MACKLIN MINOR HOCKEY ASSOCIATION (MMHA)

CONSTITUTION
CREATED 2013

LAST UPDATED
May 2026

TABLE OF CONTENTS

Article 1 Organization Name – Page 1

Article 2 Mission Statement – Objectives – Page 1

Article 3 Executive – Pages 3 - 14

Article 4 Executive Meetings – Page 14

Article 5 Amendments to the Constitution, Bylaws and Policies – Page 15

Article 6 AGM Order of Business – Page 15

Article 7 AGM Rules of Order – Pages 15-16

Article 8 Membership & Team Positions – Pages 16-23

Article 9 Registration / Refund Policy – Page 23

Article 10 Fundraising Policy – Page 24

Article 11 Booth Policy – Pages 24-26

Article 12 Grievance Procedure – Page 27

Article 13 By-Laws – Page 27

Article 14 Policies –Pages 28-37

Article 16 Forms – Pages 38-40

CONSTITUTION

ARTICLE #1 NAME

The name of this organization shall be the **Macklin Minor Hockey Association. MMHA**

ARTICLE #2 MISSION STATMENT - OBJECTIVES

Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences in a Fair Play Environment"

The five basic principles of Fair Play
1. RESPECT THE RULES.
2. RESPECT THE OPPONENTS.
3. RESPECT THE OFFICIALS AND THEIR DECISIONS.
4. HAVE EVERYONE PARTICIPATE.
5. MAINTAIN YOUR SELF CONTROL AT ALL TIMES.

Fair Play

- Does not change any rules of the game.
- Encourages all players to be as competitive as possible but within the rules of the game.
- It is introduced to promote SAFETY and RESPECT, and a positive environment in minor hockey for participants involved.

Fair play does not apply

- If the participant does not put reasonable effort into showing up for practices, games, contributing a consistent and reasonable effort to team play, etc.
- If the participant is disrespectful on or off the ice, has a bad attitude towards the game or other participants.

The four main participant groups are; the players, the coaches, the officials, and the parents (spectators). How these four groups interact at any game determines how positive or how negative the environment becomes.

ARTICLE #3 EXECUTIVE

Expectation of Executive Members (Code of Conduct)

- Remember that you are an elected representative of the membership.
- Uphold the Constitution and By-Laws.
- Act in the best interest of the Macklin Minor Hockey Association.
- Apply fairness principles to all actions and dealings with membership.
- Participate constructively in executive meetings and the decision making process.
- Support all decisions made by the executive committee.
- Actively participate in the duties from action items of the Executive.

Association Executive Consists of:

Voting Executive - President, Vice President, and Eight Directors with one of the directors being the Past President or other designate as voted by the membership.

All voting executive shall have voting power except the President, who may only cast a vote to break a tie.

Non -Voting Appointed Executive – Secretary, Treasurer, Registrar, Booth Coordinator, Booth Scheduler, Referee Coordinator, Website Administrator, Equipment Manager and Ice Scheduler.

Executive Roles

PRESIDENT

Responsibilities**:**

- Lead the activities of the M.M.H.A.
- Shall be responsible for the administration and operation of the M.M.H.A. Executive.
- Shall ensure all members of the Executive fulfill their duties.
- Shall chair all M.M.H.A. meetings.
- Shall have signing authority along with the treasurer for the M.M.H.A. bank account.

- Shall keep a record of all correspondence pertaining to MMHA.
- Shall ensure all coaches, referee's, trainers and managers have access and knowledge to the proper training and certifications required for each role.
- Shall ensure that all information forwarded by Hockey Saskatchewan for distribution to M.M.H.A. active Members is distributed to the appropriate Associate Members in a timely manner.
- Once elected President you are elected to serve a minimum of a 2-year term.

VICE PRESIDENT

Responsibilities**:**

- Shall assist the President in all matters relating to the management and administration of the M.M.H.A. as set out in the Duties of the President.
- Shall familiarize himself with all the duties of the President in order to facilitate expedient and efficient transfer of duties in the absence of the President or at the request of the President for whatever reason is deemed necessary.

PAST-PRESIDENT

Responsibilities**:**

- Shall serve as an adviser to the executive and is a voting member of the Executive.
- The Past-President may assume a role on a committee on the Executive.
- The Past-President's term shall expire only when the current President has completed his term.

DIRECTORS

Responsibilities**:**

- Shall be involved in, but not limited to, all decisions made by the Executive.
- Shall participate actively in action items and Sub Committees from the Executive Meetings.
- Shall make every effort to attend all meetings and when unable to attend should review minutes with an executive member.

Election Process:

Elections for Director Positions shall take place at the M.M.H.A. Annual General Meeting when new positions are needing to be filled. The Directors shall be elected by the Associate Members. The term shall commence immediately following the Annual General Meeting. In the event that the position of President and Vice-President becomes vacant, for any cause, the directors shall elect a member amongst themselves to complete the remainder of the term.

Nomination Process:
Every year the Executive Members position would be up for election dependent on how many current members quit in the prior year.
All members present at the AGM will have the opportunity to nominate a current or past member of MMHA.
All nominees will have their name posted for election.
All voting members must be active in MMHA.

Voting by the Membership will commence allowing one vote per family registered to MMHA.
The elected Members will be the nominees receiving the most votes for.
In the case of a tie for one of the two Executive positions open, there would be another vote cast by the membership with just the nominees that are tied. Again it would be one vote per family. If still a tie vote, then a coin toss would determine the vote.

SECRETARY

Responsibilities**:**

- Shall perform all general secretarial duties of M.M.H.A.
- Shall record, distribute, and maintain all the minutes of all meetings of the M.M.H.A.
- Shall compile action items during the meetings and distribute them promptly to the Executive.
- Shall issue notices of M.M.H.A. General Meetings.
- Shall issue all correspondence on behalf of the M.M.H.A., as required.

**The Secretary shall serve a term of one year, however shall not be limited to a minimum of one year. **

TREASURER

Responsibilities**:**

- Shall receive all money paid to the M.M.H.A., maintain the financial records and ensure all accounts owing by the M.M.H.A. are paid.
- Shall together with the President have signing authority for the M.M.H.A. bank account.
- Shall prepare a detailed financial statement for the presentation at monthly Executive Meeting and yearly at M.M.H.A. General Membership Meetings or as deemed necessary.
- Shall in coordination with the Registrar forward all applicable registration fees to Hockey Saskatchewan and any applicable leagues or tournaments.

- Shall in coordination with the Registrar forward all applicable sanction fees to Hockey Saskatchewan.

**The Treasurer shall serve a term of one year, however, shall not be limited to a minimum of one year. **

ICE TIME COORDINATOR

Responsibilities:

- Ice Time Coordinator must get the number of teams from MMHA after annual registration to determine yearly practice and game schedule. Coordinator would then hand ice time out to respective managers for game booking. Once completed Managers would submit game schedule for entry into website and arena scheduler screen.

- The Ice Coordinator would be responsible to update both the Website and Arena schedule as changes occur throughout the year.

- All open ice time throughout the year would be posted on the MMHA website for Team Managers to select based on the following guidelines set out by MMHA:

    - All league games will have precedent over Exhibition Games.
    - All Provincial games will have precedent over League & Exhibition Games.
    - There will be no exhibition games accepted after January 15th due to Provincial Playoffs starting. But if there is open ice that week and you would like to schedule an exhibition game you would be able to book a game once we are into that week of the schedule.
    - A Team practice during their ice slot has precedence over an exhibition game by another team in another division. (I.e. U18 would like to practice during their game time on a Saturday and U11 would like to book an exhibition game, U18 would have precedence due to it being their ice time).
    - Shinny ice will only be used as a last resort and would need permission from MMHA for booking.
    - If a "carded" team roster is made up of all MMHA registered members and all of the members of the respective age group have been given the opportunity to participate on the team, then MMHA will allow the team and their coaching staff to use their respective group's regular scheduled MMHA practice time for their "carded" team.
    - The process for booking a game or ice time will be, go to website, double click "ice" find the ice time and fill out form and hit send. If there is a

problem processing the ice time, the scheduler will contact you with issues. If the ice time is listed for booking, it should be available.

**The Ice Coordinator shall serve a term of one year, however shall not be limited to a minimum of one year. **

REGISTRAR

Responsibilities:

- Register teams for league play. Highway 14 & NEAHL or any other applicable leagues.
- Receive and record registrations forms from Treasurer.
- According to Registration forms; create team lists and MMHA parent list for new season.
- Register all teams (including bench staff) on HCR website **MUST BE DONE PRIOR TO FIRST GAME PLAYED. **
- Inform Hockey Saskatchewan via fax a list of duplicate coaches/managers.
- Forward applicable fees to Hockey Saskatchewan.
- Obtain a release from any players that are registering, that are new to Macklin Minor Hockey. (Need to have a release from the last association that they played with).
- Send Affiliated Players lists to Hockey Saskatchewan.
- Be sure all teams' bench staff is certified accordingly to Hockey Saskatchewan guidelines.
- Apply for concessions with Hockey Saskatchewan for any player coming to Macklin, from out of Province.
- Complete and submit an Addition/Deletion form if any player or bench staff is added or deleted after you have registered the team.
- Prepare a Coaches/Managers Pkg. for "Coaches Meeting" at beginning of the season.
- Send in Application to register teams for Provincials.
- Send in Tournament Application to receive a sanction number with Hockey Saskatchewan for all teams hosting a tournament.
- Send Booth Scheduler a list of all Bench staff so as to schedule booth workers accordingly.
- Let Booth Coordinator know the number of hockey school applicants.
- According to team lists, update a new spreadsheet of emails and phone numbers of MMHA Coaches/Assistants/Managers/ Trainers for upcoming season-forward information to Website Administrator for website season updates.

- Apply for Carded teams if necessary or requested.

REGISTRAR IMPORTANT DATES:

All teams must be registered on HCR Website prior to first game

Tournaments	Sanction Applications must be done 2 weeks prior to Tournament.
December 1st	Hockey Saskatchewan Provincial Application Deadline.
December 15th	Final date for team officials to be removed from a team.
	All Female Teams who have entered Provincial Playoffs must return all Provincial Team Registration forms to the Team Manager.
December 20th	All Minor teams who have entered Provincial Playoffs must return all Provincial Registration forms to the Team Manager.
January 10th	Date teams may apply to register a "carded" tournament team. The final date for players to be released and eligible to register with another team.
	Final date by which additions and deletions can be made to any affiliation list.
January 10th	Date by which all coaches must have obtained the appropriate coaching level as per Hockey Saskatchewan minimum coaching certification guidelines.
	Date by which all teams must have one registered team official who attended a Hockey Canada Safety Course.
	Date by which all Minor & Female team officials over the age of 16 have attended a Speak Out course.
	Date by which at least one team official of all Minor U9 to U18 teams must have attended a Hockey Saskatchewan Body Checking Clinic.
January 10th	Date "carded" Tournament team must be requested to MMHA registrar.

February 10th — Date "carded" Tournament team rosters must be submitted to Hockey Saskatchewan.

March 1st — Date "Carded" Tournament Teams may begin to play games.

**The Registrar shall serve a term of one year, however, shall not be limited to a minimum of one year. **

BOOTH SCHEDULER

Responsibilities:

- Collect lists of the following:
  - Registered Minor Hockey Families from Treasurer.
  - MMHA Executive List.
  - Registered Figure Skating Families.
  - Minor Sports Coaches and Managers.
- The executives for Minor Sports and Figure Skating are to be assigned the first weeks of the booth shifts. Coaches and Managers are to be scheduled next. This may take right up until Christmas depending on the numbers.
- The first week is scheduled for Opening Day. Weeks run from Mondays to Sundays.
- Try to schedule a Figure Skating family in each week. This is not always possible, depending on the numbers.
- New families should not be assigned as group leaders in their first year and should be put on the schedule with at least one experienced worker.
- Alternate group leaders each year by referring to previous years schedules.
- Notify Booth Workers for the first couple of weeks by phone or email. It takes until late October for the registration lists to be finalized; therefore, the booth schedule can't be completed until after the rink has already been opened.
- Make note of the days the arena is closed (I.E. Dec. 24, 25, 26, and Jan. 1).
- Make note of special events such as Conditioning Camp, Hockey Day in Sask., Spring Break, Carnival, Test Days, and any Tournaments that you know of at this time.

- Schedule less people over the Christmas weeks and more around play-off times as your numbers allow.
- Give the Minor Hockey Treasurer a copy of the Booth Schedule when completed.
- Each family is required to work an extra community event every few years if the need arises. It is up to you to make a schedule and notify the workers in advance.
- Make a sign-up sheet for "Worker's for Hire" and post it beside the schedule at the Arena as well as post on the MMHA Website.
- Post an updated list of rules and regulations beside the schedule and on the MMHA Website for all to read. Encourage workers and leaders to refer to the Macklin Minor Hockey Website for booth information, changes, and updates.
- Once executives, coaches, and managers are scheduled, it is up to the Booth Scheduler how to do the rest of the scheduling.

**The Booth Scheduler shall serve a term of one year, however, shall not be limited to a minimum of one year. **

BOOTH COORDINATOR

Responsibilities:

- At the beginning of the hockey season go in the booth and compile a list of all the items that need to be ordered and stocked for the upcoming season.
- Check all product prices against the MMHA booth selling prices posted to be sure that margin on goods is still profitable.
- Order product through approved booth vendors. Vendors include but not limited to North Park, Cash & Carry, J&S Confectionery, Provost Packers, Carol's Eats and Treats, Pepsi, Wholesale Club, Pinnacle, Van Houtte Coffee, and Hostess Frito Lays. The goal of the Booth Coordinator is to support and order from local vendors when able.
- Ensure canola oil is on hand for the deep fryer and changed every 2 weeks when the booth is in full use.
- Check and order stock once a week on all items to replenish inventories back to full capacity.
- Meet vendors throughout the week at specified vendor delivery times to unload stock and put away in storage. The larger dry items are typically stored under the bleachers in the Arena and the rest in the kitchen or storage room.

- When placing items in storage it is also recommended that new stock be placed behind older stock to move old items to the front of the shelf to be used or sold first. This way we will meet all “best before dates”.
- As the year winds down in March, do not replace all stock or fill shelves to capacity so we are not holding on to perishable items that will need to be thrown away or donated.
- Be the liaison to MMHA Executive and communicate & seek MMHA executive approval on any changes to the Booth Menu or any problems or concerns that may exist.

REF COORDINATOR

Responsibilities:

- Get a list of the people that are interested in officiating.
- Look into when and where the Clinic Dates are scheduled.
- Book transportation for travel to the clinic.
- Gather all the Clinic Pink Sheets and compile them after clinics are attended.
- Once the list is finalized and the certification is in place a Master Phone List is created.
- The list is forwarded on to the Executive to be put on the web site. (Update throughout the year if needed)
- Once the Teams are picked and the Coaches are in place, update the Ref Game Sheet with the names for the Blue binder in the Ref Room.
- Update the Out of Town Ref Receipt with the travel allowance.
- Print off copies and put in the ref room.
- Create a package to forward on to the Coaches, Managers, and ref coordinators for each of the teams.
- Throughout the year keep an eye on the ref room. Make sure everything is in place. Make sure there are enough copies in the binder.
- Every Monday gather the game sheets and enter them into the Referee Tracking Sheet.
- At month end update the tracking spreadsheet and email it to the Treasurer and she makes out the cheques for each referee for games done.

- Keep track of the Out of Town Ref Receipts that get paid at the booth. Make sure that the sheets are filled out correctly and with the proper amounts. Inform the teams of any corrections that may be needed.

- The Out of Town Receipts get put in the booth deposit bag. After the deposit is made, the sheet is matched to the Ref Game Sheet and then updated in the tracking sheet.

- At the end of the year make sure everything is updated and send it to the treasurer for year-end financial.

- Take the Ref Jerseys and get them washed. Put them upstairs in the lockers until next season.

WEBSITE ADMINISTRATOR

Responsibilities:

- Set up new season for upcoming year of Macklin Minor Hockey.
- Create new teams in the MMHA Website as per Executive decision on number of teams per age group.
- Send out excel roster and game spreadsheets to new managers for them to fill out for upcoming season.
- Set up and lead a pre-season meeting and website training with all new Team Managers.
- Send out website login and passwords to Team Managers after training has been completed.
- Update the website main content and events as per Executive instruction throughout the year. These updates include but are not limited to Association News, Events and Advertisements.
- Work with our host, RAMP Administrators, on website improvements as necessary.

**The Website Administrator shall serve a term of one year, however, shall not be limited to a minimum of one year. **

EQUIPMENT MANAGER

Responsibilities:

September to October

- Check quantity of game pucks for games and practices. Order pucks if necessary.
- Check quantity of game sheets and order if necessary.

- Take team first aid kits to Pharmacy to ensure everything is full.
- Check all jersey and jersey bags and get any and all repairs done.

October to November

- Give jerseys and locker keys out to the Managers of each team and keep record of who took what inventory.
- Keep game puck(s) on hand and available in the freezer.
- Make sure to keep a good quantity of practice pucks in bucket.

Ongoing

- Order pucks, game sheets and jerseys as needed.
- Keep upstairs locker area organized and clean.
- Order goalie equipment and sticks as needed.
- Order ice practice equipment as needed.

End of Season

- Make sure Team Jersey's, First Aid Kits and Locker Keys are returned and inventoried for the next season.
- Make sure all goaltender equipment is returned and accounted for.

ARTICLE #4 EXECUTIVE MEETINGS

The President will call the General Meetings as they are required. The President will make every effort to schedule Executive Meetings on the same day of the same week from month to month.

A quorum must be present before any motions will be considered valid.

Agenda should consist of:

- Last meeting minutes.
- Financial Statement Review.
- Updates from Booth Coordinator, Booth Scheduler, Registrar, Referee Coordinator, Ice Scheduler, Website Administrator, Arena Board Member and Equipment Manager.
- Review New and Old Business.

As a MMHA Executive Member you are required to attend a minimum of 75% of all scheduled meetings. If yearly attendance drops below 75% the MMHA President can ask any executive member to step down.

All minutes must be kept and reviewed for accuracy and passed at the beginning of each meeting.

An account and motion should be made at each meeting updating the financial statement of MMHA.

A motion can be put forward from any Voting Executive Member regarding any amendments to existing MMHA practices, policies, bylaws or Constitution.

ARTICLE #5 AMENDMENTS

In order to amend the MMHA Constitution, Bylaws or Policies a quorum must be present before any motions will be considered valid. No amendments to the constitution or bylaw changes can be validated unless a quorum is present. A quorum shall consist of a President or Stand In and a minimum of five Directors present.

ARTICLE #6 AGM ORDER OF BUSINESS

The President will draw up the agenda for the meeting and review the order of business with the Executive. The agenda must be approved prior to the AGM and be available at the meeting for all to review.

1. Welcome
2. Opening
3. Introduction of Macklin Minor Hockey Executive.
4. Financial Report
5. New Business
6. Amendments to the Constitution and By-Laws
7. Review of Executive Nominations
8. Elections
9. Closing
10. Registration

ARTICLE #7 AGM RULES OF ORDER

All motions shall be decided by a majority vote. In case of a tie, the President shall cast a deciding vote. Once a motion is carried, it cannot be re-voted on during the playing year.

No member shall speak more than once on the same subject pertaining to a motion without permission from the chair, unless in explanation of the mover's reply.

When a vote is called, it shall be taken by the representative's present holding up their hand, unless by ballot, at the discretion of the President. Ballots will be counted by non-executive members.

All motions should be presented and every effort should be made to group like or similar motions together for presentation, giving members the opportunity to determine by vote the most suitable version of similar amendments. Following the presentation of all motions, each one will be reviewed individually and voted on.

ARTICLE #8 MEMBERSHIPS & TEAM POSITIONS

Membership to this association shall be available according to the following guidelines:

1. Active Membership is considered any minor-aged hockey player within the M.M.H.A. jurisdiction approved by Hockey Saskatchewan. Approved membership fees must accompany all applications. Active Members shall not be voting members.

2. Associate Membership shall automatically be granted (at no additional cost) to a maximum of two (2) parents and / or legal guardians of each M.M.H.A. Active Member. Associate Members are entitled to attend and participate in M.M.H.A. General Meetings. Each Active Member is eligible to cast one vote by one of their Associates to a maximum of 1 vote per family.

Membership in the Association shall agree to abide by the Constitution and comply with the rules and By-laws of the Macklin Minor Hockey Association.

All Team Officials and players must agree to abide by Hockey Saskatchewan and CHA Code of Conduct.

In order to be eligible to be a head coach or assistant coach they must have Level Coach or higher for all ages above U9 Level. For U7 and U9 the Head Coach or Assistant Coaches must have at least the U7 Program Training. One head coach and a maximum of three assistants will be allowed on the bench per team per game.

All Coach & Bench Staff must have Speak Out training as a minimum.

All fines received for failure to get proper coaching certifications for their respective age group will be passed back to the individual who did not have the proper certification for payment.

TEAM POSITIONS

HEAD COACH

Responsibilities:

- Have pre-season meeting with assistant coach(s) & manager to outline and discuss plan and set goals for upcoming season.

- Conduct pre-season parent meeting outlining what your plans, goals & expectations are for the group during the upcoming season. It is important to discuss the "team" rules that you will be expecting all players and parents to follow. Discuss the need for volunteers to help with the various jobs on the team. I.e.: ref coordinator, driver scheduler. The number of games & tournaments you plan on playing should be discussed early in the season so all parents are aware of dates that need to be kept open and the amount of commitment needed during the upcoming season.

- Build season practice plan. This can be done on a practice by practice basis but it is very helpful and important to come to each practice session prepared on what you are going to work on at your practices. We encourage the use of Hockey Canada's coaching books to help plan your practices. They are available for all age groups.

- At the first practice it is important to discuss the plan & goals you have for the season with your players. They all need to know what your expectations are and what the rules are going to be. It is important that after you lay out your expectations and rules that you be consistent with every player throughout the whole year. Setting "team" goals can be a positive motivator for all calibre players.

- Attend league scheduling meeting with your manager to schedule your team's league games for the season.

****THINGS TO CONSIDER****

- Depending on age group it is important that every player experiences the different positions throughout the season.

- Having 1 on 1 communication with each player a couple times throughout the year can be beneficial for both the player & the coach. You may find the player to be more open to talk with you during 1 on 1 time.

- Ensure that each player (no matter their skill level) has a positive and fun experience.

- Remember that as a leader of a group of kids you are not only teaching hockey skills but skills that will help them deal with situations off the ice as well. Be a positive influence.

- Remember that referees are learning as well and will not be perfect. We need to be respectful and supportive of them.

- Remember that as a coach in MMHA you are representing our organization and our community and all actions you portray are a reflection on our organization.

- MMHA has asked that if you are volunteering to head coach a team that you only head coach 1 team per year. It would be too much for one person to head coach more than one team nor would it be fair to the team.

ASSISTANT COACH

Responsibilities:

- Help the head coach build practice plans for the season. Understand the practice plan and the drills that will be ran during practice. You should be fully aware each practice of what the head coach wants to work on & how each drill will be ran.

- Discuss and understand the "team goals" that the head coach has laid out for the year and how you can play a positive role in accomplishing these goals.

- If the head coach is not able to attend a game you may be required to assume the head coaching duties. You will need to be familiar with the head coaching duties on game day. Communication with the head coach prior to the game is very important.

- In this supporting role it is your responsibility to be committed to the team and the other coaches and try to attend as many practices and games as possible.

****THINGS TO CONSIDER****

- Remember that referees are learning as well and will not be perfect. We need to be respectful and supportive of them.

- Remember that as a coach in MMHA you are representing our organization and our community and all actions you portray are a reflection on our organization.

- As an assistant coach you are also responsible to ensure all players are having fun. At times some players may feel more comfortable to approach you with questions or concerns. This is fine but it is important that you openly communicate with the head coach all player questions or concerns.

MANAGER

Responsibilities:

- You are responsible for the care & control of both sets of team jerseys, the goalie equipment & the first aid kit for the whole season.

- Attend league scheduling meeting with head coach to schedule upcoming season's games.

- Communicate tournament weekend, league games, and exhibition games with referee coordinator as soon as you can at the beginning of the season. (It is important to communicate any changes throughout the season in a timely fashion.)

- Communicate tournament weekend, league games, and any exhibition games with MMHA arena Ice Coordinator. (It is very important to stay in constant contact regarding any changes to game or practice times throughout the season.)

- Communicate with MMHA Registrar to obtain travel permits & sanctions for out of province games and tournaments. You will also need to be in direct communication with the Registrar regarding Hockey Saskatchewan's Provincial registration.

- Prepare and submit to Hockey Saskatchewan all the necessary documentation regarding the registration for Hockey Saskatchewan provincial competition.

- Communicate with Hockey Saskatchewan as needed regarding potential matters that may arise that are relevant to your coaches or players. All of these matters need to be communicated with the Head Coach.

- Attend all league meetings during the season to represent the MMHA team you are managing.

- Prepare game sheets for each game including a complete player list of those players active for the particular game. (A good idea is to have several copies prepared on sticky paper that you can take from game to game.)

- No Manager is to contact and make dealings with Hockey Saskatchewan about players, teams, suspensions, etc… without prior consent and knowledge from their MMHA Team Mentor.

- Prepare a phone list for all the kids & parents on your team. Included in this list could be: home, work and cell phone numbers and email addresses.

- Report and forward all game sheets to the MMHA President where a Team Official is ejected from a MMHA official game.

- All Managers are required to take MMHA website training to enable them to keep the site current for their specific team. This includes, team roster, team schedule, player stats, team news and pictures that will take place throughout the season.

- MANAGER RESPONSIBLITY TO PAY "OUT OF TOWN" REFS
  -With out of town refs please ensure that when you are paying refs you are clear on how to fill out the paperwork. This information is also posted on the wall in the ref room.

  #1 - Fill out game sheet.
  - Fill in amounts that you are paying the ref with travel broke out.

  #2 - Fill out the "Out of Town Receipt" with all the proper amounts

  #3 -The out of town receipts are taken to the booth and the ref is paid from there
  -The out of town receipt goes into the booth cashbox.
  -The Treasurer will do up the nightly deposit and account for that money.

The Treasurer then will forward the receipt on to Peter where he matches up and staples to the initial game sheet. That is the only way we can accurately track these costs and our Treasurer can account for this money

****THINGS TO CONSIDER****

- When rescheduling games or practices and if you are trading ice times with another MMHA team you need to remember to include all parties involved such as the other teams' coach & manager and the arena board scheduler.

- Keeping players and parents informed is important. Emails, phone calls & direct conversation will ensure consistent communication throughout the whole team.

- Following up with parent volunteers to make sure their specific role or job is being completed will help your team run smoother.

- Remember that referees are learning as well and will not be perfect. We need to be respectful and supportive of them.

- Remember that as a manager in MMHA you are representing our organization and our community and all actions you portray are a reflection on our organization.

- MMHA has asked that if you are volunteering to manage a team that you only manage 1 team per year. It would be too much for one person to organize with more than one team nor would it be fair to the team

- Also keep in mind when your team is picking jersey numbers that the lower numbers are the smaller sizes and the higher numbers are the bigger sizes

TRAINER/SAFETY

Responsibilities:

- Must have Hockey Saskatchewan Safety Training.
- Maintain accurate medical information file on each player.
- Maintain fully stocked first aid kit as per Saskatchewan OH&S Level #1.
- Implement an emergency action plan in case of a serious injury.
- Recognize injuries that require a player to be removed from action.
- Manage major and minor injuries.

TEAM TOURNAMENT COORDINATOR

Responsibilities:

- The date is generally set at the coaches meeting at the start of the year, please try to stick with the date, rescheduling once the weekend is picked can be very difficult.
- Inform the arena manager when the tournament is taking place and provide him with all necessary information.
- If for some reason the tournament must be canceled please provide significant time for rescheduling of available ice.
- MMHA donates $300 to act as a starter fund for the tournament.
- MMHA Registrar must be notified when the tournament is being held so that a tournament sanction number can be obtained from Hockey Saskatchewan which has to be posted for everyone to see (lobby on the information board).
- The suspension form that will also be provided by Hockey Saskatchewan must be attached to the score sheet clip board for the duration of the tournament.
- MMHA Referee coordinator must be made aware of the tournament. Referees are to be paid by MMHA and the Tournament committee will pay MMHA. You could pick a member of your committee to look after the lining up of the referees.
- Must supply 3 additional booth workers for the tournament.
- Advertising/food bank with local team/teams having picture in the paper.
- Provide 50/50, time clock, and raffle table workers
- Provide giveaways (medals, trophies)
- If you have a raffle table at your tournament you need to provide prizes for raffle table – Non-Chamber of Commerce businesses can be approached for donations.
- All money raised must be turned over to a MMHA Representative, with an exception of $150 which is to be left in your teams account. Any money over the $150.00 can be used to pay the entry fee to enter other tournaments throughout the season. If at the end of the season there is more than $150.00 remaining, it must all be turned over to MMHA.

****THINGS TO CONSIDER****

- The best way to handle this position, once your team and coaching staff has been decided, as the Tournament Coordinator, call a parents meeting, have a sign-up sheet with all the jobs that have to be looked after posted and encourage them to fill in where ever they want to help. If unresponsive you can then delegate positions to them and if they would like to switch, they can do that amongst themselves.

TEAM REF COORDINATOR

Responsibilities:

- A current list of referees will be provided to all individual team coordinators by the MMHA.

- Utilize local referees as much as possible. We do not have to pay mileage for Macklin-based officials.

- MMHA wishes to develop our own referees. Utilize them all equally. It does not benefit MMHA if the same referees are continually used while others do not get used at all. This practice will cause kids to quit officiating.

- Schedule one referee and two linesmen whenever possible for all games regardless of the age category. This encourages our young officials to officiate a game in the best possible situation and develops proper positioning, mentorship and teamwork.

- Referees should be two age categories higher than the game they are to officiate i.e. U15 aged referee for U11 aged game. Linesmen should be at least one age category higher than the game to be officiated.

****THINGS TO CONSIDER****

Remember that referees are learning and will not be perfect. We need to be respectful and supportive of them.

TEAM TREASURER

Responsibilities:

- Have signing authority updated on team account at Macklin Credit Union Ltd. All cheques issued must be signed by team treasurer and one other team parent.
- The intent of our team accounts are to be used for tournament purposes only and possible provincial expenses.
- You are responsible for home tournament expenses. Collecting and submitting entry fees for tournaments. Depositing all money collected for tournaments in the account, and issuing receipts for home tournament entry fees and donations.
- Request $300 from MMHA Treasurer approximately 1 month prior to hosting team tournament.

- At end of season, at the discretion of the team, any monies paid by parents as tournament entry fees may be reimbursed from the team account. Team treasurer shall issue repayment.
- At end of season, all monies exceeding $150 must be paid by cheque or e-transfer to MMHA and submitted with a brief financial statement.
- All income and expenses must be accounted for so you must filter all of it through your respective team's account that MMHA has set up for you. All bank statements will be mailed to MMHA, Box 807. The MMHA treasurer will then monitor the account activity and forward the statement to each team's respective treasurers.
- Each team must have a treasurer in place by Nov 1st of each season and report the individual to the MMHA Treasurer.

ARTICLE #9 REGISTRATION / REFUND POLICY

Registration will take place every year at the AGM Meeting where the fees will be passed for the upcoming hockey season.

New Active Members to the association will be required to submit a deposit for both bingo & booth coverage in the event that the new Associate Member fails to volunteer. These deposits will be returned to the Associate Member when they no longer have an Active Member in the M.M.H.A. One deposit per family will be required.

All Active Members will be required to sign a Privacy Policy and Consent Form.

In the event of a late registration (when registration form is received after the scheduled registration night) there is a nominal late registration fee of $100. Then after Sept 30 (MMHA will charge $200 plus any additional fees charged by Sask. Hockey).

All registrations / refunds will be considered on an individual basis.

ARTICLE #10 FUNDRAISING POLICY

MMHA requires Associate Members to fund raise throughout the year to keep costs at a minimum. These include both Association and Team Fundraisers. These Fundraisers can change from year to year based on membership, costs, tournaments, events, etc. All Active Members will be required to participate in all MMHA and/or Team Fundraisers.

ARTICLE #11 BOOTH POLICY

Associate members are required to work 1 week in the Macklin Arena Booth as part of their yearly fees to the Association as well as may be required to work an additional "special" event throughout the calendar year. Associate Members will be required to follow our Booth Worker Guidelines.

Every year the Booth Coordinator is in charge of creating a booth worker schedule for each week that the booth is open. It is his or her job to divvy up the hours of the Booth according to the Booth Guidelines.

Booth Guidelines:

The Booth must be open for regularly scheduled rink days. If there are games or other scheduled events, the booth is open until both teams leave or the event is over.

The booth shall remain open until all posted minor hockey, figure skating, public skating, and other special events are over. The booth does not have to remain open for recreation hockey. If you are unsure whether you should stay open or close early due to slow activity…… always stay open! Extra cleaning and organizing can be done (fill shelves; wipe down appliances, cupboards, walls; organize drawers and shelves; roll coins, etc.). This booth is run by volunteers – the more we can accomplish, the easier it is on everyone!

It is required that only one adult per family work unless both agree to work. If there are many games scheduled on a weekend, more than one family member may be needed at one time.

No person under the age of 16 is allowed in the booth AT ANY TIME. This applies to everyone! No person under the age of 18 is allowed to work in the booth unless accompanied by an adult, they also can NOT open or close the booth alone, or handle the money bag. The money bag should be preferably handled by a minor hockey/figure skating parent.

If you are hiring out your shift, it is your responsibility to let the booth group leader know in advance. The wage you pay is to be determined by yourself and the one hired. Please make certain they are aware of their duties as your replacement. They are to be available for all jobs. There are notes posted in the booth and on the wall by the booth schedule. There is a list of workers available for hire posted in the rink by the schedule or on the MMHA Website.

Please note that we are a public food service, therefore, common sense rules apply.
Clean clothes and proper hygiene are a must.
People are watching you prepare their food so appropriate handling of food is essential.

You MUST find a replacement if you cannot work your scheduled hours.
If you do not work, you will be fined a nominal amount determined by the MMHA.

MMHA and Macklin Skating Club are not responsible for any injuries that occur in the booth.

Number of workers required per event:

Event	# of Booth Workers Required
Minor Sports Hockey Games (Initiation through Midget) & Skating Carnival Day	4
Senior Mohawk Games	4
Hockey Practice & Figure Skating	1
Hockey Tournaments & Figure Skating Test Day	2 (hosting group provides 3 workers as well)
Provincial Hockey Games	5
Public Skating	1

Events are posted two weeks ahead of time on the screen at the arena (check daily for changes when scheduling your week). Note that we have a website "macklinminorhockey.com" that you can check for updates.

When making your schedule for the week, please try to give workers at least one week notice of their hours. We are aware that hours may change at the last minute but giving as much notice as possible keeps all the volunteers happier. Make each workers' hours as even as possible.

If you have any questions with regard to the booth scheduling,
please call the Booth Coordinator at the numbers listed on the MMHA website under "Contact Info.

ARTICLE #12 GRIEVANCE PROCEDURES

In order for a complaint to be valid, it must be presented to the Executive in writing and signed by the individual or party submitting the complaint. All complaints are to be dealt with promptly and confidentially among the Executive. While it is recognized some complaints will require time to investigate; complaints should generally receive a response within 10 days of the submission date or received date if mailed.

Article #13 BY-LAWS

The Executive, through a majority vote shall be permitted to change By-laws at any time during the season for the betterment of the Association. No amendments to the By-laws are permitted unless a quorum is present. Once any by-law is changed, the by-law will remain as changed for the remainder of the season. The change will be reviewed before the start of the next season.

By-laws cover rules and regulations concerning players**,** coaches, managers, equipment, and game rules, for all team activities regardless of location.

The conduct of the players or team officials must in all cases, including tournament and exhibition games, be such as to be an asset to MMHA. Any player or team official found guilty of conduct detrimental to MMHA may be barred by the executive or suspended for a period of time as may be deemed necessary in the best interest of the MMHA by the Executive. All suspensions must be documented.

Players must be dressed, on the bench and ready to play prior to the beginning of the second period in order to participate in that game. Repeated tardiness will not be tolerated.

Cameras and cellphones are not allowed in any dressing rooms.

Players must be completely uniformed in team colors, issued sweaters and team socks, in order to play.

The following equipment is mandatory:

1. Helmet, C.S.A. approved
2. Full facial protection including chinstrap
3. Hockey skates (no figure skates)
4. Neck protector with BNQ stamp
5. Athletic support with cup for males

6. Jill strap for females
7. Hockey pants
8. Butt end protection on hockey sticks
9. Hanging throat protector for goaltenders

ARTICLE #14 POLICIES

Alcohol Policy

The use of alcoholic beverages or illicit drugs by team officials or players prior to, during, or after MMHA official games and or trips is strictly prohibited and will be subject to disciplinary action by the MMHA pending an investigation and review of the facts and or outcomes.

Social Media Networking Policy

1. **Introduction**

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, Instagram, Snapchat, Tik-Tok, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all members of MMHA including Directors, Teams, Members and Staff, on-ice and off-ice officials, players, players' family members and supporters.

MMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. MMHA also respects the right of all Teams and Association Personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the MMHA Members on the risks of social media and to ensure all Teams and Association Personnel are aware that conduct deemed to inappropriate may be subject to disciplinary action by the Team, Hockey Saskatchewan, League and or MMHA.

2. **Social Media Guidelines**
    a. MMHA holds the entire membership and community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
    b. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.

c. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media telecommunications. You should conduct yourself in an appropriate and professional manner at all times.
d. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
e. Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the record.
f. If requested to participate in an online network, as a direct result of your affiliation with or participation in Hockey Saskatchewan or MMHA, Hockey Saskatchewan recommends that you request approval from the Team or the Association.

3. Social media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the MMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, League, Hockey Saskatchewan and or MMHA.

a. Any statement deemed to be publicly critical of Association Officials or detrimental to the welfare of a Team, the Association or an individual.
b. Divulging confidential information that may include, but not limited to the following:
    - Player injuries;
    - Trades or other player movement;
    - Game strategies; or
    - Any other matter of sensitive nature to a Team, the Association or an individual.

c. Negative or derogatory comments about any of the Team, League, Hockey Saskatchewan or MMHA staff, programs, stakeholders, players or any member of MMHA Team.
d. Any form of bullying, harassment or threats against players or officials.
e. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
    - drug use,
    - alcohol abuse,
    - public intoxication,

- hazing,
- sexual exploitation, etc.

f. Online activity that contradicts the current policies of Hockey Saskatchewan or MMHA.
g. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with Hockey Saskatchewan and MMHA policies and regulations on these matters.
h. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. Discipline

The Team, League, Hockey Saskatchewan and or MMHA will investigate reported violation(s) of this policy in the manner set out in the Hockey Saskatchewan Handbook for other types of violations. If the investigation determines that a violation has occurred, the Team, League, MMHA and or the Hockey Saskatchewan Chairperson of the Division involved will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in MMHA, League and or Hockey Saskatchewan Handbook for other types of suspensions.

5. Summary

When using social media and networking mediums, the MMHA Members should assume at all times they are representing the MMHA and or Hockey Saskatchewan. All members of the Hockey Saskatchewan community and MMHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the MMHA or Hockey Saskatchewan Community be used in social media and networking with the individual, Team or Association Authorization, this is considered to be identity theft. Please notify the Hockey Saskatchewan Office immediately. Any use of player or team member's image or likeness without the written consent of MMHA and or Hockey Saskatchewan is strictly prohibited.

Player Affiliation Policy

U7 (Under 7) –

1st & 2nd year players will cross affiliate evenly to other U7 teams.
3rd year players will have the choice to either cross affiliate within U7 or affiliate up to U9 level.

U9 (Under 9) -

1st year players will cross affiliate evenly to other U9 teams. 2nd year players will have the option to cross affiliate or affiliate up to U11. 2nd year females will have the choice to either affiliate up with U11 females or U11 mixed team.

Rule - Only can call affiliates up if you have less than 9 skaters to a maximum of 9 skaters.

U11 (Under 11) -

All second-year players will affiliate up to U13. 2nd year females will have the choice to either affiliate up with U13 females or U13 mixed team.

Rule - Only can call affiliates up if you have less than 11 skaters to a maximum of 11 skaters.

U13 (Under 13) -

All second-year players will affiliate up to U15

Rules

Regular Season League, Exhibition, & League playoffs - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters.

Provincials - NO Affiliates to be used. The team must be made up of players from the respective age group.

Exception to the rule will come into play if the particular age group does not have enough skaters to fill the carded numbers for a provincial roster you may affiliate up to the 17 + 2.

U15 (Under 15) -

All second-year players will affiliate to U18

Rule - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters.

Regular Season League & Exhibition - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters

League Playoffs- Only can call affiliates up to 13 skaters

Provincials - NO Affiliates to be used. The team must be made up of players from the respective age group.

Exception to the rule will come into play if the particular age group does not have enough skaters to fill the carded numbers for a provincial roster you may affiliate up to the 17 + 2.

U18 (Under 18) -

Rule - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters.

Regular Season League & Exhibition - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters

League Playoffs- Only can call affiliates up to 13 skaters

Provincials - NO Affiliates to be used. The team must be made up of players from the respective age group.

Exception to the rule will come into play if the particular age group does not have enough skaters to fill the carded numbers for a provincial roster you may affiliate up to the 17 + 2.

Affiliating a Goalie at ALL Levels- If you only have ONE goalie you have the choice to affiliate.

Regular Season

Regular season is defined as any League and Exhibition play with your regular registered MMHA team.

An exception to the Affiliation Policy will be made for Exhibition games ONLY once Hockey Saskatchewan has approved the Provincial Roster and before regular Provincial draws begin. This is put in place so that a coach can organize "Provincial Exhibition" games to prepare their respective team for Hockey Sask. Provincial Draws.

#of Affiliates

When affiliating all second year players from the level below and dividing them evenly it allows for more coverage if one team is away playing hockey and one team is at home. The decision on which "Affiliate Player" brought up to play will be decided by the Head Coach of that respective team.

Practices

Players-Follow the same affiliation rules as you do for games. With the exception that you can call up an affiliate for practice if you know you will be using them for an upcoming game.

Goalies- Can practice if there is only one goalie, but this is at the Coaches decision.

Player Release Policy

MMHA will release any Macklin Minor Hockey Player to play at a higher caliber, or as deemed by MMHA a better level of hockey. The player must have a written release form from the MMHA President or Designate before leaving to another organization.

Transportation Policy

It is the sole discretion of MMHA Team Officials to organize and fund all modes of transportation to and from all official games and tournaments.
All and any players registered to a particular MMHA team are NOT permitted to transport themselves or other players to and from out of town games. An acceptable means of transportation is a parent, grandparent, uncle/aunt or legal guardian (>19 yrs. old) of any one of the players is permitted to transport team members.

MMHA will contribute up to $2,000 per trip for teams travelling 250km or further (one way) for provincial play down. MMHA's portion will be calculated on a cost per seat basis with MMHA covering the cost of the team's players registered with MMHA, 4 team staff(coaches, asst. coaches, trainers) and a manager.
The calculation for the contribution will be as follows:

Total Bus Cost/# of seat = $Z

# of players and staff x $Z = MMHA contribution

Total Bus Cost – MMHA Contribution = remainder to be covered by team/parents/fans

Ex. Bus Cost $3,000 and 50 seats available. 18 players, 4 staff and 1 manager

$3,000/50 = $60 x 23 players/staff = $1,380 is MMHA contribution

$3,000 - $1,380 = $1,620 remainder to be covered by the team/parents/fans

MMHA has the right to opt out of this policy at any time without notice.

Anti-Bullying Policy

The Macklin Minor Hockey Association (MMHA), as an active participant in the Hockey Saskatchewan Association and Hockey Canada, has adopted its own anti-bullying policy. We consider bullying to be behavior ranging from verbal teasing to physical aggression. It is our position that no amount of bullying is acceptable. Not all joking or horseplay is bullying, but when the intent or effect is to cause distress, repetition of such behavior is bullying and will not be tolerated.

Physical bullying can include but is not limited to; pushing, hitting, or kicking a person or interfering with their property. Verbal bullying is the use of words or gestures to hurt or humiliate another person, including name-calling, racial or derogatory insults and teasing. It is the responsibility of everyone to stop bullying. If you are being bullied, or know of someone being bullied, you must tell parents, a coach(s), manager or a member of the MMHA Executive as soon as possible.

If a person involved in MMHA (and this includes players, coaches, managers, parents and volunteers) has taken part in bullying behavior and depending on the severity and this is the first offence a warning will be given. If the behavior continues or a second offence takes place, that person may be subjected to sanctions such as suspension from MMHA. All incidents of Bullying will be referred to the MMHA Executive Board for further investigation & action, which can include further warnings, discussions with parents, further suspensions or exclusions, ineligibility for tournaments and playoffs, up to removal from the team.

Statement of Intent

We (MMHA Executive) are committed to providing a caring, friendly and safe environment for all hockey participants so they can learn the game of hockey and the skills necessary to participate in the game in a fun, positive and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at or during any practice, game or other MMHA sanctioned event associated with our hockey program. If bullying is reported to any parent or player, they should immediately report the incident to their respective coach, team mentor, or any MMHA Executive Member who will ensure the complaint is investigated and dealt with promptly and effectively. We will promote a *TELLING atmosphere.* This means that *anyone* who knows that bullying is taking place is expected to report the incident, as indicated previously.

Definition of Bullying

Bullying is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to a player, group of players and/or teammates, and which create a hostile or intimidating environment, or which negatively affects a player or player's performance. Bullying is harassment, intimidation by means of any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that results in pain and distress to the victim. Bullying can be:

- Emotional- being unfriendly, excluding or intentionally ignoring someone
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures or other slurs
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic remarks or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing, taunting or tormenting
- Any communication via internet, including but not limited to, use of social networking sites to send email, text messaging, internet chat room dialogue, video and any other communication by use of computer or cell phone

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect and feel comfortable in their environment. Players must be discouraged from bullying and MMHA has the responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All players, parents, coaches and Association Board members should have a clear understanding of what bullying is. Coaches and Managers shall ensure that all players and parents are provided a copy of the MMHA Anti-Bullying Policy and discuss the important points of the policy each year during the respective Parent/Coach Meeting. All players and parents should understand what they should do to report incidents involving bullying.

All coaches and Association Board members should be familiarized with the MMHA Anti-Bullying Policy each year and be made aware of the procedures to follow when bullying is reported.

As an Association, we take bullying seriously. Players and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated at or during any practices, games or other MMHA sanctioned events.

Signs and Symptoms

A child may indicate he or she is being bullied through various signs and symptoms. While some children are prone to report bullying to their parents, coaches or adults, others will not, due to fear, intimidation, or other factors. Coaches and parents should be aware of the following possible signs indicating that bullying may be taking place prompting them to investigate further and/or share their concerns with coaches or Association Board members:
If a child:

- is frightened or unwilling to attend practice
- doesn't care to associate with team members
- asks to be picked up promptly from practice
- changes their usual routine
- feigns illness prior to practice or game time
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- comes home with missing or damage equipment or clothing
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Player Education

Coaches are encouraged to discuss the problems of bullying openly with their players in order to promote a “Telling Atmosphere”. Players should be encouraged to do the following to stop and discourage bullying tactics:
1. Players should tell their parents.
2. If a player is bullied at or during hockey practice/games, they should be encouraged to immediately tell their team coach. Telling is not tattling or “ratting” and the player should

be reassured that no consequences will result to them for coming forward. If necessary, players should write down what happened, when it happened, and identify who bullied them.
3. If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate. All other players but especially Team captains and assistant captains should be encouraged to intervene in any bullying situation.
4. Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to their team coach.

Procedures for Parents, Coaches and Board Members

1. Parents should report bullying incidents to the team coach, team mentor, manager or any MMHA Executive Board member. In cases of bullying, the coach, team mentor or board member who was contacted shall submit a written or verbal account outlining the reported bullying behavior to the MMHA Executive Committee. If necessary and appropriate, police may be consulted.
1. In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or team mentor to discuss the incident. In all cases, strict confidentiality shall be maintained.
1. The bullying behavior or threats of bullying must be investigated and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted immediately by the respective team coach, team mentor, or Executive Board Member and asked to meet to discuss the incident. Depending on the severity of the situation, the parents may be asked to meet with representatives of the MMHA Board, as appointed by the President.

Consequences of Bullying

1. In a first offense situation involving bullying, an attempt will be made to encourage the bully (bullies) to modify their behavior for their benefit, for the benefit of the person bullied and other team members. The bully (or bullies) will be asked to genuinely apologize to those players affected, including all team members. An attempt will be made by the coach, manager, or parent to reconcile the situation between the players (Age and level of maturity and or severity of offense must be considered). Other consequences or disciplinary alternatives to stop the bullying may also be considered by the MMHA Board.

If the bullying persists, disciplinary action against a player may be taken by the team coach and/or MMHA Executive Board which may include, but are not limited to, immediate suspension from participation in the hockey practice or game(s) and all other

MMHA events for a period of time. The Board reserves the right to suspend or otherwise discipline any player for bullying in addition to any action taken by the coach. In severe cases, the Board reserves the right to prohibit further participation in the hockey program by any player deemed to be involved in the bullying other players.

1. After the incident/incidents have been investigated and dealt with, the situation will continue to be monitored by the respective team coach and player parents to ensure repeated bullying does not take place.
1. Any and all incidents of bullying, whether first offense or other, deemed minor or severe, will be reported to the MMHA Executive Committee or any MMHA Board Member immediately within 24 hours.

MMHA Hazing Policy

Hazing and initiation activities that involve hazing are abusive and illegal behavior that harm others and negatively impact the team environment by creating an atmosphere of fear, distrust, and mean-spiritedness. Macklin Minor Hockey Association (MMHA) strictly prohibit its players, management, coaches, volunteers and parents from engaging individually or collectively in any form of hazing or related initiation activity during any team activity, in conjunction with any team activity or involving any person(s) associated with the team, regardless of where it occurs. Any player who participates in hazing or related initiation activity or conspires to engage in hazing will face immediate disciplinary action - up to and including suspension or expulsion. In addition, a player who participates in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution.

"Hazing" means any action taken or situation created that causes, or is reasonably likely to cause harassment, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any player or other person associated with the team.

"Related Initiation Activity" means any method of initiation or pre-initiation into a team or any past-time or amusement engaged in with respect to such team, that causes or is reasonably likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any other team member.

"Conspire to Engage in Hazing" means to plan, encourage, fail to prevent, or fail to report Hazing and Related Initiation Activity prohibited by this policy. Players who observe Hazing activities and fail to intervene or report the Hazing to program officials may face disciplinary action for conspiring to engage in Hazing.

Activities that may be construed as Hazing under this policy, regardless of the perceived severity, include but are not limited to, the following:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual.

- Any act that involves forcing, coercing, or permitting another player to eat or drink foreign or unusual substances or foods, alcohol, drugs, or other substances, or any other physical activity that could adversely affect the physical health or safety of an individual.
- Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity or the individual.
- Although not intended as an exhaustive list, the following examples are provided to inform players, parents and team management about specific misconduct that may be considered Hazing:

    - Any activity that might reasonably bring physical harm to an individual, such as whipping, beating, paddling, taping or otherwise restraining another player against his will and/or forced calisthenics done individually or as a group;
    - Activities that unreasonably interfere with a player's academic efforts by causing exhaustion, loss of sleep or loss of reasonable study time;
    - Morally degrading or humiliating games, pranks, stunts, practical jokes or any other activity that may make another player the object of amusement, ridicule or intimidation;
    - Throwing or applying whipped cream, shaving cream, toothpaste, water, lipstick, paint, honey, eggs or other substance on another player's body;
    - Shaving a player's head or other body areas;
    - Requiring any act of personal servitude;
    - Verbal or physical harassment such as pushing, cursing, shouting, yelling;
    - Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing;
    - Causing indecent exposure or any other gross and lewd behavior involving nudity or partial nudity;
    - Subjecting a player to cruel or unusual psychological conditions for any reason; or,
    - Compelling another player to participate in any activity which is illegal, perverse, publicly indecent, contrary to the affected player's genuine moral or religious beliefs or contrary to the rules, policies and regulations of the community or MMHA including acts of vandalism, theft, assault, sexual acts or other criminal activity.

ARTICLE 15 FORMS

Registration Form
Referee Registration Form
Consent Form