

# **Sackville Minor Hockey Club**

## **Operations Manual**

**September 2025**



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## **1. PURPOSE**

This Operations Manual is to provide assistance and direction to those who are responsible for the operating needs of the coaches, assistant coaches, managers, bench personnel and volunteers of Sackville Minor Hockey Club (hereby known as SMHC). This document provides the policy direction for the club and provides “how-to” for our operations. This document takes its direction from the SMHC Constitution and By-Laws, and contains further Rules, Regulations, and Procedures. If at any time the information in this document is not clear, or if you have suggestions for improvement, please contact a member of the Executive.

## **2. CLUB NAME AND LOGOS**

All SMHC co-ed teams from U11 to U18, in all levels of play shall be known as the Rangers. All SMHC Female teams shall be known as the Sirens. All teams will wear Blue as Home and White as Away colors, conforming to SMHC colors and logos.

In C levels where more than one team exists, the teams shall be assigned C1 and C2 names (e.g., Sackville C1 Rangers, Sackville C2 Rangers).

The logos for the club are as follows:



Where there are specific sponsors assigned to a team and they wish to have their name associated with the team, the sponsor name shall be inserted into the team name (e.g., Sackville U11 AIL Rangers; Sackville U13 McDonald's Rangers; Sackville U15 Legionnaires Rangers; etc.), and shall be incorporated onto the jersey in an appropriate manner.

In 4YO, U7 and U9 where more than one team exists, they each shall use a jersey color to distinguish their team name (e.g., White Rangers, Blue Rangers).

### **3. COMPETITIVE AA/A/B AND C LEVELS OF PLAY**

SMHC offers two levels of hockey: AA/A/B and C, as defined by Hockey New Brunswick (HNB). Recreational Female teams are "A" Level. AA/A/B teams are selected on a tryout basis and include full contact hockey in the U15 and U18 divisions. AA/A/B teams shall be registered by the Club with the appropriate Central League. C level is non-contact hockey and SMHC teams shall be registered by the Club with the South East New Brunswick Hockey League (or any other similar league deemed appropriate by the Board). SMHC Female League teams play within the FPL (Female Provincial League).

### **4. COMMUNICATION FROM CLUB TO MEMBERS**

The Club shall use e-mail as its primary means of communication with members. Upon registration, Members authorize SMHC to send Club communications via email to the email address listed on the registration.

The club uses app-based programs that utilize members e-mails to communicate once teams are created and schedules are published. During the season, the app (ex. TeamLinkt) is the primary method of communication.

SMHC shall also endeavor to use other means of communication with members as is deemed appropriate. This shall include, but not be limited to, notices published on the TVMCC sign board, SMHC social media pages, SMHC website, and verbal and written communications through teams and their managers.

### **5. FAIR PLAY**

All players, regardless of skill level, deserve the opportunity to play in all situations in order to maximize their development. This applies to all AA, A, B and C teams.

All players should receive equal ice-time. Equal is defined as equal ice-time in every game. There has to be a variable due to the uncertainty in the frequency in stoppages of play. It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the bench in order to gain an advantage over their opponent. Development of players comes from playing and experiencing all game situations.

SMHC recognizes that minute for minute playing time is NOT a reality due to the complex nature of the game of hockey and that situations will arise where it may be necessary for a coach to make difficult decisions involving their players that may result in unequal playing times. Some guidelines are included below to assist

coaches in these situations:

- i. *The safety of a player is being compromised i.e.: a possible injury has occurred or the player has become a target by opponent(s) etc.*
- ii. *If a player intentionally displays poor conduct towards his teammates or opponents or is in breach of the principles of Respect in Sport, the coach has the authority to use playing time as a discipline tool. If a player is being kept from playing for a disciplinary reason(s) the coach must discuss the matter and the repercussions with the player and/or guardian if needed. Based on the severity of the incident coaches should use their best judgment as to the amount of shifts a player should miss.*
- iii. *A player is not confident in certain game situations. When this instance occurs, it is imperative that the player be communicated to directly and coached through the issues.*
- iv. *The player continually misses practices without notifying the team personnel.*

Some flexibility on the Fair Play Policy will be provided in specific divisions / games as follows:

In the U11, U13, U15 and U18 divisions, coaches will be provided the following discretion:

- Power play and penalty kill in the third period or overtime of tournaments and play-offs.
- In the last three minutes of all games (regular season, tournaments, play-offs) in all playing situations (5 vs 5, power play, penalty kill, extra attacker, etc).

Coaches have the responsibility to encourage all players to be the best they can be, and provide equal opportunities for them to develop self-esteem and sport skills. When you play your talented athletes more often, you make other players feel less important and deny them the chance to improve their skills.

Parents have the responsibility to understand the challenges of fair play time and speak up if you feel it is abused. Give our coaches some latitude and consider your position over at least 2 games. Please don't bring your stopwatch to the game. We respectfully ask parents to realize that it is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in. We should strive to have equal and fair play time over multiple games.

SMHC asks that parents follow the process for grievances related to fair play which is found in the HNB Fair Play Policy, Section 6.

## **6. DUTIES AND RESPONSIBILITIES – TEAM OFFICIALS**

The Board of the SMHC require a high standard of conduct from its volunteers in dealing with other coaches, referees, players, parents and other officials, and in the image projected to participants and parents of the SMHC. There can be no substitution for direct communication between any of the Coaching Staff, Players, Parents and Officials. A player must be able to discuss their objectives, questions, concerns and problems with the coach. A parent who has concerns regarding the rules outlined in this Operations Manual must be able to discuss these with the Club or Coaching Staff. As well, a coach must be able to discuss a player's progress, behavior, etc. with the player, parent, coaching staff and Club.

All team officials (coaches, managers, others) must read these duties and responsibilities. Signing the Hockey New Brunswick Official Roster Sheet is your acceptance of these duties.

#### **6A. DUTIES AND RESPONSIBILITIES OF COACHING STAFF**

1. Full participation and promotion of the SMHC Fair Play Policy, as outlined in this Manual.
2. Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the SMHC that all participants receive equal ice time over the course of the season. In all levels of play this may vary somewhat. Ice time lost due to disciplinary actions as outlined in 5 (Fair Play Section) and suspensions does not apply.
4. The coach is to ensure that each of their players is properly protected and that parents/guardians are advised of the necessity for players to wear properly fitting and approved equipment. Players must wear their helmets, properly fastened, from the time they leave the dressing room, while on the bench and/or in the penalty box, during warm-ups, and medal presentations. Helmets must be worn until such time as the players return to the dressing room.
5. All coaches and on ice helpers must wear a helmet at all times while on the ice.
6. All teams should shake hands with their opponents, at the completion of each game.
7. The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the Board of the SMHC, and will bring review (via the disciplinary committee) and possible dismissal. Foul language by any team official is unacceptable and will not be tolerated by the SMHC.
8. The head coach is responsible to nominate competent assistant coach(es), a manager and a safety person. All volunteers must be registered on the Hockey New Brunswick Roster and accept the coaching duties outlined in this manual.
9. All coaches, managers and team volunteers who have direct contact with players in their volunteer capacity must provide a criminal record check and vulnerable sector check completed by the RCMP. A letter will be provided by the SMHC Registrar/Secretary to present to the RCMP for this clearance.
10. Coaches are responsible for verifying game sheets for suspensions to players. Suspensions are automatic and are to be advised by the coach to their players. Failure to check could mean forfeiture of further games and further disciplinary action.
11. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Coordinator and Disciplinary Committee must be advised of all such suspensions.
12. SMHC supports and encourages our coaches to continue upgrading their coaching skills and certification through ongoing training. Financial support (reimbursement) is available to all SMHC coaches and assistant coaches who successfully complete coaching certification processes. Additional instructional resources are available from SMHC Technical Director. SMHC will only select coaches who are willing to take the required certifications by December 15 of the playing year.
13. All U7 and U9 Coaches must attend and complete, prior to December 15 the Hockey Canada Coach Level 1. Clinic availability will be emailed out to all Coaching Staff.
14. All U11 and higher Coaches must attend and complete, prior to December 15 the Hockey Canada Coach Level 2. Clinic availability will be emailed out to all Coaching Staff.
15. All bench personnel and parents must complete prior to December 15, the Hockey Canada's "The Shift Forward" course. The Respect in Sport program is still recognized.
16. Hockey Canada Safety Level 1 is required by at least 1 staff member per team.
17. Coaches and/or managers are responsible for supervision in the locker rooms at all times. This applies to all age levels. Hockey Canada requires a "rule of 2" which ensures all interactions and communications are in open, observable and justifiable settings.

## **6B. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS**

The role of a manager is critical to the successful operation of every team. The manager will act as the communication link within the team and between the team and the Club. The manager must be a member in good standing with the Club. **The manager is the first line of communication** with and for the parents with the team's coach and other Club members. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities as outlined in the SMHC Managers Manual.

All duties and responsibilities of a team manager are listed in the SMHC Managers Manual.

## **6C. POLICY ON SMHC PLAYERS AND OTHER TEENAGERS PARTICIPATING AS ASSISTANT COACHES**

### **Background**

SMHC encourages players in U13 through U18 age groups – including those who are registered as High School hockey players – to develop their skills and abilities as coaches by helping with younger age groups. This provides an opportunity for them to test their potential interests in coaching. SMHC recognizes that this provides a valuable development and leadership opportunity. At the same time, SMHC encourages its coaches to provide opportunities for these players as a means to address their own needs for coaching assistance, while offering constructive guidance and mentoring for these players.

### **Policy**

It shall be the policy of SMHC that registered SMHC players in the U13 through U18 age groups shall be permitted to serve as assistant coaches, under the following conditions and circumstances:

- Players may only assist teams whose players are two full years younger than themselves (for example, a first year U15 age player may not assist with U13; a first year U18 age player may not assist with U15);
- Players may not assist with the U7 program due the special developmental nature of that program and the presence of a relatively large number of parent helpers; though this may be considered on a case-by-case basis. Players may be granted permission by the executive to assist with the 4YO program.
- Players must wear a helmet with cage, neck guard and hockey gloves while on the ice, as per Hockey New Brunswick regulations. Student assistant coaches under age 16 are not permitted on the bench during games as per HNB, unless they have completed their Hockey Canada Coaching Certifications;
- More than one player may serve as a player assistant coach with any one team;
- There must be a willingness of a head coach to agree to provide opportunities for players to serve as assistants;
- Head coaches are responsible for the actions of and tasks assigned to, player assistant coaches;
- Head coaches must provide meaningful opportunities and tasks to player assistant coaches; these players must be actively assisting with drills (providing coaching, directing players, setting up or

moving equipment, retrieving pucks, providing structured shooting on goalies, etc.); if player assistant coaches are found to be not providing assistance and instead are found to be disruptive (shooting pucks aimlessly, distracting the coaches and players by shooting pucks during instructions, not providing active coaching, etc) they will be asked to end their participation;

- The presence of a player assistant coach does not relieve the head coach and/or assistant coaches from their responsibilities; player assistant coaches shall not run or direct practices (other than specific drills as assigned by the head coach), and they should not be left alone to supervise dressing rooms.

All volunteers, bench and on-ice personnel 16 years and older, registered with Hockey New Brunswick, require Speak Out or Respect in Sport for Activity Leader.

Student assistant coaches 18 and over must complete a Criminal Record and Vulnerable Sector Check with the RCMP.

### **Process for Players to Make Application to be a Player Assistant Coach**

Any player may make a request to SMHC Executive to be approved as a player assistant coach. The request expressing the desire to be a player assistant coach may be made in any one of the following way:

- A written request by email;

A verbal or written request from a coach may also be received, naming a specific player that they wish to have as a player assistant coach. However, the player in question will still need to provide a written request to the SMHC Executive.

Requests can be made at any time of the year to SMHC Executive members; however, requests should be made prior to November 30th of each year.

Regardless of the manner in which the request is made, the request should include a statement of which age group or groups the player is interested in assisting, a statement of what the player hopes to achieve or learn or develop, and a statement about what they have to offer / why they think they can help or do a good job. In addition, the request may identify a specific coach or team the player is interested in teaching.

The SMHC Executive shall respond to the request and render a decision as soon as possible. The Vice-President shall notify the parent of the player by phone or email or in person, as deemed appropriate. The SMHC Executive shall then make it known to appropriate head coaches that the player has been approved and encourage head coaches to invite the player to serve as a player assistant coach with their team.

### **Selection Criteria**

The SMHC Executive shall make the decision to approve or deny the application by a player to be an assistant coach. The Executive shall use the following criteria to make its decision:

- The overall general character and demeanor of the player making the request;
- The previous experience of the player in terms of their interactions with teammates in recent years;
- The demonstrated willingness to learn and to be helpful.



In addition, the Executive shall seek any and all input from any member of SMHC or others to make its decision.

### **Removal of Assistant Coach Privileges**

The SMHC Executive reserves the right to assess the experience of any or all player assistant coaches, via the use of the Disciplinary Committee, and to terminate the participation of players in question should problems or issues be discovered. SMHC Executive members will work with players, parents, and coaches to clarify any issues or problems and work to arrive at a mutually satisfactory outcome. **Player safety is of primary importance** and the SMHC Executive shall take whatever measures are necessary to ensure the safety of its players, including the termination of assistant coach privileges in cases where risky/dangerous behaviours have been observed. SMHC will also respond to concerns of parents and guardians in this regard.

In addition, it is important to note that players who receive a suspension of one or more games for an incident resulting from their own games, are also suspended from their responsibilities as a player assistant coach during the time of the suspension, as per Hockey New Brunswick regulations. This means that player assistant coaches cannot be on the ice for any practices and cannot be on the bench for any games, during the period of their playing suspension.

### **6D. SEASON ACTION PLAN**

Each team should have a season action plan. The following is a suggested approach to creation of the plan:

- Once the team is selected, conduct a parents meeting where all are present.
- Have the coach outline their goals, rules, dress code, travel, and potential tournaments, etc. for the team.
- Provide the parents opportunity for input and questions.
- Have the players provide their input (amount and detail of player input will vary with the age of players on the team).
- Integrate all of information into a draft Season Plan to present at the next parents meeting.

### **6E. SMHC TEAM BUDGETS AND FINANCIAL REPORTS**

It is the policy of SMHC that each team shall prepare a Team Budget and Financial Report. This shall be completed by Managers to ensure that consistent and reasonable team financial communication is shared with all SMHC member Parents.

Each team must submit a copy of the team budget two times per season to the SMHC Treasurer and the team parents: once mid-season (December) and once at the end of the season (within two weeks of the last game).

## 7. PLAYER REGISTRATION

No player may participate in any of the SMHC activities unless they are properly registered. A player is registered when a completed registration form has been filed with the SMHC Registrar/Secretary and all registration fees have been paid, or arrangements made for payment in accordance with the SMHC policy. Registration fees are \$385 for returning players, \$300 for first year players (first time registering with SMHC), and \$200 for the 4-year old program and third and subsequent children in the same family. As of June 2019, a \$100 Mandatory Fundraising fee per player is due upon registration and is considered a registration fee.

- It is SMHC policy that all registrants use one of the following payment options:
  - Payment in full at registration (Cash, Certified Cheque, or E-Transfer)
  - Minimum payment of \$200 towards registration and \$100 mandatory fundraising due upon registration. Monthly payments up till the 20<sup>th</sup> of December can be made by acceptable arrangements with the SMHC Treasurer.
  - Registration payment must be completed in full by January 20<sup>th</sup> of season, non-payment of fees will result in player not being able to participate.
- Registration will not be permitted until fees from previous year(s) are paid in full. Cash, certified cheque, or e-transfer will be accepted as payment for fees in arrears.
- Registration date(s) will be posted on the Club's Website and Social Media pages and notification will be sent via e-mail to previous year's Club members.
- The registration shall include full names of players, birth date, address, postal code, telephone number, NB Medicare number, and guardian contact information. SMHC will not charge full fees to players transferring from another club after the season has begun. Fees will be pro-rated based on the number of months remaining in the schedule.
- A late registration fee of \$50 will apply to all registrants after a predetermined date that will be posted on the club website and social media pages.
- After the registration period ends, full registration fees plus the late registration fee of \$50 will be charged to players who register up to November 30th. After this date and until January 31st, fees will be pro-rated based on the number of months remaining. However, the late fee (\$50) and HNB insurance and fees (\$89.23) cannot be pro-rated. Please see table below for rates.

Date	Returning Player	New/3 <sup>rd</sup> Player	4-year-old
Before September 1	385	300	200
October/November (to Nov 30 <sup>th</sup> )	435	350	250
December	332.69	277.10	211.65
January (up to Jan 31)	287.17	244.66	194.61

- If a player resigns from the Club for any reason reimbursements shall be provided on the following schedule:
  - HNB insurance and fees (\$89.23) are not refundable.
  - The Late registration fee (\$50), if applied, is not refundable.
  - The \$100 Mandatory Fundraising fee is not refundable.

- After January 31st, no reimbursement shall be provided.
- The reimbursement of any funds collected from the player or parent by individual teams shall be at the sole discretion of the Manager of the team.

Date	Returning Player	New/3 <sup>rd</sup> player	4-Year-Old
	\$385	\$300	\$200
October 20 <sup>th</sup>	\$236.62	\$168.62	\$88.62
November 20 <sup>th</sup>	\$177.47	\$126.47	\$66.47
December 20 <sup>th</sup>	\$118.32	\$84.32	\$44.32
January 20 <sup>th</sup>	\$59.17	\$42.17	\$22.17

- U18 Competitive games are 1.5 hours, whereas all other levels have 1 hour games. The U18 competitive team will be responsible for paying for the extra time beyond the 1h time slot required for their games. The U18 competitive Team Manager is responsible for forwarding funds (raised through 50-50, pop fund, parent contributions, etc) to the SMHC Treasurer to pay for this extra ice time.

## 8. COMPETITIVE Team Selection

All Coaching applications will be submitted to the SMHC President during the call for Coaches campaign. Recommendations for each team will be proposed by the SMHC Executive. The SMHC Executive will review the coaching applications and make recommendations to the board and the board reserves the right to either accept or modify them as required.

Coaches for the AA/A/B teams shall not be announced prior to tryouts. Individuals who have applied for head coach or assistant coach positions at either level shall assist in organizing and running the pre tryout and tryout ice times as a team. These coaches shall collaborate to develop a tryout plan and a list of evaluators for all tryout ice times. The tryout plan shall include, at a minimum, exercises for assessing individual skills such as skating and puck handling, team play and situational skills, competitiveness, attitude, sportsmanship, and the ability to function effectively as a team player. Once finalized, the plan and list of evaluators shall be submitted to the Executive for approval. The Executive will provide a standardized evaluation form, which all evaluators shall use to record their assessments.

For the U11 division, evaluations shall not place heavy emphasis on player positions.

The evaluation team shall keep the Executive informed throughout the tryout process, including updated rankings and projected team lists. The Executive shall finalize team rosters based on these evaluations. During evaluations, at least one Executive member, or a Board member appointed by the Executive, shall be present at all sessions. This representative must not be a parent or guardian of any player involved in the tryouts. This presence is intended to verify the accuracy of rankings and to ensure evaluators remain focused on their assessments, refraining from interaction with parents or other evaluators during the process.

Tryouts will be done over four ice time. Three ice times are guaranteed for players participating in tryouts. Following the third ice time, if all evaluators unanimously agree that a player has clearly and consistently stood out as possessing the skills, performance, and competitiveness required for the intended level — or,

conversely, has clearly demonstrated an inability to compete at that level — the evaluation team will forward their recommendation to the Executive. The Executive will then determine whether the player will be released from further tryouts. This process ensures that evaluators can focus their attention and resources on assessing the remaining participants.

If an age group is large enough that SMHC doesn't feel it is safe or effective to have all the players on the ice together, then the group will be split into two groups alphabetically. The Executive will determine the number of players per SMHC team. If a Coach has concerns over the safety of a player participating at the AA/A/B level, they may request the Executive to investigate the issue. The Executive may decide at that point to alter the number of players per team.

SMHC endeavors to provide hockey options for all players registered with the Club. The key premise, upon which the Club bases its tryouts, is that each player participates at a level compatible with their skill, ability, attitude and experience level. (subject to the HNB guidelines for playing out of their age category)

A representative from the board will hold a meeting with all parents prior to tryouts to explain the tryout process and to inform them of the responsibilities of both parents and players for the season. This is to ensure the parent(s) can make an informed decision on whether they wish their child to play AA/A/B level hockey.

At the conclusion of the tryouts, each player will receive an email or letter indicating team placement, and their next scheduled ice time.

#### ***8A. DIVISION OF PLAYERS INTO TWO OR MORE C TEAMS***

SMHC will try make sure that when there are enough players to make two or more C teams at any level that those teams will be relatively equal in player skill and number at the start of the season. It is unreasonable to expect that as the season unfolds that both teams will progress/advance to the same level and will have the same degree of success at season's end. Variables such as coaching, coachability, attendance at practices and games, individual player motivation, individual player development, and so on, will greatly affect overall outcomes by season's end.

The C Coordinator plays a major role in this process, ensuring fairness for all. The Coordinator should attempt to attend a minimum of two ice times during the AA/A/B teams selection process, and at least one of the ice times for the remaining players. C level coaching staff may have some input into this process, including a recommendation that one or more additional ice times be used to further evaluate the remaining players before teams are chosen.

#### **Principles**

The following principles will be applied to arrive at a reasonably equal competitive balance for both teams:

- The process will always be done by a draft, with coaches selecting players from the list of players. The draft will be supervised by the C Coordinator.
- Coaches will not be assigned to any teams until after the draft is complete. After the draft is

complete and any necessary adjustments are made, a flip of a coin or a draw of team A/B from a hat, will be made, to assign coaches to the teams.

- If there are one or more parents involved as coaches, their children will not be involved in the draft. Instead, they and a player of equal (or near equal) strength in their position, will be held out of the draft, and will be placed on teams after the draft and assignment of coaches. The two coaches will agree on which player(s) held out of the draft; they may be assisted by the C Coordinator in this task.

#### Draft Process

- Prior to the draft taking place, the C Coordinator should prepare an approximate ranking of all players by position (forward, defence), on the basis of overall skill. This should be done in consultation with the coaches, to the extent that is possible. This will serve as an approximate guide during the draft selection process. If invited to do so, or in the event the coordinator position is vacant, the Technical Director will attend and held at the Draft.
- Goalies should be drafted first. In the case of an odd number (3) of goalies, the two strongest goalies should be on separate teams with the third randomly assigned to Team A. In the case of four goalies, attempt to rank-order in terms of skill and assign 1 and 4 to Team A and 2 and 3 to Team B.
- One coach will draft for Team A and the other coach for Team B. The draft shall proceed as follows:
  - Team A drafts one player
  - Team B drafts one player of the same position.
  - Team B drafts a second player.
  - Team A drafts a second player of the same position.
  - Team A drafts a third player.
  - Team B drafts a third player of the same position.
  - And so on until all players, except those who held out of the draft as children of coaches and matching players.

The two team lists should then be reviewed and the following principles should be used to make MINOR adjustments:

- Teams should more or less have the same number of first year players on each team, while taking into account skills as noted above.
- Teams should more or less have the same number of new hockey players on each team (defined as those who have joined hockey for the first time for this season).
- Players from the same household/family should be on the same team.
- Players who have had SERIOUS conflicts with each other (defined as having had a written complaint filed and investigated, and/or disciplinary action taken) within the previous three playing seasons years should be placed on separate teams.

After adjustments, the team lists should be reviewed one more time by the Coordinator and coaches and there should be agreement that the teams appear to be reasonably balanced, on paper.

Once this task is complete, the coaches are randomly assigned to each team, and the players who were held from the draft follow the coaches (children of parents coaching go to their parents' teams, and the matching player(s) go to the other team).

## **8B. DIVISION OF U7 AND U9**

At the U7 and U9 levels, positional play is not a primary focus, and players at these ages typically have limited experience with full-ice hockey; many have not yet identified their preferred position.

### **DEFINITIONS**

4YO –	players who turn 4 years old by December 31 <sup>st</sup> of the current hockey season
U7-1 –	players who turn 5 years old by December 31 <sup>st</sup> of the current hockey season
U7-2 –	players who turn 6 years old by December 31 <sup>st</sup> of the current hockey season
U9 –	players who turn 7 or 8 years old by December 31 <sup>st</sup> of the current hockey season

### **POLICY**

Since the 2013-2014 hockey season, for the divisions of U7 and U9, Sackville Minor Hockey Club (SMHC) will divide players according to birth year such that **U7-1** players will play on teams together and **U7-2** players will play on teams together.

The division of players will be governed by the following principles, applicable in the order listed below:

*NOTE: The policy written below makes reference to the U7 category for simplicity.*

1. Players will be divided by birth year. The SMHC will have the following teams: U7 –  
U7-1 (5 years old by December 31<sup>st</sup>)  
U7-2 (6 years old by December 31<sup>st</sup>)
2. No team in U7 or U9 will have more than 20 total players, which includes goaltenders.
3. Once players are divided into U7-1 and U7-2 teams, should all teams meet the criteria of 20 players or less, there will be no changes made to the teams, unless approved by the executive.
4. Should the number of U7-2 players result in teams of more than 20 players, the number of players required to reduce the U7-2 team(s) to 20 shall be moved back to U7-1 teams. The process to do so, will be done as follows:
  - a. Any U7-2 players who have played less than the regular number of year of hockey (e.g. a U7-2 who is in 1<sup>st</sup> year of playing or a U9 second year who is in 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year of playing) shall be considered for movement first.
  - b. The Coaches for the applicable category will work collaboratively with the families falling into criteria A (above) in attempt to move the correct number of players. If required, SMHC reserves the right to mandate a move(s) based on criteria A.
  - c. Should the number of moves required to rebalance the teams to 20 players exceed the number of players who have played less than the regular number of years, an evaluation

will be conducted to determine which players will move back to U7-1 teams. This evaluation will be completed during the first 5 sessions of the season and will be done by all head coaches for the category along with the assistance of the SMHC Technical Director.

5. Should the number of U7- 1 result in teams of more than 20 players, the number of players required to reduce the U7-1 to 20 shall be moved up to U7-2 teams. The process to do so, will be done as follows:
  - a. An evaluation will be completed during the first 5 sessions of the season to identify the players most appropriate to move up. The evaluations will be completed by the head coaches for all teams at the applicable category along with the SMHC Technical Director.
  - b. All SMHC families have the right to decline the invitation for their child to move to a U7-2 team. Should the invitation be declined, the next player based on evaluations will be invited to move.

#### 6. Tiering of U9 into Developmental and Intermediate teams.

Tiering teams in the U9 division is Optional. If U9 will be split into two divisions, they will be U9 Developmental & U9 Intermediate. The developmental level will be for players who are new to the game or players who need further development on the basic skills of the game (skating, shooting, passing, and puck control). The intermediate level is for players who possess many of the basic skills, however, can still improve and refine those skills to actively participate in a more competitive environment. This will allow them to continue to develop those skills in an environment that will build confidence and success.

SMHC must allow players 4 skates prior to evaluations and must allow players 3 evaluation sessions. No evaluations shall take place during the first week of school or during the off-season as per the Hockey Canada U9 Player pathway. Tiering will be required to have 50% of their teams in each level. At both levels teams can consist of players of who are 7 & 8 years of age. The main goal is to have players playing with other players of like skill to ensure players are having fun every time they are on the ice.

In a case where two Intermediate teams are needed SMHC will follow the process of Competitive C previously mentioned.

#### **Half Ice**

U7 1 & U7 2 will be permitted to play half ice games as of the first Friday in December of the playing year. U9 will be permitted to play half ice games on November 1st of the playing year and full ice games as of January 15<sup>th</sup> of the playing year.

4YO will not be permitted to play any games or jamborees.

## 9. AFFILIATION AND PLAYER MOVEMENT

Affiliation is the process which permits a player in U9 or higher level to play in a higher division (U11 or higher division) or category, as a temporary replacement for another player. All player movement during the season must be in accordance with HNB and the SMHC guidelines:

First year players in a division may affiliate to a higher category within their division. Second year players in a division may affiliate to a higher category within their division or to the next division (HNB Operations Manual 2016 Section 19).

Affiliation of U7 players is not permitted under any circumstances.

Requests for player movement must be made prior to December 10<sup>th</sup> through the Division Coordinator who will oversee the process and ensure that the principles below are adhered to:

- The player and parent must be in agreement.
- The request for the player will be made to the coach of the team from which the player is being drawn and the coaches agree with the request based on not disrupting his team's "on-ice" activities.
- No player on the receiving team will be replaced or receive a lesser amount of playing time.
- The request will never be made directly to the player or parents without the knowledge of the coach of the team.
- All requests for affiliation will have to be approved by the board of SMHC.
- Affiliates are allowed to play up to 15 games, not including tournament or exhibition games. If the affiliate plays more than 15 games they will be permanently rostered with the team that the player affiliates.
- Lower division and Competitive C level coaches encourage affiliation and view it as an opportunity for the player.
- Higher division and category coaches will offer the opportunity to as many different players as possible, keeping in mind that winning games is not the primary objective but player development is.

In general, SMHC encourages affiliation of players. If a team has 13 skaters on the permanent roster, the coach of that team should be asking no more than two (2) players to come to practices and occasional games, to fill out the roster or to replace players who are unable to attend. There could be more than two (2) players affiliated with a given team, and the participation of affiliated players can be rotated. If a team has 15 skaters, there is no need for affiliate players to attend games (except to fill a roster vacancy due to injury, illness, or other reason for shortage of regular players) but they can be invited to practices occasionally.

In order to clarify issues concerning whether or not affiliated players are required to pay any extra fees or costs associated with ice time with the higher level team, the following policy has been developed:

Affiliated players do not pay any extra fees associated with their participation in regularly scheduled practices and games to which they have been invited. We define "regularly scheduled" as those practice ice times which are paid for by SMHC operations, and those games which are part of a team's league regular season and / or playoff schedule.

Furthermore, affiliated players do not pay to participate in a practice which is scheduled outside of the



schedule provided by SMHC and which is being paid for by team fees, nor do they pay to participate in any exhibition games which are being paid for out of team fees.

If an affiliated player is invited to participate in an out of town tournament, then the affiliated player is expected to pay  $1/X$  the costs of the tournament paid by the team, plus  $1/X$  the costs of the coach's accommodations if the team is paying for that, where X is the total number of players on the regular roster plus the affiliated player(s).

No fees shall be charged to affiliated players in advance or at the beginning of the season; they may only be charged at the time of participation. Money should be collected by the team manager, put into the general team funds, and any surplus funds disbursed among regular player families at season's end or used to pay for expenses incurred, should that be the case.

There will be no charge for an SSNB (Formally known as NBIAA) High School player to affiliate to a Sackville Minor Hockey Team. Insurance for the SSNB player is covered by Hockey New Brunswick as per their agreement.

## **10. EQUIPMENT**

SMHC shall purchase and maintain jerseys for all teams, or cause to have such jerseys provided. The Club shall also purchase and maintain a sufficient number of complete sets of goalie equipment, including goalie sticks, suitable for use in the U7 and U9 programs. The Club shall also purchase and maintain a limited supply of goalie equipment suitable for use in U7 to U13 programs.

Each Coordinator shall be responsible for all SMHC equipment:

- Maintain records and inventory lists of all SMHC equipment.
- Carry out an inventory check at the end of each playing year after all equipment has been returned.
- Be responsible for repairs and maintenance of all equipment.
- Prepare lists of old equipment and present this to the Executive for decision on disposal.
- Prepare lists of needed equipment and also solicit tenders from dealers or use other means to secure a fair market price for the equipment.
- Upon approval from the Executive purchase new equipment, whether for replacement or to add to the inventory.
- Report all items of SMHC equipment which are reported lost, damaged or stolen, to the SMHC Executive immediately.

No equipment shall be signed out to individual players or parents in the U7 and U9 programs. Instead, equipment is assigned to the teams for their use among all players. However, full sets of goalie equipment may be signed out for the season to players in U11 and U13 under the following procedure to be administered by the Coordinator. They shall instruct those signing out equipment in the following:

- The proper care and maintenance of such equipment.
- That the equipment should be returned as soon as possible if it is in need of repairs.
- That the equipment is to be used only for authorized and supervised SMHC activities.
- That it may be taken away if used for other purposes or if abused.

- That once it is signed out, the equipment is solely the responsibility of the adult member of the SMHC who signed for it and that they will be held legally responsible for any loss of or damage to it.
- That the matter shall be pursued legally if any equipment that is unreasonably damaged or not returned at the end of the playing year is not paid for by the adult member who signed for the equipment at the time they are requested to turn in said equipment.
- That all equipment must be returned immediately after the end of the playing year
- That no SMHC equipment shall be loaned or rented to third parties.
- That they do understand and shall agree to the above terms and instructions and shall sign an authorized and official form stating so.

In addition, the foregoing applies if a club member (U7 to U13 divisions only) wishes to borrow a full set of goaltender equipment in the off-season for the sole purpose of participating in a skills camp, goalie camp, summer hockey league, or other suitable activity. The equipment may only be borrowed as per the above procedure and must be returned at the conclusion of the off-season activity, and **not** at the end of the summer.

#### **10A. JERSEYS**

SMHC shall purchase and maintain jerseys for all teams, or cause to have such jerseys provided.

Jerseys for U7 program are provided by Timbits Hockey. It is the responsibility of the President in co-ordination with the U7 Coordinator to return sets of such jerseys to this program when they are no longer required, and to obtain additional sets as required. SMHC shall endeavor to keep a minimum of three distinct colour sets per program.

For all programs and levels from U11 to U18, SMHC will endeavor to provide all teams with two sets of jerseys (Home Whites and Away Blue). SMHC also provides on a cost recovery purchase basis by families matching socks.

Every effort is made to find a corporate sponsor who can provide the necessary funds to purchase two sets of jerseys and socks for each team, and the renewal of such jerseys when needed. Where this is not possible, SMHC will draw on funds set aside for the purchase of jerseys.

It is the policy of SMHC that jerseys not returned before registration the following year will result in the player being assessed a further \$75 on their registration fee, **per jersey**. This policy also takes into consideration jerseys that are damaged.

SMHC also provides a set of practice jerseys for each team. One jersey only shall be given to each player (U11 to U18 only, all teams) once players are assigned to teams, and these are to be returned at the end of the season.

To administer this policy effectively:

- The Coordinator will provide each team with the necessary form to have each sweater (game and practice) signed for by the team manager, who in turn will have one parent per player sign for the jerseys given to the player.
- The team manager must ensure that the jerseys are returned at the conclusion of the minor hockey season in clean condition and on hangers, hung in the cages.

- Sponsor Name Bars and Player Name Bars will be sewn on the back of team jerseys in a strictly consistent manner. Sewing where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.
- The numbering of SMHC team jerseys is to be consistent at all levels as follows, where possible: 1 to 12, 14 to 18 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.
- When jerseys are issued, they are cleaned and ready for use. When returning jerseys at the end of the season, team management is responsible to see that player name bars have been carefully removed, and that all sweater sets are complete and on hangers (NONE missing) and that they have been carefully washed and are ready for storing.
- When not in use, jerseys should be stored in a warm dry place.

#### **10B. JERSEY REPLACEMENT SCHEDULE**

The table below outlines the recent purchase dates of jerseys for each age group / team. It can be used as a guide to plan for replacement in future years.

Division / Teams	Date of Last Purchase	Notes
U11 C	Every year	AtoMc program now provides jerseys.
U11 AA/A/B	January 2021	
U13 C	August 2022	Numbers X to Y were purchased, enough for two teams
U13 AA/A/B	January 2020	
U15 C	August 2022	Numbers X to Y were purchased, enough for two teams
U15 AA/A/B	May 2025	
U18 C	2023	
U18 AA/A/B		
U11 Sirens	September 2022	
U15 Sirens	September 2023	

#### **10C. ON-ICE EQUIPMENT**

Other on-ice equipment to be purchased by the Club includes, but is not limited to: pucks, pylons, on-ice instructional equipment, diagram boards for drill instruction, first aid kits, SMHC game sheets, and other equipment deemed necessary by the Coordinators in conjunction with team officials.

#### **10D. SMHC EQUIPMENT ROOM AND KEY ACCESS**

The SMHC equipment room shall be organized and maintained by the Coordinators in cooperation with team managers. Each team is provided with a cage to store jerseys, equipment, coaching supplies, and other necessary team equipment and supplies. C teams, U9 and U7 in the same age division share a locked cage.

There is a combination lock on the main door. The access code will be given to team managers and coaches **only**. This code must not be given to anyone else. Please refrain from passing this code on to players and any 'one-time' helpers. Giving out the code to unauthorized individuals may result in loss of equipment room privileges. SMHC Executive may request for the lock code to be changed at any time.

#### **10E. GAME SHEETS**

Individual leagues provide game sheets for league and playoff games. SMHC generic game sheets are available in the equipment room filing cabinet, and may be used for exhibition and tournament games. SMHC game sheets are ordered from Dieppe Imaging Inc., 456 rue Champlain, Dieppe, NB E1A 1P3 tel 855-3484, fax 382-3505. [www.dieppeimaging.ca](http://www.dieppeimaging.ca), [jackie@dieppeimaging.ca](mailto:jackie@dieppeimaging.ca).

### **11. ICE ALLOCATION**

The distribution of ice time and the operation of divisions and teams shall be in accordance with Club purpose, policies and procedures. The Scheduler (or their delegate) is responsible for setting the ice time allocations for each team for the season, and every effort is made to ensure that all players and teams receive equal number of hours at TVMCC. Individual teams may fundraise for and purchase additional ice time, on their own. Only the Scheduler (or their delegate) may book ice time at the TVMCC and assign such ice rentals to SMHC accounts.

Each team U11 – U18 will be allocated two (2) exhibition games per season. Any additional exhibition game requests, cost must be covered by the Team including ice rental and referees.

The TVMCC policy is that 5 days' notice is required for a cancellation, except in the case of storms and inclement weather. Should a team wish to cancel an ice time for any reason, they must notify the Scheduler, NOT the TVMCC, and must do so as soon as is possible. The Scheduler will determine if another SMHC team can be assigned to that ice time before it is released for rental by others.

The Scheduler may work with two or more teams to arrange a swap or trade of ice times to meet unique needs that may arise from time to time. While these discussions and solutions may be initiated by one or more teams, no final decision may be made without the involvement of the Scheduler. This is to ensure that the TVMCC is notified any changes.

#### **11A. MEETING ROOM BOOKINGS**

Individual teams may choose to book meeting rooms at the TVMCC or elsewhere for the purpose of

conducting team business, parent meetings, etc. However, when doing so, individual teams must book these rooms in their own name and pay for any rental or related fees from their team budgets. Teams are strongly encouraged to make use of individual dressing rooms for such meetings, before, during, or after their ice times. Under no circumstances will SMHC pay for any meeting rooms booked by individual teams. SMHC may book and pay for meetings rooms for general club business (general meetings, annual meetings, executive meetings, board meetings, committee meetings, banquets, special events, etc.). These bookings must be arranged through the SMHC Scheduler.

## **12. DISCIPLINE**

A Disciplinary Committee shall be appointed by the board, and shall be composed of three active members, one of which shall be the Vice-President, and any two members approved by the Board. The Committee will be formed at the first meeting of the new Board and will serve for a term of one year.

Issues which cannot be resolved between individuals, by the coordinator, or by the Executive, will be referred to the Disciplinary Committee for an independent assessment and action.

### **12A. SUSPENSIONS**

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the coordinator and/or the Disciplinary Committee of the Executive of the SMHC.
- The coordinator shall be advised of all such suspensions immediately, who will in turn forward the information on to the Disciplinary Committee of the SMHC.
- Written Notification of the suspension will be provided to the Suspended individual, by two board members of SMHC including:
  - Reason of Suspension
  - Length of Suspension

### **12B. COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Coordinator. The Coordinator's responsibility is to deal with the parties fairly and efficiently.
- A written communication to the Executive of SMHC is required if the Coordinator cannot resolve the issue to the member. The Executive will move the matter to the Disciplinary Committee for resolution.
- Fair Play concerns should be directed to the Coordinator. The Coordinator may also direct Fair Play related concerns to the Executive of the SMHC.
- The Board of Directors of SMHC recommends that at any time a player, parent, coach or volunteer feels that the Fair Play Code is not being upheld, to contact the Coordinator with your concerns. Only issues brought to our attention can be properly addressed.
- At the end of the season we encourage you to provide the Board with any information you feel is important so that that our selection process can make the appropriate coaching selections for the coming year.

## 12C. COMPLAINTS RE: REFEREES AND LINESMEN

- This form of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, IN WRITING, to the SMHC Referee-in-Chief, with a copy to the Executive of the SMHC.
- All inquiries regarding discipline must first be directed to the coordinator.

## 13. FUNDRAISING GUIDELINES

SMHC encourages team fundraising that helps offset Tournament Team registration fees. If a team would like to pursue team fundraising, they shall reach out to the SMHC executive for permission. The Fundraising guidelines for teams are as follows:

1. Each team will need to apply for (and pay for) a lottery licence for the Fundraising activity that they are undertaking. 50-50 style draws have a \$50.00 fee associated with them. Lottery licenses are applied for on the snb.ca website.
2. Teams are not allowed to approach businesses in the community (or neighboring communities) for Sponsorship/Fundraising of any kind.
3. Each team will be allowed to fundraise to a maximum of \$2000.00. **If a team has a Sponsor, the funds allotted to the team will count toward the \$2000.00 Total.**  
*Example: MORMAC sponsored \$1500.00 in current season. \$750.00 goes to the team to offset fees and \$750.00 goes to the jersey replacement fund maintained by the club. This team would be allowed to fundraise a total of \$1250.00 for the current season.*
4. The Team Manager is responsible for tracking the fundraising income via the Team Budget. The Team Manager is responsible for ensuring the limit is adhered to, all funds raised are recorded and that the funds are allocated correctly

Teams may conduct a 50-50 draw at any or all of their home games and home tournament games; teams may fundraise within their own team (e.g., beverage sales to players and others after games and practices, etc.).

Teams may plan and budget permitted fundraising activities only for the following purposes:

- Tournament team registration fees.
- The cost of hotel/motel room(s) for coaching staff at an away tournament, if they are not parents of players on the team.
- Additional ice time.
- Jersey name bars / tags

Fundraising for any other items not mentioned above must be approved by the SMHC Executive.

UNDER NO CIRCUMSTANCES can teams raise funds for items such as:

- Team jackets.
- Team track suits.
- Any personal hockey equipment.
- Team or individuals travel expenses other than the aforementioned coaches' accommodation.
- Tickets to sporting events.
- Any other methods of entertainment.

These items should be purchased by players/families on an individual and personal option basis. The purchase of any other items, not mentioned above must have the approval of the SMHC Executive.

### **13A. SMHC CLOTHING**

During the playing season, SMHC will provide options of clothing available for the general membership to choose from. It shall conform generally to the colour scheme of the Club and shall incorporate the Club's logos. Individuals may purchase clothing, or individual teams may organize a collective team purchase, with the option to include an appropriate reference to their team and/or sponsor on the clothing. SMHC shall ensure that an appropriate supplier (based on price, range of choices, delivery options, etc.) is identified.

## **14. SPONSORSHIP POLICIES**

Many corporations make substantial contributions to our Club through sponsorship of teams, tournaments, and other Club programs. Over the years these sponsorships have been secured through a variety of means and personal contacts. It is important that positive relations be maintained with these sponsors, that additional sponsors be sought as need, and that there is a coordinated approach to communication with current and prospective sponsors.

Individual teams, coaches, managers, parents, and others **MUST NOT** approach these corporations as sponsors for additional funding, or to seek new funding. These requests must be made by the executive on behalf of the Club as a whole, or by individuals so directed by the Executive. The Board welcomes suggestions, contacts, and leads on corporate sponsorship opportunities which will have positive impact on the club, especially in the form of a commitment to support jersey purchase and replacement on an ongoing basis for one or more teams.

Under the terms of the Sackville Minor Hockey Club Constitution, team sponsors shall be actively sought for the purpose of helping to cover the operating costs of running the Club. The spirit of this effort is that while an individual sponsor may have their name affiliated with a specific team, the funds shall be used and managed by the Club for the benefit of the club as a whole. The primary use of the sponsor funds will be for jerseys and socks, for all levels in U11 to U18, and the renewal of those as needed.

Sponsorships shall be accepted from all businesses, groups and establishments willing, whether in or out of the area. Sponsorships shall be offered at rates determined annually by the Sackville Minor Hockey Club and found in the minutes of the meetings. For sponsorships of \$1,000 or more a sponsor shall receive:

- a written receipt for the donation (note, SMHC does not have an HST Number and therefore, cannot

- give a tax receipt)
- a thank you letter from the Club
- name or logo on the back of team jerseys, if requested by the sponsor
- the team shall be called after and identified in the name of the sponsor only in all aspects during the term of the sponsorship.

The SMHC Executive, through the Treasurer, shall ensure that “receipts”, and letters, are forwarded to sponsors. SMHC club funds shall be used for these purposes.

The current team sponsors are as follows:

- U11 C – AtoMc Hockey (provides jerseys, socks, coach material and player gift)
- U11 A – AIL Inc. sponsors U11A team \$1,000.00 annually. A sponsorship request letter is sent to AIL by Treasurer in October each season and a cheque is written to SMHC. \$1,000.00 is allotted to the team budget. In addition to the annual \$1,000.00, AIL also pays vendor directly for jersey replacement every 5 seasons. Next replacement is 2027.
- U13 A – McDonalds (Mormac Ltd, Amherst) sponsors U13A team \$1,500.00 annually. A sponsorship request letter is sent to Mormac by Treasurer in October each season and a cheque is written to SMHC. \$750.00 is allotted to the teams budget every year and \$750.00 is kept by the Club for jersey replacement every 5 seasons. Next replacement is 2026.
- U15 A – Sackville Legion Branch #26 sponsors U15A team annually. A sponsorship request letter is sent to the Legion by Treasurer in October. Any cheques are issued directly to SMHC. Funds are deposited into the “Legionnaires GIC” account within the SMHC banking portfolio. Funds are used to replace jerseys every 5 seasons. Next replacement is 2030
- Scotiabank Sackville has a sponsorship program (\$1000 annually) for teams with players aged 16 and younger. Each year, the Executive will discuss which team this will go to and will contact Scotiabank Sackville.
- U15 A Sirens – \$1,500 annual sponsorship by a local business. \$750.00 is allocated to the team budget and \$750.00 is kept by the club for jersey replacement every 5 seasons. Next replacement is 2028.

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## **15. TOURNAMENTS AND JAMBOREES**

### **15A. HOME TOURNAMENTS AND JAMBOREES**

SMHC, through one or more tournament coordinator(s), hosts a tournament or jamboree for each division each year. The purpose is to provide an opportunity for our teams to host other teams.

SMHC is also mindful of the ice time needs of other users of the TVMCC when planning for and negotiating access to additional ice times for these events. SMHC attempts to strike a balance between offering a sufficiently large enough tournament in terms of number of divisions and teams participating, while not unduly bumping other SMHC teams which are not participating, nor other TVMCC users (many of whom would require ice time compensation from SMHC at another time in the season).

SMHC teams do not pay a registration fee to participate in our own tournaments. Parent volunteers are expected to assist with serving as timekeepers and scorers, and conducting 50-50 draws (the profits from which each team may keep).

### **15B. AWAY TOURNAMENTS AND JAMBOREES**

Teams are encouraged to participate in other tournaments and jamborees. These should be planned in accordance with your knowledge of league and playoff schedules. These should be planned in consultation with parents, so as to ensure all parents are “on-board” with the plans for the season, especially in terms of the added costs and travel times associated with tournaments. Team officials are encouraged to book early as tournaments fill quickly.

- As of 2016 HNB Section 22.11 suggests that “as long as the league commitments are met, teams in U11 and above must obtain permission from their District Director to participate in more than five (5) tournaments. Not including League, Zone, or Provincial Tournaments.”
- Tournament entry fees are paid through team budgeting and funding. A post-dated cheque from the team manager is usually acceptable. The manager in turn collects from parents or from team funds. SMHC may, upon request, provide advance cheque payment for entry of individual teams into tournaments and jamborees, provided the team Manager and the Treasurer agree on a repayment arrangement.
- Teams should enter only officially sanctioned and reputable tournaments in which SMHC teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- Well in advance of departure, the following must be arranged:
  - Through the Scheduler and Referee-in-Chief, rescheduling of any games or cancellation of ice time during the away period.

## 16. HOSTING PROVINCIAL CHAMPIONSHIPS / ATTENDING PROVINCIAL OR LEAGUE CHAMPIONSHIPS

Each year, Hockey New Brunswick asks Clubs to host a particular level Provincial Championship Tournament from U11 to U18. The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the Hockey New Brunswick Constitution, By-Laws, Regulations Handbook.

Hosting a particular level of Provincial Championship Tournament is a Team organized effort, with the backing of the Club. Teams may apply to host a Provincial Tournament by obtaining an Application Form from HNB. However, the Team must submit a proposal to SMHC Board first, for approval in principle.

The team must first establish an experienced, strong and determined committee head by an energetic Chairperson. This submission must include a reasonable budget and source(s) of financing for all costs.

Sackville Minor Hockey will pay the registration fee for Teams selected to play in League or Provincial Championships.

## 17. TRAVEL PERMITS

Hockey New Brunswick must sanction all games (and special events) for insurance purposes.

- Travel Permits **must** be obtained from HNB to ensure insurance coverage for either a game or special event, that is out of Province
- The hosting Tournament Club may disqualify teams traveling without a permit from tournament play. Therefore, the permit must be available at all tournaments.
- Team officials are subject to disciplinary action for non-compliance with travel regulations.
- The first offense of a team traveling without an appropriate travel permit will result in a **one-game suspension to the responsible team officials**. Second offense will result in an **indefinite suspension**. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
- Travel Permits are required for out of province exhibition games and tournaments. Travel permits are not required for schedule league games.
- Requests for Travel Permits must be made at least (7) days prior to game(s). Travel Permits **MUST** accompany a team to their game(s). Permits and Exhibition Numbers are to be obtained from the Director in charge of Travel Permits.
- NOTE: The U9 and U7 Division teams require a travel permit when playing outside their District. HNB minor operations manual restricts the number of games played to 40 in U9 Division (Includes Jamborees) and a maximum of 20 modified games with a start date of the first Friday in December and will apply to any jamboree modified game structure for the U7 Division

## **18. Dressing Room Policy**

SMHC has adopted a dressing room policy that focuses on the inclusion and safety of all participants on any team. Dressing rooms are designated team spaces for all team participants and have minimum attire and supervision requirements that are in line with the Hockey Canada Policy.

### The Minimum Attire Rule

To best promote inclusion and to respect the privacy of all participants on a team, Hockey Canada requires all participants to wear 'minimum attire' at all times in a dressing room or in dressing environments where more than one participant is present. This means that participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms) to change into the base layer and then enter the team dressing room with the other participants

It is the responsibility of all coaches and team staff to instruct players regarding the minimum attire rule and ensure that players are complying with this Policy.

Hockey Canada stresses the importance that all participants are treated as valued members of a team. Therefore, coaches and team staff should only engage in pre- and post-game talks when all athletes are present in the dressing room.

### The Rule of Two

The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment.

While the Dressing room policy which utilizes the minimum attire rule and the "rule of two" is designed to allow multi-gendered teams to utilize one dressing room, if the athletes want to use multiple dressing rooms, there is no conflict with this policy. If separate dressing rooms are utilized, coaches and team staff should only engage in pre- and post-game talks when all athletes are present in one dressing room.

### Use of Showers – Recommended Best Practice

There are many reasons why athletes may require privacy (religious reasons, chronic conditions, body image, gender). The following guidance around the use of showers, is an additional step in creating environments within which athletes feel safe and secure. It is recommended that when showers are not private stalls, that these be used in a manner that respects the privacy of all participants. When in open concept showers, it is encouraged that all athletes wear certain "minimum attire" at all times, including swimwear. In order to facilitate this, participants could use a private restroom stall to change out of their base layer and into their swimwear prior to using the shower. Similarly, they could dress in a private restroom stall after they have completed their

shower. Coaches and/or team staff should ensure they are able to supervise the dressing room while participants are showering, following 'Rule of Two' guidelines.

#### Use of Cellphones in Dressing Rooms

To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purpose of controlling music played in those spaces, or checking the time.

## **19. Travel and Administrative Expense Reimbursement**

A travel and administrative expense policy, procedure, and form to reimburse any SMHC official (executive member, board member, referee, or team official) for reasonable travel and for reasonable administrative expenses incurred while conducting mandatory business on behalf of SMHC, has been adopted.

The policy shall be that only travel of more than 30km in one direction shall be eligible for reimbursement, including: mileage paid at \$0.45 per km; overnight accommodation; meals while on overnight or full day business requiring evening return; and that only telephone line charges (long distance phone calls, cell phone charges, etc.) for the sole purpose of conducting SMHC business shall be eligible for reimbursement.

Eligible business activities shall include, but not be limited to, attendance at meetings in the Greater Moncton area and beyond (e.g., District 6 meetings, league meetings, HNB AGM and Fall Forum); mandatory clinics which must be attended by coaches, team officials and referees in order to fulfill their obligations as a member of SMHC; travel to obtain supplies, clothing, etc., that would otherwise not be possible to obtain through shipping or through convenient pickup

while on other (personal or team) business. To the extent that is possible, carpooling shall be encouraged to reduce the number of individual travel claims for the same event. Administrative expenses incurred for individual team activities shall be reimbursed only through team funds.

Ineligible activities shall include special trips that are not of a time sensitive nature; unnecessary related expenses (e.g., lunch while attending a clinic in the Moncton area, dinner while attending an evening meeting in the Moncton area); travel for games, practices and tournaments as part of the volunteer commitment to the club/teams. A claim form is not required for routine administrative expenses include stationery, postage, and related administrative supplies.

The procedure shall be as follows: a travel and administrative expense claim form must be completed by the individual; the form shall require details of the travel and the expense; the claim must be approved by the Treasurer and one other executive member (or two executive members if the claimant is the Treasurer) before reimbursement shall be provided; receipts are required, if claiming actual expenses (such as meals, phone charges, etc). The form shall be made available for downloading from the SMHC website and in hard copy to those who require it.

## 20. Referees

### 20A. Pay Rates for Referees and Linesmen

As of May 2025, the following rates are in effect for payment of on-ice officials:

Level	4-Person	3-Person	2-Person	Total
U9	NA	NA	\$25 / \$25	\$50.00
U11-C	NA	\$30 / \$25 / \$25	\$32 / \$32	\$80.00 / \$64.00
U11-A	NA	\$33 / \$28 / \$28	\$35 / \$35	\$89.00 / \$70.00
U13-C	NA	\$33 / \$28 / \$28	\$35 / \$35	\$89.00 / \$70.00
U13-A	NA	\$35 / \$30 / \$30	\$40 / \$40	\$95.00 / \$80.00
U15-C	\$35 / \$35 / \$30 / \$30	\$40 / \$32 / \$32	\$40 / \$40	\$130.00 / \$104.00 / \$80.00
U15-A	\$40 / \$40 / \$35 / \$35	\$50 / \$35 / \$35	\$45 / \$45	\$150.00 / \$120.00 / \$90.00
U18-C	\$40 / \$40 / \$32 / \$32	\$50 / \$35 / \$35	\$50 / \$50	\$144.00 / \$120.00 /
U18-A	\$55 / \$55 / \$40 / \$40	\$65 / \$40 / \$40	\$55 / \$55	\$190.00 / \$105.00 / \$110.00
U21-C	\$40 / \$40 / \$32 / \$32	\$50 / \$35 / \$35	\$40 / \$40	\$144.00 / \$120.00 / \$80.00

### 20B. Referee-in-Chief Honorarium

SMHC will provide to its Referee-in-Chief a reimbursement for time devoted to scheduling activities. As of August 2024, this amount is \$1000. The Club shall make payments in two equal installments of \$500 each at the end of the December and at the end of March of each playing season.

In addition, SMHC will pay the registration fees of each on-ice official with the Zone 5 Officials Association. SMHC will pay for and, through the referee-in-chief, maintain a modest supply of referee jerseys for junior officials.

## 21. Criminal Record Check

SMHC requires that any volunteer who has supervisory or instructional contact with its players complete a Criminal Record Check and Vulnerable Sector Check with the RCMP. This includes all coaches, assistant coaches, managers, and other bench and team personnel. Individuals are required to make the request to the RCMP, complete the necessary forms, and submit the completed Check to the SMHC Secretary no later than December 15<sup>th</sup> of the playing year, or, if the volunteer is a first-time volunteer with the club, the Criminal Record Check and Vulnerable Sector Check must be completed before they step on the ice. Failure to do so will mean removal from supervisory and coaching role(s) with SMHC.

## 22. Alcohol/Drug policy including Cannabis

SMHC enforces a “ZERO TOLERANCE” policy with respect to any player, coach, and bench staff found to be impaired during practice or games. Any player, coach, or bench staff found to be impaired during practices or games will be subject to automatic suspension. If the parents are at the event, the player will be turned over to their care, or the player will be sent home (under escort). Any additional expenses incurred will be the responsibility of the team. The suspended player will not be allowed to participate in any hockey until the suspension is dealt with.

SMHC follows Hockey Canada policy on hazing: any player, team official, executive member of a team, club or association having been party to or having had knowledge of any hazing or initiation rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the Canadian Hockey Association.

### Revision History

Date	Revision / Changes
April 30, 2007	<b>SMHC Operation Manual, July 1995</b> repealed and replaced with <b>SMHC Constitution and By-Laws, April 2007</b>
July 31, 2008	Added Section 6D Team Budgets and Financial Reports Added Section 19 Travel and Administrative Expense Reimbursement Changes made to Section 7 Player registration and Section 8 Competitive Team Selection
June 29, 2009	Added Section 20 Referee-in-Chief Honorarium Added Section 21 Criminal Record Check Changes made to Section 6B (added Hockey Safety Person); Section 7 (changed fees from players to teams, for Bantam and Midget Provincial); Section 14 (clarified Sponsorship Policy and what a sponsor receives); Section 18 (clarified Co-Ed Dressing Room Policy)
May 3, 2010	Changed text throughout to reflect changes in Constitution concerning elimination of Equipment Manager, Coaches' Co-ordinator, and division co-ordinators, and introduction of Recreation and Competitive Co-ordinators Section 6B clarified tasks for Managers concerning game schedules and cancelling ice times Section 7 corrected Bantam and Midget Competitive game time lengths Added new Section 8C Recreation team selection process
September 5, 2010	Updated Section 7 Registration, to include change in fees for this season plus a revised fee schedule for late registrants and those who resign from the Club.
December 6, 2010	Updated Section 9 Affiliation and Player Movement, to clarify if and how extra fees should be collected from affiliated players.

June 28, 2011	<p>Updated all sections to reflect Competitive A and C designations</p> <p>Changed Section 7 Late Registrations to reflect a change in policy that reduced rates would only be offered after November 30</p> <p>Updated Section 10 Jerseys to include a link to a jersey sign out – return form (still to do)</p> <p>Added new Section 10B Jersey Replacement Schedule (still to include details)</p> <p>Updated Section 14 Team Sponsors to include specific information about each sponsor currently with SMHC</p> <p>Updated Section 17 and 6B on Travel Permits (still to do)</p> <p>Updated Section 18 Co-Ed Dressing Room Policy</p> <p><del>Added new Section 20A on referee pay rates</del></p>
Oct 28, 2011	Inserted new section 6C on “Policy on SMHC Players and other Teenagers Participating as Assistant Coaches)”
June 26, 13	Added new section 8B on Division of Mites and Novice Players into Year 1 and 2
October 7, 2016	<a href="#">See link to companion document for list of changes.</a>
August, 2018	Competitive A – Tryout process
April 17, 2019	Ref Rates updated
August, 2019	Section 7 – Acceptable methods of payment, refund schedule.
October, 2019	Section 9 – NBIAA High School Girls Affiliate player – no charge
October, 2019	Section 11 – Exhibition Games
February, 2020	A teams jersey purchase date updated
February, 2020	Sponsorship Updates
August, 2020	Updated age levels to reflect the HC Age-Division names
April 2023	Team Selection, Fair Play Code
May 2023	<ol style="list-style-type: none"> <li>1. Gender Neutral Language</li> <li>2. Section 2 – Team Name and Logo</li> <li>3. Section 4 – Communication from Club to Members</li> <li>4. Section 6A (6,8,9,14,15,16) – Duties of Coaching Staff</li> <li>5. Section 6B – Remove duties as they are now listed in the Managers Manual (Appendix)</li> <li>6. Section 6C – Students as Assistant Coaches (Completion of Respect in Sport, not permitted to be on bench during games)</li> <li>7. Section 6E – Team Budgets and Financial Reports (deadlines)</li> <li>8. Section 7 – Updated Registration Fees, Updated Late Fee date</li> <li>9. Section 8B – Mites changed to U7. U9 process updated.</li> <li>10. Section 10A – Jersey colours</li> <li>11. Section 10D – SMHC Equipment Room and Key Access</li> <li>12. Section 11 – Change Vice President to Scheduler</li> <li>13. Section 11A – Meeting Room Bookings</li> <li>14. Section 14 – Sponsorship Policies (updated Sponsors)</li> <li>15. Section 16 – Paying to attend League Championships or Provincials</li> <li>16. Section 20 – Updated Referee Rates</li> <li>17. Section 22 – Criminal Record Check (Add Vulnerable Sector)</li> </ol>

September 2025	<ol style="list-style-type: none"> <li>1. Page 3- Sirens logo added and info on female teams</li> <li>2. Page 4- Fair Play policy updated, Communication reflects use of teamlinkt, team levels updated to mirror HNB, added female team info</li> <li>3. Page 5- Fair play policy update continued, “exec” to “board”</li> <li>4. Page 6- Degenderized text, added “shift forward” course, added rule of two (dressing room policy) to coach responsibilities</li> <li>5. Page 7- U13 as assistant coach update</li> <li>6. Page 8- 16+ volunteer info updated (course required) per HNB</li> <li>7. Page 9- assistant coach privilege process updated, degenderized text</li> <li>8. Page 10- Player registration info update and prorated table updated</li> <li>9. Page 11- Reimbursement table updated, Evaluation and coach selection process updated</li> <li>10. Page 12- Evaluation process update cont.</li> <li>11. Page 14- Updated number of players per HNB, removed “mites”</li> <li>12. Page 15- U9 text updated to reflect HNB (number of players and tiering)</li> <li>13. Page 16- Affiliation number of games updated and level</li> <li>14. Page 18- degenderized text</li> <li>15. Page 19- jersey replacement schedule</li> <li>16. Page 20- teams who share cages</li> <li>17. Page 21- “exec” to “board”, grammar changes</li> <li>18. Page 22- Added new fundraising guidelines</li> <li>19. Page 23- update re: tax receipts and “exec” to “board” change</li> <li>20. Page 24- grammar changes, added sirens to sponsors</li> <li>21. Page 26- Provincials level update, Travel permit update</li> <li>22. Page 27- Dressing room policy update- Hockey Canada</li> <li>23. Page 28- Dressing room Policy update cont.</li> <li>24. Page 29- Ref pay updated, RIC Honorarium, CRCs</li> <li>25. Page 32- Updated to reflect September 2025 amendment record</li> </ol>
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## Appendix – Fair Play Code

# Fair Play Code for players

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the game.
- 3) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- 4) I will respect my opponents.
- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays and performances - those of my team and of my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR PLAY IS EVERYONE'S CALL

# Fair Play Code

## for parents

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) 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.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that children learn best by example.
- 8) I will applaud good plays/performance by both my child's team and their opponents.
- 9) I will never question the officials' judgement or honesty in public.
- 10) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 11) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

FAIR PLAY IS EVERYONE'S CALL

# Fair Play Code

## for spectators

- 1) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- 2) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- 3) I will respect the officials' decisions and I will encourage participants to do the same.
- 4) I will never ridicule a player for making a mistake during a game.
- 5) I will give positive comments that motivate and encourage continued effort.
- 6) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- 7) I will show respect for my team's opponents, because without them there would be no game.
- 8) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

FAIR PLAY IS EVERYONE'S CALL

# Fair Play Code

## for coaches

- 1) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- 2) I will teach my players to play fairly and to respect the rules, officials and opponents.
- 3) I will ensure that all players get equal instruction, support and playing time.
- 4) 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.
- 5) I will ensure that equipment and facilities are safe and match the players' ages and abilities.
- 6) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- 7) I will obtain proper training and continue to upgrade my coaching skills.
- 8) I will work in cooperation with officials for the benefit of the game.

**FAIR PLAY IS EVERYONE'S CALL**



# Fair Play Code

## for officials

- 1) I will ensure that every player has a reasonable opportunity to perform to the best of his or her ability within the limits of the rules.
- 2) 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.
- 3) I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- 4) 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.
- 5) I will be open to discussion and contact with the players before and after the game.
- 6) I will remain open to constructive criticism and show respect and consideration for different points of view.
- 7) I will obtain proper training and continue to upgrade my officiating skills.
- 8) I will work in cooperation with coaches for the benefit of the game.

**FAIR PLAY IS EVERYONE'S CALL**

# Fair Play Code

## for league organizers

- 1) 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.
- 2) I will absolutely discourage any sport program from becoming primarily entertainment for the spectator.
- 3) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- 4) I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- 5) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- 6) I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents and media.
- 7) I will ensure 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.

FAIR PLAY IS EVERYONE'S CALL