



**St. John's Minor Hockey Association**  
**POLICY AND PROCEDURES MANUAL**

Revised December 2014

### Caution

Maintaining revision control of this document will be difficult as there can be numerous copies of this document in circulation. As a result, the SJMHA office will maintain the official (most recent) version of the document on file at all times. Also the official (most recent) version of the document will be posted on the SJMHA website. The table below will track the various revisions and will be used to identify the actual revision of printed copies.

<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by:</b>
1.0	Jan. 30,2004	Original revision	
1.1	Mar. 15, 2004	Revised post review	
3.0	Oct. 24, 2004	Revisions made by Executive	J. Casey
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5.0	December, 2012	Update with current practice	R. Churchill
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## **1 ADMINISTRATION**

### **1.1 Authority**

The St. John's Minor Hockey Association (SJMHA) shall have the authority to make rules and regulations governing such matters as registration, procedures and fees, the administration of playoffs, the rules governing competition and playing of hockey and any other relevant matters, provided such rules and regulations are in no way repugnant to, or modify the Constitution and By-laws of the SJMHA. Proposed new rules and regulations or changes thereto shall be introduced at any meeting of the Executive of the SJMHA. Such proposed amendments shall require a simple majority vote of the executive members personally present to carry.

In the event of an emergency situation that is a matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply, the President of the Association may take appropriate action consistent with the objectives of the SJMHA. Such action shall be ratified at the next regularly scheduled meeting of Executive of the SJMHA.

### **1.2 Confidentiality**

The SJMHA will release information it has obtained regarding any player, volunteer, or official only on a "need to know" basis. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.

### **1.3 Conflict of Interest**

Any member of the SJMHA Executive directly involved in an issue that requires a vote to be taken will not be allowed to vote.

### **1.4 Appeal Process**

Appeals of any SJMHA policy, procedure or decision must be made in writing to the President. Until a decision is made on the appeal, the original directive will be followed.

### **1.5 Policy Development and Changes**

SJMHA Policy and Procedures Manual will undergo review and assessment annually or as required.

### **1.6 Publicity**

It is important that SJMHA maintain a positive public image and that the SJMHA always promotes Minor Hockey as a positive, enjoyable, healthy form of recreation for young people in the City of St. John's.

All releases to the local media regarding SJMHA shall be positive in content. The Executive shall attempt to publicize all aspects of hockey, and to acknowledge all sponsors.

Any member of the SJMHA supplying local media with articles insulting players, coaches, or referees that are intended to be detrimental to hockey or derogatory in regards to the SJMHA shall be dealt with immediately by the Executive.



## **1.7 Registration**

The Executive will determine registration fees annually.

Pre-registration forms for current players will be mailed out prior to the beginning of the school year. A registration day will be held in early September at a place advertised through the local media. Registration can also be completed at any time prior to the start of the season by visiting the SJMHA office during office hours or electronically via facsimile or email.

Registration fees become due and payable upon registration. Members will be given an opportunity to pay the registration in instalments by post dated cheques during the first three months of the season. All fees must be paid by the final instalment date.

The SJMHA reserves the right to remove a player for unpaid fees after the final instalment date.

No player may register if there are any outstanding fees or unreturned jerseys from previous seasons. All outstanding fees from previous seasons must be paid in full prior to the beginning of the current season. In addition, the complete fee for the current season must be paid in full at registration prior to the player being assigned to a team roster.

Registration refunds are governed under section 2.6.

## **1.8 Committees**

The following committees will operate within the guidelines established in the SJMHA Constitution:

- Disciplinary Committee as described in paragraph 1.9
- Nomination Committee
- Other Board Committees that from time to time are deemed appropriate by the Executive

## **1.9 Disciplinary Committee**

The Executive will appoint a Disciplinary Committee as required.

The Disciplinary Committee shall be composed of three (3) members of the Association, one of who shall be the Vice-President. The Vice-President shall act as Chairman of the Disciplinary Committee.

Pursuant to the rules and regulations of the Association and in conjunction with the rules and regulations of Hockey Newfoundland & Labrador and Hockey Canada, this Committee shall recommend suspensions to players, coaches, managers, parents or any member of the Association. The President on behalf of the Executive will issue the suspensions to players, coaches, managers or any member of the Association.

If a member of the Association is found on inquiry by this Disciplinary Committee to be guilty of conduct unbecoming in their capacity as a member of the Association, then upon the recommendation of the Disciplinary Committee to the Executive and resolution passed by a majority of the Executive, the President shall suspend or cancel membership in the Association for a specified or an indefinite period of time.



Notice of a member's suspension shall be served on the member so affected personally or by email at the last address of the member as shown on the records of the Association. The notice shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of the post and in proving such service, it shall be sufficient to prove that the letter containing the notice was properly addressed and mailed.

If appropriate, a copy of the suspension shall also be given to Hockey Newfoundland & Labrador.

### **1.10 Office Hours**

The SJMHA office will maintain the following office hours during the hockey season:

Sunday, Monday	Office closed
Tuesday through Friday	9:00AM to 4:00PM
Saturday	8:30AM to 3:30PM

## 2 FINANCE

### 2.1 GENERAL

SJMHA, is a Corporation Without Share Capital (not-for-profit) under Provincial law and primarily staffed by volunteers. Although we pay our Administrator, Technical Directors, Referee in Chief, Minor Officials and Referees, no Member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

The Association's accounts and bookkeeping will be overseen by a professional accounting firm, providing cash control functions and providing regular financial statements. The Treasurer of the Association must hold a recognized accounting designation (i.e. Chartered Professional Accountant, Certified Management Accountant, etc.)

All organizers associated in any way with SJMHA activities should follow forthright procedures for the control of all cash receipts and collections. As a minimum the following procedures will be in effect:

- Teams collecting and dispersing funds must establish an account with the Association,
- Funds will be held on deposit and disbursements will be made by cheque from the Association's bank account,
- A receipt in writing should evidence all cash transactions,
- Excess funds in the team/event account at the end of the season must be credited to SJMHA when the funds were raised through **ANY** form of public solicitation made in the name of SJMHA, and
- Under no circumstances should excess funds be used in ways not allowed for under the Fundraising guidelines.

The Annual Financial Statement shall be presented by the SJMHA Treasurer and ratified at the Annual General Meeting (AGM) of the membership.

The Executive will ensure the proper financial administration of the annual budget is adhered to.

Budgets of any group affiliated with SJMHA must be passed to the Executive for review and approval prior to implementation.

All accounts payable, whether administrative or other, incurred by SJMHA must be remitted by cheque.

Any team or division hosting a tournament must co-ordinate it through the Administrator, with all monies including revenue and expenses being submitted to the SJMHA Administrator. A complete financial report must be submitted upon completion of the event.

### 2.2 Annual Audit

The Association's accounts will be reviewed annually by an external auditor. The external auditor should be an accounting firm not affiliated with the accounting firm responsible with the bookkeeping for the Association. The appointment of the annual auditor must be approved at each AGM for the following year.



## **2.3 Fundraising and Sponsorship**

From time to time, parents and players will be expected to help meet team and SJMHA expenses through fundraising efforts.

SJMHA will plan and execute an annual fundraising event to occur at the start of every season. The proceeds from the annual fundraising event will be used to offset registration costs for all members. The annual fundraising event should provide an opportunity for families to subsidize the cost of registration

All plans for team fundraising must be discussed and approved at a team parent meeting. Team management is responsible for obtaining the approval of the Executive of SJMHA prior to commencing any fundraising event.

All requests for fundraising must be submitted on the appropriate form to the Administrator for review. Upon completion of this review, the Administrator will determine if the approval of the Executive is required. If the fundraising project involves raising money in excess of \$1,000, or if the fundraising project involves requests of support from parents or the community at large, or if the request requires a Lottery License, then the approval of the Executive is required. Otherwise if the fundraising project involves raising funds less than \$1,000 from within the team, family members or rink, the Administrator will determine if the fundraising project will be approved or denied.

All requests for the approval of fundraising projects are to be submitted to the Administrator for review at least one week prior to a regularly scheduled Board meeting in order that it may be added to the meeting's agenda if necessary. Routine approvals by the Administrator may take up to 1 week before approval is granted or denied.

Individual players and teams may solicit sponsorship to cover the cost associated with tournament travel. There is no need for house league teams to undertake fundraising. If members of house league teams are able to attract corporate sponsorship the revenue must be used to the benefit of all teams and players in that house league division, and not individual players or teams.

## **2.4 Lottery Licenses**

The Government of Newfoundland and Labrador, Department of Government Services regulates lottery licenses. SJMHA is allowed to apply for lottery licenses by virtue of our being in good standing with Hockey Newfoundland and Labrador, the sport governing body for ice hockey in the Province.

Teams may request that the Association obtain a Lottery License on their behalf. These lottery licenses require officers of the Association sign the application, and assume all legal responsibilities for the execution of the lottery. In addition to the good reputation of the Association being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by the Department of Government Services, as laid forth in Newfoundland And Labrador Regulation 1/02 ("Lottery Licensing Regulations") under the Criminal Code (M.C. 1081-82).

The following guidelines are meant to provide due diligence around the process of obtaining a Lottery Licence, and to establish control over the execution of the lottery to meet the



requirements of the Lottery Licensing Regulations.

#### *Obtaining a Lottery License*

- The team must complete a Lottery License Application form and submit it to the Minor Hockey Office approximately 4 weeks before the lottery license is required. The SJMHA logo will appear on the sample ticket proof submitted with the application form.
- The application must include information on how the money raised through the lottery will be spent. Acceptable use for money raised through a lottery include team travel and to make a donation to a registered charity. Money raised through a lottery cannot be used for team uniforms, jackets or clothing, normal operating expenses, such as extra ice time and officials, banquets or meals, or activities where proceeds go directly to parents or coaches.
- Once approved by the Executive, the President and Administrator will sign the lottery license application and forward to the Department of Government Services, Trade Practices Division.
- The Administrator will notify the team when the lottery license has been received.

#### *Managing a Ticket Lottery*

- The team will proceed and print the tickets.
- The Team Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale.
- Tickets not assigned will remain in the Minor Hockey Office.
- As blocks of tickets are sold proceeds will be returned with the ticket stubs to the Minor Hockey Office. The Minor Hockey Office will provide a receipt for all proceeds, and deposit the proceeds into the Association's bank account. Ticket stubs will be stored in the Minor Hockey Office.
- The Association will track receipts within its accounting system. All unsold tickets will be returned to the Minor Hockey Office.

#### *Ticket Draw*

- The team will have a person who did not purchase a ticket available at the assigned time to complete the draw.
- The Association will have a Board member present to witness the draw.
- The person completing the draw, and the Board member witnessing the draw, will sign a confirmation of their presence.

#### *Completing the Financial Report*

- The financial report for the lottery must be completed by the Team Manager and submitted to the minor hockey office 7 days following the raw date.
- The financial report must be completed on the form provided by the Department of Government Services, Trade Practices Division.
- The financial report should be accompanied by sufficient backup material to verify the information provided on the final report.

All rules and regulations as established by the Department of Government Services, Trade Practices Division must be followed.

The Association does not assume financial responsibility for the ticket lottery. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the player's parents, will assume financial liability.

## 2.5 Family Discounts

Families with three (3) or more youths registered with SJMHA will receive a discount of \$200 on the registration fee of the third child, and any child in addition to the third child. The discount will not apply if one or more of the three youths is registered in the Initiation Programme or in All-Star competition.

## 2.6 Non-payment of Fees

The Association reserves the right to refuse any player the right to further participation in games and practices for non-payment of fees.

The Association will encourage families to settle their outstanding account with the Association prior to refusing players from further participation.

## 2.7 Procedure for Prorating Fees

The following procedure will be followed to calculate prorated registration fees for players who will be receiving a refund as permitted in section 2.8:

1. There are three components of cost attributed to every player registered with the Association, HNL insurance fee, administrative overhead cost and ice time cost, including officials
2. Every player will pay the entire cost of insurance and registration with HNL
3. Every player will pay his or her entire share of the administration overhead cost associated with operating the SJMHA office
4. The remaining cost, attributed to ice time cost, will be prorated based upon the number of games/practices played and the number of game/practices remaining (ratio = number of games/ practices played divided by number of games/ practices played plus the number of game/practices remaining)

Players joining the hockey program late in the season must pay the full registration fee. There will be no discounting of fees for players who are not available to start the program on time. This policy exists to encourage all players to register on time prior to the start of the season. This will ensure the integrity of the pre-season evaluation process intended to provide balanced hockey teams at the start of the season.

## 2.8 Refunds

Refunds will be paid up until the date as stated on the player registration form or after that date for:

- Medical reasons supported by a letter from a Doctor
- Players moving from the City of St. John's

Refunds are to be prorated as described in section 2.7 above. The HNL and administration portion of the registration fee is non-refundable.

Any player suspended or removed from the membership of SJMHA for disciplinary reasons waives all rights of refund.



## **2.9 Withholding Payment to Members**

Some members of the Association are compensated for officiating and other duties on behalf of the Association.

At the time of any such payment, if there is outstanding registration fees owed to the Association, these outstanding fees will be deducted from any payment, with the net amount paid out.

## **3 ROLES AND RESPONSIBILITIES**

### **3.1 Executive**

According to SJMHA Constitution and Bylaws, section B13, the eleven (11) member Executive shall be elected for two (2) year terms (only half will be elected in any one season). Besides the roles and responsibilities specified below, Executive members might also represent the SJMHA as required on various Zone and Provincial level committees within Hockey Newfoundland & Labrador (HNL).

The President shall be the Chief Executive Officer of the Association and shall, if present, act as Chairman of all meetings of the Association and of the Executive, and shall perform all duties that may be assigned to him from time to time by the Executive. The President may suspend any member with due cause until a hearing is held by the Discipline Committee. The hearing shall be held within fourteen (14) days of the suspension.

The Past President will provide continuity with the previous Executive and will from time to time assist the Executive by chairing special committees as required. It is not expected that the Past President continue in his/her role beyond the first year following his/her term as President.

The Vice-President shall perform all the duties of the President in the absence or inability or refusal to act of the President; in addition he/she will chair the Disciplinary Committee.

The Secretary Treasurer shall have the care and custody of all the funds of the Association and shall maintain a proper set of books of such depository as may be approved by the Executive. He or she shall present the audited financial report at the Annual General Meeting.

The Directors will be responsible for the development and operation of hockey programmes within SJMHA.

### **3.2 Referee-in-Chief**

The Referee-in-Chief is appointed by the President and ratified by the Executive. The Referee-in-Chief is responsible to the Executive for coordinating and developing all officials within the SJMHA. Wherever possible, the Referee-in-Chief should be a member of the Referees Association of HNL. He/she shall:

1. Act as the SJMHA liaison with the Avalon Zone Coordinator of Officials and the HNL Referee in Chief.
2. Assumes joint responsibility with the Administrator to schedule referees and minor officials.
3. Institute and supervise a training program for referees and minor officials prior to the start each season.

### **3.3 Technical Directors**

The role of the Technical Directors is to support the Association by providing expertise in the delivery of the hockey program. At the highest level the Technical Directors will:

1. Advise the Executive in all hockey related matters
2. Assist the Administrator with the organization and delivery of the hockey programme
3. Support the all-star and house league coaches in delivering a quality hockey experience for the players
4. Encourage the youth of the Association to develop as both hockey players and people

The SJMHA Technical Directors are appointed by the President and ratified by the Executive. The SJMHA Technical Directors are responsible to the Executive for coordinating and developing all coaches within the SJMHA. He/she shall:

1. Request, coordinate and follow-up on coaching clinics for the SJMHA, as necessary
2. Assist with tryout sessions for All-Star teams
3. Run the on ice practice sessions for the All-Star selection process
4. Assist with the planning and execute the evaluation sessions for house league teams
5. Assist with player rankings throughout the evaluation sessions
6. Working with the appropriate Director assign players to each house league team
7. Ensure that all coaches, through the National Coaching Certification Program (NCCP) and its objectives, maintain a high level of coaching standards.
8. Assist in appointing coaches and assistant coaches in the House League Division.
9. Attend on a frequent basis SJMHA team practices to ensure player development is appropriate for that division. Where practical each Technical Director will be assigned a division in which they assist in the delivery of skills based practices.
10. Fill in for other volunteer coaches on short notice

The SJMHA Technical Directors are encouraged to coach within both the house league and All-Star teams.

The estimated effort for the Technical Director to complete his duties is 150 hours of contact time on an annual basis. An honorarium will be offered for the Technical Director position to cover the on-ice effort, the value of which will be determined by the Executive on an annual basis. There will be no remuneration for attending Association Executive meetings or consulting with the Administrator or Directors.

The position is for a one-year term, with an option for the Association to renew the arrangement for subsequent years.

### **3.4 Administrator**

Subject to available finances, the Executive will employ an Administrator. The Administrator will report to the President and be responsible for recording and tracking various administrative requirements and ensuring that the SJMHA operates efficiently and in accordance with SJMHA policy and procedures. The Administrator shall:

1. Maintain a record of all SJMHA members and provide a list of playing members to each All-Star coach,
2. Register players, coaches and managers within the Association each year,
3. Be responsible for collecting registration fees from players,
4. Be responsible for issuing and collecting equipment and jerseys owned by SJMHA and distributed to teams and players,
5. Administer the annual fundraising event,

6. Issue schedules for All-Star and House League teams and maintain the Association's website,
7. Work cooperatively with the Accounting Firm responsible for the bookkeeping of the Association, and
8. Be responsible for all other administrative duties assigned by the President.

### 3.5 Head Coach/Assistant Coach

In house league the head coach and assistant coaches are appointed by the appropriate Director and approved by the Executive. With All-star teams the Executive appoints the head coach, and works with the head coach to appoint the assistant coaches and other staff. The head coach is responsible to the Executive for ensuring that their team operates efficiently and in accordance with SJMHA policy and procedures. The head coach and assistant coaches are also responsible for the actions of players and parents on their team. The coaching staff shall:

1. Make games and practices fun while instilling the values of sportsmanship and fair play. Players should **ALWAYS** look forward to coming to the rink.
2. Work with the Directors and/or Technical Directors to deliver a balanced skills program.
3. Conform to the HNL ice time allocation policy for all players on their team..
4. Conduct themselves in a gentlemanly manner, set an example of good conduct and sportsmanship at all times. His/her conduct shall at all times be consistent with the objectives of the SJMHA.
5. Ensure that the safety of all players and that they are adequately protected with proper CSA approved hockey equipment while they are on the ice.
6. Ensure that responsible adult supervision is provided in the dressing room at all times.
7. Discourage rough tactics and rowdy play of all players while they are on or off the ice.
8. Obey a "No Use of Tobacco Products" rule while in players' box or dressing room. The use of alcohol or drugs before or during such training sessions is forbidden.
9. Project a favourable image of hockey and coaching and consistently display high personal standards. Refrain from using profane language.
10. Ensure all hockey equipment and uniforms assigned from SJMHA to his/her team is properly cared for. He/she is directly responsible for such equipment. This includes jerseys and equipment that must be returned at the end of the season.
11. Submit a list to the Administrator containing the names of his team players and the allotted sweater number.
12. Inform the Administrator of any damaged equipment and return for repair.
13. Act in a courteous manner toward any or all players, parents, fans, Executive Committee members and game officials. Treat everyone fairly.
14. Along with his/her Director, act on all complaints or problems as soon after occurrence as possible.
15. Ensure that their team is on time for all ice sessions and clear the ice immediately once the allotted time has elapsed.
16. Report team progress and concerns to the Director. Attend all meetings called by the Director.
17. Regularly seek ways of increasing coaching development and self-awareness.
18. Submit all necessary credentials and certifications to the SJMHA Administrator.
19. Attend Speak-Out session, or complete the online Respect in Sport module.
20. Successfully complete the appropriate NCCP Courses (Introduction to Coaching for Squirt and Novice, Coach Stream for Atom to Juvenile House League, Development 1 Stream for All-Star teams).



### **3.6 Hockey Canada Safety Program (HCSP)**

The HCSP person is appointed by the Executive at the recommendation of the All-Star team coach and must maintain Hockey Canada Safety Program qualifications. The HCSP person is responsible to the team coach for ensuring that their team operates safely and in accordance with SJMHA policy and procedures. He/she shall:

1. Check players' equipment and recommend any required improvements to the team coach and/or parent
2. Regularly check that team safety protocol is in place and being followed
3. Attend as many games and practices as possible
4. Maintain the HCSP certification

### **3.7 Team Manager**

The All-Star team head coach appoints the team manager, subject to the approval of the Executive.

The team manager is responsible to the team head coach for ensuring that their team operates efficiently and in accordance with SJMHA policy and procedures. He/she shall:

1. Work with head coach to communicate team information
2. Contact players and parents regarding extra ice time and special events
3. Submit tournament applications and sanctioning requests as necessary
4. Submit a travel permit for teams participating in exhibition games and tournaments outside the Association
5. Organize team travel arrangements
6. Be responsible for controlling team jerseys, including cleaning of the jerseys on a regular basis, periodically collecting jerseys to check for damage, ensuring jerseys are only used for team games and returning jerseys at the end of the season

The Association will provide team managers with an up to date handbook specifically outlining their role, responsibilities and duties.

### **3.8 Parent**

Parents are responsible to their child and the team coach for ensuring that their team operates efficiently and in accordance with SJMHA policy and procedures. He/she shall:

1. Help out the other volunteers that are working towards the team's success. Like them, parents should offer any skills or time they feel comfortable to contribute
2. Try their best to be completely honest and realistic about their child's athletic capability, competitive attitude, sportsmanship, and actual skill level
3. Not compare the skill, courage, or attitudes of their child with that of other members of the group or team. Teach their child to enjoy the thrill of competition.
4. Get to know the team coaching staff to be sure that their philosophy, attitude, ethics and knowledge are acceptable to theirs. Speak directly to team officials if there are any questions or concerns.
5. Make no attempt to coach their own child contrary to what is being taught by the coaching staff.
6. Follow and abide by Code of Conduct established in the All-Star Player Parent Agreement (section 8.9).

Parents must complete the *Respect in Sport Parent Program*.



### 3.9 Player

Players are responsible to their parents and their team coach for ensuring that their team operates efficiently and in accordance with SJMHA policy and procedures. He/she shall:

1. Make sure equipment is in order before leaving for the rink. Use team jerseys for games only and bring own jersey for practice sessions.
2. Behave respectfully while in the rink.
3. Support your team mates with encouraging comments and cheering on the accomplishments of others
4. Respect players and coaches on other teams and demonstrate good sportsmanship at all times
5. Take care when walking among others with skates on.
6. Be dressed and ready to go on the ice 10 minutes before the scheduled game time.
7. Help others understand that pushing, shoving, or horseplay is not acceptable while on the ice, or waiting to go on the ice.
8. Keep gloves on and helmet fastened until they're off the ice.
9. Wear all protective equipment when on the ice, including mouth guards and neck guards.
10. Tell the team coach right away if they have problem or a concern.
11. Follow and abide by the Code of Conduct established in the All-Star Player Parent Agreement (section 8.9).





## **4 RISK MANAGEMENT**

### **4.1 General**

All members of the Executive, Administrator, Technical Directors, Referee in Chief, Coaches and Manager are to be familiar with the Hockey Canada publication "Safety Requires Teamwork".

Players do not step on the ice surface until the Zamboni machine is completely off the ice, the Zamboni room doors are closed and a coach is present.

Coaches must ensure that all gates are firmly closed once on the ice and any unsafe conditions are immediately reported to the rink attendants.

All coaches, team managers and HCSP person must be familiar with the location of first aid kits and AED devices within the arenas that the teams play. They must also be familiar with evacuation routes within the arena to a safe muster location outside the arenas.

### **4.2 Injuries**

All players and team officials injured during on ice activities, whose injuries require medical attention, must return a completed ***Injury Report Form*** to the SJMHA. The blank forms are available from the SJMHA office, rink attendants at Twin Rinks, and the Association's website. The HCSP person or other member of the coaching staff must have a blank copy of the form with them at all times. A copy of completed forms will be retained by the SJMHA office and the original forwarded to the HNL office.

Any player sustaining a severe injury must produce a doctor's release to their team coach prior to returning to play or practice. Medical releases are to be kept on file in the SJMHA office.

When head injuries are experienced, players must follow the concussion protocols in place before returning to practices or games.

### **4.3 Insurance**

Players, coaches and team managers will be insured as part of their annual HNL registration. Insurance will be purchased for all other aspects of the SJMHA including the Executive, the office and equipment.

### **4.4 Volunteer Management**

As a measure to minimize risk of harm (physical, emotional or sexual) to players, officials, volunteers, and the SJMHA, all volunteers are required to provide a "letter of conduct" and a "vulnerable person check" from the Royal Newfoundland Constabulary.



## **4.5 Training**

All coaches, assistant coaches and team managers must have completed the Hockey Canada Speak Out programme or the Respect in Sport online certification for coaches.

All coaches must have completed or be willing to complete their coaching qualifications by December 31st of the current season, in order to coach within SJMHA. Coaches who do not follow through on the commitment to complete their necessary qualifications in their first year of coaching will not be assigned coaching duties in subsequent seasons until their coaching qualifications are completed.

In the Squirt and Novice divisions SJMHA requires that all coaches have completed their Introduction to Coaching course. In Atom Division and higher, SJMHA requires that all coaches have attained a NCCP Coach Stream certification.

The SJMHA will reimburse course costs of active volunteers who have passed a hockey coaching certification program. The volunteer must have received approval for the reimbursement prior to taking the course.

Information on the scheduling of volunteer training and the scheduling of courses can be found on the Hockey Newfoundland & Labrador website. Where practical, coaching certification courses will also be advertised with location, dates and times on the capshockey.ca website when that information becomes available.

All Parents must complete the Respect in Sport Parent Course available on line.

## **4.6 Hockey Canada Safety Program (HCSP)**

All Star teams require a certified HCSP person on their staff. The HCSP person should be present at each game. House league coaches are encouraged to complete the HCSP training as well.

## **4.7 Officials**

Referee-in-Chief (RIC) will be notified at least two (2) days in advance of games for Referee requirements. SJMHA Referee-in-Chief will arrange all referees and minor officials. If games are cancelled without reasonable notification to the official's, the officials assigned who show for the game will be paid.

Directors and team managers will notify the Referee-in-Chief of officials who are late or do not show up. Any player or coach who is under suspension shall not officiate any game until their suspension is served.

Referee write-ups will take precedence over the timekeeper's entries on all game sheets.

Referee fees shall be established by SJMHA in consultation with the Referee in Chief at the beginning of each season.

## **4.8 Timekeepers/Scorekeepers**

The RIC will assign timekeepers/scorekeepers for each game. All information on the score sheets must be recorded correctly with neat printing. One copy of the score sheets is to be deposited in the box located in the referees' room with the other two copies provided to each coach.

## 4.9 Required Player Equipment

The coach and assistant coaches are responsible for ensuring that all the players are wearing the proper CSA approved (BNQ approved neck guards), protective equipment at all times. Protective equipment shall be worn properly at all times while on or leaving the ice surface.

Proper equipment for players include:

- Helmet
- Full face protector
- Mouth guard
- Neck guard
- Shoulder pads
- Elbow pads
- Gloves
- Athletic cup or jill
- Pants
- Socks
- Shin guards
- Skates
- Stick in good condition
- Jersey with stop sign displayed at rear

Proper equipment for goalies includes:

- Helmet/mask
- Full face protector
- Neck guard
- Mouth guard
- Chest protector
- Blocker
- Trapper
- Athletic cup or jill
- Pants
- Socks
- Goalie pads
- Skates
- Stick in good condition
- Jersey with stop sign displayed at rear

Proper equipment for Initiation Programme includes:

- Helmet/mask
- Neck guard
- Skates
- Hockey gloves
- Shin pads
- Elbow pads
- Jersey and socks
- Stick in good condition

It is strongly recommended that participants in the Initiation Programme wear full hockey equipment.



#### 4.10 Hockey Canada Risk and Safety Management

The following excerpts come from the Hockey Canada Risk and Safety Management Resource Manual.

Guest Coaches	Must carry their own liability insurance and should provide a copy of same
Exhibition Games	Must be sanctioned by the Branch and requires registered officials
Team Pictures	Pictures should be taken in the vicinity of a team bench, with players coming off the bench into the staging area. Under no circumstances shall players be allowed to skate around without a helmet.
Fundraising Events (no alcohol)	Must be sanctioned by the Branch, with food provided by a reputable caterer, no "pot luck" meals allowed.
Dryland Training	Must be sanctioned by the Branch recognizing that other sports (soccer, basketball, lacrosse, etc) are <b>not</b> acceptable activities covered by the HC insurance policy.
Parades	Appropriate adult supervision required. Hockey Canada insurance does not cover players riding on a float. Owner of the float must provide proof of insurance.

A copy of the Hockey Canada Risk and Safety Management Resource Manual is included as an appendix to the Team Manager's handbook available on the [www.caphockey.ca](http://www.caphockey.ca) website.

## **5 HARASSMENT**

### **5.1 Description**

Harassment is a serious issue for everyone involved in amateur sport. SJMHA believes strongly that individuals involved with our Association should be able to participate in an environment that is safe and free from harassment.

In addition to the conducting of appropriate education and training programmes, the Association will implement the policies and procedures described here so that every participant is provided a safe environment in which to participate.

Harassment is behaviour, which is insulting, humiliating, malicious, degrading or otherwise. Harassment can be a pattern of behaviour or a single event. Harassment could include, but not limited to:

- Written or verbal abuse, including email, Facebook and other forms of social media
- Threats
- Physical assaults
- Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, ethnic or racial origin, religion, etc.
- Displaying sexually explicit, racist or other offensive or derogatory material
- Practical jokes that cause awkwardness or embarrassment, endangering a person's safety, or negatively affecting performance
- Hazing or initiation rites
- Intimidation
- Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might be perceived as placing a condition of a sexual nature on any opportunity for selection or advancement
- Sexual harassment

SJMHA will not tolerate harassment and will act quickly and decisively when there is evidence of harassment taking place.

### **5.2 Harassment Complaint Procedure**

Immediately inform the harassing individual that his or her behaviour is not welcome.

A concerned person at any time may seek confidential advice or assistance from a member of the SJMHA Executive on how to deal with a situation of harassment.

In all reported instances, a thorough and fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved. In doing so, confidentiality cannot always be guaranteed.

Notwithstanding this policy, any person who experiences harassment has the right to seek assistance from the authorities, including the Hockey Newfoundland & Labrador complaints intake process, even when steps are being taken under this policy. Harassment complaints should be made in writing to the Executive to initiate an investigation.



## **6 Hockey Operations**

### **6.1 General**

The Director of Bantam/Midget and Juvenile Hockey will be responsible for hockey operations at the Bantam, Midget and Juvenile divisions.

The Director of Atom and Pee wee Hockey will be responsible for hockey operations at the Atom and Pee wee divisions.

The Director of Novice Hockey will be responsible for hockey operations at the Initiation Programme, Squirt and Novice divisions.

The Director of All-Star Hockey will be responsible for hockey operations at the All-Star level for all divisions of hockey, including the DJHL. The Director of All-Star Hockey is responsible for the selection of all-star and developmental teams.

The Director of Female Hockey will be responsible for hockey operations in all female divisions, including those not hosted by SJMHA.

### **6.2 Jerseys**

Hockey jerseys remain the property of SJMHA and will be reused for multiple seasons. The Association will purchase a reasonable number of replacement jersey on an annual basis to ensure the quality of the jerseys provided to players remains reasonable.

All jerseys worn by SJMHA teams must be supplied by the Association. Teams will not be permitted to use jerseys supplied by others unless advance approval is provided by the Executive. Sponsors wishing to provide jerseys to the Association will require advance approval of the Executive. Jerseys provided to teams by sponsors must be supplied by the Association's preferred jersey supplier and remain the property of the Association for use in future seasons.

All-Star players will be permitted to apply name bars to their jersey. The application of name bars to jerseys is to be arranged by the Team Manager with the Associations preferred jersey provider. The cost of applying the name bar at the start of the season, and the cost of removing the name bar at the end of the season, is to be paid upfront by the parents and placed in the team account held on deposit with SJMHA.

Name bars are not to be applied to house league jerseys as it is inconsistent with the team first recreational nature of house league hockey.

Individual sponsor bars or corporate logo patches are not to be applied to jerseys. The only recognition of sponsorship permitted will be that of a sponsor who supplies the entire set of team jerseys.

### **6.3 Travel Permits**

Travel permits will not be approved for individual player or team travel that requires players to miss a regularly scheduled SJMHA game of practice. The integrity of scheduled games must be maintained to ensure that all players get their allotted hockey.



Teams traveling to exhibition games or tournaments outside of SJMHA must submit a travel authorization request in the form of a travel permit. The travel permit form is available from the Hockey Newfoundland & Labrador website.

Teams will not be permitted to travel if there are a significant amount of unpaid registration fees amongst the players on the team. Teams will also be responsible to pay any fines imposed by Hockey Newfoundland & Labrador for traveling to a tournament or exhibition game without the proper travel authorization.

Teams hosting exhibition games or tournaments must ensure all visiting teams provide an approved travel permit prior to commencing any games. Otherwise the host team is subject to sanctioning and fines from Hockey Newfoundland & Labrador.

## 6.4 Call-ups

Call-ups are discouraged for house league hockey operations. During the regular season coaches are encouraged to call across to obtain a player from another team in the same division when necessary to ensure a minimum of two lines are available for each game. Coaches should only add players to their team's roster when there is a shortage of available players. Players should not be added to strengthen a team. During the playoffs the Director will provide specific rules to follow if replacement players are required.

Call-ups are required for teams playing in the Don Johnson Hockey League (DJHL) to ensure minimum roster size rules are respected. The following is the call-up hierarchy that DJHL coaches must follow:

- Atom 'B' All-Star calls up from Atom house
- Atom 'A' All-Star calls up from Atom 'B' All-Star
- Peewee 'B' All-Star calls up from Peewee house
- Bantam 'B' All-Star calls up from Bantam house

Preference should be given to players who expressed an interest in All-Star hockey by attending the initial tryout process. However All-Star coaches will not be restricted to using *only* those players. All-Star coaches should rotate all capable players through the opportunities to be a call-up player. **No individual player should be called up more than five (5) times in a season unless there are special circumstances that have been approved in advance by the Executive.**

When a temporary call-up player is required for a "B" All-Star team, the appropriate house league Director should be consulted. Records must be kept by each Team Manager of the date when a call-up player is used, and the name of that player.

When a permanent call-up is required to replace another player for the remainder of the season, the last person at the same position cut from the original tryout will be given the first opportunity to secure that position. The permanent call-up will have to pay a pro-rated fee calculated by the Administrator for the remainder of the season.

Call-up players will only be used to replace an existing player on the roster, and will not be used to place additional players on the roster beyond the original 15 skaters and 2 goalies. Call-up players should only attend practice if they are expected to play in the next regularly scheduled game.

Players who play at a higher division (Atom, Peewee, Bantam, Midget or Juvenile) for more than

five (5) games after January 10<sup>th</sup> must not return to the lower division.

Call-ups for the DJHL pooled teams will be governed by the rules of that league.

### **6.5 Scorekeeping**

In House League, scorekeepers will not post additional goals for the winning team if there is more than a five-goal spread.

### **6.6 Cancellation due to Adverse Weather**

In the event of adverse weather conditions, the Administrator in consultation with a member of the Executive and the arena manager will cancel on ice operation for a period of time sufficient to guarantee player safety. Notice of cancellation to be made on the caps.hockey.ca website, the SJMHA office voice mail system and through the local radio stations.

### **6.7 Request to Cancel Ice Time**

A coach may make a request to the Administrator to cancel ice time. Requests are to be made a minimum of seven (7) days in advance of the scheduled ice time. If the ice time can be used by another team or can be returned to the rink without penalty, then the request will be honoured. Otherwise the ice time cancelled will be deducted from the allotment assigned to that team.

Requests to cancel ice time for DJHL games must be made as soon as possible by the Team Manager to the Director of All-Star Hockey, who in turn will deal with the DJHL to see if it is possible to accommodate the request.

### **6.8 Protests**

Any protest if occurring during a game must be made verbally immediately following the game to the appropriate Director in person or by telephone. The protest must then be followed up in writing within twenty-four (24) hours of the start time of the game where the protest is being filed.

The Director will rule on the protest within forty-eight (48) hours of receiving the written protest.

### **6.9 Integrated Teams**

Many teams within the SJMHA have both male and female players participating together. The Association is proud of the strides it has made to promote gender equality within our sport, and will continue to provide opportunities for female players to play on house league and All-Star teams.

Teams with both male and female players must recognize the need for privacy when players are changing to/from their uniforms. If two rooms are available, each gender should dress separately and gather in one room for pre and post game discussions. If two rooms are not available then players should come to the rink in suitable undergarments providing wrist to ankle coverage. Coaches of gender integrated teams should discuss this issue with parents and players to ensure an acceptable arrangement is provided to meet the needs of all players.



## **6.10 Defaults**

Within the SJMHA House League system games are to be focused on players having fun, and while scores are being kept there will be no official standings posted. Therefore the actual outcome of games will have no impact on a team's opportunity to compete in tournaments or the year-end playoff round. As a result there will be no need to record defaults.

Whenever possible games will proceed on schedule and only in the most extreme circumstance where the safety of players or officials is at risk will a game be cancelled at the rink. Additional players can be called across from other teams not involved in the game. SJMHA believes it should do everything in its power to provide a game of hockey to players once they have arrived at the rink.

During the playoff round the Directors will post a set of rules and procedures to be followed concerning the minimum number of players required, how to maintain this minimum number and what procedure to follow if the minimum number of players cannot be achieved.

Injured players will not be included on the approved roster if medical report is on file for the injured player with the SJMHA office prior to the start of the game in question.

## **6.11 Provincial Tournaments**

Minor players can only play in one Provincial tournament per season. Once selected to a team that has a Provincial tournament obligation must attend the Provincial tournament. Players choosing to abandon their commitment will not be permitted to try out for an all-star or developmental team during the following season.



## **7 HOUSE LEAGUE OPERATIONS**

### **7.1 Initiation Programme**

Initiation Program is a learn to skate program intended for children under the age of 10 who have not participated previously in a hockey program.

Instructors appropriately trained in the Hockey Canada Initiation Programme will deliver the programme to young players being introduced to ice hockey for the first time. Parent volunteers will not be required for the Initiation Program, and parents are not permitted on the ice with their children. The Association will recruit young hockey players to act as helpers for these young children. A fun focused programme will be delivered without actual game situations. The programme will be delivered on a one-hour per week basis for a period of seventeen (17) weeks.

### **7.2 Squirt Division**

The Squirt Division is a half-ice hockey program for children who have basic skating skills. Squirt Division MUST follow the Hockey Canada Initiation Programme guidelines at all practices.

Teams will operate with approximately twelve (12) players on each team roster. Players will practice utilizing the entire ice surface. Two teams will practice at the same time and a common practice plan will be executed. Games will be played on half ice using mini nets (2 feet high by 3 feet wide). Teams will be divided into two lines, there will be no double shifting. Squirt games can be played with an imbalance in the number of players on the ice for each team as there is very little or no team play. All games played in Squirt Division will use a three-minute run time buzzer. During all games with the buzzer, the teams will not change ends and the puck will be dead at the buzzer.

All players will have an opportunity to play all positions, including goal, on a rotational basis. There will be no referees assigned to officiate Squirt Division games. Coaches will be responsible for refereeing half ice games.

There will be no playoffs in Squirt. On Super Sunday, SJMHA will provide gold medals for all players.

### **7.3 Novice Division**

Teams in Novice Division will be scheduled for one game and one practice each week. When numbers permit the Novice Division will be subdivided into 2 leagues, the Novice A League and the Novice B League

Novice Division MUST follow the Hockey Canada Initiation Programme guidelines at all practices. Players will be divided into skill levels for practices utilizing the entire ice surface. The equivalent of two teams will share the ice during each practise session. At the discretion of the Novice Director players will be organized to participate in skills based practices that include players from all teams.

Games will be played on full ice. At the start of the season all games played in both the Novice A and B Divisions will use a two-minute stop time buzzer. During all games with the buzzer, the teams will not change ends and the puck will be dead at the buzzer. Teams will employ the A, B and C line principle to ensure players of similar calibre are playing with each other. As the season progresses, the Novice Director will determine when the Novice A Division will commence



"changing on the fly" hockey and the 2 minute buzzer will be discontinued.

Games are typically 1 hour in duration with three 10-minute periods. All games require as a minimum a two-man officiating system. Preferably a three man officiating system will be employed.

All players will have an opportunity to play all positions, including goal, on a rotational basis. Referees will be assigned to officiate Novice Division games.

There will be no playoffs in Novice. On Super Sunday, SJMHA will provide gold medals for all players.

#### **7.4 Atom Division**

Teams in Atom Division will be scheduled for one game and one practice each week. Coaches must use the Atom level Hockey Canada Skills Development Program manual, to plan and execute practice.

Practices sessions are to focus on skill development. Two teams will share the ice during each practise session. There will be team practices, ran by the coaching staff, and skills based group practices ran by the Technical Directors.

Games are typically 1 hour in duration with three 10-minute periods. All games require as a minimum a two-man officiating system. Preferably a three man officiating system will be employed.

A single or double round robin play-off will be organized in the Atom division. Based upon the standings compiled during round robin competition, gold medal and bronze medal games will be organized for Super Sunday. In the event there are ties, the HNL tie breaking rules shall apply. SJMHA will provide medals for the gold and bronze medal games.

#### **7.5 Peewee Division**

Teams in Peewee Division will be scheduled for one game and one practice each week. Body checking is not will be permitted in the Peewee Division. Coaches must use the Peewee level Hockey Canada Skills Development Program manual, at practice.

Practices sessions are to focus on skill development. Two teams will share the ice during each practise session. There will be team practices, ran by the coaching staff, and skills based group practices ran by the Technical Directors.

Games are typically 1 hour in duration with three 10-minute periods. All games require as a minimum a two-man officiating system. Preferably a three man officiating system will be employed.

A single or double round robin play-off will be organized in the Peewee division. Based upon the standings compiled during round robin competition, gold medal and bronze medal games will be organized for Super Sunday. In the event there are ties, the HNL tie breaking rules shall apply. SJMHA will provide medals for the gold and bronze medal games.



## **7.6 Bantam Division**

Teams in Bantam Division will be scheduled for two games most weeks. Body checking is not permitted in the Bantam Division. Practices will be scheduled at the discretion of the Director in consultation with the coaches.

Practices sessions are to focus on skill development. Two teams will share the ice during each practise session.

Games are typically 1 hour in duration with three 10-minute periods. All games require as a minimum a two-man officiating system. Preferably a three man officiating system will be employed.

A single or double round robin play-off will be organized in the Bantam division. Based upon the standings compiled during round robin competition, gold medal and bronze medal games will be organized for Super Sunday. In the event there are ties, the HNL tie breaking rules shall apply. SJMHA will provide medals for the gold and bronze medal games.

## **7.7 Midget Division**

Teams in Midget Division will be scheduled for two games each week. Body checking is permitted in the Midget Division. Practices will not normally be held for the Midget House League Divisions.

Games are typically 1 hour in duration with three 10-minute periods. All games require as a minimum a two-man officiating system. Preferably a three man officiating system will be employed.

A single or double round robin play-off will be organized in the Midget division. Based upon the standings compiled during round robin competition, gold medal and bronze medal games will be organized for Super Sunday. In the event there are ties, the HNL tie breaking rules shall apply. SJMHA will provide medals for the gold and bronze medal games.

## **7.8 Juvenile Division**

If there is sufficient interest SJMHA will operate a Juvenile Division.

## **7.9 Female Programme**

Female hockey is organized as a recreational house league program. There are 3 local associations with HNL approved female hockey programs, Conception Bay Regional, Mount Pearl and St. John's associations. HNL will operate other programs that girls playing in the recreational house league program can avail of. SJMHA female teams will accept players zoned for Avalon, Northeast and St. John's Minor Hockey Associations.

As a recreational house league program the registration fee and program is modeled after a minor hockey house league program. Teams get a game every week (one at home and one in the arena of another team) and a shared practice every week. Coaches may opt for a team only practise to be scheduled every second week.

There will be 3 divisions of recreational house league female hockey:

- The Under 20 programme will be operated for players aged 19 and under

- The Under 15 programme will be operated for players between the ages of 12 and 14
- The Under 12 programme will be operated for players between the ages of 9 and 11

### **7.10 Team Selection – Squirt To Midget and Juvenile**

Players are to be rated prior to forming teams, at several evaluation sessions during a 2 week period prior to the start of the regular season, by a team of evaluators assigned by the Director. Teams are to be assembled as fairly as possible, taking into account the two age groups, and that the older player develops sooner.

The Director shall compile the data from evaluations to provide the information needed by the coaches to assemble balanced teams. After completion of the selected teams, the coach's children are inserted into the teams, the Director will determine if the coach's child will make a team too strong and may at his discretion move players to balance the roster. The Director's decision is final.

### **7.11 Player Movement**

Players will be able to play at equal skill and ability levels regardless of age. Unless the player has exceptional ability, beyond his age group, it is in the best interest of the player's social, psychological and emotional development to play in his/her age category.

No player in SJMHA may play or practice with any division other than his own without permission from the Executive.

Any parent wishing their child moved to another division must write a letter of application to the President, stating all the reasons why the child should be moved. Once a player has moved to a higher division, further movement up or down must be approved by the President and SJMHA Technical Director.

House League teams traveling to tournaments/jamborees, or playing exhibition games may pick up players if their team has a roster spot available. At no time will a player not be invited to attend a tournament with his regular team in favour of a strengthening player.

### **7.12 Body Checking**

Body checking is only permitted in Midget House League.

### **7.13 Developmental Teams**

Developmental Teams from the Atom, Peewee, Bantam and Midget House League Division may be organized when an application to attend a Provincial tournament has been approved by HNL. These teams are to be formed after January 1<sup>st</sup> of each season.

The Executive must approve team coaches before a Developmental Team is formed. Unless qualified coaches come forward the Association will not organize a developmental team for a particular division. The Association will form 1 or 2 teams depending upon the interest of players and the number of qualified coaches available.

Developmental Team players are selected from those who attend an open tryout. A fee will be charged to cover the cost of ice time associated with the open tryout sessions.



The Developmental Team members are responsible for paying for the ice time associated with exhibition games and practices in preparation of the Provincial tournament. Each season a cost for Developmental teams will be calculated based upon eight to ten hours of ice time, a jersey rental fee and the cost of a new pair of socks.

Players and coaches on Developmental teams must recognize that their first priority is to their regular house league hockey team. The Association will not permit travel for exhibition games or tournaments that conflict with house league hockey games or practices. Where possible, Developmental teams will be restricted to weekday ice time to ensure there is no conflict with weekend house league hockey.

Players and coaches on Developmental teams must be sensitive to the players on their regular house league teams that were unsuccessful in making a Developmental team roster. Please minimize talk about the Developmental team during times assigned to the regular house league program.

### **7.14 Tournaments/Travel**

As a matter of policy house league hockey teams will not be permitted to travel to weekend hockey tournaments. SJMHA will provide game and practices each weekend to each house league hockey team. These games and practices must be attended by each team.



## **8 ALL-STAR OPERATIONS**

### **8.1 General**

All-Star teams at each division from Atom to Bantam will be formed at the beginning of the season to compete against teams from other associations in the RBC Don Johnson Hockey League (DJHL). All-Star hockey will not be offered in divisions below Atom. However, if there is sufficient interest a Novice Developmental team may be formed after the Christmas break. The Novice Developmental team will participate **ONLY** in the DJHL league if it is organized for the current season.

Playing All-Star hockey is an expensive and time consuming proposition for families who must consider this seriously before applying to play on an All-Star team. There are additional expenses for travel, exhibition games and practice ice, tournaments and miscellaneous expenses. The Association will provide parents with a guide (included here as Appendix 3) describing the expectation surrounding all-star hockey including the tryout process and the upcoming hockey season prior to the start of all-star tryouts. For a player to participate in the tryout process their parents must return a signed copy of the document along with the player's completed registration form and associated fees.

It is a privilege to play at the All-Star level. SJMHA expects that all All-Star coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and other parents.

### **8.1 DJHL Pooled Team Leagues**

SJMHA will allow players in the Pee wee and Bantam Divisions to try out for and participate in the DJHL pooled leagues. Players from all local associations will come together in September to try out for teams that will participate in the pooled Pee wee and Bantam leagues.

SJMHA will postpone tryouts for its association based Pee wee and Bantam DJHL teams until after the selection of the DJHL pooled league teams is completed.

SJMHA will to the extent practical provide ice time to the DJHL pooled leagues that is proportional to the number of SJMHA players participating in those leagues. SJMHA will ensure that its regular hockey programs do not subsidize the players and teams that participate in the pooled leagues. Cost recovery of administration and overhead costs from SJMHA players participating in the DJHL pooled leagues will be similar to those costs recovered from players participating in the regular hockey program.

### **8.2 SJMHA Team Structure**

#### **8.2.1 'A' All-Star and 'B' All-Star Teams**

SJMHA will operate both 'A' and 'B' All-Star teams in the DJHL if the following conditions are met:

- If the DJHL is operating an "A" division and a "B" division for association based teams,
- A qualified 'B' coach must first be selected,
- There must be at least forty (40) players registered for all-star tryouts for a 2 team division or at least twenty (20) players registered for all-star tryouts in a 1 team division.

All-Star teams in SJMHA shall consist of 15 skaters and 2 goaltenders.

### **8.2.2 Atom All-Star Teams**

Atom division provides families their first experience with the All-Star programme. Every opportunity must be taken to ease families into the expectations and regulations surrounding All-Star hockey.

The Atom All-Star programme will consist of a minimum of one practice, one home game and one away game per week. Teams will consist of 15 players, plus 2 goalies. Players will be selected by position during a try-out process. Prior to the start of the tryout process, the Executive in consultation with the Technical Directors and the Evaluators, will determine if there are sufficient numbers of capable players at each position to proceed with selecting players by position. Otherwise, an alternate plan must be devised and communicated prior to the start of tryouts. The tryout process is described further in section 8.5.

Games will be three (3) ten-minute periods.

Coaches must follow the Hockey Newfoundland & Labrador ice time allocation guidelines available on the [www.hockeynl.ca](http://www.hockeynl.ca) website.

### **8.2.3 Peewee B Team**

Players are eligible to try out for the DJHL pooled league teams. Players returning from the DJHL tryouts are eligible to try out for the Association's Peewee B team. Peewee B tryouts will commence following the selection of the DJHL pooled league Peewee teams.

The SJMHA Peewee B programme will consist of one practice, one home game and one away game per week. Teams will consist of 15 players, plus 2 goalies. Players will be selected during a try-out process. Games will be three (3) ten-minute periods.

Coaches must follow the Hockey Newfoundland & Labrador ice time allocation guidelines available on the [www.hockeynl.ca](http://www.hockeynl.ca) website.

### **8.2.4 Bantam B Team**

Players are eligible to try out for the DJHL pooled league teams. Players returning from the DJHL tryouts are eligible to try out for the Association's Bantam B team. Bantam B tryouts will commence following the selection of the DJHL pooled league Bantam teams.

The Bantam B programme will consist of one practice, one home game and one away game per week. Teams will consist of 15 players, plus 2 goalies. Players will be selected during a try-out process. Games will be three (3) ten-minute periods.

Coaches must follow the Hockey Newfoundland & Labrador ice time allocation guidelines available on the [www.hockeynl.ca](http://www.hockeynl.ca) website.

### **8.2.5 Officiating Requirements**

All All-Star games will have a three-person system (minimum level established by Hockey Newfoundland & Labrador).





## **8.3 Coach Selection**

### **8.3.1 Head Coaches**

Association members interested in the head coach position must apply and be approved by the SJMHA Executive. The Head Coach will select his/her staffs that include a maximum of two assistant coaches and a team manager subject to approval by the Executive. One member of the coaching staff must have the Hockey Canada Safety Program certification.

The All-Star hockey coach selection process begins in September each year. SJMHA will advertise for prospective coaches in the annual announcement identifying registration deadlines.

The candidates for the All-Star coaches' position apply by completing the Volunteer Application form. When the application submission deadline has passed, the SJMHA Administrator will forward the applications to the Executive for their review.

Coach selection criteria:

- Coaching Certification; applicant must be certified according to Hockey Canada and Hockey Newfoundland & Labrador guidelines
- All certifications must be in place prior to accepting an application. Certifications include appropriate coaching level, Speakout or equivalent, certificate of conduct, vulnerable person screening and HNL Membership screening in place.
- Strong hockey background in coaching
- Consideration will be given to applicants within SJMHA, however total qualifications and experience will be the determining factor in the final selection.

Selection considerations:

- Strong skills in communication, teaching, and organization should be considered.
- Qualified applicant with no child trying out for the team
- Qualified and willing to coach a team should their child not qualify for the team
- A coach's child does not automatically make the team because of their parent's appointment.

Every attempt will be made to ensure the head coach is in position before the team selection process commences. Candidates for coaching positions deemed to be in a conflict of interest in the finding of the Executive will be disqualified from consideration.

### **8.3.2 Assistant Coaches / Team Officials**

All assistant coaches must be certified similar to head coaches as described above. The Head Coach will recommend assistant coaches, team managers or other team officials to the Executive. The Executive must ratify the choice of all coaching staff and team officials.

### **8.3.3 Coaches Reporting Responsibilities**

All-Star coaches shall report directly to the Director of All-star Hockey throughout the season and shall take direction from him/her.

The Director of All-star Hockey shall be the first person contacted in the chain of command in all problem situations. The Director of All-Star Hockey will determine if the involvement of other Executive members or Technical Directors will be beneficial in resolving problem situations.

## 8.4 Player Registration

Registration for the DJHL will be separate from registration with the Association. Tryouts for the Peewee B and Bantam B teams will not be scheduled until the players selected for the DJHL pooled teams have been identified.

Players wishing to tryout shall indicate their intention on their registration form. Players should indicate on their registration form if they wish to participate in a Sweat Camp prior to All-Star tryouts. Parents must also submit their signed copy of the document describing all-star hockey with their child's registration form.

The Association will advertise a deadline for players to register for the tryout process. Players will not be accepted for tryouts following this deadline.

The Administrator will prepare a list of all players wishing a tryout for each division and schedule sufficient ice time to complete the tryout process.

## 8.5 Tryout Process

Players who have indicated they wish a tryout will be advised of the first tryout times through the capshockey.ca website. The tryout process will involve both skills sessions (practices) and games. Players can be released at any point throughout the tryouts, although every attempt will be made to allow all skaters to play in at least 1 game unless player safety is at risk. Players will be advised of pending player releases following each on ice session. Players advancing to subsequent sessions will be posted to the capshockey.ca website.

Players will be selected by position during the try-out process. Prior to the start of the tryout process, the Executive in consultation with the Technical Directors and the Evaluators, will determine if there are sufficient numbers of **capable** players at each position to proceed with selecting players by position. Otherwise, an alternate plan must be devised and communicated prior to the start of tryouts. The alternate plan may involve (i) requesting players change position during the tryout, (ii) selecting additional players at one position with the intention of rotating players early in the season through the position without sufficient players or (iii) seeking out additional players from other local associations. Ultimately all teams will operate with 9 forwards, 6 defensemen and 2 goalies. The Head Coach will eventually decide the necessary player movement required to achieve the final team roster.

Players will be loaned reversible jerseys in order that they can wear the same number for every session.

## 8.6 Tryout Exemptions

There may be instances where players wishing to tryout are unable to attend due to injury or sickness. In these cases, the following procedure will be followed:

- Prior to the start of the 1st tryout session, the player must present the Administrator with a letter from a doctor advising of the injury or illness. The letter must include an anticipated time frame that the player will be unavailable to attend tryouts or when they would return to play.
- If for some reason a doctor's note cannot be obtained prior to the start of the tryout, it is a requirement that a parent or guardian contact the Administrator and advise them on

- the nature of the injury and the reason for the delay in obtaining a doctor's note. The President and All-Star director will decide if the player has defaulted their right to tryout.
- In the event a doctor cannot provide a date for when the injured player can return to the tryouts, it will be at the discretion of the President and All-Star director if the injured player will be placed on the tryout roster for consideration.
  - A second letter from the doctor must be presented to the Administrator giving clearance for the player to return to hockey.
  - The Association will review each request individually. There is no guarantee that a roster spot will be held for the excused player if in the opinion of the Executive this privilege is not warranted in the current circumstance.

## **8.7 Player Evaluation**

The Executive will select an evaluation team consisting of independent external evaluators including a dedicated goalie evaluator, to complete the evaluation process. In addition to the evaluators, a Technical Director and one member of the Executive will oversee the evaluation process. The role of the Executive member is to ensure the integrity of the tryout process and that all players are given due consideration throughout the evaluation process.

The evaluators will complete an evaluation form on every player who is trying out for a position on the All-Star team. These forms will remain **confidential**. In exceptional circumstances, a parent may review a player's evaluation with the Technical Director, when a written request is made to the President. These reviews will only take place only after all house league evaluations and all-star team selections have been completed. A copy of the evaluation form for position players and goaltenders is located in Appendix 1.

The evaluators will rank the players who are trying out for the All-Star team. These rankings will be reviewed with the SJMHA Technical Director. At specified intervals, player releases will be agreed upon by the evaluators and the Technical Director. When agreement is reached player releases will take place to allow the remaining players greater attention in subsequent tryout sessions.

When "A" teams are being selected the head coach will also be included in the discussion. The final player roster will be made by consensus, based upon the completed evaluation forms and evaluators rankings. The Head Coach may participate in the evaluation process but cannot override the decisions of the evaluators. The Head Coach will have some say in identifying the final players selected to the team by position in situations where there is no clear preference expressed by the evaluators.

Final team rosters must be reviewed and approved by the Executive.

## **8.8 Player Release Procedure**

The release of players not selected for the All-Star team is a very traumatic experience for young players. SJMHA will use the [capshockey.ca](http://capshockey.ca) website to inform players of roster changes throughout the tryout process, and eventually the final team rosters. This will allow parents to control the manner in which the player receives the information.

Parents should prepare their children for the possibility of being released from all-star tryouts. Player releases should be cast in a positive light as a learning experience which can be built upon for future success.

## **8.9 Playing at a Higher Division**



Players will be permitted to play in a higher All-Star division if the following criterion is met:

- The request is made in writing to the President prior to the start of the tryouts
- Players will only be allowed to try out for the "A" All-Star team
- A forward has to be rated as one of the top three forwards trying out for the team
- A defenseman has to be rated as one of the top two defensemen trying out for the team
- A goalie has to be rated as the top goalie trying out for the team

### **8.10 All-Star Jerseys**

All-Star jerseys are the property of SJMHA and player's parents will be responsible for the cost of any damage incurred while the uniform is in their possession. An All-Star jersey deposit will be collected from each player at the start of the season. The amount of the jersey deposit will be determined by the Executive annually and included in the All-Star Player Agreement distributed to parents.

All-Star jerseys are to be worn only at games and other approved team functions. Jerseys may only be worn during games and not during practice sessions. Players are to carry their game jerseys on hangers and protected from the elements with plastic covering or a garment bag. Game jerseys are not to be carried in the player's equipment bag.

At the end of the season, all jerseys must be returned immediately after the teams return from the Provincial tournament. Directions regarding responsibilities associated with jerseys are included in the All-Star Player Agreement (see section 8.9). Socks will remain the property of the player.

The application of name bars to All-Star jerseys is to be arranged by the Team Manager with the Associations preferred jersey provider. The cost of applying the name bar at the start of the season, and the cost of removing the name bar at the end of the season, is to be paid upfront by the parents and placed in the team account held on deposit with SJMHA. The administrator will arrange to have name bars removed at the end of the season with the cost paid from the team account.

Individual sponsor bars or corporate logo patches are not to be applied to jerseys. The only recognition of sponsorship permitted will be that of a sponsor who supplies the entire set of team jerseys.

### **8.11 All-Star Player Agreement**

All-Star players and parents are required to sign an All-Star Player Agreement (included here as Appendix 2) immediately after the official team roster is released. The All-Star Player Agreement covers items such as conduct, equipment, jerseys and payment of fees.

Failure to sign and return the All-Star Player Agreement will result in the player being removed from the team.



## 9 TOURNAMENTS

### 9.1 General

In keeping with the SJMHA philosophy of making hockey financially accessible to all youth, tournament fees will be kept low. Therefore, **TOURNAMENTS WILL NOT BE USED AS A FUNDRAISER**. Tournament fees must be sufficient to cover the costs associated with ice time, officials, medals, player of the game awards and a small allowance for a “treat” for all teams.

### 9.2 Hosting Provincial Tournaments

Provincial Tournaments hosted by SJMHA must have a financial plan to cover all costs associated with the tournament. The host All-Star or Developmental team must assemble an organizing committee to oversee the organization, fundraising and execution of the tournament.

The Association has created a guide for hosting Provincial Tournaments which will be provided to team managers. Teams are expected to do some fundraising, and other in rink activities to offset the cost of hosting Provincial Tournaments.

### 9.3 Hosting Other Tournaments

Hosting tournaments is dependent on ice availability. SJMHA will not take other teams and divisions out of their regularly scheduled ice time in favour of offering an all-star team an opportunity to host a tournament. Each season SJMHA will host 1 Christmas Tournament for a division of house league hockey.

### 9.4 Travel Permits Out Of Town Tournaments

SJMHA DJHL teams may only attend HNL sanctioned tournaments and must have the approval of the Executive. Approval will be sought by the submission of a travel permit form. Depending upon the location of the tournament the processing time will vary as seen below:

Same day	Two weeks
Overnight within HNL	One Month
Overnight within HC	Two Months
Overnight outside HC	Three Months

### 9.5 Attending Tournaments

SJMHA requires that all players and coaches must have as their first priority their regular house league hockey. Therefore, SJMHA will not approve any travel plan that requires players, coaches or teams to abandon their regular house league hockey.

DJHL teams looking to travel will require HNL travel permits. If travel impacts the DJHL schedule permission must also be sought from the DJHL.

## **10 CONDUCT AND DISCIPLINE**

### **10.1 General**

All players and their coaches are responsible for their behaviour and activities while both on the ice and off. Supervision is required at all times. Coaches or their team appointed officials shall ensure that there is an adult supervising the dressing room from the arrival of the first player, and until the departure of the last player, before and after a game or practice (Failure to do so will result in disciplinary action).

- Do not walk unnecessarily around the dressing room with skates on
- No horseplay (running, pushing, fighting)
- No shooting of pucks, tape or other objects
- No throwing of snow from skate blades, tape or other equipment
- No spitting or foul language
- Use garbage cans and leave dressing room clean
- The use of alcohol, drugs and all tobacco products before or during a game or practice session is strictly forbidden.

Deliberate destruction of any SJMHA equipment or arena equipment will result in immediate suspension of the player until the player or parents make proper restitution. Please report any safety issues, violations of the above policy or concerns to the Administrator or any Executive Member of SJMHA or the arena staff.

### **10.2 Coach/Manager/HOSP**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in their relationship, and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sporting organization are channelled. Thus, how an athlete regards his/her sport is often dependent on the behaviour of the coach. The coach must also recognize that to achieve complete success, they should understand both the values and goals of SJMHA, HNL and Hockey Canada.

### **10.3 Player**

If for any reason, the player is unable to attend a game or practice, they must contact the coach as soon as possible prior to the game or practice. Players will conduct themselves in an orderly manner while attending organized hockey sessions. Players are to act in a courteous manner toward any or all parents, fans and game officials.

### **10.4 Teams**

#### **10.4.1 General**

SJMHA expects the coaches and assistant coaches to maintain discipline among their players and parents. You are representing SJMHA and must keep this in mind at all times. These rules must be strictly followed and enforced. The team coaches and managers must be familiar with the SJMHA Policy and Procedure Manual and ensure that their team and parents are aware of these rules. The SJMHA will accept no excuses from its coaches and assistant coaches for not being aware of the rules.



For on-ice infractions involving a serious matter that affects another player, coach, team official, or an on-ice official, when a suspension is imminent, no player will play until the Disciplinary Committee rules upon the suspension. The coach must ensure that all penalties are served and that no player or parent returns before the allotted time has expired. Failure to do so may result in the suspension of the coach.

#### **10.4.2 Game Misconducts and Suspensions**

HNL Minimum Suspension Guidelines apply for all minor and female hockey played by SJMHA teams. SJMHA has the authority to add to suspension levied by HNL. As a matter of policy SJMHA will review all suspensions and address patterns that cause concern with individual players or more general trends.

Any player receiving a suspension, when there is insufficient time to serve the full suspension at the end of the season, will serve the remainder of the suspension upon commencement of the league the following season.

Players are not allowed to participate in practices when serving an HNL imposed suspension.

#### **10.4.3 Major Penalties for Fighting**

Any player receiving fighting majors during exhibition, tournament league or playoff games will receive the following suspension:

First Fight: Suspended for one (1) additional game in addition to minimum standard set by HNL Minimum Suspension Guidelines

Subsequent Fight: Suspended for one (1) or more additional games in addition to HNL Minimum Suspension Guidelines

#### **10.4.4 Excessive Penalties in one Game**

Any player receiving three (3) penalties in one game shall be automatically ejected. Any player ejected under this section on five (5) occasions will be identified for review by the Discipline Committee.

## **Appendix 1 – Forms**



## **List of Forms**

The following forms have been reference in this Policy and Procedure Manual. A full set of forms are available for download from the [www.capshockey.ca](http://www.capshockey.ca) website.

Request for Payment

Player Evaluation

Goalie Evaluation



## Request for Payment

This form is to be used to reimburse Association members for expenses incurred on behalf of SJMHA. Attach receipt to this form and submit it to the SJMHA office for payment.

Amount: \_\_\_\_\_

Purpose:

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\_\_\_\_\_

Print name

\_\_\_\_\_

signature

\_\_\_\_\_

date



# All-Star Player Evaluation Report

Players Name: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

Jersey: \_\_\_\_\_ Colour \_\_\_\_\_ No. \_\_\_\_\_

Ratings: 1 – Poor, needs work      2 – Improvement Required      3 – Average for Age, Keep progressing  
4 – Above Average      5 – Excellent      0 – Does not apply at this age

## General Qualities

### ATTITUDE, CONCENTRATION, DRIVE & HOCKEY SENSE

- |                          |                               |                          |                                       |
|--------------------------|-------------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Unselfish with puck           | <input type="checkbox"/> | Stays with the play at all times      |
| <input type="checkbox"/> | Works hard                    | <input type="checkbox"/> | Communicates with other players       |
| <input type="checkbox"/> | Ability to remain intense     | <input type="checkbox"/> | Awareness of overall play development |
| <input type="checkbox"/> | Adapts to play (read & react) | <input type="checkbox"/> | Uses team mates to create chances     |
| <input type="checkbox"/> | Plays the position assigned   | <input type="checkbox"/> |                                       |

### LEADERSHIP & TOUGHNESS

- |                          |                               |                          |                                 |
|--------------------------|-------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Takes a check                 | <input type="checkbox"/> | Controls emotions               |
| <input type="checkbox"/> | Stands up in tough situations | <input type="checkbox"/> | Plays physical within the rules |

## Skill Techniques

### Forward

- Stride
- Balance
- Speed
- Acceleration
- Change of pace

### SKATING

### Backward

- Stride
- Balance
- Speed
- Acceleration
- Change of pace

### Mobility

- Crossovers
- Tight turns
- Quick Steps
- Moves well right & left

### CHECKING

- |                          |                       |                          |                                |
|--------------------------|-----------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Angles well           | <input type="checkbox"/> | Completes Check                |
| <input type="checkbox"/> | Checks with intensity | <input type="checkbox"/> | Considers other players safety |

### PUCK CONTROL & POSSESSION

- |                          |                            |                          |                           |
|--------------------------|----------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Stick handling             | <input type="checkbox"/> | Receiving                 |
| <input type="checkbox"/> | Passing                    | <input type="checkbox"/> | Uses body to protect puck |
| <input type="checkbox"/> | Lateral movement with puck | <input type="checkbox"/> | Creates turnovers         |

### SHOOTING

- |                          |                                |                          |                            |
|--------------------------|--------------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Power                          | <input type="checkbox"/> | Judgement of when to shoot |
| <input type="checkbox"/> | Accuracy                       | <input type="checkbox"/> | Uses a variety of shots    |
| <input type="checkbox"/> | In positioning for shot taking | <input type="checkbox"/> | Scores                     |



Players Name: \_\_\_\_\_ Division: \_\_\_\_\_

**SUMMARY**

Is this player capable of playing at this level this season? Yes  No

If not, this player needs to focus primarily in the following areas to improve his chances in the future:

- Skating
- Checking
- Concentration and drive
- Team Play
- Other

- Puck Control & Possession
- Shooting
- Positional Play
- Strength
- Other

**COMMENTS**

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\_\_\_\_\_  
Evaluator



# All-Star Goaltender Evaluation Report

Players Name: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

Jersey: \_\_\_\_\_ Colour \_\_\_\_\_ No. \_\_\_\_\_

Ratings: 1 – Poor, needs work      2 – Improvement Required      3 – Average for Age, Keep progressing  
4 – Above Average      5 – Excellent      0 – Does not apply at this age

## General Qualities

### ATTITUDE, CONCENTRATION & HOCKEY SENSE

- |   |  |
|---|--|
| <input type="checkbox"/> Works hard                 | <input type="checkbox"/> Reads & adjusts angle with play       |
| <input type="checkbox"/> Ability to remain focussed | <input type="checkbox"/> Maintains stance while following play |
| <input type="checkbox"/> Controls emotions          | <input type="checkbox"/> Awareness of overall play development |
| <input type="checkbox"/> Reflex reaction            | <input type="checkbox"/> Communicates with other players       |

## Skill Techniques

### SKATING

- |  |  |  |
|--|--|--|
| <b>Forward</b>                               | <b>Backward</b>                              | <b>Lateral</b>                               |
| <input type="checkbox"/> Telescoping         | <input type="checkbox"/> Telescoping         | <input type="checkbox"/> Shuffle             |
| <input type="checkbox"/> Balance             | <input type="checkbox"/> Balance             | <input type="checkbox"/> Balance             |
| <input type="checkbox"/> Quickness           | <input type="checkbox"/> Quickness           | <input type="checkbox"/> Quickness           |
| <input type="checkbox"/> Stance while moving | <input type="checkbox"/> Stance while moving | <input type="checkbox"/> Stance while moving |

### STANCE

- |   |   |
|---|---|
| <input type="checkbox"/> Balance          | <input type="checkbox"/> Stick position                 |
| <input type="checkbox"/> Blocker position | <input type="checkbox"/> Pad position (Butterfly)       |
| <input type="checkbox"/> Catcher position | <input type="checkbox"/> Upperbody position (Butterfly) |

### ANGLES & POSITIONING

- |  |   |
|--|---|
| <input type="checkbox"/> North/South                             | <input type="checkbox"/> East/West                                    |
| <input type="checkbox"/> Challenges when play moves high in zone | <input type="checkbox"/> Maintains angle while following lateral play |
| <input type="checkbox"/> Ability to react while moving           | <input type="checkbox"/> Ability to recover after save                |

### PUCKHANDLING

- |  |   |
|--|---|
| <input type="checkbox"/> Forehand pass | <input type="checkbox"/> Stops wraparounds              |
| <input type="checkbox"/> Backhand pass | <input type="checkbox"/> Sets/moves puck for team mates |

### REBOUND CONTROL

- |  |  |
|--|--|
| <input type="checkbox"/> Controls & freezes body/glove shots   | <input type="checkbox"/> Uses stick to angle shots to corner |
| <input type="checkbox"/> Uses blocker to angle shots to corner | <input type="checkbox"/> Freezes loose pucks                 |



Players Name: \_\_\_\_\_ Division: \_\_\_\_\_

**SUMMARY**

Is this player capable of playing at this level this season? Yes  No

If not, this player needs to focus primarily in the following areas to improve his chances in the future:

- Skating
- Stance
- Rebound Control
- Other

- Angles and Positioning
- Puck handling
- Focus
- Other

**COMMENTS**

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\_\_\_\_\_  
Evaluator

**Appendix 2**  
**Player/Parent Agreement**



## **All-Star Program Player/Parent Agreement**

The following are the terms by which the player (“Player”) and the player’s undersigned parent or guardian (“Parent”) agrees to upon their acceptance of the offer of a position on an all-star hockey team with the St. John’s Minor Hockey Association (the “SJMHA”) for the 2014-2015 hockey season.

### **1. Expected Conduct of Players and Parents**

- a. Players must be well behaved during any and all team related activities where they represent SJMHA. While not limiting a coach's right to discipline a player, behaviour, which is judged by the Disciplinary Committee of the Board to be unacceptable, may result in the player being disciplined by that committee.
- b. Coaches, Players, and Parents shall treat each other, opposing players, coaches, game officials and others with **respect** and show good sportsmanship at all times.
- c. Players, Parents or coaching staff will not damage rink property.
- d. Parents agree to allow the volunteer coaches to coach the team to the best of their ability and not openly criticize their coaching or undermine their authority.
- e. Parents wanting a discussion with members of the coaching staff should arrange for an appointment through the Team Manager. At no time should coaches be approached in the rink before, during or after team practices and games to discuss matters related to individual players.

***ANY BEHAVIOR WHICH IS JUDGED BY THE DISCIPLINARY COMMITTEE TO BE ABUSIVE OR INTIMIDATING TOWARD A COACH, PLAYER, PARENT, SJMHA EXECUTIVE MEMBER OR ANY OTHERS, OR ANY GAME OFFICIAL SHALL BE DEALT WITH SEVERELY AND MAY RESULT IN THE PLAYER, PARENT OR FAMILY MEMBER BEING SUSPENDED FROM ALL ACTIVITY WITH SJMHA AND THE FUTURE REFUSAL TO REGISTER ANY MEMBER OF THAT FAMILY.***

### **2. Rules Regarding Players Status on an All-Star Team**

- a. If a Player's All-Star Registration Fee is deemed to be outstanding by the Administrator after the final date for payment, the player will be removed from the team and will not be allowed to play in the All-Star Program for the remainder of the hockey season.
- b. Players are required to participate with their team in the All Newfoundland Tournaments during Easter and **other critical tournaments** as determined by





the Director of All-Star Hockey. If a Player fails to fulfill this requirement, that Player may be removed from the team immediately or prohibited from participating in the all-star program or development teams in the following season.

- c. As part of the Player's commitment to their all-star team, Player is required to attend **all** practices, games, dry land training and team functions unless excused in advance by the coaching staff. Player is required to advise the coaching staff of his/her absence in advance of team functions. If Player is unable to make participation with their team a priority due to demands on their time from another sport, then Player may be removed from the team to be replaced by another player. Likewise, excessive demands on player's time and expense will be arbitrated by the Director of All-Star Hockey on behalf of the Board.
- d. In the discretion and determination of the All-Star Director or the Board, a player can be removed from a team for prolonged absence or anticipated absences from team functions for any reason, notwithstanding medical or other justification offered.
- e. Coaches, Players, and Parents are representatives of SJMHA and must conduct themselves accordingly. Players must behave themselves at all times, particularly when they together as a team in the dressing room. Foul language, intimidation and **bullying** will not be tolerated.

### **3. Equipment and Uniforms**

- a. SJMHA will provide appropriate home and away team jerseys with cresting and numbers for all players. Team jerseys are the **property of SJMHA** and players will be responsible for the cost of any damage incurred while the jerseys are in their possession.
- b. **A \$200 deposit is required for the team jerseys. Deposits are to be made by postdated personal cheques, dated for \_\_\_\_\_.** **If the jerseys are not returned by this date, or if the jerseys are damaged beyond repair, the Association will cash the cheque(s) and purchase replacement jerseys.**
- c. Team jerseys are to be worn **ONLY** at approved team functions.
- d. Team jerseys may only be worn during games and not during practice sessions. Players are to carry their jerseys on hangers and protected from the elements with plastic covering or a garment bag. **Team jerseys are not to be carried in the Player's equipment bag.**
- e. Team jerseys shall be returned to the Administrator by the Team Manager before \_\_\_\_\_. Any Player who does not return their jersey **shall be subject to clause 3.b above.**



- f. Any player, who causes unnecessary damages to a team jersey or other loaned equipment, as determined by the Administrator, shall be suspended from all activities, including all-star tryouts, until the replacement cost has been paid.
- g. Players will wear a name bar on their jersey, which must be purchased through the team and be sewn on jerseys (not glued or heat applied). The name bars will be applied by the Association's preferred uniform supplier. The cost of the name bar application and removal will be included in the initial cost charged to the player at the start of the season, **and the Association will arrange for removing all name bars at the end of the season** after the jerseys are returned to the Administrator.
- h. Players are required to wear association approved hockey socks so that they match the jerseys. **Two set of socks** will be provided at the start of the season, one for the home colours and one for the away colours. The cost of replacement socks are the responsibility of the player.
- i. Players must wear all the equipment as specified and required by Hockey Canada and Hockey Newfoundland and Labrador while on the ice or bench.
- j. Equipment worn must be certified by the Canadian Standards Association if there is an applicable CSA equipment standard required by Hockey Canada.
- k. All neck guards must be BNQ certified. The BNQ certification must be visible on the neck guard. Neck guards are to be worn **at all games and practices. Players will be suspended from their next scheduled game for attending practice without a BNQ certified neck guard.**
- l. The wearing of an intra-oral mouth guard with strap (if not form fitting or custom made) is mandatory. An exception may be permitted if the player has a letter from a doctor indicating the player cannot wear a mouth guard for medical reasons. Mouth guards are to be worn **at all games and practices.**
- m. Coaches are required to ensure all protective equipment is being worn by all players participating in all games and practices.

#### **4. Payment of Fees**

- a. The fees for the all-star program are set by the SJMHA Executive annually.
- b. Payment of fees is to be made in a timely fashion as established by the Administrator, but in no case shall be outstanding past the fee schedule established for the current season as detailed on the player registration form. Acceptance of this agreement shall mean that acceptable arrangements for payment have been made with the Administrator.



**Please sign below indicating your acceptance of the terms of this All-Star Program Player/Parent Agreement and return to your Team Manager along with the jersey deposit referenced previously in paragraph 3.b.**

I HAVE READ AND UNDERSTAND THIS AGREEMENT WHICH GOVERNS MY SON'S / DAUGHTER'S PARTICIPATION IN THE ST. JOHN'S MINOR HOCKEY ASSOCIATION ALL-STAR PROGRAM. ALSO, I HAVE DISCUSSED THE CONTENTS OF THIS AGREEMENT WITH MY SON/DAUGHTER TO ENSURE THEY ALSO UNDERSTAND THE EXPECTATIONS PLACED UPON THEM.

\_\_\_\_\_  
Player's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

ACCEPTED BY ST. JOHN'S MINOR HOCKEY ASSOCIATION ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2014.

**ST. JOHN'S MINOR HOCKEY  
ASSOCIATION**

Per: \_\_\_\_\_

**Appendix 3**  
**Parent Guide to Competitive Hockey**

# **PARENT GUIDE TO SJMHA COMPETITIVE HOCKEY PROGRAMS**

## **GENERAL**

The SJMHA holds open tryouts each year to assemble our Cap's teams to compete in the Don Johnson Hockey League (DJHL) in the Atom A, Atom B, Peewee B and Bantam B divisions. These tryouts are open to all members, although a minimum standard of skill and ability is required. These are competitive processes and players will be released when it is determined that they are not capable of playing at the competitive level. The following guide is for parents to help families through the competitive hockey experience.

## **PARENT'S ROLE**

There is no question that participating in the tryout process can be both an exciting and stressful time for young hockey players and their parents. All players will be working hard to make the team but the added pressure of tryouts can lead to feelings that players don't normally experience in a practice or game. To help alleviate some of the pressure your child is feeling and allow them to have a fun, positive tryout experience (regardless of the outcome) here are some tips. **Remain positive throughout the entire tryout process.** Acknowledge your child's effort through verbal and physical cues; a quick comment like "good job" or "well done" or a "pat on the back" can go a long way in building your child's confidence. You do not need to critique the tryout, your job as a parent is to be a support system for your child.

1. **Keep the tryout process in perspective.** Not only does your child want to make the team but he/she wants to make you proud. Whether your child makes the team or not do not let them feel like they have disappointed you in any way as this can affect their self-esteem.
2. **Do not question the evaluators or the process.** Leave the technical aspect of the tryout to the evaluators and the Association as this is what they are certified to do. Coach your child by being there for them, motivating them and making sure they are having fun.
3. **Prepare your child for the possibility of being released.** Being overly optimistic puts extra pressure on your child and if they do not make the team it can be devastating for them. Remind them there will be another team to try out for and to use this as an opportunity to continue developing their skills and to be ready for the next tryout.
4. **Encourage your child to have fun.** If your child is having fun and treating the tryout like a normal practice or game, their positive attitude will translate into their on ice play, therefore, giving them a better chance at making the team.
5. **Take this opportunity to teach your child life lessons whether they make the team or not.** If they make the team congratulate them and let them know it was because of their hard work and dedication. If they do not make the team teach them the lessons of acceptance, humility and perseverance.
6. **It's ok to seek feedback if your child does not make the team.** Speaking with the Technical Director or other Association representative in a constructive way allows you to provide positive feedback to your child. Try to give your young athlete some direction on what they can do to improve, and encourage them to try out again next year. Remember that other parents will feel bad for you if your child is released. They will claim that your child was "one of the best" and better than Johnny". This is just an attempt on their part to support you, and not an offer to allow your child to replace their child on the team. Parents will not be given access to the evaluations or the evaluators.

Occasionally what we see from parents is that when their child is released they get very upset themselves which doesn't help their children. They will blame the Association, they'll blame the perceived politics of minor hockey and they will blame a process that did not favour their child. This is wasted energy as it does nothing to help the young player. The focus for the parents of the released child should be to identify their strengths and weaknesses and helping the child to boil the situation down to something they can control, that is to keep working hard and to maybe try again next time. So if your child is released you can certainly ask questions regarding areas for improvement, but the most important thing a parent can do is to maintain the player's confidence and their motivation to keep playing and improving.

# **PARENT GUIDE TO SJMHA COMPETITIVE HOCKEY PROGRAMS**

## **THE TRYOUT PROCESS**

At the start of each season the Association hosts a tryout process identify players to participate in its competitive hockey program. The players are evaluated by a group of qualified independent evaluators that are overseen by the Executive and its Technical Director. Players are asked to register by a deadline. There can be no late registrants. Based upon the number of players coming forward, the schedule for the tryouts is established. Typically the tryouts will consist of 2 practice sessions and a minimum of 3 games. The players will initially be broken into teams to facilitate games. The number of teams will be reduced as players are released. While attendance at all on ice sessions is not mandatory, we encourage all players to attend all tryout sessions.

Players must identify which position they wish to be evaluated at. Following the registration deadline and prior to the start of on ice sessions, the Association will determine if there are sufficient numbers of capable players at each position. If there are not sufficient numbers the Association has the following options: (i) not assemble a team for the current season, (ii) ask some players to consider changing positions, (iii) select a team that has a different composition rather than the required 9 forwards, 6 defensemen and 2 goalie or (iv) solicit other local associations for additional players. Any change from normal process will be communicated before the first release of players.

Please do not consider tryouts as an inexpensive preseason skate for your child! Each year we get a number of players trying out who skill set is not of sufficient calibre to make them a candidate for competitive hockey. These players are entitled to the same consideration as the other players who have a realistic opportunity of making the team. As a result the evaluators have to waste time that would be better spent following the players who are actually competing for roster positions.

Player releases can happen at any time. Every effort will be made to keep all players until the first game has been completed. If player releases are planned following any session, players will be notified before they leave the rink that updated rosters will be posted on the [capshockey.ca](http://capshockey.ca) website.

## **MAKING THE TEAM**

Now that your child has made the team you need to know what to expect. SJMHA competitive teams play in the association based division of the DJHL with teams from other local associations. Generally games and practices are held during weekdays; however some associations do have weekend games. During the regular season our teams play one home game, one away game each week, and typically 3 practices every 2 weeks. Attendance at all games and practices are considered mandatory, and required the coach's approval for absences. Approximately 4 weeks into the season parents will be provided with a letter to sign that fully describes the terms and conditions for participation on SJMHA teams. (A copy of letters from previous seasons is available if requested.)

In addition to regular games and practices SJMHA teams will also participate in dry land training sessions and will travel to tournaments elsewhere in the Province and on the mainland. The decision to include these extras is made at the team level, and while optional, it is essentially a situation where a solid majority rules. If you are not interested in meeting the high level of commitment required for the competitive hockey program we recommend that your child not participate.

Parents need to be positive role models in the rink. Please don't be that individual whose conduct in the stands detracts from the enjoyment of players or other spectators of a minor hockey game. Negative behaviours will not be tolerated. Identified individuals will be asked to leave and may result in sanctions to the respective team. Rink attendants, referees and coaches are instructed to work together in addressing concerns regarding negative spectator behaviour in a timely and safe manner.

## **DEVELOPMENTAL TEAMS**

Players that are released from the competitive program return to house league evaluation which will follow immediately after the tryouts. Shortly after Christmas the Association will organize tryouts from the house league players for Developmental Teams that will participate in the Provincial Tournament over the Easter school holidays. The Developmental program will provide players with additional practices,

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exhibition games and a Provincial Tournament experience to assist in their development. The SJMHA Developmental Teams have shared great success medalling at the Provincial Tournaments and many of these players advance to play competitive hockey in the following seasons.

**ENDORSEMENT**

PLEASE SIGN BELOW INDIVATING YOU HAVE READ THIS DOCUMENT AND UNDERSTAND THE COMPETITIVE HOCKEY TRYOUT PROCESS AND HAVE AN UNDERSTANDING OF THE EXPECTATION AROUND COMPETITIVE HOCKEY.

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