



HMHA

HAMPTON MINOR HOCKEY ASSOCIATION OPERATIONS MANUAL

May 2005

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RULES, DUTIES, AND REGULATIONS OF THE HMHA

100 Amendments

HMHA Rules, Duties, and Regulations (RD&R) can be amended at any monthly Board of Directors meeting. Any HMHA member can submit notices of motion. Notice of an amendment proposal to the operations manual shall be given to the secretary in writing at least 14 days prior to the monthly board meeting. All proposed amendments require 50 percent plus one majority of voting Board members.

200 Duties of the Director of Ice Scheduling

201 The Director of Ice Scheduling (hereinafter referred to as `Ice Scheduler`) shall work with SNBMHL Scheduler in preparing the League Schedule.

202 He shall schedule games issued by the Master schedules of Southern New Brunswick Minor Hockey League, Central Midget League, NB Junior League, Female hockey and also schedule TBA games, playoff games and rescheduled games cancelled due to tournaments or inclement weather.

203 The Ice Scheduler shall distribute practice times to HMHA teams on a fair and equitable basis over the course of the year, taking into consideration the times for different levels of competition as per association guidelines.

204 He shall contact the Referee Scheduler with scheduled game times.

205 He shall manage calls/emails from coaches, team managers and coordinators inquiring for extra ice time or to change practice times and coordinate change of ice times with other ice users.

206 He shall prepare and maintain records of all ice obtained and allocated.

207 He shall present a monthly report at each Board meeting and shall prepare a year end statement for HMHA President for the Annual General Meeting.

300 Duties of the Registrar

301 The Registrar shall be responsible for preparing, organizing, coordinating and administering membership for hockey on the date(s) and in the manner decided on by the HMHA Board of Directors, in compliance with the HNB rules.

302 He shall prepare and maintain records for individual player membership and inform the Treasurer of any changes. These records shall include full names of players, names of parents or guardians, birth date, address, postal code, telephone number, NB Medicare number and email address.

303 He shall register and maintain the membership of all Coaches and helpers (including full name, address, postal code) and level of certification to be passed on to the Technical Director. Registrar will keep ongoing records of all volunteers with training accomplishments including expiring dates. Must keep criminal record check and the vulnerable record check updated and recorded in the Hockey Canada Registry (HCR).

304 He shall ensure that the membership of all players, coaches, helpers, executive and volunteers shall be updated in HNB Hockey Management Software (including full names of players, names of parents or

guardians, birth date, address, postal code, telephone number, NB Medicare number, email address and division, or position).

305 He shall prepare player lists when teams have been selected for distribution by Division to Coaches/Managers.

306 He shall make adjustment to these lists on an ongoing basis whenever necessary. All rosters must be signed and in the hands of our District Director by December 1st for first approval, December 20th for final approval.

307 He shall inform the Board of Directors of any irregularities with regard to a registered player such as residency status, releases and/or transfers not in order, carding problems, etc.

308 He shall collect Membership fees at the rates established by the HMHA executive, and turn over all monies to the Treasurer for receipting. Discuss with the Treasurer if arrangements need to be made for funding.

309 Should a player decide to quit, the registrar shall return only those fees described in 2206. All requests for refunds will be forwarded to the registrar and will inform the amount to be issued to the Treasurer.

400 Equipment Room

401 The Equipment Room shall be maintained and operated by the Director of Equipment Management (hereinafter referred to as the "Equipment Manager") of HMHA.

402 All equipment in this room shall be on inventory, a copy of which shall be made available in the HMHA office.

403 All inventoried equipment in the equipment room and the Minor Hockey office shall be insured.

404 The Equipment Manager, the HMHA President, and the rink attendants only, shall hold a key to the Equipment Room.

405 All HMHA equipment not in use shall be stored in the equipment room.

500 Director of Equipment Management (Equipment Manager)

501 The Equipment Manager shall be responsible for all HMHA equipment and keeper of the equipment sign out forms.

502 He shall maintain records and inventory lists of all HMHA equipment.

503 He shall carry out an inventory check at the end of each playing year after all equipment has been returned and the copy of the document shall be forwarded to the President.

504 He shall be responsible for repairs and maintenance of all equipment in his care.

505 He shall instruct those signing out equipment in the following:

- a) The proper care and maintenance of such equipment.

- b) That jerseys should be carried in a garment bag and not with skates, which may cause damage.
- c) That the equipment should be returned as soon as possible if in need of repairs.
- d) That the equipment is to be used only for authorized and supervised HMHA activities.
- e) That it may be taken away if used for other purposes or abused.
- f) That once it is signed out, the equipment is solely the responsibility of the adult member of the HMHA who signed for it and that he will be held responsible for any loss of or damage to it.
- g) That any equipment that is unreasonably damaged or not returned at the end of the playing year, will be charged a replacement cost to the adult member who signed for the equipment, at the time he is requested to turn in said equipment.
- h) That all equipment must be returned immediately after the end of the playing year.
- i) That no HMHA equipment shall be loaned or rented to third parties unless approved by the equipment manager.
- j) That he/she understands and shall agree to the above terms and instructions.

506 He shall place a non-removable identification number on each piece of HMHA equipment.

507 He shall prepare lists of old equipment and present this to the Executive for decision on disposal.

508 He shall prepare lists of needed equipment and also solicit tenders from dealers.

509 He shall, upon approval from the Executive, purchase new equipment, whether for replacement or to add to the inventory.

510 He shall report all items of HMHA equipment which are reported lost, damaged or stolen to the HMHA Executive immediately.

600 HMHA Equipment

601 All equipment owned by HMHA shall be for the use of HMHA registered players and HMHA members only.

602 For the winter season, equipment shall be signed out after the tryouts, although temporary issues may be signed out to goalies for the tryouts.

603 All equipment shall be returned immediately after the end of the winter playing season when an inventory shall be done.

604 Any goalie equipment borrowed for hockey schools out of hockey season must be signed out for a specified period of time.

700 Director of Technical Services (Technical Director)

701 The Technical Director (TD) will be an Executive Member of the Board.

702 He will be responsible to the Executive for insuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials.

703 He will serve as liaison with the Referee in Chief.

704 He will ensure the availability of competent coaches for all levels of HMHA's operation.

705 The Technical Director will make every effort to educate the members of HMHA on the importance of Safety Education and Risk Management.

706 The Technical Director will notify coaches of Initiation Program and National Coaching Certification Program clinics, National Safety Program, ensuring that clinic dates are publicized well in advance.

707 The Technical Director will work with the Coordinators to encourage coaches to expand their coaching capability and performance.

708 The Technical Director will select rink-coaching assistants to provide assistance in training coaches and evaluating coaches' performances, and when appropriate, discuss performance directly with coaches who are not following their responsibilities.

709 The Technical Director will set up and maintain a system for evaluation of coach's performance and will record their training accomplishments.

710 The Technical Director will develop and administer an ongoing program, which grants recognition to deserving coaches, assistant coaches and team managers.

711 The Technical Director will chair the Team Selection Committee and Coach Selection Committee.

712 The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President and Coordinators to clearly define the evaluation process, the role each person plays, and gather input and support from all present. The Technical Director will enforce the philosophy that "once chosen, the player remains on the team".

713 The Technical Director will ensure coaches are aware of how players are notified of player cuts. It is suggested that the coach get the consensus of each division if they would prefer Team list posted, an interview or a phone call.

714 The Technical Director and Division Coordinator, in consultation with Recreational League Coaches, will/shall divide the remaining players into Recreational League teams, trying as much as possible to end up with evenly balanced teams.

715 He is responsible to chair the Coaches' Meeting informing coaches of:

- a) HMHA Aims and Objectives
- b) Rules, Conduct and Discipline
- c) Safety Education and Risk Management (Respect in Sport)
- d) Principle of FAIR PLAY
- e) Review Coaches Guidelines and Manual

- f) Code of Ethics (Rink Talk)
- g) HMHA Player shifts philosophy
- h) HNB Sanctioning Guidelines
- i) Concussion management cards
- j) "Safety for All" manual
- k) Travel Permits, etc.

716 He shall ensure that coaches receive in writing the objectives of HMHA and that special emphasis be placed on the principle of FAIR PLAY including "equal ice time" and "fun and recreation".

717 He shall be responsible for maintaining and updating the audio/visual and coaching manuals for training aids. This shall include maintaining an inventory and loaning record. A complete list of all audio/visual training aids, as well as any other pertinent training material, is to be made available to the HMHA coaches during the hockey season.

718 The number of players per team and number of teams in each division will be based on the number of registered players. The Technical Director, President and coaches will decide in which category each team will play based on the HNB Provincial Guideline classification.

800 Player Affiliation

801 Affiliation privileges shall be applicable for all divisions of Atom and above.

802 All affiliate players must be an active player for the team they are rostered.

803 Competitive teams may roster 19 players, two of whom must be goaltenders. Competitive teams can only draw players from within HMHA for affiliation purposes. Affiliation of a player requires the following:

- a) Releasing coach approves request.
- b) No player on receiving team will be replaced or receive a lesser amount of playing time.
- c) Affiliated players are to be used in place of suspended, ill or injured player or a player excused for educational activities, and not to be used to develop players.
- d) All HNB rules and regulations are adhered to by such movement.
- e) Players shall be permitted to affiliate only with one team during a hockey season.

804 Affiliates need to be added to the roster at the Branch level of HNB. All HNB affiliation rules and regulations are to be adhered to. In order for a player to be affiliated:

- a) Email must be sent by the higher up coach to the parents and president indicating players full name, primary team, and the affiliated team.
- b) Parents must provide permission/agreement in email. Reply to all.

- c) President approves. Reply to all and include registrar in email.
- d) Subject line of email to read: Player first name, last name, affiliated team division and name.
Example: John Smith Primary U11A Affiliate U13A.
- e) The email with all approvals and required information will be send to HNB for approval and addition to the affiliated team roster.

900 Playing Rules: The Playing Rules of the HC, HNB, NBMHC, shall apply to all HMHA teams.

901 Travel Permits: A travel permit (E-travel) must be completed and signed by the NBMHC Director for all exhibition games, all out of province tournaments, and all jamborees for teams Atom and above. Novice and Initiation teams require travel permits for all exhibition games, scheduled games, and all jamborees both within District and out-of District. Physical Travel Permits must be obtained for teams traveling out of Province (within Canada) for tournament games. In all cases, request must be filed with the District Director no less than 2 business days prior to the game or event. Travel to the United States must be approved, with the accompanying Travel Permit, by the HNB office. Travel to European countries must be approved, with the accompanying Travel Permit, by the HC office. A minimum 6-month suspension will be given to a coach, manager, or team official for playing without a proper Travel Permit.

1000 Director for Public Relations

1001 The Director for Public Relations shall be responsible for all HMHA advertising and publicity through various methods such as, the media, social media, signs, fliers, and logo emblazoned souvenirs, etc.

1002 He shall prepare monthly reports and present them at the Board of Directors meetings.

1100 Director of Officials (Referee in Chief)

1101 The Referee in Chief shall select, appoint and supervise on and off-ice officials for all levels of minor hockey.

1102 He shall organize and direct the recruiting and training of officials.

1103 He shall supervise or conduct the evaluation of officials' performances and assist in ongoing training as required.

1104 He shall negotiate rates of fees of officials.

1105 He shall ensure that games sheets for all games played in Hampton Community Center are emailed to statistician and incident reports are sent to appropriate authorities within 48 hrs of games played and 24 hrs for Match, Gross and Code of Conduct infractions.

1106 He shall serve as member of Executive Board of HMHA as Chief Executive officer of officials and carry out responsibilities as set out in the constitution of HMHA.

1107 He shall participate on appointment as a member of the Discipline Committee.

1108 He shall supervise and follow up, by seeing officials are conducting themselves appropriately and initiate disciplinary actions including fines as required.

1109 He shall communicate rules changes to Technical Director, coordinators and coaches.

1110 He shall maintain that referee scheduler is assigning appropriate officials for all levels of play.

1111 He shall work in consultation with other Referee-In-Chiefs in District 5 as a member of NBHOA.

1112 He shall liaise with the HNB to insure that all technical aspects, rules and regulations are communicated to HMHA members.

1113 The Referee Scheduler shall prepare assignment sheets on a weekly basis, by calling and confirming referees, linesman and timekeepers for each game.

1114 He shall ensure that payroll sheets are sent to the treasurer bi-weekly and allocated accordingly.

1115 He shall provide rotation of officials as well as maintain that qualified officials are being utilized for the games that are assigned as is designated by association, Referee-In- Chief and scheduler.

1116 He shall maintain completed assignment for payroll and keep a record of calls to referees, linesman, timekeepers accepting and refusing assignments.

1117 He shall act as a liaison with ice scheduler to ensure proper games, dates, and times.

1200 Officials

1201 The official shall prepare for game responsibilities by becoming knowledgeable of the rules of hockey and guidelines of conduct of NBHOC and HMHA.

1202 He shall carry out these guidelines as they apply to behavior both on and off ice, proper dress, and appearance.

1203 He shall develop his qualifications by attending upgrading clinics.

1204 He shall see that teams are ready for games, with proper equipment, and a coach of suitable maturity in each box.

1205 He shall apply rules firmly and fairly, so neither team has any advantage because of the calls.

1206 He shall make sure that proper records are kept, and reports of serious infractions are turned over to proper authorities.

1207 He shall, if a referee, supervise the work of minor officials at the games.

1208 He shall avoid controversial discussions with players, coaches or other officials.

1209 The referee shall see that Game Report is properly completed and signed and deposited in the designated location.

1210 He shall allow practice and/or warm up time as designated for the particular Division, and start the game promptly thereafter. Establish period lengths and use of stop time, following guidelines provided by the Director of Officials and to make maximum use of ice time without overrunning the time slot.

1300 Team Sponsors

1301 Under the terms of HMHA constitution, team sponsors may be actively sought, for the purpose of helping to pay generally, the costs of running the team.

1302 Sponsorships MAY be accepted from all businesses, groups and establishments willing, whether in or out of the area.

1303 A sponsor may receive for his efforts:

- a) A receipt
- b) A thank you letter from the team
- c) A team picture on a plaque if requested
- d) His team or logo on the back of team sweaters

1400 Team Officials

1401 The Coach:

1. The coach shall be appointed to a team by the HMHA Coach Selection Committee.
2. All minor hockey instructors involved in instructing children, must be certified by December 15th of the current season. All coaches/assistant coaches are required to undergo a vulnerable person check and to be renewed every 2 years.
3. All coaches/assistant coaches are required to attend a speakout workshop.
4. He shall attend all coaches meetings or send another of his team officials so that his team is represented and kept informed in the business of HMHA.
5. He should start the season with a parents' meeting, prepared with a planned program which includes exhibition games, tournaments, extra practices, finance program including parents financial and fundraising responsibility, scope of skill and game training, etc. The program should be in line with the division and level of play.
6. He shall, on an on-going basis, attempt to the best of his ability, to teach the basics and intricacies of hockey through drills and practices, commensurate with the division and level of play of the children involved.
7. He shall, on an on-going basis, attempt to the best of his ability, teach the individual skills necessary to play the game and raise each player's skill level to an acceptable degree over the course of the season.
8. The coach carries the name of the HMHA and it is his responsibility to set an example, to see that his officials, players and parents act responsibly and show good citizenship and sportsmanship at all times whenever representing the HMHA during any team function.
9. He shall obtain a key to the dressing room and shall monitor the condition of room and report any damage to the arena staff until such time as last player has left the room.

10. He shall ensure the game sheets are filled out for each game.

11. The coach should:

- a) Always remember that he is dealing with children and his example should be a solid standard of leadership, whether on the bench, the ice, the dressing room, etc.
- b) He should be fair to one and all
- c) He should never swear in their presence
- d) He should never yell at them or demean them in any way
- e) He should offer encouragement as well as constructive criticism
- f) He should not criticize the referees
- g) He shall give all players equal time in practices and in games
- h) He should show up early for team activities and be fully prepared
- i) He should demand that the players give promptness, attention and effort It is a coach's responsibility to know the playing rules and therefore if a player receives a penalty during a game that calls for a suspension and/or a hearing, the coach is responsible for sitting the player out and contacting the necessary authorities for further action. Failure of the coach to do this could result in further suspension for the player, the coach or the team and unnecessary loss of points in league, playoff or tournament standings

1402 The Manager/Assistant Coach:

1. The assistant coach shall apply and be appointed by the HMHA Executive.
2. He shall assist the coach in all aspects of handling the team and in the absence of the coach shall be responsible for the team and therefore subject to all the rules and duties of a coach.
3. The team manager shall be recommended by the coach and appointed by the HMHA Executive.
4. Under the direction of the coach, he shall be responsible for all team activities off the ice, the administration, meetings, finances, tournaments, ice times and for enforcing in conjunction with the coach, Section 505, paragraphs F and G of the HMHA Operations Manual, and to report immediately to the Equipment Manager and the Executive of HMHA any infractions. Please note this applies to all goalie gear as well.
5. He shall maintain records and accounts and prepare reports and publications for the benefit of the parents and for the coach to present at coaches meetings.
6. He shall maintain in his records:
 - a. HNB Injury Forms
 - b. Copies of HMHA official team roster

- c. Copies of game sheet from all games played
- d. Player medical forms
- e. Copies of all travel permits

7. He shall be responsible for obtaining all travel permits and documents as required, from the necessary agencies.

8. He shall obtain a key to the dressing room and shall monitor the condition of room and report any damage to the arena staff until such time as the last player has left the room.

9. He shall ensure the game sheets are filled out for each game.

10. He shall notify the Referee Scheduler of requirements to ensure the proper officials and referees are on hand for each exhibition game.

11. When a player is injured to the extent that he or she requires medical treatment, and in the absence of the parents or guardians, he shall see that such is obtained without delay. The parents or guardians of the injured players should be notified immediately and he will provide them with an HC injury form.

1403 The Hockey Safety Person (HSP):

1. The HSP shall be recommended by the coach and appointed by the HMHA Executive.
2. All teams playing in the NBMHC are required to have an officially qualified HSP in the arena at all times. This function may be done by one of the other officials.
3. The HSP course is an official Hockey Canada Safety Program and is designed to play an important role in improving the quality of play for all hockey participants.
4. HSP is responsible for providing the risk management safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times.
5. HSP is to supervise safety and assist injured players and assess if an ambulance is required.

1500 Minor Officials

1501 Timekeeper/Scorekeeper:

1. He shall perform the duties of the Timekeeper, Scorekeeper and the Penalty Box Guard.
2. He shall be able to recognize the hand signals of the referee and the linesmen.
3. He shall keep the time served by each penalized player and upon request inform the player as to the unfinished time of his penalty.
4. If a player leaves the penalty bench before his time has expired, he shall note the time and notify the referee, who will stop the play as soon as possible. He shall also ensure the player returns to the ice in a proper manner after a penalty has expired.

5. He shall record the time of the start and finish of each game and all actual playing time during the game.
6. He shall signal to the referee, at the end of each period, each overtime period and the end of the game.
7. In any dispute regarding time, the matter shall be referred to the referee and his (the referee's) decision is final.
8. He shall stop the clock only on the referee's whistle and automatically at the end of the period.
9. He must have knowledge of the rules and his duties.
10. He must understand the coincidental, major, misconduct and delayed penalty situations and the order in which penalized players return to the ice.
11. He shall obtain a completed and signed game sheet from the team officials and ensure it is filled out correctly.
12. He shall enter on the game sheet a correct record of the goals scored, by whom, and to who assists, if any, are to be credited.
13. He shall record all penalties assessed, stating the names and numbers of penalized players, the duration of each penalty, the infraction, and the time the penalty was assessed.
14. He shall record the numbers of the players on the ice when the goaltender is assessed a penalty so that the referee can ensure he has a correct player to serve the penalty for the goaltender.
15. He shall advise the referee when the same player has received his second or third major penalty during the same game. He shall also notify the referee when the same player has received his 4th penalty.
16. He shall assist the referee by noting the numbers of the players involved in incidents and give them to the referees only if he requests.
17. At the end of the game, he shall ensure the game sheet is completed, signed by the scorekeeper, himself and the referees and distribute copies as required to the referee, the coaches and the home team manager for delivery to the league office.

1600 General Rules of Operation, Conduct and Discipline

1601 All players shall generally play a regular shift.

1602 Players are not allowed on the ice until the rink staff have left and closed the doors.

1603 No player is permitted outside of the dressing rooms with skates on before scheduled ice time.

1604 No player is permitted on the ice during a practice or game without a complete required set of CSA approved equipment.

1605 During a game, players on the bench must keep their equipment on at all times.

1606 Referees shall not allow a player to continue if he is found to be wearing faulty or non-CSA approved equipment.

1607 A player will not be covered by HC insurance program if injured and found not to be wearing CSA approved equipment.

1608 Helmets that are painted are illegal and dangerous and will not be allowed. Helmets cannot display unapproved CSA stickers.

1609 Players who are unable to control their temper on or off the ice shall be given special attention by the team officials. In problem cases, the Discipline Committee should be notified.

1610 Team officials have the authority to hand out suspensions, or game ejections, etc., not to exceed one game. In problem cases, the Discipline Committee shall be notified and more appropriate measures may be considered.

1611 Obscene, or profane language or gestures shall NOT be used AT ANY TIME by the players, team officials or any member of the HMHA.

1612 In accordance with HMHA constitution Article 5.5, and subsequently Bylaw 1.6, anyone whether official, player, parent or member may be removed from participation in HMHA functions, by suspension from the Association, by the HMHA Executive if such action is deemed necessary and in the best interest of all concerned.

1613 Players are expected, by virtue of their membership, to attend all team functions, practices and games, at the time specified by the coach, unless otherwise excused or prior arrangement with the coach.

1614 If, in the opinion of any one team official, co-ordinator, or member of the executive, a player at a game or practice, appears to be under the influence of alcohol or drugs, the player will not be allowed to participate. Team officials will contact the parents or guardians and request that they pick up their son or daughter. The player shall immediately be suspended by the team official from playing with the team until such time as the HMHA Discipline Committee has considered what action should be taken in the interest of all concerned. A complete written report is to be submitted to the team official by the Discipline Committee.

1615 A similar provision to 1714 applies to team officials and HMHA members.

1616 Suspended team officials shall not be permitted in or around the player's bench or dressing room one-hour prior, during or after the game.

1617 As per HNB guidelines, any helpers under the age of 16 must be dressed in full gear.

1700 Membership

1701 Rules for membership shall follow those set out in the HNB/NBMHC Constitution under Rules and Regulations. These Rules shall complement but not conflict with those of the HNB/NBMHC.

1702 Players shall not be registered after noon on January 10. Players may be registered up to noon on February 10th only where the player concerned has moved in to this area and is transferring from another association. The membership must be accompanied with proof of residency if the player has moved here from outside the HMHA area.

1703 The numbers of players per team shall be in accordance with NBMHL rules and regulations.

a. A minimum of 12 players, one of which must be a goalkeeper shall be registered prior to the initial game in the regular schedule. A team shall carry no less than 12 players and no more than 19 players, two of which must be goalkeepers. This pertains to all division in Atom and Bantam and the Midget C division.

b. Central Midget league may roster 21 players at a time but dress no more than 19 players, two of which must be goalkeepers. Goalkeepers are not to play any other position.

1704 The fees for membership shall be set annually by the HMHA Executive.

1705 Residency status shall be checked vigorously by the HMHA Registrar.

1706 When a player registers in HMHA, a portion of the fee is for personal injury and property damage insurance provided by the Hockey Canada and HNB membership. This portion of the membership fee is non-refundable. The registration fee also includes a fee for HNB tickets, this portion is non-refundable. The remaining portion of the fee is refundable as follows:

a. One-sixth of the remaining fee is charged for each month in the program (the hockey season is six months long). A player is deemed to be in the program until such time as the coach is notified that the player will no longer be participating.

b. No refund will be issued if the player is in the program after December 31st. Example: John registers in the Atom division for the coming season at a cost of \$425, of which \$43.65 is for insurance. On December 10th, John advises his coach that he no longer wishes to participate and a refund is requested. The refund will be: $(\$425 - \$43.65) / (1/6 \times 3) = \190 (Membership fee – nonrefundable insurance fee) / (one sixth x #months remaining in season).

c. All requests for refund will be forwarded to the Registrar. The Registrar's decision is final.

d. The Registrar will request the Treasurer to issue a refund.

e. The Treasurer will ensure that all equipment has been returned before the refund is issued.

f. Players will not be permitted to continue playing hockey if full payment is not made by October 31st of the current year and processed by November 15th of the current year.

1707 Individuals, parents or guardians shall be made fully aware at the time of membership what it is the membership fees pay for. They shall be informed that coaches and managers are expected to plan for extra activities such as tournaments, practices and exhibition games and social activities which the individuals or parents are expected to pay for (Refer to 2500 for details)

1708 All players playing in DOC, Crossovers and Provincials must have attended 50% of their total number of practices and played 50% of games played by the team in which the player was eligible to play in that league's regular season. If a player is not able to play hockey due to a medical problems and

has a signed medical note from their primary healthcare provider, the game/practice he has missed will not be counted towards the 50% allotment that applies before he is allowed to play in a leagues playoff games.

1800 RULES DUTIES & REGULATIONS Coach Selection

1801 Applicants to fill coaching positions in the upcoming year will be requested, through advertising in the various media or on an ongoing basis starting at the end of the current playing year.

1802 Coaches applications and Criminal Check forms will be available at the time of registration or from any member of HMHA Executive.

1803 A committee of elected members by the Executive and Coordinators, in accordance with the HMHA constitution and bylaws, shall be convened under the chairmanship of the Director of Technical Services to conduct interviews and consider applicants for competitive level hockey coaches.

1900 RULES DUTIES & REGULATIONS Team Selection Process

1901 The Evaluation and Team Selection Committee will be selected prior to Player Evaluations.

1902 The structure of the team selection process (player evaluation) shall be approved by the HMHA Executive.

1903 A summary of the player evaluation process document will be made available to all parents or guardians at membership.

1904 The executive shall review and adopt the player evaluation forms.

1905 The Ice Scheduler will be informed on how many ice times will be required for player evaluation.

1906 The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President and Coordinators to clearly define the evaluation process, the role each person plays, and gather input and support from all present. Enforcing the philosophy that "once chosen, the player remains on the team".

1907 The Technical Director ensures coaches are aware of how players are notified of player cuts. For the final cuts players from:

- a. Atom to Peewee, players should be notified in person or by phone.
- b. Bantam and Midget, players are to be notified in person.

1908 All players first evaluation time will be posted at the Hampton Arena and on the HMHA website.

1909 All players will be scheduled for 2 - 3 hours of ice for player evaluations prior to coach selection.

1910 The purpose of the selection process is to separate the players into teams, according to their ability, which will play at the correct and various levels of a division (age group).

1911 Players shall be evaluated for their own benefit including those trying out for competitive teams.

1912 Competitive coaches will be formally selected after the initial 2 – 3 hours of evaluation. An additional 2 hours of ice time will be provided in conjunction with the evaluation process. This is for coaches to evaluate players in their division.

1913 The HMHA may form none, one or more competitive teams in each division of hockey based on HNB guidelines.

1914 The number of levels in a division, by HNB rules, is decided by the total number of teams, depending on the number of players registered in the HMHA for that division.

1915 The Board of Directors will establish a standard of equal number of players per team for all teams in the division.

1916 The evaluation and team selection committee will provide the Executive with a list of all teams coaches.

2000 RULES DUTIES & REGULATIONS Player Grouping (Team Selection Process)

2001 Notice of pre-season player evaluations will be posted at the Hampton arena, website and social media. Pre-season player evaluations are to start no sooner than approximately one month before the start of regular ice time. A minimal fee in addition to membership will be charged for players who participate in player evaluations.

2002 The number of players on each team will be determined by membership numbers in each division.

2003 Player evaluations should be conducted through a series of drills by an individual (s) appointed by HMHA executive. Evaluators will evaluate using a player evaluation scoring system.

2004 Each player must have at least three hours of evaluation before Competitive team cuts are made.

2005 When evaluations are complete their sheets will be stored by the Technical Director and remain confidential. Actual ratings will never be made public, but the coach is required to inform any player or parent why the player is reassigned if they so request.

2006 Evaluation forms will follow a player until all players are assigned and all teams are balanced.

2007 The evaluation and Team selection committee should then select what they consider to be the top players and the best of the goaltenders leaving the remainder to the Competitive C division.

2008 The competitive C teams would then separate to practice and continue player observations.

2009 The Evaluation and Team Selection committee will monitor player evaluations to ensure the process is being followed.

2010 All teams excluding Midget should be set by no later than end of the third week of October.

2011 Exceptions to this would come from circumstances such as replacing players leaving the area, dropping out of minor hockey for injury or other reasons.

2012 In the meantime, the Competitive coaches should be observing the competitive c league practices and games to ensure that a potential player has not been overlooked. Such players could be brought up

and tried out during exhibition games and practices prior to the start of league play, or, even later if a late bloomer is discovered.

2013 After the end of the third week of October, the Competitive coach can sign affiliates from competitive C teams in same division or a second year players from the Competitive C team in the lower division in times of need within the guidelines of this section. The competitive C coaches must be prepared for this and assist the Competitive coach when called upon.

2014 In all cases of the call up of a player from one team to another, the coach of the player being called up must be contacted before the individual player is approached. HNB guidelines for affiliation must be followed.

2015 Each player will be assigned a numbered pinny for identification. No equipment indicating prior team affiliation should be worn (ie Socks, stickers, etc.)

2016 The Technical Director, in consultation with competitive C league Coaches, divides the remaining players into competitive league teams. Consultation with appropriate division coordinators may also be considered.

2017 It is most important that, throughout the above, evaluation and team selection committee work together in a spirit of cooperation, with the objectives of having all players play at their most appropriate skill level, and that teams in each division be evenly balanced as possible.

2018 Any players entering through late membership shall be assigned to teams by the Technical Director.

2100 RULES DUTIES & REGULATIONS Player Movement between Divisions

2101 It is the intent of HMHA that all players will play in the Division as their age dictates. It is recognized that situations may arise where the best interests of the player and the Association are best met by moving the player from one division to another. These situations are assessed on an individual basis subject to the following guidelines:

1. Requests to have players moved from one division to another must be made in writing to the Technical Director prior to player evaluation by the player's parent or guardian. The request should identify the reasons for the request.

2. The Technical Director, shall forward such requests on to HNB for appropriate action

2102 Requests to have a player moved down one level to recreation must be approved by the District Director. The District Director shall use the following criteria for determining such movement:

- a) Risk and safety management
- b) Medical
- c) Compassion

2103 The upward player movement shall be available for second year players in Atom and above. Players in their second year of a division are eligible to be evaluated for player movement to the highest category team in the next division based on the HNB guidelines.

2200 RULES DUTIES & REGULATIONS Tournaments (As per HNB Constitution)

2201 All tournaments and jamborees must be sanctioned by NBMHC.

2202 The Executive Committee must approve all invitational tournaments and tours.

2203 No sanctioned tournament shall accept entries from any team that is not a registered member.

2204 All registered players participating in non-registered tournaments will be suspended indefinitely.

2205 HMHA President shall administer discipline for all Game Misconduct and lesser infractions that occur within their area of jurisdiction. He shall also administer discipline for all exhibition and Tournament games played within their jurisdiction. . All game suspensions must be communicated to HNB. Match penalties, Gross Misconducts, and Code of Ethics infractions are to be reported immediately to the District Director for action.

2206 The NBMHC Provincial Championship Guidelines' tiebreaker will be the official tie breaking rule for all tournaments sanctioned by NBMHC.

2207 HMHA teams shall play a maximum of 4 tournaments per season, one of which shall be the home tournament should a division for the team exist. No more than 2 of the 4 tournaments may require overnight stay.

2208 A team whose division is represented in HMHA Tournaments are required to play in their respective tournament. Any team refusing to play will be required to submit the full registration amount of the tournament to the HMHA Tournament Coordinator by the advertised registration deadline. The HMHA team discount will be refunded to the team following the tournament as determined by the tournament Coordinator.

2209 Teams failing to adhere to Item 2308 will face disciplinary action as determined by the Executive of HMHA.

2300 RULES DUTIES & REGULATIONS HMHA Ice Utilization Policy

2301 Ice accounts for more than 80% of the annual Hampton Minor Hockey budget and its effective utilization cannot be overstated. This section outlines the Association's policy on the control and usage of ice. If a coach makes a decision not to utilize delegated ice time contact must be made to the ice scheduler so other teams may be given the opportunity to use the time slot.

2400 RULES DUTIES & REGULATIONS HMHA Fund Raising Policy

2401 This section does not apply to the Central Midget League. However the CMHT still need to report to the HMHA executive.

2402 All teams must submit two financial reports each season to the Board of HMHA, one on December 1st and a final statement by April 1st. Statements are to reflect all team income through fundraising, sponsors (sponsorship bars) and donations as well as team expenses. These statements are to reflect all monies (collected spent or as yet unspent) and must be accurate and truthful.

2403 Team funds are not to exceed the following:

- 1) maximum solicited or unsolicited monies are not to exceed \$4,000/team. Solicited monies include the following: sponsors, sponsorship bars, fundraising funds (bottle drives, grocery packing, etc.) excluding 50/50 draws at home games. All solicited monies and their related activities must be pre- approved by the Executive of HMHA;
- 2) initial parent start-up cost shall not exceed \$50 per child on that team. The \$50 parent contribution will not be considered part of the \$4,000 and is collected at time of player registration
- 3) 50/50 draws, at home games only, will not be considered part of the \$4,000 maximum. If a 50/50 raffle, or other raffle, is held outside of the team's home games this will be considered part of the solicited funds.
- 4.) Liquor draws (baskets, gift cards or product) cannot be used as a fundraiser.

2404 Teams requiring additional funds must obtain approval from the Executive of HMHA before they continue to earn, solicit or accept donations exceeding the terms expressed in 2503.

2405 Team funds are to be used solely for the benefit of the entire team. Distribution, of any type, to individuals involved with the team will not be allowed.

2406 Team finances are to be decided upon in a democratic manner at the start of the season at the first parent meeting.

2407 Teams, or members disregarding this policy will be reviewed by the Executive of HMHA. Any coach not adhering to this policy will be assessed and may be suspended at the discretion of the HMHA executive.

2500 BEREAVEMENT POLICY

2501 In the event of a death of a member of HMHA, a member being a player, a player's sibling or parent, a coach, assistant coach or manager, HSP or other bench staff, a recent past members (recent being defined within the last five years), or an immediate family member of a Board member (immediate family member being defined as a spouse, child or parent of the Board member), the Association may recognize the deceased in the following manner:

- a) A card may be sent to the family on behalf of HMHA, and/or
- b) A donation may be made in the deceased's memory to ProKids or another similar charity in the amount of \$50.00 with discretion of HMHA Board members

2600 RULES DUTIES & REGULATIONS Zero Tolerance Policy

2601 The following procedure to enforce the Code of Conduct – Zero Tolerance Policy:

- a) Any person whose conduct in the Hampton Community Centre is disruptive and not conducive to the well-being of the game/event may be given one warning to improve their behavior. This action can be taken by the HMHA Board Member or Tournament Organizer, staff

of Hampton High School (hereinafter referred to as “designated organizer”), the referee or Arena Staff.

b) If this person continues to conduct him or herself in a disruptive behavior, the game/event will be stopped by the designated organizer, referee or Arena Staff and the person will be asked to leave the arena by the designated organizer, the referee or the Arena Staff. The game/event will not resume until the person removes themselves from the facility.

c) If they refuse to leave the arena, the RCMP will be notified by the designated organizer, the referee or the Arena Staff. Arena Staff must be notified if the RCMP has been called. Note: There are no listed rules for what constitutes a person who should be removed from an arena facility. It is a judgment call by the parties listed above as to whether a person should be asked to leave. Any spectator/volunteer/official who is being harassed should bring this to the attention of the designated organizer of the event or the arena staff. The person will be spoken to and if the unacceptable conduct persists, the designated organizer or arena staff can call the police. However, it is anyone’s right to call the police themselves if they feel threatened. No one (staff or citizen) should put themselves in a dangerous position to physically remove a misbehaving person. Despite renting the ice, the arena is still a public facility and does give users the right to personally expel anyone. The person’s name will be forwarded to HMHA Executive or Hampton High School Principal (depending on the event) and Arena Management.

2700 RULES DUTIES & REGULATIONS HMHA Complaint Policy

2701 Persons having concerns regarding HMHA are asked to please register their concerns first with the Association in the following manner: By contacting one of the Executive Board members; contact information for these individuals is posted on the hockey bulletin board or at our website at www.hamptonminorhockey.com All written concerns are to be addressed to the President of HMHA who will be able to address your concerns in a timely and constructive manner. All concerns are to be addressed at an Association level first and will be passed on to HNB, SNBMHL, the District Director or another Association by the Board/President of HMHA.

OPERATIONS MANUAL AMMENDMENTS: May 2006, May 2007, May 2008, May 2009, January 2011, April 2015, May 2022, June 2023