

Sackville Minor Hockey Club

Operations Manual

October 2011



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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 A and C) shall be known as the Rangers. All teams will wear White home and Blue away colours, conforming to SMHC colours and logos.

In Competitive C levels where more than one team exists, they each shall use a colour to distinguish their team names (e.g., White Rangers, Blue Rangers) or they may use some other name while keeping the club name “Rangers” in the team name (e.g., Blue Knight Rangers; Mighty Rangers, etc.).

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 A and C Levels of Play

SMHC offers two levels of Competitive play: "A/AA" and "C", as defined by Hockey New Brunswick. Competitive A teams are selected on a tryout basis and include full contact hockey in the Peewee, Bantam and Midget divisions. Competitive A teams shall be registered by the Club with the appropriate Central League. Competitive C is non-contact hockey and SMHC teams shall be registered by the Club with the South East New Brunswick Hockey League (or any other similar league deemed appropriate by the Executive).

4. Communication from Club to Members

The Club shall use e-mail as its primary means of communication with members, using the info@sackvilleminorhockey.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, Competitive A and C. 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 A 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 A 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 A or C – they wish to participate in. SMHC expects that Competitive A 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 Initiation, Novice, Competitive A and Competitive C 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/her objectives, questions, concerns and problems with the coach. A parent who has concerns regarding the rules outlined in this Operations Manual must be able to discuss these with the Club or Coaching Staff. As well, a coach must be able to discuss a player’s progress, behavior, etc with the player, parent, coaching staff and Club.

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 Responsibilities of Coaching Staff

1. Full participation and promotion of the SMHC Fair Play Policy, 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 A 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 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 players. 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 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 processes. Additional instructional resources are available from SMHC Technical Director. SMHC strongly enforces selecting coaches who are certified to coach at the levels for which they apply to coach.
14. All Initiation and Novice Coaches must attend and complete 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 Responsibilities 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 Policy, as outlined in this manual. Any issues surrounding a coach or others not supporting this Fair Play Policy must be immediately directed to the Co-ordinator.
2. Prepare a schedule and organize game minor officials such as timekeeper, scorekeeper for all game activities of the team.
3. 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. Provide the Referee-in-Chief with the team game schedule, and arrange with the Referee-in-Chief for referees for exhibition games in accordance with established rules.
6. Arrange with the Executive member responsible for Travel Permits, for all travel 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 Executive member 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. Arrange with the Vice-President (or the designated Ice Scheduler) for all canceled ice time, or extra ice time, for which SMHC is financially responsible. Team managers must not contact the Civic Centre to make changes in ice time – this must be done through the designated Ice Scheduler.
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 Co-ordinator and make sure that it is available for all team activities. Work with the Co-ordinator 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. Designate one person to be the team's Hockey Safety Person. This person must have completed the Hockey Canada / HNB HSP program. This person could be one of the team officials, a parent, or other person who will be present at all games.
14. 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.
15. Make arrangements for all team fundraising in accordance with guidelines provided by SMHC.

16. With input from the coach, prepare a team budget, and be responsible for communicating this with team parents, including providing regular updates to account for all funds (See 6D for more details).
17. 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.
18. Ensure that each player/family and team official receives a team roster list with full contact information, and also a game and practice schedule.
19. Obtain a copy of the “Hockey Canada Roster Form” from the Club Secretary, ensure it is accurate, and keep on hand sufficient copies for tournament registrations, insurance, and provincial competition purposes.
20. Ensure that all the rules and policies of the SMHC are carried out, and that any deviation from these is reported to the Co-ordinator.
21. For Bantam and Midget Competitive A teams, budget for and collect extra fees payable to SMHC for the extra ice time SMHC provides for home games.
22. Ensure through direct confirmation with the team coaching staff, that all SMHC goaltending equipment, pucks, pylons and jerseys are returned to the Co-ordinator at the end of the playing season. All managers should deal directly with the Co-ordinator as to avoid misunderstanding of the responsibility for equipment return.

6C. Policy on SMHC Players and other Teenagers Participating as Assistant Coaches

Background

SMHC encourages players in Bantam and Midget age groups – including those who are registered as High School hockey players – to develop their skills and abilities as coaches by helping with younger age groups. This provides an opportunity for them to test their potential interests in coaching. SMHC recognizes that this provides a valuable development and leadership opportunity. At the same time, SMHC encourages its coaches to provide opportunities for these players as a means to address their own needs for coaching assistance, while offering constructive guidance and mentoring for these players.

Policy

It shall be the policy of SMHC that registered SMHC players in the Bantam and Midget age groups shall be permitted to serve as assistant coaches, under the following conditions and circumstances:

- Players may only assist teams whose players are two full years younger than themselves (for example, a first year Bantam age player may not assist with Peewee; a first year Midget age player may not assist with Bantam);
- Players may not assist with the Mites program due the special developmental nature of that program and the presence of a relatively large number of parent helpers;

- Players must wear a helmet with cage, neck guard and hockey gloves while on the ice and a hockey helmet with cage while serving on the bench during games, as per Hockey New Brunswick regulations;
- More than one player may serve as a player assistant coach with any one team; however, only one player may be on the ice during practices and on the bench during games, at any given time (coaches may rotate their player assistant coaches as required or as opportunities present themselves);
- There must be a willingness of a head coach to agree to provide opportunities for players to serve as assistants;
- Head coaches are responsible for the actions of and tasks assigned to, player assistant coaches;
- Head coaches must provide meaningful opportunities and tasks to player assistant coaches; these players must be actively assisting with drills (providing coaching, directing players, setting up or moving equipment, retrieving pucks, providing structured shooting on goalies, etc); if player assistant coaches are found to be not providing assistance and instead are found to be disruptive (shooting pucks aimlessly, distracting the coaches and players by shooting pucks during instructions, not providing active coaching, etc) they will be asked to end their participation;
- The presence of a player assistant coach does not relieve the head coach and/or assistant coaches from their responsibilities; player assistant coaches shall not run or direct practices (other than specific drills as assigned by the head coach), and they should not be left alone to supervise dressing rooms.

SMHC registered players and High School players who are 16 years of age and over will be encouraged to attend and complete appropriate coaching and speak out clinics.

Process for Players to Make Application to be a Player Assistant Coach

Any player may make a request to SMHC Executive to be approved as a player assistant coach. The request expressing the desire to be a player assistant coach may be made in any one of the following ways:

- A written request by email;
- A written request submitted on paper (to the SMHC mailing address or by deposit in the SMHC mail box on the equipment room door).

A verbal or written request from a coach may also be received, naming a specific player that he or she wishes to have as a player assistant coach. However, the player in question will still need to provide a written request to the SMHC Executive.

Requests can be made at any time of the year to SMHC Executive members; however, requests should be made prior to November 30 each year.

Regardless of the manner in which the request is made, the request should include a statement of which age group or groups the player is interested in assisting, a statement of what the player hopes to achieve or learn or develop, and a statement about what they have to offer / why they

think they can help or do a good job. In addition, the request may identify a specific coach or team the player is interested in teaching.

The SMHC Executive shall endeavour to respond to the request as soon as possible and render a decision as soon as possible, upon receipt of the request. The Vice-President shall notify the parent of the player by phone or email or in person, as deemed appropriate. The SMHC Executive shall then make it known to appropriate head coaches that the player has been approved and encourage head coaches to invite the player to serve as a player assistant coach with their team.

Selection Criteria

The SMHC Executive shall make the decision to approve or deny the application by a player to be an assistant coach. The Executive shall use the following criteria to make its decision:

- The overall general character and demeanor of the player making the request;
- The previous experience of the player in terms of his or her interactions with teammates in recent years;
- The demonstrated willingness to learn and to be helpful.

In addition the Executive shall seek any and all input from any member of SMHC or others to make its decision.

Removal of Assistant Coach Privileges

The SMHC Executive reserves the right to assess the experience of any or all player assistant coaches and to terminate the participation of players in question should problems or issues be discovered. SMHC Executive members will work with players, parents, and coaches to clarify any issues or problems and work to arrive at a mutually satisfactory outcome. Player safety is of primary importance and the SMHC Executive shall take whatever measures are necessary to ensure the safety of its players, including the termination of assistant coach privileges in cases where risky / dangerous behaviours have been observed. SMHC will also respond to concerns of parents and guardians in this regard.

In addition, it is important to note that players who receive a suspension of one or more games for an incident resulting from their own games, are also suspended from their responsibilities as a player assistant coach during the time of the suspension, as per Hockey New Brunswick regulations. This means that player assistant coaches cannot be on the ice for any practices and cannot be on the bench for any games, during the period of their playing suspension.

6D. 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.

6E. SMHC Team Budgets and Financial Reports

It is the policy of SMHC that each team shall prepare a Team Budget and Financial Report. This shall be completed by Managers to ensure that consistent and reasonable team financial communication is shared with all SMHC member Parents.

The procedure is as follows: Managers will be provided with a budget template by the SMHC Treasurer. The Manager is responsible for preparing and sharing a formal budget on or about November 1 and sharing this with the team parents for agreement and approval. A copy of this approved budget is then shared with the SMHC executive by sending a copy to the Treasurer. On or about January 15 the Manager will provide a year-to-date expenses against the budget to the parents, and forward a copy to the Treasurer. On or about March 31, the Manager will provide a year-end financial statement of all revenues and expenses against the budget to the parents and provide a copy to the Treasurer.

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 (Secretary) and registration fees have been paid, or arrangements made for payment in accordance with the SMHC policy. As of August 2010, registration fees are \$365 for returning players, \$295 for first year players up to and including age 11, and \$110 for third and subsequent children in the same family.

- It is SMHC policy that the following payment options be available to all registrants:
 - Payment in full at registration.
 - Minimum payment of \$155 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 could 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.
- Registration date(s) will be posted in the local newspaper and notification will be sent via e-mail to previous year's Club members.
- SMHC will not charge full fees to players transferring from another club. Fees will be pro-rated based on the number of weeks remaining in the schedule.
- Late registrations – full registration fees will be charged to players who register up to November 30; after this date and until January 10th, the fee shall be \$50 (to cover insurance and other HNB fees) plus an amount pro-rated based on number of weeks to the end of the season (March 31st), as noted in the table below.

	Base Fee	\$110 Players	\$295 Players	\$365 Players
Up to:		Add	Add	Add
Dec-07	\$ 50.00	\$ 50.00	\$ 165.00	\$ 212.00
Dec-15	\$ 50.00	\$ 50.00	\$ 155.00	\$ 200.00
Dec-22	\$ 50.00	\$ 40.00	\$ 145.00	\$ 188.00
Dec-31	\$ 50.00	\$ 40.00	\$ 135.00	\$ 176.00
Jan-10	\$ 50.00	\$ 40.00	\$ 125.00	\$ 164.00

- If a player resigns from the Club for any reason, reimbursements shall be provided:
 - Up to and including October 31st, the full amount of registration paid, less \$100.
 - From November 7th to January 10th, the full amount of registration paid, less \$100, less a pro-rated amount based on number of weeks played with Club.
 - 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.

	Base Fee	\$110 Players	\$295 Players	\$365 Players
Up to:	Withhold	Refund	Refund	Refund
Nov-07	\$ 100.00	\$ 0.00	\$ 190.00	\$ 260.00
Nov-15	\$ 100.00	\$ 0.00	\$ 180.00	\$ 248.00
Nov-22	\$ 100.00	\$ 0.00	\$ 170.00	\$ 236.00
Nov-30	\$ 100.00	\$ 0.00	\$ 160.00	\$ 224.00
Dec-07	\$ 100.00	\$ 0.00	\$ 150.00	\$ 212.00
Dec-15	\$ 100.00	\$ 0.00	\$ 140.00	\$ 200.00
Dec-22	\$ 100.00	\$ 0.00	\$ 130.00	\$ 168.00
Dec-31	\$ 100.00	\$ 0.00	\$ 120.00	\$ 176.00
Jan-10	\$ 100.00	\$ 0.00	\$ 110.00	\$ 164.00

- 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.

- Once players are selected to each of the Bantam and Midget Competitive A teams, those teams are responsible for paying for the extra ice they will use during the season for their league games. This will be 20 games each. Bantam Competitive A uses 1.25 hours and Midget Competitive A uses 1.5 hours. The Team Manager is responsible for forwarding these funds (raised through 50-50, pop fund, parent contributions, etc) to the SMHC Treasurer.

8. Competitive A 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 SMHC Executive chooses coaches. 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. The Competitive A Co-ordinator may aid in the final decision-making process if necessary.

SMHC endeavors to provide equality in the programs offered to both Competitive A and C 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 A and C level teams, respecting player abilities, and taking into consideration the minimum and maximum number of players allowed per team.
- SMHC uses the principle that there should be a maximum of 15 skaters per team. The Executive shall direct the coaching staff of the Competitive A 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, while respecting the need for the Competitive A team to select only those players who are ready and able to play at the Competitive A level.
- Any request to deviate from this policy shall be directed to the Executive for consideration.

In order to assess and categorize each player, SMHC has adopted the Hockey Canada process for tryouts, and charges a nominal fee for each tryout session.

- In the case of the Atom Program, any player wishing to tryout for goaltender may do so at any time and may use the SMHC goaltender equipment. The Atom Competitive A 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.

- 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 A 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 A team in future years) must be provided with such opportunity.
- All players wishing to play Competitive A 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.

8A. Division of Players into Two or More Competitive C Teams

SMHC strives to ensure that when there are enough players to make two or more Competitive C teams in any level, that those teams shall where possible be relatively equal in player skill and number at the start of the season. It is unreasonable to expect that as the season unfolds that both teams will progress / advance to the same level and will have the same degree of success at season's end. Variables such as coaching, coachability, attendance at practices and games, individual player motivation, individual player development, and so on, will greatly affect overall outcomes by season's end.

The Competitive C Co-ordinator plays a major role in this process, ensuring fairness for all. The Co-ordinator should attempt to attend a minimum of two ice times during the Competitive A teams selection process, and at least one of the ice times for the remaining players. Competitive C 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.

Principles

The following principles will be applied to arrive at a reasonably equal competitive balance for both teams:

- The process will always be done by a draft, with coaches selecting players from the list of players. The draft will be supervised by the Competitive C Coordinator.
- Coaches will not be assigned to any teams until after the draft is complete. After the draft is complete and any necessary adjustments are made, a flip of a coin or a draw of team A/B from a hat, will be made, to assign coaches to the teams.

- If there are one or more parents involved as coaches, their children will not be involved in the draft. Instead, they and a player of equal (or near equal) strength in their position, will be held out of the draft, and will be placed on teams after the draft and assignment of coaches. The two coaches will agree on which player(s) held out of the draft; they may be assisted by the Competitive C Co-ordinator in this task.

Draft Process

- Prior to the draft taking place, the Competitive C Coordinator should prepare an approximate ranking of all players by position (forward, defence), on the basis of overall skill. This should be done in consultation with the coaches, to the extent that is possible. This will serve as an approximate guide during the draft selection process.
- Goalies should be drafted first. In the case of an odd number (3) of goalies, the two strongest goalies should be on separate teams with the third randomly assigned to Team A. In the case of four goalies, attempt to rank-order in terms of skill and assign 1 and 4 to Team A and 2 and 3 to Team B.
- One coach will draft for Team A and the other coach for Team B. The draft shall proceed as follows:
 - Team A drafts one player
 - Team B drafts one player of the same position.
 - Team B drafts a second player.
 - Team A drafts a second player of the same position.
 - Team A drafts a third player.
 - Team B drafts a third player of the same position.
 - And so on until all players, except those who held out of the draft as children of coaches and matching players.

The two team lists should then be reviewed and the following principles should be used to make MINOR adjustments:

- Teams should more or less have the same number of first year players on each team, while taking into account skills as noted above.
- Teams should more or less have the same number of new hockey players on each team (defined as those who have joined hockey for the first time for this season).
- Players from the same household/family should be on the same team.
- Players who have had SERIOUS conflicts with each other (defined as having had a written complaint filed and investigated, and/or disciplinary action taken) within the previous three playing seasons years should be placed on separate teams.

After adjustments, the team lists should be reviewed one more time by the Coordinator and coaches and there should be agreement that the teams appear to be reasonably balanced, on paper.

Once this task is complete, the coaches are randomly assigned to each team, and the players who were held from the draft follow the coaches (children of parents coaching go to their parents' teams, and the matching player(s) go to the other team).

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 team's “on-ice” activities.
- No player on the 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.
- Lower division and Competitive C 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 winning games is not the primary objective but player development is.

In general, SMHC encourages affiliation of players. If a team has 13 skaters on the permanent roster, the coach of that team should be asking no more than two (2) players to come to practices and occasional games, to fill out the roster or to replace players who are unable to attend. There could be more than two (2) players affiliated with a given team, and the participation of affiliated players can be rotated. If a team has 15 skaters, there is no need for affiliate players to attend

games (except to fill a roster vacancy due to injury, illness, or other reason for shortage of regular players) but they can be invited to practices occasionally. Affiliation is to be used solely when there are vacancies on a team.

In order to clarify issues concerning whether or not affiliated players are required to pay any extra fees or costs associated with ice time with the higher level team, the following policy has been developed:

Affiliated players do not pay any extra fees associated with their participation in regularly scheduled practices and games to which they have been invited. We define "regularly scheduled" as those practice ice times which are paid for by SMHC operations, and those games which are part of a team's league regular season and / or playoff schedule.

Furthermore, affiliated players do not pay to participate in a practice which is scheduled outside of the schedule provided by SMHC and which is being paid for by team fees, nor do they pay to participate in any exhibition games which are being paid for out of team fees.

If an affiliated player is invited to participate in an out-of town tournament, then the affiliated player is expected to pay 1/X the costs of the tournament paid by the team, plus 1/X the costs of the coach's accommodations if the team is paying for that, where X is the total number of players on the regular roster plus the affiliated player(s).

No fees shall be charged to affiliated players in advance or at the beginning of the season; they may only be charged at the time of participation. Money should be collected by the team manager, put into the general team funds, and any surplus funds disbursed among regular player families at season's end or used to pay for expenses incurred, should that be the case.

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 Co-ordinators in conjunction with team officials.

Each Co-ordinator shall be responsible for all SMHC equipment:

- Maintain records and inventory lists of all SMHC 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 SMHC equipment which are reported lost, damaged or stolen, to the SMHC 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 Peewee under the following procedure to be administered by the Co-ordinator. She/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 SMHC 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 SMHC 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 SMHC 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 Peewee 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

SMHC 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 Initiation and Novice Co-ordinators 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 all teams with two sets of jerseys (Home Whites and Away Blue). SMHC also provides on a cost recovery purchase basis by families matching socks..

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, **per jersey**. This policy also takes into consideration jerseys that are damaged.

SMHC also provides a set of practice jerseys for each team. One jersey only shall be given to each player (Atom to Midget only, all teams) once players are assigned to teams, and these are to be returned at the end of the season.

To administer this policy effectively:

- The Co-ordinator will provide each team with the necessary form to have each sweater (game and practice) signed for by the team manager, who in turn will have one parent per player sign for the jerseys given to the player.
- 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, where possible: 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. Jersey Replacement Schedule

The table below outlines the recent purchase dates of jerseys for each age group / team. It can be used as a guide to plan for replacement in future years.

Division / Teams	Date of Last Purchase	Notes
Atom C	April 2007	Numbers X to Y were purchased, enough for two teams

Atom A		
Peewee C	April 2007	Numbers X to Y were purchased, enough for two teams
Peewee A		
Bantam C	April 2007	Numbers X to Y were purchased, enough for two teams
Bantam A	October 2007	
Midget C	April 2007 September 2008 November 2011	
Midget A		

10C. 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 Co-ordinators in conjunction with team officials.

10D. SMHC Equipment Room and Key Access

The SMHC equipment room shall be organized and maintained by the Co-ordinators 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 or two keys for each cage door (one per team) are provided. The keys are signed out from the Co-ordinators 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. There is a combination lock on the main door. The access code will be given to team managers / and coaches. This code must not be given to anyone else. Please refrain from passing this code on to players and any 'one-time' helpers.

10E. 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 Dieppe Imaging Inc., 456 rue Champlain, Dieppe, NB E1A 1P3 tel 855-3484, fax 382-3505. www.dieppeimaging.ca, jackie@dieppeimaging.ca.

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 his/her 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 his/her delegate) may book ice time at the TVMCC and assign such ice rentals to SMHC accounts.

The TVMCC policy is that 5 days 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 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 Co-ordinator and/or the Disciplinary Committee of the Executive of the SMHC.
- The 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 Co-ordinator. The 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 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 Co-ordinator. The 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 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 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 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.
- 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

During the playing season, 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. For sponsorships of \$1,000 or more 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.

The SMHC Executive, through the Treasurer, shall ensure that receipts, letters, and pictures are forwarded to sponsors. SMHC club funds shall be used for these purposes.

The current team sponsors are as follows:

- Atom C – Dodge Caravan (\$500 per team, split 50-50 between team and club); HNB automatically sends the cheque to SMHC.
- Atom A – AIL Atlantic Industries Limited (\$1,000, sponsor says all money goes to the team); Treasurer needs to send a letter to AIL in November each year; Mike Wilson, President, Peter Mesheau is main contact.
- Peewee A – McDonalds (Mormac Ltd, Amherst) (\$1,000, split 50-50 between team and club); Treasurer needs to send a letter via email attachment to Mormac in November each year; Danny Moore.
- Bantam A – Sackville Legion Branch #26 (\$500, sponsor says all money goes to club to save for replacing jerseys), Treasurer needs to send a letter to Legion in November each year Alf Walker.
- Midget A and Midget C – Scotiabank (\$500 per team, sponsor says all money goes to each team); President contacts local branch in December each year.

Michael Wilson, President
Atlantic Industries Ltd.
Dorchester NB
379-2428
pmesheau@ail.ca

Danny Moore
Mormac Ltd
211 South Albion St
Amherst NS
902-667-1717
mormac@ns.sympatico.ca

Alf Walker, Secretary
Royal Canadian Legion Branch 26
15 Lorne St
Sackville NB E4L 3Z6
536-0304
alf.walker@nbnet.nb.ca

Ken Draper
Scotiabank, Sackville Branch
536-2480

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 may, upon request, provide advance cheque payment for entry of individual teams into tournaments and jamborees, provided the team Manager and the Treasurer agree on a repayment arrangement.
- 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, Peewee "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 **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

On October 4, 2004 Hockey New Brunswick adopted the following Co-Ed Dressing Room Policy as a result of the decision of a New Brunswick Human Rights Tribunal. As a consequence of that New Brunswick Human Rights Tribunal decision, all of HNB's local associations are required to adopt and follow this policy:

- A Statement of Intent: The NBHA and its local Associations are committed to the equal participation of male and female players at all levels of league play and in furtherance of this goal, will implement policies to ensure protection of the reasonable intimacy and safety of all players while ensuring equal access for all players to coaching time and team participation.
- Dress Code: in teams made up of players of both genders, the changing rooms will be supervised by coaches and assistants, male players shall not undress to less than a minimum of boxer shorts and female players to less than a minimum of shorts and a t-shirt while players of the other gender are present;
- Showering: in teams made up of players of both genders, players of the under-represented gender must be able to have access to the shower facilities and exit the change room prior to the rest of the players having access to the shower facilities.

SMHC requires that each team with males and females in the Atom to Midget divisions, that the manager convene a meeting at the start of each season with all players and parents to discuss team options for handling dressing room use by males and females. The team may choose to adhere explicitly to the HNB policy noted above, or they may choose to have players change together in the same room. If the latter is the agreed upon option, it must be agreed to by all players and their parents. If this latter option is agreed to, the minimum dress code set out by HNB must be respected at all times. In addition, all players and at least one parent and the team officials must sign their names to a document which outlines the agreed to plan. The SMHC Disciplinary Committee will hear the concerns of any party on this matter if there is any dispute.

Where there is no unanimous agreement amongst any team to have all the males and females change in the same room, the following shall be the policy to be in place for that team:

- 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.
- All players meet in one dressing room fully prepared and dressed not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- The gender in the majority shall not begin changing (except for helmets, gloves and skates), prior to the departure of the lesser represented gender.

Should any team require modifications to this procedure, the team manager shall obtain the approval of the Executive before the team may modify this established policy.

19. Travel and Administrative Expense Reimbursement

A travel and administrative expense policy, procedure, and form to reimburse any SMHC official (executive member, board member, referee, or team official) for reasonable travel and for reasonable administrative expenses incurred while conducting mandatory business on behalf of SMHC, has been adopted.

The policy shall be that only travel of more than 30km in one direction shall be eligible for reimbursement, including: mileage paid at \$0.45 per km; overnight accommodation; meals while on overnight or full day business requiring evening return; and that only telephone line charges (long distance phone calls, cell phone charges, etc) for the sole purpose of conducting SMHC business shall be eligible for reimbursement.

Eligible business activities shall include, but not be limited to, attendance at meetings in the Greater Moncton area and beyond (e.g., District 6 meetings, league meetings, HNB AGM and Fall Forum); mandatory clinics which must be attended by coaches, team officials and referees in order to fulfill their obligations as a member of SMHC; travel to obtain supplies, clothing, etc., that would otherwise not be possible to obtain through shipping or through convenient pickup while on other (personal or team) business. To the extent that is possible, carpooling shall be encouraged to reduce the number of individual travel claims for the same event. Administrative expenses incurred for individual team activities shall be reimbursed only through team funds.

Ineligible activities shall include special trips that are not of a time sensitive nature; unnecessary related expenses (e.g., lunch while attending a clinic in the Moncton area, dinner while attending an evening meeting in the Moncton area); travel for games, practices and tournaments as part of the volunteer commitment to the club/teams. A claim form is not required for routine administrative expenses include stationery, postage, and related administrative supplies.

The procedure shall be as follows: a travel and administrative expense claim form must be completed by the individual; the form shall require details of the travel and the expense; the claim must be approved by the Treasurer and one other executive member (or two executive members if the claimant is the Treasurer) before reimbursement shall be provided; receipts are required, if claiming actual expenses (such as meals, phone charges, etc). The form shall be made available for downloading from the SMHC website and in hard copy to those who require it.

20. Referees

20A. Pay Rates for Referees and Linesmen

As of August 2011, the following rates are in effect for payment of on-ice officials:

Division	Ref	Line	Line	Total	2-man	2-man	Total
Mites					\$10	\$10	\$20
Novice					\$10	\$10	\$20
Atom C	\$14	\$10	\$10	\$34	\$14	\$14	\$28
Atom A	\$16	\$10	\$10	\$36	\$16	\$16	\$32
Peewee C	\$14	\$10	\$10	\$34	\$14	\$14	\$28
Peewee A	\$18	\$12	\$12	\$42	\$18	\$18	\$36
Bantam C	\$16	\$12	\$12	\$40	\$16	\$16	\$32
Bantam A	\$20	\$14	\$14	\$48			
Midget C	\$18	\$12	\$12	\$42			
Midget A	\$28	\$17	\$17	\$62			

20B. Referee-in-Chief Honorarium

SMHC will provide to its Referee-in-Chief a reimbursement for time devoted to scheduling activities. As of August 2011, this amount is \$720. The Club shall make payments in two equal installments of \$360 each at the end of the December and at the end of March of each playing season.

In addition, SMHC will pay the registration fees of each on-ice official with the Zone 5 Officials Association. SMHC will pay for and, through the referee-in-chief, maintain a modest supply of referee jerseys for junior officials.

21. Criminal Record Check

SMHC requires that any volunteer who has supervisory or instructional contact with its players complete a Criminal Record Check with the RCMP. This includes all coaches, assistant coaches, managers, and other bench and team personnel. Individuals are required to make the request to the RCMP, complete the necessary forms, and submit the completed Check to the SMHC Secretary no later than December 31. Failure to do so will mean removal from supervisory and coaching role(s) with SMHC.

Revision History

Date	Revision / Changes
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April 30, 2007	SMHC Operation Manual, July 1995 repealed and replaced with SMHC Constitution and By-Laws, April 2007
July 31, 2008	Added Section 6D Team Budgets and Financial Reports Added Section 19 Travel and Administrative Expense Reimbursement Changes made to Section 7 Player registration and Section 8 Competitive Team Selection
June 29, 2009	Added Section 20 Referee-in-Chief Honorarium Added Section 21 Criminal Record Check Changes made to Section 6B (added Hockey Safety Person); Section 7 (changed fees from players to teams, for Bantam and Midget Provincial); Section 14 (clarified Sponsorship Policy and what a sponsor receives); Section 18 (clarified Co-Ed Dressing Room Policy)
May 3, 2010	Changed text throughout to reflect changes in Constitution concerning elimination of Equipment Manager, Coaches' Co-ordinator, and division co-ordinators, and introduction of Recreation and Competitive Co-ordinators Section 6B clarified tasks for Managers concerning game schedules and cancelling ice times Section 7 corrected Bantam and Midget Competitive game time lengths Added new Section 8C Recreation team selection process
September 5, 2010	Updated Section 7 Registration, to include change in fees for this season plus a revised fee schedule for late registrants and those who resign from the Club.
December 6, 2010	Updated Section 9 Affiliation and Player Movement, to clarify if and how extra fees should be collected from affiliated players.
June 28, 2011	Updated all sections to reflect Competitive A and C designations Changed Section 7 Late Registrations to reflect a change in policy that reduced rates would only be offered after November 30 Updated Section 10 Jerseys to include a link to a jersey sign out – return form (still to do) Added new Section 10B Jersey Replacement Schedule (still to include details) Updated Section 14 Team Sponsors to include specific information about each sponsor currently with SMHC Updated Section 17 and 6B on Travel Permits (still to do) Updated Section 18 Co-Ed Dressing Room Policy Added new Section 20A on referee pay rates
Oct 28, 2011	Inserted new section 6C on “Policy on SMHC Players and other Teenagers Participating as Assistant Coaches)”

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.