

AAA ZONE MINOR HOCKEY ASSOCIATION

DRAFT

POLICIES

AND

OPERATING MANUAL

Version 5– Feb, 24, 2007

TABLE OF CONTENTS

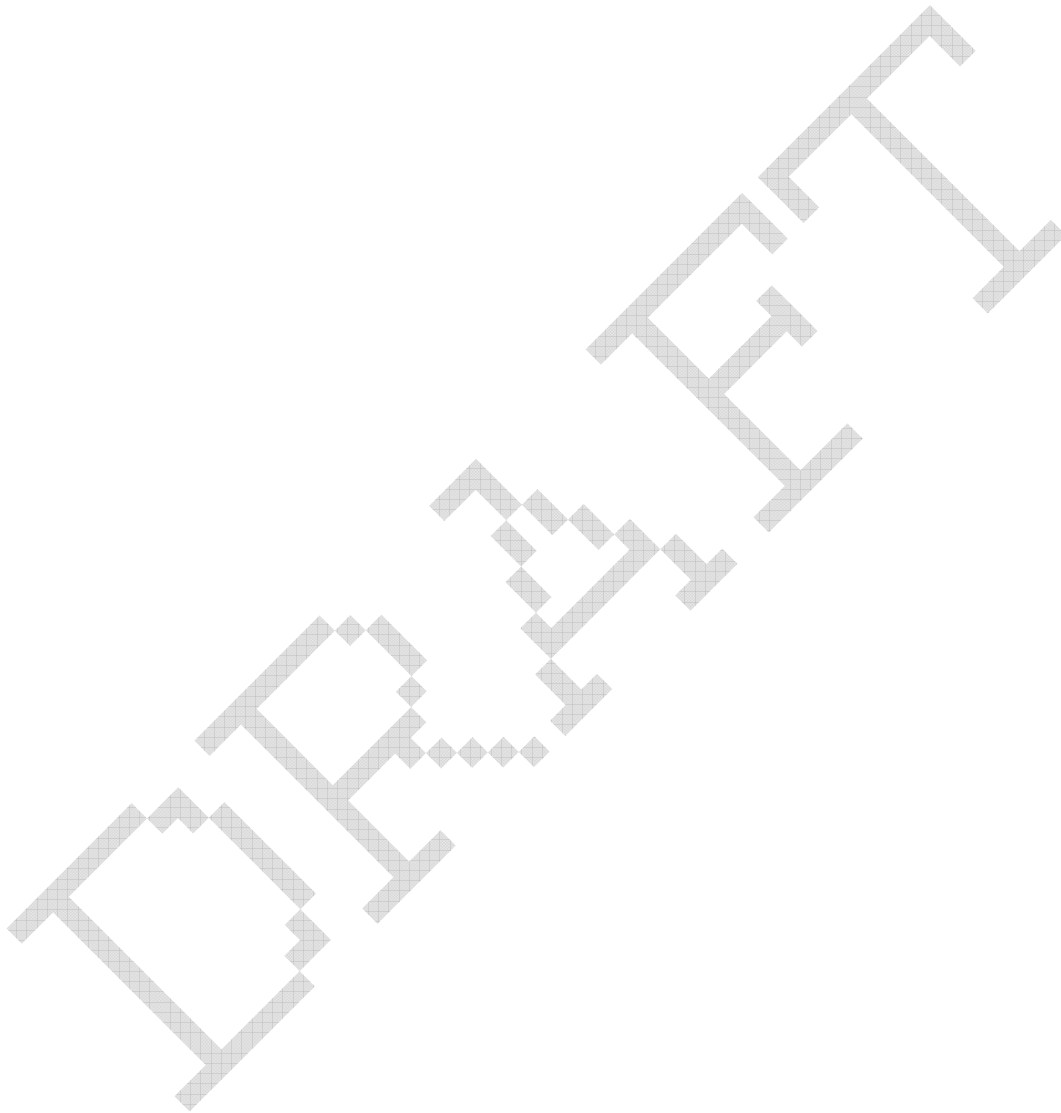
1.	OBJECTIVES	5
2.	RISK MANAGEMENT	5
3.	PLAYER'S CODE/ROLE	5
4.	COACH'S CODE/ROLE	6
5.	PARENTS' CODE/ROLE	7
6.	MANAGER'S CODE/ROLE FINANCIAL	10
7.	FINANCIAL	10
8.	EQUIPMENT	11
9.	LOGO AND MARKETING	13
10.	DRESS CODE	13
11.	SPONSORS AND FUNDRAISING	13
12.	PLAYER AGE CATEGORIES	14
13.	CORRESPONDENCE	16
14.	GRANTS	16
16.	AFFILIATED PLAYERS	16
17.	PLAYER RELEASES	18
18.	TEAM ROSTERS	19
19.	COACH SELECTION	19
20.	ASSISTANT COACH AND MANAGER SELECTION	20
21.	COACH EXPENSES	20
22.	TEAM CONTACT WITH BOARD OF DIRECTORS	20
23.	TOURNAMENTS	21
24.	ALCOHOLIC BEVERAGES	21
25.	PLAYERS REGISTRATION ASSISTANCE	22
26.	ANNUAL MEETING	22
27.	CONDOLENCES	23
28.	PLAYER DEVELOPMENT	23

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

Version Log

Versions 1 through 4 were initial work products for the pilot proposal to the ODMHA Minor Council.

Version 5 includes modifications to 19.2 to clarify Coach Selection rules and synchronizes Board makeup with By-laws.



1. OBJECTIVES

1. To organize, promote and develop `AAA' hockey within the area designated by the Ottawa District Minor Hockey Association (O.D.M.H.A.).
2. To ensure that team management provides the opportunity for each member of a team to improve his skills and knowledge of hockey, while emphasizing good sportsmanship and citizenship.

2. RISK MANAGEMENT

In keeping with CHA recommendations, all team officials (including but not necessarily limited to coaches, trainers, managers), Initiation and Skills Programs instructors, minor hockey association and club system Board members, and any others, who, through their duties on behalf of our Association, may work directly with children and adolescents, undergo a criminal record check and where applicable, a Child Abuse Registry check with costs to be subsidized by the Association..

3. PLAYER'S CODE/ROLE

1. I will play hockey because I want to, not 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, “mouthing – off”, or throwing/breaking of equipment can spoil the activity for everyone.
4. I will treat others, as I would like to be treated.
5. I will work equally hard for my team and myself – my team’s performance will benefit and so will my own.
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 players and performances – those of my team and my opponents.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am representing the AAA Zone Association and my home association. Off-ice behavior is equally as important as on-ice conduct.

4. COACH'S CODE/ROLE

1. I will carry out the objectives and policies of the AAA Zone Association Minor Hockey Association, which are consistent with the objectives and policies of each home association.
2. I will be reasonable in my demands on the player's time, energy, and enthusiasm. I will remember that they have interests and responsibilities other than hockey.
3. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
4. I will ensure that all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will not ridicule or yell at my athletes 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.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will follow the advice of a physician to determine when an injured player is ready to resume play.
8. I will remember that players need a Coach they can respect. I will be generous with praise and set a good example.
9. I will make a personal commitment to be informed on sound coaching principles.
10. I will develop my team's season on a balanced basis between games and practices.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

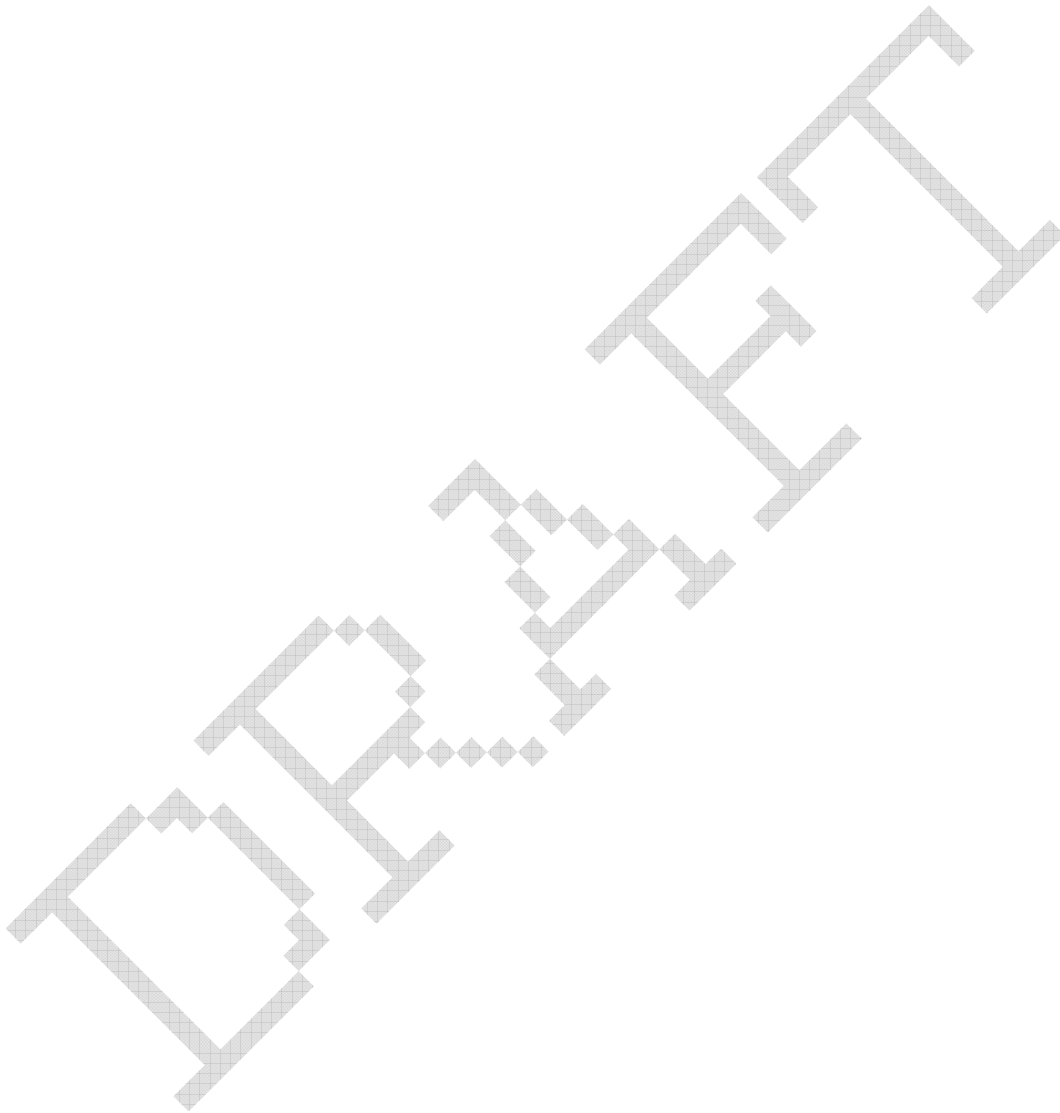
11. I will discuss the proposed team tournament schedule with parents prior to final team selection, so that a dissenting parent will be provided the opportunity to alter the proposed approach or withdraw from the team consideration.

5. PARENTS' CODE/ROLE

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 mine.
3. I will encourage my child to play by the rules and to resolve conflict 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 the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at any child for making a mistake or losing a game.
7. I will remember that Children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as the players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.
11. I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and ideas.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

12. I understand that there are some extra expenses that I can expect to pay regarding the coaches, and these are clarified under sections 10 and 25 of this guide



6. MANAGER'S CODE/ROLE FINANCIAL

1. Carry out objectives and policies of the AAA Zone Association.
2. Ensure that practices, tournaments and exhibition games are arranged according to directions given by coach.
3. Develop a budget at beginning of season that reflects the program outlined by the coach and present it to the parents.
4. Actively support the coach in both on-ice and off-ice pursuits e.g. fundraising, discipline, philosophy.
5. When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.
6. Serve as liaison between coach, parents and Board of Directors.

7. FINANCIAL

1. Prior to the start of the regular season, all teams will submit their team budget to the AAA Association Treasurer, which shall reflect the anticipated team expenses for the upcoming season.
2. The Board of Directors will approve all team budgets and reserves the right to adjust the teams' budgets during the season to ensure a balance of team expenses and revenues.
3. All monies received by any member or team management on account of a player, individual team or Association business such as annual fees will be deposited in the Association bank account. All team levies, sponsorship, fund raising or any other matter, shall be deposited to the teams bank account named "XYZ AAA Association birth-year (i.e. 1992, 1996)" which will have 2 signatures on the account. Failure to conform to this rule will result in disciplinary actions against the member and/or team management.
4. Each Team Manager shall provide three financial statements per season for verification of team expenses to the Treasurer.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

5. Refunds will be at the discretion of the Board of Directors but every effort will be made to make a fair decision for the parent and player who leaves either through voluntary or forced departure based on the timing of the departure.

8. EQUIPMENT

The equipment Manager will be responsible to arrange a RFP (Request for Proposal) to determine the supplier of jackets and jerseys on a yearly basis.

AAA Zone Association will make available the following equipment:

1. Home and away sweaters will be purchased by the club in the official colours, the cost of which shall be passed on to the parents in registration fees and the player shall retain the sweaters.

The AAA ASSOCIATION may provide more equipment depending on the amount of sponsorship received; however, each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the Association in similar attire.

1. Team management is responsible for the return of all equipment to the Equipment Manager by the end of the playing season (30 April).
2. All players must wear C.S.A. approved equipment. Helmets and pants must be coordinate with the team chosen colors.
3. Players must wear mouth guards for all on ice activities.
4. Sweaters, jackets and crests bearing the name and in the colours of AAA ASSOCIATION shall conform to the approved pattern as designated by the Association and approved by the League, to avoid duplication and conflict in the designs and colors of AAA Zone Association, Team Sweaters.

Sponsor Recognition on Equipment

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

1. Appropriate space will be made available on the jersey to recognize a team sponsor. Team management must first consult with AAA Zone Association Equipment Manager regarding cresting.
2. The player's individual sponsor's name and/or logo will be displayed on back of their team sweaters below the numbers in a prominent position. The sponsor bar is to be 14"W x 4"H. The home jersey sponsor bar is a white bar with black letters and the away jersey sponsor bar is a black bar with white letters.
3. NOTE: Only one sponsor bar is allowed on a jersey. Ottawa Valley Titans sweater design to be grandfathered, until the current sweaters are replaced.

9. LOGO AND MARKETING

The AAA Board of Directors will determine AAA Zone Association logo, branding and marketing.

10. DRESS CODE

Each AAA Zone Association team is required to arrive and leave games neatly dressed. The dress code is neat, clean dress slacks, dress shirt and tie.

11. SPONSORS AND FUNDRAISING

Provision is made for two types of sponsorship: Team Sponsors and Player Sponsors. All sponsorship cheques must be made payable to the AAA Zone Association

Team Sponsor:

1. A Team Sponsor may be a corporation or organization that provides funding for the 'Team'. This funding is to be disbursed equally amongst the players' account.
2. Team management will provide its team sponsor with a schedule and a "thank-you". Team management shall also provide some small token of appreciation e.g. team picture, crest, plaque, invitation to team party, Banquet, etc.

Individual Player Sponsor

1. Players are encouraged to approach local business to obtain sponsorship. Team managers are responsible for providing receipts to the sponsor.
 - The allocations of sponsor funds will be done after the cost of the sponsor's plaque and sponsor bars have been paid. A minimum of 30% up to a maximum of 50% of all sponsorship funds, to the total cost of registration, shall be credited to the individual's player account, with the remaining funds being applied to the team's operating budget. The majority of the team parents must agree to the percentage.
 - Parents / players are responsible to thank their sponsors

Sponsors may be recognized on the player's sweaters as described in Section 8(c).

All fundraising activities must be approved by the Board of Directors.

12. PLAYER AGE CATEGORIES

AAA ASSOCIATION operates a minor/major system throughout the various age divisions as endorsed by Hockey Canada operating guidelines. As such, the Association operates under the premise that all players will play within their respective age group. (i.e.: a minor will play minor, a major will play major).

Exceptions to the above will only be permitted under very special warranted circumstances, providing the following procedure is followed:

1. The player(s) must try out with his or her own age group for the first two sessions.
2. Players identified as 'obviously superior' to others at that level, by the Coach of the upper level and the Board of Director President, will be identified to the Board.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

3. Only with unanimous agreement between the evaluators, as appointed by the President, that the player will meet the qualifying criteria described in Section 12.7 (a) below will the player be considered for movement to the upper level for tryout purposes.
4. The AAA President will ensure that the potential player(s) and his/her parents understand that the upward movement is for try-out purposes only, that the player must qualify based on the criteria described in Section 12.7 (a) below, and how the final decision will be made.
5. The President will assess the player(s), to determine whether the player(s) meet the criteria for movement.
6. The President will then pass on this recommendation to the Board of Directors.
7. The President will then inform the following:
 - i) coaches of both teams who can then proceed with the selections for their respective teams.
 - ii) parents of the player.

It is understood by all parties that the qualifying criteria, for a player to remain at a higher age category, are as follows:

1. The player must exhibit skills strong enough to rank above all other players on the upper level team
2. A Goalie, when evaluated by qualified 'Goalie' evaluators, must be the best Goalie at the upper age level.

Note: Due to the specialty skills associated with this position, qualified goalie evaluators should be retained to fairly evaluate the individual's skill-set compared to known standards.

13. CORRESPONDENCE

All correspondence purporting to represent the views and/or interest of the AAA Zone Association must be approved by the Board of Directors prior to dispatch. In case of a game protest, the President must be advised of circumstances and content of, prior to submission.

14. GRANTS

All grant applications, must be approved by the AAA Zone Association Board of Directors, prior to submission.

16. AFFILIATED PLAYERS

1. The AAA Zone Association endorses and uses an affiliated system or club system whereby teams of a higher age category are permitted to affiliate with a lower age category team so that players may be used occasionally by the higher team in accordance with league and branch rulings. Affiliated players are only to be used in game situations in the absence of a regular player, due to accident, illness, vacation or absence for exams.
2. Coaches and/or managers wishing to use affiliated players must obtain permission from that player's coach or manager. At no time shall the player in question be approached prior to approval having been obtained.
3. The requesting coach or manager must advise the appropriate Vice-President prior to the use of the affiliated players, so that a record of player movements can be maintained.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

4. Before any affiliated players are permitted to "play-up" a sixth game, after January 10, under the affiliated player provision, Board of Directors approval must be obtained.
5. As a practical suggestion, teams are advised to use their affiliated players towards the end of the season in meaningful situations.

17. PLAYER RELEASES (See also Section 7.4)

1. Players requesting releases for invalid reasons (i.e. because the team or the club is not doing well, or because they can not accept the Operating Procedures of the club shall be subject to Item 7.4 of this Guide. The player shall be **responsible for payment in full of the assessed individual budget** prior to a letter of release being granted from the AAA Association. Such players shall not be allowed to affiliate with any other team AAA Team during the same playing season as the request for release.
2. No Coach may release players registered with an AAA ASSOCIATION without prior approval from the President of the Executive Board. The Team Coach must make his/her wishes known in such cases to the President. Only in exceptional cases will releases be considered i.e. Illness, injury or moving out of the AAA Zone Association Boundaries. The request for release must be brought to the attention of the President, who shall endeavor after a thorough review to resolve the situation and shall act at his discretion, deciding if the request is valid or not.
3. If the AAA Executive Board does decide to release a Player for the above stipulated reasons; the District where the Player is designated to play will decide where he/she will be play according to their internal Policies.

18. TEAM ROSTERS

The AAA Zone Association teams shall select and card at least 15 (fifteen) players plus 2 (two) goaltenders.

Exceptions to this may be permissible if insufficient caliber players are available. Such a circumstance should be approved by the President and the appropriate Vice-President.

19. COACH SELECTION

1. Coaches are selected by, and responsible to the AAA Zone Association Board. Coaches will have the full support of the Board of Directors unless recurring problems suggest that a review should be undertaken. The Board of Directors maintains the right to dismiss a coach at any time if the coach's conduct is detrimental to the aims and objectives of the Association.
2. The Selection Committee will be formed by the AAA Zone Association Board President, and will be comprised of no less than 3 and no more than 5 (five) Committee members. No parent of an active player may participate in Coach Selection at their child's age level. This restriction will also apply to any person that the Board considers to have a close familial relationship to a child in the AAA Zone.
3. Please see Addendum A (Coach Selection Criteria)
4. Coach selection is made prior to the 31st of May. Those wishing to be considered for coaching positions should notify a member of the Board of Directors prior to this date for consideration for the forthcoming hockey season. All applicants will be notified in writing as to the disposition of their application.
5. All coaching applicants must have their Intermediate Coach Level of the Hockey Canada National Coaches Certification Program.

20. ASSISTANT COACH AND MANAGER SELECTION

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

1. Coaches are encouraged to seek their own Assistant Coaches and Managers. The Association will assist where necessary. All appointments must be approved by the Board of Directors prior to confirmation.
2. The Board of Directors reserves the right to dismiss any Assistant Coach or team manager whose actions is deemed not to be in the best interest of the AAA Zone Association.
3. All Team Staff must complete a Criminal Records Check.

21. COACH EXPENSES

With the objective of recruiting non-parental Coaches and Assistant Coaches, the Association will partially cover expenses in an allowance of \$3000.00 per year. Each team can decide if more allowance is required i.e. for hotel rooms, courses, seminars, etc. with approval of the Board of Directors.

22. TEAM CONTACT WITH BOARD OF DIRECTORS

Contacts between the Coach and Manager and the Board shall normally be through the President or his/her designate.

23. TOURNAMENTS

1. Although the Board of Directors does not specifically restrict the number of tournaments a team may enter, consideration of both financial and league obligations must be considered.
2. The O.D.M.H.A. rule 12.o (e) states, "No team may play more than six (6) Out of Branch Tournaments. This does not include Provincial, Regional or National Championship play downs.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

3. This ruling is subject to change from time to time. All Associations shall follow the current rulings in effect.

4. In the event that a team attends a Provincial Championship that is out-of-town, the AAA Zone Association may make *funds available, to teams traveling to a Provincial Championship outside of the ODHA, the amount will be determined by the AAA Zone Association Board of Directors.*

24. ALCOHOLIC BEVERAGES

The AAA Zone Association does not condone the use of alcoholic beverages by any of its registered players under any circumstances.

25. PLAYERS REGISTRATION ASSISTANCE

For those players who might otherwise not be able to play competitive hockey due to financial hardship, assistance may be forthcoming from the Association.

A request for assistance should be made through the team's coach, who, in turn, will pursue the matter with the Association President. Any requests for assistance will be treated in strict confidence.

26. ANNUAL MEETING

The Annual Meeting is held following completion of the hockey season and no later than the 15 of May. Written notification is to be made at least 20 (twenty) days prior to the Annual Meeting to each member in good standing.

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

In addition to the current Board of Directors and team management, membership in the Association extends to all parents or guardians of registered players of the AAA Association Hockey Teams. Special membership to a maximum of ten may be granted by the Board of Directors to persons who through their involvement have shown an interest in the affairs of the AAA Zone Association.

Voting at the Annual or General meetings of the Association shall be on the basis of one vote per parent or guardian per registered players, one vote for each special membership, each lifetime membership, each member of the Board of Directors and each registered member of team management (coach, assistant coach, manager, etc.).

The Board of Directors for the forthcoming season is elected at the Annual meeting. The Board of Directors consists of:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Treasurer
6. League Representative
7. Registrar
8. Equipment Manager
9. Tournament & Ice Convenor
10. Past President
11. Director of Risk Management
12. Steering Committee Member (Non-Voting)

27. CONDOLENCES

AAA ZONE MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL - DRAFT

In the event of a death in the immediate family of a registered player and a non-parent coaching staff member (mother, father, sister or brother) the Association will make a donation of \$25.00 to the charity specified by the family.

28. PLAYER DEVELOPMENT

The AAA Zone Association is committed to develop the individual player skills and combine these to produce a well-rounded team player.

In its effort to improve the program, the Board of Directors will, from time to time, provide various player development initiatives. In order to gain the maximum benefit from this program it is imperative that coaches and players place a high level of importance on these initiatives.