

**ST. STEPHEN MINOR  
HOCKEY ASSOCIATION  
OPERATIONAL MANUAL**



**Revised:**  
May 2018

## TABLE OF CONTENTS

### RULES, DUTIES AND REGULATIONS

100	Amendments
200	Director of Ice Scheduling
300	Registrar
400	Equipment Room
500	Director of Equipment Management
600	SSMHA Equipment
700	Director of Technical Services
800	Discipline Committee
900	Player Affiliation
1000	Playing Rules
1100	Travel Permits
1200	Director of Officials (Referee-in-Chief)
1300	Sponsors
1400	Team Officials
1500	General Rules of Operation, Conduct and Discipline
1600	Registration
1700	Coaches Selection
1800	Team Selection Process
1900	Player Grouping (Team Selection Process)
2000	Player Movement between Divisions
2100	Tournaments
2200	Dressing Room Protocol

**Note: Any reference to “he/his” in this document may be read as “she/hers”, where applicable.**

## **RULES, DUTIES AND REGULATIONS OF THE SSMHA**

### **RULES, DUTIES & REGULATIONS 100**

#### **AMENDMENTS**

**100** SSMHA Rules, Duties, and Regulations (RD&R) can be amended at any monthly Board of Directors meeting. Any proposed changes will need to be submitted in writing 7 days in advance to any member of the Board of Directors.

### **RULES, DUTIES AND REGULATION 200**

#### **THE DIRECTOR OF ICE SCHEDULING**

**201** The Director of Ice Scheduling will attend an ice users meeting in the fall with the Arena Board and all the Ice user service groups in order to procure the maximum number and best possible hours available for use by the SSMHA for both pre season and regular season hours.

**202** He shall distribute practice ice time to SSMHA teams on a fair and equitable basis over the course of the year, taking into consideration the times for different levels of competition and age groups.

**203** He shall prepare and maintain records of all ice obtained and allocated.

**204** He shall present a monthly report at each meeting and shall prepare a year end statement for the SSMHA President for the Annual General Meeting.

**205** To obtain and follow up on preparation and issue of all schedules for league games and play offs for all SSMHA Teams.

### **RULES, DUTIES AND REGULATIONS 300**

#### **THE REGISTRAR**

**301** The Registrar shall be responsible for preparing, organizing, coordinating and administering registrations for hockey on the date(s) and in the manner decided on by the SSMHA Board of Directors, in compliance with the HNB rules.

**302** He shall prepare and maintain records for individual player registrations and team listing.

**303** These records shall include full names of players, names of parents or guardians, birth date, address, postal code, telephone number, proof of birth date, NB Medicare number and proof of medical insurance for any non residences.

**304** He shall prepare player lists by Division for distribution to the coaches and the HNB registry and he shall make adjustment to these lists on an ongoing basis whenever necessary.

- 305** He shall inform the Board of Directors as to any irregularities with regard to a registered player such as residency status, suspended or expelled status, releases and/or transfers not in order, carding problems, etc..
- 306** He shall collect registration fees at the rates established by the SSMHA executive, issue receipts and turn over all monies to the treasurer. The sitting executive shall set the fees for the current season.

**An increase greater than 10% must be ratified by the general membership at a special general meeting.**

There shall be a \$50 late registration fee added at the discretion of the Registrar and/or Executive, depending on date and circumstances involved in each case. The intent is not to add undue hardship, but to encourage dialogue so SSMHA can help the individuals in whatever way they can. Individuals who obviously ignore the gesture will have the extra fee added automatically by the Registrar after October 1 of the current year.

All IP, Novice and Atom age players are expected to participate in Tag Day Fundraising. For each member in the IP, Novice or Atom age groups who do not wish to participate in the Tag Day fund-raising event, an additional fee will be added – currently set at \$50 per player. This fee automatically applies to all PeeWee, Bantam and Midget age groups.

At the initial registration, 50% of the total cost of registration must be paid, which includes the basic fee, HNB Insurance & Fundraising Tickets and SSMHA Team/Individual Pictures for our Sponsors. The remaining 50% must be paid by October 31 of the current year, preferably by post-dated cheque at time of initial registration.

- 307** A player who is leaving the program after registration will be reimbursed an amount equal to total registration fees paid less a charge of \$5.00 for every ice time his/her team has been scheduled on home ice. The time frame would be from registration date to the time the coach was notified that the player was withdrawing. The latest date any refund will be granted is October 31<sup>st</sup> of the current year. This date coincides to the second payment due date. Requests for refunds beyond that date must be registered in writing to the Executive via the Secretary or President, at least 1 week before the monthly SSMHA meeting, with full details of request for discussion and decision at that time.

## **RULES, DUTIES AND REGULATIONS 400**

### **EQUIPMENT ROOM**

- 401** The Equipment Room as designated by motion shall be maintained and operated by the Director of Equipment Management of the SSMHA.
- 402** All SSMHA equipment not in use shall be stored in the equipment room.

**403** Coaches will be assigned all necessary equipment, jerseys and a set of keys at the beginning of the year for the equipment room and their team locker. These will be listed as part of the SSMHA equipment they will take responsibility for and sign for over the hockey season – re Section 505 of this document.

## **RULES, DUTIES AND REGULATIONS 500**

### **DIRECTOR OF EQUIPMENT MANAGEMENT**

**501** The Director of Equipment Management shall be responsible for all SSMHA equipment.

**502** He shall maintain records and inventory lists of all SSMHA equipment.

**503** He shall carry out an inventory check at the end of each playing year after all equipment has been returned.

**504** He shall be responsible for repairs and maintenance of all equipment in his care.

**505** He shall instruct those signing out equipment in the following:

- a) The proper care and maintenance of such equipment.
- b) Jersey's should be carried in a garment bag and not with skates which may cause damage.
- c) That the equipment should be returned as soon as possible if it is in need of repairs.
- d) That the equipment is to be used only for authorized and supervised SSMHA activities.
- e) That it may be taken away if used for other purposes or if abused.
- f) That once it is signed out, the equipment is solely the responsibility of the adult member of the SSMHA who signed for it and that he will be held legally responsible for any loss of or damage to it.
- g) Any equipment that is unreasonably damaged or not returned at the end of the playing year, will be charged a replacement cost to the adult member who signed for the equipment, at the time he is requested to turn in the said equipment.
- h) That all equipment must be returned immediately after the end of the playing year.
- i) That no SSMHA equipment shall be loaned or rented to third parties unless approved by the equipment manager.
- j) That he/she does understand and shall agree to the above terms and instructions.

**506** He shall place a non removable identification number or label on each piece of SSMHA equipment.

**507** He shall prepare lists of old equipment and present this to the executive for decision on disposal.

**508** He shall prepare lists of needed equipment and also solicit tenders from dealers.

**509** He shall, upon approval from the executive, purchase new equipment, whether for replacement or to add to the inventory.

**510** He shall report all items of SSMHA equipment which are reported lost, damaged or stolen, to the SSMHA executive immediately.

## **RULES, DUTIES AND REGULATIONS 700**

### **Director of Technical Services**

- 701** The Technical Director (TD) will be an executive member of the Board.
- 702** He or she may be one of the three executive members with financial signing authority.
- 703** He or she will be responsible to the executive for insuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials.
- 704** He or she will serve as liaison with the Referee in Chief.
- 705** He or she will ensure the availability of competent coaches for all levels of SSMHA'S operation.
- 706** The Technical Director will make every effort to educate the members of SSMHA on the importance of Safety Education and Risk Management.
- 707** The Technical Director will notify coaches of the Initiation Program, National Coaching Certification Program and the National Safety Program Clinics, ensuring that clinic dates are publicized well in advance.
- 708** The Technical Director will work with the Vice Presidents to encourage coaches to expand their coaching capability and performance.
- 709** The Technical Director may select rink coaching assistants to provide assistance in training coaches and evaluating coach's performances, and when appropriate, discuss performance directly with coaches who are not following their responsibilities.
- 710** The Technical Director will set up and maintain a system for evaluation of coach's performance and will record their training accomplishments.
- 711** The Technical Director will provide assistance, advice and recommendations to the Directors in the recruiting and selection of coaches.
- 712** The Technical Director will develop and administer an ongoing program which grants recognition to deserving coaches, assistant coaches and team managers.
- 713** The Technical Director will chair the team selection committee.
- 714** The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President(s), Coordinators, and all coaches to clearly define the evaluation process, the

role each person plays, and gather input and support from all present. The Technical Director will enforce the philosophy that “once chosen, the player remains on the team”.

- 715** The Technical Director will ensure coaches are aware of how players are notified of player cuts. It is suggested that the coach get the consensus of each division if they would prefer team list posted, and interview or a phone call.
- 716** Technical Director, in consultation with Recreational League Coaches, divides the remaining players into Recreational League teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.
- 717** The Technical Director is responsible to review and update coach’s manuals and to chair the coach’s meeting, informing coaches of:
- a) SSMHA Aims and Objectives
  - b) Coaches Responsibilities
  - c) Rules, Conduct and Discipline
  - d) Safety Education and Risk Management (Speak out)
  - e) Principle of FAIR PLAY
  - f) Review Coach’s Guidelines and Manual
  - g) Code of Ethics (Rink Talk)
  - h) SSMHA Player shifts philosophy
  - i) HNB Sanctioning Guidelines
  - j) “Safety for all” Manual
  - k) Travel for tournaments
- 718** Need to conduct regular parent and communication meetings and some basic content and agenda items for these meetings.
- 719** Insure that coaches receive in writing the objectives of SSMHA and that special emphasis is placed on the principle of FAIR PLAY including “equal ice time” and “fun and recreation”.
- 720** Chair the committee that selects the Competitive and Recreation Coaches.
- 721** Be responsible for maintaining and updating the audio/visual and coaching manuals for training aids. This shall include maintaining an inventory and loaning record. A complete list of all audio/visual training aids, as well as any other pertinent training material, is to be made available to the SSMHA coaches during the hockey season.
- 722** The number of players per team and number of teams in each division will be based on the number of registered players in each division. The Technical Director and coaches will decide in which category each team will be placed for the qualification round.

## **RULES, DUTIES AND REGULATIONS 800**

### **DISCIPLINE COMMITTEE**

- 801** The Discipline Committee consisting of a quorum of the setting executive shall meet at the request of any member of the SSMHA to review any/all matters of discipline in their jurisdiction.
- 802** The Discipline Committee shall prepare minutes and records of all meetings and maintain these until they are recorded at the next SSMHA executive meeting.
- 803** The recommendations and decisions of the committee shall be effective immediately. The individual(s) involved will be notified of the recommendations and or decisions within 48 hours of the meeting and the determination will be recorded at the next SSMHA executive meeting.
- 804** The individual(s) have the right to appeal decisions to the SSMHA executive. Any appeals shall be in writing. The appeal shall be heard at a regular or special SSMHA executive meeting.
- 805** The committee, if it deems it necessary, may award decisions complementing those of higher committees, (HNB, HBMHC, and HC) but may not supersede those decisions by awarding less severe punishments.
- 806** In cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger or other actions deemed to be sufficiently severe, any one elected member of the SSMHA executive shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials by taking less action but may complement it by taking more severe action. Such action shall be reported within 24 hours to the SSMHA President or division V.P. who shall ask the Discipline Committee at the earliest possible opportunity to pursue the matter.
- 807** All matters of discipline resulting from other areas, leagues, organizations or associations that involves a SSMHA player, team official, parent or guardian may also be reviewed by the discipline committee.

## **RULES, DUTIES AND REGULATIONS 900**

### **PLAYER AFFILIATION**

Player movement shall occur as authorized below:

- 901** Affiliation privileges shall be applicable for all divisions of Atom and above.
- 902** All affiliate players must be an active player for the team they are rostered or carded.
- 903** Competitive teams may roster 19 players. Competitive teams can only draw players from within SSMHA for affiliation purposes, two of whom must be goaltenders.
- 904** Affiliation of a player requires the following:
- a) Releasing coach approves request.
  - b) No player on receiving team will be replaced or receive a lesser amount of playing time.
  - c) Affiliated players are to be used in place of suspended or injured players only, and not to be used to develop players.



- d) All HNB rules and regulations are adhered to by such movement.
- e) Players shall be permitted to affiliate with only 1 team during a hockey season.

## **RULES, DUTIES AND REGULATIONS 1000**

### **PLAYING RULES**

The Playing Rules of the HC, HNB, NBMHC AND SNBMHL shall apply to all SSMHA teams.

## **RULES, DUTIES AND REGULATIONS 1100**

### **TRAVEL PERMITS**

A travel Permit must be completed and signed by the current NBMHC Director and the current SSMHA President for all Exhibition or Modified games, Jamborees and Tournaments for all age groups, with a copy of same going with the requesting Coach to the event and the original kept by the President who will number and file all Permits for reference purposes each season. Out of District, out of Province and out of Country Travel Permits must all go through the current NBMHC Director, allowing sufficient time for processing – a minimum of 5 business days for out of District or out of Province Travel Permits and 4-6 weeks for out of Country, as this needs to be approved by both Hockey New Brunswick and Hockey Canada. A minimum 6 month suspension will be given to a coach, manager or team official for playing without a proper Travel Permit.

NOTE – Travel Permits are not required for structured or scheduled League games or any HNB sanctioned Tournaments.

## **RULES, DUTIES AND REGULATIONS 1200**

### **DIRECTOR OF OFFICIALS**

- 1201** He shall select, appoint and supervise officials assigned for all games for the Association.
- 1202** He shall organize and direct the recruiting, training and scheduling of officials.
- 1203** He shall establish a committee to evaluate official's performance and retraining as required.
- 1204** Deleted
- 1205** He shall, as President and chief Executive Officer of the Officials Association, carry out the responsibilities of that office as set down in the constitution and By-laws of that organization which have been approved by the SSMHA Board of Directors.
- 1206** He shall participate on appointment as a member of the discipline Committee.
- 1207** Supervise and follow up, by seeing that officials are conducting themselves properly, showing up on time, etc., and initiate disciplinary actions including fines as required.

- 1208** He shall prepare assignment sheets on a weekly basis, by calling or emailing and confirming referees and linesmen for each game.
- 1209** He shall set up assignment sheets as well as for posting in official's room.
- 1210** Provide some rotation of officials, so as not to burden teams or officials with repetition and familiarity.
- 1211** Maintain completed assignment sheets.
- 1212** Act as a member of the Board of Directors of the SSMHA
- 1213** Prepare bi-monthly accounting to Association Treasurer for payment of fees to officials.
- 1214** Shall be responsible for the process to select winners of the Association's annual awards for officials.

## **RULES, DUTIES AND REGULATIONS 1300**

### **SPONSORS**

- 1301** Under the terms of the SSMHA constitution, team sponsors shall be actively sought, as a duty for the purpose of helping to pay generally, the costs of running the association.
- 1302** Sponsorships shall be accepted from all business, groups and establishments willing, whether in or out of the area.
- 1303** A sponsor shall receive for his efforts:
- a) A tax receipt
  - b) A thank you letter from the association
  - c) An annual team picture on a plaque or framed
  - d) His name or logo on the team sweaters
  - e) The team shall be called after and identified only in the name of the sponsor.

## **RULES, DUTIES AND REGULATIONS 1400**

### **TEAM OFFICIALS**

- 1401** The Coach:
- a) The coach shall be appointed to a team by the SSMHA executive and it will be his responsibility to recommend to the SSMHA executive his other team officials.
  - b) All registered Coaches or Assistant Coaches involved in instructing children from the ages of 5-8 inclusive must have or obtain the HC recognized Introduction to Coach certification by December 15<sup>th</sup> of the current season. All registered Coaches and Assistant Coaches instructing players from the age of 9 and up must have or obtain the HC recognized Coaches Stream certification by December 15<sup>th</sup> of the current season, in order to coach Competitive AA, A, B or Comp C levels.

- c) All coaches and assistant coaches are required to undergo a criminal check and to be renewed every 2 years.
- d) All new coaches and assistant coaches are required to attend a Speakout Workshop.
- e) He shall attend all coaches meetings or send another of his team officials or team spokesman so that, his team is represented and kept informed in the business of the SSMHA.
- f) He should prepare at the start of the season a planned program which includes exhibition games, tournaments, extra practices, finance program, scope of skill and game training, etc. The program should be in line with the division and level of play.
- g) He shall, on an ongoing basis, attempt, to the best of his ability, to teach the basics and intricacies of hockey through drills and practices, commensurate with the division and level of play of the children involved.
- h) He shall, on an ongoing basis, attempt, to the best of his ability, teach the individual skills necessary to play the game and raise each player's skill level to an acceptable degree over the course of the season.
- i) The coach carries the name of the SSMHA and it is his responsibility to set an example, to see that his players and parents act responsibly and show good citizenship and sportsmanship at all times whenever representing the SSMHA during any team function.
- j) The coach should:
  - 1) Always remember that he is dealing with children and his example should be solid standard of leadership, whether on the bench, the ice, the dressing room, etc.
  - 2) The children expect and respect discipline but a coach should also be understanding.
  - 3) He should be fair to one and all.
  - 4) He should never use foul language in their presence.
  - 5) He should never yell at them or demean them in any way.
  - 6) He should offer encouragement as well as constructive criticism.
  - 7) He should not openly criticize the referees.
  - 8) He shall give all players equal time in practices and in games as detailed by HC fair play policy.
  - 9) He should show up early for team activities and be fully prepared.
  - 10) He should expect that the players give promptness, attention and effort.

#### **1402 The Manager and Assistant Coach**

- a) The assistant coach shall be recommended by the coach and approved by the SSMHA executive. He shall be required to complete a records check on a 2 year rotation the same as any head coach.
- b) He shall assist the coach in all aspects of handling the team and in the absence of the coach shall be responsible for the team and therefore subject to all the rules and duties of a coach.
- c) The designated Assistant Coach(s) must have or obtain the proper certification for instructing players – re 141-b.
- d) The team manager shall be recommended by the coach and approved by the SSMHA executive.
- e) Under the direction of the coach he shall be responsible for all team activities off the ice, the administration, meetings, finances, tournaments, ice times.
- f) He shall maintain records and accounts and prepare reports and publications for the benefit of the parents and for the coach to present at coaches meetings.
- g) He shall be responsible for obtaining all travel permits and documents as required, from the necessary agencies.

### **1403 The Hockey Safety Person (HSP)**

- a) The HSP shall be recommended by the coach and approved by the SSMHA executive. They too must complete a record check on a two year rotation.
- b) All carded development teams playing in the NBMHC are required to have an officially qualified HSP on the bench at all times. This function may be done by one of the other officials.
- c) The HSP course is an official Hockey Canada Safety Program and is designed to play an important role in improving the quality of play for all hockey participants.
- d) He shall obtain a key to the dressing room and shall monitor the condition of the room and report any damage to the arena staff.
- e) HSP is responsible for providing the risk management safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times.
- f) HSP is to supervise safety and assist injured players and access if an ambulance is required. When a player is injured to the extent that he or she requires medical treatment, and in the absence of the parents or guardians, he shall see that such is obtained without delay. The parents or guardians of the injured player should be notified immediately. If necessary he will provide them with a HC insurance claim form. The completed form should be returned to the manager within 30 days for forwarding.

## **RULES, DUTIES AND REGULATIONS 1500**

### **General Rules of Operation, Conduct and Discipline**

- 1501** All players shall generally play a regular shift.
- 1502** Players are not allowed on the ice until the rink staff have left and closed the doors.
- 1503** Players are asked not to be outside of the dressing rooms with skates on or before scheduled ice time.
- 1504** No player is permitted on the ice during a practice or game without a complete required set of CSA approved equipment.
- 1505** During a game, players on the bench must keep their equipment on at all times.
- 1506** Referees shall not allow a player to continue if he is found to be wearing faulty or non CSA approved equipment and a penalty may be assessed.
- 1507** A player will not be covered by the HC insurance program if injured and found not to be wearing CSA approved equipment.
- 1508** Helmets that are painted are illegal and dangerous and will not be allowed. Helmets cannot display unapproved CSA stickers.

- 1509** Players who are unable to control their temper, on or off the ice, shall be given special attention by the team officials. In problem cases the discipline Committee should be notified.
- 1510** Team officials have the authority to hand out suspensions, penalties, etc., any suspension that is of one game or more will require an incident report to be completed and turned in to the VP of that level for review. In problem cases, the Discipline Committee shall be notified and more appropriate measures may be considered.
- 1511** Scurrilous, obscene, or profane language or gestures shall **NOT** be used **AT ANY TIME** by the players, team officials or any member of the SSMHA.
- 1512** In accordance with the SSMHA constitution Bylaw 1.6, anyone whether official, player, parents or other member may be removed from participation in SSMHA functions, by suspension from the association, by the SSMHA executive if such action is deemed necessary and in the best interest of all concerned.
- 1513** It is a coach's responsibility to know the playing rules and therefore if a player receives a penalty during a game that calls for a suspension and/or a hearing, the coach is responsible for sitting the player out and contacting the necessary authorities for further action. Failure of the coach to do this could result in further suspension for the player, the coach or the team and unnecessary loss of points in league, playoff or tournament standings.
- 1514** Players are expected, by virtue of their membership, to attend all team functions, practices and games, at the time specified by the coach, unless otherwise excused by prior arrangement with the coach.
- 1515** If, in the opinion of any one team official, coordinator, or member of the executive, a player at a game or practice, appears to be under the influence of alcohol or drugs, the player will not be allowed to participate. Team officials will contact the parents or guardians and request that they pick up their son or daughter. The player shall immediately be suspended by the team official from playing with the team until such time as the SSMHA discipline committee has considered what action should be taken in the interest of all concerned. A complete written report is to be submitted by the team official to the Discipline Committee.
- 1516** A similar provision to 1515 applies to team officials and SSMHA members.
- 1517** Suspended team officials shall not be permitted in or around the player's bench or dressing room one hour prior, during and after the game.

## **RULES, DUTIES AND REGULATIONS 1600**

### **Registration**

- 1601** Rules for registration shall follow those set out in the HNB/NBMHC Constitution under rules and Regulations. These Rules shall complement but not conflict with those of the HNB/NBMHC.

- 1602** Players shall not be registered after noon on January 10. Players may be registered up to February 10<sup>th</sup> only where the player concerned has moved into this area. The registration must be accompanied with a proof of residency if the player has moved here from outside the SSMHA area.
- 1603** A minimum of 12 players and a maximum of 19 players per team, one of which must be a goal tender, shall be registered prior to the first game in the regular schedule.
- 1604** The fees for registration shall be set annually by the SSMHA executive.
- 1605** Residency status shall be checked vigorously by the SSMHA registrar.
- 1606** When a player registers in SSMHA, a portion of the fee is for personal injury and property damage insurance provided by the Canadian Hockey Association and HNB registration. This portion of the registration fee is non-refundable if it has been paid to HNB.

**All requests for refund will be forwarded to the Registrar, up to Oct. 31<sup>st</sup> of the current year – ref. rule # 306.**

The registrar will request the Director of Finance to issue a refund.

The Director of Finance will ensure that all equipment has returned before the refund is issued.

Players will not be permitted to continue playing hockey if full payment is not made by October 31<sup>st</sup> of the current year – ref. rule # 306.

- 1607** Individuals, Parents or guardians shall be made fully aware at the time of registration, what it is that the registration fees pay for. They shall be informed that coaches and managers are expected to plan for extra activities such as tournaments, extra practices, and more than 4 exhibition games and social activities which the individuals or parents are expected to pay for.

## **RULES, DUTIES AND REGULATIONS 1700**

### **Coaches Selection**

- 1701** Applicants to fill coaching positions in the upcoming year will be requested, through advertising in the various media or on an ongoing basis starting at the end of the current playing year. A completed criminal records check must be completed and attached to the coach's application to be considered for any head coaching position.
- 1702** Coaches applications and criminal check forms will be available at the time of registration or from any member of SSMHA executive.
- 1703** A committee of knowledgeable people and elected members of the executive, in accordance with the SSMHA constitution and bylaws, shall be convened under the chairmanship of the Director of Technical Services to conduct interviews if required and consider applicants for competitive or recreation level hockey coaches.

## **RULES, DUTIES AND REGULATIONS 1800**

### **Team Selection Process**

- 1801** The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President, Coordinators, and all coaches to clearly define the evaluation process, the role each person plays, and gather input and support from all present. Enforcing the philosophy that “once chosen, the player remains on the team”.
- 1802** Technical Director ensures coaches are aware of how players are notified of player cuts. It is suggested that the coach get the consensus of each division if they would prefer Team list posted, an interview or a phone call.
- 1803** All parents will be notified of their child’s first evaluation ice time via Phone calls or e-mails.
- 1804** All players will be scheduled for at least two hours of ice for player evaluations.
- 1805** The purpose of the selection process is to separate the players into teams, according to their ability, which will play at the correct and various levels of a division (age group).
- 1806** Players shall be evaluated for their own benefit including those trying out for competitive teams.
- 1807** All coaches expressing an interest in coaching should evaluate players in that division. They must complete all evaluations for consistency and fairness. (Other coaches may be asked to run the practice during player evaluation.)
- 1808** The SSMHA may at it’s discretion for none, one or more competitive teams in each division of hockey.
- 1809** The number of levels in a division, by HNB rules, is decided by the total number of teams, depending on the number of players registered in the SSMHA for that division.
- 1810** The board of directors will consider establishing a standard of equal # of players per team for all teams in the division.

## **RULES, DUTIES AND REGULATIONS 1900**

### **Player Grouping (Team Selection Process)**

- 1901** The number of players on each team will be determined by registration numbers in each division.
- 1902** Player evaluations should be conducted through a series of drills by coaches. Evaluators (Coaches) in the stands may evaluate using a player evaluation scoring system.
- 1903** Each player will be scheduled for at least two hours of evaluation before competitive team cuts are made.

- 1904** When evaluations are complete their sheets will be stored by the Technical Director and remain confidential. Actual ratings will never be made public, but the coach is required to inform any player or parent why the player is reassigned if they so request.
- 1905** Using the information compiled from the evaluators, the number of players trying out should be separated into competitive and recreation groups as soon as possible.
- 1906** All things being equal, this should leave the best players and goal tenders trying out in that division.
- 1907** The Competitive coach should then select what he considers to be the top players and the best of the goal tenders leaving the remainder to the Recreation coaches.
- 1908** The recreation teams would then separate to practice and continue observations of players.
- 1909** The Technical Director will monitor player evaluations to ensure the process is being followed.
- 1910** The competitive teams should be set by no later than October 31<sup>st</sup>. By this time, players would have been on the ice for approximately one month, plenty of time for the Competitive coach to evaluate the players and make his decisions. Teams that play in a High School conference and the Provincial Bantam and Pee wee league normally begin their schedule in early November.
- 1911** Exceptions to this would come from circumstances such as replacing players leaving the area, dropping out of minor hockey for injury or other reasons.
- 1912** In the meantime, the Competitive coaches should be observing the recreational league practices and games to ensure that a potential player has not been overlooked. Such players could be brought up and tried out during exhibition games and practices prior to the start of league play, or even later if a late bloomer was discovered.
- 1913** After the November 30<sup>th</sup> cut off date, the Competitive coach can sign affiliates from Recreation teams in times of need within the guidelines of this section. The Recreation coaches should be prepared for this eventually and assist the Competitive coach when called upon.
- 1914** In all cases of the call up of a player from one team to another, the coach of the player being called up must be contacted before the individual player is approached.
- 1915** The date for finalizing teams is November 30<sup>th</sup> for Competitive, and Recreation teams. Any exceptions to these dates must be approved by the Board of Directors.
- 1916** Technical Director, V.P. Recreation, in consultation with Recreational League Coaches, divides the remaining players into Recreational league teams, trying, as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.
- 1917** It is most important that throughout the above, all coaches and Technical Director work together in a spirit of cooperation, with the objectives of having all players play at the most appropriate skill level, and that teams playing each other be as evenly balanced as practical.



**1918** Player shifts after dates indicated in (2013) will not be allowed except for unusual reasons such as the necessity to complete a roster because a player drops out of hockey or moves out of SSMHA jurisdiction or as a result of injury supported by a doctor's certificate. In any such instance, prior approval must be obtained from the Board of Directors.

**1919** Subsequent to team selection and player grouping the forming of All Star teams is not supported by SSMHA.

## **RULES, DUTIES AND REGULATIONS 2000**

### **Player Movement between Divisions**

It is the intent of SSMHA that all players will play in the Division as their age dictates. It is recognized that situations may arise where the best interests of the player and the association are best met by moving a player from one division to another. These situations are assessed on an individual basis subject to the following guidelines:

**2001** Requests to have players moved from one division to another must be made in writing to the Executive prior to November 15<sup>th</sup> by the player's parent or guardian. The request should identify the reasons for the request.

**2002** The Technical Director, along with the coaches of each level involved and one other member or the Board, will review all applications and make a ruling. The results of this review will be communicated to the player's parent/guardian and the Board of Directors of the SSMHA.

**2003** Requests to have a player moved down one level to recreation must be approved by the District Director. The District Director shall use the following criteria for determining such movement:

- a) Risk and safety management
- b) Medical
- c) Compassion

**2004** The upward player movement shall be available for second year players in Atom. Players in their second year of a division are eligible to be evaluated for player movement to the highest category team in the next division.

## **RULES, DUTIES AND REGULATIONS 2100**

### **Tournaments (As per HNB Constitution)**

**2101** All tournaments must be sanctioned by NBMHC.

**2102** All invitational tournaments and tours must be approved by the Executive Committee.

**2103** No sanctioned tournament shall accept entries from any team that is not a registered member.

- 2104** All registered players participating in non-registered tournaments will be suspended indefinitely.
- 2105** SSMHA President shall administer discipline for all Game Misconduct and lesser infractions that occur within their area of jurisdiction. He shall also administer discipline for all exhibition and tournament games played within their jurisdiction. This authority shall not be delegated down. All game suspensions must be communicated to HNB. Match penalties, Gross Misconducts, and Code of Ethics infractions are to be reported immediately to the District Director for action.
- 2106** In the respect that the Association shall attempt to provide each team with competition in a scheduled league, it shall be Association policy that each team shall be allowed to travel to three tournaments outside of the Association. For purposes of this by-law, a team hosting a tournament shall not have this considered as one of their tournaments.

If a team does not participate in a league then that team shall be permitted latitude in consideration as to the amount of tournaments that they may attend.

All meetings of teams held to consider additional tournament participation should be held at least three weeks prior to the event. A member of the elected Executive must be present to ensure that undue pressure is not exerted on the parents and to conduct a vote by secret ballot.

If a coach is interested in additional tournament participation, then he must arrange a team meeting, have the vote at this meeting and must show a 75% acceptance rate of the total team to allow additional tournament play. Voting shall be limited to one vote per player representative and they must be present to vote.

This by-law does not include provincial or league playoffs.

## **RULES, DUTIES AND REGULATIONS 2200**

### **Dressing Room Protocol**

- 2201 Each coaching staff within SSMHA shall have the following accepted guidelines for dressing room protocols prior to and following a game situation**
- A) Each coach shall be accorded a timeline of 10 minutes prior to a game in which only the coaching staff is permitted within the dressing room to prepare the team for the upcoming contest. Parents and guardians will allow the coaching staff this time and may enter the dressing room on the request of the coaching staff.
  - B) Immediately after a game, no parents or guardians will enter the dressing room until the coaching staff has had a 5 – 10 minute time for the post game talk. Coaches will not unduly delay families from leaving and families will accord the coaching staff time to have post game discussions.
  - C) Any breach of the preceding protocol will be addressed by the Discipline Committee.
  - D) The intention of this protocol is to provide coaches with the opportunity to properly prepare teams for competition and to provide an opportunity for teams to discuss games after competition.

**2202** No cellular telephones, picture taking or recording devices will be permitted in dressing rooms by players for any and all practices, or games. These games include ALL home and away.