



MISSION MINOR
HOCKEY ASSOCIATION

POLICY AND
INFORMATION
HANDBOOK

Update – September 16, 2015

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Mission Minor Hockey Association Policy Manual

Please read this manual and remember it is a guide, written and assembled by non-professionals. It is intended to represent the outline of what the Directors feel is best for our children and the program we have built to serve these children.

Try to understand the intent of these policies and rules and use common sense when interpreting this document. Most questions you may have can be answered by your Division Coordinator or Division Director. The final interpretation however, rests in the hands of the Directors. Please refer to our website for the latest updates.

Mission Statement

The Mission Minor Hockey Association is committed to assisting and promoting the sport of hockey.

The Mission Minor Hockey Association objective is to work together to improve and enjoy a common passion: hockey. This is to be accomplished with effort, pride and commitment in spirit and deed, from the players, coaches, families and Executive Council of the Mission Minor Hockey Association.

Goals & Objectives

1. Player Development:

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.

2. Coaching Development:

Provide a hockey program that promoted the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structured program.

3. Referee Development:

Provide clinics for those who wish to become referees, Ensure that they, as children in a learning process, can develop these skills and desire to continue as referees without undue criticism from coaches, parents and players.

4. Parents & Guardians:

Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.

5. Mission Minor Hockey Association:

Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches and parents into a proud, ethical and cohesive unit.

MMHA CALENDAR

REGISTRATION (returning players)	TBA – see MMHA website	
REGISTRATION (new registration) – in person	TBA – see MMHA website	
Deadline for Rep Team Coaching Applications	May 15 th	
Full Refund Deadline	July 31 st	
Full Refund Deadline less insurance costs and Rep Tryout Fee if applicable	August 31 st	
Rep Try outs begin	Last Week of August	
C Division evaluations begin	Weekend after Labour Day	
Team declaration date – (Associations must disclose to PCAHA the number of teams in each Division) – this does not include team rosters.	September 15 th	
C Division balancing games begin	3rd week of Sept **see MMHA website for exact dates	
Tyke-Novice Division evaluations begin	3rd week of Sept **see MMHA website for exact dates	
“Preliminary” Rosters for all teams (rosters frozen until after carding day)	Last Saturday in September	
FVE – C Division grouping games begin	Last week of Sept **see MMHA website for exact dates	
FVE – Coaches & Managers meeting	TBA - see MMHA website and watch to emails from League managers/directors	
C Division Rosters Due	First Saturday in October	
MMHA Rep Team Carding Day	First Saturday in October	
Rep Placement games begin	Usually 2nd week in October - see PCAHA calendar	
Last Day to Register	October 1 st	
Grouping Games begin	Early October	
FVE – C Division League Games begin	Late October	
Picture Day	See mmha.ca website	
Last day for Junior players to quit & return to MMHA	November 1 st	
Rep League Play begins (approximate start)	Mid-November	
Affiliate Players Due by Noon		
	Midget A1	November 1
	Midget A2	November 4
	Bantam A1	November 8
	Bantam A2	November 11
	Pee Wee A1	November 13
Midget “C” Scholarship Tournament	TBA - see MMHA website	
Christmas Break begins	In the 3rd week of Dec - see MMHA website or PCAHA calendar	
Second half of regular season begins	First week of Jan - see MMHA website or PCAHA calendar	

PCAHA Midget Scholarship Tournament	TBA - see MMHA website or PCAHA website
Last day to Card Releases	February 10 th
Playoffs for Rep & C Divisions begin	TBA - see MMHA website or PCAHA calendar
Last Day of Season	March as per PCAHA calendar
School Spring Break	
Coaches Appreciation Night	TBA - see MMHA website or watch for emails from VP's
Mission Minor Hockey AGM	TBA - see MMHA website (usually first week in May)
Tournaments	See MMHA website

STRUCTURE

1. Mission Minor Hockey Association (MMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act. MMHA are responsible for all Minor Hockey activities within the boundaries established by British Columbia Amateur Hockey Association (BCAHA). MMHA is responsible to and receives its mandate from the Pacific Coast Amateur Hockey Association (PCAHA), which in turn receives its authority from Hockey Canada through BCAHA.
2. All players will be placed on teams by an evaluation committee at playing levels according to the player's age, skill and experience. Every effort will be made to ensure this is achieved as fairly as possible with NO SPECIAL CONSIDERATIONS MADE FOR ANY PLAYER FOR ANY REASON.
3. Age "Divisions" within Minor Hockey are set by Hockey Canada as follows (age is set at the player's age as of midnight Dec 31):

Hockey 1 (Tyke)	5 and younger
Hockey 2 (Tyke)	6 and younger
Hockey 3 (Novice)	7 and younger
Hockey 4 (Novice)	8 and younger
Atom	10 and younger
Peewee	12 and younger
Bantam	14 and younger
Midget	17 and younger

4. All teams in MMHA may participate at one of the following three playing levels:
 - a) Representative Teams (Rep Teams)

- Players will play in a league formed by PCAHA. These teams may also compete for the PCAHA Zone and Provincial Championships at the end of each season. Atom Rep teams will play in a league formed by PCAHA in concert with other Associations.
- b) “C” Recreational Teams
 - For players not electing to play on, or selected to play for, a Rep Team will play in the Recreational League formed by PCAHA and MMHA.
- c) Hockey 1 & 2 (Tyke), Hockey 3 & 4 (Novice)
 - Teams for all players aged 8 and younger.

MMHA OFFICE

Mailing Address: PO Box 3154 Mission BC V2V 4J4
Address: 7650 Grand Street Mission BC
Email: mmhassoc@telus.net
Fax #: 604-820-6698
Phone #: 604-820-6648
Office Hours: By appointment only

REGISTRATION

1. Registration Fees to be set by the MMHA Executive annually. Cheques to be made payable to “MMHA”
2. How is hockey funded by MMHA
 - a) Gaming Grants: Revenues from Bingo and BC Gaming grants significantly subsidize all players at MMHA. This includes revenue generated from MMHA participation in Abbotsford Heat 50-50 draws and other Fund raising initiatives
 - b) Sponsorship from community businesses
 - c) Registration Fees
 - d) Tournaments
3. Where do my registration fees go?
 - a) Hockey Canada player and volunteer insurance and membership fee
 - b) Membership fee with BCAHA and PCAHA

- c) Coach's clinics, referee clinics, trainers clinics, police criminal record checks
 - d) Administration costs associated with registration
 - e) Management costs (lawyers fees, insurance, office equipment)
 - f) Equipment: Jerseys, Goalie Equipment, Socks, Pucks and First-Aid Kits
 - g) Referee Payments
 - h) Ice
4. How are fees established?
- a) Fees are established at MMHA by the Executive taking into account all of the above noted expenses and ice allotted per Division.
 - b) Fees are based on combined expected revenues from Gaming, Sponsorship and Program Fees.
5. General registration information
- a) No player may participate in Association activities unless he/she is properly registered and a member in good standing. A player is registered when a completed registration form has been filed with the Registrar of the Association and registration fees have been paid in full.
 - b) Incomplete Registration forms will be returned to the member for completion.
 - c) Registration will be rescinded if fees are not paid in full by Rep Tryouts or September 1st, whichever occurs earlier, for the upcoming season.
 - d) Registration payment can be made by one postdated cheque for August 15th or 3 postdated cheques dated June 15th, July 15th and August 15th.
 - e) A Fundraising fee of \$50 is also required and 1 per family is required
 - f) Any player failing to return appropriate forms and fees before the deadline shall be deemed as not returning and will not have a place reserved for them.
 - g) Each player must be properly registered and insured through the Association with Hockey Canada, BCAHA and PCAHA.
 - h) The number of Association teams in each division will be confirmed on Aug. 1st or as close to this date as possible.
 - i) The Minor Hockey Office is not staffed and therefore accessible by appointment only.
6. Return registration
- a) Registration information for returning players will be distributed through the team managers prior to the end of the current season and must be signed for as received by a parent or guardian. Completed registration forms and payment in full or approved options must be received by midnight, April 30th in order to receive priority as a returning player.

- b) Late registrations for returning players received after midnight on April 30th will be assessed a \$50 administration fee. Returning players who register after midnight June 30th will no longer hold the status of a “returning player” and will be added to the list of “new member registrations” in the order they are received.
- c) The Association will accept payment for registration in the form of one post-dated cheque for August 15th or 3 postdated cheques for June 15th, July 15th and August 15th. Registration will be accepted in person during posted registration hours.
- d) A Fundraising fee of \$50 is also required and 1 per family is required
- e) Sibling registration will be accepted at the Minor Hockey Registration during the month of June (notice of this will be advertised in the local paper and on the MMHA website) and the following will be required:
 - i. Copy of player birth certificate; BC Care Card
 - ii. Registration form (located on <http://www.pcaha.bc.ca/forms/> page "PCAHA Player Registration Form")
 - iii. Registration fees paid in full at the time of registration or by one post-dated cheque; or if registering after September 1st, payment in full.
- f) Registration from the wait list will take place as spots become available. No names will be held past November 1st in any division. No names will be held for next season.
- g) Players registering in September will be placed in the “C” level for their division. If requested, the Registrar will notify the Rep Coaches for the player’s division of the new player to the Association.
- h) Players registering in September will be required to make payment in full at the time of registration.

7. New Member registration

- a) Registration for new players to the Association will be accepted during registration on the specified dates during the month of June.
- b) Notice of this registration will be advertised in the local paper, street signs setup around the Leisure Center and on the MMHA website.
- c) Required are the following:
 - i. Player’s Birth Certificate and BC Care Card.
 - ii. Proof of Residence (any two of: residential hydro, gas or cable bill dated within 30 days; bank or credit card statement dated within 30 days.) Phone bills of any type will not be accepted.
 - iii. Registration fees (paid in full at the time of registration either by one post-dated cheque dated August 15th, 3 postdated cheques dated June 15th, July 15th and August 15th or if registering after September 1st, payment in full.)
 - iv. A Fundraising fee of \$50 is also required and 1 per family is required

- v. Registration will not be accepted until the Association is provided with ALL of the above.
- vi. Transfer Papers and monies owing (if applicable)
- vii. Additional proof may be required at the discretion of the Association.

8. New Members transfer from other associations in BC and Canada

- a) Players who have played hockey for another Association are required to submit a PLAYER MOVEMENT FORM. This must be signed (releasing player) by previous Association's Registrar, President or Vice-President. There is also a transfer fee of \$15.
- b) All PLAYER MOVEMENTS must be approved by PCAHA before a player can go on ice.

9. Foreign player registration

- a) Applications for a Foreign player must be completed in full along with the requirements of PCAHA for entry into Canada and our Association. Applications must be submitted before June 1st. (Approval takes approximately 4 months to complete). The Foreign player is eligible to play on a C team within the association and not allowed to play rep or be a rep affiliate.

10. Late registration

- a) Registration during September will not be pro-rated. Registration after October 1st will be pro-rated by the month for each division from the month in which registration takes place. No further registration will be accepted after November 15th

11. Refund registration

- a) Members will be eligible for a full refund for the upcoming season if the request is made in writing to the Registrar before August 1st.
- b) A \$25 processing administration fee will be charged on all refunds
- c) Members will be eligible for a full refund, less insurance fee, for the upcoming season if the request is made in writing to the Registrar after August 1st and prior to the commencement of Rep tryouts.
- d) Members will be eligible for a partial refund for the upcoming season if the request is made in writing to the Registrar after Rep tryouts have commenced and up to **October 1st**, insurance is deducted plus the pro-rated monthly amount (based on PCAHA schedule). No refunds of registration after October 1st will be issued except for cases of injury or serious illness. Refunds will NOT be pro-rated to less than one month.
- e) The date that the request is made is the date from which the refunds will be adjusted. Times actually on the ice will NOT be considered.
- f) All requests for registration refunds must be in writing and either mailed to the Minor Hockey Office at PO Box 3154 Mission BC V2V 4J4 or emailed to the Registrar and President. Requests sent by mail will be received according to the post office date stamped on the envelope and will be the date from which the refund will be adjusted. Written requests for refunds placed under the Minor Hockey office door will be date stamped with the date of the week that they are picked up by the Registrar and this date will be the date from which the refund will be adjusted.
- g) NO refunds after October 1st [except due to injuries or serious illness]
- h) Refund cheques will be mailed.
- i) Refunds for players that transfer to another Association because of a family move will be considered on a case by case basis. To be eligible for such a refund, the family must send a letter to the MMHA Executive requesting the refund. Refunds will then be pro-rated (less insurance and administration fee) and forwarded to the new Association for payment towards the player's fees once MMHA has received confirmation from the new Association of the player's accepted registration. All arrangements for such a refund and transfer must be coordinated through the Registrar.

12. Registration refunds due to injury or serious illness

- a) Refunds due to injury or serious illness after **October 1st** that will not allow the player to continue playing hockey for the current season will be provided upon receipt by the Minor Hockey Office, of a letter from the doctor noting the date of the injury. Refunds will then be pro-rated (based on PCAHA schedule) less insurance from the date of injury.

- b) A player who is unable to return for the remainder of the season due to injury or serious illness will maintain their "returning player" status with respect to registration for the following season.
- c) If a player misses 50-75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then he/she is entitled to a 25% refund.
- d) If a player misses more than 75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then he/she is entitled to a 50% refund.
- e) A player is deemed to have returned from injury or serious illness as soon as they step on the ice regardless of whether it is for games or practices.
- f) For the purposes of this section the calendar season is commenced on the first day of Rep tryouts or in the case of the C Division, on the first day of evaluations
- g) For the purposes of this section the season is concluded following playoffs as stipulated in the PCAHA League Schedule.
- h) Refunds for players due to injury or serious illness will be considered on a case by case basis.

13. NSF Cheques

- a) Upon notification that a cheque has gone NSF, the member will have, two weeks if notice is written or one week if notice is verbal, to rectify the situation. Notice in writing will commence on the date noted on the letter.
- b) All NSF cheques must be made good by mailing or dropping off a certified cheque, bank draft, money order or cash to the MMHA office within two weeks of the date of the written notice or within one week of verbal notice from the Registrar or Treasurer.
- c) After this date, the Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified.
- d) The Registrar will inform the member once the player is again eligible to play.
- e) There is a \$25.00 NSF charge.
- f) Two or more NSF cheques will require the member to pay their registration in full either by cash, certified cheque or money order. The last date monies will be accepted is September 1st.
- g) Fees payable and outstanding at the end of the season will place the "member family" not in good standing and no registrations will be accepted for any member of the family until the monies owing are paid.
- h) Under special circumstances, at the discretion of the President, Treasurer and Registrar, alternate payment arrangements may be considered. In any case full registration fees must be received by September 1st.

14. Re-entry of junior and major midget players

- a) That up to and including November 1st in any given year, players will be allowed to return to the Association, whether they have been cut or decide not to continue with the Junior Team and attend tryouts for their age level rep team.
- b) After November 1st up to and including January 10th, the player that quits the Junior Team is ineligible to play either on a Rep team or "C" team for his Division but must move up to the next level Division "C" team (if space available).
- c) That after November 1st up to and including January 10th in any given year, players will only be allowed to return to our Association and play on their age level rep team if they have been cut from the Junior Team and there is a spot available for them. (Maximum 19 players rostered; including 2 goalies)
- d) Players are required to pay a \$50.00 hold fee at the time of registration (deadline - August 1st) to have a spot held for them. Refunds of the hold fee will only be made if requested before August 15th - after this time these fees will be used to insure the player. Only those Junior players who have paid a hold fee will have a spot reserved for them until January 10th.
- e) Players who have paid the \$50 hold fee must pay the pro-rated registration fee (7 months September - March) plus the pro-rated rep fee for the balance of the season before they are permitted on the ice. They are also required to pay the rep tryout fee before they are permitted on the ice.
- f) Players who have not paid the \$50 hold fee will not be guaranteed a spot with an MMHA team unless there is room on the roster. A player returning to Midget Rep who has not paid a hold fee will not cause another player to be moved to a C team. Players who have not paid the \$50 hold fee must pay the pro-rated registration fee (based on PCAHA schedule) plus the pro-rated rep fee for the balance of the season; plus the Rep Tryout fee before they are permitted on the ice.
- g) Players must contact Registrar PRIOR to going on ice and all registration fees must be paid in full.

15. Financial assistance

- a) Financial assistance for "basic registration fees" may be available through MMHA for families who are experiencing personal financial hardship. Members who are requesting financial aid to assist with the cost of basic registration fees must apply to the Treasurer or Registrar in writing prior to the commencement of each hockey season. Applications must include sufficient detail of your financial circumstances including household income, expenses and whether or not other avenues of assistance (ie: KidSport,

Pucks, etc.) were pursued prior to applying to MMHA for assistance. All personal information will be kept confidential.

- b) Families making application for financial assistance must first make application to KidSport, Jumpstart, Pucks or some other charitable community entity. Families may then apply for additional assistance from MMHA.

16. National Insurance program

- a) Insurance is purchased by the Association through BCAHA from Hockey Canada for our players and volunteers. This insurance offers coverage for liability and injuries in addition to the player's coverage under their parent's medical to a maximum limit set by the insurer.
- b) Any claims must be made within 90 days of the date of the accident. The appropriate injury form shall be completed by the Team Manager or HCSP and forwarded immediately to Hockey Canada. The Claim is then held open for a period of 3 years.
- c) All coaches, assistant coaches and HCSP people must be insured and must be at least 16 years of age.
- d) Minor injured players must be dressed in full gear to participate in any practices.
- e) Players with injuries that require them to be removed from play or that require medical attention, will not be permitted to participate on ice or in dry-land training until the player is deemed fit to play by a physician and shall require a note from the players treating physician be provided to the HCSP and the MMHA Risk Manager before the player is permitted to commence practicing and playing with the team again.
- f) Sibling helpers on the ice must be registered players with MMHA and must be in full gear unless rostered as an Assistant Coach (must be 16 years of age) for that particular team.
- g) Please note that the team is only covered for sanctioned Minor Hockey events. Parent / Player games are not sanctioned events.
- h) Sanctioned activities consist of team practices and games under the control of the Association or League, or such other activities as authorized by BC Hockey. Any extra activities organized by the team, whether they are extra ice times, dry land training, team travel to destinations outside of B.C. or other such team functions MUST be applied for through BC Hockey by submitting a Special Event Sanction Request Form. BC Hockey will process such requests and the team will be notified of the outcome through the Association. The Association will inform the team whether their application has been approved or denied.
- i) MMHA teams are not permitted to participate in a non-sanctioned event. The wearing of any MMHA equipment, including jerseys, is strictly prohibited

at such an event. Participation in a non-sanctioned event could result in penalties and suspensions to the team and team officials.

Members requiring additional insurance information may refer to the *BC Hockey Safety & Risk Manual* available on the BC Hockey website.

PROGRAM GUIDELINES

Hockey 1 & 2 (Tyke) / Hockey 3 & 4 (Novice)

1. As the introductory stage to organized hockey, MMHA's Hockey 1-4 (Tyke & Novice) Program emphasizes the three following areas:
 - a) Fun - The child must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is MMHA's belief that the child will come into deeper appreciation for the sport of hockey.
 - b) Athletic and Skill Development - In a carefully structured and fun environment, MMHA will educate our beginners in the importance of athleticism and good sportsmanship. The emphasis at these levels will focus primarily on skating skills and development.
 - c) Positive Environment - Through a caring and personal approach, MMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of MMHA's ultimate goals, to foster good life skills.

2. Tyke and Novice in MMHA is divided into 4 levels of age/skill: Hockey 1, 2, 3 and 4. Approximate ages for each are:
 - a) Hockey 1 (Tyke) 5 and younger
 - b) Hockey 2 (Tyke) 6 and younger
 - c) Hockey 3 (Novice) 7 and younger
 - d) Hockey 4 (Novice) 8 and younger

Note: Players may be moved to a different level as numbers and skill will all be factored into a player placement. At no time will "lobbying to move up" be accepted. Should a parent or player disagree with their placement a formal request may be made in writing to the VP in charge of Hockey 1-4 to have their child re-evaluated or for an explanation of player placement.

RECREATIONAL “C” (HOUSE) LEVEL

1. Recreational, “C” Hockey is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, recreation and fellowship.
2. We will strive to provide an atmosphere that is enjoyable, where players are encouraged and appreciated for their participation, to assist in an individual’s physical development, create a positive social environment and allow an individual to participate freely in other sports and activities.
3. Players will be provided with equal ice time. This means that the next players due to go onto the ice, are the next players on the ice. Some discretion is permitted in circumstances where penalties require the juggling of lines or where there are discipline issues.
4. All discipline issues must be documented.
5. The establishment of Power Play or Penalty Kill Units is strictly prohibited. All players will be provided the opportunity to play on these units.
6. Where teams have two goalies, these goalies will alternate games played. This rotation may be determined by the coaching staff; however, goalies will play an equal amount. In the event that one goalie is absent for an extended period due to injury or other commitments alternating games will continue upon the absent goalie’s return. Missed games will not be made up.
7. The objectives are to promote a game to fit the needs of the participants that is to be open to all ages, Tyke through Midget.
8. Teams with two goalies. Goalies will not be allowed to play “out” in games when it is not their turn in goal. **Special request at registration is required for this and also that the goalie pays full registration instead of the discounted amount for goalies.*
9. All new “C” players must meet a minimum requirement of hockey and skating skills and must not be a “risk player” to himself or others as determined by a panel of three Executive board members. Alternative options such as moving the risk player to a lower division, suggesting attending development clinics or denying the player’s registration may be considered. A full refund will be given to those risk players whose registration is declined.
10. Affiliate rule for C teams will follow the PCAHA rule book in Section C under point 35, which can be found here <http://www.pcaha.bc.ca/rules/index.php>.

REPRESENTATIVE PROGRAM (Rep program)

1. This program is designed for players who have the desire and ability to play at a more competitive level.
2. Participants must be willing to invest a reasonable amount of time on and off ice.
3. This type of hockey begins at the Atom level (introduction to rep).
4. The objectives are of the Representative Program are:
 - a) to achieve a degree of excellence according to a player's interest and potential,
 - b) provide an opportunity for achievement in an enjoyable and self-fulfilling environment,
 - c) provide an opportunity to progress to a high level of competition
 - d) to stimulate development both from an individual and overall sport point of view.
5. There is an additional cost to the player of (rep fees) to play at this level.
6. **DRESS CODE (Rep Players and Coaches)**

The MMHA dress code policy has been implemented as a positive element in the overall development of the young hockey player. When a player changes into his/her "game clothes" the mental preparation for the day's game begins. The adherence to a dress code is a reflection of the player's respect and pride towards his Association, teammates and coaches. In any event, **ALL TEAM MEMBERS** will dress in the same fashion at each individual event. With this in mind the following dress code has been established:

- a) **Players:**
 - **Option 1:** dress pants, dress shirt, tie, dress shoes (no runners)
 - **Option 2:** matching team apparel.
 - No jeans or baseball hats in either instance. The entire team must adopt either Option 1 or Option 2. Option 2 must be approved by the Executive.
- b) **Team apparel must be the apparel approved by the MMHA Executive.**

This includes:

 - a. Track suits
 - b. Hoodies
 - c. Pant shells
 - d. Team hockey socks
 - e. Team jackets
- c) **The use of the MMHA Logo, "MMHA", or the name "Mission Minor Hockey Association" must be in accordance with the MMHA Logo & Merchandise policy.**

7. Notice for rep tryouts

- a) Rep Tryouts will take place on or before the September long weekend unless otherwise posted. Notification of ice times will be posted on the MMHA website. No other notice will be forthcoming.
- b) The Rep Tryout process will be posted at the arenas during the initial week of tryouts and will be available on the MMHA website.

8. Try outs and team selection

- a) The Executive board of MMHA will approve a tryout process prior to tryouts each year and post on the website and at the arena at the time of tryouts.
- b) Try out fees will be required for any player trying out. No player will be permitted on the ice without payment.
- c) Any player that is going to be away during tryouts and would like to reserve a tryout must either send a letter in writing, or email prior to tryouts to VP of the division that they're trying out in. Rep tryout fees will be paid when they get their tryout at a later date.

9. Affiliate player procedure

Players registered with the Mission Minor Hockey Association are assigned to teams at the discretion of the Mission Minor Hockey Association for the overall benefit of the Association. The purpose of Affiliated Players is to benefit the needs of the Association by permitting all players and teams to compete at the highest possible level. Also allowing the players to play at that higher level so allowing them to push themselves as players.

10. Affiliate player selection

- a) Affiliate players selection shall correspond to the time line in the MMHA Calendar
- b) A team may select up to 19 (PCAHA rule) players as affiliates, at least one of which must be a goalie, in accordance with PCAHA rules
- c) Prior to affiliating a player, the following steps shall be taken:
 - Ask the player's coach of the intent to affiliate the player and work with this coach on the list.
 - Contact the player (parents first for players in Bantam and below) and request permission to affiliate them to your team;
 - Explain that as an affiliated player that they can play with the affiliating team from time to time, and will be expected to accommodate the affiliating team to the best of their ability particularly in emergency situations. Their first commitment is to their regular team. Affiliating to a team does not prevent a player from being carded to a higher team;

- d) If a player agrees to become an affiliate player, they can be added to the affiliating team's affiliate player list. Once a team has selected their affiliate players, they are to submit the list of names to the registrar as per the deadlines. Failure to do so could result in the player being affiliated by another team;
- e) Teams are encouraged to select players from more than one team where possible.

11. Use of affiliate players

- a) An affiliate player's first commitment is to their regular team.
 - i. If their regular team has a game, they cannot play for the affiliate team
 - ii. In the event that the affiliate player has a practice with their regular team, permission from the regular team may be granted by the regular team for the player to play with the affiliating team
- b) Use of an affiliate player is not limited up to January 10th in any season having regard for the following:
 - i. The commitments that the affiliate player has to their regular team (as above)
 - ii. The affiliate player's well-being (over use)
 - iii. The other players on the team that could benefit from extra ice time
- c) A player may only be affiliated to one team and is restricted to playing or practicing with their regular team or their affiliating team. Special circumstances may permit an affiliated player to practice with a different team but shall be approved by the Division Director in advance
- d) Affiliate players will be eligible and encouraged to practice and develop with the rep team. An effort should be made by the rep head coach to get affiliates out to each practice for this development to take place.

SPECIAL CIRCUMSTANCES

In the event that a team drops to 12 skaters, an agreement between both teams may be made for an affiliate player to be used and miss a practice with their regular team

- e) In the event that the affiliating team has less than 12 skaters, the affiliating team may use affiliate players in order to bring the affiliating team to 12 skaters, even if this requires the player to miss a practice with their regular team. Additional affiliate players may be used to bring the team to full strength as permitted by this policy

- f) In the event that an affiliating team has one goalie, an agreement between both teams may be made to use an affiliate goalie and miss a practice with their regular team
- g) In the event that an affiliating team does not have a goalie, they shall be permitted to call up an affiliate goalie regardless of the status of the affiliate goalie's regular team. As much notice, as possible shall be provided to the affiliate goalie's regular team to permit them to make alternate arrangements if necessary;
- h) If a circumstance arises where the use of an affiliate goalie leaves a team without a goalie, that team shall use an affiliate goalie or a replacement per PCAHA rules
- i) Following January 10th an affiliate player may be used up to a maximum of 5 games while the affiliate player's regular team is still active in season, playoff or tournaments. If an affiliate player's regular team has concluded their play for the season, an affiliate player may join the affiliating team for games beyond the 5 game limit but MUST have permission from the MMHA Executive prior to the 6th game being played. If there is no permission that player may be without a team to play on.
- j) In any circumstance that the use of an affiliate player is, in the opinion of the Division Director(s) of the effected divisions, a benefit to the Association, the Director(s) may permit or direct the use of an affiliate player.

12. Call up procedure for affiliated players

- a) The head coach or delegate of an affiliate player shall be contacted via phone call to ask for permission prior to using the affiliated player. Any concerns or conflicts shall be addressed at this time and approval given for the player to be contacted or not.
- b) The affiliate player/parents may be called and invited to play.
- c) Advise the Division Director of the use of an affiliated player.
- d) Note the use of the affiliated player appropriately on the game sheet (AP beside their name) and in Atom it is different and will be marked as CP for casual player.
- e) Track the number of games that each affiliate player plays.
- f) An affiliate player not in conflict with his regular team's "same day" schedule (previously scheduled games or practices) shall be granted permission by the coach or division Director to play or practice with his/her affiliate team.

13. Right of the player

- a) A player may choose not to play, as an affiliate player, however, they should respect the commitment made when asked to be an affiliate. In the event a player refuses to play as an affiliate player, he/she may be subject to disciplinary action by the MMHA Executive.
- b) Any conflicts that cannot be resolved shall be referred to the Division Director(s) of the affected divisions for a final decision. Coaches are expected to work together for the benefit of the players and Association.
- c) Under no circumstance shall a player be penalized or disciplined for participating as an affiliate player.
- d) Any team official or player that violates or abuses any of these policies or interferes with the use of an affiliated player may be subject to disciplinary action by the MMHA Executive.

RELEASES

1. Releases will take place in accordance with the tryout process approved by MMHA.
2. All coaches for each division are required to be in attendance for their division tryouts. The Division Director must also be in attendance during their division tryouts.
3. Player assignment should be done with the utmost dispatch. At no time will “lobbying to have another look” directed towards a coach be accepted. Should a parent or player disagree with their placement or the manner in which any cuts are made, a formal request may be made in writing to the Executive Director in charge of the Division to have their child re-evaluated or for an explanation of player placement. The Executive Director will discuss any written concerns with the Coach or Coaches concerned and the Executive. Where necessary, with proper review, the decision of the full Executive will be binding on all parties.
4. All rosters must be submitted by September 30th. Rosters are frozen from this date for five days. Players are carded to their respective teams during this time. Player movement may be made from October 5th until the Friday after Thanksgiving, with the approval of the Division Director. Any player movement made during this time will result in a “burned” card. See PCAHA rules for number of cards assigned to each Division.
5. Target date to finalize team rosters will be in accordance with MMHA, PCAHA, BCAHA and CHA. Therefore the carding date for all Rep and Introduction to Rep (Atom to Midget) will take place in accordance with these entities. Only Atom players must attend carding with their original birth certificates, unless otherwise directed by PCAHA. Rep teams are not permitted to play in a carded tournament before this date unless the team has received the necessary sanctioning. No team will be permitted to card some players and not others.
6. Rep fees must be paid in full at the time of carding or the player may not play. **NO EXCEPTIONS!** Rep fees will NOT be pro-rated.

ATOM REP PROGRAM (Affiliate rule different then rep program)

The Atom rep program is a little bit different than the Peewee and above rep program. The main difference is the affiliate process. The term used is Casual Players and the ruling is as per the PCAHA rule book under Section C 'Casual Players'.

REFEREE PROGRAM

MMHA is committed to encouraging anyone that wishes to dedicate themselves to an officiating career. MMHA will strive to provide the most conscientious individuals to represent our Association. MMHA will assist individual referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the Referee-in-chief and from the refereeing membership. We will provide opportunities to develop their skills through practical training, on ice training sessions, as well as actual game situation training.

PLAYER DEVELOPMENT

1. HIGH PERFORMANCE HOCKEY PROGRAMS

- a) Eligibility: Members (players, refs, and coaches) selected to programs such as the BC Best Ever program.
- b) Amount: Maximum \$500 per high-performance program or a pro-rata amount of such funds available for disbursement.
- c) Application: Members requesting assistance shall do so not later than 30 days after final team selection. Applications will be addressed to the division directors for consideration.

2. BC HOCKEY CHAMPIONSHIP

- a) Eligibility: Teams participating in The BC Hockey Championship, Western and National tournaments.
- b) Sponsored Funding: Eligible teams travelling outside the Lower Mainland for the BC Hockey Championship or to Westerns within BC may apply for up to \$2500 in MMHA sponsorship.
- c) Application: Applications will be addressed to the Division Directors for consideration and must include a team financial report.

3. DEVELOPMENT

- a) Player clinic will be available to members (dates and times will be posted on MMHA website)
- b) Goalie clinic will be available to members (dates and times will be posted on MMHA website)
- c) BC Hockey speciality clinics will also be made available

GUIDELINES FOR TEAM RULES

1. Team rules must be created at the beginning of the season and communicated to the players and parents at the first opportunity. Ongoing evaluations of these rules are encouraged and any changes must be communicated to the team immediately.
2. All rules should be designed to create expectations for players and parents and maintain a safe environment for all participants.
3. A minimum requirement for team rules will be as follows:

Players Do's

- Respect team ice and facility officials
- Show up on time for all team activities
- Listen to direction given by team coaching staff
- Bring any concerns to the attention of your parents or team officials

Players Don'ts

- Do not criticize fellow team members, opponents or officials
- Do not touch other team members equipment without permission
- Do not use drugs or alcohol
- Do not cuss or swear at anytime
- Do not use verbal or physical behavior that is threatening to others

Parents Do's

- Volunteer and assist in team activities
- Cheer on all team players and opponents for their accomplishments
- Ensure your child is on time for all team activities

Parents Don'ts

- Do not speak negative about your team's players, opponents players or parents, team officials, association officials and on ice officials
- Do not use drugs or alcohol at team activities
- Do not coach your child from the stands

Team officials may suspend a player or parent for **one game** for not adhering to team rules. Any further discipline action must be approved by the Executive Board or Discipline Committee

These guidelines shall be followed in all divisions and at all levels, "C" and "Rep" teams. Any questions or concerns shall be addressed through the Division Coordinator or Division Director

COACHING

1. Coach selection (General)
 - a) The Association chooses a Head Coach coordinator who, will choice their senior and junior coach coordinators.
 - b) The Association's goal is to select the most suitable coach available for each team, which will be selected and appointed by the Head Coach coordinator and his/her coach selection committee. This committee will be comprised of the Head Coach coordinator a both the senior and junior coach coordinators. This committee will report selections to MMHA Exec.
 - c) The appointment of Assistant Coaches, Managers etc. shall be at the discretion of the Head Coach and the MMHA Executive.
 - d) Any member or non-member of the MMHA is eligible for appointment as a team official with the following guidelines:
 - I. Teams are restricted from having two family members as team officials where both have signing authority on the team account;
 - II. Under special circumstances the Executive may appoint any person to any position as a team official.

2. Coach selection committee
 - a) The Coach Selection Committee will consist of Head Coach Coordinator, Senior Coach Coordinator and Junior Coach Coordinator. The Head Coach Coordinator will be the chair of the committee along with their senior and junior coordinators. If there is any conflict of interest with any of the coordinators they'll be replaced by a MMHA Exec member.
 - b) The Coach Selection Committee will report their coach selections to the MMHA Executive so that they can be communicated to membership.

3. Coach selection process - Rep teams
 - a) The Rep coach selection process will evaluate the applicants in three areas:
 - i. Application / Resume
 - ii. Interview
 - iii. Suitability
 - b) The Association will solicit applications/resumes from Head Coach applicants for its Rep teams. Application deadline will be May 15th of each year. The application/resume will detail the applicants coaching experience; training & certification; and playing experience. This will be done by filling out the latest version of the MMHA Coach application form that'll be on the website.

- c) The Coach Selection Committee will interview all applicants applying for a Rep team. Questions will be taken from the Hockey Canada Coach Development Guide and includes the following criteria:
 - i. Suitability
 - ii. Philosophy Approach to Coaching
 - iii. Teaching and Instruction
 - iv. Communication with Players
 - v. Communication with Parents
 - d) All of the applicants will be asked the same questions and be assessed by the same panel in order to ensure equality and consistency throughout.
 - e) Suitability is determined in part by the content of the Parent-Coach Evaluations and the applicants discipline record.
4. Coach selection process - C teams
- a) The Association will solicit applications from Head Coach candidates for its C teams. Application will be accepted up to and including the first weekend of C evaluations in September. The application will detail the candidates coaching experience; training & certification; and playing experience.
 - b) Head Coach applicants for the C Division teams will have their applications reviewed by the Coach Selection Committee who will ensure that the applicants are suitable coaches. The Coach Selection Committee should seek the input of the Division Coordinator and VP of that division prior to making the final selections.
 - c) In the event that there are more C coach applicants than there are teams the Coach Selection Committee will convene, review the applications and strike a list of the most suitable coaches.
 - d) The Coach Selection Committee will endeavor to select coaches who are the most suitable taking into consideration their coaching experience; training & certification; and playing experience. It is understood that being the most qualified does not make the applicant the most suitable.
5. Coaching applications
- a) Notice to be advertised in the local paper requesting Coaching Applications to be returned to the MMHA office by May 15th. Applications can be mailed or emailed.
 - b) Coaching applications are available from the MMHA website.

6. Coaches and team officials

- a) "Team Officials" include Head Coaches, Assistant Coaches, Managers and the HCSP.
- b) Team officials will consist of a Head Coach, Assistant Coach(es), Manager and an HCSP person. Up to 5 team officials may be carded to a team. Additional team officials may be considered upon written request to the Association either via letter or email. Any additional expenses incurred will be the responsibility of the team.
- c) All Team Officials must complete a police "Criminal Records" check. Team Officials will be required to have a Criminal Records check done at least every 3 years and otherwise at the discretion of the MMHA Executive.
 - i. Forms are available from MMHA website.
 - ii. These are to be filled out and taken to the Mission RCMP detachment. Make sure you advise them that this is for a volunteer position with Mission Minor Hockey.
 - iii. Advise MMHA President that a form has been submitted via email once dropped off at detachment.
 - iv. Any member on the MMHA Executive who has signing authority for any MMHA bank accounts will be required to have a Criminal Records check done.
- d) All Head Coaches and Assistant Coaches must obtain their respective coaching certifications as per stipulated in the PCAHA Rule Book by December 1st of the first season that they coach a team.
- e) All HCSP Team Officials must have current certification in order to be listed as a HCSP on a team roster or game sheet. HCSP certification does expire and must be renewed to remain current. Every team is required to have at least one certified HCSP.
- f) All Team Officials are required to have their Speak Out or Respect in Sport certification.
- g) Coaches must accept responsibility for instructing the MMHA hockey program to their team.
- h) Prior to the commencement of the season, the Executive will meet with the Coaches and Managers to review the Policy Manual and the expectations of our team officials.

7. Coach Development

- a) The Association will reimburse team officials for certification clinics required by Hockey Canada, BCAHA, PCAHA or MMHA once confirmation is received that all course requirements were successfully met. The reimbursement is only done when proof of attendance is given and the President or 1st VP signing their Post Task form. Once the Post Task is signed and sent in by one of the above the receipts can be submitted for reimbursement.
- b) The Association will appoint a Head Coach Coordinator to be responsible for the Development of Coaches.

8. Coach remuneration

- a) Any non-parent coaching in the rep program MAY ask for their expenses to be covered by the team without being denied to a maximum of \$200 per month from September 1 to the end of February **plus** the costs of any tournaments outside the lower mainland. This expense is up to the team to cover and should be discussed in first team meeting.
- b) Any non-parent coach of an **A1** team MAY charge the team without being denied up to a maximum of \$300 per month from September 1 to the end of February, which is in addition to point (a) above. This expense will be up to the team to cover and will be **reflected in rep fees being higher for this team**. The additional rep fee cost will be used to pay this additional charge to the coach via MMHA. It'll be setup to be paid monthly for the period above.
- c) No remuneration will be paid to any non-parent assistant coaches of rep teams.

TEAM MANAGER

The Team Manager coordinates team functions and acts as a Liaison between the Coach and team parents and between the Divisional Coordinator. The best way to avoid conflicts is to over communicate.

Team Meeting

The first team meeting should cover off everything and make sure that everyone walks away with something in writing. This will give them something to refer back to if there are questions and always be open to questions.

Rep teams

It is mandatory that a MMHA executive member is present at your meeting and it should not be a member that is in conflict. A member in conflict would be a member that has a child on the team. The VP of the division your team falls under should be the first on the list to attend and if they cannot the President will make arrangements to attend or have someone else from the executive.

House teams

It is not mandatory to have a MMHA executive member present at your meeting but this maybe requested if needed.

Some of the functions coordinated by the Team Manager are:

Team Information	Volunteer positions within the team
Practices	Team Social Functions
Games	Fundraising
Tournaments	Referee Payment
Parent Contracts	Player Medical Forms (along with HCSP)

By being responsible for the above, the Team Manager allows the Coaches the freedom to spend their time teaching the players the game of hockey.

PLAYER PROCEDURES

1. Rep player movement

All player movement during the season must be in accordance with MMHA, PCAHA and BCAHA guidelines.

- a) The VP responsible for the division and the coach of the other affected team will be notified before any player is moved (up or down). This may be done by telephone, but the move must be justified to the VP.
- b) A release may only take place during a face to face meeting or on prior agreement from the parents, by telephone.
- c) Releases will take place only following a home ice time (practice or game) and the coach will take into account the time of day that this occurs (ie. players should not be released very early in the morning or very late at night).
- d) The released player will be informed of their next ice time and location, and will be encouraged as best as possible. He or she will also be provided with the name and telephone number of their new coach.
- e) The coach of the new team will contact the player released personally within twenty-four (24) hours to welcome the player to the team and offer encouragement. The coach and where possible, all team officials, will also meet with the player and parent to ensure that any and all pertinent information is provided to the new player. This meeting will occur at the player's first ice time with the new team. This meeting will also occur for a player being called up to a new team.
- f) The Registrar **MUST** be notified of any such decisions on the date that they are finalized. No player involved in such a move is permitted to attend any games or practices within the Association until the Registrar has completed the paper work to finalize the movement with PCAHA and BCAHA (as the case may be). The player is therefore ineligible to play for any team until final approval is given by the Registrar.

2. "C" player movement

See C & Tyke Novice Evaluation Process

3. Last Saturday in September (Rep Teams)

- a) Final date for player movement in our Association is the last Saturday in September. Player movement may occur again after carding day until the Friday after Thanksgiving with approval from the VP of that division. Player movement after carding day will result in the team “burning” a card. Player movement cannot exceed the number of cards a team has.
- b) In any case all releases must be completed by January 10th.
- c) Movement after this date will be considered by the Executive for discipline, injury or Junior initiated movement only.
- d) In the case of discipline the following applies:
 - i. Player must be spoken to in person;
 - ii. If a correction in behavior is not forthcoming, then the team officials will consult with the VP of the division. The team officials will then be informed by the VP of the decision and movement of the player to a lower team will occur. Permission to replace such player MAY be approved at this time.
- e) In the case of an injury where the player is not going to be able to return to his/her team, the team must advise the VP of the division of the situation. The team officials will be informed by the VP of the decision and removal of the player from the team roster will occur. Permission to replace such player MAY be approved at this time.
- f) The Registrar MUST be notified of any such decisions on the date that they are finalized. No player involved in such a move is permitted to attend any games or practices with the Association until the Registrar has completed the paper work to finalize the movement with PCAHA and BCAHA (as the case may be). The player is therefore ineligible to play for any team until final approval is given by the Registrar.

4. Locker room policy

- a) MMHA is proud to have and promote a program where female and male players have an opportunity to play together. It is the belief of MMHA that the co-mingling of the two genders in the locker room is easily handled through the use of common sense and a respect for individual modesty. To assist with this situation, MMHA recommends the following locker room dressing policy for teams with both male and female players:
- i. Youth Development, Initiation and Atom Divisions
 - All players should wear no less than athletic gym shorts and T-shirts at any time in the locker room. If it is not possible to wear gym shorts and a T-shirt, dressing options other than the locker room should be sought.
 - ii. Peewee, Bantam and Midget Divisions
 - All players should wear no less than athletic gym shorts and T-shirts any time a person of the opposite sex is present in the locker room.
 - iii. The female in MMHA have they own female locker room available to them in the north arena where the referee rooms are located.
 - iv. Female players may return to their team's main dressing room as long as players on the dressed as noted above. These teams should be dressed as to the above at least 15 minutes prior to game so that any female players can come in for coach pre-game talk.
- b) These guidelines are recommended in order that team unity can be maintained, yet provide modesty for the players.

In order to protect players of MMHA the use of cell phones within dressing rooms is prohibited. Any Team Official, parent or player that has a cell phone with them shall keep the cell phone stored while in the dressing room. If there is a need to use a cell phone, it shall be taken from the dressing room before used. Anyone caught using a cell phone in the dressing room will not be permitted to bring a cell phone for the remainder of the season.

EQUIPMENT

MMHA Equipment Purchases:

All purchases of equipment and/or Association merchandise that exceeds \$5000 will require a minimum of 3 quotes to ensure best value and competitive pricing. The price quotes will be brought to the MMHA Executive for final approval.

Approved local suppliers and sponsors will be given priority unless they are unable to provide the items sought. Quality of product must be comparable among the suppliers canvassed for quotations.

1. PLAYER EQUIPMENT

- a) All players are required to wear equipment as required by Hockey Canada rules.
- b) All Players are to wear approved neck guards
- c) Matching Team Equipment: Teams may not require players to have, wear or purchase matching team equipment such as helmets, gloves etc. where the funds for such equipment is to be provided by the players or their families. This includes funds paid by the families to the team or monies raised by the team to cover team expenses.
- d) Teams may accept donations that are for a specific purpose, ie: purchasing equipment. Any donations in excess of \$2500 must be approved by the MMHA Executive. The team may not offer any benefit to the donator such as advertising in exchange for the donation.
- e) Any piece of equipment that has blood on it may not be worn during play. Any player that has blood on their equipment shall be removed from competition until the equipment is properly cleaned or replaced.
- f) Proper cleaning requires more than simply rinsing the equipment off. All blood must be removed and will likely require washing in hot water.
- g) Players participating in MMHA approved team tournaments may keep their gear until the tournament concludes. MMHA must be notified in writing by March 1st if equipment is going to be kept beyond the return deadline.

2. JERSEYS

- a) Team jerseys are provided by MMHA. These jerseys display the approved and required "STOP" sign in the required location in accordance with the guidelines of PCAHA, BCAHA and Hockey Canada.
- b) Name bars are not permitted on MMHA jerseys Under NO CIRCUMSTANCES.
- c) To ensure that the jerseys are maintained properly, they are not to be given to the players to keep between ice times. Jerseys are NOT to be worn at practices. A team parent will be assigned to wash and maintain all of the team jerseys. Washing of jerseys must be done with care particularly when drying. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team.
- d) Any piece of equipment or jersey that has blood on it may not be worn during play. Any player that has blood on their equipment or jersey shall be removed from competition until the equipment is properly cleaned or replaced.
- e) Proper cleaning requires more than simply rinsing the equipment off. All blood must be removed and will likely require washing in hot water.

Washing instructions:

- Machine wash
- Cold water
- No bleach
- No ironing
- Hang to dry on plastic hangers

Returning jersey at year end:

At the end of the season, if a player's jersey is not returned or the jersey is damaged because of misuse or neglect by the player that player will be charged for the cost of replacing or repairing the jersey. The coaching staff or manager will be responsible for the return of all the jerseys on the Equipment return date which will be emailed out in advance and put on the MMHA website. If the team's representative is unable to attend on the assigned equipment return date, it is the responsibility of them to contact the Equipment Director for an alternate time. The jerseys must be returned:

- Cleaned
- All C or A's that were hand stitched on the jerseys
- Hung on metal hangers that are not rusted
- Enclosed in the jersey bags that were provided

3. GOALIE EQUIPMENT

- a) MMHA will make goaltender equipment available upon request for Initiation and Atom "C". The Equipment Director will allow equipment to be signed out to the parent of a goaltender.
- b) Misuse or abuse of any MMHA equipment shall result in the team, team official or player being responsible for the cost of repair or replacement.

4. TEAM EQUIPMENT

- a) MMHA jerseys will be wore at all games no exceptions
- b) Team socks and pant shells must be approved by MMHA equipment director.

SPONSORSHIP POLICIES

SPONSORSHIP

1. The MMHA Executive budgets certain amount of sponsorship annually. Monies raised from sponsorships represent a large amount of our budgeted income and directly affect registration rates.
2. The MMHA Executive will appoint a Director to be responsible for the Association's sponsorship. The Director will Chair a Sponsorship Committee. This Committee will set guidelines for sponsorship based on the needs of the Association.
3. Any potential sponsors should be referred to the Director responsible for sponsorship.
4. Any questions about sponsorship should be directed to the Director responsible.

FUND RAISING GUIDELINES

1. All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.
2. AT ALL TIMES, THE PUBLIC IMAGE OF THE MMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.
3. From time to time, parents and players will be expected to make direct contributions to meet team and Association expenses through fund raising efforts.
4. Direct public support can be requested through activities such as candy sale, 50/50 draws, etc., provided that they are in good taste.
5. All team fund raising events that involve canvassing the Mission area must be approved by the Fund Raising Director. This is to coordinator the areas within Mission that are being targeted each week by our teams. It also assists the teams in not tripping over each other out while canvassing. The one big example of this is bottle drives. These must be approved AHEAD of time (a week minimum).
6. All fund raising programs must be well supervised and controlled.
7. All profits from fund raising programs are deemed to belong to the TEAM.
8. Fund raising programs should be carried out chiefly within our Association boundaries.
9. All plans for team fund raising must be discussed and approved at a parent meeting. In the event that a family chooses not to participate in a team fundraiser the family will be required to submit their share of the moneys raised in the fundraiser to the team. For example: a team has 17 players. The team raises

- \$1600 through a fundraiser and one family chose not to participate. The 16 families raised \$100 per player therefore the family that opted not to participate would submit their \$100 to the team.
10. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
 11. Teams may plan, budget and fund raise for the necessary funds to manage the team.
 12. If a team wishes to make a team purchase the decision must be handled democratically.
 13. Any team receiving a donation from a single person or entity in excess of \$2500.00 must notify the Executive.
 14. **\$5,000 cap for team fund raising is in place.** Any team going over that amount must get approval from the MMHA executive. This will go thru the Fund Raising director who will be your case in front of the MMHA executive for approval.
 15. No fundraising monies will go back to families for monies over and beyond what they have already put forward for the team. Example: parents all put in \$250 at the beginning of the season for fund raising. Team raising more than enough funds and drops out of one tournament. They decide to refund the parents back money. The amount must NOT exceed the \$250 that they each put in. Any extra monies should be used for team dinner or awards night or donated to MMHA.

TEAM FINANCIAL REPORTING

1. THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.
2. Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:
3. Each team Manager will submit to the MMHA Treasurer, a Financial Report not later than March 31st in the format prescribed. The MMHA Treasurer reserves the right to review the team's finances at any time with 24 hours' notice.
4. The Provincial Gaming Regulations require that each team apply for a B Gaming Licence in order to operate a 50/50, raffle or other similar fundraising. Applications are made on behalf of the individual team, tournament etc..., therefore Mission Minor Hockey must not be named in the application. Each team must keep a record of winners. The required tracking form is available on the MMHA website under Manager Manual and Forms.
5. Teams are required to keep track of payments made to referees and account for all referee funds. **The required tracking form is available on the MMHA website under Manager Manual and Forms.**
6. Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and canceled cheques as well as receipts, invoices and other financial records are to be held in Trust for the Association Executive by a team, committee or event Treasurer. These documents should be kept safely and be made available upon request by Association President, Treasurer or VP.
7. Accounts should be opened in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the Team Manager.
8. All cash transactions should be evidence by a receipt in writing.
9. The MMHA Treasurer can review the bank records of any team. The team records must be provided to the Association Treasurer within 24 hours of a verbal or written request.
10. At the end of the season, the Team Manager will provide a copy of the team's financial report to each family.
11. Failure to submit financial reports as required may result in the withholding of referee funds, jersey deposits or ice deposits.
12. All payments made to teams from MMHA will be made payable in the team name.
13. Payment for courses taken by team officials will be reimbursed by MMHA once proof of completion is confirmed. In coach clinics it will be when the Post Task is given to MMHA President or VP to sign and send in for that season.

TOURNAMENTS

1. All MMHA Tournaments are the responsibility of the Association. The organization of MMHA tournaments will be structured as follows:
 - a) Tournament Director: is a member of the MMHA Executive. The Tournament Director will be the chairperson of the Tournament Committee.
 - b) Tournament Committee: will be responsible for ALL MMHA tournaments and will be comprised of the Tournament Director, a Treasurer and any additional members as needed.
 - c) Tournament Committee: for each tournament will be comprised of at least two parents from each team participating in the tournament. It is recommended that each team select 1 first year and 1 second year parent for the purposes of succession planning.

2. MMHA tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. MMHA expects ALL teams to participate in and support tournaments at home. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Tournament Director in charge of Tournaments for approval.
 - a) All tournament arrangements must be in accordance with all Hockey Canada, BCAHA, PCAHA and MMHA rules and regulations.
 - b) Tournament entry fees are paid through team budgeting and funding.
 - c) Teams may enter only officially sanctioned and reputable tournaments.
 - d) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
 - e) Well in advance of departure, the following must be arranged:
 - i. Through the Ice Coordinator, Division Coordinator and your PCAHA League Manager, rescheduling of any games during the away period.
 - ii. Through the MMHA Executive, travel permission **MUST** be obtained if going to the U.S.A. or outside of the lower mainland. Tournaments require a letter from the team's association President of approval to attend.
 - iii. Through your PCAHA League Manager, obtain a tournament permission number. Failure to obtain such a tournament permission number means that your team is not sanctioned to participate and therefore not covered by insurance. Failure to obtain a tournament permission number in advance of the tournament will negate your team's ability to participate in the tournament and may result in discipline.

- iv. The PCAHA League Manager will only issue a tournament permission number with the approval of the President of the Association.
 - v. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
3. The Tournament Committees will make every effort during preparations for home tournaments to only admit teams from other Associations who will provide a competitive atmosphere for all participating teams.
4. Tournament Fees will be established for each individual tournament by the Tournament Steering Committee. Fees collected from teams **MUST** cover the costs including the following:
- a) All ice costs, on ice officials, sanctioning fees and trophies for the top two teams.
 - b) Any additional expenses will be the responsibility of the Tournament Committee unless otherwise approved by the Tournament Steering Committee.
 - c) All teams (including MMHA teams) must pay registration fees.
 - d) MMHA Tournament steering committee to set up a budget for Tournaments every year, as needed to facilitate Tournaments.

Executive Council Code of Conduct

Members of the Executive Council shall act at all times in the best interests of the Society. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the Society in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Executive Council.

The members of the Executive Council of the Mission Minor Hockey Association are elected by its membership to make decisions on their behalf. The members of the Association are entitled to know the decisions that are made by the Executive Council but they are not entitled to the content of the deliberations of the Executive Council to reach those decisions.

Executive Council members of the Mission Minor Hockey Association will at all times conduct themselves in a manner that:

- brings credibility to the Society.
- respects the confidentiality of information acquired in the course of one's duties as a member of the Executive Council of the Society. Confidential information of the Society may not be used for personal advantage. Confidential information includes all non-public information, including Executive Council's closed deliberations that might be harmful to the cohesion of the Society if disclosed.
- respects principles of fair play and due process.
- demonstrates respect for all members.
- respects and gives fair consideration to diverse and opposing viewpoints.
- demonstrates due diligence and dedication in preparation for, and attendance at, meetings, special events and other activities on behalf of the Society.
- demonstrates good faith, honesty, transparency and openness in their activities on behalf of the Society.
- ensures that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities.
- conforms with the By-law and policies approved by the Executive Council, in particular this Code of Conduct.
- publicly demonstrates acceptance, respect and support for decisions legitimately made in transaction of the Society's business.

Attendance at regular monthly meetings

The MMHA Executive typically meets on the second week of every month, 12 meetings annually, to conduct Association business. Elected members of the MMHA Executive are expected to attend a minimum 9 of the 12 regular monthly meetings and not be absent for more than 2 consecutive meetings without reasonable excuse. Failure to meet these attendance requirements may result in a formal or informal reprimand by the Chair or the Executive Council, suspension from Executive Council deliberations, a request for the Executive member's resignation or expulsion from the Executive Council.

Written notice via email of absence including the explanation for the absence must be forwarded to the President and/or Secretary in advance of the meeting.

Failure to submit regular monthly reports

The MMHA executive meets once a month and there is a report required by each executive member. This report is to be submitted at a minimum of 48 hours prior to the meeting. This allows other members time to go over all reports and have questions or comments ready prior to the meeting. This allows for executive to get thru reports quickly and onto new business and any unfinished business. Failure to submit three reports may result in a formal or informal reprimand by the Chair or the Executive Council.

Conflict of Interest

Executive Council members of the Mission Minor Hockey Association will avoid real or perceived conflicts of interest:

1. A conflict of interest would occur when an individual's private interest interferes, or even appears to interfere, with the interests of the Society as a whole.
2. When any issue arises that may present an actual or apparent conflict the Executive member must disclose that issue to the members of the Executive Council as soon as the issue arises.
3. Executive members are considered to be in a "conflict of interest" whenever they themselves, business partners, family members or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Executive Council.
4. If the Executive member is not certain he/she is in a conflict of interest position, the matter may be brought before the Chair or Executive Council for advice and guidance.
5. It is the responsibility of other Executive members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Executive member to raise the issue for clarification, first with the Executive member and, if still unresolved, with the Executive Chair.

6. The Executive member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Executive Council, must leave the meeting room for the duration of any such discussion or vote.
7. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting.
8. If there is any question or doubt about the existence of a real or perceived conflict, the Executive will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.

Disposition of Complaints and Disputes involving Directors

- The Executive Council shall review any complaints that a Director has violated any provision of the By-laws, Policies or Code of Conduct.
- If the allegations are founded the Executive Council may defer the matter to the Chair of the Discipline Committee to review the complaint.
- The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.
- Every attempt should be made to resolve such matters expeditiously and fairly.
- The recommendations regarding resolution of such matters shall be brought to the Executive Council for approval.
- Such action may include formal or informal reprimand by the Chair or the Executive Council, suspension from Executive Council deliberations, a request for the Executive member's resignation or expulsion from the Executive Council.
- The ruling of the Executive Council shall be final. Should the Executive member refuse to abide by the ruling he/she may appeal for judicial review at his/her own expense.

CODE OF CONDUCT POLICIES

1. This Code for Conduct identifies the standard of behaviour which is expected of all MMHA members and participants, which for the purpose of this policy shall include all:
 - a) players
 - b) guardians
 - c) parents
 - d) coaches
 - e) on ice officials
 - f) off ice officials
 - g) volunteers
 - h) committee members
 - i) team managers
 - j) trainers
 - k) contract employees involved in Association activities and events.

The Directors at MMHA are committed to providing a healthy, caring and enjoyable environment to ALL of our members. In the spirit of this commitment, we have created several policies. Failure to comply with these policies can result in severe consequences that you, your children and all coaches should be aware of.

2. To participate at MMHA as a player, coach, team official or parent is a privilege. All members and participants shall:
 - a) adhere to these policies in order to participate.
 - b) conduct themselves at all times in a manner consistent with the values of the Association, which include fairness, integrity and mutual respect.
 - c) refrain from comments or behaviours, which are disrespectful, offensive, profane or abusive. In particular, behaviour, which constitutes harassment, will not be tolerated and will be dealt with under these policies.

Any member or participant whose conduct in an arena is legitimately deemed to be disruptive and not conducive to the well-being of the game or the Association, will be deemed to be in violation of these policies.

Possible consequences for violating these policies are as follows:

- a) The filing of an incident report against you.
- b) A hearing with the MMHA Disciplinary Committee.
- c) Temporary suspension from the team, ice arena and/or Association.
- d) Permanent expulsion from the team, ice arena and/or Association.

All violations of this Code of Conduct policy must be reported to the respective VP of their division, or in the case of a tournament, also to the Tournament Director within 24 hours of the occurrence of the violation or upon becoming aware of the violation.

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF AND YOUR FAMILY WITH THESE POLICIES.

Parent / Spectator Policy

As the parent of a player, or as a spectator, I will:

- a) recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants;
- b) respect the decisions of the Coaches, whether at practice, special events, or during a game;
- c) conduct myself in adult manner by being positive and encouraging to all players at all times; maintain a sportsmanlike and educational atmosphere before, during and after all MMHA sanctioned events.
- d) encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence;
- e) never verbally abuse a member or participant. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper Association officials;
- f) understand and accept that violation of these policies may result in disciplinary action of some kind up to an including revoking of membership and all rights associated with membership;
- g) I will show respect for the volunteer coaches, team officials, players, on ice officials, minor officials, members of the Hockey Administration Committee and Executive Council.

Player Policy

As a player, I will:

- a) make a commitment to my team at all times by attending all practices, games, meetings, special events, and by playing to the best of my ability;
- b) respect my Coaches at all times. I will remember that my Coaches are providing me with the opportunity to learn and play the game of hockey;
- c) respect the safety of other players by playing the game within the rules at all times;
- d) respect the Officials and their decisions at all times;
- e) accept disciplinary action if I violate the rules or spirit of the game.

Coaches and Team Personnel Policy

I understand that as a Team Official, I am in a position of trust and authority. I will:

- a) teach players to play fairly and to respect the rules, Officials, and their opponents
- b) remember that players play to have fun and must be encouraged to have confidence in themselves
- c) remember that participants need a Coach they can respect. I will be generous with praise and set a good example
- d) do my best to be competent, well prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my skills
- e) fulfill my obligation and responsibility toward the team and the Association, to the best of my abilities
- f) direct comments at an individual's performance and not at the individual
- g) not ridicule or yell at players for making mistakes or for performing poorly
- h) take reasonable steps to see that equipment and facilities are safe and appropriate to my players
- i) cooperate with the Officials and refrain from public criticism of them. I will respect the Officials and their responsibilities to administer the rules of the game. I will respect the fact that the Official may have a different point of view and I will put my concerns in writing and will send them to the proper individual
- j) watch for incidents of possible harassment and abuse, and will respond appropriately to allegations or disclosures, and comply with Speak Out guidelines to prevent physical, emotional/verbal, and sexual harassment and abuse
- k) communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season
- l) emphasize the importance of the Players' and Parents' Codes, and hold my team members and their parents accountable for compliance
- m) recognize and accept that violations of these policies may result in disciplinary measures being taken against me up to and including revoking of membership and all rights associated with membership

Harassment Policy

At MMHA, harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Specifically forbidden is harassment of a sexual, religious, racial and/or ethnic nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment.

Alcohol and Drug Policy

Alcohol, non-prescription drugs and cigarettes have no place in youth sports. MMHA is committed to providing all our players with an alcohol and drug free environment. Violation of this policy will result in immediate indefinite suspension pending a hearing with the Disciplinary Committee.

GRIEVANCE COMMUNICATION POLICY

1. The purpose of this policy is to provide a positive and productive forum for parents/ guardians to express a grievance without inhibiting a coach from fulfilling his coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must follow the below guidelines.
2. Parents/guardians will not approach coaches immediately after a game to air a grievance. To prevent further escalation and poor communication, parents and team officials must observe a 24 hour “cooling off” period. MMHA is firm on the observance of a 24 hour “cooling off” period. Individuals in violation of this may be brought before the Disciplinary Committee and may face suspension or expulsion from MMHA.
 - a) Contact the team manager to arrange a meeting with the coach to discuss your grievance.
3. Complaints and/or grievances shall be forwarded to the VP of the division in writing via letter or email in order to be addressed by the Executive.
4. The following “Lines of Communication” shall be followed by members of the association who wish to have an issue resolved:
 - a) Speak to the team manager. The team manager is the liaison between the coaching staff and the parents;
 - b) If this fails to satisfactorily resolve the issue, speak to the coach;
 - c) If the issue is unsatisfactorily resolved it may be forwarded, in writing, to the VP in charge of this division. Issues forwarded to the Executive that are not in writing may not be addressed

5. Where a team or team official has an issue that requires resolution the following “Lines of Communication” will be strictly followed:
- a) In the case of C teams:
 - i. The Head Coach will discuss the matter with the Division Coordinator;
 - ii. If the issue is unsatisfactorily resolved the Head Coach may direct the issue to the VP responsible for that division in writing
 - iii. If the issue is still unsatisfactorily resolved, the Head Coach may forward the issue to the MMHA President for the MMHA Executive to make final resolution.

 - b) In the case of Representative Teams (Rep Teams):
 - i. The Head Coach will discuss the matter with the VP responsible for the division;
 - ii. If the issue is still unsatisfactorily resolved, the Head Coach may forward the issue, in writing, to the MMHA Executive for final resolution.
 - Any decision by the MMHA Executive on the issue will be made with regard to the policies of the MMHA (which comply with PCAHA, BCAHA and Hockey Canada guidelines). Where the policies of MMHA do not cover the issue reference will be made to PCAHA, BCAHA and Hockey Canada Regulations and policies.
 - Where necessary, policies may be modified or up-dated.
 - All decisions made by the MMHA Executive are considered final. There is no appeal process to this decision.
 - Any team official that circumvents or disregards this policy, may be suspended and dealt with in accordance with the MMHA Disciplinary Process.

MMHA DISCIPLINARY COMMITTEE

1. The MMHA Disciplinary Committee will consist of three Members. Division Coordinators may also be asked to serve on a review board.
2. **Disciplinary Process:**
 - a) Coaches/Team Officials
 - i. Policy violation about a Coach, Assistant, CHSP person or Manager must first be addressed to the VP of the division in writing. Depending on results of this review, matter could be referred to Disciplinary Committee.
 - b) Players
 - i. Game violations subject to PCAHA and BCAHA Rules and Regulations. Non-game violations subject to review by the MMHA Disciplinary Committee.
 - c) Player Suspensions (Atom and up)
 - i. A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee or the VP in charge of that division
 - ii. The Division Director and VP of the division shall be advised of all such suspensions.
 - iii. Player and Team Management suspensions received are effective when traveling and apply to all tournaments and exhibition game activities as per PCAHA Rules and Regulations.
 - d) Parent Suspensions
 - i. A policy violation involving a parent must first be addressed to the VP of the division in writing. Depending on results of this review, matter could be referred to Disciplinary Committee.
 - e) Other Suspensions
 - i. Members, players or team officials of the MMHA can be suspended by any member of the Executive at any time.
 - ii. The Executive member must be of the opinion that a suspension is necessary to uphold the policies of the MMHA, the rules governing the play of hockey or it is in the best interest of the MMHA.
 - iii. Where such a suspension is made, it shall be considered to be indefinite pending a review by the Discipline Committee
 - iv. Complaints Re: Referees and Linesmen
 - a) This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls. Coaches will NOT be allowed to dictate who may or may not be assigned to their games.
 - b) Any serious concerns by coaching staff or others should be reported, IN WRITING, to the MMHA Referee-in-Chief and a copy forwarded to the President. Any intimidating, disrespectful or hostile behaviour by a

team official or parent/spectator towards any of the officials, referees or linesmen will be taken seriously and may result in disciplinary action.

- v. Major Penalties
 - a) Coaches/Manager must report to their Division Director and VP in charge of that division all major penalties and game misconducts.

MMHA ADDITIONAL SUSPENSIONS ADDED FOR THE FOLLOWING:

RULE 6.7 Fighting and Roughing

Any player that receives a Fight and Game misconduct will also receive an additional 1 game suspension from MMHA

RULE 9.2 Harassment of Officials, Unsportsmanlike Conduct/Misconduct

Any player that receives a game misconduct from under this rule will also receive an additional 1 game suspension from MMHA

YELLOW CARD PROGRAM

Mission Minor Hockey subscribes to the

YELLOW CARD PROGRAM

Hockey can be an exciting game that often evokes an emotional response from its parents and fans. When emotions take over sometimes we lose perspective; forgetting that hockey is merely a game and that those who play it and preside over its rules are merely children.

The purpose of the Yellow Card Program is designed to promote sportsmanship and self-control in our rinks. This program is based on the assumption that most players, coaches and spectators are simply decent people who forget themselves when they get caught up in the intensity and emotion of hockey.

For fans who step over the line, a team official may hand you a Yellow Card. Hopefully you will appreciate that you are not acting appropriately and modify your behaviour. The team official will not enter into any debate or dialogue with you or anyone else for that matter. They will simply hand you, as an offending fan, a Yellow Card which states the following:

Your conduct is not acceptable in a minor hockey arena. Please consider the example you are setting for our children. Mission Minor Hockey asks that you provide a better example for our children. If you are unable to curb your behavior, then please leave the premises immediately. Any recurrence of your behavior will result in a complaint to Mission Minor Hockey Association's

These incidents will be documented by the team official who hands out the Yellow Card and if there are any recurrences of the unruly behavior then the matter will immediately be brought to the attention of the Division VP and dealt with in accordance to MMHA's Code of Conduct.

PUBLICATION POLICY

1. In order to protect the integrity of MMHA's youth program, it's officials, coaches, players and parents/guardians, no individual or group may represent MMHA's Directors, coaches, players or parents/guardians in any public medium without the expressed consent of the MMHA Executive.
2. Additionally, no personal information of players, parents/guardians, or MMHA officials will be made public without the written consent of the interest parties.
3. This includes but is not limited to:
 - a) Print: Newspapers, magazines, and periodicals
 - b) Internet
 - c) Television
 - d) Radio
4. All press releases shall be forwarded to the Association Media Person for distribution. Teams will not submit press releases directly to the press.
5. Violation of this policy can lead to disciplinary action and/or expulsion from MMHA.

Website

All Association members and teams are encouraged to contribute articles to the Association Website. The Webmaster cannot guarantee acceptance of all articles and pictures due to limited space. Any suggestions are greatly accepted and can be sent into the webmaster.

Facebook

All Association members are encouraged to follow us on Facebook and update us on your teams successes. Updated membership information is posted regularly.

GENERAL INFORMATION

1. PICTURE DAY (Instructions):

- a) Wear home color jerseys;
- b) You will be assigned a time slot which will be given to your team manager at least 2 weeks in advance
- c) Your team should be lined up and ready to go 20 minutes before your time slot.
- d) Each player is to have their picture form filled out and in their hand in line for pictures.
- e) Team manager to confirm team name and sponsor with association member running picture day. Do this prior to moving into the photo room.
- f) MMHA will be supporting the local food bank so team donation boxes will be setup in the picture area. Please drop off donations in the box under your team's name. Teams will be judged by food bank and the team selected that donated the largest donation will receive a pizza day after one of their games or practices.

2. ICE SCHEDULE

- a) Rep Coaches and "C" Coordinators are provided with their team's ice schedules as well as a Special Events Calendar. Ice times lost to special events (such as figure skating events, speed skating events, etc.) or due to natural causes (weather) will not be made up.
- b) If you have a conflict and are not able to use your ice time, coordinate with the divisional coordinator. They'll arrange to trade with another team within the division IF possible or turn in the ice for another team outside of the division to use.
- c) There is a 72 hours cancelation policy and if this is not met the team will be charged for the ice slot. This is because of the contract that we have with the district. We get charge if we don't turn in the ice to the district within this time frame.
- d) Any changes in ice time shall come from Ice Coordinator only and no one else.
- e) All teams requiring ice times or questioning ice times should go thru their divisional coordinator and not the MMHA Ice Coordinator.

3. TRAVEL ON ASSOCIATION BUSINESS

- a) Association Executive Members that travel on official Association business outside of Mission shall receive reimbursement for mileage using the government standard rate which is shown at this link - <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbllwnc/rts-eng.html>. The Association will also cover parking expenses with a receipt. This does not apply to regular travel for games.
- b) Out of town events that require an overnight stay the hotel costs are covered. At these events a discounted rate is arranged with BC Hockey or PCAHA.
- c) MMHA Executive members required to conduct Association business during regular meal hours away from Mission may claim the expense based on the following per diem rates: (Almost every PCAHA or BC Hockey function there are meals supplied already)
 - Breakfast: \$13
 - Lunch: \$16
 - Dinner: \$27
 - Incidentals: \$9 (overnight travel only)

Logo & Merchandise Policy

Any team wishing to put the MMHA logo onto items must put their request into a letter or email and submit it to the MMHA President for approval. There will be no modifications allowed to the logo's color, design, format or addition of other logos or text around the logo.

Team apparel should be purchased from one of MMHA sponsors or at least they should be able to submit a bid for the team purchase.

This area is being worked on which should list companies that teams should use and the various styles that MMHA has approved.