



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 coaching staff 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 behavior, 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 the latter group, 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 2008

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Section 1. ALL-STAR DIRECTORS RESPONSIBILITIES

- 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. At the discretion of the All-Star Director, this committee may also deal with on-going all-star issues that may develop throughout the year.
 - 1.2 Meet on a regular basis with the All-Star Coaches and handle All-Star matters in conjunction with the Technical Director.
 - 1.3 Aid with the preparation of bids and act as a coordinator for All-Star Tournaments for the MPMHA
 - 1.4 Ensure that a booklet/pamphlet is prepared and made available to give each player and parent/guardian, noting the rules and regulations of All-Star plus the commitment required by a player to the All-Star program. The All-Star director should ensure this is distributed at the time a player signs up for All-Star try-outs.
 - 1.5 Oversee matters relating to the registration requirements for Hockey Canada and Hockey Newfoundland and Labrador.
 - 1.6 Handle all discipline matters for the MPMHA as per the HNL guidelines.
 - 1.7 Provide a try-out and attendance list of all players who try-out for All-Star to the MPMHA office.
 - 1.8 Plan and implement an orientation session with coaches, assistant coaches and managers prior to the hockey season. This would be an ongoing process that will be reviewed monthly during the year. 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 At try-outs, ensure that number identifies players and this will be controlled through selection practice jerseys. Players will be required to pay a try-out fee, which will include a practice jersey.

- 1.10 Ensure that all players in the final group, will be notified by a letter. If requested, players should be given feedback on their strengths and areas that need improvement.
- 1:11 Follow-up with coaches at the middle of the year and year-end to ensure that all reports are delivered to the Association, in particular reports on the year's activities and player evaluations. Special report forms will be developed for this purpose, the standard form is on Hockey Canada website. If the coach fails to provide the information, the All-Star Committee should handle this and it should be placed on the coach's record for the coaching selection committee information. Any information or correspondence concerning coaches, managers or players are to be filed with the MPMHA.
- 1.12 Should ensure that the Technical Director provides a pamphlet to all head coaches of All-Star teams (atom to midget, including female) discussing the specific skills players should master before they graduate from each specific level. A copy of this program should be kept on file at the MPMHA office. The All-Star Director should ensure that the Technical Director evaluates these skills and give the necessary assistance to a coach when required.
- 1.13 Other related duties.

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

- 2.1 The All-Star 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

Responsibilities:

- 2.2 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 and the perception of fairness is the key to the selection process. The Technical Director and All-Star Committee, working with the coaches, will as best it can, help ensure that this occurs.
 - b) Liaison with all interested parties in the All-Star program at the request of the All-Star Director.

Section 3: APPLICATIONS AND SELECTION OF ALL-STAR COACHES

Application

- 3.1 Prospective coaches must submit a résumé including previous coaching experience, and NCCP levels attained. References on request only.
- 3.2 Prospective coaches must submit their coaching application on or before the deadline specified by MPMHA.
- 3.3 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.
- 3.4 All prospective head coaches will be required to undergo an interview process with the Selection Committee comprised of members from the MPMHA Board of Directors.
- 3.5 All prospective assistant coaches, managers and trainers must submit an application to MPMHA.

Selection

- 3.6 All-Star coaches will be selected based on the following criteria:
 - a) Hockey and coaching knowledge
 - b) Leadership ability
 - c) Good communication skills and the ability to relate to the players
 - d) Coaching philosophy and attitude
 - e) Previous coaching experience
 - f) An understanding of adolescent developmental issues
- 3.7 MPMHA may recommend co-coaches or any individual to a coaching staff. One of the coaching staff must have a trainer's certificate or be willing to obtain one at the earliest opportunity. The letter of offer to coaches will contain appropriate information (i.e. any regulations, etc.) The MPMHA Board of Directors must approve each coaching staff position before it is announced after the team is selected.
- 3.8 Members of the MPMHA Board of Directors may coach, assist or manage teams in exceptional circumstances only.
- 3.9 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.
- 3.10 MPMHA believes there should be recruitment of young coaches from the older divisions of the MPMHA and MP junior hockey system. The establishment of an apprenticeship program and a mentoring program offered to midget and junior players should aid this.

Section 4: COACHING RESPONSIBILITIES

- 4.1 Coaches are to lead by example and teach fairness, good sportsmanship and the development of a team concept.
- 4.2 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.
- 4.3 Regular meetings will be scheduled with the All-Star Committee and attendance is mandatory. The coach and/or assistant coach must attend.

- 4.4 Under no circumstances will coaches give or permit players to consume or have in their possession illegal substances.
- 4.5 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. We must always set a good example for our players to follow.
- 4.6 Coaches should be on the ice for all practices and attend all games or find a qualified replacement.
- 4.7 All coaches or designates should be in the dressing room one half-hour before a game or practice.

Section 5: HEAD COACH'S RESPONSIBILITIES

- 5.1 Responsible for ensuring that at least one member of their staff is present in the dressing room until the last player leaves.
- 5.2 Ensure all players proceed directly to the dressing room at the conclusion of a game or ceremonies.
- 5.3 Precede players (on ice) ensuring gates, including zamboni gates, are closed before players enter the ice surface.
- 5.4 Responsible for notifying players of practices and games.
- 5.5 Responsible for ensuring that the team is ready to start all games on time and that all game sheets are filled out and signed.
- 5.6 Ensure that the coaching staffs use the same dressing room as players. Male coaches must use discretion when coaching females.
- 5.7 Advise players that jerseys supplied by MPMHA are not to be used for practices or personal use.
- 5.8 Conduct a player evaluation in the middle of the year and at the end of the year. To discuss with the players individually after being completed. This will be retained by the MPMHA.

- 5.9 Be responsible for the conduct and behavior of the coaching staff. This pertains to their awareness of and executing of their responsibilities as specified in this manual.
- 5.10 Ensure all players and coaches wear the proper game attire and required protective equipment in both games and practices. Failure to do so will result in disciplinary action by MPMHA.
- 5.11 Be responsible for notifying the MPMHA Board of Directors or designate of any players who have not met their financial responsibilities and discipline these players under the direction of MPMHA.
- 5.12 Keep a list of all players and evaluations of players who tried out for his/her team. This should be stored at the Minor Hockey office until the end of the season for the following season. Coaches who do not live up to their responsibilities are subject to disciplinary action by the MPMHA.

Section 6: MANAGER'S RESPONSIBILITIES – REGULAR SEASON

- 6.1 Coordinate all team fundraising within the MPMHA guidelines attached.
- 6.2 Distribute and collect uniforms.
- 6.3 Collection of All-Star fees.
- 6.4 Provide monthly financial reports to parents and Tri-Com Director. A year-end report is mandatory, the timing of which will be set down by the Treasurer of the MPMHA.
- 6.5 Ensure that all registration sheets are signed and returned to the MPMHA secretary.
- 6.6 Fill out and sign line-up sheets.
- 6.7 For authorized fundraising and in conjunction with the MPMHA Treasurer, obtain any required lottery licenses.

- 6.8 Obtain permission from the All-Star Director for any games scheduled outside the MPMHA schedule.
- 6.9 Ensure that the sponsor's crests are visible on player's uniform.
- 6.10 Ensure that the dressing room facilities are adequate for the team.
Other dressing room responsibilities include:
 1. Ensure that the room is locked when unoccupied before and after games and practices.
 2. Ensure that the room is left tidy and undamaged.
 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.
- 6.11 Assist in preparation of the team budget and to present that budget to the MPMHA designated Director within assigned deadlines. Failure to do so would result in non-approval of fundraising projects and disciplinary action.
- 6.12 Prepare an "Interim" and "Final" budget for all trips that involve fundraising. These reports will be presented to the parents as well as the MPMHA and will include any revenues and expenses including all fund-raising monies.
- 6.13 Complete the "Travel Report" and "Trip Expense Report" and present to the Treasurer within two weeks of returning from a trip.
- 6.14 Ensure that parent liaison committees are put in place in a timely fashion, to foster parents/coaching staff communications. (See Section 8.13)
- 6.15 Ensure that all photography is synchronized by the MPMHA in terms of time, size, etc., pictures must be suitable for 8.5 x 10 frames. All coaches must be made aware of this requirement. Photographs must be taken by the individual or companies approved by the MPMHA Board of Directors or its approved designate. Team Manager will be responsible to schedule, collect and pay photographer directly.
- 6.16 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.

Section 8: TEAM GUIDELINES

Team Practices

- 8.1 Ice time should be utilized fully with drills and exercises that are innovative and will keep an optimum number of players active at all times. MPMHA feels strongly that practices are an integral part of team concept.
- 8.2 Only team members or call-ups should attend practices.

Playing Time

- 8.3 Players must be treated as fairly as possible in terms of ice time. This will be monitored during the season and any blatant infractions will be addressed with the coach. During regular season Tri-Com games, coaches will generally roll three lines as evenly as possible. The Coach in his/her discretions will have the ability to alter line-up changes in crucial game situations. 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.

Annual Christmas Tournament

- 8.4 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

- 8.5 Coaches will provide parents with a list of team and any applicable MPMHA rules.
- 8.6 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.

- 8.7 Team members are required to attend practices and games. Any blatant abuse of this will result in disciplinary action by the coach or MPMHA.
- 8.8 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 express, written permission of the MPMHA will be subject to disciplinary action.
- 8.9 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 selection the next year. Travel vacations are not considered an extraordinary circumstance.
- 8.10 Any player who leaves the player's bench without permission from the coaching staff is suspended immediately pending a disciplinary hearing. Coaches must inform the All-Star Director promptly of such incidents.

Selection of Captains and Assistant Captains

- 8.11 Coaches shall select the Captain and Assistant Captains through a combined process of player input and coach's discretion. Player input shall be in the form of a secret ballot. Prior to voting, the coaches will inform the players of the expected role for the Captain and the Assistants.

A member of the Board of Directors or designate will oversee voting. Voting results are not intended to be conclusive, but rather to identify potential candidates for the final selection, by the coaching staff. The coach must disclose his rationale to the independent party for the final selections.

Communication

- 8.12 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.
- 8.13 Parents are to appoint up to a maximum of three people from their parent group to act as a liaison committee between the parents, coaching staff and All-Star Director. The committee shall be selected at arms length from the coaching staff. The duties of this committee would be to help with fundraising and any other matters that may come up from time to time. This committee would also help in the obtaining and compiling of stats using a pre-approved fill-in sheet. This information would help in the assessment of the team or individual players, by the coach or All- Star Director.

Coaching Decisions

- 8.14 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

- 8.15 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 could result in some form of discipline.
- 8.16 Any Player that can not 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 SELECTIONS OF PLAYERS FOR ALL-STAR TEAMS

9.1 Players will be selected based on the following criteria.

- A) 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.
- B) Players are to be selected on ability and attitude. The All-Star Selection Committee will ensure that selections are fair and result in the best teams available.
- C) 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 CHA Player Evaluation and Selection Form. This form must be completed, scored and totalled in order to validate the selection process.
- D) For any phase of the selection process, the coach must submit a list to the All-Star Director for approval prior to the notification of players.
- E) An evaluation form of all try-out players is to be submitted to the All-Star Director by the coaches.

9.2 Goaltenders will be selected based on the following criteria.

- A) The All-Star Selection Committee shall evaluate goaltenders based on the CHA Goaltenders Evaluation Form. This form must be scored and totalled for validity. A Goaltender Evaluator will be hired to assist in the process.
- B) Before final approval, goaltenders will have 1 extra on-ice session. This session will involve shooters with pre-set goaltender drills.
- C) Goaltender selection cannot be finalized without the All-Star Selection Committee's final approval.

- 9.3 Prospective players must pay a fee as specified by the MPMHA before trying out. Players will not be dropped or chosen until the five hours of evaluation is complete. For Atom and Pee Wee Divisions, there will be 3 on ice skills and drills sessions and 2 scrimmages. For Bantam there will be 2 on ice skills and drills sessions and 3 scrimmages. In Midget, there will be 1 on ice skills and drills sessions and 4 scrimmages.
- 9.4 Players are to be instructed not to open letters inside the arena.
- 9.5 After completion of the selection process, Parents who would like an explanation of the selection process, as it relates to their child, must request in writing within 24 hours.

Section 10: SELECTION OF ALL- STAR TEAMS

- 10.1 Final team selections will be done by the Technical Director, The All Star Director and the Head Coach, the Head Coach will need to have two of three votes to place a player on an All Star Team Players shall indicate the position they are trying out for. The Selection Committee has the right to pick skaters based on their ability and not their position (except goalies). Team decisions are to be determined by the head coach regardless of the position applied for. If the player and parent/guardian do not agree to this change on the Major team, the player can move from the Major team to the Developmental Team. If the player and parent/guardian do not agree to this change on the Development team, the player can move to house but forfeits his/her privilege to try-out for All-Star the following year and any "C" team that may be in place for the current year.
- 10.2 The decision as to which players will be invited to the final selection is the combined responsibility of the Major and Developmental coaches, the Technical Director and All-Star Director.
- 10.3 All-Star team selection cannot be finalized without the All-Star Selection Committee's final approval.

- 10.4 Each division will have a Major (A) All-Star team, Developmental (B) All-Star team and a “C” team if circumstances warrant. In order to be eligible for an “A”, “B” or “C” team, players must participate in the All-Star try-outs at the beginning of the season. Team selection for the “A”, “B” teams will occur at the beginning of the season with the “C” teams being formed (if numbers warrant). The Minimum number of players trying out at the beginning of the season that will be needed for a “C” Team to be formed in January is forty-one (41) skaters and five (5) goalies. Extraordinary circumstances may be taken into consideration.
- 10.5 The All-Star Committee will specify the cut off date for the team selection. After five hours of All Star Tryouts, the All Star Selection Committee will reduce the quantity of players to thirty-five players and five goalies. This would allow for twenty players and 3 goalies to remain with the Major team; the five players and one goalie dropped from the Major team will be automatically placed on the Minor team. The last five players and one goalie to be dropped from the Minor team will be placed back into house league with these players becoming the call ups for the Minor team throughout the season. The Committee will continue to evaluate these players until the final placement of players to the Major and Minor teams occur.
- 10.6 The Major and Developmental teams combined must carry a minimum of six first year players and one of these players must be a goalie.
- 10.7 Under extraordinary circumstances a team may carry more than 15 skaters at the discretion on MPMHA Board. The decision on whether or not a player will be allowed to try-out for All Star if there are reasons beyond their control that does not permit them to attend the scheduled try-outs will be reviewed on a case by case basis by the MPMHA board.
- 10.8 Where there is a request from another Association for a goaltender for an All-Star team, all goaltenders within that division cut by 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 are available who tried out for an All-Star team, the opportunity must be provided to all goaltenders subject to availability.

Section 11: MOVEMENT OF PLAYERS ON ALL-STAR TEAMS

- 11.1 All teams, when possible, shall have a full complement of players for games and practices. Coaches are expected to bring up players as required under the call up procedures.
- 11.2 The players selected for the Major team can come from the Developmental Team. The players from the Developmental team must come from the house league. A player will not be eligible to play with the Major or Developmental teams if they have not attended All-Star try-outs, notwithstanding any extraordinary circumstances, which will be handled by the All-Star Director Committee.
- 11.3 The normal call up procedure will be as follows:

The “B” team will be the feeder team for the “A” team. The “C” team (if in place) will be the feeder for the “B” team. House league will be the feeder system for the “C” team with approval for the All-Star Director and House League Director.
- 11.4 All players called up must meet the requirements.
- 11.5 Any player under suspension or dropped by an All-Star team for disciplinary reasons will not be allowed to be called up unless the circumstances have been resolved.
- 11.6 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 the house league and will not be available for call up.
- 11.7 Sometimes it may be deemed necessary for a player to be dropped from an All-Star team or dropped from the Major to the Developmental team 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 parents/guardian should meet with the All-Star Committee and agree to such a move. Normal call-up procedures will follow such action.
- 11.8 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.
- 11.9 The number of players on any All-Star team should remain 15 skaters and 2 goalies, notwithstanding extraordinary circumstances.
- 11.10 The MPMHA recognizes two types of replacement players.

A) **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. Under extraordinary circumstances (e.g. an out of town tournament, etc.), this player may be required for several games. 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. The procedure for call-up to the Major team is that both Coaches' will agree upon the call up selection. The procedure for call-up from house league is as follows; the Developmental coach will ask the house league coordinator in consultation with the house league coach to ensure that there is no conflict with house league games. "B" players cannot be used on the "A" team for more than 1 game unless the "A" team is involved in a tournament or the "B" player is considered a full-time replacement. This is also true of movement from the "C" team to the "B" team. Movement from house league to the "B" team or the "C" team will be dealt with on a case-by-case basis.

B) **A full time replacement player** is a player called up to the "A" team from the "B" team or from the "C" team 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. Such a request should be given to the House League Director.

NOTE: If a goaltender is called up for a game, the coach MUST use him/her for at least 1 period.

11.11 In the case of a conflict between All-Star and House League games, the house league game will take precedence.

11.12 Any All-Star player who refuses Permanent assignment to the Major team from the Developmental team and/or to the Developmental team from the “C” team, notwithstanding extraordinary circumstances, will be subject to disciplinary action from the MPMHA, which will include the ineligibility to play All-Star up to a maximum of one season.

Section 12: MOVEMENT OF PLAYERS TO HIGHER DIVISIONS

The MPMHA generally does not support the movement of players from their own age group to a higher All-Star level; however there may be special circumstances that would warrant consideration. The final decision would be made by the MPMHA Board of Directors upon receipt of a written request from the parent or guardian.

Section 13: EXHIBITION GAMES

13.1 All exhibition games must have the approval of the MPMHA Board of Directors through the All-Star Director.

13.2 All games played will be with leagues/teams associated with the HNL only.

13.3 Any serious rule infractions must be reported to the MPMHA executive.

13.4 The game must not interfere with the MPMHA schedule.

13.5 For exhibition games played within our association, referees must be given sufficient notice of the games and/or cancellations.

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

Section 14: BLADES UNIFORMS

- 14.1 Only official Blades uniforms, approved by the MPMHA Board of Directors, must be worn. This also includes matching socks.
- 14.2 Blades uniforms are not to be worn in practices or for personal use.
- 14.3 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 not be permitted to register with the MPMHA while there are still monies outstanding.
- 14.4 All-Star fees must be paid not later than November 30. If players are dropped from the team, the fee will be refunded upon approval of the MPMHA executive. **(This will be prorated based on the time left in the season.)**
- 14.5 All uniforms and equipment issued to player's remains the property of the MPMHA. 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.
- 14.6 **Home uniform** to consist of red helmet, red pants, and Blue jersey with Blue, White and Red socks.
- 14.7 **Away uniform** to consist of red helmet, red pants and White jersey with White, Blue and Red socks.
- 14.8 Failure to adhere to wearing proper uniforms, as identified above, shall result in disciplinary action.

Section 15: BILLETING

MPMHA parents are not required to billet players in any tournament unless they are required to do so per HNL regulations.

Section 16: SAVING CLAUSE

Notwithstanding any of the forgoing policies, procedures and guidelines, the Board of Directors reserves the right to act in contravention to any of these policies, procedures and guidelines, should the circumstances of a specific situation warrant.

Appendix

Team Expenditure Guidelines

All funds raised by teams are undertaken in the name of MPMHA. MPMHA has a responsibility to our members, athletes, coaches and the community to ensure that fund raised moneys are spent in a manner that is consistent with the purpose for which they were raised. The various teams associated with MPMHA raise over \$100,000 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 be spent for team members only.

Per Diems

2) Per diems may be issued to teams traveling to tournaments where overnight travel is required under the following structure:

Overnight

a) Coaches per diem –

Total \$ 40.00 / day

Overnight

b) Players per diem -

\$ 20.00 / day

c) There is no partial per diem available for day trips

Accommodations

3) Over night accommodations expenses may only be reimbursed for travel outside the Avalon Peninsula or with the **PRIOR APPROVAL** of the Tri-Com Director. Maximum allowance for hotel expenditure at the 50% rate is \$60.00 / night. Where possible, two quotes for accommodations are required. **Accommodations will be reimbursed at the rate of 50% per room.**

Coaches without kids and of the same sex MUST share hotel rooms however extenuating circumstances will be taken into consideration by the Tri-com Director on a case by case basis. These hotel rooms may be reimbursed at 100% to a maximum \$120 per night and reimbursement of gas expenditures for overnight trips, for coaches without kids on the team (car pooling is recommended) will be made upon submission of approved supporting documentation from the team manager.

If desired, billeting may be found for traveling teams.

Transportation

- 4) 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, however if parents want to travel on the bus they will have to pay their proportionate share of the bus rental cost. Consumption of alcohol by any passenger is strictly prohibited.

Team Activity

- 5) Fundraising for out of town travel is limited to 1 trip per year excluding the All NF's. In addition fundraising is not permitted for extra-curricular activities when teams travel to attend tournaments.
- 6) One team meal may be approved per overnight trip per season. Maximum expenditure per meal is:

\$300.00 Novice Select and Atom
\$400.00 Peewee and Bantam
\$500.00 Midget and Senior Female

Fund-Raising

- 7) Purchase of team equipment from team fundraised money will be limited to \$50 per player per year and this amount is limited to uniform socks, name bars and practice jerseys.
- 8) A maximum of one team party per year may be approved for reimbursement. Maximum expenditure for a party is:

\$300.00 – Atom
\$400.00 – Peewee/Bantam
\$500.00 – Midget/Senior Female
- 9) The cost of team and individual pictures are the parent's responsibility
- 10) Ice/Gym Rental – Teams can budget for gym rental for dry land training and/or extra ice time outside of their normal MPMHA hours up to a maximum of \$500 per season.
- 11) Booster Tickets – Players in Atom All-Star are required to sell 8 tickets and for all other division's players are required to sell 15 tickets. The minimum number of tickets per family with 2 or more players in All-Star is 20 tickets. Tickets are \$40 with \$19 per ticket going to the player and \$21 going towards the prizes and administrative costs.

- 12) All fundraising activities must be approved in advance by MPMHA. All funds received from fundraising must be under the control of the team manager and must be deposited intact in a MPMHA bank account.
- 13) 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.
- 14) Managers are not permitted to use fundraised money to pay cash for team expenses.
- 15) All team expenses are to be paid by cheque by MPMHA. Requests for cheques should be submitted to the Tri-com Director at least five days in advance of the required payment.

Budgeting

- 16) Team budgets must be submitted to the Tri-Com Director by no later than November 12th on the prescribed MPMHA budget forms.
- 17) Eligible expenditures will be considered only if they are included on an approved team budget.
- 18) Budget amendments must be submitted to the Tri-Com Director in a timely manner before approval will be granted for expenditures not itemized in the budget.
- 19) Requests for advances from MPMHA for expenses related to fund-raising activities would only be considered after team budgets have been approved.
- 20) Teams are not to charge purchases to MPMHA accounts.
- 21) For expenditures to be considered eligible under these guidelines, it must be reasonable under the circumstances, and consistent with the purpose for which the funds were raised.
- 22) Teams must submit monthly financial and activity summaries to MPMHA and complete monthly reconciliations of MPMHA statements to team records. No team expenditures will be reimbursed by MPMHA unless monthly reconciliations are prepared and financial and activity summaries are received by the Tri-com Director
- 23) Any surplus remaining in team account at the end of a fiscal year will become the property of MPMHA.

The amounts above are maximum amounts

(Revised September 2008)