



# Mission Minor Hockey Association

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## MISSION STATEMENT

"WE AIM TO ACHIEVE ALL PLAYERS FULL POTENTIAL THROUGH  
FUN AND FAIR PLAY"

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## FAIR PLAY PROGRAM

## POLICY and OPERATING GUIDELINES

Updated for the 2009 - 2010 Season



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## **Mission Minor Hockey Association – Key Contact List**

### **MMHA Executive**

President	Rick Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
1 <sup>st</sup> Vice President	Marty Sippola	604-826-2246	<a href="mailto:sippolmarty4@gmail.com">sippolmarty4@gmail.com</a>
2 <sup>nd</sup> Vice President	Brad Veitch	604-826-6363	<a href="mailto:pattibrad@telus.net">pattibrad@telus.net</a>
Secretary	Jeanette King	604-820-1846	<a href="mailto:jeanette.king@shaw.ca">jeanette.king@shaw.ca</a>
Treasurer	Jennifer Lago	604-820-1558	<a href="mailto:jlago.mmha@yahoo.ca">jlago.mmha@yahoo.ca</a>

Registrar	Marleen Galos	604-302-3555	<a href="mailto:mgalos@telus.net">mgalos@telus.net</a>
Ice Coordinator	Rick Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
Director (Refereeing)	Rick Senft	604-202-5836	<a href="mailto:rsenft@png.canwest.com">rsenft@png.canwest.com</a>
Director (Sponsorship)	Brenda Benedict <a href="mailto:brenda_benedict@vancity.com">brenda_benedict@vancity.com</a>	604-820-3636	
Director (Equipment)	Randy Housch	604-814-2290	<a href="mailto:rhousch@onside.ca">rhousch@onside.ca</a>
Director (Tournaments/ Fundraising)	Christine Thompson	604-751-2023	<a href="mailto:cthomps6@wm.com">cthomps6@wm.com</a>
Director	Chantelle Thibault	604-820-9449	<a href="mailto:chantibault@hotmail.com">chantibault@hotmail.com</a>

### **Committees**

Awards Banquet	Randy Housch	604-814-2290	<a href="mailto:rhousch@onside.ca">rhousch@onside.ca</a>
Equipment	Randy Housch	604-814-2990	<a href="mailto:rhousch@onside.ca">rhousch@onside.ca</a>
Fair Play Program	Marleen Galos	604-302-3555	<a href="mailto:mgalos@telus.net">mgalos@telus.net</a>
Fundraising	Christine Thompson	604-751-2023	<a href="mailto:cthomps6@wm.com">cthomps6@wm.com</a>
Public Relations	Rick Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
Referee Assignor	Rick Senft	604-202-5836	<a href="mailto:rsenft@png.canwest.com">rsenft@png.canwest.com</a>
Risk Manager	Rick Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
Rules	Jeanette King	604-820-1846	<a href="mailto:jeanette.king@shaw.ca">jeanette.king@shaw.ca</a>
Sponsorship	Brenda Benedict	604-826-4664	<a href="mailto:brenda_benedict@vancity.com">brenda_benedict@vancity.com</a>
Team Photos	Rick Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
Tournaments	Christine Thompson	604-751-2023	<a href="mailto:cthomps6@wm.com">cthomps6@wm.com</a>
Trophy Case	Brad Veitch	604-826-6363	<a href="mailto:pattibrad@telus.net">pattibrad@telus.net</a>

Head Coach	Mike Sawyer	604-820-4003	<a href="mailto:mssawyer@shaw.ca">mssawyer@shaw.ca</a>
Coach Coordinator	Vacant		
Sr. Coach Coordinator	Vacant		

Referee-in-Chief	Rick Senft	604-202-5836	<a href="mailto:rsenft@png.canwest.com">rsenft@png.canwest.com</a>
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### **Divisional Coordinators**

Hockey 1 to 4	Crystal Matkovich	604-832-3418	<a href="mailto:crs3ds@hotmail.com">crs3ds@hotmail.com</a>
Atom	Susan Grant	604-826-1108	<a href="mailto:rsgant@shaw.ca">rsgant@shaw.ca</a>
Pee wee	Allison Thiessen	604-826-6628/604-556-6740	<a href="mailto:matt2406@telus.net">matt2406@telus.net</a>
Bantam	Pat Hilliard	604-826-7120	<a href="mailto:p.hilliard@telus.net">p.hilliard@telus.net</a>
Midget	Chester Webb	604-814-3358	<a href="mailto:chesterwebb@hotmail.com">chesterwebb@hotmail.com</a>
Juvenile	TBD		

## **Committee Chairpersons**

Awards Banquet	Randy Housch	604-814-2290	<a href="mailto:rhousch@telus.net">rhousch@telus.net</a>
Equipment	Randy Housch	604-814-2290	<a href="mailto:rhousch@telus.net">rhousch@telus.net</a>
Fair Play Program	Vacant		
Fundraising	Marty Sippola	604-826-2246	<a href="mailto:sippolafamily@shaw.ca">sippolafamily@shaw.ca</a>
Referee Assignor	Mike Sawyer	604-820-4004	<a href="mailto:mssawyer@shaw.ca">mssawyer@shaw.ca</a>
Risk Management	Rick Grant	604-826-1108	<a href="mailto:rsggrant@shaw.ca">rsggrant@shaw.ca</a>
Rules Committee	Vacant		
Sponsorship	Melonie Sharp	604-826-4664	<a href="mailto:meloniesharp@yahoo.ca">meloniesharp@yahoo.ca</a>
Team Photos	Rick Grant	604-826-1108	<a href="mailto:rsggrant@shaw.ca">rsggrant@shaw.ca</a>
Trophy Case	Brad Veitch	604-826-6363	<a href="mailto:pattibrad@telus.net">pattibrad@telus.net</a>

**MMHA Website:** <http://www.mmha.ca>

**MMHA Email:** [info@mmha.ca](mailto:info@mmha.ca)

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# **Mission**

## **Minor Hockey Association**

### **Fair Play**

### **Program**



APRIL 2002

# *Mission Minor Hockey Association*

## *Fair Play Program*

### Introduction

April 2002

The intention of this program is to develop guidelines and interventions to make the game of hockey enjoyable and positive for all. To accomplish this, *Fair Play* will try to create a more positive environment at arenas. It does not change any rules of the game. It is a win-win situation for all participants.

The rationale for the program is to curb the negative behaviors we are experiencing from the four groups involved: players, parents, coaches and officials. These behaviors are a lack of respect for opponents, verbal abuse of officials, inappropriate behavior, violence on the ice, a win-at-all cost attitude, and an increased pressure on the players to win, resulting in a lack of fun for many of the participants.

#### ***A Fair Play Violation is Simple...***

Individuals are considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant.

All participants (players, parents, coaches and officials) will have contracts developed for them that will clearly spell out their responsibilities. These contracts will be signed; serving to remind all participants what this great game is all about.

During implementation, some participants will need reminders of their commitment and, unfortunately some may require stronger measures to remind the. All we seek to do with this program is to continue to produce quality minor hockey, and all keep a higher retention rate amongst all participants. Ultimately, this will result in more participation ranging from players to sponsors.

### **The Five Basic Principles of *Fair Play*...**

1. Respect the Rules
2. Respect the Opponents
3. Respect the Officials and their Decisions
4. Have EVERYONE Participate
5. Maintain Self-Control at all Times

*Fair Play* encourages all players on all teams to be as competitive as possible within the existing rules. It focuses on the premise that the purpose of minor hockey is ultimately for the enjoyment of the players.

### **Positives of *Fair Play*...**

- Increased safety, respect and fun for all
- Increased positive team unity
- More appropriate spectator behavior
- Decreased “Win at all Cost” attitude
- Increased positive on-ice behavior
- Increased good sportsmanship
- More parents become supporters of positive attitudes
- Fair ice time for all players
- New participants are drawn to the game by the positive aspects of *fair play*
- Refocusing the intent of minor hockey as a positive program for all participants

### ***Fair Play* Program Rationale...**

#### **Why can a *Fair Play* Program benefit Mission Minor Hockey?**

- Outlines the rights and responsibilities of all participants
- Makes all individuals aware that playing hockey is a privilege, not a right
- Provides a visible commitment that emphasizes safety, respect and fun
- Outlines a clear set of expectations and guidelines for all participants to follow
- Educates participants about their roles in minor hockey

- Can develop and promote a positive set of values for all participants, and enhance the many positive aspects of a minor hockey program.
- Develops a comprehensive guide by whom the Mission Minor Hockey executive can run its program in addition to the existing rules, regulations and objectives.

### ***Fair Play Benefits for Administration...***

All participants' benefit: players, coaches, parents and officials develop respect for one another, ensuring a positive environment.

This will lead to increased sponsorship; as some will want to associate themselves with the *Fair Play* Program and Mission Minor Hockey in its development of "Good Citizens".

Costs can be kept to a minimum with sponsorships secured. With the executive on side, all that remains is education the participants.

### ***Parents Concerns...***

While there are already Hockey Canada and BC Hockey programs in place, bad behavior is still a pressing concern. A local program would ensure adherence to existing programs and philosophies. It would also strive to curb inappropriate, negative incidents.

The program would also enhance a player's skills in recognizing the importance of the entire team, and in developing respect for the rules, their opponents, the officials and their decisions.

Parents may not want to sign a contract. While it is their right to join the association, once they do join, they are subject to the rules of Mission Minor Hockey Association. All the contract serves to do is to inform all participants of their responsibilities, rights and privileges. For example, shouting profanity at officials is verbal abuse. *Fair Play* recognizes that this has happened in the past, but will no longer be tolerated. The program encourages all spectators to continue their enthusiastic cheering, but in a positive and supportive manner.

Regarding ice time, all players pay the same fees and should therefore receive fair ice time. This is endorsed by all BC Hockey coaching levels. While the variables of the game (penalties, injuries, etc.) make this difficult, coaches are responsible for spreading out the ice time, regardless of ability. Unfair ice time only produces a negative impact on their players.

Young players play mostly for fun, not the glory of the winning. The philosophy of *Fair Play* focuses on this, and the needs of the players.

Sometimes the success of a minor hockey team is gauged by how much they win, losing sight of why it is our children who play hockey. They play for the pure enjoyment of it, nothing more. The *Fair Play* program will ensure that this is Mission Minor Hockey's number one priority.

**Mission Minor Hockey Association**  
**Player's Contract/Guidelines**

1. Players will abide by the principles of ***FAIR PLAY*** at all times. The principles are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain my self-control at all times.
2. All players will abide by the Team Dress Code as specified by the coach.
3. Abusive or foul language directed towards teammates, coaches, parents, opponents or referees will not be tolerated and will result in disciplinary action.
4. Players will not be critical of teammates and never discuss teammate's abilities except to encourage good team play.
5. School shall take precedence over hockey. Satisfactory work habits/effort shall be maintained.
6. Banging of sticks on boards and "hot-dogging" after scoring goals will not be tolerated. Players will share the success of goals scored with their line mates first. When scored upon, players will support their goalie and commit to working harder to help them.
7. Players are responsible for their own equipment and will ensure that it is complete, safe, and in good condition.
8. Players shall participate in every game and practice except for illness, injury, or school events. If a player must miss a game or practice, the manager must be notified as early as possible.
9. Players must remember that they are representing their team, local hockey association, league, and their town. Players must be well behaved at all times in public places, and especially "on the road".

10. Use of alcohol, non-prescribed drugs or tobacco products will not be tolerated in any form and will result in suspension.
11. Any behavior away from the rink, while playing for the team, which is highly inappropriate, may result in disciplinary action.
12. I will not participate or condone any hazing or initiation activities, as I will be summarily suspended from my team, as these actions must be reported to BC Hockey .

**I hereby accept and agree to abide by these League Guidelines.**

Player's Name: ..... TEAM: .....

Player's Signature: ..... Date: .....

Guardian's Name: ..... Guardian's Signature: .....

**APPENDIX A-Releasing Children Form**

**Athlete's Name:** .....

**Athlete's Address:** .....

**Athlete's Phone:** .....

**Health Concerns: (chronic conditions, allergies, etc...):**

.....  
.....  
.....

**Name of Parents/Guardians:**

.....  
.....  
.....

**Address: (if different than athlete):**

**Mother:** .....

.....

**Father:** .....

.....

**Other Guardian:** .....

.....

**Mother:      Home: ..... Business: ..... Cell: .....**

**Father:      Home: ..... Business: ..... Cell: .....**

**Guardian:    Home: ..... Business: ..... Cell: .....**

**Names of Individuals Allowed to Pick-Up Athlete from (Sports Organization) Activities**

Name: .....

Relationship to Athlete: .....

Name: .....

Relationship to Athlete: .....

Name: .....

Relationship to Athlete: .....

**Alternate person(s) to contact in case of an emergency:**

Name: .....

Address: .....

Phone: .....

Name: .....

Address: .....

Phone: .....

**Mission Minor Hockey Association**

**Officials Contract**

As an official in the Mission Minor Hockey Association, I hereby commit to the *FAIR PLAY* program as developed by the Mission Minor Hockey Association. As an Official,

1. I will make sure that every player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition and enlist the support of coaching staff to ensure a positive game atmosphere exists.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team, individual player or coach
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for the *Fair Play* Initiatives.
8. I will remain open to constructive criticism and show respect and consideration for other points of view when shown respect and consideration toward myself.
9. I will obtain proper training and continue to upgrade my officiating skills.
10. I will work in cooperation with coaches for the benefit of the game.

.....  
 Referee's Name: ..... Home Assoc.: .....

Referee's Signature: ..... Date: .....

Local RIC Signature: .....

**Forward bottom signed portion to the Mission Minor Hockey Association Director in charge of Referee's**

**Mission Minor Hockey Association**  
**Parent Contract**

All parents/guardians of players in the Mission Minor Hockey Association agree to abide by the following guidelines and ensure that friends/relatives who accompany them to the rink will also follow these guidelines as applicable. They accept the premise that playing Hockey in the Mission Minor Hockey Association is a privilege, not a right. They accept the responsibilities as a parent/guardian of a player in this association and commit to the conditions of the contract.

1. Parents will actively encourage and support the concepts of ***FAIR PLAY*** at all times. The concepts are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.

2. Parents will ensure their player regularly attends ALL practices and games. Contact the manager if unable to attend.
3. Parents agree to abide by team officials regarding access to dressing rooms.
4. Parents, relatives or friends are not allowed behind or near the player's bench during games.
5. Parents are encouraged to support the team as a whole, not just their own player.
6. Parents will not criticize, embarrass or heckle any players, including the opposition. Good plays by both teams should be recognized.
7. Parents shall not criticize the referees or officials.
8. Parents shall not use abusive or foul language at any minor hockey functions.
9. Parents shall leave the coaching to the coaching staff. Parents are not to encourage their player to play the game in a manner inconsistent with team strategies or plans.
10. Parents will communicate all and any concerns to the team manager first. The team manager will then discuss the issue with the coach. If necessary, the team manager will arrange a meeting with the coaching staff and the parents.
11. School takes precedence over hockey. The coaching staff will work in conjunction with the parents to maintain a positive school attitude/performance.
12. Parents are responsible for the conduct and safety of children in their care.

-----**Return Signed Portion below to Team Manager**-----

I hereby agree to abide by the Mission Minor Hockey Association Guidelines:

TEAM: .....

Player's Name: ..... Parent/Guardian's Name: .....

Parent/Guardian's Signature: ..... Date: .....

**Mission Minor Hockey Association**  
**Coach's Contract/Guidelines**

**To All Parents/Guardians:**

**Team Name:** \_\_\_\_\_

As coaches within the Mission Minor Hockey Association, our focus is to ensure that all players on the team develop their hockey, personal, and social skills. We recognize our assignment is multifaceted and includes working with: team staff, parents, referees and executives. SAFETY, RESPECT and FUN are our goals.

As coaches we agree to abide by the following guidelines:

1. We will actively encourage, support and model the concepts of ***FAIR PLAY***: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will be organized and prepared for all practices and games and optimize the use of all schedule ice-time.
3. We will not be openly critical of any players on our team, opposing teams, officials or other coaches.
4. We will treat all players fairly and with respect and dignity at all times. We will not be abusive or speak degradingly to any players.
5. We will respond to and be aware of all players' safety and their needs.
6. We will emphasize respect, self-discipline, teamwork and FUN while attempting to install a love for the game in our players.
7. We fully understand that our system is designed to serve the needs of the players first, not the parents or the coaching staff.
8. We will attempt to teach our players to work hard to win, but not to win at all costs.
9. We will respect other coaches and work with them to ensure maximum benefit to the players.
10. I am bound to report any incidents of "hazing" or "initiation rituals" to the Mission Minor Hockey Association and to the BC Hockey (B.C. Amateur Hockey Association).
11. Coaching Staff is responsible for the conduct and safety of children in their care.

Date: ..... TEAM: .....

Coach's Name: ..... Signature: .....

**A copy of this Contract/Guideline is given to each parent of the coach's team at the first meeting at the beginning of the season.**

**Mission Minor Hockey Association**  
**Fair Play Program**

**DISCIPLINE REPORT**

**REFERENCE: Coach's Manual and MMHA Policy & Operating Manual**

**DIVISION:** .....

**Coach's Name:** .....

Phone Number: .....

Manager's Name: .....

Phone Number: .....

DATE OF 1<sup>ST</sup> INCIDENT: .....

Incident Event: .....

Action Taken: .....

Signature of Player: .....

DATE OF 2<sup>ND</sup> INCIDENT: .....

Incident Event: .....

Action Taken: .....

Signature of Player: .....

DATE OF 3<sup>RD</sup> INCIDENT: .....

Incident Event: .....

Action Taken: .....

Signature of Player: .....

Signature of Parent: .....

1<sup>st</sup> and 2<sup>nd</sup> incident – Coach may suspend at any time, one practice or game.

3<sup>rd</sup> incident – Player suspended until decision from Discipline Committee. Complaints and appeals should follow the Policy Manual (page 19).

**Mission Minor Hockey Association**  
**Fair Play Program**

**INCIDENT REPORT**

**Fax to:**  
**Original to Local Executive for Mailing**

**Date:** ..... **Division:** .....

**Time:** ..... **Location:** .....

**Home Team:** ..... **Visiting Team:** .....

**Other Witness:** .....



Should you have any questions, please direct them to your Divisional Coordinator.

## **B1. Mission Minor Hockey Rules and Regulations**

1. Any Director failing to attend 4 scheduled meetings, within the current year, may be removed from office at the discretion of the remaining directors.
2. Any Association Member may be expelled for failure to abide by the Constitution and By-Laws, these rules and regulations, or any decision of the Executive.
3. A grievance committee consisting of a Vice-President and 3 members in good standing (excluding the President) appointed by the Executive, shall meet to deal with any matters as required.

### Complaints/Appeals Procedure:

From Parents and Players:

- Step 1. Try to resolve the problem at the coach/team level.
- Step 2. If no satisfaction, take problem (must be in writing) to the Divisional Coordinator
- Step 3. If no satisfaction, a Grievance Committee consisting of 3 volunteer/parents from teams not involved in the dispute, appointed and chaired by the Vice President in charge. The chair will have no vote and will rule on the complaint.
4. Any recommendation of the Grievance Committee may be appealed to the Executive, but all Executive decisions are final.
5. Any protest launched against any Association or its personnel shall be reported, in writing, to the Divisional Coordinator. If satisfaction is not obtained, the protest shall be presented to the Vice-President in charge of that division for recommendation to the President.
6. There shall be no monies refunded except on the presentation of a medical certificate or a written application to the Executive. All refunds are at the sole discretion of the Executive.

7. All Association members, Coaches and Players shall refrain from consuming alcoholic beverages and/or narcotics, or being under the influence of alcohol or narcotics at all times the team is under the jurisdiction of the Association.
8. All players must be registered by September 1<sup>st</sup> of each year. Application after that date must be made to the Executive on an individual basis.
9. No player shall be allowed on the ice that has not registered with the Registrar, paid the required fees and deposited with the Registrar a copy of their birth certificate if so required.
10. All players shall change into their equipment in the allocated dressing room and shall remain there until advised otherwise by the Coach or Team Manager.
11. In the event of an injury, the Team Manager shall be responsible to see that all necessary action is taken, if in doubt, arrange for emergency transportation for treatment. A Mutual Aid report must be filled out immediately and forwarded to the Registrar.
12. Every effort shall be put forth to ensure that all players receive the same consideration wherever possible. No team within a division shall be allocated equipment that is greatly inferior to that of another team.
13. Abuse of any Association equipment, or arena property while under the jurisdiction of the Association, will be dealt with in a serious manner.
14. Any alterations, of a temporary or permanent nature, to any of MMHA equipment, without the express permission of the Executive, will not be tolerated under any circumstances.
15. MMHA Logo must not be used under any circumstances without the express permission of the Executive.
16. Employees of any arena shall be treated courteously and respectfully at all times.

17. "The jurisdiction of the Association" shall be deemed to be in effect for disciplinary purposes at all times Mission Minor Hockey Association is being represented in the team play.
18. Hockey 1 - 4 Summary (for guideline purposes)

## **B2 Team Head Coaches**

### Coach Selection:

#### Rep Coaches:

1. The 1st and 2nd Vice-Presidents, Head Coach, Senior and Junior Coach Coordinators shall make Initial Coach selections.
2. The Coach's Committee shall make the initial selections through the interview process.
3. Coaches will be selected based on their experience, accreditation, and an interview.
4. The Coach's Committee will present their recommendations to the Executive for final approval.
5. Each Rep coach must evaluate players at "C" Division team practices in the early season, if they wish to carry affiliate carded players or adjust their roster.

#### "C" Coaches

The Vice-President in charge of the Division, and the Coach Coordinators of the Association shall make "C" coach selection. Coach's names will be presented to the Executive for final approval.

### Coach's Duties:

1. To endeavor to improve the hockey skills of all players under their control and instill in them an attitude of good conduct and sportsmanship.
2. To ensure that the conduct of the team and all those connected with it, are representing the association in a positive manner at all times.
3. Be responsible for learning the Rules and Regulations as set out by MMHA, PCAHA, BC Hockey and Hockey Canada.
4. Inform Team Managers if not able to attend team functions.
5. To ensure that players are properly equipped at all times.
6. Endeavor to teach the skill drills systems adopted by the Association.
7. Attend the Association's coaching clinics and coach meetings.
8. Ensure that a Coach, Manager, or 2 adults remain in the dressing room at all times before and until all players have left.
9. Allow the visiting team to leave the ice first.
10. All coaches are responsible for all and any team policies.
11. Rep teams must be in place 7 days after Rep tryouts have been completed. All "C" teams must be in place 14 days after Rep tryout completion and rostered by September 30<sup>th</sup>.
12. Mutual Aid form must be filled in for all injuries.
13. Suggested to have parents fill the following positions:

#### Phone Parent

This person will be in charge of calling all players to give them any information regarding hockey and the team. This will include schedule changes, tournament dates, and changes for practice times, etc...

#### 50/50 Parent

This person will be in charge of scheduling all the parents to take turns doing a 50/50 raffle at each home game. They will be responsible for ensuring that they have a float to start with and tickets for each game. All 50/50 monies must be turned into the treasurer after each home game. This parent will also be responsible for keeping track of how much money is raised through the 50/50 raffles.

#### Fundraising Parent

This person will be in charge of lining up fundraising ideas and planning the fundraising events. All monies will be turned into the treasurer of the team. This person will be the person that contacts the team when money is due. All fundraising events MUST be approved by the Fundraising Director before they occur.

#### Treasurer

This person should open a bank account under the team name and deposit all monies. A bank statement should be given to any team member's parent that requests it. 50/50 money must be deposited within one week of the home game. This person must keep track of all monies going in and out of the account. There should be two people that have signing authority. They both must sign all cheques. This person will not have to chase after people for money for fundraising.

#### Time Clock Parent

This person will be in charge of scheduling two parents from the team for each home game. This person should work in conjunction with the 50/50 parent to ensure that there are no overlapping schedules with the parents. There must be two people in the time box during each home game. One person does the score sheet and one person does the clock.

#### Tournament Parents

These two parents will attend the Association tournament meetings that pertain to their division and relay all information back to the team. They will be in charge of scheduling the parents to help with the tournament.

#### Banquet Parents

Two parents from each team will attend the MMHA Banquet meeting usually held in February. They will be part of the committee that will organize the banquet. They will be in charge of relaying all information to the team.

## Manager

This person is the go-between between coaches and parents. If there are any questions or concerns, it should be brought to the Manager, who will go to the coaches. This will allow the coaches to focus on coaching the players. The Manager is also the go-between between the team and the Divisional Coordinator. The Manager is responsible for finding out what tournaments are available and to bring that information to the team to decide which tournament to attend. They are also responsible for supplying all information and the payment to the tournament(s) that are attended.

The Manager will hold all parent meetings and forward any information from the coaches to the parents.

The Manager will be responsible for contacting the Divisional Coordinator to reschedule games and practices if needed. They will also be responsible for contacting the Divisional Coordinator for game numbers for any exhibition games played.

The Manager will be responsible for ensuring that all players have a team list and schedule.

The Manager is responsible for submitting the completed team list (including the parent volunteer names) to the Divisional Coordinator and the Registrar.

Manager will know where and how to complete Mutual Aid forms, and submit them to

## Coach's Powers:

1. To have final decision in selection of players for Rep teams
2. To initiate Suspension action of players in accordance with Team Policies and administer such action through the Divisional Coordinator and Vice President in charge.
3. All Team Coaches shall have written team policies and regulations signed by parents.

## **Mission Minor Hockey Association**

### **Coach's Application Form**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ (yy/mm/dd)

Address: \_\_\_\_\_

Telephone: Res: \_\_\_\_\_ Bus: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Fax: \_\_\_\_\_

I would like to coach: Team: \_\_\_\_\_

Do you prefer working with any specific age group: YES NO

If YES, check which group:

Intro \_\_\_\_\_ Peewee (11-12 yrs.) \_\_\_\_\_

Hockey 1-4 (5-8 years) \_\_\_\_\_ Bantam (13-14 yrs.) \_\_\_\_\_

Atom (9-10 yrs.) \_\_\_\_\_ Midget (15-17yrs.) \_\_\_\_\_

Juvenile (18-19 yrs.) \_\_\_\_\_

What level of C.H.A. Certification do you have?

Initiation: \_\_\_\_\_ Coach: \_\_\_\_\_ Intermediate: \_\_\_\_\_

Advanced I: \_\_\_\_\_ Advanced II: \_\_\_\_\_

HCSP (safety): \_\_\_\_\_ Speak-Out: \_\_\_\_\_

Coaching Experience: Please list where, when and what sports:

\_\_\_\_\_  
\_\_\_\_\_

Are you, or have you been involved in any Youth Activities?

\_\_\_\_\_  
\_\_\_\_\_

As a participant, what sports have you been involved in? Give details:

\_\_\_\_\_  
\_\_\_\_\_

\*The Association will administer a criminal record check.

**Mission Minor Hockey Association**

## Code of Ethics for Coaches

1. We recognize that as coaches we must set the standard as role models in displaying the FAIR PLAY principles for the players, parents, and spectators.
2. We accept responsibility for the supervision and actions of our players at all times while we are on the road with our team.
3. We agree to abstain from the use of alcohol and non-prescribed drugs while supervising our players; this includes road trips.
4. We agree to work with local executives and the league executives in implementing and enforcing the FAIR PLAY principles.
5. We agree to play all players we select.
6. We will attempt to play all players equally over the course of the year.
7. We will not publicly or privately ridicule or call down a player on our team as we recognize the damage this can do to the player and the team.
8. We agree to openly discuss any matters pertaining to the team and league and local officials.
9. We agree to treat referees with respect at all times, both on and off the ice.
10. We will not use foul or abusive language at anytime around the rinks or when interacting with our players, parents or officials.
11. All coaches must abide Mission Minor Hockey Associations Policy and Operating Manual.
12. Confidentiality of all personal information of individuals will be followed.

I hereby agree to abide by the principles of FAIR PLAY and recognize that behavior contrary to these principles may result in disciplinary action, including suspensions, being taken against my actions.

Name: \_\_\_\_\_ TEAM: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ (Local Association)

Witness's Signature: \_\_\_\_\_

## **B3 Team Manager**

### Duties:

1. Report to the Divisional Coordinator and attend all meetings called by the Divisional Coordinator
2. To be responsible for the team equipment and administer the Association Policy with regard to the use of equipment
3. To ensure that proper documentation is submitted to support payment of referees for all games. (Bantam Rep and above)
4. Inform Divisional Coordinator, players and/or parents of proposed transfers between teams for approval.
5. Complete team players registration forms under direction of the Registrar.
6. Arrange for properly qualified timekeepers to be in attendance at home games.
7. See that the team is supervised by the Coach or Manager or 2 adults at all team functions and in the dressing room until the last player have gone.
8. Inform team sponsor of game schedule and playoffs.
9. Keep team stats, and attendance records of each player.
10. Ensure game sheets are handed into League Managers on time, a copy to MMHA office within 48 hours.
11. Ensure that Mutual Aid forms are filled out correctly and submitted to the MMHA Registrar within thirty (30) days.

## **B4 Coach Coordinator**

### **Job Description**

- Develop and present on-ice programs within the Association
- Perform public relations as required pertaining to the Association and its coaches.
- Liaise with Executive Committee on behalf of the coaches in the Association
- In charge of selection of coaches for various divisions within the Association
- Present list of selection of coaches to Executive Committee for approval
- Liaise with BC Hockey District Coaching Coordinator regarding coaching clinics.
- Recommend coaches to Executive Committee for attendance at higher-level clinics.
- Meet with Association coaches to discuss problems and solutions.
- Attend regular meetings of the Executive Committee
- Perform evaluations on coaches during games and practices.
- Assist with evaluation of players for team selection.
- Establish team play guidelines.
- Coordinate meeting of coaches and players with local referee-in-chief or Hockey BC Referee Committee Member for better understanding of the rules of the game.
- Any other duties as assigned by the President

### **QUALIFICATIONS**

- Strong interest in and personal commitment to coaching
- Ability to work in conjunction with District Coaching Coordinator and Association coaches
- Ability to prepare and conduct public relations events
- Ability to design and implement programs at the Association level
- Ability to conduct evaluation of coaches
- Ability to evaluate players for team selection
- Strong commitment to BC Hockey coaching/initiation programs
- Ability to present lectures to coaches at the local association level
- Availability as to time requirements
- Must have strong administration skills

### **SELECTION**

- Selected and appointed by the MMHA Executive.

## **SENIOR & JUNIOR COACHING COORDINATOR**

### **JOB DESCRIPTION:**

- **Develop and present on-ice programs within association**
- **Perform public relations as required pertaining to the association and its coaches**
- **Liaise with Executive Committee on behalf of the coaches in the association**
- **Meet with association coaches to discuss problems and solutions**
- **Perform evaluations on coaches during games and practices**
- **Attend meetings as requested by the executive**
- **Other duties as assigned by the association**

### **QUALIFICATIONS:**

- **Strong interest in and personal commitment to coaching**
- **Ability to work in conjunction with MMHA Head Coach Coordinator and Association coaches**
- **Ability to design and implement programs at the association level**
- **Ability to conduct evaluation of coaches**
- **Ability to evaluate players for team selection**
- **Ability to present lectures to coaches at the local association level**
- **Must have administration abilities**

### **SELECTION:**

- **Selected and appointed by the Executive Committee of MMHA**

## **COACHING COORDINATOR APPLICATION FORM**

### **JUNIOR or SENIOR DIVISIONS**

Name: \_\_\_\_\_  
(Given Name) (Middle Name) (Surname)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (yy/mm/dd)

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Division: Junior \_\_\_\_\_ Senior \_\_\_\_\_  
(Hockey 1 - 4 - Atom) (Peewee - Midget)

**Certification/Training**

	<u>Year Completed</u>	<u>Location</u>
Initiation Program	_____	_____
Coach Level	_____	_____
Intermediate Level	_____	_____
Advanced Level I or II	_____	_____
Speak Out	_____	_____
HCSP (Safety)	_____	_____
Other Coaching Courses or Training Activities	_____	_____
	_____	_____

**Coaching History:**

\*Hockey (list in order, starting with most recent)

<u>Year</u>	<u>Association and Team Name</u>	<u>Age Group</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Brief Description of what you would like to Accomplish:**

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## **B5 Divisional Coordinators**

### Duties

1. To assist in the following: Coach selections, coach discipline and Association Coaching Program
2. To be the liaison between the Executive and the coaches
3. To attend committee meetings as requested by the Executive
4. To request the Divisional Coordinator and Coach Coordinators convene a meeting if required.
5. To ensure that Divisional Coordinator and Coach Coordinators are informed on important matters related to their position.
6. To chair all meetings of team coaches in their division
7. To be aware of any disciplinary actions carried out by the team coaches and keep the Executive informed of all disciplinary actions in their division.
8. To be present at any appeals to the Executive involving their division
9. To supervise the selection of teams in their divisions and oversee all movement of players between Rep and "C" teams
10. To ensure that all Rep teams in their divisions have carded their players in accordance with PCAHA and BC Hockey rules under the supervision of the Registrar.
11. To coordinate the schedule of ice times allotted for their divisions and draw a schedule and keep standings if required.
12. Ensure that all inter-association teams in their divisions are reasonably balanced.

### Powers:

1. Recommend to the Divisional Coordinator and Coach Coordinators any changes they feel necessary in personnel during the year.
2. Initiate any disciplinary action required under the Association Policy with respect to their division and insure that all coaches are complying with MMHA Executive Policy.

## **C1 Team Selections**

### Rep Selection Committee:

#### Definition and Guidelines:

1. The Head Coach of the team being evaluated shall make all final selections from a short list of 25 players.
2. The Association Coach Coordinator and Vice President in charge of that division shall be part of the Rep Selection Committee.
3. Independent head coaches shall also be selected to sit on the committee
4. All members of the selection committee shall use the same evaluation format/process

### Initial Rep Selections:

**\*No player is allowed on the ice until registered and have Rep Tryout fees and registration fees collected.**

1. Players in the division skate together and will be evaluated by the Rep Selection Committee
2. The "FIRST" draft of players shall be selected for the "A" team
3. The "SECOND" draft of players shall be selected for the "B" team
4. In the event of any disputes refer to the grievance policy of MMHA
5. The initial number of Rep players selected to a team **must not exceed more than 4 players over the regular roster limit**, from the Rep evaluation pool.
6. Rep team rosters must be selected by September 30th of each year. (Any changes after this date must be done through the Executive)

7. Rep fees must be paid when the player is carded.

**\*All team selections must adhere to PCAHA and BC Hockey guidelines and date.**

"C" Team Selections:

1. Each player shall be evaluated on their skills and playing ability. Association skill charts and a grading system shall be used to do this.
2. After Rep selections are completed and only then shall the "C" teams be selected. The selection procedure for "C" teams shall be as follows:
  - a) Rotation order for coaches to select players shall be determined by a numbered draw held in their presence under the supervision of the Divisional Coordinator.
  - b) Each coach shall then select players one at a time on a consecutive and counter consecutive basis until all players have been allocated.
  - c) Each team selected will be put into a blank envelope.
  - d) Based on a), Each Coach shall make their selection of their team from the envelopes.
  - e) Each Coach shall be allowed to protect 2 players, if their 2 players are not in their initial selection, they shall exchange with the other teams for players who are equal in caliber.
  - f) Only one goalie shall be protected, if a goalie is to be swapped, and Coaches cannot come to an agreement, Divisional Coordinator shall have the power to make the change.
  - g) Notwithstanding anything in the foregoing, a) or b), the Divisional Coordinator must insure that the teams are balanced and it is her/her duty to make recommendations to the coaches for subsequent transfers of players to accomplish a fair team balance.
  - h) Final team selection and balancing must be completed by October 15<sup>th</sup>.
3. Inter-Association play shall be used to determine the proper balancing. (No outside association games shall be played until team balancing is completed.)

**\*Coach Coordinator's Committee shall mediate any disputes during this balancing process.**

## **C2 Player Movement:**

1. Any player wanting to transfer to another team must fill out provided Application Form for player movement, obtained from your Divisional Coordinator.
2. Any player who RESIGNS after he/she is carded does not get his/her Rep fee back.
3. "C" league players may practice 5 times with Rep teams on a try out basis during the season, such practices must not conflict with the player's base team game or practices, as arranged by the Divisional Coordinator.

**\*If a player moves from one division to another on a permanent basis, the player must pay the difference in Association fees.**

## **C3 Affiliate Player Movement Procedure:**

1. Players, parents and both coaches must agree to the players being used.
2. The higher division coach (the coach using the players temporarily) must contact the lower level Divisional Coordinator (the Coordinator in charge of the players involved) for approval, as well as contacting the Coach of that players team for permission

## **C4 Scorekeepers and Timekeepers:**

1. It is the responsibility of the team Manager to pick at least 2 scorekeepers and 2 timekeepers for his team. It is then up to the individuals to alternate games and cover each other during absences.
2. Any problem with the Score clock is reported to the Ice Person or the District of Mission.

## **C5 Mutual Aid:**

**\*Mutual Aid only covers events sponsored by Mission Minor Hockey Association and sanctioned by BC Hockey .**

This is intended to explain the Mutual Aid Fund and to clarify the procedure for submitting an injury claim. Mutual Aid provides assistance to injured players, referees, coaches, managers, trainers and minor officials. This assistance provides for expenses not provided for under dental or medical plans his/her parents.

All players, coaches, trainers, referees, and managers must be registered with the BC Hockey Mutual Aid Fund through your Minor Hockey Association. This registration takes place at the same time as Player Registration for Minor Hockey. The Mutual Aid fee is included in your Player Registration fee.

### Claim Procedure:

1. Claimants seeking assistance through the mutual aid fund must do so on the form available through the Mission Minor Hockey Registrar.
2. The Association Registrar will complete side one. The claimant must ensure side two is completed in full before returning the form to the Registrar.
3. Claims must be reported to the BC Hockey office no later than 90 days from date of injury.
4. Mutual Aid Fund does not pay for services, which are, insured services through BC Medical, Extended Benefits, Dental Plans, etc...
5. If a family does not have Extended Benefits coverage on other insurance plans, then Mutual Aid fund will cover such things as ambulance, prescriptions, crutches, knee braces, collars, and the balance of Physio treatment plan after BC Medical has paid the maximum.
6. All bills and receipts must be itemized and checked over carefully before claims are sent to the BC Hockey Claims office.

7. When submitting an "injury claim" please insure that it is completely filled in otherwise it will be returned to our Association and will end up in processing delays.
8. Please include the following:
  - a) Name and address (including postal code)
  - b) Mutual Aid number (for identification)
  - c) Date of injury and type of injury
  - d) Name of Association and Division
  - e) Payable to information
  - f) Description of accident by Association officials
  - g) Signature of the witness, Association official and parent
  - h) Please ensure that the Physician and/or Dentist statement on the back of the injury form is completed.
  - i) Completed Mutual Aid forms must be given to Association Registrar. (Forms must be returned to Association Registrar for processing within 14 days of the injury)

## **C6 Unused Ice Time:**

1. Any conflicts in league schedule shall be handled through Divisional Coordinator.
2. Any ice time not being used by any team shall be forwarded to Ice Coordinator so they can schedule extra practices or return ice to the District of Mission.
3. All ice time returned to Ice Coordinator shall be done 3 days in advance minimum.
4. No ice time in Mission shall be used for games not involving MMHA teams. (This does not include tournaments)
5. Divisional Coordinators can trade ice between each other, but the Ice Coordinator must be notified of the change
6. All extra ice purchases from individual teams must be paid in advance

7. All teams requesting extra ice must fill out the "Extra Ice Form" and the Ice Coordinator must approve the extra ice request. (See attached form)

**MMHA Extra Ice Request Form**

**Date:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

**Team Make Request** \_\_\_\_\_

**Dates/Days Requested:** \_\_\_\_\_

**Time Requested:** \_\_\_\_\_

**Approved**                      **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If No, give reason** \_\_\_\_\_  
\_\_\_\_\_

### **Extra Ice Process**

- Team making request contacts the Ice Coordinator with request via the "Extra Ice Form"
- Reason for request must accompany the form
- Ice Coordinator contacts the District and tentatively books the ice for the team (if available)
- The Ice Coordinator contacts the team to inform them of the booking and the cost of the ice rental
- If there is a risk management concern with the ice rental, the Ice Coordinator will contact the person in charge of risk management for approval of the rental. (Father/Son game-Power Skating)

A copy of the form is given to the Divisional Coordinator in charge and the team for their records.

## **C7 Equipment/Uniforms**

1. MMHA team uniforms are not to be worn during practices.
2. **One goal stick** will be provided for Hockey 1 to 4. All other goalies must supply their own sticks and equipment.
3. Coaches will provide a posted dated cheque dated April 1/08 for \$50.00. Upon the return of the pucks, first aid kit and hockey board at the end of the season your cheque will be returned.
4. All coaches are responsible and accountable for all MMHA equipment that is on the team they are coaching.
5. Divisional Coordinators are accountable to oversee that the coaches take proper care of MMHA equipment.
6. The coaches will collect all equipment in full at year-end from all the players on their roster. It is collected at player's last ice time. There will be a time and date posted to return all equipment. Coordinators and coaches will have to be present and sign the equipment in.

### Goalie Gear:

Hockey 1, 2, 3 and 4 gear is to be taken to and from games by the coaches. It is not to be given out. Atom, Peewee, Bantam and Midget gear is signed out by the Equipment Manager on an individual basis.

### Jerseys:

- It is up to the coaches if they wish to hand out the jerseys to players.
- Jerseys must be kept clean
- Jerseys must not be put in dryers
- All name bars, sponsor bars, C's and A's must be sewn on so they can be removed with little effort. Any gluing of permanent screening of the above will deem the member not in good standings with MMHA until a fee of \$50.00 is paid.

- All "A" and "B" team coaches will be supplied with alternate jerseys. All "C" Divisional Coordinators will be supplied with alternate jerseys for each division. Coordinators will assign someone to wash alternate jerseys for each division and sets will be kept under the stairs.

#### Socks:

- All coaches will be supplied with team socks. It is advised that socks are not handed out until all rosters are complete.

#### Pucks:

- All teams will be supplied with 20 game pucks.

#### Equipment Trading:

- At no time will any equipment be traded between teams or players for any reason. If you have any problems, do not hesitate to call the Equipment Manager.
- Equipment will not be used for non-association purposes either during or after MMHA season play.

## **C8 Tournament Policies**

Mission Minor Hockey Association host's tournaments for divisions from Hockey 1 - 4 through to Midget.

The purpose of these tournaments is to provide our players with an opportunity to participate as well as they are a MAJOR fundraiser for our association. Money raised helps offset ice costs, which helps to keep our registration fees low.

The Executive will appoint a Tournament Coordinator. A Director of the Executive will oversee this position.

Tournament Coordinator's responsibilities will include:

- Attend the Tournament Coordinator seminar held by PCAHA
- Obtaining tournament permission from PCAHA and BC Hockey , and applying for game numbers.

- Abide by all rules and directives as outlined by PCAHA and BC Hockey
- Be listed as the contact person and liaison with other association for booking teams into the Mission tournaments.
- Host tournament committee meetings, and appoint a committee chairperson for each tournament
- Oversee tournaments
- Be responsible for all funds and payments with regard to the tournaments. Tournaments will have a separate bank account with separate ledger. Tournament entrance fees paid from home and away teams, program sponsorship, and proceeds from the tournaments to be deposited and accounted for under the name of MMHA TOURNAMENT ACCOUNT.
- Keep accurate accounting reports, (budgets, expenses, donations, etc...) and submit them to the Executive at the completion of each tournament. All records will be turned in to the MMHA Executive for accounting purposes.
- Handle all purchasing of raffle prizes, giveaways and supplies.
- Money remaining (PROFIT) will be returned to the "General Revenue" account for MMHA at the end of the season.

All Mission teams must participate in home tournaments.

All MMHA Officials will be scheduled to participate in tournaments.

MMHA Sponsors should be given first option to provide goods or services for the tournaments. (Trophies, food, prizes, etc...)

Tournament committees must be made up of at least two parents from each home team participating in the tournament. Committee members are responsible for relaying all pertinent information to the team level. They are responsible for attending tournament meetings, which will be approximately one night a week for 6-8 weeks prior to the tournament. They will be required to complete the duties necessary for tournament preparation. At least two committee members must be present at all times during the tournament. This is required so they are able to fill any "holes" in the Volunteer Sign-up Sheet.

Hosting a tournament is a huge undertaking, and requires the support of all involved to help it run smoothly. All parents must be involved in volunteering their time to help run the tournament. This is crucial in order for the tournament to run successfully. Parents will be asked to volunteer for duties such as registration desk/raffle table, 50/50 ticket sales, food/dressing room clean-up,

timekeepers/scorekeepers, or any other task as outlined by the committee members. Many people are required to get things done efficiently when putting on a tournament. If for any reason it becomes impossible to obtain the support needed to properly run any tournament, we will have no other choice but to cancel the event.

## **C9 Fundraising**

**\*All team fundraising MUST be directed and approved through the Executive Fundraising Coordinator before they occur.**

Team Fundraising Rep will:

1. Organize fundraising events for their individual teams
2. Set up fundraising depending on your fundraising goal
3. Fundraise mainly for tournaments. Remembering that there are many teams trying to raise monies.
4. Obtain a letter of permission from the Executive Fundraising Coordinator to procure door prizes for raffles or other events.
5. That any Pub Nights will not be approved one week before, and, the weekend of, the annual MMHA Fundraising Dance.
6. Obtain a letter of approval from Executive Fundraising Coordinator prior to any sales of raffle tickets, chocolates, etc...outside of any businesses.
7. Have raffle tickets approved prior to printing
8. Book all bottle drives through the Executive Fundraising Coordinator. There will be a maximum of 3 bottle drives booked per weekend.

9. Multiple teams doing bottle drives will be asked to coordinate with each other the areas each will canvass.