

## **RULES GOVERNING COMPETITIVE HOCKEY**

This document reflects the policy position of the MPMHA in the administration of its All-Star Program and is to be read in conjunction with the MPMHA Team Travel Guidelines. It is made available to all coaching staffs as an operational manual and contains the necessary guidelines for the management of the team. All-Star coaches/managers must ensure that they are familiar with these policies and guidelines and where any ambiguity exists they are to seek clarification from the MPMHA All-Star Director and Committee, who are mandated to administer the program.

The intent of the manual is to enhance the quality of the program we strive to deliver. Coaches are a vital part of our system. Your continued enthusiasm and dedication will ensure that our young hockey players receive quality guidance in their quest to improve their hockey skills, as well as better themselves overall throughout their developmental years. Your commitment to fairness, good sportsmanship, respect for others and responsibility for one's own behaviour, should be the guiding principle in all of your dealings with the players entrusted to your care. Remember, you are not operating alone but as part of a system that is committed to ensuring quality in our program.

For seasoned coaches in our system, we expect that you will share your experience and knowledge with those just starting as our All-Star coaches. For new coaches, we welcome you to our system and encourage you to use whatever resources we have available. Also, you represent "new blood" in our system and new ideas and approaches are always welcome. MPMHA will endeavour to make your coaching years memorable ones and wish you every success.

To old and new, each year is a new beginning with new challenges and experiences. Thank-you for your willingness to devote your time and experience, and we wish you every success in the coming hockey season.

Revised September 2017

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## Section 1: ALL-STAR DIRECTORS RESPONSIBILITIES

1. With the full support of the MPMHA, the All-Star Director shall:
  - 1.1. Chair an All-Star Committee to review the All-Star guidelines each year and recommend changes to the Board of Directors.
  - 1.2. Aid with the preparation of bids and act as a coordinator for All-Star Tournaments for MPMHA.
  - 1.3. The All-Star Director shall ensure all players trying out for All-Star hockey sign to acknowledge the terms and conditions as outlined in the “Player commitment sheet”. Parents/guardians are expected to sign on behalf of their children.
  - 1.4. After the teams have been selected, the All-Star Director, Treasurer and Ways and Means Director shall attend the initial team meeting for parents, coaches and players. At this meeting all parents/guardians will be notified of expectations for parents, coaches and players and will be expected to sign to acknowledge they will become familiar with these guidelines.
  - 1.5. Serve as liaison with the Office Administrator to ensure all coaches have necessary coaching levels.
  - 1.6. Handle all day to day All-Star discipline matters for the MPMHA as per the HNL guidelines. At his/her discretion the discipline committee can be asked to deal with matters pertaining to the All-Star program.
  - 1.7. Coordinate the All-Star try-out process for players and team selection, including development of spreadsheets for evaluators, the assignment of unique identifying numbers for each player to be used throughout the process, and ensure all fees are paid prior to start of try-outs. Ensure proper records regarding All-star tryout procedures and attendance are maintained at the MPMHA office. In conjunction with the Technical Director meet with all coaches and evaluators involved in the try-out process to ensure the process flows properly.
  - 1.8. In conjunction with the Technical Director, plan and implement an orientation session with coaches, assistant coaches and managers early in the hockey season. This session will formally introduce the All-Star policy and outline responsibilities and guidelines of each position. Accountability must be stressed as a requirement for participation in the program. This is critical to the success of the All-Star program.
  - 1.9. In conjunction with the Technical Director, conduct three planning/update meetings with all team staff to ensure teams are ready for upcoming tournaments and to facilitate resolution of any issues deemed of importance to the All-Star program. The first of these will be held at the beginning of the season.

- 1.10.Ensure coaches adhere to the All-Star guidelines and implement discipline where necessary.

## **Section 2: COMPOSITION & RESPONSIBILITIES OF THE ALL-STAR STEERING COMMITTEE**

At the discretion of the All-Star Director, an All-Star Committee may be struck at any time throughout the year to deal with on-going All-Star issues.

### **Composition:**

1. The All-Star Steering Committee shall be comprised of the following individuals:

- All-Star Director – Chair
- MPMHA Board Member - Vice Chair
- Coach Representative
- Goalie Parent Representative
- Player Parent Representative from Atom/Peewee
- Player Parent Representative from Bantam/Midget

At the discretion of the All-Star Director additional members may be appointed to the committee.

### **Responsibilities:**

The All-Star Committee will lessen some of the background planning and administration of the program by assuming the following responsibilities:

1. Address grievances/concerns regarding any part of the selection process, as well as other issues throughout the season.
2. Support the All-Star Director in concerns/feedback or recommendations on players' selection process by:
  - a) Ensuring fairness in all stages of the selection process. This is done in conjunction with the Technical Director.
  - b) Liaise with all interested parties in the All-Star program at the request of the All-Star Director.
3. Review the All-Star guidelines each year and recommend changes to the Board where necessary.

### **Section 3: APPLICATIONS AND SELECTION OF ALL-STAR COACHES**

#### **1. Application**

1. Any individual applying for a head coach position must submit a résumé including previous coaching experience, and NCCP levels attained. References necessary on request only.
2. All prospective assistant coaches, managers and trainers must submit an application to MPMHA.
3. All applications are due in accordance with the dates established by the MPMHA.
4. Prospective head coaches must have or be willing to obtain the appropriate coaching level as determined by HNL regulation. A letter of conduct will be requested by the MPMHA Board of Directors for all coaching staff.
5. At the discretion of the All-Star Director, in conjunction with the Board, prospective head coaches may be required to undergo an interview process with a Selection Committee comprised of members selected by the MPMHA Board of Directors.

#### **2. Selection**

1. All-Star coaches will be selected based on the following criteria:
  - 1.1. Hockey and coaching knowledge
  - 1.2. Leadership ability
  - 1.3. Communication skills
  - 1.4. Ability to relate to the players
  - 1.5. Coaching philosophy and attitude
  - 1.6. Previous coaching experience
  - 1.7. An understanding of adolescent developmental issues
2. MPMHA may recommend co-coaches or any individual to a coaching staff. All coaching staff must obtain all appropriate HNL certifications applicable to their division.
3. The MPMHA Board of Directors must approve each coaching staff position.

4. Members of the MPMHA Board of Directors may coach, assist or manage teams in exceptional circumstances only as approved by the Board.
5. When there is a female on a predominantly male team it is recommended that one of the coaching staff be female or the parent of that child.
6. Where possible there should be recruitment of young coaches from the older divisions of the MPMHA and MP junior hockey system. These young coaches will develop through the Junior Coaching Program as long as the coach is a player in MPMHA.

#### **Section 4: COACHING RESPONSIBILITIES**

1. Coaches are to lead by example and teach fairness, good sportsmanship and the development of a team concept.
2. Coaches are responsible for the development of the players on their team. This includes skills, fair play, respect for authority, etc. The coach must treat all players with respect and expect the same in return.
3. Coaching staff will attend three planning/update meetings throughout the season. These meetings will be scheduled by the All-Star Director and include the Technical Director.
4. Under no circumstances will coaches give or permit players to consume or have illegal substances in their possession.
5. Coaches must use good judgment to ensure that any discussions, involving differences of opinion, etc. between the coach, officials, and/or parents, (either on or off the ice) are conducted in private.
6. Coaches should be on the ice for all practices and attend all games or find a qualified replacement.
7. All coaches or designates should be in the dressing room one half-hour before a game or practice.

#### **Section 5: HEAD COACH'S RESPONSIBILITIES**

1. Responsible for ensuring that at least one member of their staff is present in the dressing room until the last player leaves.
2. Ensure all players proceed directly to the dressing room at the conclusion of a game or ceremonies.

3. Precede players (on ice) ensuring gates, including zamboni gates, are closed before players enter the ice surface. Coach may elect to designate this duty on an assistant coach.
4. Responsible for notifying players of practices and games.
5. Responsible for ensuring that the team is ready to start all games on time and that all game sheets are filled out and signed.
6. Ensure that the coaching staff uses the same dressing room as players. Male coaches must use discretion when coaching females.
7. Advise players that jerseys supplied by MPMHA are not to be used for practices or personal use.
8. Conduct a player evaluation in the middle of the year and at the end of the year. After completion, have a meeting to discuss the evaluations with the players individually. These will be retained by the MPMHA. It is important for the head coach to have on-going discussions with his players throughout the season highlighting strengths and weaknesses.
9. Be responsible for the conduct and behaviour of the coaching staff. This pertains to their awareness of and executing of their responsibilities as specified in this manual.
10. Ensure all players and coaches wear the proper game attire and required protective equipment in both games and practices. Failure to do so may result in disciplinary action as determined by the All-Star Director and MPMHA.
11. Coaching staff, in conjunction with the All Star Director, are responsible for choosing the manager for the team. The Manager will be approved by the Board.
12. Complete and sign line up sheets or designate an assistant coach to do so.
13. The Head Coach, in conjunction with the Manager, is responsible for the team, to the All-Star Director.

## **Section 6: MANAGER'S RESPONSIBILITIES – REGULAR SEASON**

1. Coordinate all team fundraising within the MPMHA guidelines as attached. This includes the formation of sub-committees to address specific fundraising/team activities.
2. The Manager and the Administrator for MPMHA must both sign off on a form confirming jerseys distributed at the beginning of the season, including jersey numbers. All jerseys must be accounted for at year end. In addition, the Manager will collect jersey de-

posit cheques and turn them over to the MPMHA Administrator.

3. Provide financial reports every second month to the Treasurer. These reports will be made available within two weeks to any parent upon a request. A year- end report is mandatory, the timing of which will be set down by the Treasurer of the MPMHA. MPMHA reserves the right to require more frequent financial reporting at its sole discretion. Failure to comply with this guideline could leave the team subject to disciplinary action as determined by MPMHA.
4. Ensure each parent fills in a player medical form which must be present with the team at all times when the player is involved in practices or games.
5. For authorized fundraising and in conjunction with the MPMHA Treasurer, obtain any required lottery licenses.
6. Obtain permission from the All-Star Director for any games scheduled outside the MPMHA schedule
7. Ensure that the sponsor's crests are visible on player's uniform.
8. Dressing room responsibilities include:
  - 8.1. Ensure that the room is locked when unoccupied during and after games and practices.
  - 8.2. Ensure that the room is left tidy and undamaged.
  - 8.3. Precede the players from the ice to the dressing room to unlock the door and be present in case of an emergency to ensure the dressing room can be opened. A designate may be assigned for this task if necessary.
9. Preparation of the team budget and present that budget to the Treasurer within assigned deadlines. Failure to do so may result in non-approval of fundraising projects and disciplinary action as determined by MPMHA
10. Complete the "Travel Report" and "Trip Expense Report" and present to the Treasurer within two weeks of returning from a trip.
11. Ensure that all team apparel is a team expense and must be ordered only with MPMHA approval through approved suppliers. The team manager shall be responsible for the ordering, collecting, pickup and distribution of products and / or merchandise.
12. Ensure travel permits are obtained from HNL for any team travel.



## **Section 7: MANAGER'S RESPONSIBILITIES - TOURNAMENTS/TRIPS**

1. In addition to the All NL's, teams are encouraged to travel within the Province for tournaments. Within the first month of the team being selected the Manager is responsible for conducting the vote amongst parents on traveling outside the Province. There will be one vote per child and a minimum of 13 of 17 is required for out of Province travel to occur. If only one goalie votes to travel, the Manager shall verify with the host tournament representative that they have a goalie available to play with the team in the event the MPMHA goalie is unable to play for any reason. If there is not a goalie available from the host tournament, the manager shall review with the Board.
2. Responsible for planning and arranging transportation and extra team activities for coaches, players and MPMHA representatives (when necessary) while traveling.
3. Arrange accommodations for team officials and any MPMHA representatives if necessary.
4. Ensure equipment is available when it should be available. (Spare jerseys, medical forms, first aid kit, etc.)
5. Ensure the team and all players are properly registered.
6. Ensure tournament fees and any other charges are paid.
7. Arrange for dressing rooms, provide information regarding skate sharpening and first aid, etc.
8. The Manager, in conjunction with the Head Coach is responsible for the team, to the All-Star Director.
9. Follow attached "**Team Expenditure Guidelines**" approved by MPMHA Board of Directors.

## **Section 8: TEAM GUIDELINES Team Practices**

1. Ice time should be utilized fully with drills and exercises (under the direction of the TD) that are innovative and will keep an optimum number of players active at all times.
2. Only team members or call-ups should attend practices.

### **Playing Time**

1. Players must be treated as fairly as possible in terms of ice time. Our fair play definition is defined as equal ice time every game. There has to be a variable allowed

due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during each game or play full games as long as they have equal game time throughout a season and/or provincial championship. This is best assessed by the Coaching staff. Goaltenders are restricted to a one game differential throughout the season or tournament. This will be monitored during the season and any blatant infractions will be addressed with the Coach by the All-Star Director.

2. During regular season games, coaches will generally roll three lines as evenly as possible. Where, in the agreement of the coaching staff, an expected level of effort or proper behaviour is not being shown by a player (based on the players past performance and ability), the coaching staff can elect to reduce the ice time of such player until the expected level of effort or proper behaviour is maintained. The reduction of ice time will be implemented after notice has been given to the player and will be followed up with the parent and such player has been provided a reasonable opportunity to improve their effort or behaviour.
3. The Pee wee B or Bantam B Coach in his/her discretion will have the ability to alter line-up changes in crucial game situations (in playoff or championship games) only in the last two minutes of the third period and the last two minutes of overtime. If the game goes to overtime the coach must reset his lines and play all three lines in the overtime period. However, the coaching staff will monitor player ice time throughout the year to ensure that each player is treated as fairly as possible in terms of ice time.
4. It is expected that all players will be given equal opportunity to play on a power play and a penalty killing situation throughout the year. The coach will be held accountable for these situations and must be able to justify the use of a power play and penalty killing unit if requested by the All-Star Director.

### **Annual Christmas Tournament**

3. Commitment to Annual MPMHA Christmas Tournament: All All-Star Teams must participate in the annual All-Star Christmas Tournament and will be responsible to host and participate in their own division.

### **Discipline**

4. Coaches will provide parents with a list of team rules and any applicable MPMHA rules.
5. Coaching staff has a right and an obligation to exercise appropriate discipline. Coaches must follow the MPMHA disciplinary rules and infractions must be reported to the Disciplinary Committee. Any action must be administered consistently and fairly. Parents must be notified of any suspensions by the Head Coach.

6. Team members are required to attend practices and games. Any blatant abuse of this may result in disciplinary action by the coach or All-Star Director.
7. The priority of any All-Star player, representing MPMHA is to the team represented. Any All-Star player absent from a game or practice due to other hockey commitments without the permission of the Head Coach may be subject to disciplinary action.
8. Commitment to All NL Tournaments: Once a player has been selected to an All-Star team he/she has then made the commitment to play in the All NL Tournament. A player, who opts out of this commitment, except in cases of sickness, injury or extraordinary circumstances, will not be eligible for All-Star nor DJHL selection the next year. Travel vacations are not considered an extraordinary circumstance.
9. Any player who leaves the player's bench to go on the ice without permission from the coaching staff is suspended immediately pending a disciplinary hearing. Where such a hearing cannot be held in advance of the player's next scheduled game such discretion will be handled by the All-Star Director. Coaches must inform the All-Star Director promptly of such incidents.

### **Selection of Captains and Assistant Captains**

10. Coaches shall select the Captain and Assistant Captains. Coaches will inform the players of the expected role for the Captain and the Assistants.

### **Communication**

11. Good communication is a two way process and you are required to hold player meetings, parent meetings and team staff meetings on a regular basis. (Beginning of season, after Christmas tournament, and before the All-Newfoundland tournament)

### **Coaching Decisions**

12. Coaching decisions concerning any team matter will be fully supported by the MPMHA Board of Directors, if these decisions were made within the MPMHA All-Star Policy and Guidelines.

### **Player Responsibility**

13. Players are expected to attend all practices, games and team functions. Any abuse of this will result in disciplinary action by the coach or MPMHA Board of Directors. Any player wishing to be excused for other than medical reasons must provide the coach with at least 24 hours notice so that he/she may avail of the call up procedures to fill

the vacancy created. Failure to give the coaching staff reasonable notice of a no-show for team functions may result in disciplinary action.

14. Any Player that cannot attend the Annual Christmas Tournament must notify the head coach one (1) month prior to the start of the tournament so that normal call up procedures can take place

## **Section 9: SELECTION OF PLAYERS FOR ALL-STAR TEAMS**

Tryouts for team placement will be on an OPEN TRYOUT format. Players will NOT be automatically guaranteed their past year team slot. (Players must try out and be selected for a particular team each year). All players are expected to attend all evaluation sessions. The following exceptions will be considered:

1. In the event of illness or unforeseen circumstances players can be evaluated based on one (1) skate and one (1) game. A doctor's note must be provided for absence due to illness.
2. Any player who is unable to attend tryouts due to an injury must first register for the tryout session and then submit a request to the All-Star Director to have an evaluation done based on the players past performance with MPMHA. This evaluation will be done in conjunction with the All-Star Director, and the Technical Director.
2. Players will be selected based on the following criteria.
  - 2.1. A player is eligible to try out for an All-Star team in his/her age category only; except for female teams, which allow mixed ages. A player will be evaluated for the position identified on their registration form.
  - 2.2. Players are to be selected on ability. The All-Star Selection Committee (comprised of AS Director, Technical Director, and evaluators) will ensure that selections are fair and result in the best teams available.
  - 2.3. A standardized evaluation form shall be pre-approved by the MPMHA Board of Directors and used for all player evaluations. This form shall be in the format of the Hockey Canada Player Evaluation and Selection Form. This form must be completed, scored and totalled in order to validate the selection process.
  - 2.4. At each stage of the selection process the AS selection committee will submit the list of players moving forward through the tryout process to the MPMHA office before players are notified.

- 2.5. An evaluation form of all try-out players is to be submitted to the All Star Director who undertakes responsibility for submission to the MPMHA office.
3. Goaltenders will be selected based on the following criteria.
  - 3.1. The All-Star Selection Committee shall evaluate goaltenders based on the Hockey Canada Goaltenders Evaluation Form.
  - 3.2. A Goaltender Evaluator will be selected to assist in the process.
  - 3.3. Before final approval, goaltenders will have a minimum of one (1) extra on-ice session. This session will involve shooters with pre-set goaltender drills.
4. Tryout Code of Conduct: Inappropriate behaviour by a player or parent on or off ice during tryouts will not be tolerated. Inappropriate behaviour includes, but is not limited to, deliberate attempts to injure someone, harassment or bullying of players on or off the ice, use of foul language, attempting to intimidate or negatively influence others, or acting in a threatening way to any person. Any violations may be cause for the child to be removed from participating in the tryout process and subsequent team selection.
5. For Atom after the first three (3) evaluations 40 players and a minimum of five (5) goalies will be invited back (top 20 for the “A” pool and next 20 for the “B” pool) for one practice (1) and two (2) more games. These games will be two (2) line hockey, with four (4) teams of ten players.
6. For PeeWee and Bantam, prospective players must pay all tryout fees as set by MPMHA before they are permitted to tryout. All players will get three (3) sessions – one (1) skate and two (2) games. If necessary – as determined by the All Star committee one (1) additional game may be held to assist with final evaluations. If such extra game is necessary this will be limited to 24 players – 20 skaters and 4 goalies.
7. Final team selections will be posted to the MPMHA website.
8. After completion of the selection process, parents who would like an explanation of the selection process, as it relates to their child, must request such in writing within 24 hours from the AS Director.

## **Section 10: SELECTION OF ALL- STAR TEAMS**

1. Final team selections will be done by the Technical Director, and independent evaluators.
2. The decision as to which players will be invited to the final selection is the combined responsibility of the Technical Director and the independent evaluators.
3. All-Star team selection cannot be finalized without the All-Star Selection Committee’s Final approval.

4. Atom level will have an “A” All-Star team, Developmental (B) All-Star team and a “C” and “D” team if circumstances warrant. For PeeWee and Bantam there will be a B team and a “C” and “D” team if circumstances warrant. Team selection for the “A”, “B” teams will occur at the beginning of the season with the “C” teams being formed (if numbers warrant) at a later point in the season. Extraordinary circumstances may be taken into consideration.
5. The Novice select team will be chosen no later than January 31st. The Head coach of each team will put forward their top 5 players for consideration. Each Head coach will also put forward one goalie for consideration. The team will be selected by the Head Coach, Technical Director, and Coordinator. All players must be second year players.
6. After the final selections any player from the top 20 not named to the “A” team will automatically be placed on the “B” team. Players not making the “B” team will return to house league.
7. Call ups to the “A” (Atom only) or “B” team will be as follows:
  - 7.1. “A” Call-ups: The “A” coach, in consultation with the “B” coach, will select a player from the “B” team to fill in when a player is missing for a game. The called up player must play in and have tried out for the same position as the player who is missing.
  - 7.2. “B” Call-ups: The “B” coach will select a player from the last players dropped from the “B” team selection process to fill in when a player is missing for a game. The called up player must play in and have tried out for the same position in the All-Star tryouts as the player who is missing.
8. Call-ups for all divisions will be selected on a rotational basis for the positions needed from the alternates listed for the team. Games played by call-ups will be evenly shared with no player having played more than two (2) games than the other player(s).
9. Under extraordinary circumstances, and at the discretion of the MPMHA Board, a team may carry more than 15 skaters.
10. Where there is a request from another Association for an All-Star goaltender, all goaltenders within the requested division who tried out but were not named to a MPMHA All-Star team, must be given an opportunity to try-out for that Association’s team before a release is signed by the President. If no goaltenders who tried out for an All-Star team are available, the opportunity must be provided to all goaltenders subject to availability.

## **Section 11: MOVEMENT OF PLAYERS ON ALL-STAR TEAMS**

1. All teams, when possible, shall have a full complement of players for games and practices. Coaches are expected to call up players as required under the call up procedures.
2. Any player under suspension or dropped by an All-Star team for disciplinary reasons will not be allowed to be called up until such time that circumstances have been resolved.
3. If any team's coach feels that a certain player on the team should be replaced for disciplinary reasons, the coach must advise the All-Star Director, the All-Star Committee and the parents/guardian in writing giving the reasons for this action. The MPMHA Board of Directors must give its approval and will have the ultimate say in this matter. The player dropped will be returned to house league and will not be available for call up.
4. Sometimes it may be deemed necessary for a player to be dropped from an All-Star team or dropped from the "A" to the "B" team or from the "B" team to house league to help in the player's developmental process. In order for this to be done, the coach must advise the All-Star Director, All-Star Committee and the parents/guardian in writing, giving the reasons for this action. The All Star Committee will refer such recommendation to the Board for approval. Normal call-up procedures will follow such action.
5. Notwithstanding extraordinary circumstances any player who quits an All-Star team will be automatically dropped to house league for the remainder of the season and will not be recalled to any All-Star team.
6. The number of players on any All-Star team should remain 15 skaters and 2 goalies, notwithstanding extraordinary circumstances.
7. The MPMHA recognizes three types of replacement players.
  - 7.1. A temporary replacement player is a player called up for one game due to sickness, injury or suspension of a player on an All-Star team. A player will be called up on the basis of merit and position. A house league player cannot be called up to an All-Star team if it interferes with house league games or practices. The procedure for call-up to the "A" team is that both Coaches' will agree upon the call up selection. In the event of a conflict, the "A" coach will get his preference on which player he wants. In the event that both teams are playing at the same time the "A" team is the priority. The procedure for call-up from house league is as follows; the "B" coach will ask the house league player to ensure that there is no conflict with house league games or practices and once a decision is made he will notify the House League coordinator. Movement from house league to the "B" team or the "C" team will be dealt with on a case-by-case basis.

- 7.2. Long term replacement player will be a minimum of 4 weeks and will be decided on by the coaches of the two teams. “A” Call-ups: The “A” coach, in consultation with the “B” coach, will select a player from the “B” team to fill in. “B” Call-ups: The “B” coach, in consultation with the appropriate House League Coordinator, will select a player from the last players dropped from the “B” team selection process to fill in. This player is still permitted to play House League hockey but their first priority is to All Star.
- 7.3. A full time replacement player is a player called up to the “A” team from the “B” team or from the last players dropped from the “B” team selection process to the “B” team due to sickness, injury or suspension of a player to the end of the current season. The replacement player must be selected based on normal selection criteria in consultation between the All-Star coaches, Technical Director and All-Star Director. The player must have been at the All-Star try-outs and be willing to contribute to the necessary fundraising if required. During this tenure, if the replacement player is from house league, he/she will not be allowed to play house league. Depending on the length of the call-up to the “B” team the player may be expected to pay a pro-rated All-Star fee equal to any refund issued to the player being replaced.
- 7.4. If a goaltender is called up for a game, the coach MUST use him/her for at least one (1) period.
8. In the case of a conflict between All-Star and House League games and the player is not designated as a long term call-up, the house league game will take precedence.
9. Any All-Star player who refuses permanent re-assignment, notwithstanding extraordinary circumstances, will be ineligible to attend tryouts for the All-Star program for the next season. The player will be allowed to finish the season with their current team.

### **Section 13: EXHIBITION GAMES**

1. All exhibition games must have the approval of the MPMHA Board of Directors through the All-Star Director.
2. All games played will be with leagues/teams associated with HNL only.
3. Any serious rule infractions must be reported to the MPMHA executive.
4. The game must not interfere with any regularly scheduled game.
5. For exhibition games played within MPMHA our association, referees must



be given sufficient notice of the games and/or cancellations. Any failure to give proper notice which results in additional fees charged to MPMHA will see these fees being the responsibility of the team.

6. All exhibition games must have a regulation game sheet completed.

#### **Section 14: BLADES UNIFORMS**

1. Only official Blades uniforms, approved by the MPMHA, can be worn. This also includes matching socks.
2. Blades uniforms are not to be worn in practices or for personal use. Blades uniforms may also be worn at team sanctioned events and fundraising activities unless otherwise directed by the Head Coach.
3. Players, parents or guardians are to sign for the Blades uniform. Failure to return the uniform at the end of the season will result in the parent being charged for the value of the items not returned. Players will be required to pay a \$100 deposit on each of their Blades jerseys. This deposit will be refunded when the jerseys are returned to the minor hockey office in the same condition as it was at the beginning of the year.
4. Players will not be permitted to register with the MPMHA while there are still monies outstanding.
5. All-Star fees must be paid not later than 45 days after the team has been selected. If players are dropped from the team, the fee will be refunded upon approval of the MPMHA Executive. (Refunds will be prorated based on the time left in the season).
6. All uniforms and equipment issued to player's remains the property of the MPMHA.
7. Home uniform to consist of red helmet, red pants, and blue jersey with Blades socks.
8. Away uniform to consist of red helmet, red pants, and white jersey with Blades socks.
9. Failure to adhere to wearing proper uniforms, as identified above, may result in disciplinary action.

#### **Section 16: SAVING CLAUSE**

1. Notwithstanding any of the forgoing policies, procedures and guidelines, the Board of Directors reserves the right to override any action which contravenes the spirit and intent of All Star Hockey and the related guidelines.

## Appendix - **Team Expenditure Guidelines - Revised September 2017**

MPMHA supports allowing our teams to use fundraising activity to offset/subsidize the cost of participating in our minor sport programs. All funds raised by teams are done so in the name of MPMHA. MPMHA has a responsibility to our members, athletes, coaches and the community to ensure that money raised is spent in a manner consistent with the purpose for which it was raised. The various teams associated with MPMHA raise close to \$110,000 annually and the integrity of the system requires that Team Managers are accountable for the funds and that those funds are spent in an appropriate manner.

1. All fundraised money must only be spent for Players, Coaching Staff and Managers. Fundraised money can not be used to purchase items/prizes for fundraising or offset the cost of fundraising events.

### 2. **Per Diems**

- 2.1. Per Diems may be issued for teams traveling to tournaments where overnight travel is required (beyond the Avalon Peninsula and outside of NL) under the following structure:

2.1.1. Coaching staff/Manager per diem – \$50.00/day

2.1.2. Players per diem - \$30.00/day

2.1.3. There is no partial per diem available for day trips

### 3. **Accommodations**

- 3.1. Overnight accommodation expenses may only be reimbursed for travel outside the Avalon Peninsula or with the **PRIOR APPROVAL** of the Treasurer. Accommodations may be fully paid for overnight travel (max 3 nights) for the All Newfoundland Tournaments (maximum per night is \$150.00 incl. tax).
- 3.2. Accommodations will be reimbursed for two team trips per season at the rate of \$150 including tax per room per night to a max of 6 nights in total. Any trip in excess of 3 nights requires advance approval of the Treasurer. This includes “Provincials”. If for some reason the rate of \$150 has to be exceeded advance approval of the Treasurer is required. If approval for more than two trips is requested, consideration shall be given to the number of nights used on previous trips.

### 4. **Gas Reimbursement**

- 4.1. Coaches without players on the team will have their gas expense for the All Newfoundland and one (1) other overnight trip per season reimbursed based upon submitted receipts.

### 5. **Transportation**

- 5.1. Bussing of teams will be permitted for overnight travel outside the Avalon Peninsula only. All buses used will be coach style with bathroom facilities. Teams must provide copies of two quotes for bus travel in order for funding to be approved. Buses are for the use of players and coaches primarily and parents as space permits. Consumption of alcohol by any passenger is strictly prohibited.

## **6. Team Activity**

- 6.1. Fundraising for out of town travel is limited to 1 trip per year, excluding the All NL's. Fundraising for a third trip will require direct approval of the Board. Fundraising is not permitted for extra-curricular activities when teams travel to attend tournaments. If money is fundraised but a team's All NL tournament is on the Avalon Peninsula, the funds raised may be used to offset the costs of one other hockey trip off the Avalon that has a minimum of 3 games. Hence, fundraising can be used to offset the cost of up to 2 trips per season – the All NL and 1 other trip or if the All NL is on the Avalon Peninsula, another 3 night trip may be substituted in its place.
- 6.2. Team uniform components (socks and name bars) can be purchased from fundraising monies. Purchase of Blades clothing apparel from team fundraised money will be limited to \$150 including tax per player/coaching staff/manager per season. All clothing must meet MPMHA approved clothing guidelines and be purchased through the Association's clothing supplier. Any request to purchase from a different supplier shall require Board approval.
- 6.3. A maximum of one team event (team party or team meal) will be approved for reimbursement to a maximum of \$500 with the submission of receipts.
- 6.4. Team Pictures – The cost of team or individual pictures is the responsibility of the player/parent. A team picture must be provided to each team's sponsor prior to December 31st where possible.
- 6.5. Ice/Gym Rental – Teams can budget for gym rental for dry land training and/or extra ice time to be purchased outside of their normal MPMHA hours up to a maximum of \$500 per season. Requests for expenditure beyond \$500 will be submitted to the Ways and Means Director and considered on a case by case basis.
- 6.6. MPMHA will contribute \$3,000 towards the cost of hosting an all NL tournament. Any team selected as a host team will be responsible for the remaining costs of the tournament.
- 6.7. All fundraising activities must be approved in advance by MPMHA. Teams will be limited to five (5) fundraisers per season unless otherwise approved by the

Ways and Means Director. All funds received from fundraising must be under the control of the team manager and must be deposited intact in a MPMHA bank account within 2 business days. In any case where a team is found to be not depositing funds in accordance with this policy, the Board reserves the right to subject the Team to disciplinary action.

- 6.8. Appropriate certificates or licenses must be obtained for lotteries subject to the Lottery licensing Board. Team managers are responsible to ensure that lottery returns are completed by the required deadline.
- 6.9. Failure to report a fundraising event could result in disciplinary action from the MPMHA Board of Directors.
- 6.10. Managers are not permitted to use fundraised money to pay cash for team expenses.
- 6.11. All team expenses are to be paid by cheque. Requests for cheques from MPMHA should be submitted at least five days in advance of the required payment.
- 6.12. All team bottle drive dates must be approved by the Ways and Means Director. Teams will be assigned a given area within Mt. Pearl and Southland's and maps will be provided by the Director for approved dates.

## 7. Budgeting

- 7.1. Team budgets must be submitted to the Treasurer by no later than one (1) month after team selection. Budgets are to be submitted on the prescribed MPMHA budget forms.
- 7.2. Eligible expenditures will be considered only if they are included on an approved team budget.
- 7.3. Fundraising will be capped at \$20,000 per team. Any exemptions shall be approved by the Board.
- 7.4. Budget amendments must be submitted to the Treasurer in a timely manner before approval will be granted for expenditures not itemized in the budget.
- 7.5. Requests for advances from MPMHA for expenses related to fund-raising activities would only be considered by the Board after the team budgets have been approved.
- 7.6. Teams are not to charge purchases to MPMHA accounts.
- 7.7. For expenditures to be considered eligible under these guidelines, they must be

reasonable under the circumstances, and consistent with the purpose for which the funds were raised.

- 7.8. Every two months teams must submit interim financial and activity summaries to the MPMHA treasurer which must be reconciled to team records and bank accounts. No team expenditures will be reimbursed by MPMHA unless such reports and reconciliations are received by the Treasurer.
- 7.9. All team business should be concluded with final team expenditures submitted to the Treasurer 2 weeks following the all NL tournament. All parental contribution refunds are to be held until final Expenditures have been reviewed by the MPMHA board of directors. Failure to do so could result in suspension or probation of Managers for the following season.
- 7.10. Any surplus remaining in team accounts at the end of a fiscal year is the property of MPMHA unless such contributions result from parent contributions.
- 7.11. Parental contributions to the team operating expenses must not exceed \$250 per player. At the conclusion of the season, any excess revenues will allow for parental contributions to be returned to a maximum of \$250 per player. Excess revenues when parental contributions have been received will be returned to parent members of the team equally.
- 7.12. In the event that the excess funds remaining (after all eligible expenses are accounted for) at the conclusion of a season exceeds the total Parental Contributions toward the team operating expenses (\$250 per player), this excess will be returned to the MPMHA board of directors to be used at their discretion.
- 7.13. Novice Select as well as any Provincial Team (“C” or “D” team) is limited to 10 hours of ice time
- 7.14. Provincial Teams travelling off the Avalon Peninsula are permitted to fundraise a maximum of \$7500 to offset/subsidize expenses. Eligible expenses include per diem (\$50-coaching staff/manager, \$30-player) and/or hotel expenses (max. \$150 incl tax/per night/3 nights) and/or MPMHA approved clothing up to \$75 incl. tax. per player and coaching staff/manager. No exceptions will be made to this guideline.
- 7.15. Provincial team clothing must meet MPMHA approved clothing guidelines and be purchased through the Association’s clothing supplier.
- 7.16. Teams travelling to All NL tournaments in Labrador will be required to submit a budget to the board for approval. Eligible expenses include accommodations (\$150 incl. tax per night/4 nights), airfare (\$1000 max per player/coaching staff/manager), bus/transportation (\$2000 maximum), and meal per diems (\$50 per

coach/manager and \$30 per player per day/4 days).

- 7.17. All Star Teams are strongly encouraged to take a team approach to fundraising. All parents are expected to participate and contribute equally to team fundraising and costs. Teams may however elect to go with an individual fund raising option. In this case the team managers will have to track what players contribute to what fund raisers and will have to track those raised funds on a per player basis.

7.17.1 Provincial Teams (C & D, Midget A and B) are strongly encouraged to take a team approach to fundraising, however parents choosing to pay for their child's portion of the teams budget and forego fundraising activities will be permitted to do so.

- 7.18. The MPMHA Board of Directors has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of the request.
- 7.19. All player Registration and All Star/Development Fees must be paid in full prior to submitting a request to fundraise to the Executive Board.