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FOREWARD

With the publication of the Handbook, all other rules and regulations governing the hockey operations of the Avalon Minor Hockey Association (AMHA) are hereby revoked. The regulations outlined in this Handbook shall be the sole regulations applied to the hockey operations and administration of AMHA along with modifications, deletions, and additions to these regulations, which may be applied and distributed to all players / members during a season.

MISSION STATEMENT

The Avalon Minor Hockey Association exists for the purpose of offering to all registered players a quality program in hockey. AMHA will

- Provide all players with an equal opportunity to participate in accordance with interest and ability;
- Promote the development of self-confidence in players and a respect for others through hard work and fair play;
- Encourage coaches and members to demonstrate, by example, a positive attitude towards others;
- Provide instructions, direction and assistance in the supervision of the hockey program;
- Provide hockey programs in a cost effective and efficient manner;
- Organize hockey leagues, arrange games, manage and administer championship playdowns in the City of St. John's, and to grant, receive and contribute towards awards and other distinctions.

VALUES AND PRINCIPLES

Organizations tend to acquire a core of central beliefs, values and attitudes that shape the personality of the organization and are often tested in conflict or crisis situations. In more normal times they are often expressed as "THIS IS HOW WE BEHAVE AND OPERATE". AMHA has values and principles that ensure players, parents, coaches and executive understand what AMHA is all about and appreciate the need for rules and procedures.

1. AMHA is not exclusively a recreation or a competitive association, but it consists of two programs, a Recreation Program (house league) and a Competitive Program (all star).
2. All players have the opportunity to participate in either program. However, the opportunity to play in the Competitive Program will be determined by the individual players' skill and aptitude demonstrated during the selection process try-outs. The player's level of interest, level of skill, level of maturity, and ability to get along with other players, coaches and officials will be determining factors in the selection criteria.

3. AMHA promotes the philosophy of fair play codes for players, coaches, parents, officials, spectators and organizers as outlined by CHA (see applicable section).
4. AMHA will encourage/promote communication between players, parents, coaches and the Executive, as good communication is a key component of all successful organizations.
5. To ensure that all players receive full benefit of the ice hockey programs offered by AMHA, all parents should participate fully in the association's activities.
6. AMHA has to ensure that the programs and the people selected to administer these programs are the best to meet the need of players participating in the system.
7. AMHA must operate in an open and democratic manner and ensure that all participants are given an equal opportunity to provide input into the policy, planning and other activities of the organization.
8. AMHA fully supports and endorses all Canadian Hockey Association (C.H.A.) policies, programs and processes with respect to abuse. Our players will not be subjected to abuse of any form either physical, sexual, verbal or emotional.

MEMBERSHIP

The Membership of the Avalon Minor Hockey Association shall be made up of all parents of children playing hockey in the association, and other adults who work or volunteer for the association.

ARTICLES OF ASSOCIATION

A copy of the Articles of Association and Bylaws is located at the AMHA office.

EXECUTIVE

The Executive will consist of 12 elected members plus the past President. Reporting to the President will be the Vice President Operations. This VP position shall receive functional assistance from the Treasurer, Secretary and Registrar positions. A Vice President-Competitive Programs will report to the President A Vice President-Recreational Programs will report to the President. A Vice President Sponsorships & Communications will report to the President. . There will also be four directors who will have general unassigned responsibilities.

At each Annual General Meeting (AGM) six (6) positions will be offered for re-election for a two year period. The other six positions will be offered for nomination in the alternating years.

PRESIDENT

The President shall preside at all meetings of the Executive and other meetings involving members of the Association (annual and special meetings). The President shall represent the AMHA at meetings outside the Association and as Chairperson responsible for the Rules and Appeals Committee and the Policy, Planning and Evaluation Committee. The President is the Chief Executive Officer of the Corporation.

VICE-PRESIDENT OOPERATIONS

The Executive Vice President is responsible for the support operations at all levels. In absence of the President, shall perform all duties of the President. The Executive Vice President is the Chairperson responsible for the Grievance and Discipline Committee, and is responsible for assigning duties of the Technical Director, Referee-In-Chief, and other hired staff Reports to the Executive on all matters pertaining to finance, sponsorships, tournaments and registration.

TREASURER

The Treasurer is responsible for all financial operations of the association and will maintain control over all assets of the Association. Reports to the President and the Executive on all matters pertaining to financial affairs, equipment and office management. The position will act as Chairperson responsible for the

Budget Committee, and is responsible for the care and custody of all funds of the Association. The position will keep a full and accurate account of all disbursements and receivables of the Association.

VICE PRESIDENT SPONSORSHIPS/COMMUNICATIONS

The Vice President Sponsorships/Communications is responsible for all efforts to obtain Association corporate sponsors, preparation of newsletters, websites and other means of communicating Association messages, news, and preparation and posting of statistics for AMHA teams. The position is also responsible for activities which recognize contributions to the mission of the Association, by sponsors, members, coaches or employees. The position is responsible at year's end to supply all sponsors with a written resume of the Teams' year and provide the sponsor with a team photograph, as well as obtaining photography service for all teams. The Vice President Sponsorships/Communications is responsible for organizing and administering the annual equipment sales, as well as maintaining the AMHA trophy case, collection of trophies and pendants won by association teams. The position will act as Chairperson for both the Communications and Promotions Committee, and the Fundraising Committee. Reports to the President and the Executive on all matters pertaining to fundraising activities, promotions and sponsorships.

REGISTRAR

The Registrar is responsible for the annual registration activity of the Association and ensuring that all players participating in the Association's hockey systems are properly registered with the HNL and meet all the regulations of the provincial branch of CHA. Ensures that teams are registered and carded by the required date. The position is responsible for maintaining statistics and the numbers of players in each hockey program and is also responsible for all insurance matters of the Association. Reports to the President and Executive on all matters above.

SECRETARY

The Secretary is responsible for keeping a record of the minutes of all AMHA Executive meetings, Annual General Meetings, and other special meetings as required, and is also responsible for advising members of all meetings. Prepares outgoing correspondence and co-ordinates incoming correspondence. Reports to the President and the Executive on matters pertaining to the above.

VICE-PRESIDENT-COMPETITIVE PROGRAM

The Vice President-Competitive Program is responsible for the hockey operations at all levels of the competitive program. The Vice President is the Chairperson responsible for the All Star Coaches Committee. The position is responsible for AMHA involvement at the TriCom league and zone meetings. The Vice President-Competitive Program will assist with the player selection process for the various All-Star teams, and assist the President in disciplinary matters. The position will meet with parent committees and individual coaches on a monthly basis to ensure that they are informed of all major decisions of the Executive, and to obtain their input (suggestions and comments) for discussion at the Executive level. This position reports to the President and Executive on all matters pertaining to competitive program issues.

VICE-PRESIDENT-RECREATIONAL PROGRAM

The Vice President-Recreational Program is responsible for the hockey operations at all levels of the recreational program, and also of the female hockey program. The Vice President is the Chairperson responsible for the Recreational Coaches Committee and the representative for AMHA on inter-association and HNL female hockey committees. The Vice President-Recreational Programs will assist with the player designation process for each level in the house league program, and assist the Vice President-Support Operations in disciplinary matters. The position will meet with parent committees and individual coaches on a monthly basis to ensure that they are informed of all major decisions of the Executive, and to obtain their input (suggestions and comments) for discussion at the Executive level. This position is responsible for AMHA involvement at any house league and zone meetings. This position reports to the President and Executive on all matters pertaining to recreational and female program issues.

STAFF

The Executive has the responsibility to determine the requirement for staff, and the extent of the duties to be performed by these positions, and the remuneration levels for these duties. Positions indicated in this section are illustrative. It is a requirement that the Executive enter into a signed contract with its employees. This contract will outline the reporting relationship with the AMHA Executive, specific duties, timeframes for performance of these duties, a requirement for documentation to verify duty performance, remuneration levels, any reports to be prepared for the Executive, and other clauses as may be required by the Executive.

Technical Director

The Technical Director reports directly to the Vice President Operations, and is responsible for the development and implementation of the Recreational and Competitive hockey programs within AMHA. These tasks will be performed in co-operation with both Directors-Programs/Training.

Specific duties for the Competitive Program include:

1. Develop a skills development program for each Competitive Program Division. The program will include skills to be taught, and drills to ensure that the specified skills would be learned.
2. Identify the training needed by coaches to teach these skills.
3. Plan and hold group coach instruction clinics on a monthly basis, and more frequently as required. These clinics will provide technical training to ensure progressive development of player skills.
4. Participate in competitive team practices to ensure that coaches are maintaining a proper program of skills and development. Participation shall be at least once monthly for A teams and twice monthly for Development teams.

Specific duties for the Recreational Program include:

1. Develop or adapt an existing player/coach skills development program for each Program Division, in co-operation with other Capital City House League member associations. The program will include skills to be taught, and drills to ensure that the specified skills would be learned.
2. Identify the training needed by coaches to teach those skills.
3. Plan and hold group coach instruction clinics on a monthly basis, and more frequently as required. These clinics will provide technical training to ensure progressive development of player skills.
4. Provide on ice development, instruction and coaching in the Novice and Learn to Play Programs, in co-operation with other participating Capital City House League Technical Directors. Participation shall be at least once monthly.

Meetings

1. Plan and hold separate monthly Competitive and Recreation coaches meetings to discuss issues and exchange information. Concerns are to be discussed with the respective Directors-Programs/Training. The initial meeting of the season shall be used to ensure that the hockey philosophy of the AMHA Executive is communicated and accepted by the coaches.

Reporting

1. Prepare a report on each coaches meeting, identifying participants, issues discussed and recommendations made by attendees. This report is to be provided to the Vice President Operations.
2. Prepare a yearend report for the AMHA on activities undertaken, results achieved, and recommendations for change/improvement.
3. Prepare a written assessment on each coach in the Competitive Program twice during the course of the year, once during the old year and once in the New Year. To conduct this work, the incumbent will be required to monitor all levels of coaching and player development throughout the year. At a minimum this will require the incumbent to witness one practice and once game twice monthly.
4. Prepare a monthly report to the Vice President Operations, for the AMHA Executive to review. It will outline the activities of the previous month, issues for discussion/decisions, and provide an itemized time sheet to form the basis for compensation.

Other

1. Assist in the administration of the annual Sweat Camp. Ensure that coaches are in place to conduct the sweat camp, and ensure that coaches are available and on the ice during the sweat camp.
2. Assist the Executive, as required, in the selection of coaches in both the Recreational and Competitive programs.
3. Participate in the evaluation and review of the team selection process for both Competitive and Recreation Program. Prepare an independent team list for each AMHA Competitive Program team.
4. Review team lists from the AMHA Competitive Program with coaches before any cuts are made and compare with his own independent list. Resolve differences between himself and the coaches.
5. Review any unresolved disputes on player selection with the respective Vice-President for that division.
6. Participate in the organization and balancing of Recreation Program teams and make recommendations to the Vice President Recreational Programs on the movement of once team to another.
7. Ensure that all rules / policies of AMHA are observed.
8. Work with the respective Directors-Programs/Training to monitor all levels of coaching and player development throughout the year.
9. Assist in the allocation of ice time to all Recreation Program teams. Provide advice on the preparation of Recreational Program schedules.
10. Assists the Director-Tournaments in organizing recreational tournaments.
11. Co-ordinate the games schedule with the Referee in Chief or other designated person for scheduling of on ice and off ice officials.
12. Other associated duties as identified by the Vice President Operations.

Referee-in-Chief

Reports directly to the Vice President Operations. The position is responsible to ensure that sufficient referees are trained within the AMHA, and to ensure that all referees receive proper certification by making them aware of available clinics. The position is also responsible to ensure that referees, linesmen, and other game officials, as required, are available for all home games played by AMHA.

Specific duties include:

1. Prepare and submit to the Treasurer (with copies to both the Vice President - Competitive Programs and Vice President - Recreational Programs), the appropriate amount of pay to be received by each of the referees, linesmen and other game officials, on a monthly basis.
2. Report in writing, on a monthly basis, on the level of officiating within AMHA and any problems that may have arisen during the month.
3. Hold a minimum of three meetings during the course of the year with officials employed by the AMHA to deal with problems and concerns of the officials, the Referee-in-Chief and the AMHA.
4. Prepare a yearend report for the AMHA on activities undertaken, results achieved and recommendations for change/improvement.
5. Assist the Executive, as required, in the recruitment and evaluation of on ice and off ice officials in both the Recreational and Competitive programs.
6. Review any unresolved disputes involving AMHA officials with the First Vice President and Director responsible for that division.
7. Ensure that all rules/policies of AMHA are observed.
8. Assists the Director of Tournaments in scheduling officials for tournaments.
9. Other associated duties as identified by the Vice President Operations.

COMMITTEES

Policy, Planning & Evaluation Committee

An ad hoc committee may be established as required to review the operation of the Association. The review may cover any and all aspects of the Association, and is not limited to functions not covered by other Committees. The recommendations of this committee will come in to force in accordance with the Articles of Association for A.M.H.A. The Committee will be chaired by the President, and composed of the President and three executive members, as well as any other executive or non-executive members appointed by the President and approved by the Executive.

Rules & Appeals Committee

A five person committee shall be established to deal with any appeal that may be made as a result of the decision of the Grievance and Discipline Committee and / or other decision involving all disputes protests or complaints, as well as rules such as player selection, movement of players between teams or divisions or problems between coaches and parents. This Committee will only deal with original decisions that have been made by the Discipline Committee or member(s) of the Executive.

This committee will also review decisions of TriCom League and the NLHA concerning suspensions et cetera.

The committee will be composed of the President, who will be chairperson, two AMHA Executive members and two non-executive members, who are not involved with the coaching staff of any team, all appointed by the President and approved by the Executive.

Grievance and Discipline Committee

A standing committee chaired by the Vice President Operations and composed of the Technical Director and three Executive members. This committee investigates all disputes, protests or complaints received in writing from parents, coaches, players and other associations. It also reviews all penalties assessed to players and coaches within the Recreational system and determines the length of suspension to be served under CHA, HNL and AMHA. It will also review all penalties assessed to players and coaches involved in the TriCom League. This committee has the power to recommend longer suspensions than those recommended by the CHA and HNL.

Procedure

- 1.** Complaints concerning player non-selection to a competitive team roster must be first addressed through a discussion with the coach of said team. If the parent's disagreement is with the coach's assessment, he or she will contact the Vice President – Competitive Program, with a written request within 24 hours of the notification of non-selection outlining the reasons that he or she feels their son or daughter should have been placed on the team roster. Reasons not considered valid for appeal include; (i) the position the player tried for was not the regular position and he or she could have played other positions, (ii) that said player had been on a competitive team the previous year or, (iii) that the player was in one or more hockey schools. The Vice President – Competitive Program will assess the situation and only if, in his/her opinion the complaint has merit. This assessment may include a discussion with the coach and parent, an exhibition game, or viewing of practice sessions. The Vice President – Competitive program will communicate his findings through a letter within seven days after receipt of such a complaint letter. A copy of all communications will be kept on file at the AMHA office.
- 2.** Complaints concerning violation of AMHA rules will be put in writing and addressed to the Vice President Operations of AMHA. The letter should refer to the rule and a description of how the individual believed the rule was violated. This letter must be received within two days after the incident. The Vice President Operations will investigate the complaint and report back to the complainant and the Executive in writing within fourteen days of his/her receiving the initial letter of complaint.
- 3.** Complaints concerning on ice issues such as infractions of CHA, NLHA and TriCom League rules must be addressed to the President of AMHA within twenty-four hours. The complaint must detail the infraction, the penalty assessed and why the complaint is being appealed.

Competitive Program Committee

A committee will be established to communicate with all coaches in both the Competitive Program. Said committee shall be comprised of the Vice President – Competitive Program (Chairperson), three Executive members, Technical Director, and other Executive members as determined by the Executive.

Duties of the committee are:

- 1.** Review all candidates for coaching positions in the Competitive Divisions and present findings to the Executive for final selection.

2. To communicate association information to all coaches in the Competitive Divisions involved in the AMHA Hockey programs.
3. To communicate coaches concerns (complaints and suggestions) to the Executive of the AMHA.
4. Provide assistance to individual coaches in dealing with specific issues.
5. Deal with issues arising in the competitive program and recommend plan of action to the executive.

Recreational Program Committee

A committee will be established to communicate with all coaches in both the Recreational Program. Said committee shall be comprised of the Vice President – Recreational Program (Chairperson), three Executive members, Technical Director, and other Executive members as determined by the Executive. Duties of the committee are:

1. Review all candidates for coaching positions in the Recreational Divisions and present findings to the Executive for final selection.
2. To communicate association information to all coaches in the Recreational Divisions involved in the AMHA Hockey programs.
3. To communicate coaches concerns (complaints and suggestions) to the Executive of the AMHA.
4. Provide assistance to individual coaches in dealing with specific issues.
5. Monitor and manage the house league system

Player Selection Committee

The purpose of the Player Selection Committee is to ensure that all players have been properly evaluated and the process of assigning players to teams in the Associations' Competitive and Recreational programs has been fairly and impartially carried out. Selection to teams will be based solely on the values and principles outlined in this handbook, with no consideration of previous association membership.

Within each program, Player Selection Committees will be established for each division and shall select all team members for teams in that division. Committee membership shall consist of four qualified hockey evaluators, two members of which shall be Head Coaches. Executive members cannot be a committee member. Each committee member will conduct simultaneous independent evaluations of the players. The Committee will make final selections. Where

consensus cannot be reached, the Technical Director, or in his absence, the respective program Vice President, will mediate to reach a final decision.

For a two season period commencing in 2001-02, the committee shall consist of two representatives from each former association.

Operations/Budget Committee

A three person committee shall be established to prepare an annual budget for the Association and recommend fees for each hockey program and division. Chaired by the Treasurer, with membership by the First Vice President and one other member of the Executive, the budget shall be prepared by August 15th of each year, and approved by the Executive.

This committee will also advise the executive on the appropriate plan of action to take when dealing with finances, assets and the general non-hockey administration of the association.

Fundraising Committee

The Committee will be chaired by the Vice President Sponsorships / Communications, and composed of this Director, and three other executive members, as well as any other executive or non-executive members appointed by the President and approved by the Executive.

The fundraising committee is responsible for planning, co-coordinating, and collection of funds to ensure that all special events have sufficient financial resources to be undertaken and reflect positively on the image of the Association. Special events would include tournaments, capital equipment purchases, association and team support activities, and other events as identified by the Executive.

Communications & Promotions Committee

This three person committee is chaired by the Vice President Sponsorships / Communications, and composed of this Director and two other Executive members.

The committee is responsible for promoting all A.M.H.A. events and issues. This would normally be completed through various communications venues such as newsletters, advertising, website establishment and updates, and through permanent venues such as the A.M.H.A. trophy case, awards, trophies and memorials.

GENERAL ADMINISTRATION

REGISTRATION PROCESS

Annual player registration will take place at a time and place determined by the Executive on an annual basis. Members may be notified of registration details by one or more of the following methods:

1. Advertisement in the local newspaper.
2. Notification sent to schools.
3. Other notification as deemed appropriate by the Executive.

BASIC FEES

Avalon Minor Hockey Association operates on a user pay system. Fees for the season are set by the Executive based on a budget of expected expenses for the year prior to registration.

All players are expected to pay the basic registration fees in whole or by post dated cheque upon acceptance of registration.

COMPETITIVE FEES

All players in the competitive program are expected to pay the basic registration fee upon acceptance of registration, and the additional assessment for the Competitive Program by January 30, of the year in which the season for which registration is accepted ends.

PAYMENT OF FEES

Payment of fees must be made to the Treasurer during the registration process.

INABILITY TO PAY

People who due to extenuating circumstances are unable to pay the house league fees and assessments may request the Executive to waive all or part of the required amounts. Such a request may be granted on the terms and conditions as the Executive considers, in their discretion.

REFUNDS

AMHA has the following policy in place:

1. Refunds shall be granted if the request is received in writing at the AMHA office, located at Prince of Wales Arena, no later than December 15, and shall be effective from the date that the request is received.
2. Refunds shall be considered if the request is received in writing at the AMHA office located at Prince of Wales Arena, during the period of December 16 to January 15, based on the following criteria:
 - a) Illness/Injury – if the child becomes ill/injured during this period and has been medically declared unable to finish the season. A doctor's note to support will be required.
 - b) Move outside of AMHA boundaries – if the child moves outside the AMHA boundaries, as governed by NLHA rules, and is no longer eligible to play for AMHA.
2. Other requests for refunds may be considered by the Executive as considered warranted.

All refunds will be calculated on a prorated basis, based on the number of weeks from start of program to date of request.

All refunds will be reduced by the applicable NLHA insurance fee and a \$20.00 AMHA administration fee.

SPORTS INJURY AND DENTAL INSURANCE

The Association carries insurance which provides protection during games, practices and team/club travel. The plan covers all participants, managers and coaches throughout the season. The coverage is provided by the CHA through a general policy held by the Avalon Minor Hockey Association.

In the case of an accident, please report the accident to the AMHA office and complete the necessary claim forms. All accidents must be reported to the CHA within 30 days of the occurrence.

CHA Accident Insurance Benefits DOES NOT COVER:

1. Benefits eligible for payment by an Employee's Private Medical and/or Dental plan. The plan acts as a second "payer" in all cases and can be used for deductibles / co-insurance not covered by the first payer.
2. Any benefits provided or paid by any Government, Hospital or Medical Plans, whether the injured person is included in such plan. There are no payments for any non resident who plays hockey in Canada without some form of primary coverage.
3. The purchase, repair or replacement of eyeglasses or contact lenses, or prescriptions thereof.
4. Sickness or diseases either as a cause or effect.
5. The services of a masseur or physiotherapist.
6. Injury resulting from war or an act of war, whether declared or undeclared.
7. Air Travel, except as a fare paying passenger in an aircraft with a certificate or air worthiness to / from CHA sanctioned activity.
8. Expenses or dental treatment incurred for the cost of replacement or repair of artificial teeth or dentures.
9. The expenses of a knee brace or similar device, the use of which is solely to allow an insured person to participate in a game or practice of hockey.

Nobody likes to think about accidents. While insurance cannot prevent accidents, it can provide protection against some of the financial hardship which all too often results from accidents.

The CHA is pleased to provide comprehensive insurance coverage for all its members, including players, referees, managers, coaches, trainers, official members of each team, Association / Leagues executives and Volunteers.

Note: a volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid. (A volunteer is not a parent or person who drives hockey players to and from a hockey game or arena unless a premium has been paid.)

The CHA insurance program has three main components:

1. A comprehensive General Liability Policy which identifies the CHA and its members (details are available from your branch office or the CHA). This coverage is mandatory for all participants.
2. An Accidental Death and Disability Policy which remunerates the CHA who will in turn release the proceeds to the eligible beneficiary upon satisfactory evidence of loss and release of liability to the CHA. This coverage is mandatory for all participants.
3. Major Medical / Dental Plan for which mandatory participation will depend upon your branch affiliation and level of play.

In addition the following programs are available on an optional basis (details on request from your branch office or CHA)

1. Career Ending disability Insurance
2. Enhanced Paralysis Coverage
3. Special Events Liability Insurance
4. Equipment Floater

How to Make a Claim

1. Report injury to team official / local Association
2. Obtain an Accident Report Form from your Branch office and complete all sections.
3. Return completed Accident Report form to your Branch Office.

ALL CLAIMS MUST BE REPORTED WITHIN 30 DAYS OF ACCIDENT.

CODE OF CONDUCT FOR STAFF AND PARENTS

- A. Players must be well behaved during any activities with or caused by their participation in AMHA. While not limiting a coach's right to discipline a player, behavior, which is judged by the Grievance and Discipline Committee to be unacceptable may be disciplined by that committee.
- B. Players, coaching staff and officials will not use or be under the influence of alcohol, illegal drugs or banned substances or smoke while involved with activities associated with or caused by their participation in AMHA.
- C. Players and the Coach or person assuming his responsibilities for a game or practice shall be in the dressing room 30 minutes before the scheduled start of the game or practice.
- D. Players, coaching staff, association members shall treat each other, opposing players and coaches plus game officials with respect and show good sportsmanship at all times.
- E. Players, coaching staff members or Association members shall not participate in fights.
- F. Players, coaching staff members or Association members will not damage rink property.
- G. Players and coaching staff shall not gamble for money during any activities associated with or caused by their participation in AMHA.
- H. **A PLAYER'S PARENT'S BEHAVIOR WHICH IS JUDGED BY THE DISCIPLINE COMMITTEE TO BE ABUSIVE OR INTIMIDATING TOWARD A PLAYER, COACHING STAFF MEMBER, OTHER PARENT, EXECUTIVE MEMBER ASSOCIATED WITH AMHA OR ANY OTHER HOCKEY ASSOCIATION, OR ANY GAME OFFICIAL SHALL BE DEALT WITH SEVERELY AND MAY RESULT IN THE MEMBERS OF THE PARENT'S FAMILY BEING SUSPENDED FROM ALL ACTIVITY WITH AMHA AND THE FUTURE REFUSAL TO REGISTER ANY MEMBERS OF THAT FAMILY.**

HOCKEY OPERATIONS

GENERAL

The AMHA's hockey program is designed to provide players from the age of four to seventeen years an opportunity to participate in hockey at their age and/or skill level. The programs use the CHA's model and follow the objectives outlined in this program. It consists of seven age groups (Divisions) which are involved in four types of training and Recreational and Competitive Programs.

DIVISIONS

A player's initial placement is determined by his age as of December 31 of the year for which the player registers. A player may participate in a different division in accordance with AMHA programs and policies.

The divisions are involved with the following programs

Age Group	Division	Initiation Program	Recreation Program	Competitive Program	Program of Excellence
4 – 6 years	learn to play	Y	N	N	N
6-7	novice B (1/2 ice)	Y	Y	N	N
7&8	novice A (full ice)	Y	Y	Y	N
9&10	atom	N	Y	Y	N
11&12	pee wee	N	Y	Y	N
13&14	bantam	N	Y	Y	Y
15,16&17	midget	N	Y	Y	Y

Initiation Program

This is the foundation for the other programs. The CHA objectives in this program are to:

- ◆ Have fun
- ◆ Stimulate an interest in hockey and a desire to continue participation
- ◆ Develop hockey skills
- ◆ Obtain a sense of achievement

- ◆ Promote physical fitness
- ◆ Introduce the concepts of cooperation, sportsmanship and leadership
- ◆ Encourage initiative
- ◆ Prepare players for further participation

Recreational Program

Recreational hockey is played by the majority of amateur players. It's the hockey which provides fun, relaxation and fellowship. The CHA has as its objectives for this program:

- ◆ Provide games to fit the need of the participants
- ◆ Open to all ages
- ◆ Allow equal ice time
- ◆ De-emphasize the importance of winning
- ◆ Allow enjoyable participation for the fun aspect
- ◆ Assist in an individual's physical development
- ◆ Create a sociable environment
- ◆ Allow a player to participate freely in other sports and activities
- ◆ Give alternative type of hockey

Each division in this program will have at least one skill training session and one game per week. The ratio of training sessions to games may vary at different times of the year.

Competitive Program

The CHA states "this program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off ice training." CHA's objectives are to:

- ◆ Achieve a degree of excellence, according to the player's interest and potential
- ◆ Provide an opportunity for achievement in an enjoyable and self fulfilling environment
- ◆ Provide an opportunity to progress to a higher level of competition (Program of Excellence)
- ◆ Stimulate development both from an individual and overall sport point of view

The emphasis is on improvement of all basic skills, tactical knowledge and psychological preparation.

Competitive players will be selected from players who are registered with the Association. Players would be expected to devote at least 4 to 6 hours a week to this program. They may compete in Provincial, Regional and National play.

Program of Excellence

The CHA believes it is essential that opportunities exist for those who have special talents. These advanced players must be given the chance to develop to their fullest potential because they will form the teams which will represent Canada in international competition. The CHA's objective in this program is to produce the best players possible in order to compete successfully in International Hockey.

AMHA participates in Under 16 and Under 17 Camps conducted by the NLHA to allow players to be screened for the Program of Excellence.

OFFICIATING

It is the stipulation of the AMHA that all on-ice officials be trained to the highest possible level as decided by the NLHA. The Association believes in assisting persons to become certified officials by providing the necessary information with regards to clinic dates and times.

The ages for referee certification are as follows:

- ◆ Level 1 -13 years
- ◆ Level 2 -15 years
- ◆ Level 3 -17 years

Player / Coach Training & Development

Sweat Camp

This camp is designed as a conditioning program. It occurs in either late September or early October. Camps are open to all players from Novice Full Ice to Midget. Players are grouped by division. The camps will also provide a chance to break in new equipment. Drills will focus on conditioning, puck control and shooting. Thus players will be better prepared for the screening process which is used to balance teams in the Recreational Program and for Competitive Team tryouts.

Goalie Development

AMHA recognizes the importance of encouraging persons who wish to play goal. The cost of equipping a goalie is considerably greater than other players. Also, younger players may not be certain they wish to be a goalie. Therefore, the AMHA will attempt to provide goalie equipment for each team in the Novice and Atom Recreational Programs and depending upon availability, equipment in other divisions may be loaned to goalies.

Coaching Development

Having well trained and knowledgeable people in coaching positions is critical to the success of any athletic endeavor. To ensure teams have such coaching

staff, the AMHA requires the people involved to have demonstrated levels of training, experience and abilities which are appropriate for the team.

The AMHA encourages people to upgrade their coaching skills and has a program of assistance for coaches upgrading.

The AMHA believes one of the keys to successful programs is the development and implementation of coordinated training schemes which span all divisions in each program. These schemes would ensure players are taught skills, tactics and systems at appropriate time in their development. They would also ensure players have received at least the basic training for each division, thus allowing a coordinated development with training to be provided in the following divisions: Novice, Atom, Peewee, Bantam and Midget.

PROGRAM REGULATIONS

GENERAL

- A. The AMHA's hockey operations are governed by the CHA and NLHA rules and regulations except as outlined by these regulations. Copies of these rules can be acquired through the office at cost.
- B. The Appeals Committee shall make decisions to govern situations which arise and which are not covered by the regulations in this section. The Executive shall make efforts to ensure all members and players are informed of such decisions. Such decisions shall be enforceable only after such efforts are made.

INITIATION PROGRAM

There is a great deal of flexibility built into this program, therefore rules are determined by the DED, Technical Director and coaches with prior approval of the Executive.

NOTE: The Initiation Program is divided into three divisions. These divisions are:

- ◆ Learn to Play
- ◆ Novice Half Ice
- ◆ Novice Full Ice

TEAMS

- A. A player's initial place in the Initiation Program is determined by the players' age as of December 31st of the year for which the player registers.
- B. All players will be evaluated by the Technical Director or his designate(s). Each player's evaluation will be based on skill level and hockey experience.
- C. Each player will be assigned to a specific division based on this evaluation.
- D. Any player who displays improvement, after initial placement, may be permitted to play in a higher division. This assessment will be determined by the Technical Director, or in his absence, by an independent evaluator.

RECREATIONAL PROGRAM

The following regulations are offered as general guidelines for coaches. As such, they are not meant to limit flexibility in the operation of the program. Any of these guidelines can be altered to suite the requirements of the various divisions. However, any changes must be agreed to by all coaches in that division, as well as the Technical Director and the Vice President – Recreational Program. All changes to these guidelines must be submitted to the Executive Vice President in writing to become the official regulations for the playing session.

TEAMS

- A. All competitive players (except Bantam Irving and Midget A) upon the approval of the Executive may participate in the recreation program.
- B. A player's initial placement in the recreational system is determined by his/her age as of December 31 of the year for which the player registers.
- C. Any player who displays considerable talent and ability; as determined by the Technical Director, (or in his absence, an independent evaluator approved by the Executive) may be permitted to play in a higher division. Approval for this movement must be obtained from the appropriate DED. Once the player has received approval to move up, he/she will only be permitted to return to his/her age division to play in a competitive division.
- D. The normal complement for each team is fifteen players plus two goalies, however this may vary due to enrollment.
- E. All teams must make every effort to ice a full team. In certain circumstances, a team may play one or two players short. However, the minimum number required to play a game will be ten players plus one goalie. Teams that cannot comply with this rule will default the game unless the two coaches involved agree to have the game count. In any event the game shall be played.
- F. In order to avoid default situations a pool of players from which coaches can draw from a lower division will be established. Prior approval from the Vice President – Recreational Program is required before a player can be called up, the coach of the player to be called should be notified by the Vice President – Recreational Program.

Novice Half Ice draws from Learn to Play
Novice Full Ice draws from Novice Half Ice
Atom draws from Novice Full Ice
Pee Wee draws from Atom
Bantam draws from Pee Wee

- G. In all cases, a player can only be called up for a maximum of one game until all eligible players in the pool have received a game. Each Coach will be provided with a call up list for each team by the Technical Director (or in his absence the Vice President – Recreational Program). This list will be rotated amongst the coaches to ensure each player gets an equal opportunity for a call up game on a rotational basis.

COACHING STAFF SELECTION

- A. All coaching staff **must** be members of the AMHA.
- B. No Competitive coach may be a member of the Executive, Rules and Appeals Committee or Discipline Committee. Recreational coaches may be members of the Executive **ONLY** at the approval of the Executive.
- C. The respective program Coaching Committee (Competitive or Recreational) will review all applications and prepare a recommendation for the filling of each coaching position. The Executive will review the report of the program Coaching Committee and make the final decision with respect to appointments.
- D. Coaches may select up to two other candidates for their team coaching staff subject to approval by the Executive. To ensure ongoing development of coaching staff, assistant coaches may be appointed by the Executive.
- E. Coaches will not permit any person to be a member of a coaching staff unless they have been approved by the Executive.
- F. In approving the members of a team's coaching staff, the Executive may allow more than one member to be a parent of a player on that team.
- G. The program Coaching Committee may place an advertisement in the local daily paper, on two days requesting applications for coaching positions. The advertisement shall state the deadline for applications. In addition to these

advertisements the Committee may recruit people for coaches by other methods.

- H. People interested in a position as a Coach shall submit a written application outlining training and experience.
- I. Coaches shall not be appointed by the respective program Coaches Committee until after all applications have been reviewed by the Committee.
- J. Coaches should be appointed by the start of the season.
- K. Where possible the program Coaches Committee should conduct interviews of suitable applicants.
- L. To be appointed the head coach, a person must be at least certified at the Coach Level as determined by the Coaching Association of Canada (or be prepared to acquire this level in the year he or she is selected to coach).
- M. Each member of the coaching staff shall be required to submit a Certificate of Conduct before being appointed.

COACHING STRUCTURE

- A.** Coaching staff will include at least the positions of Coach and Assistant Coach. The Executive may approve other staffing structures.
- B.** A maximum of four **approved** coaching staff will be allowed on the bench during a game.
- C.** The coach shall report to the Vice - President of the division in which his team functions.
- D.** In the case of an unplanned absence of a Coach, the Assistant Coach will assume his responsibilities.
- E.** Coaches will be responsible for their staff.

COACHES GENERAL DUTIES

- A. Coaches will ensure at least one member of his staff in attendance at any activity which involves his team or players.
- B. Coaches shall cooperate with the Technical Director
- C. Coaches should be at the Arena 30 minutes before a game or practice.
- D. Fill out the game sheet before each game.
- E. Ensure that all players are wearing the required equipment.
- F. Call all the team roll.
- G. To keep all members of the team in the dressing room until notified.
- H. To ensure that players enter the bench through one gate and leave through the other.
- I. To ensure all players leave the ice surface immediately at the end of the game.
- J. To remain in the dressing room until all players have left.
- K. To report all problems and major penalties to the Technical Director.
- L. To impress upon players the importance of good sportsmanship both on and off the ice.
- M. To make sure there is nothing left in the dressing room after the game.
- N. To inform players of the next game / practice for your team.
- O. Each team Coach should ensure that he plays only the players who have been assigned to his / her team, and ensure that they are registered.
- P. Ensure that all rules of AMHA are adhered to.

HOCKEY FORMAT

The following regulations are offered as general guidelines for coaches. As such, they are not meant to limit flexibility in the operation of the program. Any of these guidelines can be altered to suit the requirements of the various Divisions. However, any changes must be agreed to by all coaches in that Division, as well as the Technical Director and the respective Vice - President. All changes must be submitted to the Executive Vice President in writing to become the official regulations for the playing season.

- A. Each team will consist of three lines ranked A, B and C.
- B. Each team will consist of fifteen skaters and one goalie. (This may change due to registration).
- C. Each team must have twelve skaters and one goaltender to start a game. If this is not possible, the Technical Director and the two team coaches will rule on whether that team loses by default.
- D. The five strongest players are to be played on the A line, the second five strongest players are to be played on the B line, and so forth.
- E. If it is necessary to move a player up to fill a position on the stronger line, the strongest player on the next line will move up.
- F. If the C line is short a player, then the weakest player from the B line is moved back to play the C line. Then all five players on the C line will be given a double shift on the B line.
- G. In the interest of fair play, it is important that the opposing coach bring any incidents of violation of the double-shifting rule to the immediate attention of the referee:
 - Note that: (1) the referees decision on double shifting is final.
 - (2) for the first violation of this rule, a 2 minute bench penalty shall be assessed and the coach given a warning. Any goals scored by the offending team during such violations shall be disallowed.
 - (3) Any further violations shall result in forfeiture of the game.
- H. C line starts followed by B line, then A line.
- I. Team coaches or Managers **MUST** fill out and sign a game sheet including each player's full name before each game.

- J. The lines are to remain the same during the year. If any changes are to be made the Technical Director or his designate must be notified prior to game time.
- K. The goalie may only be lifted during the **LAST SHIFT OF THE GAME**.
- L. Each player is to receive an equal share of ice time **regardless** of the score or game importance.
- M. Teams will be required to change ends after each period.
- N. A score differential in excess of five goals will not be registered on the clock. Actual scores will be kept for statistical purposes only.
- O. We will play on a **two minute buzzer system**. This rather than the referees whistle stops the play. This rule may be changed to a change on the fly system with the division coaches understanding that all players will be treated fairly. Any complaints about ice time will result in the revision to the buzzer system.
- P. The face-off after a buzzer will be determined by the location of the puck at that time.
- Q. All rules will be in agreement with those outlined in the NLHA and/or CHA Rule Books.
- R. All games will start at the scheduled time. Players should be at the rink at least fifteen minutes prior to the scheduled start time.
- S. **Penalties:**
1. All penalties will be in agreement with the NLHA and CHA Rule Books and any player receiving a major penalty will receive a game suspension.
 2. Any player receiving a match or gross misconduct penalty will be suspended for three weeks.
 3. Any player receiving three minor penalties in a game will be ejected for the remainder of the game.
 4. If a penalized player has not served his/her total assessment on the shift in question, the remaining time will be served on his/her subsequent shift.
 5. Penalties assessed in the last six minutes of the game **will not** be carried over to the subsequent line.
- T. All periods will be of **ten minutes duration**.
- U. Body checking is not permitted in the Novice, Atom and peewee divisions.

V. **Play-off Format:**

1. All teams will play each other twice in a round robin format.
2. At the end of the round robin format the top two teams will play for the gold and silver medals, and the next two teams will play for the bronze medal.

W. If a tie occurs in the Final Games – (gold/silver medal game and bronze medal game) a six minute overtime period will be played, followed, if necessary, by another six minute overtime period. Then if necessary a shootout will occur, whereby, starting with C, followed by B, then A, a shooter from each line will be selected. If a tie remains, this process will be repeated until a winner has been determined.

X. Any protests resulting from a game must be made in writing to the coordinators within an hour of the end of that game. The Technical Director in conjunction with the four team coaches will rule. **MAJORITY RULES!**

Y. Coaches who violate any of the above rules or the spirit of these rules may be subject to suspension.

COMPETITIVE PROGRAM

All players have the opportunity to participate in this program. However, the opportunity to play in the competitive program will be determined by the coaches in consultation with the Player Selection Committee and the Technical Director during the selection process (try-outs). The player's level of interest, level of skill, level of maturity and ability to get along with other players, coaches and officials will be among the determining factors in the Player Selection Committee.

All competitive teams of AMHA play games in TriCom League during the season. TriCom League rules are used in this program and will be made available to each team member after final team selection.

TRYOUTS

- A. All players wishing to play in the Competitive Program must attend the open A Team tryout for their respective age Division. The times and dates will be established and approved by the Executive, and will normally take place after registration and Sweat Camp, in either late September or early October.
- B. Only players that have registered with AMHA at the start of the season will be permitted to attend his/her appropriate divisional open A tryout.
- C. Only players that have paid their registration and tryout fees will be permitted to attend the divisions A tryout.
- D. Each A team coach will conduct an Open A Tryout before any player is selected as a member of his/her team. This will consist of three separate on ice sessions.
- E. The Developmental team coaching staff shall participate in the Open A tryout which will be under the direction of the A coach.
- F. Players not selected as members for the A team and who have participated in the Open Tryout shall be allowed to try out for the Developmental Team. This tryout will be at least 3 on ice sessions.

- G. No tryouts will be given after the initial times and dates established by the Executive. If a player; (i) transfers into the Association after tryouts or, (ii) is injured and due to the injury cannot participate in the open tryout and wishes to have a tryout after the Open A Tryout is completed, he/she shall submit a written request and the tryout fee to the Vice President – Competitive Program. If the Vice President believes such a player is suitable, he/she should be afforded the same opportunity to make the team as other players.
- H. Players will not be finalized for the Developmental team roster until the A team roster is finalized and submitted to the Executive.

TEAM MEMBERSHIP

- A. Coaches shall privately inform all players in person about their status on a team or in the tryout. Announcements shall not be made to groups about the status of a player. The coach will provide his reasons for his decision to the player (and parents if requested). The coach may limit his explanation to his analysis of the player if he wishes. A list of players making or cut from a team may not be posted.
- B. If a player's Competitive Fee is deemed to be outstanding by the Vice President – Competitive Program, he/she will be dropped from the team and will not be allowed to play in the Competitive Program for the remainder of the year.
- C. If a player is asked to be a member of an "A" team and refuses to be a member, he shall not be allowed to be a member of any Competitive team for that year. The player will not be allowed to change his decision as his refusal is considered final.
- D. No younger division player will be permitted to play for a higher Competitive team except as in rule (E).
- E. A player who is in a younger age division may be a member of a higher Division A team if he is among the top 8 players of that team, as determined by the Technical Director (or if this position is vacant, by a person appointed by the Executive Vice President).
- F. No "A" player may be a member of more than one Competitive Program team in a season.

- G. Players are required to participate with their team in the All Newfoundland Tournaments during Easter and other critical tournaments as determined by the Vice President – Competitive Program. If a player fails to fulfill this requirement in the previous season, he may not be selected for a Competitive team in the following season unless he has written permission from the Vice President – Competitive Program for absence.
- H. Final selections to all team rosters will be completed by the last week of October. Rosters for each team will be completed and received at the AMHA office no later than October 31.

TEAM STRUCTURE

- A. All teams shall consist of seventeen members (fifteen skaters and two goalies) plus coaching staff. This regulation will apply to all teams after the tryout periods have been completed.
- B. The “A” team Coach may include up to two Developmental team players in the “A” teams practices.
- C. The developmental team coach may include up to four recreational players who have tried out for the A team but were not selected, in the Developmental team’s practices. These players will be required to pay a fee set by the Executive Vice President. The coach will identify these four players, as spares after the initial tryouts. Spares will not be listed as regular team members.
- D. All Pee Wee A and Bantam A players and coaching staff are to be carded by the NLHA deadline. There are 19 player cards per team plus coaching staff cards.
- E. the Developmental Coach will use chosen spares (as in rule C above), to fill any temporary shortages of players before using any other Non-Competitive player.
- F. Any player who plays in excess of five games in a higher division on the A team is considered to be a member of that team in the higher division.
- G. There shall be at least ten players who are in their first year of a Division or of a younger Division (nine skaters and one goalie) included in the thirty-four players making up the “A” and Developmental teams in each division.

- H. Decisions made on whether there will be more than one developmental team in a division will be made after the first round of tryouts. The decision will be made by the executive.
- I. If two developmental teams are selected, the A team coach may call from players on either team.
- J. If there are two developmental teams in a division, the team which has the higher TriCom standing as of December 31st will participate in the higher graded provincial tournament, the second team will play in the next highest. Should they be tied, a two game total goal playoff will be used to determine the placement.

COACHING STAFF SELECTIONS

- A. All coaching staff must be members of the AMHA.
- B. No member of the coaching staff may be a member of the Executive, Appeals committee or the Discipline Committee.
- C. The Competitive Committee will review all applications and prepare a recommendation for the filling of each coaching position. The Executive will review the report of the Competitive Committee and make the final decision with respect to appointments.
- D. Coaches shall be involved in selecting the candidates for their team. Coaching Staff subject to the approval of the Executive. However, the Executive may assign assistant coaches as it sees appropriate.
- E. Coaches will not permit any person to be a member of a coaching staff unless they have been approved by the Executive.
- F. In approving the members of a team's coaching staff, the Executive may allow more than one member to be a parent of a player on that team.
- G. The Executive will place an advertisement in a local daily paper, on 2 days, requesting applications for coaching positions. The advertisement shall state the deadline for applications. The Committee may also recruit people for coaches by other methods.
- H. People interested in a position as a Coach shall submit a written application outlining training and experience.
- I. Coaches shall not be appointed by the Coaching Committee until after all applications have been reviewed by the Coaching Committee and presented to the Executive.

- J. Where possible, Coaches should be appointed prior to the start of Sweat Camps.
- K. Where possible, the Coaching Committee should conduct interviews of suitable applicants.
- L. To be appointed, a coach should have at least an Intermediate Level hockey coach as determined by the Coaching Association of Canada, or be prepared to acquire this level during the year in which he/she is selected.

- M. Coaches are required to participate with their team in the All Newfoundland Tournament during Easter and/or other critical tournaments. If a person failed to fulfill this requirement in the previous season, the Coaches Committee may not appoint him/her as a coach in the following season unless he had written permission from the VP Competitive Program for his absence.
- N. Coaches will be required to provide a certificate of conduct.
- O. Trainers are required to complete the certification program for Trainers.

COACHING STRUCTURE

- A. Coaching staff will include at least the positions of Coach, Assistant coach and Trainer. The Executive may approve other staffing structures.
- B. A maximum of four approved coaching staff will be allowed on the bench during a game.
- C. The coach shall report to the Vice President of the program in which his team functions.
- D. In the case of an unplanned absence of a coach the Assistant Coach will assume his responsibilities.
- E. Coaches are responsible for their staff.

COACHING GUIDELINES

- A. Coaches will ensure that at least one member of his/her staff is in attendance at any activity which involves his team or players.

- B. The manager shall ensure all documentation required from the team is completed and submitted.
- C. The manager shall ensure Player Information and Permission for Medical Treatment forms are available during all team activities.
- D. Coaches shall cooperate and consult with the Technical Director.
- E. Coaches shall include any aspects of the Technical Directors program or recommendations which are applicable to their teams in their activities.
- F. Coaches must ensure that the team sponsor name is included on the game sheet and called into the news media.

TEAM COLOURS & UNIFORMS

A. .

Players during competition will wear a name bar, which must be purchased through the Association's Treasurer and be sewn on jerseys (not glued or heat applied).

- B. Players are required to wear hockey socks so that they match the jerseys.
- C. Players, during competition, must use team sweaters and matching hockey socks.

EQUIPMENT REQUIREMENTS

1. Players, coaching staff, instructors and officials shall wear all the equipment as specified and required by the CHA while on the ice or the bench.
2. Equipment worn must be certified by the Canadian Standards Association of there is an applicable CSA equipment standard.
3. All neck guards must be BNQ certified. The BNQ certification must be visible on the neck guard.

4. AMHA will provide appropriate jerseys with crestring and numbers for all teams.
5. Jerseys are the property of AMHA and are to be worn **ONLY** at approved functions.
6. Recreational program players **must** wear their assigned jerseys to all on ice activities.
7. Competitive team sweaters may **only be worn to games** and team managers shall collect all jerseys after each game.
8. Competitive players **must** wear their assigned jersey during competition.
9. **Lettering for a player's name shall be placed directly on a jersey.** The lettering must be placed on a cloth strip (name bar), which may be sewn on the jersey. Arrangements for lettering must be made through the Director of Finance.
10. The name bars must be removed when player returns the jersey.
11. The Learn to play group keep their jerseys.
12. Recreational (house league) team jerseys shall be returned to the Treasurer upon the completion of the Championship tournaments.
13. Competitive team jerseys shall be returned to the Treasurer upon the completion of the Provincial Tournaments.
14. Any player who did not return a sweater the previous season shall be suspended from all activities until the jersey has been returned or the cost of a replacement jersey is paid.
15. The person who collected the jerseys from the players shall return them to the Treasurer at the time and location specified by him.
16. The Treasurer may approve other arrangements for the collection and return of the jerseys.
17. Any player who causes unnecessary damages to a jersey or loaned equipment, as decided by the Director - Finance, shall be suspended from all activities until the cost of replacement has been paid.

ICE TIME

1. Each recreational team shall be assigned regular practice and game times by the Recreational Committee.
2. Each Competitive team will be assigned a regular ice time for their home games. Practice times will be based on the away games schedules for each team. Where possible teams will be given at least one hour that can be used on a consistent basis.
3. Any coach wishing to cancel ice time must notify –Technical Director at least three working days prior to the date of cancellation. Any ice time cancelled in this manner will be rescheduled at a later date. Any ice time that is not cancelled with the appropriate notice shall be charged to the team's ice allotment.
4. Each competitive team is allotted a specific number of ice hours for the season. This number includes all games and practices. If a team uses up their allotted number of ice hours before the end of the season, the team will be responsible for payment of any additional ice hours used.
5. Any team that wants to arrange extra ice time, to be paid for by AMHA is to contact the –Technical Director, who will determine if such ice time can be made available.
6. No ice time may be booked or charged to AMHA unless approval of such ice time is given by the –Technical Director.
7. Only coaching staff or a person approved by the Vice President – Competitive or Recreational Programs, shall sign the arena's receipt for ice time. Persons shall only sign for ice time which they have personally utilized. A sample

signature may be requested by the respective Vice Presidents to verify receipts.

TOURNAMENTS

TOURNAMENTS SPONSORED BY OTHER ASSOCIATIONS, OR NLHA

1. Coaching staff of Recreational teams must obtain the Program Vice President's permission to attend a tournament hosted by other associations.
2. Any teams travelling are to pay their own costs. A written request for permission to attend a tournament must be approved by the Association. This request should be submitted to the AMHA office at least one month prior to the date of travel.
3. Coaching staff of Competitive teams must obtain the Executives' permission to attend tournaments other than the All Newfoundland Tournaments.
4. AMHA will not pay any tournament registration fees, other than the fee for the NAHA Easter Provincial Tournaments.

TOURNAMENT LISTING

A file is maintained in the AMHA office of all tournament information received each season.

TOURNAMENTS SPONSORED BY AMHA

NOTE: A number of tournaments are sponsored by AMHA throughout the hockey season. These include recreational tournaments, Pee Wee All Star Tournament and a Novice Select Tournament.

Competitive and recreational teams that host a tournament are to prepare a budget and submit it to the Vice President. They are to raise their own funds and are required to pay the total cost per hour of ice time and officials they require. Balance of funds may be used for it's own purposes. Any surplus money is to be turned over to the Association. Any additional ice time used is to be paid for by the host team.

TRAVEL RULES

1. All teams must have permission to travel outside the St. John's Metropolitan area.
2. A written request for permission to travel must be submitted to the AMHA office at least one month before the departure date.
3. Any team planning to travel outside of the Newfoundland area is required to register all players and coaching staff with the NLHA before the trip. The latest date registration can occur is January 10.
4. For All Newfoundland Tournaments outside the St. John's Metropolitan area, the association will pay for the cost of the cheapest mode of transportation to the tournament site, a maximum of 2 hotel rooms and meals at the provincial government per diem rate for up to a maximum of 3 coaching staff.
5. A budget for team travel to All Newfoundland tournaments must be submitted with the request for permission to travel.
6. An itemized statement detailing all revenues and expenses associated with a trip shall be supplied to the Director of Tournaments within two weeks after completion of the trip.
7. At least two members of the coaching staff must accompany a team when travelling.
8. Players are expected to be in their billets not later than 11:00 pm or at the time specified by the coach.

TEAM FUND RAISING

1. Any group other than the Fund Raising Committee who wish to raise funds must obtain permission from the Director of Tournaments, by submitting a written request at least one month before fundraising efforts commence. Forms for this can be obtained from the AMHA office.

2. An itemized statement, detailing revenue, expenses and disposition of proceeds must be submitted to the Director of Tournament and the people participating in fundraising within two weeks following the event for which the funds are being raised.
3. Sponsors involved with the AMHA should not be approached for funds, without prior written permission of both the Director of Tournaments and the Chairperson of the Fund Raising Committee.

Appendix 1

CHA FAIR PLAY CODES

PARENTS

I will not force my child to participate in hockey.

I will remember that my child plays hockey for his or her enjoyment, not for mine.

I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.

I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.

I will never question the officials' judgement or honesty in public.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

OFFICIALS

I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.

I will avoid or put an end to any situation that threatens the safety of the players.

I will maintain a healthy atmosphere and environment for competition.

I will not permit the intimidation of any player either by a word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.

I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.

I will handle all conflicts firmly but with dignity.

I accept my role as a teacher and role model for fair play, especially with young participants.

I will be open to discussion and contact with the players before and after the game.

I will remain open to constructive criticism and show respect and consideration for different points of view.

I will obtain proper training and continue to upgrade my officiating skills.

I will work in co-operation with coaches for the benefit of the game.

PLAYERS

I will play hockey because I want to, not just because others or coaches want me to.

I will play by the rules of hockey, and in the spirit of the game.

I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays/performances – those of my team and of opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

COACHES

I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.

I will teach my players to play fairly and to respect the rules, officials and opponents.

I will ensure that all players get equal instruction, support and playing time.

I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment and facilities are safe and match the players' age and abilities.

I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my coaching skills.

I will work in co-operation with officials for the benefit of the game.

SPECTATORS

I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.

I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.

I will respect the officials' decisions and I will encourage participants to do the same.

I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.

I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.

I will show respect for my team's opponents, because without them there would be no game.

I will not use bad language, nor will I harass players, coaches, officials or other spectators.

LEAGUE ORGANIZERS

I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.

I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.

I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.

I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.

I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.

I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

Effective Date

This By-Law shall come into force and take effect, subject to confirmation by a meeting of the members of the Association in accordance with the Corporations Act, upon enactment by the Board.

Enacted by the Board this day of , A.D. 2001

Witness the Corporate Seal of the Corporation.

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BY-LAW NO. 2
OF
THE AVALON MINOR HOCKEY ASSOCIATION

AVALON
MINOR
HOCKEY
ASSOCIATION

HANDBOOK

MAY 2001