PARADISE MINOR HOCKEY ASSOCIATION

BY-LAWS

Revised October 1, 2024

PARADISE MINOR HOCKEY ASSOCIATION

BY-LAWS

By-Law No.1 – Membership

(1) Registration Particulars

A. Registration will take place between the last week of August and the first week in September. Designated times will be put in place by the Board. Registration deadline will be September 30th of the current registration year. After these dates a player may only register upon Executive approval and where numbers permit.

B. To register, a player must reside, as determined by the HNL rules, within the boundaries of the Paradise Minor Hockey Association (hereinafter referred to as the "Association."

C. To register with the Association, a player must be in good standing with this Association and/or previous Associations and all previous Association's equipment and jerseys must be returned.

D. A player needs acceptable proof of age and must register within his/her age group:

U7 Division---------- 5 and 6 years old by December 31st
U9 Division---------- 7 and 8 years old by December 31st
U11 Division----------9 and 10 years old by December 31st
U13 Division---------- 11 and 12 years old by December 31st
U15 Division---------- 13 and 14 years old by December 31st
U18 Division----------15, 16, and 17 years old by December 31st
December 31st deadline means current registration year.

E. Refunds will occur if the Association prematurely ends the player's hockey season and funds are available. All other refunds must be approved by Board and based on a monthly rate of one-sixth of the fee minus the insurance. The month the request is made is to be counted as a full month played. Board may wait until the end of the season to refund the money. There will be a $20 administrative charge for each refund requested, to a maximum of $40 per player, unless approved otherwise, by the executive.

F. The registration fee is to be set by the Board and must be paid up front or in installments to be decided by Executive. A receipt will be issued for any payments made by post-dated cheques once the cheque has been processed. A $50.00 fee will be charged for N.S.F. cheques and player shall be removed from

ALL PMHA activities until the NSF fee and outstanding payments have been received. Any player who has not paid at least the minimum deposit, which has been set by the Executive, at the time of registration, **will not** be permitted on the ice. Additionally, any player with outstanding fees unpaid from the prior year will not be permitted to register until those fees are paid.

G. For insurance purposes, all players must be registered with HNL by November 10 and the list must be posted on the Website. Parents and coaches are responsible to ensure that their child/children are on the list.

H. Once a player is registered or plays with a Senior Hockey Team, he/she cannot register and cannot play with the Association.

I. Players may remain in the U9 Division for one extra year with the approval of the Executive and Technical Director only if numbers permit.

(i) Advancement of players from one Division up to a higher Division is not standard practice and is only considered if there are issues with number of players in a given Division. In this situation, the Board will consult the Technical Director to determine if players should move up to a higher Division. Players are NOT permitted to move without the written consent of the Board.

J. A player shall play on the house league team and/or All-Star he or she is assigned by his/her coaches and the Technical Director.

K. Players, Parents, and Coaches who fail to abide by our Code of Conduct can be refused registration for the upcoming season upon Board approval. Clear violation of the code of conduct will result in consequences determined by the disciplinary committee. See Section XXX for Code of Conduct.

By-Law No.2 – Specific Duties

(1) While these specific duties are outlined, other duties will be required for the day to day operations of the Association. Each Board Member is required to attend meetings on a regular basis and to perform his/her duties as specified herein or as requested by the Executive. Failure to do this may result in suspension or termination.

A. **President**

The President shall:

i. Within the jurisdiction of the Association, have the powers of the President of the Association.

ii. The President is hereby authorized to execute and deliver all documents, leases and undertaking necessary on behalf of the Association with such amendments or variations as the President may approve.
iii. Be the official spokesperson of the Association and be responsible for conveying items to the public through newspapers and/or radio.
iv. Be one of the signing officers of the Association.
v. Be one of the Board members that will have administrative access to the website.
vi. Exercise the powers of the Executive in case of an emergency.
vii. Suspend players and/or coaching staff, subject to ratification at the next meeting of the Board.
viii. Preside at all meetings. Sit on committees as an ex-officio voting member.
ix. Inform HNL, in writing, of all teams travelling outside our Boundaries via signing Travel Permits where appropriate and communicating this to the Eastern Director HNL Representative.
x. Oversees the Technical Director position and updates Board on any issues relating to the Technical Director or other paid technical staff.
xi. Oversee the planning and organization of tournaments in conjunction with the Association hockey program.
xii. Inform Board of ice time requirements and ice time allocation recommendations.
xiii. At his/her discretion, call meetings.
xiv. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

B. **Vice President**

Vice President shall:

i. In the absence of the President or in the event of his/her inability to act, exercise all the powers of the President.
ii. Be on the selection committee for the coaches, and team managers for house and All-Star.
iii. Be one of the signing officers of the Association.
iv. Be one of the Board members that will have administrative access to the website.
v. Be required to serve on any sub-committees of the Association or regional Minor Hockey meetings as deemed necessary by the Board.
vi. Prepare and distribute all tournament regulations for All Star hosted tournaments including provincial tournaments.
vii. Coordinate with the Executive Coordinators, Technical Director, Assistant Divisional Coordinators, All Star Team Managers and the Referee in Chief regarding which teams to be invited and the tournament schedule.

viii. Coordinate with President and Technical Director regarding Ice time allocation per division, required ice time and communicating with other arenas to attain appropriate ice time to deliver our hockey program.
ix. Coordinate the provision of support from the Technical Director and other coaching resources, including the Program Leaders and Goaltending consultant, to the coaches of female players.
x. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

C. **Secretary**

The Secretary shall:
i. Keep an accurate record of the proceedings of the Association, do Agendas and present Minutes of Meetings as required. Except for the AGM, all minutes of the Association shall remain private and may be released with two-thirds majority vote of the Board.
ii. Be responsible for, and to all intents and purposes, be the legal holder of all documents in trust for the Association.
iii. Notify Executive of the time and place of meetings.
iv. Publish the Notice of Annual Meeting at least two weeks before the meeting.
v. Be responsible for correspondence, picking up the mail, presenting mail to Board, write and distribute, if so directed by Board.
vi. Perform such other duties as shall be necessary for the good and welfare of the Association.
vii. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

D. **Treasurer**

Treasurer duties:
i. Keep a record of all monies received and disbursed.
ii. Prepare and present a full budget to be approved by the Executive.
iii. Pay all invoices upon Board approval.
iv. Once a month at an Executive meeting, give an updated financial report in writing to include:
- Registration fees collected and outstanding;
- Ice rental fees paid and owing;
- Sponsorship fees paid and owing;
- Other major receipts or expenditures for the Association;
- Bank statement balance;
- Bank reconciliation.

v. Serve on the Fundraising Committee or any committees dealing with purchasing or budgeting.
vi. Be one of the signing officers for the Association.

vii. Obtain and present the approved annual financial statements and review engagement report at the AGM. To this end, the year end and review engagement must finish on May 31 for the new Executive to take over by June 30th.
viii. Collect all fees due to the Association in full. The Treasurer, with Executive approval, shall take appropriate action to collect all fees.
ix. Ensure all Sponsorship money has been received.
x. Overseeing Fundraising initiatives and issues.
   a. Be responsible for reviewing and organizing fundraising requests.
   b. Informing the Board of all requests and making recommendations.
   c. Providing requestors with appropriate fundraising information.
   d. Obtaining financial reports from the team managers and presenting to the Board following the fundraising initiative.
   e. Updating fundraising application when applicable.

xi. Request a financial report from each All Star and Development team listing all moneys collected from parents and list of expenditures, excluding fundraising and sponsorship.
xii. Perform such other duties as shall be necessary for the good and welfare of the Association.
xiii. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

E. **Past President**
   i. To serve as a non-voting mentor and provide guidance to the Board
   ii. To sit on internal or external committees/board as a Paradise Minor Hockey Association Representative
   iii. To contribute to any Association function as determined by the Board.

F. **Executive Coordinator**

The Executive Coordinator shall:

i. Serve as the board contact and representative for Parents in their assigned House League division and oversee the management of that division.
ii. Oversee the assignment of Division Coordinators.
iii. Develop a seasonal plan with the Division Coordinators regarding how to deliver the hockey program regarding: jersey distribution, tournaments, and evaluations etc. and present to the board.
iv. Be involved with the player assignment process to ensure that each team has an equal number of A line, B line and C line players as ranked by the Technical Director, coaches, or independent evaluators. .
v. Provide the Registrar the rosters and coaching staff of all teams for such assigned division.

vi. Appoint and oversee an equipment manager who shall serve on any committees dealing with purchasing or budgeting of equipment. The equipment manager would be responsible for
   a. Arrange the handling, repairing and cleaning of equipment.
   b. Be responsible for storage, distribution and collection of the equipment, jerseys and pucks of the Association.
   c. Be responsible for the Minor Hockey Room at the Paradise Arena, especially during tournaments.

vii. Be required to assist/oversee the planning and organizing of all tournaments in conjunction with the Association's hockey program. Provide Division Coordinators with tournament guidelines.

viii. Be the Association's representative on the Interlocking House League

ix. Provide financial reports to the Vice President and Treasurer no later than two weeks after completion of the tournament.

x. Organize and lead the coordination of end of season banquets, banner hanging, and Coaches Appreciation.

xi. Perform such other duties as shall be necessary for the good and welfare of the Association.

xii. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

G. **All Star Representative**

The All-Star Representative shall:

i. Keep Board advised of all Don Johnson Hockey League (DJHL) Meetings and Doug Marshall League.

ii. Attend all DJHL and DML meetings.

iii. Provide a written or verbal report of each of the DJHL meetings to the Board Members.

iv. Be on the selection committee for the coaches and team managers for association based All-Star/U18 Development teams.

v. Shall provide regular updates on the All Star/U18 Development teams for each division and their standings and updates on tournament outcomes. These updates will be posted on the website.

vi. Be the liaison between the Association and the DJHL and reporting the wishes of the Association to the league and vice versa.

vii. Be the liaison with All Star coaching staff for issues relating to the DJHL or Association based All Star Teams.

viii. Ensure that all schedules and schedule changes are coordinated with appropriate persons (i.e. Technical Director, Coaches, Scheduler and Referee in Chief).

ix. Review all travel requests for All Star/U18 Development teams and ensure that are within PMHA and/or DJHL guidelines.

x. Be required to assist with the planning and organizing of all tournaments in conjunction with the Association's All Star/U18 Development program and provide the Host Committee with tournament guidelines.
xi. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

H. **Registrar**

The Registrar shall:

i. Coordinate registration process and plan for dates/times.
ii. Post the Official List of Registered Players as received from the HNL.
iii. Receive and certify all certificates submitted to him/her on behalf of the players, teams and coaching staff applying for registration in the Association.
iv. Keep a register of all players in the Association with the HNL and maintain an updated master list of same.
v. Coordinate the confirmation of all players date of birth, collecting and sending copies of confirmation of date of birth to HNL and ensuring that the HCR is up to date.
vi. Handle all liability claims seeing that they are processed properly and settled.
vii. Coordinate all phases of player and volunteer registration.
viii. Provide the head coaches and assistant coaches of each division with a master list of players registered to take part in hockey per division, especially at the beginning of the season.
ix. Bring refund requests to the Board for approval.
x. Collect team rosters from coaches, both house-league and all-star, immediately and present same to the Board at its next meeting.
xi. Register all teams in the HCR database including HL, All-Star and Developmental. This should be completed within 15 days of teams being selected.
xii. Provide the Board with a list of coaching staff for each team plus telephone number, addresses and coaching levels and maintain coaching files.
xiii. Perform such other duties as shall be necessary for the good and welfare of the Association.
xiv. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, e

I. **Female Representative**

i. Represent the Association at HNL's Female Committee meetings and submit a written report of each meeting to the Executive;
ii. Represent the Association at the Female Metro League Committee and be the liaison between the Executive and the Female Metro league, reporting the wishes of the Association to the Female Metro league and vice versa;
iii. Communicate with coaches, players and parents as applicable, regarding the rules, regulations, policies and procedures governing female hockey for all divisions;
iv. Be the contact person for issues and concerns related to Female hockey, and bring such issues or concerns to the Executive and/or the Female Metro league, and/or the HNL Female Committee, as applicable;
vi. Be on the selection committee for the coaches and team managers for female house league and All-star teams;
vii. Distribute and collect (with the assistance of the Executive Coordinator) all jerseys and equipment for the Female teams.
vii. Promote and encourage female volunteers to get involved with coaching / assistant coaching / Trainer roles for all teams with female players (U7 U9, U11, U13, U15, U18 and Female);
viii. In conjunction with the Referee in Chief, promote and encourage females to become referees;
ix. Co-ordinate selection process for annual awards for Female hockey players and Assist the Executive Coordinator in organizing a banquet for female players;
x. Generally support and promote Female hockey;
xi Perform such other duties as shall be necessary for the good and welfare of the Association; and
xii. Contribute to PMHA sponsored activities including but not limited to jamborees, tournaments, banquets, etc.

J. **Technical Director (Non-Board, Non-Voting, but may be invited to attend board meetings to give updates and for discussion purposes).**

The Technical Director will be responsible for all aspects of player and coach development in the Paradise Minor Hockey program. Reporting to the Vice President, and taking direction from the board. With support from Divisional Technical leads, administrative and coaching staff, the immediate goals for the job is to include but not limited to:

i. Reports to the President.
ii. Designing and developing an on/off ice program that reflects Hockey Canada guidelines that meets and exceeds player and Coach. Development for PMHA. Assist the Executive in evaluating and selecting suitable candidates for coaching positions, both for house and for all-star.

iii. Make all arrangements to provide the necessary training clinics for all-star and house league coaches and managers; coordinate delivery of the programs with the Vice President; distribute any information concerning technical skills, development and/or items of interest to the team managers and/or coordinators of all-star and house league.
iv. Responsible for overseeing paid technical staff and ensuring that the technical support delivery is appropriate per division and distributed evenly across teams.
v. Development and support junior coaches, with an eye to their continuing involvement and succession planning in the association and progression to higher levels. Monitor the performance of the coaches in all divisions and make recommendations for corrective action where required.
vi. Implement a hockey skills/development program for all levels of play and to report to the Vice President, necessary procedures and program updates. Increasing player skill development at the house league and all-star levels.
vii. Providing technical leadership and develop the all-star team tryout process, evaluate player development for all-star competition and assist and recommend to the coaches player placement on the teams. Set up and/or administer all tournaments.
viii. Attends Board meetings as required and when not in attendance provide a monthly written update to the President.
ix. The Technical Director's schedule should be planned to ensure the best possible level of support is given to each division and team, including house league, in the Association. This should be spread evenly among all divisions and teams.
x. As specified in the Constitution, Article 10, The Technical Director shall be the Coaches' Coordinator in this Association.

K. **Coaching Staff**

i. Teams may consist of a Head Coach, Assistant Coach, Trainer and Team Manager; however, the Association shall pay the HNL coaching fee for a maximum of three per team.
ii. Each coach must complete, sign and submit by the advertised deadlines (where applicable) a formal coaching application.
iii. Sign and abide at all times by the Coaches Code of Conduct.
iv. From the approved applications, the Board and the Technical Director will select the head coaches, assistant coaches, trainers and team managers from the approved applications. Coaches shall be identified prior to start of a division to assess their qualifications. If insufficient applications are approved by the Board, the Technical Director may solicit applicants. In all cases, applications must first be completed and then approved by Board and the Technical Director.

v. To be considered for coaching, a person must have obtained or agree to obtain, early in the hockey season, the minimum coaching certificates as outlined by HNL
vi. Any coach, who does not have the required coaching credentials by December 31 of the current hockey year, may be suspended immediately or indefinitely.
vii. Except under extenuating circumstances, to be decided by Executive, a person shall not be the coach, assistant coach, trainer or manager of two coaching staffs. A person may, however, be one of these three coaches with one team and a fourth coach with another team.
viii. No person, coach or player, is permitted on the ice unless that person is registered accordingly with HNL and has the minimum certification for their given position on the coaching staff. The onus is on the Technical Director in conjunction with the Board to enforce this.
ix. Coach hockey so that it is a fun game.
x. Be familiar with the rules and regulations of Hockey Canada, HNL, DJHL, MCHL, DMHL and the Paradise Minor Hockey Association and abide by them.
xi. Be at the rink thirty minutes before game time; supervise players in the dressing room until game time; ensure all players leave the ice immediately after the game.
xii. Immediately list all players, giving the correct jersey numbers, on the score sheet and then scratch the no shows.
xiii. Put safety first; ensure that all players are wearing the required equipment and that it is fastened properly while the player is on the ice or bench, and that the environment is safe.
xiv. Work with others to ensure that games start and end on time.
xv. Portray and maintain control and discipline and portray good sportsmanship and respect at all times both on and off the ice.
xvi. Abide by the fair play rule as it applies to ice time allocation. Failure to comply with Fair play will to the disciplinary action. See Appendix G-d.
xvii. Discipline a player as the need arises. This may include benching for a brief time or sitting out a game. The latter may occur only after discussion with the Technical Director, who in turn must report such action to Board and parent. The Board may take more severe action if necessary.
xviii. Not interfere with the Referee or Linesman but report any major problems to the Technical Director immediately.
xix. Report problems to the Technical Director i.e. teams who are constantly short of players, players not showing up, etc.
xx. Play only those players on his/her team. If the coach finds it necessary to pick up players, pickups must be distributed fairly among players and approved by board.
xxi. Ensure that all team members abstain from alcohol while representing the Association and report any infractions.
xxii. Be willing to upgrade and improve their knowledge of the game wherever and whenever possible.

xxiii. Follow the coaching program prescribed by the Association and run an effective and efficient practice with an opportunity for all players to improve their skill.
xxiv. Inform all players of times of practices and games.
xxv. Be aware concerning abuse of children; sexual, physical or mental and request information if necessary.

L. **Referees' Coordinator**

The Referee in Chief shall be appointed as the Referees' Coordinator and shall:

i. Work closely with the Association referees and be the liaison between the referees and Board.
ii. Ensure that officials and time keepers have been assigned for all games in the Association.
iii. On a monthly basis use the Bill of Officiating form to do up detailed bills for officiating/time keeping and present same to Treasurer.
iv. Provide the referees and timekeepers with a schedule of games he or she are to officiate/time keep.
v. Work to resolve any problems related to no shows and late starts.
vi. Document and report to Board any major problems with respect to refereeing/time keeping. Referees are to document any major problems on the Game Sheet. The Board will take action for all written concerns or reports that are formally submitted.
vii. Ensure that all major penalties are immediately reported to the coaching staff and Board, and keep a record of same.
viii. Maintain a current list of all referees/timekeepers used by the Association along with their telephone number and level. Give a copy of this list to the Board and Technical Director.
ix. Inform Executive of shortages and make arrangements to have more referees/time keepers trained in each level.
x. Within reason, ensure that officials/time keepers do an equal number of games.

By-Law No. 3 – Teams

General Information

(1) House League Teams

A. The maximum number of House League teams per division will reflect the current registration numbers on each given year.

B. Metro Club House League (MCHL) - Every year the Board will examine ice time availability, number of teams per division and the schedule requirements from the MCHL to determine if Paradise Minor Hockey will participate.

C. House League teams shall not attend a tournament if it interferes with house league competition unless approved by the Board.

D. Each team will consist of:
   (i) Where possible, a minimum of 15 skaters and one goalie.
   (ii) A Head Coach, Assistant Coach and Trainer.

E. For at least the first two weeks of the hockey season, general practices shall be held in all divisions. All coaches are to be picked (as per By-Law Section 2-K

F. House League Teams are to be selected as follows:
   (i) The number of players registered in a division will determine the number of teams.
   (ii) The Technical Director along with the Technical Assistants and coaches are to rate players into three groups A, B or C according to ability, with A being the strongest. Each group will then be subdivided into three lots; good, better and best.
   (iii) The Executive Coordinator and/or Assistant Coordinator will be present during the assignment of players to their applicable teams. Coaches are to take turns selecting players starting with A line players. Coaches' names are to be picked from a hat to determine the order in which they will pick. The order of picking players will be as follows: 1,2,3,4,; 4,3,2,1,;1,2,3,4,; etc. Each team must have an equal number of A, B and C line players.

G. Goalies are to be picked as follows:

   (i) Coaches are to take turns selecting goalies starting with top ranked goalie. Coaches names are to be picked from a hat to determine the order in which they will pick. The order of picking will be as follows: 1, 2, 3, 4,: 4, 3, 2,1 thus helping to ensure that the Top ranked goalie is paired with the lowest ranked goalie.
   (ii) This will continue in order till all goalies have been picked for a house-league team. Hence a team may have two goalies and another team one goalie.

H. Balance Teams – After house-league teams are selected and play each other once or where schedule constraints prevent teams from playing each other the Board will allow the teams to play 2 MCHL games and Coaches and Technical Director will review the records to:

(i). Ensure that the teams are balanced by November 15. After December 1st changes may only be made by the Technical Director with Board Approval and discussion with effected player.

(2) All-Star Teams

Current set-up for All Star involves the selection of the Association Based All Star teams for U11, U13 and U15 divisions during the months of September-October.

A. Note: Any all-star players interested in playing in the Regional Pooled All Star League known as the Don Johnson Hockey League (DJHL) for U13 and U15 levels will be required to follow the registration and tryout process outlined by the DJHL. Players must be in good standing with PMHA to try out for DJHL. Those that are successful in making a DJHL team will remain a member of the Paradise Minor Hockey Association but will play for one of the pooled DJHL teams. If a player participates in the DJHL try out but is unsuccessful they are still eligible to tryout for the Association based all star teams.

B. In order to be considered for All-Star/ Development teams, a player must register with PMHA and for All-Star/ Development tryouts at the time of general registration. Registration fees and tryout fees as set by the Board must be paid in full or post dated cheques provided for the approved amounts and dates at the time of general registration. General registration will be extended for U13, U15, and U18 players who are trying out for DJHL or DMHL. There will be a very small window of time to register once DJHL or DMHL are finalized.

C. Tryout process

- Tryout schedules will be posted on the website.
- Players are expected to arrive at least 30 minutes prior to each tryout session in order to check in and retrieve jersey.
- U13, U15 and U18 players should indicate their position (F/D). In U11, players do not have set positions, and therefore, they are not required to indicate a position. While the registration system will request a position, it should be noted that positions do not apply to U11, except for goalie.
- Due to the large number of players, it is important that we start promptly on the ice. If you are late, your child may miss the opportunity to skate and be judged in all drills, which could affect their overall rating.
- Players leaving a session early without any prior consent or valid reason (injury, sickness, etc.) will be handled as having missed the session.
- Attendance is mandatory at all sessions to be eligible to continue the process. If for some reason (e.g. injury, illness, etc) a player cannot make a tryout, the Technical Director must be contacted in advance of the session. Consideration of an “excused absence” request will only be given to properly registered players providing medical documentation to

verify injury/sickness. Tryouts will be an **Open Tryout** format for team placement. Players will not be automatically guaranteed their past year team slot. (Player must tryout and be selected for a particular team each year.)

D. U9 Select All-Star teams and U18 Developmental All Star teams for the All Newfoundland Tournaments will occur later in the season. Deadlines for tryouts and selection may vary from year to year.

E. Any player selected for All-Star, who voluntarily quits shall not be eligible to play All Star Hockey in the next season. Additionally, they are not eligible to try out for the U18 Developmental All Star Teams.

F. Once a player has been selected to an All Star team he/she has then made the commitment to play in the All Newfoundland Easter Tournament or designated date by HNL. A player who opts out of this commitment, except in cases of sickness, injury or extraordinary circumstances, will not be eligible for All Star the next year. Travel vacations are not considered an extraordinary circumstance.

G. Players are to wear All-Star jerseys to All-Star games only and as well are required to wear matching socks. Failure to comply will result in a warning for the first offence, sitting out a game for the second offence, a possible suspension for the third offence.

H. All Star Players must within reason:
   (i) Attend all applicable games and practices.
   (ii) Pay All-Star fees on time.
   (iii) Look after and return team jerseys when required to do so.
   (iv) Work to the best of his/her ability at all times and be a team player.
   (v) Obey all Coaches, Officials, Technical Director, Executive as well as the rules and regulations of the Association, HNL and Hockey Canada.
   (vi) Portray good sportsmanship at all times and be a good representative of Paradise Minor Hockey Association and hockey.

I. A U9 Select team may be picked during the regular hockey season. It is not to interfere with house-league.

I. Alternate Players are sometimes required for teams playing in the Don Johnson Hockey League (DJHL) to ensure minimum roster size rules are respected. All-Star coaches should rotate all capable players through the opportunities to be a call-up player. No individual player should be called up more than five (5) times in a season unless there are special circumstances that have been approved in advance by the Executive.

When a temporary call-up player is required for an All-Star team, the appropriate Team coordinator must be notified. Team Manager shall complete the google

form for named PMHA All-Star Call Up Tracking Form for tracking by the association. Example: B team would call from the C teams.

When a permanent call-up is required to replace another player for the remainder of the season, the last person at the same position cut from the original tryout will be given the first opportunity to secure that position. The permanent call-up will have to pay a pro-rated fee calculated by the Registrar for the remainder of the season.

J. Team Manager is an administrative position and he/she shall:
   i. Coordinate parent support.
   ii. Coordinate with the Treasurer and/or Fundraising Coordinator and Divisional Coordinators and provide the information to parents.
   iii. Make arrangements for picture taking.
   iv. Collect money as requested or required by the Board.
   v. Deliver any monies collected to the appropriate person, i.e. fundraising monies to Treasurer and/or Fundraising Coordinator, etc.
   vi. Ensure score sheets are submitted appropriately.
   vii. Shall not make any decisions without the consent of the head coach.
   viii. Complete the Roster Sheet to ensure that the jersey number has been recorded.
   ix. Upon season's end, collect all jerseys, ensure name bars are removed professionally and provide same to the Executive Coordinator.
   x. Prepare a financial report and submit it to the Treasurer reporting all monies that have been collected from parents and a list of expenditures, (over and above fundraising and sponsorship)

By-Law No. 4 – Transfer of Players

(1) Advancement of players from one Division up to a higher Division is not standard practice and only considered if there are issues with number of players in a given Division. In this situation, the Board will consult the Technical Director to determine if players should move up to a higher Division.

(2) No player is to practice or play in another division unless written approval has been given by the Executive.

By-Law No. 5 – Games

(1) House League Games

A. For the registration fee, by the end of the season, a player should have received approximately 40 hours of ice time.

B. A session will normally consist of 50 minutes of ice time. To utilize this time properly:
   (i) In a game, teams must be ready to go on the ice at least 10 minutes before their scheduled time. The coach should have all players' names on the line-up sheet and cross off the no-shows at game time.
   (ii) In a practice, the coach must have the session planned and follow the Association program.

C. If time permits, a three minute warm-up is placed on the clock after which the buzzer sounds and the referee starts the game.

D. A game shall consist of three 10 minute periods.. The clock will stop during the change thus giving each player equal ice time. This buzzer rule will apply to U9. In U11, U13, U15 and U18 players will change on the fly with equal ice time being given to all players.

E. If a game is running over scheduled time, the time keeper shall run the clock. The game must finish on schedule. If there are problems, the teams playing are to lose ice time not the teams following afterwards. The onus is on everyone: time keeper, coaches, players and officials, to ensure that the game starts and finishes on time.

F. In house-league games, if a team has 15 players, players are to receive equal ice time. Goalies are to receive equal ice time.

G. Coaches cannot and must not give players inappropriate permission to miss house-league games. Any coach who promotes this may be disciplined.

H. Coaches must ensure that all members of the previous team and all stadium staff have left the ice before their players go on the ice.

I. No team in one Division may play a team in another Division.

J. Only the scheduler is permitted to change the schedule and then only under extenuating circumstances.

(2) All Star Games

A. Don Johnson Hockey League rules shall be followed in All Star games. Line changes will be done on the fly, keeping in mind that players are to receive equal ice time as much as is reasonably possible and according to the HNL Ice Allocation Policy. Coaches are expected to train all players in penalty killing and power play skills.

By-Law No. 6 – Penalties

(1) Six minutes are to be placed on the clock for minor penalties where two minutes buzzer shifts apply with three lines and four minutes with two lines.

(2) All major penalties are to be written on the score sheet and reported to the HNL immediately, to the Board at its following meeting, and documented in the minutes. A special book must be set up by the Referees' Coordinator to record major penalties.

(3) Suspensions received by an Association player or coach in house-league, tournaments, DJHL, High School or otherwise shall apply in the Paradise Minor Hockey system.

By-Law No. 7 – Tournaments

1. Our Association shall attempt to host as many tournaments and Jamborees as time and volunteers permit. Tournaments require parent volunteers to complete a variety of tasks, without volunteers we will be unable to host.
2. We shall host at least one All NL Provincial tournament during Easter as determined by HNL.
3. Tournament fees are set each year by the executive based on expected expenses for that particular tournament. The tournament cost per team should be set to allow a small surplus to cover any unexpected cost that may arise. All surplus money goes back to PMHA.
4. IP and Novice teams will not be permitted to attend any Tournaments and/or Jamboree's outside of the St. John's Metro region.

By-Law No. 8 -Fundraising

1. See Fundraising Policy in Appendix A.

By-Law No. 9 – Travel Policy

1. See Travel Policy in Appendix D

By-Law No. 10 – Donations by the Association

Donations made by the Association will depend on the financial situation of the Association and be subject to the following conditions:

- The person or group requesting the assistance must be representing the Association.
- The request to assist an individual or group is made by an HNL approved group.
- The request is a formal written request made to the Board.
- The amount be determined and approved by the executive and made payable to the approved group.
- A maximum of $50 dollars can be given to any one person.

By-Law No.11 – Girl's Change Room

The executive or team hosting the team with female players shall, upon request, make arrangements through the stadium staff or some other user group for a separate dressing room for female hockey players. Dressing rooms shall be marked with a sign indicating "Female Change Room."

By-Law No. 12 – Sponsorship

The sponsorship fee for a new sponsor or expired sponsor shall be set each year by the executive.

1 A sponsorship may be renewed each year for half the sponsorship fee.

2 A sponsorship shall normally expire at the end of three years at which time it may be renewed at the full sponsorship fee.

3 If a sponsor wishes to purchase team jerseys in lieu of the first year sponsorship fee, the sponsor may do so upon executive approval. In this case, the sponsor must assume full costs.

4 All sponsorship fees are to be invoiced by the Treasurer based on information received from the Executive Coordinator.

5 Team sponsorship is allowed in the following capacity:

a. If cash donations are made the team must submit in writing the means by which the monies will be used. Acceptable means include: purchase of jerseys, clothing, ice time, tournament hosting costs and end of season social. Receipts must be provided.

b. Clothing donations as long as purchased with the vendor awarded the clothing tender at that given time.

c. Jerseys and socks as long as they remain the property of PMHA for future use and meet the jersey standards as approved by the Board.

By-Law No. 13 – Code of Conduct

Paradise Minor Hockey Association members, including Parents, Players, Spectators, Coaches, On and Off-ice Officials, Administrators, Staff and Volunteers.

Players must be well behaved during all team related activities where they represent Paradise Minor Hockey Association.

Players, parents or coaching staff shall treat each other, opposing players, coaches, game officials and others with **respect** and show good **sportsmanship** at all times.

Players, parents or coaching staff will not damage rink property.

Parents agree to allow the volunteer coaches to coach the team to the best of their ability and not openly criticize their coaching or undermine their authority.

Parents wanting a discussion with members of the coaching staff should arrange for an appointment through the Team Manager. At no time should coaches be approached in the rink before, during or after team practices or games to discuss matters related to individual players or coaching.

The PMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect. ***Appendix 'F'*** identifies specific guidelines for the behavior of parents, players, spectators, coaches, on and off-ice officials, administrators, staff and volunteers which forms part of this Code of Conduct.

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

Members shall avoid behavior that brings the PMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others.

PMHA members shall at all times adhere to PMHA operational policies and procedures, to rules governing PMHA events and activities and to rules governing any events and activities that the member participates on behalf of the PMHA.

ANY BEHAVIOR WHICH IS JUDGED BY THE EXECUTIVE BOARD TO BE ABUSIVE OR INTIMIDATING TOWARD A COACH, PLAYER, PARENT, PMHA STAFF/OPERATING COMMITTEE MEMBER, OR ANY GAME OFFICIAL SHALL BE DEALT WITH SEVERELY AND MAY RESULT IN THE PLAYER, PARENT OR FAMILY MEMBER BEING SUSPENDED FROM ALL ACTIVITY WITH PMHA AND THE FUTURE REFUSAL TO REGISTER WITH PMHA.

Appendix

Table of Contents

A) Fundraising Policy
B) Fundraising Request Forms
   a. Provincial Host Team Form
   b. Team Travel Form
C) Lottery License Policy
D) Travel Policy
E) Travel Permit Forms
   a. In Province Travel Permit
   b. Out of Province Travel Permit
F) Code of Conduct Guidelines
   a. Code of Conduct – Players
   b. Code of Conduct – Parents
   c. Code of Conduct – Coaches, Assistant Coaches, Trainers, and Managers
   d. Code of Conduct – On and Off Ice Officials
   e. Code of Conduct – Volunteers
   f. Code of Conduct – Spectators
G) Fair Play Contracts
   a. Fair Play Contract – Player
   b. Fair Play Contract – Parent
   c. Fair Play Contract – Coaches, Assistant Coaches, Trainers, and Managers

Appendix A – Fundraising Policy

Revised October 2024

PMHA - Fundraising Policy

(Effective August 14, 2018)

All funds raised by teams are done so in the name of Paradise Minor Hockey Association (PMHA). PMHA has a responsibility to our members, athletes, coaches, and the community to ensure that money raised is spent in a manner consistent with the purpose for which it was raised. To maintain integrity and accountability, Team Managers are responsible for the funds raised and must ensure those funds are spent in an appropriate manner.

Please note that team sponsorship is permitted, but such funds cannot be used for team travel. Please see By-Law No. 12 for further details.

The following process and procedures must be followed by each team requesting to fundraise:

1. Board approval is required before any fundraising is permitted. If fundraising is requested for travel purposes, preference will be given to those teams fundraising for provincial travel.
2. A minimum of 75% of a team must be in agreement to fundraise.
3. All player registration and any related fees must be paid in full prior to submitting a request to fundraise.
4. Team Managers must submit a request for fundraising to the PMHA Board in writing using the applicable form in Attachment A. **The form must be submitted a minimum of two weeks prior to the planned start of any fundraising.**
5. Complete details of any fundraising must be included on the form, including the purpose (registration, tournaments, etc), dates of fundraising, specific fundraising initiatives (bottle drives, sponsors, tickets, etc.), location of fundraising and the estimated budget.
6. No teams shall be permitted to hold bank accounts in the name of PMHA.
7. All funds raised and/or received via sponsorship are done so in the name of PMHA. As such, all funds must be delivered to the Minor Hockey Office so they can be deposited into the PMHA bank account.
8. All rules governing Lottery Licenses must be strictly adhered to. Please refer to Lottery License Requirements included in Attachment A. Failure to follow these rules may constitute illegal activity and/or result in approval for fundraising being revoked.
9. Funds will be distributed to the teams via cheque drawn on the bank account of PMHA. Proof of all eligible expenses must be provided.

10. Any team who withdraws from a tournament and does not travel will turn over any fundraising money to PMHA. Any teams with money remaining after player and coaching costs have been reimbursed will be retained by PMHA.
11. PMHA will not make loans to any teams.
12. A full financial report must be submitted to the Treasurer within 10 business days of travel having been completed, or within 10 days following the provincial tournament being hosted, as applicable. The financial report should use the applicable form in Attachment A.
13. Specific fundraising guidelines for individual teams are outlined below.

Fundraising Guidelines:

U7 and U9 Teams – no fundraising is permitted

House League Team Travel

1. Teams can fundraise for a maximum of one tournament per season.
2. A tournament must require a minimum of one overnight stay and be off the Avalon Peninsula to be eligible for fundraising.
3. The tournament must be sanctioned and approved by HNL.
4. The maximum dollar amount a team can fundraise, for an Invitational Tournament, is $3,000.
5. All proceeds from fundraising must be spent for players and coaching staff with no children on the team. Receipts must be provided.
6. Eligible expenditures include:
    a. Hotel: up to a maximum of $150 per night for players and coaching staff with no children on the team. Maximum of 2 nights.
    b. Meals: $60 per day for players and coaching staff with no children on the team. Maximum 2 days.
    c. Tournament Registration Fees: maximum of $850 per team.
7. Teams may request a maximum of 1 lottery license. The request must be submitted to the Board a minimum of 4 weeks before the lottery license is required.

All Star and U18 Development Team Travel

1. Teams can fundraise for a maximum of two tournaments per season, one of which must be the provincial tournament.
2. A tournament must require a minimum of one overnight stay and be off the Avalon Peninsula to be eligible for fundraising. This includes all provincial tournaments.
3. The maximum dollar amount a team can fundraise for out of province travel is $25,000 per team.

4. The maximum dollar amount a team can fundraise for travel within the province, including provincial tournaments is as follows:
    a. Avalon - $0
    b. Clarenville, Burin Peninsula, Bonavista Peninsula - $12,000
    c. Central (west of Clarenville to Deer Lake) - $12,000
    d. Western (including Port aux Basques, Corner Brook, Stephenville) - $12,000
    e. Northern Peninsula (north of and including Rocky Harbour) - $12,000
    f. Labrador - $25,000
5. All proceeds from fundraising must be spent for players and coaching staff with no children on the team. Receipts must be provided.
6. Eligible expenditures include:
    a. Hotel: up to a maximum of $150 per night in province and $200 for out of province for players and coaching staff with no children on the team. Maximum of 5 nights.
    b. Airfare: up to $750 per player and coaching staff with no children on the team. Tickets obtained via points will have no cash value.
    c. Meals: $60 per day for players and coaching staff with no children on the team. Maximum of 5 days.
    d. Transportation:
        i. Bus rental: maximum of $2,000 per team.
        ii. Rental cars: up to $75 per day for players and coaching staff with no children on the team. Maximum of 5 days.
    e. Tournament Registration Fees: maximum of $850 per team.
7. Fundraising teams may apply for one lottery license per tournament, up to a maximum of two per season. *Only one lottery license per team may be open at a time*.

Host Team Fundraising for Provincial Tournament

1. Teams are required to raise 50% of the costs associated with hosting a Provincial Tournament.
2. Eligible expenditures include:
    a. Medals & awards for participating teams.
    b. Ice rental and officiating fees
    c. Tournament Registration Fees: maximum of $850 for host team
    d. Any other associated fees with hosting provincial tournament that are approved by the Board of PMHA.
3. Host teams may apply for one lottery license.

Appendix B – Fundraising Request Forms

a) Provincial Host Team - Fundraising Request Form

PARADISE MINOR HOCKEY ASSOCIATION

Host Team Fundraising Request Form

TEAM NAME_____ **HEAD COACH**_____

TOURNAMENT NAME_____ **LOCATION**_____

TOURNAMENT DATE _____ **TO** _____ **CONTACT**_____

PROPOSED HOST BUDGET

MEDALS & AWARDS (Cost per person $_____ x _____ people)	**$_____**
ICE RENTAL _____	**$_____**
OFFICIATING FEES _____	**$_____**
TOURNAMENT REGISTRATION FEES	**$_____**
ADDITIONAL EXPENSES (Provide details, PMHA Executive Board approval required)	
a) _____	**$_____**
b) _____	**$_____**
c) _____	**$_____**
d) _____	**$_____**
TOTAL REQUESTED COSTS	**$_____**

***Complete 'FUNDRAISING ACTIVITIES PLANNED' section below and attach to this form before submitting for approval.**

- ☐ **All player registration must be paid in full prior to submitting a request to fundraise.**
- ☐ **I have read and understand the fundraising policy as presented in PMHA by-laws.**
- ☐ **All monies in excess of eligible expenses approved by PMHA will be retained by PMHA.**

All sold, unsold and winning ticket(s) with date, winners name and value of prize must be returned to PMHA Treasurer.

TEAM MANAGER _____ **PHONE #**_____

E-MAIL_____ **DATE** _____

PARADISE MINOR HOCKEY ASSOCIATION

Host Team Fundraising Request Form (Cont.)

FUNDRAISING ACTIVITIES PLANNED

(Please give detail of each fundraising activity below.)

1) _____

_____

_____

LOCATION_____ **DATE(S)**_____ **EXPECTED PROFIT $**_____

2) _____

_____

_____

LOCATION_____ **DATE(S)**_____ **EXPECTED PROFIT $**_____

3) _____

_____

_____

LOCATION_____ **DATE(S)**_____ **EXPECTED PROFIT $**_____

4) _____

_____

_____

LOCATION_____ **DATE(S)**_____ **EXPECTED PROFIT $**_____

TEAM NAME_____ **TOURNAMENT**_____ **DATE**_____

Appendix B – Fundraising Request Forms

b) Team Travel - Fundraising Request Form

PARADISE MINOR HOCKEY ASSOCIATION

Team Travel Fundraising Request Form

TEAM NAME_____ **HEAD COACH**_____

TOURNAMENT NAME_____ **LOCATION**_____

TOURNAMENT DATE_____ **TO** _____ **CONTACT**_____

PROPOSED TRAVEL BUDGET

NOTE: Costs **MUST** exclude parent travel costs as deemed ineligible as per PMHA Fundraising policy.

AIR TRANSPORTATION (Airfare per person $_____ **x** _____ **people)** **$**_____

GROUND TRANSPORTATION _____ **$**_____

ACCOMADATIONS (Cost per person $_____ **x** _____ **night(s))** **$**_____

ADDITIONAL EXPENSES (Provide details)

a) _____ **$**_____

b) _____ **$**_____

c) _____ **$**_____

REGISTRATION FEES **$**_____

TOTAL REQUESTED COSTS **$**_____

REQUESTED COSTS PER PLAYER **$**_____

***Complete 'FUNDRAISING ACTIVITIES PLANNED' section below and attach to this form before submitting for approval.**

☐ **All player registration must be paid in full prior to submitting a request to fundraise.**

☐ **I have read and understand the fundraising policy as presented in PMHA By-Laws.**

☐ **All monies in excess of eligible expenses approved by PMHA will be retained by PMHA.**

All sold, unsold and winning ticket(s) with date, winners name and value of prize must be returned to PMHA Treasurer.

TEAM MANAGER _____ **PHONE #**_____

E-MAIL_____ **DATE** _____

PARADISE MINOR HOCKEY ASSOCIATION

Team Travel Fundraising Request Form (Cont.)

FUNDRAISING ACTIVITIES PLANNED

(Please give detail of each fundraising activity below.)

1) _____

_____

_____

LOCATION_____ DATE(S)_____ EXPECTED PROFIT $_____

2) _____

_____

_____

LOCATION_____ DATE(S)_____ EXPECTED PROFIT $_____

3) _____

_____

_____

LOCATION_____ DATE(S)_____ EXPECTED PROFIT $_____

4) _____

_____

_____

LOCATION_____ DATE(S)_____ EXPECTED PROFIT $_____

TEAM NAME_____ TOURNAMENT_____ DATE_____

Appendix C – Lottery License

Lottery License

The Government of Newfoundland and Labrador, Service NL regulates lottery licenses. PMHA is allowed to apply for lottery licenses by virtue of our being in good standing with Hockey Newfoundland and Labrador, the sport governing body for ice hockey in the Province.

Teams may request that the Association obtain Lottery Licenses on their behalf. These Lottery Licenses require officers of the Association sign the application, and assume all legal responsibilities for the execution of the lottery. In addition to the reputation of PMHA being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by Service NL, as laid forth in Newfoundland And Labrador Regulation 1/02 ("Lottery Licensing Regulations") under the Criminal Code (M.C. 1081-82).

All rules and regulations as established by Service NL must be followed. Please visit the Service NL website for full rules and regulations prior to completing an application for a lottery license.

The Association does not assume financial responsibility for the ticket lottery. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the player's parents, will assume financial liability

The following guidelines are meant to provide due diligence around the process of obtaining a Lottery License, and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.

1) Obtaining a Lottery License
    a. Team Managers must complete a Lottery License Application form and submit it to the Minor Hockey Office a minimum of 4 weeks before the lottery license is required. The PMHA logo will appear on the sample ticket proof submitted with the application form.
    b. The application must include information on how the money raised through the lottery will be spent. (Acceptable use for money raised through the lottery must adhere to PMHA's Fundraising policies.)
    c. Once approved by the Executive Board, the President and Treasurer will sign the lottery license application and forward to Service NL.
    d. The Treasurer will notify the Team Manager when the Lottery License has been received.
2) Managing a Ticket Lottery
    a. The Team Manager will proceed and have the tickets printed.

b. The Team Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale. All sold and unsold tickets must be accounted for at all times.
c. PMHA will provide a receipt for all proceeds, and deposit the proceeds into the Association's bank account.

3) Day of the Draw
   a. Final proceeds will be given to the Treasurer for deposit.
   b. All sold and unsold tickets will be returned to the Minor Hockey Office.
   c. The Team Manager will ensure a person who did not buy a ticket is available at the assigned time to complete the draw. An Executive Board Member must also be in attendance to witness the draw. Both must sign a confirmation of their presence.
   d. The team manager will contact the winner and arrange for them to collect their prize at the Minor Hockey Office.
   e. The team manager will collect the winning ticket from the winner and have them sign a receipt when they collect their prize.
   f. The Treasurer will retain all sold and unsold tickets for a period of 1 year from the date of the draw.
4) Completing the Financial Report
   a. The financial report for the lottery must be completed by the Team Manager and submitted to the minor hockey office 7 days following the draw date.
   b. The financial report must be completed on the form provided by Service NL and include all required documentation.
   c. The treasurer will confirm that the financial report is completed and has all required documentation and forward it to the Lottery Board.

Appendix D – Travel Policy

Revised October 2024

PMHA - Travel Policy

(Effective August 14, 2018)

Paradise Minor Hockey Association (PMHA) is committed to providing a minor hockey program to all players in our region. PMHA support competitive play by way of participation in the HNL provincial tournaments, hosting of established all-star tournaments and exhibition play. Where possible competition via travel will be supported and efforts will be made to provide opportunities for competitive play in our home region.

The approval of any travel will consider the impact on ongoing minor hockey games and practices. **Participation in any optional competitive or exhibition games are not to interfere with PMHA, MCHL or DJHL games or practices which are considered priority.**

The following guidelines must be followed by each team requesting to travel:

1. Teams must receive approval of all travel plans. This includes travel for exhibition games and travel to local, provincial, national and international tournaments.
2. A minimum of 75% of a team must be in agreement to travel and participate in a particular exhibition game or tournament.
3. If 75% of the team is in agreement, the Team Manager must inform the President of PMHA of all travel requests using the applicable form in Attachment A. The form must be submitted in accordance with the following minimum timelines:

   Out of province travel: 6-8 weeks prior to travel dates
   In province travel: 4 weeks prior to travel dates
   Local exhibition games: 2 weeks notice

4. Team travel will be limited to Ontario and east.
5. No team will be approved to travel after May 1st of any year.
6. Travel expenses and registration fees associated tournaments and/or jamborees are the sole responsibility of the team.
7. No teams shall be permitted to hold bank accounts in the name of PMHA.
8. Any and all profits derived from tournaments or fundraising become the property of and reverts to PMHA.
9. Travel will only be approved for travel the day prior and day after a tournament. Any teams extending their travel beyond these dates do so understanding that any scheduled practices and games will be forfeited.
10. PMHA's process for adjudicating team travel requests is outlined below. Should approval be granted following that process, the President of PHMA will advise the Eastern Area HNL Director accordingly.

Team Travel - PMHA Approval Process:

All Star Teams

- Regional exhibition games – teams who participate in the DJHL will be permitted to travel to exhibition games on the Avalon Peninsula that do not conflict with PMHA or DJHL games or practices.
- Tournaments – tournament travel for All Star Teams will be at the discretion of a *Tournament Committee* which will be made up of the divisional coordinator, and 2 members of the Executive Board. No team will be eligible to travel more than once per season (excluding the HNL provincial tournament). The Tournament Committee will review the request as submitted using the applicable travel permission form and consider any conflicts with the PMHA and DJHL schedule.

House League Teams

- No out of province travel is permitted.
- Regional exhibition games – U11, U13, U15 and U18 teams who participate in the MCHL will be permitted to travel to exhibition games on the Avalon Peninsula that do not conflict with PMHA or MCHL games or practices.
- Tournaments – inter-provincial tournament travel for House League Teams will be at the discretion of a *Tournament Committee* as discussed above. No team will be eligible to travel more than once per season. The Tournament Committee will review the request as submitted using the applicable travel permission form and consider any conflicts with the PMHA and MCHL schedule.

U18 Development Teams

- Regional exhibition games - Development teams U18 will be permitted to travel to exhibition games on the Avalon Peninsula that do not conflict with PMHA games or practices.
- Tournaments – tournament travel for Development Teams will be at the discretion of a *Tournament Committee* as discussed above. No team will be eligible to travel more than once per season (excluding the HNL provincial tournament).
- The Tournament Committee will review the request as submitted using the applicable travel permission form and consider any conflicts with the PMHA schedule. If there is a conflict, no more than 2 roster players per house league team can be missing.
- The Tournament Committee will also consider conflicts for coaching staff. If the coach of the development team is a house league coach, then the coach must arrange replacement house league coach (with division coordinator approval)otherwise the coach is to give his/her priority to the house league team not the development team

U7 and U9 House League Teams

- U7 and U9 House League teams will be permitted to travel when possible. U7 and U9 Teams will not be permitted to travel outside the Metro Region.
- U7 will be permitted to attend the One Local major corporate sponsored Jamboree and one other Jamboree if the schedule permits.
- U9 will be able to attend two Jamborees if the schedule permits.
- The teams traveling will forfeit any booked ice time. Coordinators must fill the vacancy with other teams and notify teams of this information.

Approval for all travel is at the discretion of the PMHA Executive and/or the HNL regional area director.

Revised October 2024

Appendix E – Travel Permit Forms

a) In Province Travel Permit Form

HOCKEY NL
IN-PROVINCE TRAVEL NOTICE FORM

All Minor Hockey Association with teams travelling within the Province, but outside their Association or sanctioned League, must complete and file this Travel Novice form with their respective Member. **Forms may be submitted on a daily or weekly basis. Weekly forms must be received by the Member before 3:00 pm on Friday of each week.** Failure to comply with this requirement shall result in a $250 sanction to the Minor Hockey Association.

Minor Hockey Associations who host games and/or tournaments with teams from outside their Association are required to request a copy of the completed Travel Notice Form from each Team. Failure to comply with this shall result in a $250 fine to the Host Association.

Steele Hotels are the Title Sponsor for all Provincial Minor Hockey Tournaments and the Hockey NL preferred hotel. All teams travelling to Corner Brook, Gander and St. John's are encouraged to contact Mr. Garry Stamp, General Sales Manager, for availability. Mr. Stamp may be reached at 1-800-503-1603, 1-709-738-4480 (office), 709-727-1767 (cell) or email gstamp@steelehotels.com.

Minor Member Email:
Central Member – Dean Ralph, Email: dralph@hockeynl.ca
Eastern Member – Kirby Shannahan, Email: kshannahan@hockeynl.ca
Northern Member – Shawn Brown, Email: sbrown@hockeynl.ca
Tri Pen Member – Wendy Penney, Email: wpenney@hockeynl.ca
Western Member – Brock Seaward, Email: bseaward@hockeynl.ca

Female Member Email:
Central Member – Heidi Hefford, Email: hhefford@hockeynl.ca
Eastern Member – Christa Skinner, Email: cskinner@hockeynl.ca
Northern Member – Tina Martin, Email: tmartin@hockeynl.ca
Tri Pen Member – Lisa Gambin, Email: lgambin@hockeynl.ca
Western Member – Chasity Gould, Email: cgould@hockeynl.ca

Minor Hockey Association: _____ **President Name and Signature:** _____

DATE OF TOURNAMENT / GAME	DIVISION	TEAM NAME	Number of Players Traveling	Host Association	Contact and Phone # of Host Association

Traveling Head Coach	Traveling Assist. Coach 1	Traveling Assist. Coach 2	Traveling Team Trainer	Team Manager	Managers Contact Number

_____ _____ _____
Approved By Member (Please Print) Signature Date

Appendix E – Travel Permit Forms

b) Out of Province Travel Permit Form

HOCKEY NL
P.O. Box 176, Grand Falls-Windsor, NL, A2A 2J4
Tel: 709-489-5512 Fax: 709-489-2273

TRAVEL PERMISSION REQUEST

Minor Hockey Association: _____

Division(s): _____ (Ie. U15, U18 etc.)

Requests permission for their hockey team(s) to travel to:

Province: _____

Location: _____
(City/town)

Dates: _____

to participate in the

Tournament: _____ **OR**

Exhibition Game(s) (Opposing Team): _____

_____	_____	_____
President's Name (please print)	President's Signature	Date

FOR OFFICE USE ONLY

Date Received at HNL Office: _____

Date Forwarded to Vice Chair Minor: _____

Approved by Vice Chair Minor: _____

Approved by Hockey NL Branch Office: _____

HOST BRANCH:

Please confirm that the above team/tournament is sanctioned by your Branch & forward to 709-489-2273 (fax) or thobbs@hockeynl.ca.

_____	_____	_____
Name (please print)	Signature	Date

Appendix F – Code of Conduct

a) Code of Conduct - Players

Code of Conduct – Players

- Play for FUN.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents, and officials.
- Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.
- Respect your Jersey. Care for it and ensure it is returned at the end of the season.

Appendix F – Code of Conduct

b) Code of Conduct – Parents

Code of Conduct – Parents

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Should you wish to confront your child's coach about a practice or game-related issue, wait 24 hours before scheduling an appointment through the team manager. Emotions can cause miscommunication and misunderstandings.
- Emphasize skill development and practices and how they benefit your young athlete.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- If you enjoy the game, learn all you can about the game, and volunteer!
- Never appear for a game or practice while intoxicated by drugs or alcohol.
- Encourage your child to respect and care for their Jersey. Ensure all Jerseys are returned at the end of the season.

Appendix F – Code of Conduct

c) Code of Conduct – Coaches, Assistant Coaches, Trainers, and Managers

Code of Conduct - Coaches, Assistant Coaches, Trainers and Managers

- Winning is a consideration, but neither the only one nor the most important one. Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Do not appear for games or practices while intoxicated by alcohol or drugs. Show respect for on-ice and off-ice officials at all times.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Encourage your players to respect and care for their Jerseys.
- To play the game is great; to love the game is greater.

Appendix F – Code of Conduct

d) Code of Conduct – On and Off Ice Officials

Code of Conduct - On and Off-Ice Officials

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are "teachers." Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only Hockey Canada-approved officiating techniques and policies.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

Appendix F – Code of Conduct

e) Code of Conduct – Volunteers

Code of Conduct – Volunteers

- Follow the rules and regulations of Hockey Canada, Hockey NL and the Paradise Minor Hockey Association to ensure that the philosophy and objectives of these organizations are promoted. In particular, this means the ice time provisions for each program and the codes of conduct for other participants.
- Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs.
- Never appear for an Association event while intoxicated by drugs or alcohol.
- Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season.
- Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the PMHA. Do not use your position or influence to further purely personal objectives.

Appendix F – Code of Conduct

f) Code of Conduct – Spectators

Code of Conduct – Spectators

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Never appear for a game while intoxicated by drugs or alcohol.
- Be supportive after the game . . . win or lose.
- Recognize good effort, teamwork and sportsmanship.

Appendix G – Fair Play Contract

a) Fair Play Contract – Player

PARADISE MINOR HOCKEY ASSOCIATION

PLAYER CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the Association. **All** players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

FAIR PLAY CODE

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules of hockey and in the spirit of the Game.
- I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will return any PMHA equipment (jerseys, goalie gear, etc...) at end of season in good/clean condition.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the PMHA.
I also agree to abide by the rules, regulations and decisions as set for the **Paradise Minor Hockey Association**.

PRINT
NAME_____DATE_____

SIGNATURES:

PLAYER_____Jersey #_____

Revised

PARADISE MINOR HOCKEY ASSOCIATION

Appendix G – Fair Play Contract

b) Fair Play Contract – Parent

PARENT CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. **All** parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- I will return any PMHA equipment (jerseys, goalie gear, etc...) at end of season in good/clean condition.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by PMHA.
I also agree to abide by the rules, regulations and decisions as set for the **Paradise Minor Hockey Association**.

PLAYER
NAME_____DIVISION_____

PARENT SIGNATURES:

PRINT
NAME_____

PRINT
NAME_____

Revised

Appendix G – Fair Play Contract

c) Fair Play Contract – Coaches, Assistant Coaches, Trainers, and Managers

PARADISE MINOR HOCKEY ASSOCIATION

COACH/TRAINER/MANAGER CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the Association. **All** team staff must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

FAIR PLAY CODE

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the PMHA.
I also agree to abide by the rules, regulations and decisions as set for the **Paradise Minor Hockey Association.**

PRINT
NAME_____DATE_____

SIGNATURES:

TEAM OFFICIAL_____TEAM_____

Circle: Coach Trainer Manager

Appendix G – Fair Play Contract

d) Fair Play Contract – Coaches, Assistant Coaches, Trainers, and Managers

HOCKEY NL ICE TIME ALLOCATION POLICY

	DIVISION												
	NOVICE		ATOM		PEE WEE \ UNDER 12 FEMALE			BANTAM \ UNDER 15 FEMALE			MIDGET \ UNDER 20 FEMALE		
	CATEGORY												
GAME TYPE	**SELECT**	**NON SELECT**	**SELECT**	**NON SELECT**	**SELECT**	**NON SELECT**	**REGIONAL**	**SELECT**	**NON SELECT**	**REGIONAL**	**SELECT**	**NON SELECT**	**REGIONAL**
Regular Season / League	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Exhibition &/or Invitational Tournaments	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Provincial Championships	N/A	N/A	Equal	n/a	Discretion 1	n/a	Discretion 2	Discretion 1	n/a	Discretion 2	Discretion 1	n/a	Discretion 2
Goaltender all Game Types	N/A	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal

DEFINITIONS

Equal: Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during the mid-way point of each game or play full games as long as they have equal game time throughout a season and/or provincial championship. Goaltenders are restricted to a one game differential throughout the season or tournament. The championship game in a provincial tournament is excluded from this definition for goaltenders only. Coaches may play either goaltender.

Discretion 1: is defined as equal ice time in every game for the first and second periods, however, there is the ability for a coach to use select players in the following situations:

(a) in all special team situations in the third period;
(b) in the last three (3) minutes of the third period; and
(c) in any overtime period(s) that ensue.

Discretion 2: is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period.

Special Team Situations: Any situation that does not require 5 skaters vs. 5 skaters.

Select: Any team that is formed based on a selection process or any team participating in a provincial championship.

Non Select: Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, House League)

Regional: Any team formed based on a selection process involving a number of Associations (Major Midget, AAA programs).

GRIEVANCE PROCEDURE

GAME TYPE:

Regular Season/League, Exhibition &/or Invitational Tournaments:
The complainant must register their complaint with their local Minor Hockey Association and/or League who is responsible for such complaints and they will determine if the guideline is being followed.