

YARMOUTH COUNTY MINOR HOCKEY ASSOCIATION



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INTRODUCTION

The Organizational Manual is intended to serve as constitution, by-laws, policies and procedures, and best practices for Yarmouth County Minor Hockey Association.

This is an evolving document which is to be reviewed every year and amended at the Annual General Meeting.

1.0 Constitution

1.1. Name

This association shall be called the Yarmouth County Minor Hockey Association (YCMHA).

1.2. Objectives

The objective of the YCMHA is to administer matters set out by Hockey Nova Scotia, Hockey Nova Scotia Minor Council and the Canadian Hockey Association. The YCMHA will foster, improve and perpetuate the game of minor hockey for member children, parents, volunteers and associate parties, of Yarmouth County, Nova Scotia.

1.3. Registration

(a) The Yarmouth County Minor Hockey Association will register with Hockey Nova Scotia Minor Council and be recognized as a member association.

(b) The YCMHA will operate in such a manner that is consistent with the Articles, By- Laws and Regulations of Hockey Nova Scotia, Hockey Nova Scotia Minor Council and the Canadian Hockey Association.

(c) The YCMHA shall submit a Constitution and By-Laws (Policies & Procedures) each year following its Annual General Meeting or with its annual player / official registration package to Hockey Nova Scotia Minor Council.

(d) The YCMHA shall make available a list of officers following their Annual General Meeting to Hockey Nova Scotia Minor Council or any other interested party.

1.4. YCMHA Board of Directors

(a) The YCMHA Executive shall consist of the following officers: President, Vice President, Secretary, House Treasurer, and Rep Treasurer.

(b) All other Directors are members of the Board.



(c) All members shall be familiar with the YCMHA Organizational Manual and their job description.

(d) Each member of the Board shall carry one vote.

Each member must complete a criminal background check and child abuse registry check at the start of their term or every 3 years.

1.4.1. Number of Meetings

The board shall meet every second Tuesday of each month, with the exception of June, for a total of eleven (11) meetings per year.

1.4.2. Attendance

Board members are expected to attend at minimum six (6) of the eleven scheduled meetings and miss not more than three (3) consecutive meetings without a valid reason. Any member of the Board who fails to meet the minimum attendance requirement may face sanctions from the Board, not limited to removal from the Board of Directors.

1.4.3. Quorum

Quorum is a minimum of three members of the Executive and four other Directors of the Board.

1.4.4. Board Member Term

YCMHA Board positions are for a two year term. The position of President, however, is limited to two consecutive terms.

1.4.5. Conflict of Interest

Any board member who believes, or believes they may be perceived, to be in a conflict of interest must declare such conflict and remove themselves from discussion and decision making related to the conflict (during a board meeting, through e-mail, or any other means of communication).

Board members in conflict may also be identified by other Board members. Should the individual object to being in conflict, the remaining board members (i.e. excluding the individual in question of conflict and the person identifying that individual) shall vote to determine whether or not a conflict exists, with a simple majority ruling.



Exceptions will be made if input is requested by the remaining Board members and the member in conflict shall fill the role unrelated to the Board (parent, coach, manager, etc.).

Members in conflict shall not have any voting privileges on matters with which they are deemed to be in conflict.

1.4.6 Confidentiality agreement

Confidentiality is crucial to the operation of the association. It is imperative that all information learned by an individual on the board during board meetings and activities not be shared during or after its conclusion. In the event that confidentiality has not been maintained, a summary of the circumstances and individuals involved will be kept on file with possible discipline.

1.5 Annual General Meeting

The YCMHA Board of Directors is required to hold an Annual General Meeting within 60 days of the fiscal year end, typically in May, unless otherwise requested by HNS.

Notice of the AGM must be circulated in local media and via the YCMHA website at least 30 days prior to the meeting.

1.5.1 Fiscal Year

YCMHA's fiscal year operates from April 16 – April 15 of the following calendar year.

1.6. Election Process

Elections for the Board of Directors are held at the Annual General Meeting for the subsequent hockey year. The YCMHA will provide newly elected with a description of their duties upon being elected.

Anyone seeking a position on the Board of Directors must submit, in writing (e-mail or letter), to the YCMHA secretary of their intention to seek nomination 30-days prior to AGM.

The role of President and Vice-President can only be filled by Board members in good standing with a Hockey Canada MHA who have at least two years of experience on a MHA Board of Directors. In the event that this is not possible, amendments can be made in the manual by vote.

1.6.1. Voting Eligibility



Members of the Board of Directors may be voted on by all members of the active board as well as family members who have children that are actively registered in YCMHA. Voting eligibility is as follows for family members:

- One vote per household (regardless of the number children registered with YCMHA). A family being one child or more, with one vote being available to that family;
- All children in that family must have their registration fees fully paid at the date of the vote; and
- The representative making the vote for the family must be the age of 18; and
- All members of the household must be in good standing with YCMHA.

1.7. Complaints Policy

Any complaints should be made through the following channels:

- First to applicable Division Director;
- Should the response from the Division Director not be satisfactory, then a written correspondence must be made to the Board of Directors to be brought forth at the next scheduled meeting. The letter needs to be signed and must be submitted **not prior to 24 hours after the incident occurred.**

1.8. Amendments

1.8.1. By-Laws

Motions for amendments to the By-Laws may only be voted on by members in good standing on the active Board of Directors. Changes to By-Laws may only be made at the AGM.

1.8.2. Policies and Procedures

Amendments to policies and procedures may be made at any time. Votes during meetings require a majority vote from members in attendance.

Alternatively, policies and procedures can be modified outside of the regularly scheduled monthly meetings with approval via e-mail from 75% of the Board members in good standing.

1.9 BOUNDARY

The Boundaries of the YCMHA are defined as Yarmouth County, as outlined by Hockey Nova Scotia.



1.10 BY-LAWS

1.10.1 Membership

The Yarmouth County Minor Hockey Association shall conduct and supervise minor hockey for all players and officials registered with the YCMHA.

1.10.2 Suspension and Expulsion of Officers

Any violation of the Articles, By-Laws and Regulations or decisions of HNS, HNSMC, CHA, or YCMHA, shall render such an officer liable to suspension by a two-thirds (2/3's) affirmative vote of the entire Executive Committee of the YCMHA until the next Annual General Meeting of the YCMHA. Any officer suspended shall be notified in writing for the reason of the suspension. Voting privileges of suspended officers shall also be withdrawn.

Complaints within the board of directors shall be directed to the president in writing.

1.10.3 Code of Conduct

The YCMHA shall be responsible for issues relating to conduct and discipline within their respective levels of hockey. All decisions and actions shall be at least consistent with the Regulations of HNS, HNSMC and CHA.

1.10.4 Registration

(a) The YCMHA shall be responsible for registration of children within Yarmouth County. Documents shall be submitted to HNSMC as per instructions contained in the Regulations of HNSMC.

(b) Children listed or registered in levels: Recreational or Competitive shall play in their respective Divisions.

(c) The YCMHA shall be responsible for registering players and submitting HNS player cards and team registration at the 'AAA' and 'AA' levels. All other competitive and non- competitive teams shall listed on the appropriate form provided by HNSMC and submitted with all fees associated with this registration

(d) Player registration fees shall be established prior to September 1st of each year.

(e) Any additional competitive player registration fees will be established by the YCMHA and announced prior to September 1st of each year.

(f) Goalie registration: at the U9 level, first time goalies can choose to have a free set of



goalie gear OR free registration. At the U11 level and up, goalies will have a registration fee of \$100 only

Players must accept terms and conditions of reduced fees as described below:

- The free gear will be a one time offer (**purchased and supplied by YCMHA), therefore if in their second year the child chooses to remain goalie, they can opt for the reduced registration of \$100, similar to other levels.

- Goalies must be committed to playing the full year in net)

1.10.5 Compensation

Directors or other appointed persons shall receive reasonable expenses for hotel and transportation of car allowance, while on authorized business for the YCMHA Board. Such expense claims shall be submitted to the Treasurer for reimbursement.

2.0 Fair Play Codes of Conduct

All players, coaches, team officials, parents/guardians, and spectators are expected to follow the Fair Play Code of Conduct. The appropriate Codes of Conduct are posted on the YCMHA website.

2.1 Respect in Sport Parent Program

When a family registers a child for the first time with YCMHA, that player's parents/guardians must complete the Hockey Nova Scotia Respect in Sport Parent Program at their own expense.

3.0 Jersey Policy

All Jerseys issued through YCMHA to players and teams are property of YCMHA. All jerseys must be returned at the conclusion of each hockey season. Failure to return a jersey in accordance with this section will result in the jersey deposit being cashed.

3.1. Deposits

Teams are responsible for collecting a postdated cheque (dated April 15 of the following calendar year) in the amount of \$60 for house league players, or \$120 for rep players (for a home and away jersey) prior to coaches picking up their jerseys. (Note: full team cheques will not be accepted as deposits. Individual cheques must be received from the parent/guardian of each player). Exception: Jerseys not maintained by YCMHA Equipment Director (ie. female jerseys) or that are not required to be returned at the end of the hockey season (ie. Timbit or Atomic jerseys), NO deposit fee will be collected.



Cheques will only be returned at the end of the season once the jerseys are returned in acceptable condition.

Acceptable condition is defined as “normal wear” of the jersey. Tears, cuts, burns, glue adhesive, rips, etc. are not considered normal wear and the cost of a replacement jersey will be the responsibility of the assigned player.

3.2. Issuance of Jerseys

The issuing of team sets of jerseys will be coordinated by the Equipment Director, which occurs approximately the second week of October or when all full team deposit cheques are submitted.

3.3. Alterations to Jerseys

Name bars, sponsor bars, and captain “C” and assistants “A” are permitted. However, they must be sewn on not glued, stapled etc. Use of any type of glue is not permitted on the jerseys. No other alterations are permitted.

3.4. Jersey Care

It is recommended that jerseys be stored in a garment bag, not inside a hockey bag. Jerseys are to be washed in accordance to manufacturer’s directions.

3.5. Responsibility of Jersey

Lost jerseys are the responsibility of the assigned player and their parent/guardian.

4.0 Registration

Player registration will be held during the summer prior to the hockey season on dates as determined by the Board. When available, registrations outside of these dates may be made at Yarmouth Recreation department or online.

4.1. Registration fees

Registration fees are set on an annual basis by the Board of Directors. There will be a late fee for registration past the deadline.

4.1.1. Rep Fees

In addition to the registration fees, any player selected to play on a competitive team will be responsible for covering additional team expenses, as identified below. These “rep fees” are



set on an annual basis by the Board of Directors.

Rep fees are intended to cover the additional core operating costs of a competitive hockey team. These include:

- Ice time
- Referee and time keeper fees
- Hockey Nova Scotia fees
- Coaching clinics and coach certification fees
- Socks
- Sponsor bars
- Garment bags
- League fees
- Pucks (up to 50)
- One hotel (accommodation) room for coaching staff (only if the coach does not have a child on the team)
- Annual allocation for jersey replacement
- One bus per season to a maximum of \$800
- Pylons
- C and A letters for jerseys
- White boards
- Pucks (maximum of \$100)
- First Aid Kit

Rep teams will be responsible for fundraising for tournaments as needed.

Any expenses not identified above must be brought to the Board of Directors for approval prior to the expenditure occurring

4.1.2. Team Budget and Total Team Expenditures

All competitive teams are required to identify a team manager who cannot be a family member of the head coach.

All competitive teams will receive a budget template at the beginning of each season. Team managers along with coaches are required to complete the budget template and submit to the Rep Treasurer no later than October 15. The Rep Treasurer will review



and approve the team budget by November 15.

Funds available to competitive teams will come primarily through registration and rep fees. For costs in excess of the amounts raised through registration and rep fees, these will be the responsibility of the teams.

4.1.3. Sponsorships

All competitive rep teams are required to secure, in coordination with the Director of Corporate Sponsorship and Recruitment, a team sponsor (Maximum of two) for a minimum fee of \$1,000. C level teams do not recruit their own sponsors. The director of corporate sponsorship shall do this.

4.1.4. Fundraising

All team fundraising activities must be approved by the Director of Corporate Sponsorship and Recruitment.

Step 1. Complete Team Fundraising Application (**Form A1, Appendix B**) and submit to Director of Sponsorship for approval two weeks prior to the anticipated start date of fundraiser. If applicable, obtain both, a lottery license and copy of lottery license from the Alcohol, Gaming, and Fuel & Tobacco Division of Service Nova Scotia

Step 1a. Requirements and conditions for obtaining for a lottery license can be found on the Nova Scotia [website](#). This includes any raffle tickets, or other tickets on prizes.

Step 2. Two weeks after the completion of the fundraiser, a summary (**Form A2, Appendix C**) must be completed and submitted to Director of Sponsorship within two weeks of fundraiser completion.

Teams that fail to comply with the above steps may face sanctions from YCMHA.

- Banners are not permitted as a fundraiser.
- All game 50/50 draws are done at the risk and responsibility of the team. YCMHA is not responsible for any monies collected via a team's 50/50 game draw. Teams must abide by lottery rules and regulations. Parents and coaches must be in agreement as to how to use game 50/50 money.
- Fundraisers that teams organize with the intention of funding and hosting tournaments must also be approved and monies fundraised must be deposited in the team account. A budget of tournament expenses must be submitted and reviewed with the treasurer.

4.1.5. Excess Team Funds Remaining at the End of the Hockey Season

Funds unspent by a competitive team at the conclusion of the season shall be returned to Yarmouth County Minor Hockey Association. This includes excess monies raised to host tournaments.



4.2. Payment Dates

Registration fees are due in full at the time of registration.

Additional rep fees are collected on November 1 and December 1.

4.2.1. Post-dated Cheques

Up to half of the core registration may be paid via a post-dated cheque, dated no later than December 1 of that hockey season.

All other fees (i.e. competitive tryout and hockey school) must be paid at the time of registration.

4.2.2. Delinquent accounts

Any player who has not fully paid their core registration fees by December 1 will not be allowed to continue in any YCMHA activities until such time fees are paid. Fees must be paid in full before the player will be allowed to partake in any further YCMHA activities.

Fees that remain unpaid through the end of the season will carry over to the following hockey season and must be paid in full before any player is permitted to continue in any YCMHA activities.

Any player with outstanding rep fees at January 1 will have a letter sent to the parent giving them until January 15th to pay remainder of rep fees. If fees are not paid in full by January 15th, the child **WILL NOT** be allowed to continue in any YCMHA activities until such time as the fees are paid.

4.3. Refunds

Refunds on core registration fees may be issued on the following schedule:

- Prior to November 1, 100% refund of the registration fees, minus administration cost of \$25;
- November 1 – November 31, 80% of the registration fees, minus administration cost of \$25;
- December 1 – December 31, 50% of the registration fees, minus administration cost of \$25;
- After December 31, no refunds.



Refunds for other YCMHA activities (e.g. competitive tryouts and hockey school) will be provided up to the time of the first ice session. After the first session has taken place, no refunds will be granted.

4.3.1. Exceptional Refunds

The board reserves the right to issue additional refunds to players for exceptional circumstances (for instance, a season ending injury) in excess of the pro-ration and applicable dates outlined in 4.3

5.0 Risk Management

5.1 Liability

Hockey Nova Scotia and YCMHA insurance covers players and bench staff during YCMHA sanctioned events only. YCMH and HNS are NOT responsible for any unsanctioned events including but not limited to: parent/player games, off ice activities, conditioning, or team bonding.

5.2 Dressing Rooms

Players are not to be left unattended in the dressing room. There must be two certified team staff, of the same gender, in the room from the moment the first player arrives to the moment the last player leaves.

5.3 Coed Dressing Rooms

Female players – Requiring a separate dressing room

Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops), all of which must be in good condition and without holes/tears. At the Pee wee (11 years old) level and above the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms;
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff;
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff;
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender;



- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

All female players have the right to get dressed separately from their male teammates. If no female dressing room is available, then the dressing room assigned to the team must be vacated to allow the female players of that team to get dressed/undressed. A female parent/guardian may substitute as a presence in or just outside the female dressing room for their own child only. If there are additional female players then that female parent/guardian must have completed Speak Out/Respect in Sport – Volunteer Program, Criminal Record checks and Child Abuse Registry searches. They do not need to be assigned to the team. At all times, there must be two (2) approved team staff present with players if more than only their own child present.

6.0 YCMHA Code of Conduct

The Yarmouth County Minor Hockey Association (YCMHA) dedicates itself to the advancement of minor hockey for all individuals by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

YCMHA has adopted a "Code of Conduct" that all team officials, players and parents/guardians are expected to follow. The purpose of this "Code of Conduct" is to maintain a fun, pleasurable experience for all who attend any function related to YCMHA. A violation of the "Code of Conduct" may lead to disciplinary action against the team official, player or parent/guardian; thus it is recommended that you familiarize yourself with the "Code of Conduct" and the possible disciplinary action as detailed in the CMHA Operating Policies.

The YCMHA "Code of Conduct" places an emphasis on respect: Respect the game; Respect the rules; Respect the opponents; Respect the Coaches, Officials, Parents, Executives, Players, Arena Staff, Volunteers and their decisions; Respect the facility; Maintain self-control at all times.

During the course of all YCMHA activities and events, members of the YCMHA shall conduct themselves at all times in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian Hockey governing bodies) will not be tolerated by the YCMHA.

The following are guidelines that are expected to be followed:

PLAYER CODE OF CONDUCT



I will:

- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, YCMHA and my team.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self control at all times.
- Attend as many games and practices as reasonably possible.
- Be present before games and practices in a timely manner.
- Notify the coach/manager ahead of time if I will be absent.
- Respect the facilities, either home or away, in which I'm privileged to play.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- Refrain from using foul language towards teammates, coaches, officials or opponents.
- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Show respect for the feelings and abilities of the players on the other team.
- Accept the capabilities of other players.
- Accept defeat gracefully...love the game above the prize.
- Refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse will not be tolerated by the YCMHA.
- Treat others as you wish to be treated.
- Play for fun and to improve your skills. Don't be a show-off and always try for the most points or penalties.
- Congratulate your coach, your team and your opponents. Without them, you don't have a game.

PARENT CODE OF CONDUCT

I will:

- Support my child with positive encouragement.
- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, YCMHA and my child's team.
- Maintain self control at all times.
- Encourage my child to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences.
- Respect the facilities, either home or away, in which my child is privileged to play.



- Show respect for the decisions, judgment and authority of the officials, timekeepers and executive.
- Show respect for the feelings and accept the capabilities of my child, my child's teammates and players on the other team.
- Set a good example; Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and the Association.
- Avoid confusing my child by coaching from the stands.
- Gain an understanding of the **YCMHA 24 hour rule** to deal with team complaints and adhere to it.
- Refrain from expressing my opinion of the coaches or players in front of my own child.
- Support all efforts to remove verbal and physical abuse from the game.
- Refrain from using foul language towards other parents, coaches, officials or opponents.
- Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Refrain from demonstrating frustration or anger after a loss or poor performance.
- Not physically abuse any other person.
- Refrain from approaching the bench during a game situation unless summoned by a coach.
- Accept defeat gracefully.
- Set a positive example for my hockey player, and community
- Refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse will not be tolerated by the YCMHA.
- Recognize the value and importance of all volunteers. Remember: It is their time & resources that provide hockey for your child.
- Support efforts to teach your child that an honest effort is more important than victory.

TEAM OFFICIAL / VOLUNTEER CODE OF CONDUCT

I will:

- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, YCMHA and my team.
- Act as a leader of my team and act in a highly professional manner and represent my community in a positive way.
- Be responsible for my behaviour and the behaviour of my team.
- Respect the rules of the game, opponents, officials and their decisions.



- Maintain self control at all times.
- Show respect to the players and parents of my team.
- Respect the facilities, either home or away, in which my team plays.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- Refrain from using foul language towards my players, other coaches, officials or opponents.
- Show respect for the decisions, judgment and authority of the officials and timekeepers, executive.
- Show respect for the feelings and abilities of the players on the other team.
- Accept the capabilities of all players.
- Accept defeat gracefully.
- Set a positive example for my hockey player, and community
- Refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse will not be tolerated by the YCMHA.

6.1 YCMHA Social Media Policy

YCMHA recognizes and enforces Hockey Nova Scotia's Social Media Policy. All team officials, players and parents/guardians are expected to follow these guidelines.

Hockey Nova Scotia is committed to providing an environment to lead, develop and promote positive hockey experiences. Any form of harassment using electronic devices commonly known as cyber bullying by coaches, other parents, volunteers, officials, bench staff, other teammates and competitors will not be tolerated.

What is cyberbullying?

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disputes or prevents a safe and positive environment may also be considered cyberbullying.



Social Media Guidelines

- a) Hockey Nova Scotia holds the entire Hockey Nova Scotia membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, Associations, and Leagues, Hockey Nova Scotia or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team Personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in Hockey Nova Scotia, Hockey Nova Scotia recommends that you request approval from your team or Minor Hockey Association.

Examples of violations

The following are examples of conduct through social media and networking mediums that are considered violations of the Hockey Nova Scotia social media policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or Hockey Nova Scotia.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member of a team, association, league, Hockey Nova Scotia or individual.
- b) Divulging confidential information that may include, but is not limited to the following:



Player injuries; Trades or other player movement; Game strategies; or any other matter of a sensitive nature to a member of a team, association, league, Hockey Nova Scotia or an individual

- c) Negative or derogatory comments about any team, association, league, Hockey Nova Scotia staff, volunteers, programs, stakeholder, players or any Hockey Nova Scotia member.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: Drug use; Alcohol abuse; Public intoxication; Hazing; Sexual exploitation; etc.
- f) Online activity that contradicts the current policies of Hockey Canada, Hockey Nova Scotia or any of its member associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with Hockey Nova Scotia policies and regulations on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

When a complaint is filed that may be in violation of this social media policy, a minor hockey association, female regional executive or league may deal with any matter and where possible.

Complaints referred to Hockey Nova Scotia will be investigated and reviewed by the Hockey Nova Scotia Discipline and Ethics Committee and if deemed warranted members of Hockey Nova Scotia may be subject to disciplinary action.

HNS Complaint form can be found [here](#).

Hockey Canada Cyber Bullying:

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Cyberbullying/Downloads/cyberbullying_resource_manual_e.pdf

Hockey Canada Abuse Policy:

https://hdco.on.ca/web_pdf/Bullying%20Harassment%20Abuse1.pdf



6.2 Harassment, Abuse and Bullying (“H.A.B.”)

H.A.B. is prohibited by human rights legislation. H.A.B. can also be an offense under Canada's Criminal Code. The **YCMHA has a zero tolerance policy in regard to H.A.B. Participants looking to submit a complaint to HNS can find their complaint form on their website or use our local complaint form on our website.** There shall be no H.A.B., or neglect, whether physical, emotional or sexual of any participant in any of its programs.

YCMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

6.2(a) These Policies and Procedures are intended to deal with all matters relating to discipline for breaches or violations of the YCMHA Code of Conduct and/or its Policies and Procedures. They are not intended to address matters related to the Rules of Competition as set out in the YCMHA Regulations and Policies.

6.2(b) These Policies and Procedures apply to all categories of members and participants of the YCMHA.

6.2(c) These Policies and Procedures outline discipline for breach of the Code of Conduct including harassment, abuse and bullying matters which may arise during the course of all YCMHA activities and events, including but not limited to competitions (including exhibition games), practices, training camps, meetings and travel associated with these activities. Depending on the offence, discipline shall be dealt with by the YCMHA or Hockey Nova Scotia.

6.3 Types of Infraction

Under these Policies and Procedures, there shall be three types of infractions, which may warrant discipline:

6.3(a) Minor infractions -These infractions and/or complaints will in most cases be dealt with at the YCMHA level. These infractions may also warrant immediate corrective action by either HNS or YCMHA.

Disciplinary sanctions for minor infractions may include:

- a) Verbal reprimand
- b) Written reprimand to be sent to the individual
- c) Verbal apology by the individual
- d) Written apology by the individual
- e) Termination of team service or other voluntary contribution to the team



- f) Suspension from the current competition and/or for a specified number of games
- g) Any other sanction(s) as may be deemed appropriate in the circumstances

6.3(b) Major infractions - these are infractions which are more serious and may warrant disciplinary action as specified herein. These infractions and/or complaints are generally dealt with at the HNS level, at the discretion of HNS. These infractions may be referred back to YCMHA. Harassment, Abuse and Bullying (“H.A.B.”) - these are deemed major infractions and must be reported to the HNS for direction.

6.4 Definitions of Harassment, Abuse and Bullying

Harassment

Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- Unwanted or unnecessary physical contact including touching, patting or pinching
- Any form of hazing
- Any form of physical assault or abuse
- Any sexual offence
- Unwelcomed behavior of one individual towards another which the individual ought to have known would be unwanted

Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur



according to child protection legislation is available at www.hockeycanada.ca.

- Emotional Abuse

Emotional abuse may include a chronic attack on a child or youth's self-esteem;

it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

Physical Abuse

Physical abuse includes when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may include but is not limited to slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Sexual Abuse

Sexual abuse may include a child or youth being used by an individual with more power for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

Bullying

Bullying is defined as hurtful interpersonal mistreatment of a person and is an act of hurting someone in order to insult, humiliate, degrade or exclude him or her.

Basically it is "mean" behavior. Bullying may also take the form of cyber bullying which involves bullying over the internet. Bullying can be:

- hurting behavior based on oppression and "meanness"
- based on power differential
- intentionally or non-intentional, but can be interpreted to be intentional
- intense repeated over time (generally, but not necessarily)
- oppressive – isolates victims
- caused by many factors and behavioral challenges

Hurtful actions may be:



- Physical – i.e.: hitting, kicking, grabbing, shoving, spitting on, beating others up, damaging or stealing another person's property
- Verbal – i.e.: name-calling, humiliating, degrading behavior, hurtful teasing, threatening someone (this may happen in notes or in person, over the phone, through text messages or the internet)
- Relational – i.e.: making others look foolish, excluding peers, spreading gossip or rumors (this may happen in person, over the phone, through text messages or the internet)
- Reactive – i.e.: engage in bullying as well as provoke bullies to attack by taunting them (this may happen in person, over the phone, through text messages or the internet)

6.5 H.A.B. Complaint Process

- A person who experiences H.A.B., any person who witnesses H.A.B., or any person who believes that H.A.B. has occurred should make it known to the harasser that the behavior is unwelcome, offensive and contrary to the values of the YCMHA and these Policies and Procedures.
- If confronting the harasser is not possible, or if after confronting the harasser the H.A.B. continues, the matter should be reported to an official of the YCMHA. For the purposes of these Policies and Procedures, an "official" may be a member of the YCMHA Board.
- An official who either becomes aware of an incident of H.A.B. or receives a complaint, written or otherwise, shall thereby advise HNS.
- Any member of an Association may make a complaint directly to its Association or directly to HNS. If the complaint received at the Association level is a Code of Conduct major infraction or a harassment, abuse or bullying infraction, it shall be forwarded to the HNS.

6.6 Confidentiality

The YCMHA recognizes the sensitive and serious nature of H.A.B. and will strive to keep all matters relating to a complaint of H.A.B. confidential. However, if required by law to disclose information, the YCMHA will do so.

6.7 Factors to be considered when sanctions are to be imposed for Major Infractions:

- In applying sanctions, YCMHA may have regard to the following aggravating or mitigating circumstances:
 - The nature and severity of the offence
 - The individual's acknowledgment of responsibility
 - The individual's extent of remorse
 - The age, maturity or experience of the individual



- v. The individual's prospects for rehabilitation
- vi. Whether the incident involved any physical contact
- vii. Whether the incident was an isolated incident or part of an ongoing pattern
- viii. The nature of the relationship between the complainant and the individual
- ix. Whether the individual had been involved in previous incidents
- x. Whether the individual admitted responsibility and expressed a willingness to change
- xi. Whether the individual retaliated against the complainant
- xii. Any other factor(s) deemed to be relevant.

b) Failure to comply with a sanction shall result in automatic suspension of membership in the OMHA or in organizations affiliated with the OMHA, until such time as the sanction is fulfilled.

6.8 Sanctions for Major Infractions

The following disciplinary sanctions for major infractions, may include:

- a) Written reprimand to be placed in individual's file
- b) Written or verbal apology by the individual
- c) Suspension from certain YCMHA events which may include suspension from the current game or competition or from future competitions
- d) Suspension from certain or all YCMHA activities (e.g., competing, coaching or officiating) for a designated period of time
- e) Referral to counseling
- f) Removal of certain privileges of membership

Any other sanction(s) as may be deemed appropriate in the circumstances

6.9 Disciplinary policy for parents/guardians/spectators

All parents/guardians/spectators must abide by the Code of Conduct as outlined in the YCMHA Manual. Any breach of the Code of Conduct will result in disciplinary action.

Disciplinary Action Guidelines:

1st violation: 2 week suspension from all YCMHA activities, both home and away.

2nd violation, same season: 1 month suspension from all YCMHA activities, both home and away.

3rd violation , same season: season suspension from all YCMHA activities, both home and away.

Repeat offender, already served 2nd violation or higher as noted above, different season: permanent suspension from all YCMHA Activities, both home and away.

Major violation, 1st (physical violence/ intimidation/other violation as deemed by the YCMHA Board of Directors): will be reviewed by the Board of Directors and Hockey Nova Scotia. Minimum suspension of 3 months, subject to longer term as voted by the board.



Major Violation, 2nd (physical violence/intimidation/other violation as deemed by the YCMHA Board of Directors): permanent suspension from all YCMHA Activities, both home and away.

All violations can be reviewed by the Board of Directors and be extended however not reduced less than guidelines above. Above guidelines will be followed for anyone associated with minor hockey in Yarmouth (eg: spectator, family member of a player, etc)

7.0 On-Ice Rules and Regulations

YCMHA follows all on-ice rules and regulations as set out by the Hockey Canada and Hockey Nova Scotia Rulebooks. In addition, YCMHA reserves the right to expand on the rules and regulations.

7.1 Three Penalty Rule

In games involving two YCMHA teams, any player who receives three separate minor penalties in the same game will be assessed a game ejection.

7.1.1 Multiple Game Ejections Under the Three Penalty Rules

A second game ejection under the Three Penalty Rule within the same hockey season will be suspended from all YCMHA activities for one full week. A third offense during the same hockey season will result in indefinite suspension until reviewed by the Board.

7.1.2 Suspension of Three Penalty Rule

The Three Penalty Rule has been suspended for the 2020/2021 hockey season. Rule will be revisited by the Board on an annual basis before the beginning of the season.

8.0 Coaches

All bench coaches/officials at all levels must meet the certification guidelines and deadlines as set out by Hockey Nova Scotia and be in good standing with the YCMHA.

8.1 Coach Selection

Anyone interested in coaching must submit a YCMHA coaching application (found on the YCMHA website) to the Board. Those interested in coaching competitive teams must submit their application by July 1st. Recreational coach applications must be submitted to the Board by October 1. Coaching applications will be made available after the AGM.

Candidates selected for coaching positions must adhere to the YCMHA coaching



philosophy as outlined in section 7.2. Anticipated timeline for coach selection is 2-4 weeks after the application deadline. Children of successful candidates are not guaranteed a position on that team. All players must go through the evaluation process.

8.2 Coaching Philosophy

YCMHA strives to ensure that all players receive fair and consistent treatment regardless of individual skill and ability. **Fair and consistent does not necessarily mean equal ice time**, it means consistent treatment for players in a similar position.

At the beginning of each season, coaches and division directors are responsible for meeting with players and parents to outline team rules and philosophies at all levels.

8.3 Ice Time – Recreational/ C Level Teams

Coaches must roll lines (i.e. ensuring all players receive equal ice time) without exception, regardless of the nature of the game. The only exception being for disciplinary reasons under team rules, as outlined by the coach at the beginning of the season.

At the U7 level, coaches are expected to provide equal opportunity for players to play all positions. Players must not be assigned particular positions at this age level (e.g. a player playing centre the entire season) as the U7 level is considered developmental.

8.4 Ice Time – Competitive/ Rep Level Teams

Coaches are expected to play their players on a fair and consistent manner. As noted above, fair and consistent does not necessarily mean equal ice time; however, it does mean that every player is given equal opportunity to develop. This includes equal ice time through the beginning of the season (considered September, October, and November).

Coaches shall strive to continue to provide fair and meaningful ice time to all players throughout the remainder of the season. A primary goal of coaches is to develop **all players** with the primary tool being meaningful ice time provided (i.e. no players shall be benched other than for **disciplinary** purposes).

After the beginning of the season, coaches shall continue to adhere to the philosophy of treating all players in a fair and consistent manner. Any behavioral, disciplinary, or any other private matter involving players or coaches should be brought to the attention of the division directors for additional support. Any confidential conversations with a player must include parent participation and 3rd party representation.

9.0 Competitive Program



Yarmouth County Minor Hockey Association (YCMHA) strives through its evaluation/tryout process to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based on their skill when comparing them to athletes of the similar age and category.

The U13 AAA Regional program hosted by the Queens County Minor Hockey, will follow the policies as outlined within the Hockey Nova Scotia Pee Wee AAA Hockey League Operations Handbook. Players wishing to try out for this team will register with QCMHA.

The purpose of this document is to outline the processes and guidelines to YCMHA's evaluation/tryouts for competitive teams.

9.1 Procedure & Guidelines - Competitive Divisions

Competitive divisions within YCMHA begin at the U9 level through to U18.

Any player trying out for a competitive team within YCMHA must be registered with YCMHA and also register for the tryouts for their assigned division no later than 1 week prior to the first tryout for the respective division. This is to provide time to finalize the tryout schedule and groups, as determined by registration numbers.

In keeping with Hockey Nova Scotia (HNS) regulations, eligible players from outside associations can register for YCMHA's tryouts; however, necessary arrangements with their home association must be made for release and then the player must register for YCMHA's tryouts no later than 1 week prior to the first tryout for the respective division.

All players will be provided no less than 2 ice times before being released from their respective competitive division.

Should a former YCMHA player or released player from another association be unable to attend ANY tryouts due to injury, this player must still follow registration protocol and advise the YCMHA President of the situation in writing prior to the first tryout. YCMHA reserves the right to waive the tryout process for this player and will consider previous team played, interview with former coach and other references. This does not guarantee placement on a team and only done under such special circumstances.

Any player applying for exceptional status (to be considered to move up a competitive level-eg: from competitive U11 to competitive U13) must first be made in writing to the YCMHA president and must be approved by the president and regional director. A number of factors are taken into account when considering approval for exceptional status, including but not limited to the following: Past performance, and coach interviews. If approved to attend competitive try-outs, in the case of a player applying for exceptional status to play in a division above their current one, that player is eligible for the roster if



they evaluate in the top 4 forward or top 3 defence spots (U13 and U15 levels), or in the top 5 players overall at the U11 level. Choosing an exceptional status player for a team is also subject to coach discretion

Yarmouth County Minor Hockey Association (YCMHA) strives through its evaluation/tryout process to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based on their skill when comparing them to athletes of the similar age and category.

Yarmouth County Minor Hockey Association (“YCMHA”) aims to ice competitive teams at as many divisions and levels as registration and skill allows. A tryout procedure will be implemented to meet this goal.

Players **MUST** be registered for tryouts by the tryout deadline. This deadline will be posted on the YCMHA website well in advance of tryouts.

YCMHA will charge fees for all players wishing to try out for a competitive team. This helps to cover any costs associated with the tryout process at the competitive level.

The detailed tryout process for each division, set forth by the evaluation committee, will be posted on the YCMHA website prior to the first tryout.

9.2 Confidentiality

Confidentiality is crucial to the success of the evaluation/tryout process. It is imperative that all information learned by any individual throughout this process not be shared during or after its conclusion. In the event that confidentiality has not been maintained, a summary of the circumstances and individuals involved will be kept on file with possible discipline.

9.3 Conflict of Interest

Individuals who believe they may be in a conflict of interest within a division should not involve themselves in that division OR any individual who believes they are in a conflict of interest at any time during the tryout process must declare such conflict, so that appropriate steps can be taken to eliminate the conflict.

9.4 Number of Players

Each competitive team must be comprised of a minimum of 13 players, being 12 skaters and one goalie, and a maximum of 17 players, being 15 skaters and two goalies. The existence of any one team will be not be guaranteed simply by the number of players trying out, rather, the Board, in conjunction with the off-ice administrator and the evaluators will determine whether a team can be iced taking into consideration factors such as the skill levels of players, the age group, and player safety.



For example, if 34 players attend tryouts, YCMHA will not guarantee two teams will be iced; however, if two teams are iced, all players are not guaranteed a place on a team.

9.5 Complaint Process

Complaints about the tryout process will only be discussed if formally brought to the YCMHA Board of Directors in the form of a written submission.

9.6 Female Declaration of Intent for Tryouts

An individual Yarmouth County Minor Hockey female player wanting to play competitive hockey must declare she wishes to try out for a female competitive team and if team numbers dictate and a competitive female team is formed, she must play for that team or move to the recreational league.

Female players may only tryout for a male competitive team if:

- She declares her intention to try out for a competitive male team only.
- She has been released from the female try out process.
- No existing team exists in the specific age group for females.

10.0 Recreational Program

The YCMHA recreational program covers Timbits, Novice, and 'C' level hockey in Atom through Midget. The goal of the recreational program is for players to have fun in a respectful, positive, and sportsmanlike team environment, while continuing to develop hockey skills.

10.1 Player Evaluations

YCMHA strives through its evaluation process to provide a fair, consistent and comprehensive evaluation that will result in players participating on a balanced team. These evaluations will be implemented during the first official week of minor hockey.

Players will be grouped (in no particular order), assigned 2 ice times (skills session and a scrimmage) and be notified of such on the YCMHA website at www.ycmha.ca.

Division Directors will oversee the implementation of the recreational evaluation process for their respective division. They will be responsible for the following:

- Grouping of players
- Notify Webmaster of player grouping



- Identify evaluators – can use coaches from within the division, but each cannot have more than 2 evaluators as coaches
- Identify on-ice coaches
- Provide drills for the skills session that address areas of skating, passing, puck handling, & shoot for respective division – see <http://files.leagueathletics.com/Text/Documents/1269/21903.pdf>
- Maintaining all evaluation forms, scoring and player placement based on a balanced team approach.

10.2 U9 Players

YCMHA will work to the best of its ability to ensure U9 players play at a level that is appropriate to their skill level. Hockey Nova Scotia defines the following levels within U9

LEVEL 1 - DEVELOPMENTAL - The Developmental level is for players who are either new to the sport or continue to require focused development in the basic skills areas of skating, shooting, and puck handling. The objective of this level is to place a heavy emphasis on skill development while providing minimal introduction to competition

LEVEL 2 - INTERMEDIATE - The Intermediate level is for players who possess the basic skills of skating, shooting, and puck handling but who require continued development to accomplish a satisfactory level of some or all of the skills. Players at this level should have sufficient skill and ability to be able to actively participate in a competitive environment with a satisfactory level of success.

LEVEL 3 - ADVANCING - The Advancing level is for players who possess any of the basic skills including skating, shooting, and puck handling and demonstrate the capability to advance to more challenging levels of skill development. Players at this level should be able to participate fully in a competitive environment with a high probability of success.

Recognizing that teams could be iced at the Intermediate and Advancing levels, travel outside of Yarmouth County will be required; if this is not an option for the player, the

Division Director must be notified prior to the last evaluation ice time.

Players will be evaluated (using Recreational Evaluation Form), scored and ranked from 1 to X (based on number of players evaluated). The levels iced and the number of players per team will be determined by the U9 Director in consultation with the Executive. In



the event that teams will be iced as Intermediate or Advancing those players identified will be placed on their respective team based on ranking order with the pre-determined cut-off for number of players per team.

The remaining players will be placed on their respective team using a balanced team approach, for example:

Team 1	Team 2	Team 3	Team 4	Team 5
Player 1	Player 2	Player 3	Player 4	Player 5
Player 10	Player 9	Player 8	Player 7 etc.	Player 6
Player 11	Player 12	Player 13		

10.3 U11 Through U18 Age Players

YCMHA will work to the best of its ability to ensure U11 through to U18-aged players will play on balanced Recreational Teams.

Players will be evaluated (using Recreational Evaluation Form – see Appendix III), scored and ranked in order from 1 to X (based on numbers). Teams are then drafted based on the number of teams and player evaluations in the following way:

Team 1	Team 2	Team 3	Team 4	Team 5
Player 1	Player 2	Player 3	Player 4	Player 5
Player 10	Player 9	Player 8	Player 7 etc.	Player 6
Player 11	Player 12	Player 13		

Player placement can only be altered in special circumstances and only with a player who scored the same or closet score to the highest. Special circumstances shall constitute siblings needing to play on the same team or at the discretion of the executive.



APPENDIX A

Yarmouth County Minor Hockey Association Power and Duties of Board of Directors

In addition to attending monthly meetings of the Board of Directors, each Director will fill specific roles within the YCMHA. These rules and duties are described below.

President:

- Chair all meetings or assign alternate.
- Oversee the activities of Board of Directors.
- Ensures Board of Directors decisions are implemented by all.
- Represent the Association in the Community through public relations.
- Distribute information to Board of Directors as necessary.
- Ensure monthly meetings are scheduled in advance so all Directors can have ample time to plan their activities.
- Work closely with Secretary to ensure "minutes" are prepared and ready for next meeting.
- Attend "Regional" meetings or assign alternate when they are scheduled.
- Approve/deny player releases based upon Yarmouth County Minor Hockey Association Policies.
- Ensure all concerns/complaints are adequately dealt with by Yarmouth County Minor Hockey Association
- Act as contact person in the Community on behalf of the Yarmouth County Minor Hockey Association.
- Along with two other members of the Executive (Treasurers and Vice President) have signing authority for expenditures.
- Schedule the Annual General Meeting.
- Chair the AGM until the new President is elected by the Membership.
- Attend the AGM or assign alternate of the HNS
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.
- Attend monthly YCMHA meetings.
- Communicate and maintain positive relationship with HNS.
- Along with other board members (minimum two), conduct coach interviews.
- Facilitate preseason coaches' meetings for recreation and competitive programs, along with the respective directors (Division Directors, Rep Director, Rep Treasurer, Ice Scheduler, Coaching Certification Coordinator, etc. as appropriate).
- Forward HNS suspension reports to appropriate Division director and/or coach.



Vice President:

- Act on behalf of the President in his/her absence.
- Ensure all accident and injury reports are completed and submitted by coaches as required.
- Oversee review of the annual update to the Yarmouth County Minor Hockey Organizational Manual at the end of each season.
- Along with two other members of the Executive (President and Treasurers) have signing authority for expenditures.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.
- Attend preseason coaches meeting in collaboration with the President.
- Identify opportunities for grants or other funding opportunities that may be made available to YCMHA.
- Provide all new and current Board members with updated Best Practice/Policies and Procedures manual
- Shall direct communications, including creating announcements and notices on behalf of YCMHA and promote activities on social media, newspaper, and radio.

Past President:

- This position provides continuity between past and present Boards of Directors. His/her role within the Board is to provide advice, assistance and lend experience, when required.
- Chair the nomination committee.

Administrative Director:

- Record minutes of all meetings and forward copy to all Board Members.
- Notify all Board Members of meetings.
- In consultation with the President prepare agenda for the upcoming meeting and forward to all Board Members. Agenda should include reminders for special events (e.g. Minor Hockey Weekend and Day of Champions), topics for discussion, business arising from minutes, and correspondence with the Board.
- Noted documents to be forwarded no later than 1 week in advance of the next meeting.
- As directed by the President and/or other Directors will prepare and forward correspondence to outside agencies.
- Book location for all meetings



House Treasurer:

- Have basic bookkeeping knowledge.
- Prepare an annual budget.
- Be accountable to the Board through:
- Yearly Budget discussion and written report of the Board's financial position on a monthly basis.
- Make regular deposits.
- Take advantage of term deposits after authorization from the Board.
- Pay Association bills on a timely basis and take advantage of early payment benefits when and where available.
- Prepare budget and financial structure of all fundraising events in coordination with the Special Events Coordinator.
- Report to the Board the results of all fund raising events.
- Will recommend to the Board on how to balance the budget as and when required.
- Ensure the Banking authorities have current documentation from the Board - List of officers with signing authority and their signature cards on file.
- Ensure a registration "delinquent" list is prepared, checked and brought to the Boards attention with recommendations as to best handle the situation. This needs to be addressed before registration each year- registered letter needs to be sent.
- Obtain lottery number for non-refundable fundraising tickets.
- Along with two other members of the Executive (President and Vice President) have signing authority for expenditures.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Rep Treasurer:

- Have basic bookkeeping knowledge.
- Collect rep fees from team managers.
- At the beginning of each hockey season, provide each competitive team with a budget template.
- Collect fundraising amounts from rep teams.
- Make regular deposits.
- Provide monthly team reports to team managers.
- Pay team expenses on a timely basis.
- Advise teams when fundraising may be required.
- Advise YCMHA board of players who are delinquent in paying rep fees.



- Prepare monthly report for YCMHA board on rep teams.
- Prepare annual report for the rep teams for the YCMHA AGM.
- Look after finances (deposits, paying expenses) for all YCMHA tournaments.

Special Project Coordinator:

- Plan, organize, and implement general fundraising and special events (e.g. Minor Hockey Weekend) for YCMHA (i.e. not for specific teams).
- Create and manage a fundraising subcommittee to carry out fundraising and revenue creating needs for the association.
- Prepare budget and financial structure of all fundraising events in cooperation with the treasurer.
- Identify opportunities for grants, prepare applications, facilitate implementation of programs (e.g. First Shift), and complete required reporting for grantor.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Director of Corporate Sponsorship and Recruitment:

- Ensure corporate sponsors are secured for each YCMHA recreation team.
- Coordinate with rep team managers to ensure corporate sponsorship is secured.
- Provide list of sponsors to YCMHA Board of Directors to avoid duplication of sponsorship requests.
- Attend preseason coaches meeting in order to communicate with team coaches and managers the YCMHA practices.
- Maintain records of all fundraising activities (see attached form)
- Ensure completion of reporting of lottery licenses to Access Nova Scotia Division of Alcohol and Gaming.
- In coordination with rep director and rep treasurer, ensure all teams adhere to fundraising guidelines.
- Communicate sponsor listing with equipment director to ensure proper sponsorship recognition on jerseys (e.g. sponsor bars).
- Provide team sponsors with copy of team photo.
- Organize team photos
- Ensure team sponsors are kept abreast of all events of the sponsored team.
- Place ad in Vanguard to thank respective sponsors at the conclusion of the Year.

Competitive and Recreational Director:



- Act as the Suspension Coordinator in the house and rep systems and bring a list of suspensions to each Board meeting monthly.
- Develop and update guidelines for rep tryouts and recreational evaluations.
- Provide a written report monthly to the Association on the happenings in the Rep division.
- Help recruit possible coaches/managers and team officials for Rep teams.
- Communicate coaching philosophies to coaches at the beginning of each season.
- Obtain a copy of all players registered in the Rep Division.
- Give a copy of the player registration forms to the coaches once the teams have been finalized.
- Advise rep coaches they must setup an eHockey account through Hockey Canada.
- Advise rep coaches that they are to register all games (except for female teams).
- After games are completed, scores must be entered into eHockey.
- Travel permits must be obtained for all tournaments and non-league games.
- Advise coaches that for any out-of-province games, permission must be obtained from Hockey Nova Scotia and all game sheets must be submitted to the Western Regional Director within one week OR before the next in-province game (whichever comes first).
- Advise coaches they are to be in the arena 30 minutes prior to game or practice and that they, along with another certified bench staff, are to go in the dressing after the first player goes in and remain in the dressing room after the game or practice until the last player has left.
- Ensure that coaches aware of Hockey Nova Scotia rules and regulations.
- Ensure all parents, coaches and team officials problems, concerns and questions are addressed in a fair and expedient manner.
- Ensure all coaches are aware of all decisions made by the Board of Directors that affect their team.
- Oversee the collection of equipment, jerseys, pucks, white boards etc. from coaches at season end.
- Ensure all accidents and injury reports are forwarded to the Vice President.
- Prepare a list of all bench officials for the Coach Certification Coordinator.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Recreation Division Directors (U7-U18):

- Shall be responsible for the operation of the Recreational Program.
- Provide direct line of communication between the Board of Directors and the coaches.



- Review and understand the Yarmouth County Minor Hockey Association Policy and Procedures.
- Shall assist teams by forwarding to them any new information concerning drills, strategies, medical forms, etc.
- Prior to the monthly meeting, communicate, in writing, any items (positive or negative) that should be shared with the Board.
- Help recruit possible coaches for recreational teams.
- Communicate coaching philosophies to coaches at the beginning of each season.
- Obtain a copy of all players registered in their Division
- Recommend to the Board for approval the number of recreation teams required for the upcoming season based on player registrations.
- Create teams via the YCMHA evaluation process.
- Rebalance teams through first eight (8) weeks of the season as determined by Recreational Division Player Distribution
- Advise the Ice Scheduler of possible needs.
- Director and coaches to contact players to advise of their 1st ice slot.
- When the ice times are finalized, contact coaches.
- Give a copy of the player applications to the coaches once the teams have been finalized.
- Collect jersey deposit cheques and obtain jerseys from the Equipment Director.
- Attend preseason coaches meeting held by President. Work with coaches to schedule games with other Associations (i.e. Clare, Shelburne) and work with their Director and Ice Scheduler to schedule games accordingly.
- Advise coaches that they are not to schedule or cancel games with referees as this is the job of the Ice Scheduler
- Advise coaches that they must obtain a game permit through eHockey prior to any game played and ensure results are recorded post game.
- Travel permits are required for any exhibition game or tournament played outside the Yarmouth. Advise coaches they are to be in the arena 30 minutes prior to game or practice and that they, along with another certified bench staff, are to go in the dressing after the first player goes in and remain in the dressing room after the game or practice until the last player has left.
- Ensure coaches know the code of discipline policy.
- Ensure YCMHA official complaint procedures are followed.
- Ensure all coaches are aware of all decisions made by the Board of Directors that affect their division.



- Track scores and determine standings in preparation for the year end “Day of Champions”. Communicate division standings to the ice scheduler immediately following each playoff game.
- Ensure division trophy is available for Day of Champions and, where applicable, contact families of memorial trophies to present (where applicable).
- Distribute Esso medals and certificates to coaches.
- Collect all jerseys from coaches and return to equipment director. Return postdated cheques to coaches for distribution to parent/guardian.
- Ensure that coaches notify the Division Director of any injury or accident to determine whether report needs to be completed. Ensure accident or injury reports are forwarded to the Vice President and HNS.
- Ensure head coaches identify all bench staff by October 31. Send a list of all bench officials for the Coaches Coordinator and registrar to confirm appropriate certification.
- Remove any coaches who do not have proper certifications from the bench by December 1.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Female Director:

- Promote, develop, and implement female hockey program both within YCMHA and the community at large.
- Review the Yarmouth County Minor Hockey Association Policy and Procedures.
- Provide a written report monthly to the Association on the happenings in their division. (I.E. Coaching concerns, parent concerns).
- Help recruit possible coaches for female teams.
- Communicate coaching philosophies to coaches at the beginning of each season.
- Obtain a copy of all female players registered in YCMHA.
- Identify the number of female teams and the level of play based on registration and interest.
- When the ice times are finalized, contact coaches.
- Give a copy of the player registration forms to the coaches once the teams have been finalized.
- Deal with any concerns related to female players within our system.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.



- Act as liaison with the Hockey Nova Scotia Female Regional Director to address any questions, complaints, or concerns. Represent YCMHA at the South Conference Female Hockey Federation meetings.

Equipment Director:

- Control and update inventory using inventory description list.
- Assess damaged goods/property (i.e. sweaters, goalie pads).
- At AGM, report the status of equipment with a recommendation of what equipment is required for upcoming season.
- In cooperation with the Director of Corporate Sponsorship and Recruitment, ensure name bars for team sponsors are affixed to team jerseys. (NOTE: competitive teams that they are responsible for paying for sponsor name bars from their own budgets)
- Provide President with spare set of keys to equipment room
- Ensure there are sufficient game sheets for the season
- Obtain quotes from three different businesses on equipment purchases as per the Board policy.
- Purchases less than \$100 require authorization from an executive Board Member. Purchases \$100 or greater require authorization from the Board.
- Disperse equipment as required at the start of the year.
- Work with the Division Directors and coaches to ensure our policy on sweaters and goalie equipment is followed.
- Ensure all equipment is accounted for at the end of the season.
- Operate the budget for equipment through purchase orders and provide receipts for all purchases
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Referee In Chief:

- Position to be appointed by the Board of Directors of the YCMHA.
- Advise the Board of all rule changes.
- Alert Board to any foreseeable problems with regard to on ice events.
- Explain billing practices and expenses when required
- Advise of increases in game rates once determined by Hockey Nova Scotia.
- Assist in recruitment of potential referees (e.g. advertise on website, social media, or traditional media).
- Communicate to referees any policy or rule changes implemented at the MHA level.
- Communicate with Board President any disciplinary action to be brought against players or staff due to infringed rules or policies implemented at the MHA level



- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Coaches Certification Coordinator:

- Organize and promote coaches clinics.
- Attend preseason coaches/managers meetings to communicate Hockey Nova Scotia policies for coach certification.
- Meet at the beginning of the year with all coaches and Division Directors to outline expectations for certification requirements.
- Compile a list of all bench officials.
- Compile a list of all coaching infractions.
- With the President and the concerned Division Director, he/she may be required to make representation to the Board with regards to whether certification requirements have been met.
- Communicate with division directors of coach certification status
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.

Ice Scheduler:

- Attend preseason coaches/managers meeting.
- Provide fair and balanced schedule to all YCMHA teams.
- Provide treasurers for weekly practice and game schedule for billing purposes.
- Communicate with the referee assignor to ensure referees and time keepers are assigned to all YCMHA games.
- Responsible, in consultation with the President, to cancel ice due to weather events (or other events as deemed necessary) and to communicate cancellations to the Mariners Centre, division directors, and managers of affected teams. Notify CJLS of cancellation.
- Maintain open lines of communication with Mariners Centre.
- Provide schedule updates to the Mariners Centre, Division Directors, team managers, referee assignor, and Board members as changes to the schedule occur.
- Prior to the season, attend rep team meeting to discuss ice policies.
- Communicate to all teams, managers, and Division Directors of the ice cancellation policy, including the amount of notice required to cancel ice team
- and the requirement that all ice changes/cancellations must be addressed through the ice scheduler.



- Submit to Mariners Centre, no later than the end of April, the YCMHA request letter for the following year. This includes the YCMHA footprint, the request for hockey school ice times, and the request for rep team tryouts, which occur prior to the start of the YCMHA season.
- Assist in the scheduling of any tournaments. Provide a written annual report to the Yarmouth County Minor Hockey Annual General Meeting.

Registrar:

- Review registration form with the Association Executive and draft any amendments.
- Have a spot at registration for volunteers/coaches/new referees
- Obtain fundraising lottery number from Treasurer.
- Order registration and hockey school forms and fundraising tickets.
- Coordinate annual registration dates, including booking room and ensuring adequate number of volunteers to assist with registration
- Communicate roles and expectation of volunteers for registration events.
- Advertise registration on website, CJLS, and the Vanguard.
- Forward listing of all funding applicants, and the source (e.g. Kidsport/JumpStart) and amount of funding, to the House Treasurer.
- Collect all registration and fundraising fees and forward to the Treasurer on a regular basis.
- Review all registration forms for accuracy and completeness.
- Ensure copies of birth certificates are supplied for all first time registrants.
- Ensure Division Directors receive a copy of all respective registration forms.
- Deal with all inquiries for refunds and coordinate repayment with Treasurer.
- Obtain a username and password for Hockey Canada Registry (HCR) from Hockey Nova Scotia Risk Management Coordinator.
- Enter registration player profiles in HCR database.
- Once players and coaches are assigned to teams, update HCR to reflect said assignments.
- Send a copy of HCR team profile to rep coaches and House Division Directors.
- Registrar should be aware of all deadlines for team approvals.
- Order Esso certificates and medals for the yearend team parties.
- Provide a written annual report at the Yarmouth County Minor Hockey Annual General Meeting.



Development Coordinator:

- Work closely with Division Directors to identify coach development needs.
- Organize coach development sessions throughout the season.
- Ensure the process for competitive tryouts/evaluations and recreational evaluations is implemented.
- Collaborate with Ice Scheduler on scheduling ice times for competitive tryouts.
- No later than 72 hours prior to the first competitive tryout, acquire:
 - All registration forms for competitive tryouts from the Registrar, and
 - A listing of eligible players from outside YCMHA for competitive tryouts from the President.
- Provide a list of names for competitive tryouts, based on divisions, to the Treasurers to ensure proper allocation of tryout fees.
- Ensure the Registrar receives proper rosters as competitive teams are identified.
- Provide annual report at the YCMHA AGM.
- Responsible for creating and chairing a collaborative evaluation sub-committee.

Webmaster and Social Media Coordinator

- The development and maintenance of the YCMHA web site.
- List Board contact information.
- Assign to each team a username and password to access and manage each team page. Remove usernames and passwords at the conclusion of each season.
- Update the website as required.
- Manage and update YCMHA Facebook, Twitter, and other social media.



APPENDIX B

Team Fundraising / Tournament Application Form A1 2019-2020

I am requesting to do a fundraiser for my hockey team the _____ to help with the cost of running the team this season **(please submit this form for each fundraiser)**.

What is your relationship to the team? _____

1. What is your proposed fundraising idea? _____

2. Start Date _____
3. Finish Date _____
4. What is your Financial Goal _____

Head Team Coach _____

Date _____

Director of Corporate Sponsorship _____

Date _____

LOTTERY LICENCE NUMBER _____ (also include attach copy

Lottery Licence Permit if applicable). For a list of requirements, please refer to the YCMHA

Organizational Manual at ycmca.ca

Return to pam.sanford@gnspes.ca

Form must be submitted 2 weeks before start date of fundraiser.



APPENDIX C

Team Fundraising / Tournament Form A2 2019-2020

Team Name: _____

Amount fundraised _____ **(to be filled out after fundraiser)**. For a list of eligible expenses for which you can fundraise please refer to the YCMHA Organizational Manual at ycmca.ca

Did you reach your Financial Goal _____

Head Team Coach _____

Date _____

Director of Corporate Sponsorship _____

Date _____

Return to pam.sanford@gnspes.ca

ALL FUNDS must be submitted to Rep Treasurer no later than 2 weeks following EACH fundraiser.

