helmet, mouth guard, neck guard, shoulder pads, elbow pads, pants, socks, jock, gloves, shin pads, skates, stick.

### 3.2 General Rules

- a) No one shall buy equipment, including jerseys in the name of TMHA or its teams without consent of the Equipment Manager, **as stated in the Constitution**.
- b) No one shall lend TMHA equipment without the approval of the Equipment Manager.
- c) TMHA will provide all necessary goaltender equipment to all Novice & Atom teams. Equipment pieces are to include pads, glove, blocker and chest protector. Some goal sticks may also be available. All other pieces are the responsibility of the individual player.
- d) Each team within TMHA will be supplied with team jerseys and practice pucks. Individual quantities will be left to the discretion of the Equipment Manager and will be inventoried on the Equipment sign-out sheet. Competitive teams will be supplied with two sets of jerseys, home and away, along with (2) garment bags. ALL items will be returned to TMHA at the conclusion of the hockey season.
- e) All equipment, including jerseys, provided by the Association is not to be used by the individual for playing street hockey or any activity that may lead to damage. All equipment is to be properly cared for and returned to the Association in reasonable condition, subject to normal wear and tear, at the end of the season. If not, the player and coach are responsible for the replacement costs to be paid before registration is accepted for the following year.
- f) Any goalie equipment or jerseys requiring repair should be repaired promptly and as needed. Please contact the Equipment Manager if you have any damaged equipment.

### 3.3 Jerseys & Name Bars

- a) All jerseys (including those donated by sponsors) will remain the sole property of the TMHA. All TMHA jerseys must have stop signs on the back as per Hockey Manitoba Constitution, Regulations & Rules of Competition. Numbers to be sequential 1-19 plus numbers 29, 30 or 31. **Exception to the total number of jerseys purchased per team is given to Midget AA, as they may tend to carry more players if there isn't an "A" team.**

- b) With the exception of the **Pre-Novice & Novice teams (Timbits Jerseys)**, ALL jerseys (House & Competitive teams) are to be collected after every game and kept in storage. At no time may players take the jerseys home.
- c) Team officials are responsible to wash the jerseys on a regular basis and then hung to dry (do not dry in dryer). Care should be used in maintaining the jerseys.
- d) No player names are permitted on any House League jerseys.
- e) Player name bars and Sponsor name bars will be sewn on the back of Competitive team jerseys and must be done with care. A long stitch should be used to prevent damage to the sweater when the bars are removed. At no time may a STOP sign be obstructed.

### 3.4 Return of Equipment

- a) Each team is accountable and responsible for the prompt return of all equipment to the Equipment Manager by April 30<sup>th</sup>.
- b) When returning Jerseys, Team officials are responsible to...
  - Ensure that name bars (if applicable) have been carefully removed; and
  - That all sweater sets are complete (none missing); and
  - That the jerseys have been carefully washed or dry-cleaned and are ready for storing.

### 3.5 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.

### 3.6 Team Apparel & Dress Code (Noted in Coaches 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) Dress Code - Representative Teams...
 

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.

## **4.0 HOUSE LEAGUE**

### 4.1 General Rules

- a) The Program Directors (hence forth will also be known as House League Director) will govern each league. This director will be responsible to appoint team coaches. Any complaints should be first reported to the coach and then the House League Director. The next step is to bring concerns to the TMHA regular meetings, **as stated under Communication Protocol**.
- b) Program Directors can only be a director of one league.
 

***The following up to 4.2 b... Noted in Coaching Manual***
- c) All house league coaches must report to the House League Director.
- d) All teams get equal number of house league games per year.
- e) 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.

- f) 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.
- g) When possible, for every two games, there will be one session of skill development/practice for house league teams.
- h) Two house league teams in the same division may practice simultaneously on each ice surface during practice times.
- i) **House League Format will be as follows:**
  - 1) All AA teams, with the exception of the Midget program, will move up into the league above on a full time basis.
  - 2) 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.
- j) 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.

#### 4.2 Fair Ice Time **as stated in the Constitution**

- 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.

#### 4.3 Player Evaluation

- a) The House League Directors are responsible for overseeing the evaluation of house league players in order for balance teams to be formed. This will be done at evaluation ice time in September of the next season.

- b) Representative team coaches run the on-ice sessions as follows... “AA” coaches run the Major (2<sup>nd</sup> year) players session and the “A” coaches run the Minor (1<sup>st</sup> year) players session, in their respective divisions.

#### 4.4 Team Selection & Balancing

- a) Teams will be drafted according to the skill level of the players as determined in skill performing drills conducted at the beginning of the season, under the direction of the House League Director.
- b) Team balancing should be done by December 1<sup>st</sup>. If further balancing is required, it must take place prior to January 9th. The House League Directors will participate at these meetings.
- c) A bi-weekly check of league standings will be made by the House League Director in order to monitor the success of the balancing method.

#### 4.5 Team (Player) Selection Procedure

- a) Player selection into teams is a group process to be handled by the coaches of a division and overseen by the House League Director.
- b) Each team to be selected is given a number.
- c) Players are evaluated and given a rating between 1 and 5, with five being the highest level Representative calibre players and 1 being very weak players. The goal is for each team to have an equal number of players from each category i.e.: 1 - five, 2 - fours, 6 - threes, 3 - twos and 1 - one. The total score when adding up the player rating numbers for each team should be very close. (38 is total for above)
- d) Player names are placed into groups, according to rating.
- e) Coaches draw for team name.
- f) Coaches draw a number for sequence of player selection. The draft will begin with team one down to the last team and back up and so on. (Eg. Team one thru five, then five back to one)
- g) If a Coach's son/daughter is in the rating group being selected, he/she will automatically be assigned to that team and that Coach will miss his next pick for that rating group.
- h) Coaches will keep selecting players per rating group until all players are selected.
- i) Coaches will then draw a team by number and adjust for Coach's child (within same group).
- j) Final team determination is subject to any changes, which may be directed by the Program Director and/or the Board of Directors.
- k) Players will be contacted by their respective coaches.

#### 4.6 Team Balancing Meeting

- a) The House League Director should meet or at the very least communicate with all the coaches for discussion regarding balancing following the first 8-10 games of the regular season.
- b) There should, if at all possible, be a unanimous decision as to the balancing to be done. If a unanimous decision is not reached, the House League Director shall decide on the balancing. **Changes to teams will not be done as a knee jerk reaction to a team losing its first few games unless the scores are consistently quite lopsided.**
- c) If there is disagreement by anyone, the matter may be referred to the Vice-President Technical for final decision.
- d) The coaches losing the player(s) must then contact and communicate the move to the player(s) and parent(s).

THE GOAL IS A BALANCED, COMPETITIVE DIVISION IN WHICH ALL TEAMS ARE CAPABLE OF WINNING, THOUGH WINNING IS NOT THE PRIMARY CONCERN.

### 5.0 COMPETITIVE TEAMS

#### 5.1 Tryouts for Rep Teams

- a) All players wanting to play on a Representative team must tryout for their own age group.

- b) There is a \$25.00 maximum fee for tryout ice time, regardless of how many tryout levels you attend and then an additional \$50.00 rep player fee is required for all players placed on a competitive team.
- c) Midget, Bantam, Peewee and Atom King Miners “AA” tryouts are held in early fall and then immediately followed by the “A” level.
- d) 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. **(Noted in Coaches Manual)**
- e) **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

**(Noted in Coaches Manual)**

### 5.2 Player Movement/Quitting **(Noted in Coaches 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.**

### 5.3 Affiliate Players **(Noted in Coaches 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.

### 5.4 Rep Teams **(Noted in Coaches 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.”

#### 5.5 Peewee Doug's Source for Sport (Traveling Team)

- a) If numbers warrant, provisions will be made to select players for the Peewee Doug's Source for Sport team by **November 15<sup>th</sup>**, and will play in the **Prince/Bercheid home tournament**. The number of players willing to play on this team will determine whether or not a tryout format is needed. Emphasis is to try to accommodate all players wanting to play.
- b) This team must participate in two Norman Region Tournaments (excluding their own) in order to leave the Region for any other tournaments, which must be approved by the Board of Directors.

#### 5.6 Atom Carroll Aeros (Traveling Team)

- a) If numbers warrant, provisions will be made to select players for the Atom Carroll Aeros team by **November 15<sup>th</sup>**. The number of players willing to play on this team will determine whether or not a tryout format is needed. Emphasis is to try to accommodate all players wanting to play.
- b) This team is able to participate in tournaments **such as the Grub Box Tournament in The Pas and will play in the Munn Cup home tournament**.
- c) This team must participate in two Norman Region Tournaments (excluding their own) in order to leave the Region for any other tournaments, which must be approved by the Board of Directors.

#### 5.7 Novice Teams

- a) All Novice house league teams will participate in the Novice home tournament.
- b) Any Novice house league team with approval from the Board of Directors may travel to other tournaments in the Norman Region. Teams may also be combined if the numbers are too low for participation. The team selections will be coordinated by the Program Director with emphasis on the teams travelling being as evenly matched as possible in numbers and ability. See Appendix #14.3 for Details.

#### 5.8 Female Teams

- a) All female travelling teams shall be known as the Thompson Tigers.

#### 5.9 Exhibition Games

- a) TMHA will endeavor to schedule exhibition games for the "A" level Representative teams, when ice time permits.

#### 5.10 Practices (Noted in Coaches 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**.

#### 5.11 TMHA Tournaments (Noted in Coaches Manual)

- a) Hosting of Tournaments is the responsibility of both the Host Rep teams and the Board. See Hosting Guidelines for Details.
- b) **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.)

- c) All competitive teams will participate in their respective tournaments, giving each team one tournament to play in.

#### 5.12 Hosting Provincials (*Noted in Coaches 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.

## 6.0 CONDUCT & DISCIPLINE

### 6.1 Complaints & Sanctions

- a) Complaints or questions regarding the operation of the Association must be submitted, in writing to the President and it must be signed or they will not be accepted.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Board.
- c) Complaints/questions should be submitted at least 1 week prior to the Board Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, and depending upon its severity, the President may defer to the Disciplinary Committee to investigate the complaint and present recommendations to the Board. For issues of a serious nature, the President may call a Special Meeting of the Board to ensure prompt resolution.
- e) Discussions of complaints of a sensitive or personal nature at a Board Meeting will not be open to the general membership and shall be kept confidential.

### 6.2 Suspensions

- a) All match misconduct and major penalties will be reported as per Hockey Manitoba, Norman and TMHA regulations. Match penalties involving officials will be handled as per the Hockey Manitoba Constitution, Regulations and Rules of Competition.
- b) House League Directors will notify Coaches of any automatic suspensions incurred by members of their team as soon as possible following the game in which they have been assessed. The Coach is responsible for notifying the player.

*See Appendix for Disciplinary Policies*

### 6.3 Police Record Checks

- a) Police record checks are mandatory for volunteers of TMHA who fill the following positions:
  - Board of Directors
  - Head Coaches
  - Assistant Coaches
  - Trainers
  - Managers
  - Safety Person
- b) These Police Record Checks cannot be more than 4 months old when accepted by TMHA and must be original copies. A new Police Record Check will be required every 4 years. Board members are to have their PRC completed by October 1st; all other volunteers named above to have PRC completed by November 1<sup>st</sup>.
- c) Failure to submit a Police Record Check (PRC) by the dates noted above may result in immediate suspension from ALL team activities (games, practices, dressing rooms, etc.) until the appropriate documentation has been received.

d) Police Record Check Criteria:

Individuals with outstanding Criminal Code convictions or charges pending for the following offences will not be accepted to volunteer in any of the above positions. No time exclusion for any of the criteria with the exception of criminal offences related to bona fide occupational requirements where the time exclusion window will be up to ten years (i.e. fraud - treasurer's position). These offences include, but are not limited to the following...

- Physical or sexual assault
- Current prohibitions or probation orders forbidding contact with children under the age of 14
- Indictable criminal offences for child abuse
- Any violent offence against children
- Outstanding convictions or charges pending for any violent offences, whether or not it involved weapons
- Any offence relating to children that the Association deems inappropriate
- Individuals with outstanding convictions, (within last ten years) for criminal offences related to bona fide occupational requirement or qualification may be excluded from a position of trust depending on the circumstances (i.e. fraud)

e) Every member or volunteer, once accepted, is obliged to inform the President of TMHA if he/she is charged, tried or convicted of any offence under the criminal Code or under other federal or provincial statutes if that offence is relative to a position of trust held by the individual.

f) Appeal Process:

Applicants who are rejected as a result of the Police Record Check process have the right to know why he/she is being refused. They may appeal to the Board of Directors in writing within 10 days of official receipt of notification. Letters are to be addressed to the President of TMHA and will be dealt by the discipline committee.

#### 6.4 Obtaining Police Record Check

a) Applicant to go in person to the local Police Department with a Request for Criminal Reference Check form from TMHA. (Available on the website under "forms") and ask for a Police Record Check.

b) It will take up to 10 days to get your PRC back.

c) Once you have obtained your PRC, you are to place the ORIGINAL copy in a SEALED envelope and label it "PRC Confidential", along with your Name & Team and give it to your House League Director or mail it to:

Thompson Minor Hockey Association  
Box 506  
Thompson, Manitoba  
R8N 1N2

d) Submission of the receipt from the police department for the police check does not constitute police record check clearance. TMHA must receive the actual record check to clear a potential volunteer.

#### 6.5 Alcohol & Smoking

a) Smoking is not prohibited in all arenas.

b) The use of alcoholic beverages or drugs by team staff or players prior to or during TMHA related activities in any arena home or away are strictly prohibited. A suspension will be levied for failing to observe this rule.

***The following #6.6 to #6.10... Noted in Coaches Manual***

#### 6.6 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.

- b) Coaches are strongly encouraged to hold another meeting at mid season and if needed, another just before playoff time.

#### 6.7 Twenty-Four (24) Hour Cool Down Rule

- a) 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.

#### 6.8 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.

#### 6.9 Road Trips

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

#### 6.10 Releasing Children from Supervision

- a) 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.

### **7.0 COACHES, TRAINERS & MANAGERS**

#### 7.1 Clinics

- a) The TMHA will attempt to hold a coaching clinic in the fall to promote certified coaches. All coaching levels of the Hockey Canada will be made available, if possible.

#### 7.2 Selection of Competitive Team Officials

- a) The call for applications for coaching positions for the upcoming season will be advertised in the paper and on the TMHA website.

- b) The Representative Teams Selection Committee shall develop a schedule for the selection of coaches that ensures it is completed by the AGM and is executed in accordance with the **Coaching Selection Process**.
- c) 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. *(Noted in Coaches Manual)*
- d) 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.  
*(Noted in Coaches Manual)*
- e) All coaches, assistant coaches and trainers must be certified in accordance with Hockey Manitoba.
- f) TMHA reserves the right to make team official changes, including removal, at any time, with justifiable reason. For this purpose a committee will be formed to include the President, the Program Director for the age group involved, plus one other Board member.

### 7.3 Responsibilities of all Team Officials

- a) Team officials are accountable to the Board and Association for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the Thompson Minor Hockey Association and Hockey Manitoba & Canada.

See **Coaches and Managers Manual** for detailed job descriptions of all Team Officials.

## 8.0 COMMUNICATION

### 8.1 Methods of Communication

The TMHA relies on several communication Medias: Website, Notice board and Newspapers.

- a) TMHA Website ([www.thompsonminorhockey.ca](http://www.thompsonminorhockey.ca)):  
The web site is to act as the key communication vehicle for the TMHA whereby information can be made available to our members. All additions and /or changes to the web site are to be directed to the President. The Publicity Director will maintain and update the web site.
- b) Notice Boards:  
Posting of information to the Notice Boards in the Arena will be the responsibility of the Secretary and the Publicity Director.

### 8.2 Communication Protocol

- a) A communication protocol exists, which extends from Program Director to coaches to parents. All concerns or issues regarding teams shall follow the protocol listed below.  
Coach/Manager  
Program Director  
President  
Vice-President Technical/Discipline Committee  
Board of Directors
- b) Any team issue or concern brought forward to the Board which has not gone through this protocol will be redirected in that manner. The first contact should be the Coach/Manager. When an issue or concern has remained unattended to, it is then deemed appropriate to contact the next level of responsibility in a respectful and constructive manner. Should the issue reach the VP Tech, then if necessary the Discipline committee may be convened to address the situation. Any issue reaching this level must be reported to the Board at the next meeting.

## 9.0 ON & OFF ICE Officials

### 9.1 Timekeepers

- a) All timekeeping is done on a volunteer basis. The Home team, during all house league games shall provide two (2) mature individuals to perform all duties related to timekeeping. This also applies to exhibition games played in Thompson.

### 9.2 Referees

- a) If possible, referees must be at least two (2) years older than the players in the game they referee.
- b) All tournaments will have a three-man system in Thompson, if available.
- c) The TMHA will attempt to hold a refereeing clinic in the fall to promote certified referees.
- d) **If a referee re-certifies for the following season and refs a minimum of ten games that season, then the TMHA will refund the cost of their re-certification fee.**

### 9.3 Pay Rates

Set rates for two-man system per game:

- Level 1 \$16.00
- Level 2 \$19.00
- Level 3 \$22.00
- Level 4 \$25.00 (Senior, 10 years or more experience)
- Level 5 \$29.00

The fee structure will be reviewed every two years (odd years) at the end of the season.

## 10.0 Subsidization

### 10.1 Board of Directors

- a) Upon approval from the TMHA, any member traveling to meetings on behalf of the TMHA shall be reimbursed for travel, reasonable hotel accommodations and \$32.00 meal allowance per day, or \$7 (Breakfast), \$9 (Lunch), \$16 (Dinner). A proper expense report along with required receipts must be submitted to the Treasurer, **as stated in the Constitution**.
- b) Board members may be reimbursed for out of pocket expenses such as long distance charges, computer cartridges, postage etc.

## 11.0 FUNDRAISING

### 11.1 Team

- 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. (**Noted in Coaches 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. (**Noted in Coaches Manual**)
- c) All teams must receive approval from the TMHA Fundraising Director before team fundraising events may take place.
- d) No fundraising projects may be conducted nor donations of any kind solicited in the name of TMHA except by approval of a majority vote of the Board of Directors.

### 11.2 Association

- a) Any fundraising the Association may endeavour will be deposited into the general account towards the overall registration fee of each player; **this includes all Munn Cup money.**

- b) Munn Cup money will be listed as restricted funds on the TMHA financials, to ensure funding is there to hold the tournament.

## 12.0 Sponsorship, SPONSOR BARS & PHOTOGRAPHS

### 12.1 Sponsorship

- a) TMHA shall arrange for sponsorships for house league teams.
- b) Under no circumstance may any other person approach a sponsor for financial assistance either directly or indirectly.
- c) Sponsorship of a team does not entitle a representative of the sponsor to any official capacity with the team.

### 12.2 Sponsor Bars

*(Noted in Coaches 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 in the current year shall be given to the Fundraising Director within one month of the team being chosen.
- e) It is recommended that the Traveling Teams request a list from the Fundraising Director, so that they can avoid approaching businesses that have already sponsored.

### 12.3 Photographs

*(Noted in Coaches 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.

## 13.0 BANQUET, AWARDS & SCHOLARSHIP

### 13.1 Banquet

- a) TMHA holds an annual banquet/wind-up for Novice, Atom & Peewee divisions and a wind-up for the Bantam & Midget divisions. Pre-Novice will consist of a year-end mini tournament wind-up. These events are held within three weeks following the end of the House League Season.

### 13.2 Awards

- a) Awards are presented to every player in the Pre-Novice, Novice, Atom & Peewee, Bantam and Midget divisions.
- b) Esso Awards for Most Sportsmanlike, Most Improved and Most Dedicated are given to every Novice and up team (all house and competitive teams).
- c) Memorial Keepers Awards are presented as follows...
  - Ken Burak Memorial Award - Most Sportsmanlike in **Atom house league**
  - Elaine Dymeterko Memorial Award - Most improved defenseman in **Peewee house league**
  - Earl Thomas Dolyniuk Memorial Award - Best goaltender in **Peewee house league**
  - Clifford Duchesne Memorial Award - MVP at **Peewee "AA" Provincials**
  - Blaine Prince Memorial Award - Scholastic achievement for grade 8 student (**1st year Bantam**)
  - Ted Larson Memorial Award - Most sportsmanlike in **Bantam house league**
  - Kevin Scaddan Memorial Award (\$350.00) - Best display of skill, sportsmanship and academic achievement in **Midget house league**

### 13.3 Scholarship

- a) A \$500.00 Scholarship is given to a Graduating RDPC Student with the following criteria's (when warranted). This person is chosen by an RDPC committee and we present the award at their award ceremonies.
  - A Grade 12 student who played or officiated in the Thompson Minor Hockey Association this year and at least one other previous year. Going to a School of Higher Learning. Has shown good Sportsmanship and Attitude.

## 14.0 APPENDIX

### 14.1 Disciplinary Policies

- a) All game protests must be submitted, in writing and accompanied by a ten dollar (\$10.00) retainer, to the Disciplinary Committee within forty-eight (48) hours after the end of the protested game. The retainer is to be returned only if appeal is successful.
- b) The TMHA Disciplinary Committee may discipline a player (whether or not the player is disciplined by Hockey Manitoba) upon consultation with the team coach and manager; and  
A player is suspended until the decision of the Disciplinary Committee is made; and  
A copy of the TMHA decision is to be sent to the Norman Regional Director.
- c) Any decisions made by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of the TMHA Board of Directors; and  
The appeal shall be in the form of a written letter, along with a one hundred dollar (\$100.00) retainer (refundable if appeal is successful) and shall be given to the President; and  
The appeal shall be dealt with in a reasonable length of time; and  
During the appeal, players, coaches or managers will not participate in TMHA ice time activities; and  
Any decision may be appealed to Hockey Manitoba if the individual is not satisfied with the TMHA ruling.
- d) Discipline for Hockey Canada and Hockey Manitoba and Norman infractions shall be handled as set out in the regulations.
- e) Players involved in match infractions shall be suspended until a decision is rendered. A player is suspended from the day of infraction until the hearing is completed. Regularly scheduled house league, playoff and tournament games missed during this time count toward the suspension.  
Match penalties involving officials will be handled as per Hockey Manitoba Constitution, Regulations & Rules of Competition.
- f) Any suspensions dealt out in house league play shall be carried over to representative team play as well as vice versa.
- g) Players consuming or displaying alcohol immediately prior to or during a trip will be dealt with by the Disciplinary Committee.
- h) 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.  
***(Noted in Coaches Manual)***
- i) Should any player(s) or team officials willfully damage any property or equipment at any rink, all costs for such repairs etc. shall be borne by the team concerned.
- j) It is the responsibility of the coach and manager to control the team. Failure to control the team will result in the coach and/or manager being suspended.
- k) Any team scheduled for ice time that is not cancelled by the due time will be responsible for paying for that ice time. Teams that owe for ice time not cancelled will not be able to obtain any extra ice until the bill is paid.
- l) The TMHA will designate from their executive members, a chairperson (which is the Vice-President Technical, (unless they are in conflict of interest) and five (5) additional members to form the Disciplinary Committee as stated in the Duties of the Board of Directors.
- m) The Committee's function will be to hear and determine all matters requiring discipline as a result of violations by individuals of policy and regulations set by the Hockey Canada, Hockey Manitoba, Norman and TMHA and meet as required to resolve all such matters.
- n) The Disciplinary Committee may suspend a team player, coach, other team official for unbecoming conduct by such a team or person on or off the ice.

- o) The Disciplinary Committee may in its discretion, impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for example, placing a person or team on probation requiring attendance at clinics, making restitution, giving apologies or providing undertakings.
- p) The Disciplinary Committee shall sit at such times and such places as are necessary to deal with suspensions on a timely basis.
- q) Reasonable notice of a suspension hearing shall be given as follows:
  - If a team is subject to suspension, then notice shall be given to the coach, house league director and TMHA president; and
  - If a coach, manager or other team official is subject to suspension, then notice shall be given to the individual concerned and TMHA president; and
  - If a player is subject to suspension, then notice shall be given to the player concerned, to his coach, his parent and TMHA president; and
  - If a game official is subject to suspension, then notice shall be given to the game official concerned and to the referee-in-chief.
- r) The Disciplinary Committee may request any player, coach, manager or other team official or game official to appear before it. Failure to attend without reasonable excuse, to appear at the time and place indicated may result in disciplinary action against the person failing to attend the hearing.
- s) Notice of any hearing by the Disciplinary Committee may be given in person, by telephone or by letter addressed to the person to be notified or his next of kin, place of work or school he/she is attending.
- t) The Disciplinary Committee will ensure that reasonable time limits will be given to all parties requested to attend a hearing.
- u) Notice of the decision of the Disciplinary Committee shall be given to all persons to whom notice of the hearing was required to be given, first by phone followed up by a letter.
- v) The Disciplinary Committee shall retain on file with TMHA, copies of all documentary evidence considered and record names, addresses and telephone numbers of persons having given evidence to the Committee.
- w) A suspension based on a number of league or playoff games, shall prohibit the suspended person from participating in any tournament or exhibition games during the suspension period and such suspension shall be enforced from one playing season to another. A violation of this rule may result in further suspension.
- x) The rules regarding suspensions are intended to extend to conduct of players, coaches, managers or other team officials during exhibition games or tournament games.
- y) The chairperson of the Disciplinary Committee shall report to the Board of Directors, the particulars of:
  - The suspension of a player; and
  - The suspension of any team; and
  - Where relevant, the reinstatement of any player or team.
- z) A suspended player may continue to practice with his/her team.
- aa) Any player, coach or executive member who falsifies his birth date, place of residence or a signature on a registration form or player card with Hockey Manitoba, or any coach or manager certifying such form, shall be automatically suspended indefinitely until a hearing is held by Hockey Manitoba.
- bb) Any player, coach, manager or game official who falsifies a game report sheet shall be automatically suspended until a hearing is held by the Disciplinary Committee.
- cc) Any player or team official assessed a gross misconduct penalty for making a travesty of the game shall be automatically suspended until a hearing is held by the Disciplinary Committee.
- dd) Any player or team official assessed a match penalty for threatening or molesting a game official shall be automatically suspended until a hearing is held by the Executive of Hockey Manitoba.

- ee) Any player assessed a game misconduct penalty for directing at a game or team official, opposing player or spectator, any obscene, profane or abusive language; or who is assessed a match penalty shall be automatically suspended until the matter has been dealt with by the Disciplinary Committee.
- ff) Any player assessed a penalty for engaging in fighting or fisticuffs shall be automatically suspended until the Disciplinary Committee has dealt with the matter.
- gg) Any team using an ineligible player shall forfeit all games in which such player was used and the Discipline Committee shall automatically suspend the coach from further competition until a hearing is held by the Disciplinary Committee.
- hh) If coaching staff withdraw a team from the ice or not continue the game the coach and manager will be suspended until dealt with by the Disciplinary Committee.

**Guidelines for Suspensions:** See Hockey Manitoba Constitution, Regulations & Rules of Competition.

#### 14.2 Program Director Job Description

***(As per Duties of the Board of Directors)***

- a) Responsible to the Vice-President Technical for the operation of their program.
- b) Responsible for all teams in their particular division.
- c) **Responsible to** recruit house league coaches **and must have all selections ratified by the board prior to the start of the season.**
- d) Distributes a copy of the TMHA Operations and Coaches/Managers manuals and other information deemed necessary to each Coach as these materials are available.
- e) In conjunction with respective coaches, co-ordinate the team placements of all players during the evaluation process at the beginning of each hockey season, having due regard for the skill and ability level of all players, **as per Team Selection Policy.**
- f) Convenes the team balancing meeting(s).
- g) Monitors the progress of teams throughout the season bringing reports forward to the Board **as required.**
- h) In conjunction with the Vice-President Technical, ensure that all recruited coaches are certified accordingly for each team.
- i) In conjunction with the Registrar, ensure that all players are duly registered before participating in the TMHA programs.
- j) Responsible for their league scheduling of games and practices; taking into consideration that all teams get equal number of games and all house league travel. (There should be one schedule prior to the Christmas break and one after.)
- k) Ensure that all games start on time.
- l) Responsible for establishing any "Traveling Teams", **as per Section 5.5 & 5.6.**
- m) In conjunction with the Tournament Director, assists in any tournament that is hosted in their division.
- n) Monitors the Association's policies relating to House League play.
- o) The Program Directors shall have input on all disputes provided he or she is without conflict with respect to the dispute in question.
- p) Unless otherwise precluded from doing so, the Program Directors shall sit on the Discipline Committee struck to deal with any matters pertaining to that division.
- q) Ensures that the Registrar is kept up-to-date with any team roster changes, including team officials; so that all players traveling are eligible to play.
- r) Notify the Ice Coordinator and the Equipment Director of team needs.

#### **Atom Director Extra Duties**

- a) Re: Carroll Aeros Team. Block book (17) hotel rooms in The Pas for the Grub Box Tournament at the Kikiwak Hotel by October 31<sup>st</sup>.

- b) Responsible (if numbers warrant) to form a fourth competitive team for the sole purpose of playing in the Munn Cup. This team will be named "Subway Selects".

#### 14.3 Female Hockey Guidelines

- a) All females will be registered and play in their respective house league division.
- b) Any females wanting to play on a competitive team known as the Thompson Tigers will make it known at the time of registration. Once all registration numbers are tallied, the female director along with the executive will decide on how many teams will be formed, if any (ie. Atom, Peewee, Bantam, Midget or Atom, Bantam/Peewee, Midget, etc.)
- c) Once teams are established coaching applicants will be requested and a coaching selection committee will be formed, **as per Coaching Selection Process**.
- d) The number of players willing to play on these teams will determine whether or not a tryout format is needed. Emphasis is to try to accommodate all players wanting to play. Only Atom age and up will be allowed to play for these teams.
- e) These Teams will have one practice per week (same financial obligations as an A team) and will play exhibition games and will be placed in the rotation order of the competitive exhibition scheduled times.
- f) If a female player makes a King Miner team, that team will be her #1 commitment and then the Thompson Tiger one (ie. conflicting tournaments).

#### 14.4 Novice Traveling House League Team Guidelines

- a) Any Novice house league team with approval from the Board of Directors may travel to two tournaments in the Norman Region.
- b) Teams may also be combined if the numbers are too low for participation. (All players must be asked to participate)
- c) If teams are combined... a minimum of two teams must travel to the same tournaments.
- d) Dependent on how many players want to participate versus how many teams may enter a tournament... names may be drawn.
- e) The team selections will be coordinated by the Program Director with emphasis on the teams traveling being as evenly matched as possible in numbers and ability.
- f) Teams will wear house league jerseys.
- g) Each team is responsible to organize and pay for the cost of the trip.
- h) Parents are not obliged to pay any coaches' costs.
- i) Registration Fees for the two tournaments will be paid by the TMHA with the money raised from the previous year's Annual Novice Home Tournament.

#### 14.5 Pre-Novice/Novice/Atom Program Framework Pilot Project 2009/2010

##### 1) Meeting with Program Director (June/September)

- President
- Vice President Tech & Admin
- Hockey Development

Outline Direction of TMHA → who follows Hockey Manitoba & Hockey Canada Guidelines

##### 2) Meeting with Coaches (September/October)

- Director
- President
- Vice President Tech
- Hockey Development

\* "Get on Board"  
\* Go over Hockey Canada Program Manuals & TMHA Manuals  
\* Make clear the direction of the program (refine fundamental skills: skating, stopping, turning, puck-handling, station practice, utilize ice especially if in CA)  
\* Set priorities (ie. post Christmas... work on 2<sup>nd</sup> years as a group)

##### 3) Meeting with Parents (2<sup>nd</sup> Practice time)

- Coaches
- Others such as VP Admin/Tech

\* Clarify what program is about  
\* Introduce people they need to know on TMHA  
\* What their registration fees covers  
\* Name their Parent Managers

#### 14.6 Insurance

The Board of Directors shall maintain insurance on all TMHA jerseys, hockey equipment, office equipment and any other equipment in an amount sufficient to cover possible losses.

#### 14.7 Board Meeting Clarification

TMHA holds regular bi-weekly Board meetings. Such meetings are open to all Members. However, a portion of the meeting may be held "in camera".

A meeting, or part of a meeting, of the Board of Directors may be held "in camera" where intimate financial or matters of a personal or sensitive nature of any person or situation may be disclosed at the meeting. The desirability of avoiding open discussion of such discussion thereof outweighs the desirability of adhering to the principle that the meeting be open to all Members. The proceedings at an "in camera" meeting must be kept in strict confidence and do not form part of the regular minutes.

Members are invited to attend Board Meetings to raise and discuss specific issues provided that such items are placed on the agenda in advance. The first 15 minutes of the agenda will be dedicated to this portion of the meeting. It is inappropriate for general Members to fully participate in other unrelated agenda items.

#### 14.8 TMHA List of Available Forms

The following is a list of TMHA forms available from the TMHA website at [www.thompsonminorhockey.ca](http://www.thompsonminorhockey.ca).

- Coaching Application Form
- Coaching Application Information Sheet
- Confidentiality Waiver (Board of Directors)
- Equipment Sign-Out Form (House Teams)
- Equipment Sign-Out Form (Competitive Teams)
- Hockey Canada Injury Report
- Police Check Consent Form
- Registration Form (Player)
- Registration Form (Rep Team Tryouts)
- Registration Refund Request Form
- Competitive Team Budget-Trip Report (Sample)
- Competitive Team Financial Report (Sample)
- Competitive Team Fundraising Report
- Competitive Team Medical Information Form for Players
- Competitive Team Tournament Working Sheet (Sample)
- Rosters (Official)
- Rosters Adds/Deletes