



POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

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The following Policies and Procedures have been prepared to provide guidance and direction to all MMHA teams with respect to day-to-day matters directly affecting teams and players. They are designed to ensure that all MMHA teams are managed and operated as efficiently and effectively as possible in a manner that respects the objectives of the Association as set out in the MMHA Policy & Procedure Manual.

These rules are not intended to control the coaching or management of teams. To the contrary, the MMHA Executive does not want to become involved with the routine functions of any team unless required. It prefers to be an active partner supporting all team officials in the achievement of MMHA's objectives and the development and maintenance of a hockey organization second to none in the Province of Ontario.

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MMHA CODE OF CONDUCT

Although this Code of Conduct has been written using “plain language” where possible, it is understood that younger players may/will not comprehend it. It is for this reason that I ask parents/guardians to review this Code of Conduct with their children to ensure that there is a general understanding of what the objective of the code is.

*Thank you
MMHA Executive*

All members of the Muskrat Minor Hockey Association and all invitees, including spectators, shall abide by the following code of conduct. Failure to do so may result in disciplinary measures, including the suspension and/or expulsion of the offender, being imposed by a Disciplinary Committee of the Association..

- A. Win or lose, players shall congratulate their team-mates and coaches as well as the players and coaches of the opposing team in a genuine and positive manner. Derogatory comments are absolutely forbidden.
- B. The referees are in charge of the game. Only the captains and alternate captains of the team shall address the referees and then shall do so only in a civil tone. Direct communication between Referee's and Coaches will be utilized where warranted. This will be at the discretion of the officials and the Association. Use of foul or abusive language is absolutely prohibited. While explanations of a referee's call may be legitimately sought, questioning the referee's judgement is forbidden. Accept the call and get on with the game.
- C. Spectators shall provide only a positive encouragement for the players, coaches, and referees. Derogatory comments aimed at any player, coach, or referee from a spectator shall be addressed with a strong warning on the first offence at any game. Upon the commission of a second offence by the same spectator, that spectator shall be removed from the Arena and forbidden re-entrance during the game and spectator's identity shall be properly noted. Should any spectator be removed from any two games, that spectator's removal shall be accompanied by a (one-month) ban from attendance at any games held in a MMHA home arena. Upon a third offence, that spectator shall be banned for the balance of the season. The MMHA executive reserve the right to amend the policy as they see fit.
- D. The coaching staff shall lead by example and shall adhere in all respects to this code of conduct. In addition, coaching staff shall address their own players the referees and the coaching staff of the other team only in a civilized and respectful tone. Coaching staff of the team may not address the players of the opposing team except to provide positive encouragement or congratulations. Discouraging or humiliating remarks, gestures or other communications to players, referees and the opposing team shall be absolutely

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forbidden. In addition, coaching staff shall at all times, both in practices and games, treat their own players with respect and dignity. Humiliation, belittlement and embarrassment through words, actions or conduct are inappropriate forms of punishment and ineffective instructional methods and shall be absolutely prohibited.

- E. Each child is entitled to the benefit of constructive criticism and instruction in order to develop his or her skills to their maximum potential. Coaching staff must carry out performance appraisals in an impartial and objective way based solely on an evaluation of technical skills, play, leadership, sportsmanship and the adherence of the children to the core values of the MMHA. Those being fair play, skills development in a safe and friendly environment and the encouragement of fun and friendship. Favouritism, actual and perceived, must be always avoided.
- F. Play hard but play fair. Hockey by its nature is a physically tough game; it shall be played with maximum effort in a sportsmanlike manner within the rules from time to time endorsed by the Ottawa and District Minor Hockey Association (ODMHA). Players shall not set out to intentionally maim or injure another player and the coaching staff, by their actions, words, conduct or inaction, shall not encourage or endorse such behaviour.
- G. Players and coaches alike shall participate in the game of hockey with honesty and integrity. Any player who intentionally participates in any conduct which results in the intentional violation for the rules of eligibility governing the MMHA or otherwise intentionally circumvents the rules of eligibility shall be subject to an immediate one year suspension from participation in all hockey programs run by the MMHA. Any person committing a second offence shall be subject to a lifetime suspension from participation in the hockey programs of the MMHA at the discretion of the Disciplinary Committee. 8. Each member of the coaching staff shall have a positive obligation to expeditiously report to the executive of the MMHA any instance of a breach of the rights of any player of which he has specific knowledge or which he has reasonable grounds for believing has occurred.
- H. The coaching staff shall strictly adhere to the Policies and Procedures for coaching staff established from time to time by the MMHA.
- I. Any member of the MMHA found providing false or misleading registration information i.e. (incorrect place of residence) will be subject to a disciplinary hearing.
- J. Any member of the MMHA causing grievance to players, parents, coaches, team management, Executive Members will be asked to leave and will be provided a refund according to our Registration Policy or ban parent. Playing in MMHA is a privilege not a right.

HARASSMENT

When a young person is harassed or abused by an adult occupying a position of trust, the impact can be devastating. A major hurdle to healing the wounds that inevitable result is non-disclosure: in order to recover, victims must be heard and believed. Harassment is understood as encompassing a very broad range of prohibited behaviour, including discriminatory conduct, physical and sexual harassment, emotional, mental, physical and sexual abuse. Minor Hockey believes that any hockey player should have the ability to discuss any concerns that might be classified as harassment. Minor Hockey also believes that false allegations can be devastating to

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a person's career and personal life. In view of the incidents of harassment that have affected the sport of hockey, we believe that there is a need for a concerned player, to be able to talk in private and confidentially with our organization. We do not encourage minor or frivolous concerns that may result from frustration or anger to be reported or acted upon, however, we are available to talk to your request.

CONFLICT RESOLUTION POLICY

- A. All players, coaches and other team officials have the right to address the MMHA Executive if they feel they are being mistreated in team related situation.
- B. All protests and appeals shall be referred to the Executive (See flow chart of chain of conflict resolution)
- C. If dissatisfied with the decision of the Executive and/or Discipline Committee, an appeal may be forwarded to District 5, subject to timelines and fees for appeals as defined by the District.

FLOW CHART

Step 1: Observe 24 hour rule

Step 2: Alert bench staff of concerns: must be done in writing

Step 3: Convenor hosted meeting with all involved parties

Step 4: Complainant must submit written complaint to Executive as an attached document, or mail

Step 5: Review by Convenor and/or Risk Management

Step 6: Formation of Disciplinary Committee to review and resolve issue

- D. All protests and appeals shall be referred to the Discipline Committee.
- E. If dissatisfied with the decision of the Discipline Committee, the appellant may appeal such decision to the HEO Minor, subject to such timelines and fees for appeals as defined by the District.

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MMHA SELECTION OF TEAM OFFICIALS

MUSKRAT VOYAGEURS

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #10 – Teams, Coaches, Team Officials and Players.

HEAD COACHES

- A. The VP, and Competitive Convenor will chair the Coach Selection Committee with assistance from the Coach Mentor. The VP will only vote on head coach recommendations in the event of a tie. The VP will assemble a Coach Selection Committee of 3 – 5 people who have no conflicts with coaching applicants or potential team participants. The coaching selection committee will review the applicant's applications and conduct interviews if required.
- B. A call for coaching applications will appear on the MMHA website. The call for coaching advertisement shall be posted for no less than 2 weeks.
- C. All head coach applications must be submitted prior posted deadline to the VP Competitive.
- D. Coaching Interviews will be conducted by the Coaching Selection Committee within 2 weeks of the application deadline and be posted on the MMHA website within 1 week of the coaching interviews.
- E. Applicants will be contacted with results of the Coaching Selection Process within 2 days of interview
- F. Coaching Selections to be completed in full within 45 days following initial posting
- G. A head coach will be appointed for one season. The Board may review a Head Coaches position as circumstances dictate at any time during the season.
- H. A person holding one of the following MMHA executive positions are not permitted to apply for a coaching position unless approved first by the MMHA executive by a two thirds vote: President, VP, Competitive Convenor, Treasurer, Referee in Chief.
- I. If an applicant will have a child on the team, the skill level of the child will be considered prior to selecting the coach.

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- J. All applicants for Head Coach positions will support the MMHA program and if any applicant or Head Coach has a child eligible to play in the MMHA and chooses to play outside of the MMHA program, the Board will have final approval of that applicant or coach.
- K. All applicants must satisfy the HEO/HEO Minor coaching credentials or have applied to complete the required level/course.

ASSISTANT COACHES & MANAGERS

- A. A person holding one of the following MMHA executive positions are not permitted to be appointed a team official unless approved first by the MMHA executive by a two thirds vote: President, VP, Competitive Convener Treasurer, Referee in Chief.
- B. The head coach is responsible for the selection of the team's assistant coach (es), trainer(s) and manager(s).
- C. Once the team's staff has been selected, the head coach must forward all names to the VP & Risk Management Coordinator for confirmation all selected persons are: Members in good standing with MMHA Have the required coaching or training qualifications Have completed the required Respect in Sport program Have a current Criminal Record Check.
- D. A person holding one of the following MMHA executive positions are not permitted to be appointed a team official unless approved first by the MMHA executive by a two thirds vote: President, VP, Treasurer, Referee in Chief.
- E. No person can be a team official for more than one team without the approval of the MMHA Executive.

MUSKRAT HOUSELEAGUE TEAMS

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #10 – Teams, Coaches, Team Officials and Players.

HEAD COACHES

- A. The VP will chair the Coach Selection Committee with assistance from the House League Representatives & the Coach Mentor. The VP will only vote on head coach recommendations in the event of a tie.
- B. A call for coaching applications will appear on the MMHA website by September 7th . The call for coaching advertisement shall be posted for 2 weeks.

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- C. The coaching selection committee will review the applicant's applications and conduct interviews if required. If required the VP will assemble a Coach Selection Committee of 3-5 people including the House League Reps who have no conflicts.
- D. Coaching Interviews will be conducted by the Coaching Selection Committee within 1 week of the application deadline and be posted on the MMHA website within 3 days of the coaching interviews. Applicants will be contacted with results of the Coaching Selection Process within 2 days of interview.
- E. Coaching Selections to be completed in full by September 30th.
- F. If no coaches apply for the posted positions then the VP with assistance from the House League Representatives will conduct a search for coaches to fill the vacant positions.
- G. A head coach will be appointed for one season. The Board may review a Head Coaches position as circumstances dictate at any time during the season.
- H. A person holding one of the following MMHA executive positions are not permitted to apply for a coaching position unless approved first by the MMHA executive by a two thirds vote: President, VP, Treasurer, Referee in Chief.
- I. All applicants must satisfy the HEO/HEO Minor coaching credentials (See Appendix B) or have applied to complete the required level/course.

ASSISTANT COACHES & MANAGERS

- A. A person holding one of the following MMHA executive positions are not permitted to be appointed a team official unless approved first by the MMHA executive by a two thirds vote: President, VP, Competitive Convener, Treasurer, Referee in Chief.
- B. The head coach is responsible for the selection of the team's assistant coach (es), trainer(s) and manager(s).
- C. Once the team's staff has been selected, the head coach must forward all names to the House League Convenor who will in turn forward to the VP & Risk Management Coordinator for confirmation all selected persons are: Members in good standing with MMHA Have the required coaching or training qualifications Have completed the required Respect in Sport program Have a current Criminal Record Check .
- D. A person holding one of the following MMHA executive positions are not permitted to be appointed a team official unless approved first by the MMHA executive by a two thirds vote: President, VP, Treasurer, Referee in Chief.

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- E. No person can be a team official for more than one team without the approval of the MMHA Executive.

MMHA TRYOUT PROCEDURES

- A. MMHA will provide ice time for tryouts to each team. The schedule will be posted in advance on the MMHA website by August 1st, with times, locations, number of tryouts. Atom to Midget will conduct tryouts in early September.
- B. New coaches to the Muskrat Voyageur system will be presented the Tryout Policies & Procedures prior to the 1st tryout session by the VP Competitive and or Coach Mentor.
- C. Each player wishing to tryout for a Muskrat Voyageur team must be a MMHA registered player in good standing or an invited out of association player.
- D. The cost of attending a Muskrat Voyageur team tryout will be set by the MMHA Executive prior to each tryout season.
- E. The payment for tryouts will be received prior to the 1st ice time scheduled. Each player will receive 3 hours of ice time before the first release.
- F. The Head Coach will select an evaluating committee of at least 3 people not associated with the team. One of those evaluators will be appointed by the Rep Convenor to oversee selections. A minimum of one evaluator must be observing from the stands, while remaining evaluators may complete on- ice evaluations.
- G. Every player trying out for a Muskrat Voyageur team must attend 2 of the 1st 3 tryouts to be considered, unless a valid reason is forwarded in writing to the VP Competitive prior to the tryout sessions.
- H. A player can be removed at any time due to a Risk & Safety concern. This exit interview must be conducted by the Rep Convenor, as well as the Risk Management Coordinator. The coach may be present to observe and answer questions.
- I. Releases may occur after the 3rd ice time.
- J. Results of all player evaluations are to be kept in the strictest confidence. The evaluators will forward all Player Evaluations to the Competitive Convenor.
- K. The MMHA President, Competitive Convenor and Coach Mentor must approve any deviations of the intent of the related policies and procedures prior to a tryout session.

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- L. All tryout evaluations must be kept confidential. Should a player appeal their tryout result, this information may be reviewed by the Executive and/or District in an effort to resolve any concerns. Any review of evaluations in this situation shall also remain confidential.
- M. All evaluators must be a non-parent evaluator with no conflict of interest. Should any Risk and Safety evaluation be required during the tryout process, the Risk Management Coordinator shall be an additional evaluator to assess the concern.

OUT OF ASSOCIATION PLAYERS

- A. If the MMHA executive deems a shortage of competitive caliber players for any age level they can invite out of association players to attend the tryout sessions to fill out a team roster.
- B. Out of association players that are granted by their home association to attend the first 3 tryout sessions will be granted the same privileges a MMHA registered player would.
- C. Any out association player that has played for a MMHA team for 3 consecutive years is deemed a MMHA home association player in relation to the number of out association players the team is allowed to keep.
- D. The head coach will be granted to opportunity to keep up to 4 out of association players that have attended 2 of the 1st 3 tryouts over a MMHA registered players. The out of association player must be evaluated to be in the top 7 players by the evaluating committee, president, Competitive Convenor and Coach Mentor.
- E. In a situation where there is a shortage of competitive caliber players, or a risk and safety concern, a coach may be granted the opportunity to retain more than 4 out of association players. The coach must appeal to the President, Competitive Convenor and Coach Mentor and/or Risk Management Coordinator to have this opportunity granted.

UNDERAGE PLAYERS

- A. MMHA discourages the signing of underage players. In exceptional circumstances, an underage player may be signed if he or she is assessed in the top 3 players, regardless of position, on the older aged team. Whether the player is among the top 3 players on the older aged team is to be determined by the VP Competitive, Coach Mentor and a selected panel of evaluators.
- B. Any underage player wishing to play on an older aged team for a second or subsequent year must meet the same criteria each year.

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- C. No team can have more than one underage player on its roster.
- D. Requests to tryout for an older aged team must be submitted in writing to the VP Competitive 14 days prior to the commencement of tryouts.

INJURED PLAYERS BEFORE OR DURING TRYOUTS

- A. A player who wishes to try-out for any competitive team but is unable to tryout due to injury or illness must notify VP Competitive 7 days prior to the tryouts 1st session.
- B. If the injury/illness happens during tryouts, VP Competitive must be notified immediately before the player's next tryout session. If proper notification is not given, considerations will not be made. Once the proper notification has been given, the player will be put on the Injured/Illness List. Medical verification in the form of a doctor's certificate will be required to be put on the Injured/Illness List.
- C. The coach will have the option of choosing from the Injured/Illness List to complete the roster. If a coach decides to choose a player from the Injured/Illness List, he must have approval from the VP Competitive.
- D. Players who are chosen by the coach from the Injured/Illness List shall be required to pay all team fees that the rest of the team is required to play, regardless of when they will actually begin playing with their team.

PLAYER RELEASES

- A. Player releases can't be conducted till after the 3rd ice time.
- B. Player releases must be conducted in a home arena.
- C. Player releases will be conducted by the coach & evaluators, along with the appointed MMHA rep in a separate room. In the Cobden Arena the releases can be conducted in the upstairs office with approval by the rink staff.
- D. All players will be asked to meet with the release group along with a maximum of 2 parents. The player & parent(s) will be ushered one at time to the meeting location by a MMHA executive. Once the meeting has been completed that player and parent(s) will be ushered out of the arena by the MMHA executive, limiting the amount of contact they have with other players waiting for their evaluations.
- E. Any deviations from this procedure must be presented to the Competitive Convenor in writing prior to the tryouts 1st session.

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- F. The 24 hour rule must be adhered to during all player releases, and during all tryout procedures.
- G. After the observation of 24 hours, should there be any disagreement to player release process, concerns regarding evaluations or other issues related to the tryout process, all concerns or complaints must be submitted to the Competitive Convenor in writing, either by mail or as an attached document to an email.

TEAM COMPOSITION

The following chart indicates the minimum player requirements (if possible) for each different level:

- Novice – 10 skaters + 1 goalies
- Atom – 10 skaters + 1 goalies
- PeeWee – 13 skaters + 2 goalies
- Bantam – 15 skaters + 2 goalies
- Midget – 15 skaters + 2 goalies

Maximum team rosters is governed by Hockey Canada.

Requests for deviations to the minimum player requirements must be forwarded to the VP or Coach Mentor prior to the 3rd tryout ice time.

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MMHA HOUSE LEAGUE TEAM FORMATIONS

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #4 – Association and Article #10 – TEAMS, COACHES, TEAM OFFICIALS AND PLAYERS.

HOUSE LEAGUE TEAM REGISTRATION

- A. HL Team Formation Committee as appointed by the MMHA executive consisting of the VP House, 4 other executive members and the teams selected head coaches will assist in the formation of the MMHA House League teams.
- B. All players registered to play MMHA House League hockey will be allocated 2 All Skate ice times plus, 2 hours of Sort Out ice prior to the beginning of season, to allow for House League Team Formation & Selections. Ice rental fees and referee fees for all four hours of ice time will be paid for by MMHA.
- C. All players registered to play house league hockey in MMHA will be divided into teams prior to the HL Team Formation based on (in no order of sequence):
 - a. Players proximity to a Whitewater Arena
 - b. Preference noted on MMHA Registration Form
 - c. Players History
 - d. Late Registrations will have no priority
 - e. HL Team Formation Committee decision
- D. MMHA will provide 2 ice times for ex games and or skill development drills.
- E. After the 1st ice time the teams will be evaluated by the HL Team Formation Committee.
- F. Teams will be possibly reshuffled prior to the 2nd ex game.
- G. Teams will play a final ex games and at that point the teams will be balanced based on the following criteria (in no order of sequence)
 - a. Players home address, proximity to a Whitewater Arena
 - b. Players skill – team skill balancing
 - c. Players Family Circumstance
 - d. HL Team Formation Committee/MMHA executive decision
- H. Preference will be given to the Head Coaches children and goalies as per the HL Formation Committee.

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- I. Each team will be given the name either Muskrat 1 or Muskrat 2 and allocated jerseys for the season. Teams will be able to select their own team nickname as approved by the MMHA executive. Teams will be allocated ice in one of the three Whitewater Region Arenas and that will be considered their home arena. The “home arena” will be allocated based on proximity to an arena of majority of the players and proximity of the head coach to an arena.

MUSKRAT VOYAGEUR TEAM OPERATIONS

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #10 – Teams, Coaches, Team Officials and Players & Article #13 – Financial Matters & Fundraising

TEAM BUDGETS & FINANCIAL RECORDS

- A. The MMHA treasurer will forward all monies allotted to the teams after proof of Bank Account. MMHA team accounts must be opened through the approved MMHA bank. Any team bank account must require three authorized signatures, one of which must be the head coach. No cash withdrawals are permitted.
- B. At the end of the season all accounts must be reduced to a zero balance and the accounts closed. No team funds are to be carried over to the next season. Dispersal of excess funds must be on agreement of the parents.
- C. Team signing officers must be forwarded to the MMHA treasurer prior to the beginning of the season and may not be related, spouses or significant others.
- D. No immediate family member of the head coach, assistant coach or trainer is permitted to be a manager without prior MMHA approval.
- E. Each team manager will forward a monthly report to the MMHA treasurer by the 3rd of the following month. Failure to do so will be subject to MMHA withholding funds.
- F. Each team manager will forward a year-end financial report to the MMHA treasurer by April 15th.
- G. The Association has prepared common financial reporting templates. An electronic version of the templates will be supplied to all managers at the Coaches/Managers meeting. The templates can also be obtained from the MMHA website.
- H. The team manager must prepare a budget using the standard templates. All team expenses must generally adhere to the guidelines and limits set out in the templates. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the VP Competitive.
- I. The team manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for audit by the MMHA Treasurer.
- J. The team manager at any time during the season may present the MMHA treasurer with a list of individual families in arrears of team payments. This list, together with the financial statements is to be forwarded to the MMHA treasurer. Members, who are in arrears at this time, may be subject to disciplinary action upon further review by the executive.
- K. The team manager must handle team funds exclusively. The manager will be held responsible for any missing, mishandled, or mismanaged team funds. Any cash received

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by the manager should be deposited into a team bank account as soon as possible following receipt.

- L. Personal expenses of team officials (for example, hotel rooms, travel and jackets) paid from the team's budget must be dealt with as part of the budget approval process, and itemized separately on all team financial statements.
- M. If team is in arrears at the end of the season, they will be deemed not in good standing and it will be forwarded to the registrar and Competitive Convener

MMHA AFFILIATED PLAYER POLICY

- A. MMHA is responsible for player development at all levels of hockey, MMHA believes strongly that players develop quicker when given the opportunity to play at higher levels. We believe in and encourage the affiliation process.
- B. It is MMHA's policy that coaches are encouraged to grant all players the opportunity to affiliate.
- C. Paperwork for the affiliated player must be 100% complete, including being registered as an affiliate by the registrar before a player may be called up for a practice or a game.
- D. A player may only be affiliated with one team. Once affiliated with a team, the affiliation is for the season.
- E. The higher level coach may or may not invite affiliate players to games or practices.
- F. In the case of low enrolment, anytime a team's full roster is not made up of the maximum 15 players plus goalie(s), the team may only call up properly registered affiliated players to fill its roster in the event of an absent, ill or injured player, to a maximum of their full roster (max 15). Coaches may not stack a bench with affiliated players.
- G. Where a team has a minimum players plus goalie(s), affiliated players may only be used to replace injured, sick, suspended or absent players. That is, if your team has 10 players on its roster with 2 injured players, only 2 affiliated players may be called up
- H. Prior to any affiliated player playing a league game, the AP must participate in a minimum of 2 (recommended 4) practices. The Competitive level coach must contact the House league coach for the use of players. Not contacting the lower level coach will result in an automatic one game suspension to the higher level coach; the second offense is an automatic 3 game suspension and a 3rd offense will result in a season suspension.

When affiliating to Bantam Rep or Midget Rep teams, an assessment must be completed by Rep Team Coach, and given to Risk Management, prior to an AP playing in a game.

- I. Player priority is always given to the team the player is registered with. If both teams are playing on the same day, the player must play for his/her registered (not affiliated) team, if both games can be accommodated the player may play both games.

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- J. MMHA believes strongly that a player affiliated to a higher level team SHOULD NOT be unreasonably denied the opportunity to play for the higher level team by the lower level team coach. Uncooperative coaches will find that this conduct will be considered if they were to apply for another coaching position within our organization.
- K. No player's names may be added after January 10th to an affiliate list.
- L. An affiliate player cannot play more than 10 league or playoff games per season. Once the 10th game is played the player CANNOT return to the lower level team, but must remain ONLY as an affiliate at the higher level. Exhibition games and tournaments are excluded from this rule.
- M. All suspensions given to the player are served with the lower level (registered team) team, regardless of what team the player has incurred the suspension with.
- N. When house league players are affiliating with competitive teams they may only affiliate with the lowest competitive category team for which they are eligible to affiliate to.
- O. MMHA Executive has final say regarding affiliation issues.

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MMHA HOUSE LEAGUE TEAM OPERATIONS

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #10 – Teams, Coaches, Team Officials and Players & Article #13 – Financial Matters & Fundraising.

TEAM BUDGETS & FINANCIAL RECORDS

- A. The HL treasurer will forward all monies allotted to the teams after proof of Bank Account.
- B. M.M.H.A HL team accounts must be opened through the approved M.M.H.A bank. Any team bank account must require two authorized signatures, one of which must be the head coach. Cash withdrawals are limited to referee payments and tournament operations.
- C. At the end of the season all accounts must be reduced to a zero balance and the accounts closed. Any excess team funds accumulated during the season must be used towards hockey activities for the players. No extra team funds may be distributed back to parents unless a team fee was paid to the team at the beginning of the season at which time the amount the parents paid as a team fee can be refunded. No team funds are to be carried over to the next season. Dispersal of excess funds must be on agreement of the parents.
- D. Team signing officers must be forwarded to the HL treasurer prior to the beginning of the season and may not be related, spouses or significant others.
- E. No immediate family member of the head coach, assistant coach or trainer is permitted to be a manager without prior MMHA approval.
- F. Each team manager will forward a monthly report to the HL treasurer by the 3rd of the following month. Failure to do so will be subject to MMHA withholding funds.
- G. Each team manager will forward a year-end financial report to the HL treasurer by April 15th of each year.
- H. The Association has prepared common financial reporting templates. An electronic version of the templates will be supplied to all managers at the Coaches/Managers meeting. The templates can also be obtained from the MMHA website.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

- I. The team manager must prepare a budget using the standard templates. All team expenses must generally adhere to the guidelines and limits set out in the templates. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the House League Convenor.
- J. The team manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for audit by the HL Treasurer.
- K. The team manager at any time during the season may present the HL treasurer with a list of individual families in arrears of team payments. This list, together with the financial statements is to be forwarded to the HL treasurer. Members, who are in arrears at this time, may be subject to disciplinary action upon further review by the executive.
- L. The team manager must handle team funds exclusively. The manager will be held responsible for any missing, mishandled, or mismanaged team funds. Any cash received by the manager should be deposited into a team bank account as soon as possible following receipt.
- M. Personal expenses of team officials (for example, hotel rooms, travel and jackets) paid from the team's budget must be dealt with as part of the budget approval process, and itemized separately on all team financial statements.
- N. An increase in team fees has to be approved by a team parents vote with an 80% approval. 1 child equals 1 vote.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

MMHA EQUIPMENT

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction.

MUSKRAT VOYAGEUR EQUIPMENT

- A. All players are required to wear full hockey equipment meeting current CSA standards and current Hockey Canada regulations while on the ice during any game, practice or any on ice activity. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.
- B. Muskrat Voyageur players must wear black pants, hockey helmets and gloves.
- C. MMHA will supply all players with a pair of socks for home and away games. MMHA will give only one pair during the season and if the socks are deemed in a deteriorated state by the Head Coach the player will be responsible to purchase a replacement pair.
- D. MMHA will supply each team with a set of home and away jerseys that will be distributed to each team's Manager on a designated time by the Equipment Manager. The 2 sets of jerseys shall be the responsibility of the Manager or Designate and returned to the Equipment Manager in the same state as they were obtained. Any damages to jerseys will be the responsibility of the Player and Parent to look after. Player Name bars are prohibited in MMHA
- E. Voyageur Game jerseys & socks are NEVER to be worn during practices.
- F. Voyageur game jerseys are NEVER to be worn for any other function other than a Muskrat Minor Hockey Association (MMHA) game or team event. For example, jerseys are not to be worn for outdoor hockey, public skating, hockey development sessions, etc...
- G. Team jerseys should be washed throughout the year and hung out to dry (every 10 games or prior should it be required). DO NOT USE DRYERS.
- H. The Head Coach is responsible for any equipment that is on loan from MMHA.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

MMHA HOUSE LEAGUE TEAM EQUIPMENT

- A. All players are required to wear full hockey equipment meeting current CSA standards and current Hockey Canada regulations while on the ice during any game, practice or any on ice activity. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.
- B. MMHA will supply each team with a set of jerseys that will be distributed to each team's Manager at a designated time by the Equipment Manager. The jerseys shall be the responsibility of the Manager and returned to the Equipment Manager in the same state as they were obtained. Any damages to jerseys will be the responsibility of the player and parent to look after.
- C. Player Name bars are prohibited in MMHA.
- D. Game jerseys are NEVER to be worn during practices.
- E. Game jerseys are NEVER to be worn for any other function other than a Muskrat Minor Hockey Association (MMHA) game or team event. For example, jerseys are not to be worn for outdoor hockey, public skating, hockey development sessions, etc...
- F. Team jerseys should be washed throughout the year and hung out to dry (every 10 games or prior should it be required). DO NOT USE DRYERS.
- G. The Head Coach is responsible for any equipment that is on loan from MMHA.
- H. MMHA will supply all players with a pair of socks to be used in all games. MMHA will give only one pair during the season and if the socks are deemed in a deteriorated state by the Head Coach the player will be responsible to purchase a replacement pair. Only MMHA house league socks may be worn in league and tournament games. Goaltenders are exempt.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

MMHA FUNDRAISING

In accordance with the Muskrat Minor Hockey Association Constitution, the following policies & procedures should govern in conjunction with Article #13 – Financial Matters & Fundraising.

MMHA FUNDRAISING

- A. MMHA will conduct numerous fundraising initiatives during the hockey season which will be approved by the MMHA executive prior to the start of the season. The MMHA fundraising initiatives will be supported by all MMHA registered players. A minimum participation will be determined by the MMHA executive.
- B. MMHA fundraising initiatives will be managed by the respective Convener (Competitive or House). The Respective Convener can appoint a Fundraising committee made up of executive members and/or MMHA parents to assist in the MMHA fundraising initiatives.

MMHA TEAM FUNDRAISING

- A. Each MMHA team will be permitted to conduct their own fundraising during the season with approval from the MMHA executive. The team parents must agree to this by vote. 80% majority must agree.
- B. All team fundraising initiatives need to be presented to the Respective Conveners in writing that will in turn be forwarded to the MMHA executive for approval prior to commencement.
- C. Team fundraising can only be completed between October 1st and March 1st .
- D. Team fundraising can't at anytime compete with the MMHA fundraising initiatives for the year.
- E. The selling of any MMHA apparel or products is prohibited.
- F. Any fundraising activity that involves alcohol must have a proper license and suitable liability insurance. It is mandatory that professional bartenders (i.e. Smart-Serve) be employed at these events.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

- G. Any lottery, game of chance, or draw on a large scale requires a municipal license. Events on a limited scale such as hockey pools, product draws, or 50/50 ticket draws before home games are permitted with approval of the MMHA executive.
- H. Fund-raising at all MMHA tournaments are permitted with the approval of the Tournament Coordinator.
- I. All funds that are received from the fundraising initiatives are to be properly accounted for and documented by the team manager. A fundraising financial report shall be forwarded to the MMHA treasurer after each fundraising initiative is completed.
- J. Teams can raise a maximum of \$2,000 per year ($\$2,500 - 25\% = \$2,000$). Any funds raised over \$2,000 shall be forwarded to the MMHA treasurer. 25% of all funds raised will be forwarded to the MMHA treasurer to be deposited into the MMHA fundraising budget. Funds raised at the teams tournament are not subject to a 25% fee and not included in the \$2,000 team fundraising maximum.
- K. All team fundraising money shall be used for team operations, i.e.: tournament entry fees, extra ice times, paying for referees. At no time should that money be used for the purchase of team wears, travel expenses, etc... If it is deemed the money is being used for such activities all monies raised shall be paid to MMHA in full. If not paid in full the outstanding amount will be added to the team manager's children's registration fee for the following season.
- L. The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.
- M. MMHA will allow for special event fundraising above and beyond the \$2,000 limit.

MMHA TEAM SPONSORSHIP

- A. Teams may solicit sponsorship from any reputable source other than tobacco companies, breweries, distilleries, wineries and companies with sexual connotations.
- B. Teams are permitted to visibly display approved sponsors on team banners that can be hung during team home games. Sponsorship banners are to be removed from the arena after each game is completed.
- C. At no time can a sponsor be displayed on a MMHA team jersey without approval by the MMHA executive.
- D. Teams must wait until October 1st, or until authorized by the Respective Convenor to and solicit businesses for sponsorship for team banners, programs or multi-sponsor events for individual teams. This is to ensure that MMHA can acquire sponsorship for teams.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

- E. All funds raised shall be added to the Fundraising total and 25% forwarded to the MMHA treasurer.

MMHA VOLUNTEERING AS AN ON-ICE HELPER

We understand that each year more and more players are interested in volunteering within our amateur hockey program. And that some of these volunteers are young adults wanting to collect high school volunteer hours, and/or are looking to take on a different role within hockey. Participation of older Minor Hockey, and Junior Hockey Players partaking in practices with teams of lower divisions to assist and volunteer within their association, has increased and acts as an informal mentoring opportunity within MMHA. It is also important to stress, that team officials are to utilize sound judgment when selecting a young person as an on-ice helper. All on-ice helpers must have completed their Respect in Sport training, and be registered in a division one higher than the team on the ice (for example, to assist during an Atom practice, the helper must be Pee wee age or higher). These decisions must be made from a developmental and supportive perspective.

To provide guidance to our members, while ensuring safe opportunities for our young “helpers”, please utilize the following. It is also important to stress, that team officials are to utilize sound judgment when selecting a young person as an on-ice helper. These decisions must be made from a developmental and supportive perspective. We want these “helpers” to provide assistance to the other team officials, while gaining knowledge and experience of a teaching type role. This is not designed as an opportunity for players to get extra ice time.

- A. Individuals that volunteer within an association must be either; a “registered” member of Muskrat Minor Hockey or an on-ice official. This ensures that the insurance coverage has been secured.
- B. Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would.
- C. Individuals that volunteer must be at minimum, one age division higher than the team which they are volunteering with. And are not permitted to volunteer, as an on-ice helper, with a team at the same or higher division.
- D. Individuals that volunteer must wear as a minimum a CSA certified helmet, as well as hockey gloves and skates. ***MMHA mandates full gear if you are 16 or under***
- E. Individuals, who are not registered team officials, and who are 16 years of age or younger are recommended to complete the Respect in Sports Online Program. ***MMHA mandates any on-ice helper aged 16 or above are required to have the Respect in Sports Online Program***

NOTE: All team players must wear full gear for all games and practices with their own team.

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

MMHA TOBACCO-FREE POLICY

BACKGROUND AND RATIONALE

The Muskrat Minor Hockey Association (MMHA) is committed to providing a healthy environment for participants, volunteers and spectators involved with our organization. We recognize that there is significant evidence demonstrating the negative health impacts of tobacco industry products use and exposure (including second-hand smoke from the use of tobacco indoors and exposure to drifting smoke outdoors) and that no level of tobacco exposure is safe. We also recognize that children and youth gain positive images of being tobacco free when they see role models, leaders and individuals modelling and respecting tobacco-free living. A tobacco-free environment is important to keep youth from trying, and using, tobacco industry products.

COMMITMENT

We believe that hockey is a sport that promotes physical activity and healthy living and is not compatible with tobacco industry product use. Tobacco industry product use in all its forms is considered the single most preventable cause of premature death and disease in Canada. Our organization has a responsibility to provide a healthy environment for all those involved in our sport, and to model positive health behavior with regard to tobacco use.

POLICY

- A. The Muskrat Minor Hockey Association (MMHA) is committed to providing a healthy environment for participants, volunteers and spectators involved with our organization. We believe that hockey is a sport that promotes physical activity and health living and is not compatible with the use of tobacco products, cannabis, vaping, alcohol and illegal substances.
- B. All Association Activities including but not limited to games, tournaments, competitions, practices, training sessions, events and other performances sanctioned by our organization, shall adhere to the Hockey Eastern Ontario Minor Cannabis-Substance Use Policy found at <http://www.heominor.ca/system/files/Hockey%20Eastern%20Ontario%20Minor%20Cannibis-Substance%20Use%20Policy.pdf>
- C. This Policy shall be enforced as per HEO policy guidelines.
- D. Individuals in violation of this policy shall be given a verbal warning by Team official and/or Executive member.
- E. Should the verbal warning not be adhered to, the Executive shall provide a formal written warning utilizing the MMHA Conflict Resolution Policy as guideline for resolving the concern.

SCOPE AND LOCATION

POLICIES AND PROCEDURES OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

The MMHA tobacco-free policy will apply to all activities including, but not limited to, games, tournaments, competitions, practices, training sessions, events (e.g., fundraising, meetings, press conferences, etc.) and other performances sanctioned by our organization. Locations for each of the activities may vary, however our policy will apply to all locations while the MMHA sanctioned event is ongoing.

MMHA NSF POLICY

A charge of \$45.00 will be levied on each and every cheque returned for any reason. Failure to remit the amount of the returned cheque plus the \$45.00 charge within 10 days of contact by the MMHA Treasurer (via the email, phone number or address provided on the Registration form) will cause the applicant to be in default of the entire amount. At this point, the player(s) will be suspended from all MMHA activity until payment is received in full. Any group, family or individual having two (2) cheques returned by MMHA's financial institution between September 1, 2015 and the current date will result in MMHA not accepting any future payments (including registration, tryout or rep fees) via cheque. All future payments to MMHA will be made in cash, money order, or certified cheque only. This collections policy specifically addresses the increasing NSF's and Stop Payments and the amount of time and effort devoted to the MMHA collection process.