

Sackville Minor Hockey Club

Operations Manual

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1. Purpose

This Operations Manual is to provide assistance and direction to those who are responsible for the operating needs of the coaches, assistant coaches, managers, bench personnel and volunteers of Sackville Minor Hockey Club (hereby known as SMHC). This document provides the policy direction for the club and provides “how-to” for our operations. This document takes its direction from the SMHC Constitution and By-Laws, and contains further Rules, Regulations, and Procedures. If at any time the information in this document is not clear, or if you have suggestions for improvement, please contact a member of the Executive.

2. Club Name and Logo

All SMHC teams from Atom to Midget, in all levels of play (Competitive and Recreation) shall be known as the Rangers. All teams will wear White home and Blue away colours, conforming to SMHC colours and logos.

In Recreation levels where more than one team exists, they each shall use a colour to distinguish their team names (e.g., White Rangers, Blue Rangers).

The logo for the club is the modified Rangers logo, in blue, white, and red, as below. For the purpose of logos on jerseys, the two options are:

- The Rangers logo on the front
- The word “Sackville” in blue on white and white on blue, on a diagonal from right shoulder to left waist.



Where there are specific sponsors assigned to a team and they wish to have their name associated with the team, the sponsor name shall be inserted into the team name (e.g., Sackville Atom AIL

Rangers; Sackville Peewee McDonald's Rangers; Sackville Bantam Legionnaires Rangers; etc.), and shall be incorporated onto the jersey in an appropriate manner.

In Initiation and Novice the coach and/or players and/or parents may select any name they deem appropriate and reasonable.

3. Competitive and Recreation Levels of Play

“Competitive” teams or levels shall mean “A” classification or higher, as defined by Hockey New Brunswick, and for SMHC purposes applies only to Atom, Peewee, Bantam and Midget divisions. “Recreation” teams or levels shall mean non-contact, Recreation hockey for any and all who wish to play, as defined by Hockey New Brunswick, and for SMHC purposes applies only to Atom, Peewee, Bantam and Midget divisions.

4. Communication from Club to Members

The Club shall use e-mail as its primary means of communication with members, using the smhc@nb.sympatico.ca e-mail address. Permission must be obtained from each member with an e-mail address, to send Club communication in this manner. This will be done each year at registration time, and the registration form shall include a check-box authorizing SMHC to use an e-mail address provided for communication purposes.

SMHC shall also endeavour to use other means of communication with members as is deemed appropriate. This shall include, but not be limited to, notices published in the local newspaper, notices posted in prominent places, and verbal and written communication through teams and their managers.

5. Fair Play

Members, Coaches and Parents will respect the Fair Play Policy of SMHC, as developed by Hockey Canada and Hockey New Brunswick. It is the general philosophy of the SMHC that all participants receive equal ice time. This applies to all levels of play, Recreation and Competitive. It will be impossible to provide equal ice time for all players in any given game, but over the course of several games and the season as a whole, players and parents should expect that relatively equal ice time is provided.

However, SMHC also recognizes that within the Competitive level of play there is scope for individual coaches to “compete” within reason, and that this may mean some deviation from a strict definition of “equal ice time”. This may be especially the case in the final few minutes of a game where coaches feel that their decisions about which players to play in which situations may have an impact on the outcome of a given game. It is important that coaches of Competitive level teams very clearly explain to all players and parents BEFORE team tryouts occur, and

immediately after team selections are made, what their approach and plans are with respect to “equal ice time”. This will allow players and parents to ask questions and to make informed choices about which program – Competitive or Recreation – they wish to participate in. SMHC expects that Competitive team coaches will make every effort to provide reasonably equal ice time to players over the course of the season.

The only time that ice time may be withheld will be for disciplinary reasons (i.e., being disrespectful, etc). A player may be suspended for up to and including one game by the coach.

SMHC monitors and enforces the Fair Play policy through its Division Co-ordinators. Concerns should be directed first to the appropriate Co-ordinator for resolution.

6. Duties and Responsibilities – Team Officials

The Executive of the SMHC require a high standard of conduct from its volunteers in dealing with other coaches, referees, players, parents and other officials, and in the image projected to participants and parents of the SMHC. There can be no substitution for direct communication between any of the Coaching Staff, Players, Parents and Officials. A player must be able to discuss his objectives, questions, concerns and problems with the coach. A parent who has concerns regarding the rules outlined in this Operation Manual must be able to discuss these with the Club or Coaching Staff. As well, a coach must be able to discuss a Players progress, behavior, etc with the player, parent, coaching staff and Club.

The following is a list of items this Club expects from its coaches and managers. All team officials (coaches, managers, others) must read these duties and responsibilities. Signing the Hockey New Brunswick Official Roster Sheet is your acceptance of these duties.

6A. Duties and Responsibility of Coaching Staff

1. Full participation and promotion of the SMHC Fair Play Program, as outlined in this Manual.
2. Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the SMHC that all participants receive equal ice time over the course of the season. In Competitive levels of play this may vary somewhat. Ice time lost due to disciplinary action and suspensions does not apply.
4. The coach is to ensure that each of his/her players is properly protected. That parents / guardians are advised of the necessity for players to wear properly fitting and approved equipment. Players must wear their helmets, properly fastened at all times. This means from the time they leave the dressing room, while on the bench and/or in the penalty box, during warm-ups, and medal presentations. (Helmets must be worn until such time as they return to the dressing room.)
5. All Initiation and Novice coaches and on ice helpers must wear a helmet at all times.
6. All teams should shake hands with their opponents.

7. The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the Executive of the SMHC, and will bring review and possible dismissal. Foul language by any team official is unacceptable and will not be tolerated by the SMHC.
8. The coach is responsible to nominate a competent assistant coach (es) and a manager with the approval of the Executive. All volunteers must be registered on the Hockey New Brunswick Roster and as such is their acceptance to the outlined duties in this manual.
9. All coaches, managers and team volunteers who have direct contact with players in their volunteer capacity must complete the SMHC Volunteer Form which includes a checkbox to give permission to SMHC to conduct a criminal check with the RCMP.
10. Practice times provided and paid for by the SMHC should be used for practices. A team wishing to use this time for exhibition games should strongly consider the impact that it may have on player development, and strongly consider purchasing additional ice time with team funds for this purpose.
11. Coaches are responsible for verifying game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of further games and further disciplinary action.
12. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Division Co-ordinator and Disciplinary Committee must be advised of all such suspensions.
13. SMHC supports and encourages our coaches to continue upgrading their coaching skills and certification through ongoing training. Financial support (reimbursement) is available to all SMHC coaches and assistant coaches who successfully complete coaching certification process. Additional instructional resources are available from SMHC Technical Director. SMHC strongly enforces selecting coaches who are certified to coach at the levels they apply to coach at.
14. All Initiation and Novice Coaches must have attended and completed the Hockey Canada Initiation Program (IP Coaching Clinic).
15. All Atom and higher Coaches must attend and complete the Hockey Canada Coaching Clinic. Coaches will be notified of upcoming clinics.
16. All bench personnel must attend Hockey Canada's Speak Out sessions.

6B. Duties and Responsibility of Team Managers

The role of a manager is critical to the successful operation of every team. The manager will act as the communication link between the team and the Club and the players/parents and the coaching staff. The manager must be a member in good standing with the Club. The manager then works with the coach and assistant coaches to appoint parents to other positions, such as phoning assistant, travel co-ordinator, etc. The manager is the first line of communication with and for the parents with the team coach and others in the Club. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

1. Full participation and promotion of the SMHC Fair Play Program, as outlined in this manual. Any issues surrounding a coach or others not supporting this Fair Play Program must be immediately directly to the Director Co-ordinator.

2. Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper for all game activities of the team.
3. To see that care is taken of uniforms and other team equipment before, after and between games.
4. Assist the coach with arranging and scheduling games.
5. Arranging for referees for exhibition games in accordance with established rules.
6. Arranging with the Director responsible for Travel Permits, for all travels for all exhibitions and tournament games. A minimum of 7 days notice is required to obtain the necessary travel permits.
7. Forward a copy of all game reports for which travel permits have been issued, to the Director of SMHC responsible for Travel Permits. NOTE: Initiation and Novice Teams are only permitted to play 25 games in a season and they must acquire travel permits for all games.
8. Arrangement through the Ice Scheduler for all canceled ice time, or extra ice time, for which SMHC is financially responsible.
9. Ensure the safekeeping of the team's copy of all game reports. Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes before each game.
10. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
11. Ensure that the necessary "SMHC Parental Consent and Medical History" form is completed for each player on the team, signed by the parent and kept handy for potential use with all team activities.
12. Acquire a basic team First Aid kit from the Equipment Manager and make sure that it is available for all team activities. Work with the Equipment Manager to keep the First Aid kit stocked if supplies are used. Be aware of emergency procedures at the home and away rinks, keeping handy, the phone numbers for ambulances, other emergency services, and the player's parents or guardians.
13. Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report forms are available for completion by the attending physician. Also, ensure that the proper advice of the accident and the proper report is promptly filed with the President of SMHC.
14. Make arrangements for all team fundraising in accordance with guidelines provided by SMHC.
15. Assist the coach with the preparation of a team budget, and be responsible for communicating this with team parents, including providing regular updates to account for all funds.
16. Carry out all team obligations regarding Club tournaments, ticket sales, Minor Hockey Week, and other Club-wide activities as specified by the Executive of the SMHC.
17. Ensure that each player/family and team official receives a team roster list with full contact information, and also a game and practice schedule.
18. Ensure that all team players and officials are properly registered and signed to the HNB Roster Form", for insurance and provincial competition, through the Secretary of the SMHC.

19. Ensure that all the rules and policies of the SMHC are carried out, and that any deviation from these is reported to the Division Co-ordinator.
20. For Bantam and Midget Competitive teams, ensure that the collection and remittance of extra registration fees due to SMHC for the extra ice time SMHC provides.
21. Managers are to ensure through direct confirmation with the team coaching staff, that all SMHC goaltending equipment, pucks, pylons and jerseys are returned to the Equipment Manager at the end of the playing season. It is preferred that all be asked to deal directly with the Equipment Manager as to avoid misunderstanding of the responsibility for equipment return.

6C. Season Action Plan

Each team should have a season action plan. The following is a suggested approach to creation of the plan:

- Once the team is selected, conduct a parents meeting where all are present.
- Have the coach express his aspirations, goals, rules, apparel requirements, travel, tournament desires, etc for the team.
- Have the parents express their own goals, wants and desires.
- Have the players provide their input. (The amount and detail of player input will vary with the age of the team).
- Integrate all of information into a draft Season Plan to present at the next parents meeting.

7. Player Registration

No player may participate in any of the SMHC activities unless he/she is properly registered. A player is registered when a completed registration form has been filed with the SMHC Registrar and registration fees have been paid, or arrangements made for payment in accordance with the SMHC policy.

- It is SMHC policy that the following payment options be available to all registrants:
 - Payment in full at registration.
 - Minimum payment of 50% plus up to six (6) monthly post-dated cheques of equal installment, payable the 15th of each month.
- Registration could be rescinded if fees are not paid in full by October 31st of the current hockey season.
- Registration will be withheld until fees from previous year are paid. Cash, certified cheque or money order ONLY will be accepted as payment for fees in arrears.
- All NSF cheques must be made good, including the NSF fee charged by the bank to SMHC, within seven (7) banking days of notification, or registration will be rescinded.
- The registration form shall include full names of players, birth date, address, postal code, telephone number, NB Medicare number, and guardian contact information.

- Completed team lists must be submitted to the Secretary prior to them being submitted to the District Director of HNB. It is imperative that the appropriate forms must be filed with the Secretary no later than the date specified annually.
- Registration date(s) will be posted in the local newspaper and notification will be sent via e-mail to previous year's Club members.
- Late Registrations - will be accepted by any member of the Executive and full (100%) payment will be required. It is SMHC policy that a late fee of \$50 applies to all registrations received later than ten (10) days after the close of registration (unless arrangements have been made otherwise). The only exception to this will be for players who move into the Club from elsewhere after the close of registration. The fee for this type of exception shall be fee of \$50 plus an amount pro-rated based on \$12 per week from time of registration to end of season.
- If a player resigns from the Club for any reason, reimbursements shall be provided:
 - Up to and including October 31, the full amount of registration paid, less \$100.
 - From November 1 to January 10, the full amount of registration paid, less \$100, less a pro-rated amount based on number of weeks played with Club divided by 21 weeks.
 - After January 10, no reimbursement shall be provided.
 - The reimbursement of any amounts collected from the player or parent by individual teams shall be at the sole discretion of the Manager of the team.
- Players wishing to register with SMHC for the purpose of having practice time prior to them joining another program (such as High School or Junior) may do so by paying \$100 prior to the first ice time, and shall not be permitted on the ice after October 31 without further payment. Should such player choose to continue playing with SMHC they must pay the full amount of registration, regardless of whether they intend to participate in few, some, many, or all ice times for the team to which they are assigned and rostered.
- Players selected to the Bantam Competitive team will be charged an extra \$40 per player to compensate for the extra ice time used by this program for league games. The Team Manager is responsible for collecting this from each player as soon as possible after team selection is completed, and submitting the funds to the SMHC Treasurer.
- Players selected to the Midget Competitive team will be charged an extra \$90 per player to compensate for the extra ice time used by this program for league games. The Team Manager is responsible for collecting this from each player as soon as possible after team selection is completed, and submitting the funds to the SMHC Treasurer.

8. Competitive Team Selection

SMHC endeavors to provide hockey options for all players registered with the Club. The key premise, upon which the Club bases its tryouts, is that each player plays at a level compatible with his or her skill, ability, and attitude and experience level (subject to the HNB guidelines for playing out of their age category.)

The Club chooses coaches through a Coaches Co-ordinator's recommendations to the Executive, who make approval. The criteria include: coaching level attained through formal clinics; background and coaching experience; references; known or referenced reliability and integrity;

coaching philosophy compatible with Club philosophy, such as Fair Play, and other Club policies.

The Executive endeavors to select persons that are the most appropriate, best qualified, and most responsible for the fair evaluation, and assigning of players to teams. Division Co-ordinators may aid in the final decision-making process if necessary.

SMHC endeavors to provide equality in the programs offered to both Recreation and Competitive players. To work towards this goal the following principles are applied:

- Based on total registration in a given division, SMHC Executive shall ensure there are an appropriate number of players on both the competitive and recreational level teams, respecting player abilities, and taking into consideration the minimum and maximum number of players allowed per team.
- Where equal numbers cannot be achieved, the Executive shall direct the coaching staff of the Competitive team to select a specific number of players so as to ensure there are sufficient players to make appropriately balanced teams in the Recreation level.
- Any request to deviate from this policy shall be directed to the Executive for consideration.

In order to assess and categorize each player, the following procedure has been adopted:

- SMHC provides a minimum of 6 hours of ice time for all players in all divisions within the first 3 weeks of the season. If and when possible, on a season-to-season basis, SMHC shall book ice time prior to the start of SMHC general operations for the purpose of “tryouts” for Competitive teams. SMHC may choose to collect a nominal fee from each player trying out, in order to defray costs of ice time.
- The coaching staff of the Competitive team shall be responsible for organizing the practices, drills, and other activities, with appropriate input, support and participation from the Recreation team coaching staff(s), so as to permit a fair and full evaluation of all players for the purpose of selecting them for the Competitive team.
- The Recreation coaching staff(s) shall be considered full partners and participants in the organization and delivery of these sessions, and they shall use this time to further evaluate all players for the purposes of assisting with the division of remaining players into two or more teams, if necessary.
- The coaching staff of the Competitive team must, not later than the start of the second ice time, inform all players and parents of the process and evaluation criteria by which they will select players for their team. They must also be available to answer any questions about time and financial commitments expected of them should their child be chosen for the team.
- In the case of the Atom Program, any player wishing to tryout for goaltender may do so at any time during any or all of the six ice times, and may use the SMHC goaltender equipment. The Atom Competitive team coaching staff must inform players and parents of this on or before the first ice time, and players/parents must make their intentions known to the coaching staff in order for them to fairly assess all players.
- Each Division Co-ordinator shall attend a minimum of three of the six ice times and at the end of the sixth ice time be available to lead the grouping of players not selected to the Competitive team into two or more balanced teams. Recreation coaching staff may

have some input into this process, including a recommendation that one or more additional ice times be used to further evaluate the remaining players before teams are chosen.

- SMHC does not have a specific policy for advising players as to who has been cut or who has made the Competitive team. However, SMHC suggests to coaches that every effort be made to communicate the decisions to players and parents in a respectful and courteous manner. The manner in which the coach intends to inform players and parents should be stated at the beginning of the tryout sessions. In addition, for any player (or parent of a player) who is cut from the Competitive team and who wishes to receive feedback from the coach about how individual or team skills or behaviours could be improved during the upcoming season (to improve chances of being selected for a Competitive team in future years) must be provided with such opportunity.
- All players wishing to play Competitive level hockey must tryout for teams. No player is guaranteed a position on a team even if he/she played on that team the previous year.

9. Affiliation and Player Movement

Affiliation is the process which permits a player in Atom or higher divisions to play in a higher division (Peewee or higher division) or category (A, Competitive) as a temporary replacement for another player. All player movement during the season must be in accordance with HNB and the SMHC guidelines:

“First year players in a division may affiliate to a higher category within their division. Second year players in a division may affiliate to a higher category within their division or to the next division.” NB Minor Hockey Council 20.4a (6.11.06)

Affiliation of Initiation and Novice players is not permitted under any circumstances.

Requests for player movement must be made prior to December 10th through the Division Coordinator who will oversee the process and ensure that the principles below are adhered to:

- The player and parent must be in agreement.
- The request for the player will be made to the coach of the team from which the player is being drawn and the coaches agree with the request based on not disrupting his teams “on-ice” activities.
- No player on receiving team will be replaced or receive a lesser amount of playing time.
- The request will never be made directly to the player or parents without the knowledge of the coach of the team.
- After January 10th, a player can play no more than 5 league or playoff games without being moved up permanently. This situation would require approval of the SMHC Executive board of directors’ approval.
- Lower division and Recreation level coaches encourage affiliation and view it as an opportunity for the player.

- Higher division and category coaches will offer the opportunity to as many different players as possible, keeping in mind that the winning games is not the primary objective but player development is.

10. Equipment

SMHC shall purchase and maintain jerseys for all teams, or cause to have such jerseys provided. The Club shall also purchase and maintain a sufficient number of complete sets of goalie equipment, including goalie sticks, suitable for use in the Initiation and Novice programs. The Club shall also purchase and maintain a limited supply of goalie equipment suitable for use in Atom and Pee wee programs. Other equipment to be purchased by the Club includes, but is not limited to: pucks, pylons, on-ice instructional equipment, diagram boards for drill instruction, first aid kits, SMHC game sheets, and other equipment deemed necessary by the Equipment Manager in conjunction with team officials.

The Equipment Manager shall be responsible for all Sackville Minor Hockey Club equipment:

- Maintain records and inventory lists of all Sackville Minor Hockey Club equipment.
- Carry out an inventory check at the end of each playing year after all equipment has been returned.
- Be responsible for repairs and maintenance of all equipment.
- Prepare lists of old equipment and present this to the executive for decision on disposal.
- Prepare lists of needed equipment and also solicit tenders from dealers or use other means to secure a fair market price for the equipment.
- Upon approval from the executive purchase new equipment, whether for replacement or to add to the inventory.
- Report all items of Sackville Minor Hockey Club equipment which are reported lost, damaged or stolen, to the Sackville Minor Hockey Club executive immediately.

No equipment shall be signed out to individual players or parents in the Initiation and Novice programs. Instead, equipment is assigned to the teams for their use among all players. However, full sets of goalie equipment may be signed out for the season to players in Atom and Pee wee under the following procedure to be administered by the Equipment Manager. He shall instruct those signing out equipment in the following:

- The proper care and maintenance of such equipment.
- That the equipment should be returned as soon as possible if it is in need of repairs.
- That the equipment is to be used only for authorized and supervised Sackville Minor Hockey Club activities.
- That it may be taken away if used for other purposes or if abused.
- That once it is signed out, the equipment is solely the responsibility of the adult member of the Sackville Minor Hockey Club who signed for it and that he will be held legally responsible for any loss of or damage to it.

- That the matter shall be pursued legally if any equipment that is unreasonably damaged or not returned at the end of the playing year is not paid for by the adult member who signed for the equipment at the time he is requested to turn in said equipment.
- That all equipment must be returned immediately after the end of the playing year
- That no Sackville Minor Hockey Club equipment shall be loaned or rented to third parties.
- That he does understand and shall agree to the above terms and instructions and shall sign an authorized and official form stating so.

In addition, the foregoing applies if a club member (Initiation to Pee wee divisions only) wishes to borrow a full set of goaltender equipment in the off-season for the sole purpose of participating in a skills camp, goalie camp, summer hockey league, or other suitable activity. The equipment may only be borrowed as per the above procedure and must be returned at the conclusion of the off-season activity, and not at the end of the summer.

10A. Jerseys

Sackville Minor Hockey Club shall purchase and maintain jerseys for all teams, or cause to have such jerseys provided.

Jerseys for Initiation and Novice programs are provided by Timbits Hockey. It is the responsibility of the President in co-ordination with the Equipment Manager to return sets of such jerseys to this program when they are no longer required, and to obtain additional sets as required. SMHC shall endeavour to keep a minimum of three distinct colour sets per program.

For all programs and levels from Atom to Midget, SMHC provides Recreation Teams with a minimum of one set (and ideally two sets) of jerseys, while Competitive teams receive two sets of jerseys (Home Whites and Away Blue). Competitive teams / players must purchase the SMHC color hockey socks, if not provided by team sponsors or the Club, whereas at the Recreation level, teams / players may purchase color socks if desired.

Every effort is made to find a corporate sponsor who can provide the necessary funds to purchase two sets of jerseys and socks for each team, and the renewal of such jerseys when needed. Where this is not possible, SMHC will draw on funds set aside for the purchase of jerseys.

It is the policy of SMHC that jerseys not returned before registration the following year will result in the player being assessed a further \$50 on his/her registration fee. This policy also takes into consideration jerseys that are damaged. (NOTE: The \$50 charge will also apply to the Competitive teams, per jersey. For example, if either or both home and away jerseys are damaged or not returned, a \$50 per jersey fee will be charged.)

To administer this policy effectively:

- The Equipment Manager will provide each team with the necessary form to have each sweater signed for by the Team Manager.

- The team manager must ensure that the jerseys are returned at the conclusion of the minor hockey season in clean condition and on hangers, hung in the cages.
- Sponsor Name Bars and Player Name Bars will be sewn, on the back of team jerseys in a strictly consistent manner. Sewing where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.
- The numbering of SMHC team jerseys is to be consistent at all levels as follows: 1 to 12, 14 to 18 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.
- When jerseys are issued, they are cleaned and ready for use. When returning jerseys at the end of the season, team management is responsible to see that player name bars have been carefully removed, and that all sweater sets are complete and on hangers (NONE missing) and that they have been carefully washed and are ready for storing.
- When not in use, jerseys should be stored in a warm dry place.

10B. On-Ice Equipment

Other on-ice equipment to be purchased by the Club includes, but is not limited to: pucks, pylons, on-ice instructional equipment, diagram boards for drill instruction, first aid kits, SMHC game sheets, and other equipment deemed necessary by the Equipment Manager in conjunction with team officials.

10C. SMHC Equipment Room and Key Access

The SMHC equipment room shall be organized and maintained by the Equipment Manager in cooperation with team managers. Each team is provided with a locked cage to store jerseys, equipment, coaching supplies, and other necessary team equipment and supplies. Recreation teams in the same age division share a locked cage.

One set of keys (room door and cage door) per team are provided. The keys are signed out from the Equipment Manager at the beginning of the season and must be returned at season's end. Failure to return the keys will result in a financial penalty (to replace keys and locks) and other possible disciplinary action.

10D. Game Sheets

Individual leagues provide game sheets for league and playoff games. SMHC generic game sheets are available in the equipment room filing cabinet, and may be used for exhibition and tournament games. SMHC game sheets are ordered from Allain Printing Ltd., 145 rue Albenie, Dieppe, NB E1A 1T6 tel 855-3484, fax 382-3505.

11. Ice Allocation

The distribution of ice time and the operation of divisions and teams shall be in accordance with Club purpose, policies and procedures. The Vice-President (or their delegate) is responsible for setting the ice time allocations for each team for the season, and every effort is made to ensure that all players and teams receive equal number of hours at TVMCC. Individual teams may fundraise for and purchase additional ice time, on their own. Only the Vice-President (or their delegate) may book ice time at the TVMCC and assign such ice rentals to SMHC accounts.

The TVMCC policy is that 72 hours notice is required for a cancellation, except in the case of storms and inclement weather. Should a team wish to cancel an ice time for any reason, they must notify the Vice-President, NOT the TVMCC, and must do so as soon as is possible. The Vice-President will determine if another SMHC team can be assigned to that ice time before it is released for rental by others. In addition, individual teams must contact the Referee-in-Chief to notify him/her of game cancellations or additions, so that on ice officials can be notified or arranged.

The Vice-President may work with two or more teams to arrange a swap or trade of ice times to meet unique needs that may arise from time to time. While these discussions and solutions may be initiated by one or more teams, no final decision may be made without the involvement of the Vice-President. This is to ensure that the TVMCC is notified any changes.

11A. Meeting Room Bookings

Individual teams may choose to book meeting rooms at the TVMCC or elsewhere for the purpose of conducting team business, parent meetings, etc. However, when doing so, individual teams must book these rooms in their own name and pay for any rental or related fees from their team budgets. Teams are strongly encouraged to make use of individual dressing rooms for such meetings, before, during, or after their ice times. Under no circumstances will SMHC pay for any meeting rooms booked by individual teams. SMHC may book and pay for meetings rooms for general club business (general meetings, annual meetings, executive meetings, board meetings, committee meetings, banquets, special events, etc).

12. Discipline

A Disciplinary Committee shall be appointed by the Executive, and shall be composed of three active members, one of which shall be the Vice-President, and any two members selected by the Board. The Committee will be formed at the first meeting of the new Board and will serve for a term of one year.

Issues which can not be resolved between individuals, by the Division Co-ordinator, or by the Executive, will be referred to the Disciplinary Committee for an independent assessment and action.

12A. Suspensions

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Division Co-ordinator and/or the Disciplinary Committee of the Executive of the SMHC.
- The Division Co-ordinator shall be advised of all such suspensions immediately, who will in turn forward the information on to the Disciplinary Committee of the SMHC.
- Written Notification of the suspension will be provided to the Suspended individual, by two board members of SMHC including:
 - Reason of Suspension
 - Length of Suspension

12B. Complaints Re: Coaches and Team Officials

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Division Co-ordinator. The Division Co-ordinator's responsibility is to deal with the parties fairly and efficiently.
- A written communication to the Executive of SMHC is required if the Division Co-ordinator cannot resolve the issue to the member. The Executive may choose to deal with the issue or refer the matter to the Disciplinary Committee for resolution.
- Fair Play concerns should be directed to the Division Co-ordinator. The Division Co-ordinator may also direct Fair Play related concerns to the Executive of the SMHC.
- The Board of Directors of SMHC recommends that at any time a player, parent, coach or volunteer feels that the Fair Play Code is not being upheld, to contact the Division Co-ordinator with your concerns. Only issues brought to our attention can be properly addressed.
- At the end of the season we encourage you to provide the Board and Coaches' Co-ordinator with any information you feel is important so that that our selection process can make the appropriate coaching selections for the coming year.

12C. Complaints Re: Referees and Linesmen

- This form of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, IN WRITING, to the SMHC Referee-in-Chief, with a copy to the Executive of the SMHC.
- All inquires regarding discipline must first be directed to the Division Co-ordinator.

13. Fundraising Guidelines

No team, coach, manager, parent or any member, shall undertake fundraising projects of any type nor shall pursue any form of sponsorship, on behalf of the Club or Team, or on behalf of any League or event in which they may be a participant, except by written permission of the Executive. The only exceptions are: teams may conduct a 50-50 draw at any or all of their home games and home tournament games; teams may fundraise within their own team (e.g., beverage sales to players and others after games and practices, etc.).

Teams may plan and budget permitted fundraising activities only for the following purposes:

- Tournament team registration fees.
- Team hockey socks, one away and one home set (if not provided for by a team sponsor).
- The cost of hotel/motel room(s) for coaching staff at an away tournament, if they are not parents of players on the team.
- Additional ice time.
- Jersey name bars / tags.
- Other team expenses such as faxes, phone calls and correspondence.
- Fundraising for any other items not mentioned above must be approved by the SMHC Executive.
- Framed team photographs for the sponsor should be provided.

UNDER NO CIRCUMSTANCES can teams raise funds for items such as the following:

- Team jackets
- Team track suits
- Any personal hockey equipment
- Team or individuals travel expenses other than the aforementioned coaches' accommodation.
- Tickets to sporting events.
- Any other methods of entertainment

These items should be purchased by players/families on an individual and personal option basis. The purchase of any other items, not mentioned above must have the approval of the SMHC Executive.

13A. SMHC Clothing

At the beginning of each year, SMHC will provide options of clothing available for the general membership to choose from. It shall conform generally to the colour scheme of the Club and shall incorporate the Club logo. Individuals may purchase clothing, or individual teams may organize a collective team purchase, with the option to include an appropriate reference to their team and/or sponsor on the clothing. SMHC shall ensure that an appropriate supplier (based on price, range of choices, delivery options, etc) is identified.

14. Sponsorship Policies

Many corporations make substantial contributions to our Club through sponsorship of teams, tournaments, and other Club programs. Over the years these sponsorships have been secured through a variety of means and personal contacts. It is important that positive relations be maintained with these sponsors, that additional sponsors be sought as need, and that there is a coordinated approach to communication with current and prospective sponsors.

Individual teams, coaches, managers, parents, and others **MUST NOT** approach these corporations as sponsors for additional funding, or to seek new funding. These requests must be made by the Executive on behalf of the Club as a whole, or by individuals so directed by the Executive. The Executive welcomes suggestions, contacts, and leads on corporate sponsorship opportunities which will have positive impact on the club, especially in the form of a commitment to support jersey purchase and replacement on an ongoing basis for one or more teams.

Under the terms of the Sackville Minor Hockey Club Constitution, team sponsors shall be actively sought for the purpose of helping to cover the operating costs of running the Club. The spirit of this effort is that while an individual sponsor may have their name affiliated with a specific team, the funds shall be used and managed by the Club (through its Executive) for the benefit of the club as a whole. The primary use of the sponsor funds will be for jerseys and socks, for both Competitive and Recreation levels in Atom to Midget, and the renewal of those as needed.

Sponsorships shall be accepted from all businesses, groups and establishments willing, whether in or out of the area. Sponsorships shall be offered at rates determined annually by the Sackville Minor Hockey Club Executive and found in the minutes of the meetings. A sponsor shall receive:

- a receipt for the donation
- a thank you letter from the Club
- a team picture on a plaque
- name or logo on the back of team jerseys
- the team shall be called after and identified in the name of the sponsor only in all aspects during the term of the sponsorship.

SMHC Executive shall ensure that receipts, letters, and pictures are forwarded to sponsors.

15. Tournaments and Jamborees

15A. Home Tournaments and Jamborees

SMHC, through one or more tournament co-ordinator(s), hosts a tournament or jamboree for each division each year. The purpose is to provide an opportunity for our teams to host other

teams. These events are not designed to be fundraising activities, given the small scale and limited scope for corporate involvement. SMHC is also mindful of the ice time needs of other users of the TVMCC when planning for and negotiating access to additional ice times for these events. SMHC attempts to strike a balance between offering a sufficiently large enough tournament in terms of number of divisions and teams participating, while not unduly bumping other SMHC teams which are not participating, nor other TVMCC users (many of whom would require ice time compensation from SMHC at another time in the season).

SMHC teams do not pay a registration fee to participate in our own tournaments. Parent volunteers are expected to assist with providing post-game refreshments to players, serving as timekeepers and scorers, and conducting 50-50 draws (the profits from which each team may keep).

15B. Away Tournaments and Jamborees

Teams are encouraged to participate in other tournaments and jamborees. These should be planned in accordance with your knowledge of league and playoff schedules. These should be planned in consultation with parents, so as to ensure all parents are “on-board” with the plans for the season, especially in terms of the added costs and travel times associated with tournaments. Team officials are encouraged to book early as tournaments fill quickly.

- Tournament entry fees are paid through team budgeting and funding. A post-dated cheque from the team manager is usually acceptable. The manager in turn collects from parents or from team funds. SMHC WILL NOT pay for nor advance payment for, entry of individual teams into tournaments and jamborees.
- Teams should enter only officially sanctioned and reputable tournaments in which SMHC teams have in previous seasons supported and have had a satisfactory and appropriately Competitive experience.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- Well in advance of departure, the following must be arranged:
 - Through the Vice-President and Referee-in-Chief, rescheduling of any games or cancellation of ice time during the away period.

16. Hosting Provincial Championships

Each year, Hockey New Brunswick asks Clubs to host a particular level Provincial Championship Tournament, Pee wee "A" to Midget "AAA". The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the Hockey New Brunswick Constitution, By-Laws, Regulations Handbook,.

The hosting of a particular level Provincial Championship Tournament is very much a Team organized effort, with the backing of the Club. Teams may apply to host a Provincial

Tournament by obtaining an Application Form from HNB. However, the Team must submit a proposal to SMHC Executive first, for approval in principle.

The team must first establish an experienced, strong and determined committee head by an energetic Chairperson. This submission must include a reasonable budget and source(s) of financing for all costs.

17. Travel Permits

Hockey New Brunswick must sanction all games (and special events) for insurance purposes.

- Travel Permits and must be obtained to ensure insurance coverage for either a game or special event
- The hosting Tournament Club may disqualify teams traveling without a permit from tournament play. Therefore, the permit must be available at all tournaments.
- Team officials are subject to disciplinary action for non-compliance with travel regulations.
- The first offense of a team traveling without an appropriate travel permit will result in a one-game suspension to the responsible team officials. Second offense will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
- Travel Permits are required for all exhibition games and non-sanctioned tournaments. Travel permits are not required for schedule league games.
- Requests for Travel Permits must be made at least (7) days prior to game(s). Travel Permits MUST accompany a team to their game(s). Permits and Exhibition Numbers are to be obtained from the Director in charge of Travel Permits.
- NOTE: The Novice and Initiation Division teams can only travel within NB and must obtain a travel permit. A number of game limits exist for the Novice and Initiation Division. As of June 2006, the maximum number of games permitted is 25 per team. Thus it is imperative a travel permit is issued for each scheduled game.

18. Co-Ed Dressing Room Policy

At Hockey New Brunswick's 2003 Annual General Meeting, a notice of motion was accepted by its membership to adopt and enforce the Hockey Canada Co-Ed Dressing room policy. This policy as it exists in the Hockey Canada Bulletin 01/28 was approved by the Hockey Canada Board of Directors.

- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
- If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.

- SMHC recommends that for teams with males and females in the Atom to Midget divisions, all players and parents agree to the rules and that all players and at least one parent and the team officials sign their names to the document which outlines the plan.
- This agreement is a minimum method of resolving the issue.
- SMHC will not deviate from this policy in any way.
- SMHC will hear the concerns of any party on this matter if there is any dispute.

Revision History

Date	Revision / Changes
April 30, 2007	SMHC Operation Manual, July 1995 repealed and replaced with SMHC Constitution and By-Laws, April 2007

Appendix – Fair Play Code

Fair Play Code for PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper - fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for COACHES

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

Fair Play Code for OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward official’s player’s spectators or myself.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.

- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

Fair Play Code for PARENTS

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

Fair Play Code for SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.