



## **Pictou County Minor Hockey Association Policy and Procedures**



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Updated: April 2025



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## **1. PCMHA COMPLIANCE**

The Policy and Procedures of Pictou County Minor Hockey Association should not supersede Hockey Nova Scotia or Hockey Canada.

Mutual respect amongst complying partners is prevalent.

Members of Pictou County Minor Hockey Association are expected to adhere to the Policies and Procedures of our Association.

Failure to comply with the Association Policies and Procedures, under the PCMHA Bylaws, may result in one or more of the following actions:

- Letter of Education
- Letter of Warning
- In Person Meeting of Education and Warning
- Probation period and/or restitution
- Suspension
- Revocation of membership
- Criminal Charges (external to the Association)

Matters not covered in this policy and procedures manual shall be referred to the PCMHA Board for discussion and decision.



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## **2. PCMHA BOARD OF DIRECTORS**

### **Board of Directors/Coordinators**

President

Past President

Vice President

Finance Director

Communications Director

Registration Director

On Ice Operations Director

Off Ice Operations Director

Risk Management Director

Development Director

Events and Revenue Director

Community Engagement Director

Technical Director

Administrative Assistant

Division Coordinators

Ice Coordinator

Equipment Coordinator

Website Coordinator



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### **3. PCMHA BYLAWS AND GOVERNANCE**

PCMHA Bylaws in accordance with the NS Joint Stock Companies are available on our website at [www.pcmha.com](http://www.pcmha.com).

#### **Members:**

A Member is defined by having a minimum of 5 subscribers to the Memorandum of Association, those who are admitted to membership by application, directors of the Board, those whose name and address is written in the Register of Members by the secretary, and parents and legal guardians or registrants to play hockey under the association who have paid their registration fee.

#### **Members In Good Standing:**

A member in good standing is someone who has fulfilled the requirements of the organization, is not in arrears and remains current on fees and payments, is in compliance with policies of Hockey Canada, Hockey Nova Scotia, and Pictou County Minor Hockey, and maintains a positive relationship with the organization.

#### **Member Duties:**

Every Member must uphold the Memorandum of Association of the Society and comply with Association Bylaws.

#### **Application for Membership:**

A member is anyone with a child registered with the Association. Non-members may make application to become a Member. A person may submit application for approval and acceptance to the Board of Directors. Membership is non-transferrable.



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### **Cease of Membership:**

Membership shall cease upon death, resignation, unqualifies, or by vote. A Member may be expelled on the grounds of violation of bylaws and/or policies of Hockey Canada, Hockey Nova Scotia, and PCMHA; Carrying on conduct which is detrimental to society, or any other reasonable reason at the sole discretion of the Board of Directors.

### **Members' Meetings:**

The Annual General Meeting shall be held within three (3) months after every fiscal year end. See Bylaws for details.

### **Nomination of Directors:**

Each Director elected will hold office for a two (2) year term, and must retire at the end of their term, they are eligible for reelection.

A Nominee must be a Member in Good Standing; must not have disciplinary history with the Association; must not have negative or unfavorable record with the Association; and must abide by the Association rules and not cause detriment to the Association. Nominations not meeting the requirements, will not be accepted and not be presented for election.

Successful nominees will be presented at the AGM for voting to office.

Unsuccessful nominees will be notified in advance of the AGM in writing.

### **Code of Conduct:**

All members shall be governed by the HNS Code of Conduct and PCMHA Code of Conduct. See [www.pcmha.com](http://www.pcmha.com) for more information.



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### **4. COACHES**

#### **Coach Selection Committee**

Coaches must be certified as per Hockey Canada, Hockey Nova Scotia and PCMHA.

Courses are available through the Association/HNS at a cost to the Coach.

The Association is willing to aid in information, certification, and reimbursement of costs.

A Coach is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

#### **Role of the Coach:**

First and foremost, the Coach must be a role model for his players both on and off the ice. A Coach is one of the most important role models in a child's formative years. A Coach must conduct in a manner that a child can emulate and honor. A major challenge for the Coach is to keep the hockey program fun yet interesting and competitive. Team focus is better maintained in a challenging program, without it, youth quickly become bored and disenchanted.

Teaching skills, both hockey and life, is the cornerstone of coaching. A Coach earns respect by being fair, knowledgeable, friendly and a good communicator. Coaching is a continual learning process, and requires much personal time and effort, and can be a very rewarding experience.

#### **Components of Coaching:**

##### **1. Coach = Teacher:**

Coaching and teaching are synonymous. A Coach must be able to teach the skills required to learn the game of hockey.



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### **2. Coach = Leader:**

A Coach must demonstrate leadership qualities in a respectable manner while guiding and motivating players. Skilled leaders develop good players.

### **3. Coach = Organizer:**

A Coach needs to have a season plan to follow. Those who fail to plan - plan to fail. A Coach must be qualified as per Association, Hockey Nova Scotia, and Hockey Canada guidelines.

### **4. Coach = Technician:**

A Coach must be knowledgeable in the elements of technique, tactics, physical development, and mental preparation. A Coach must relay the principles of conditioning and good nutrition. Team sports require a Coach that encourages individual achievement yet frame it within a team objective.

## **The Process:**

- 1. Application Forms:** Links to online forms are available on the Pictou County Minor Hockey Website. Completed application forms must be submitted and reviewed by the PCMHA Technical Director.
- 2. Submit Application:** Any person seeking a position as Coach in PCMHA must submit a completed application form prior to deadlines as outlined. All team staff will comply as per Hockey Nova Scotia Risk Management Guidelines and submit required documentation to the PCMHA Risk Management Director prior to deadline.



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Team Staff Calendar Year		
Team Capacity	Deadline for	Selection Complete
Competitive Head Coach		Prior to Start of Season
Competitive Assistant Coach		Prior to Start of Season
Recreation Head Coach		Prior to Start of Season
Recreation Assistant Coach		Prior to Start of Season

- 3. Selection Notification:** Once the Coach Selection Committee chooses the candidates, notice is circulated to the Board of Directors who will respond. The Coach Selection Committee reserves the right to reopen the review should appropriate candidates not be found in the first process.

**The PCMHA On-Ice Operations Director will notify all applicants on results.**





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### **4. TRYOUTS AND TEAM SELECTION PROCESS**

#### **Purpose:**

The Tryouts Procedure should strengthen the Association while providing a fair opportunity for each player. The process is managed and executed by the PCMHA Technical Director, which should relieve some stress in decision-making while providing the best possible team combination within membership while maximizing the resources within PCMHA.

#### **Basics:**

1. The Tryouts process is overseen by the PCMHA Technical Director, On-Ice Operations Director, and Development Director, to be known as the Tryout Process Committee (TPC).
2. Tryouts will be held in a local arena prior to the official beginning date of the season.
3. A handout regarding process will be prepared prior to and ready for distribution to members participating in Tryouts.
4. Fee structure for Tryouts will be decided annually by the PCMHA Board of Directors prior to registration. The fee is based on projected budget of ice rental fees, registration numbers, and other administrative items.
5. Players must be registered within PCMHA to participate in the Tryouts process.
6. Players should be attentive, focused and respectful during the process.
7. Parents must be respectful and not interfere during the Tryouts. Parents are encouraged to support players and Tryout facilitators/assessors in a positive manner.
8. No person shall confer, interfere, or contact the facilitators/assessors regarding the player process at any time during Tryouts.



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9. The total number of ice times required for Tryouts will depend on registration numbers. TPC will confer with the registrar to secure the ice times.
10. Consistency is vital in team selection and decisions.
11. There should be consistency with drills/patterns utilized in the Tryout process. The Coaches and TPC will confer and agree prior to Tryouts via workshop.
12. Since the coach confers with the team all year, it is in the best interest of the Association to ensure that the leadership partners are compliant with final team selection.
13. Once team lists are selected by PCMHA, and registered with HNS and Hockey Canada, the team selection for PCMHA is complete.

### **Competitive Team Process:**

14. There will be one set of Tryouts per division of U11, U13, U15, and U18.
15. Number of ice sessions per division will be set by the TPC and a notice sent out to association members prior to the start of the Tryout process.
16. Maximum number of players on the ice surface per session should be approximately 30. This ensures evaluators and players a fair opportunity.
17. Should the number of players per division be considered large or exceed 30, players will be divided into separate groups (ensuring balance of defence/forward/goalie) and protocol followed as outlined. The groups shall be divided according to player-division level from previous season.
18. There may be player movement allowed from group to group during the Tryout process. This will be monitored by TPC.



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19. Player attendance is **mandatory for all sessions**. Any player conflict with attendance to ice sessions must be addressed in advance of each session to the TPC, who has final decision on justification of reason to miss attendance. Failure to comply will affect the final outcome.
20. The ice sessions will be formatted in a suitable time frame so that above compliance is not problematic.
21. The Technical Director will compile a list of assessors to present to TPC, who has final approval on selection.
22. **It is essential to the process that player master numbers, jersey numbers, and colors are organized, assigned, distributed and understood prior to each ice session.** PCMHA Equipment Coordinator and Competitive Division Coordinator are responsible for this sector in cooperation with TPC.
23. Assessors must maintain good ethics, confidentiality, responsibility, and demonstrate sportsmanship during the evaluation process.
24. Each assessor's score is weighed evenly.
25. There will be a minimum of 3, maximum of 6 assessors per session, including the Head Coach if one has been chosen.
26. Assessors may evaluate more than one (1) division.
27. Assessors **may not** be actively on the ice surface or team benches during tryouts. TPC will appoint a person(s) to be on ice and operate the sessions. The head coaches of the teams in each division can supply a person's name(s) to be on ice and operate the sessions to TPC prior to tryout #1. TPC has final approval on personnel chosen



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28. The Tryout process is a modified version of the Hockey Canada, Player Evaluation and Selection Minor Hockey Development Guide.
29. There are two parts to player process: skills and teamwork. These parts will be merged to give a final report.
30. The ratio of skills to scrimmage will vary for the division levels and should reflect and comply with Hockey Canada current ratios.
31. The logistics of skills to scrimmage ratios will be discussed and agreed between TPC and the coaches.
32. Immediately after each session, all assessors remit a report sheet promptly to the TPC (or designate) who keeps a progressive master file of all players in process. There may be a discussion time to confer, assess and prepare for next ice session.
33. Immediately following the final ice session, the TPC oversees final tabulation, team list compilation and conference with assessors, to justify outcome.
34. The proposed roster list includes the eighteen (17) highest ranked skaters and three (2) highest ranked goalies. The list is ranked with #1 being player with the highest rank and sequentially down the list to 17 players. The goalies will be listed in similar ranking but only #1-#2. This process needs to be done within 24 hours of completion of final ice session per division.

### **Rep Team Final Notification Process:**

35. A team roster list will be given by the TPC to the Competitive Head Coach of each team.



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36. Each finalized Competitive Team list will be posted on the PCMHA Website and Facebook page.
37. The Head Coach will begin notification of selection. Coach will contact parents/players on the list to confirm placement and verify the team list.
38. A player, upon notification of team placement should confirm acceptance of placement right away. If a player declines team placement, the Head Coach must confer with the TPC. The issue must be reviewed, and the player will be placed on an appropriate team within the division after a full review.
39. Players who have their base registration fees, plus tryout fees, are eligible to be confirmed on a team list. Please verify with the Registrar/Administrative Assistant.
40. Once the full team roster is verified, the Competitive Head Coach will submit the team list (complete with Bench Staff) to the Administrative Assistant managing the Hockey Canada Registry for team submission and approval.
41. Once all Competitive Teams have been secured and each team roster is verified, the players who attended Competitive Tryouts and are **NOT** on a competitive team, will be distributed fairly to the Recreation Divisions for placement.
42. The first official ice time for Competitive Teams, occurs on the first week that Minor Hockey officially begins for the Competitive Divisions. Coach will provide details and ice times.

### **C-Level (Recreation) Team Process:**

43. TPC in conjunction and conference with the C-Level Coaches, will execute the team selection for U11 – U18. Once this process



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is complete, all C Level teams for PCMHA are selected and complete. This process does not require ice time. Requests for player movement to be submitted to On Ice Operations.

**44. Teams should have fair distribution of talent, ensuring balance of defence/forward/goalie and Bench Staff.**

45. The first official ice time for C-Level Teams occurs on the first week that Minor Hockey officially begins.

46. Selected C-Level Teams will be posted on the PCMHA Website and Facebook page, along with details regarding ice times and arenas.

### **U9 Assessment Process:**

47. Follows recommendations and guidelines as per Hockey Nova Scotia Minor Council Constitution. Assessments will be facilitated by the TPC and qualified assessors.

48. Assessment dates and information will be posted to the PCMHA Website and Facebook page.

49. U9 players will be assessed and ranked, and the top 36 players will be contacted for acceptance on one of two U9 Advancing Teams. Once there are two U9 Advancing Teams confirmed the remaining U9 players will be placed on U9 Development or Intermediate Teams.

50. The first official ice time for U9 Teams, occurs on the first week that Minor Hockey officially begins.

51. Movement of players to various U9 levels may occur in the time frame from official start of Minor Hockey to November 1. TPC will administer this process in conjunction and conference with the U9 Coaches.



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### **Post-Team Selection Process Notes:**

52. Any person who has issue with player placement outcome (Competitive or Recreation) must address concerns via written submission (email or hand delivered) to the PCMHA Board of Directors, no sooner than 24 hours after team selection is posted. Inquiries to other parties or prior to the 24-hour wait time will **NOT** be considered.

53. No individual ranking will be released. The Board will release positive remarks and recommendation notations.

**It is not the intention of the Association to minimize the importance of coach/volunteer/parent/player input or choices for players. PCMHA is simply trying to create a fair program with maximum benefit to all members.**

## **5. PLAYERS**

A player is a registered member in good standing of the PCMHA who agrees to abide by the Association rules and shall not cause detriment to the Association they represent.

**Player Policy is in accordance with Hockey Nova Scotia, Hockey Nova Scotia Minor Council and PCMHA guidelines.** It involves notification to and compliance amongst the Board of Directors, coaches and all volunteers involved.

### **Player Movement:**

**All player movement must be in accordance with HNS Minor Council guidelines.**

1. There shall be no player movement from their team to any other team game/practice without request to, and



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2. approval from, their Head Coach or Assistant Coach, and PCMHA approval.
3. If, in above, no agreement can be reached the TPC will determine a solution.
4. The player's Coach must obtain parental agreement of player involved.
5. No person will contact any player regarding movement without prior knowledge to and approval by the player's Coach.
6. Player movement between Associations follows HNS Minor Council rules. It requires communication/notification amongst the PCMHA Administrative, other Associations, and the Regional Director.
7. Failure to adhere to these guidelines may lead to suspension of the violating coach or other disciplinary action to violators.

### **Player Suspension:**

1. The Coach may suspend a player for one game. The Coach or Team Official must submit a detailed report to Chair of Discipline Committee. They must meet with parents of said player to discuss issue, resolve and defer future problems.
2. In the event of more than one game suspension, the Coach follows same procedure but requests guidance from the Discipline Committee.
3. The Discipline Committee may apply additional game suspensions if the situation warrants.
4. If the situation is of a more serious nature or repetition of non-compliance to previous violation, the Discipline Committee may suspend the player for the remainder of the season.
5. Violation is in regard to HNS Code of Conduct and PCMHA Code of Conduct.
6. Gross misconduct, abuse of officials and other similar violations may lead to further action by Discipline Committee.





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### **Substance Abuse:**

**PCMHA has zero tolerance for alcohol and illegal substance.**

**Violation leads to immediate player suspension followed by ruling of PCMHA Discipline Committee.**

1. The Coach or designate who finds player in violation of policy must suspend the individual.
2. The Coach or Team Official must give a detailed report to the Discipline Committee Chair.
3. Any illegal substance seized must be turned over to local police agency.
4. The Coach or Team Official must notify parents of offending player.
5. The Coach or designate must take appropriate action if they have knowledge of substance abuse or suspects any player of substance abuse. Communication to the Discipline Committee Chair is advised.
6. The Discipline Committee rules on Substance Abuse in a timely manner.
7. There is a right to appeal this decision. Written note of "intention to appeal" must be given to the PCMHA Board of Directors within 7 days of receipt of Discipline Committee decision.
8. The Discipline Committee may deal with this issue by one of the following manners (but not limited to): meeting with player involved; speaking with parents of player involved; refer player to their family doctor; confer with PCMHA Board.



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### **7. EQUIPMENT**

#### **Players:**

1. Full Hockey Helmet (with full-face mask)
2. Hockey Gloves
3. Athletic support
4. Neck Protector
5. Shoulder Pads
6. Elbow and Shin Pads
7. Hockey Pants
8. Skates
9. Approved Hockey Stick (taped)

#### **Goalies:**

1. Full Goalie Helmet (with face mask)
2. Goalie Gloves (blocker and trapper)
3. Athletic Support
4. Neck Protector
5. Chest Protector with Shoulder Pads
6. Goalie Pads
7. Goalie Pants
8. Skates
9. Approved Goalie Stick (taped)



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### **8. REGISTRATION**

The Director of Registration is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor, and shall not cause detriment to the Association they represent.

#### **The Registrar:**

1. Shall implement and manage the online registration in accordance with Hockey Nova Scotia Guidelines and maintain accurate information files through the Hockey Canada Registry.
2. Shall create online catalogues, set registration fee packages for each division; schedule opening dates and deadlines, and general management of the online programming.
3. Shall assist the Financial Director to ensure that registration fees, missed instalments, and any monies owing are collected, and confirm arrears lists with the Financial Director when requested.
4. Shall monitor tryout fees, and report to the TPC prior to tryouts, any unpaid members.

#### **The Registration Process:**

1. The Registrar shall set the date that online registration opens, and ensure public announcements are published with the appropriate information.
2. No player shall be considered a member in good standing unless registration fee has been received and online due process complete.
3. There shall be a deadline date for registration submissions. The Association shall set and publish this date annually.
4. Persons who live within the Association boundary and wishing to play minor hockey must register with PCMHA.
5. Persons planning on attending tryouts or other Association ice programs must be registered in our Association.



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6. Persons from outside the Association boundary attending tryouts must register in their own Association, and have prior approval from PCMHA and the home Association.
7. Person registering must manage their personal Spordle account, updating payment methods, and information such as new addresses, etc. There is NO other method of registration.
8. Method of complete online payment is payment in full, or payment by instalments (instalment dates are the 20<sup>th</sup> of each instalment month), payable by credit card.
9. Members requiring assistance with online registration are asked to reach out to the Administrative Assistant for options/help.
10. If a person neglects to register by deadline set by the Association, the person shall contact the Registrar for availability and information on how to register online (Registrar will have to open the catalogue). The person must understand that it is at the discretion of the Association to allow or disallow registration once deadlines have passed.

### **Registration Refund:**

1. Person seeking a player refund shall submit a written request to the Administrative Assistant.
2. The refund and its amount shall depend on the reason for refund (i.e. medical, transfer, change of plans, etc.). The Administrative Assistant in conjunction with the Board of Directors shall decide on these matters. Fees deemed refundable are done on a prorated basis per each circumstance.
3. The final date for refund requests of any nature, is **December 31st** of each playing season. After this date, **no refund requests will be considered**.
4. Partial refunds for players missing ice times due to any circumstances including injuries, will not be considered.
5. No refund will be issued if the Board has revoked a player's membership, as a result of a disciplinary problem.



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### **Registration Miscellaneous:**

1. **Over Aged U18 Policy and Application:** Overage Players must be approved prior to registration, team placement and process. Application to participate must be completed and submitted to PCMHA Administrative Assistant for approval by HNS. NO approval can be given until this process is completed and entered into the HCR.

### **Teams:**

1. The number of divisions, category and teams operating within the Association shall follow Hockey Nova Scotia guidelines and specifications.
2. The number of divisions, category and teams operating within the Association varies from year to year depending on number of registrants.
3. The Board of Directors in conjunction with the TPC will decide on division, category and team numbers.
4. The Board of Directors will maintain a good working relationship with the respective Division Coordinators and Coaches in regard to team designation and numbers.
5. The Director of Finance in conjunction with the Administrative Assistant will, on behalf of teams, ensure that payment for the HNS insurance of each registered player is paid prior to deadline set by HNS. This insurance fee is part of the total registration fee per player.
6. The Director of Finance in conjunction with the Administrative Assistant will, on behalf of teams, ensure that payment for the HNS insurance for Team Coaching Staff is paid prior to deadline set by HNS.
7. The amount of insurance coverage paid by the Association will be capped at four (4) coaching staff, excluding Team Managers. Any team in PCMHA, who has more than these numbers of coaching staff has must ensure that payment comes from the team account and is in the hands of the Finance Director prior to the HNS deadline for payment.
8. **No person may be on ice without being registered with HNS (or other guidelines as per HNS insurance) and has registered or received approval from the PCMHA Risk Management Director and Registrar.**



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### **9. FINANCE**

The Finance Director is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor and shall not cause detriment to the Association they represent.

#### **Procurement:**

No officer shall participate in the selection, the awarding, or administration of a contract or purchase supported by PCMHA funds if a conflict of interest, real or apparent, would be involved. No officer shall solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers. PCMHA shall not purchase any goods or services from any member of the governing board or their immediate family members, unless authorized by the board after a full disclosure of the potential benefits.

#### **Annual Budget:**

The PCMHA Board of Directors, at a meeting to be held no later than November 1<sup>st</sup> annually, shall approve by motion an Annual Projected Revenue and Expense Budget for the current year. All matters of Finance are treated as confidential information.

All revenue generated for or due to PCMHA is payable to:

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and administered by the Finance Director of PCMHA. All deposits for PCMHA are done by the Finance Director.

Revenue owed to the Association is due in a timely manner.

All matters regarding finance are given to the Finance Director in a timely manner.



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### **Finance Committee:**

1. The Association shall have a Finance Committee consisting of the Association President, Finance Director, and Administrative Assistant.
2. Members of the Finance Committee shall be authorized signors for banking matters. These members shall be responsible for maintaining finances and keeping accounts in good standing.
3. Finance Committee Members must be members in good standing of the Association; agree to abide by the Association rules and policies; shall be good mentors of our Association and shall not cause detriment to the Association they represent.

### **Specific Matters of Finance Committee are:**

1. **Registration:** The Finance Committee works in conjunction with the Registrar to manage registration fees. The Registrar shall notify the Finance Director in a timely manner of declined or rejected payments (arrears). The Finance Director will contact the member for payment to the satisfaction of the Association.
2. **HNS:** The Finance Committee will monitor and ensure payment of accounts to Hockey Nova Scotia.
3. **Development Fund:** The Finance Committee shall establish a system for management of the PCMHA Development Fund, held at CIBC Wood Gundy, and shall oversee the approval and disbursement of development funds.
4. **Officials:** The Finance Director and the Referee in Chief have a record keeping system agreeable to both parties. The Finance Committee may assist when needed. The Finance Director remits payment to the RIC and Officials.
5. **Ice:** The Finance Committee and the Ice Schedulers shall work in conjunction on matters of Association ice, use of ice and finance relating to ice. The Ice Schedulers shall supply a report to the Finance Committee once per month during the regular playing season (October - March). This report



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Will verify and rectify PCMHA records to maintain good relationship and account status with the Arena Managements and keep our finances in order.

- 6. Special Events:** All funds relating to Tournaments, Jamborees, or other special events fall under Finance Committee. These funds include registration, 50/50 proceeds, program sales and miscellaneous revenues. The Finance Committee shall work in conjunction with all Coordinators on matters of finance relating to these special events.

### **Team Finance:**

1. The Association provides a schedule of ice sessions (game/practice) plus officiant scheduling expense for said games per team per Minor Hockey official season. Ice sessions and officiating cost external to these are the team responsibility.
2. Teams that require external funding for seasonal operation are the responsibility of the team.
3. Guidelines on team fund raising events or activities are found in the PCMHA Fundraising Policy.
4. Each team must have a contact person that will work with the Finance Committee when requested. The Finance Committee may periodically request a status report on Team accounts to assist Teams in matters of Finance. This report should be submitted in a timely manner (5 business days) to the Committee.
5. Team funds raised must go directly to the team (i.e. ice costs, tournament fees, referee fees, team apparel). Please contact the Finance Director for any questions or inquiries.





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### **10. EVENTS & REVENUE**

The Events and Revenue Director will review and facilitate approval or rejection of all fundraising projects or solicitations within the Association's jurisdiction; is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

**Fundraising programs for the Association take precedence over team fundraising.** Therefore, all players, coaches and members will participate in Association Fundraising when called upon.

There is absolutely no approaching local business for any gifts for fundraising purposes or cash donations to a team. This is to minimize frequency of requests to local business and maximize benefits to all PCMHA members. The Events and Revenue Director will solicit the local business areas for assistance with our programs.

No Team, Division, or League coming under the jurisdiction of this Association may raise or solicit funds without prior knowledge to and approval of the Events and Revenue Director.

All fundraising events or solicitations must be submitted in writing to the Events and Revenue Director.

All unapproved fundraisers must forfeit their profits to Pictou County Minor Hockey Association.

Any Association member who solicits donations towards the purchase of jerseys must inform the donor that once purchased (with Association color and crest), the jerseys become the property of PCMHA. The jerseys will be used for at least



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two (2) years to provide sponsorship for the donor. All equipment (including jerseys) must be processed through the Association.

The Events and Revenue Director shall submit advertising revenue to the Board of Directors for approval, and will set guidelines for advertising revenue and marketing, solicit advertisements, and monitor content prior to release. The information is then released for input to the Website and Facebook page.

### **11. ICE/ARENA SCHEDULING**

The PCMHA Ice Coordinator is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

It is not in the best interest of our Association to leave ice time vacant, therefore good communication between Team Management and the Ice Coordinator is essential for the well-being of the Association.

#### **The Ice Coordinator:**

1. Shall authorize all PCMHA ice bookings. This includes Association practice and game times. Hours purchased by PCMHA are under the jurisdiction of the Ice Coordinator. Hours purchased external to the Association are **not** the responsibility of PCMHA.
2. Shall provide each PCMHA team with a schedule of games and practices per season. Some teams may share ice times.

**Ice Session Schedule:** The ice Coordinator is responsible to provide the ice schedules to the Board of Directors for publishing.

**Change or Trade Ice Session:** Notification of ***any alteration*** to a scheduled ice time must be given and approval must be obtained from the Ice Coordinator. It will be necessary at certain times (e.g. tournament, development or play-off games) for the Ice Coordinator to reschedule allotted ice times, and will do so in an efficient manner and one that it is not problematic for all parties involved.



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**Home Game Ice Conflict:** If a team schedules an away game at a conflicting time with their allotted home game ice that would leave their home ice vacant, the team will not be issued a travel permit for the away game. If the vacant home ice situation is rectified (i.e. ice time filled) in accordance with other Association notification deadlines, the team may be permitted to travel.

**Development Ice Session:** The PCMHA Board will allot ice time for development. This includes Association clinics and other pre-approved programs. It does not include private development programs external to the Association.

**Sale of Ice Session:** Sale of PCMHA ice for personal or team profit is **strictly prohibited**. No sale of PCMHA ice may occur without prior knowledge and consent of the Ice Coordinator. If a team is unable to use allotted ice time and no internal substitute can be found, the team may be allowed to sell the ice external to the Association provided the generated revenue is turned over to PCMHA.

**Ice Booked outside PCMHA:** Any team planning on booking ice outside PCMHA jurisdiction must have the approval of the Association and appropriate travel permit.

**Ice Cancellation:** When inclement weather prevails, the Ice Coordinator in conjunction with the President or Vice President shall decide on ice cancellation for scheduled Minor Hockey events. Minor Hockey events include: practice, , game, clinic or special event. The Ice Coordinator shall notify the Arenas of cancellation, the Board of Directors, Coaches and Team Managers in a timely manner.



## **Pictou County Minor Hockey Association Policy and Procedures**

### **12. DEVELOPEMENT**

The Development Director is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

The Development Director shall work within the mandate and guidelines of Hockey Nova Scotia and Hockey Canada, coordinate, implement and be responsible for programs and personnel to operate development within the Association, under the guidelines of the PCMHA Technical Director.

Further policies to be added.



## **Pictou County Minor Hockey Association Policy and Procedures**

### **13. PCMHA CODE OF CONDUCT**

The intent of the PCMHA Code of Conduct is to ensure the environment in which minor hockey activities take place is as positive as possible for all participants.  
(see Attachment)

#### **Other Objectives – Arena Behavior:**

Negative incidents and situations which may arise during minor hockey events vary in degree, the number of participants involved, who those participants involved are, and the interpretation for the cause(s) of the incident(s) by participants.

Due to these variables, the general objective is to provide a positive, safe, fair environment for all as follows:

1. To foster and enhance mutual respect, understanding and the principles of good sportsmanship and fair play amongst all participants during minor hockey events.
2. To promote safety and respect, ensure fun, enjoyment, and good competition at any minor hockey event.
3. Eliminate behaviors and actions which detract from a positive environment in which minor hockey games should take place.
4. Zero tolerance of any forms of abuse and/or harassment during minor hockey events from any participants.

#### **Pictou County Minor Hockey Association Commitments:**

1. Advertise zero tolerance of inappropriate behavior at minor hockey events. This is done with arena signage, association newsletters, team information notices, meetings, and including such information in association registration forms.
2. Educate participants. At pre-season registrations all participants should be given the PCMHA Code of Conduct, and information to educate them that inappropriate behaviors at minor hockey events by either home and/or



## Pictou County Minor Hockey Association Policy and Procedures

away participants will not be tolerated. It is everyone's responsibility to ensure appropriate behavior at rinks.

3. Association registration. Online registration waivers outline the expectations of every participant. Every participant must agree at time of registration to abide by the program. Registration waivers should include some information to ensure participants are aware of their association's expectations regarding participant's rights, privileges, responsibilities, and their behavior.
4. When an incident occurs at any rink, the association "Discipline Committee" will address the incident as quickly as possible to resolve the situation(s).
5. Once an incident is resolved, a brief report will be provided to the Board of Directors so that all governing members can assess the effectiveness of the policy. This is important in order to provide parameters to continue to develop effective rules/guidelines.

### Education of Participants:

1. The education component of the Code of Conduct ensures all participant groups fully understand policies.
2. All PCMHA members HAVE agreed to work together to educate all participants.
3. All PCMHA members HAVE agreed to take the "Respect in Sport" online course (at least one person per household).
4. An advertised program, in posters and pamphlets, exist to educate all participants that everyone is accountable for their actions. It should be made evident to everyone that a process has been established, and that it deals with inappropriate incidents by members. **Requirements:** The basic set of participant expectations and advertised on posters in all PCMHA rinks are and/or by various other means:

### Coaches:

- a. Respect all facilities and their staff.
- b. Respect the officials and their decisions.
- c. Respect opposing team players, coaches and other participants.
- d. Take responsibility for the actions and behaviors of their teams on and off the ice.



## **Pictou County Minor Hockey Association Policy and Procedures**

### **Officials:**

- a. Respect all participants of the game.
- b. Maintain open and positive communications with players and coaches.
- c. Promote the rules of the game to all team participants.
- d. Keep the integrity in all games.
- e. Maintain professionalism on and off the ice.

### **Spectators:**

- a. Remember that players are not participating in the game to entertain the parents.
- b. Spectators should not judge players by professional standards.
- c. Spectators should maintain their self-control at all times.
- d. Spectators should demonstrate respect for all official and their decisions.
- e. Spectators should demonstrate respect for all participants of the game.
- f. Spectators should encourage sportsmanship, effort and teamwork of all participants.

### **Players:**

- a. Players should respect all facilities and their staff.
- b. Players should respect the officials and their decisions.
- c. Players should respect the opposing team players, coaches, and other participants.
- d. Players should take responsibility for their own actions and behaviors on and off the ice.
- e. Players should respect their own teammates.



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### 14. PCMHA FAIR PLAY POLICY

Division	AAA/AA	A	C
<b>U18</b>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>
<b>U15</b>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>





## Pictou County Minor Hockey Association Policy and Procedures

### PCMHA FAIR PLAY POLICY

Division	AAA/AA	A	C
<b>U13</b>	<p>No special power play or penalty kill unit at any time during regular season. Special team units may be used at the discretion of the coach during Provincial Play Downs</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>
<b>U11</b>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>



## Pictou County Minor Hockey Association Policy and Procedures

### PCMHA FAIR PLAY POLICY

Division	AAA/AA	A	C
<b>U7 – U9 Skills (All Levels)</b>	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.

#### **Coaches found in violation of the policy:**

**First instance** – Coach will be spoken to and given a chance to be educated about the policy.

**Second instance** – Coach will be subject to a discipline hearing with a minimum 1 game suspension.

**Third instance** – Coach will be subject to a discipline hearing with possible removal from the bench for the remainder of the season.

### **15. EQUIPMENT**

The Equipment Coordinator issues, receives and keeps records of Association equipment; is a member in good standing of the Association agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association. Members are expected to take care of Association equipment and return it on time in good condition.

#### **Hockey Jerseys:**

Hockey jerseys are Association equipment purchased by PCMHA for teams.

#### **Colors, Symbol and Cresting:**

1. The official colors of PCMHA Competitive shall be Red and White, C Level shall vary.
2. The official symbol of the Association shall be Pictou County **Crushers**.



## Pictou County Minor Hockey Association Policy and Procedures

3. No team, organization, business or individual may use the Association name, color, symbol or part thereof for cresting, clothing, banners etc. unless a written request to the Board has been submitted and a written affirmation received.

The Equipment Coordinator and On Ice Operations Director are responsible to distribute practice jerseys for the tryout sessions.

1. Official PCMHA team jerseys **will not** be used during tryout sessions. The Equipment Coordinator will distribute team jerseys after team selections are finalized.
2. No person shall remove PCMHA equipment from the storage without prior knowledge and approval of the Equipment Coordinator.
3. Jersey expense is allotted in the Annual budget. In order to be consistent and have jerseys in good condition, the purchase of jerseys based on each team criteria, condition of existing jerseys, numbers, etc. will be decided prior to each season start.
4. PCMHA distributes two sets of jerseys per Competitive team, two colors. Skills teams are distributed only one set per team.
5. One person per team is designated to be in charge of team equipment. Jerseys are to be laundered regularly, air dry or dryer on cool setting to avoid damage to letters/numbers. At the end of Minor Hockey season, they are to be returned clean, name bars removed and ready for storage.

**Jersey Deposit:** The team jerseys have been returned in satisfactory condition to the Equipment Coordinator before April 30th of each playing season. Any damaged jerseys or outstanding jersey returns after April 30th will result in fees being assigned to the following years registration.

**STOP Sign Logo:** Is to be sewn on every jersey as per Hockey Canada rules in a specific location on the back of the jersey.



## **Pictou County Minor Hockey Association Policy and Procedures**

**Numbers on Jerseys:** New jerseys ordered will be numbered consistently from *1 to 12; 14 to 19 and 30*. Number 1 and 30 are to be goalie jerseys. No other numbers will be ordered. Teams carrying more than 19 players should refer to the Board for decision on jersey numbers allowed. In the event of a single jersey needing replacement (e.g. lost or damaged), the jersey shall be replaced with the identical number as previous allotment.

**Name Bar:** Bars are to be sewn according to Hockey Nova Scotia guidelines (i.e. above and not obstructing the STOP sign logo) on the back of the jersey. Name bars are to be removed from jerseys prior to returns.

**Non-regulated Jersey:** If a team wishes to wear jerseys in a game situation, other than the Association equipment, a written request must go to the Board for decision. The request must be received 1 week prior to a Board meeting. Board decision is final.

### **Pucks:**

At the beginning of the season, each team will receive pucks. The pucks are to be returned at the end of the season.

### **First Aid Kit:**

Each competitive team will receive a First Aid Kit, the team must bring the kit to the arenas every practice and game, including away games. Teams should keep kits in order and shape. These kits need to be turned in to the Equipment Manager at the end of the Minor Hockey season. Each local arena will be issued a First Aid Kit to be used by PCMHA C League teams, and may contact the Equipment Coordinator to borrow a kit for travelling outside the local area. Kits will be re-stocked by the Association prior to the start of the season.

### **Goalie Equipment:**

The Association has a limited amount of goalie gear to loan. The gear may be loaned for a full season or for goalie school. Contact the Equipment Manager. Donations of goalie gear are always welcome. The Association strives to provide our U7, U9, U11 players with goalie equipment. Goalies are expected to take good care of this loaned equipment. Goalie gear on loan is strictly for Ice Use ONLY. Financial reimbursement to PCMHA may be requested if loaned gear is returned in poor condition. As the equipment ages, or fails to comply with safety



## **Pictou County Minor Hockey Association Policy and Procedures**

standards or regulations, it should be replaced. An annual budget of \$1000.00 maximum towards goalie equipment purchase will be in the Equipment budget. If this is not needed for this purpose, the Board may decide on direction of expenditure.

### **Other Equipment:**

The Association has a limited supply of other equipment. The Equipment Manager is responsible for inventory, dispersion and usage.

## **16. OFFICIALS**

### **The PCMHA Referee in Chief:**

1. Assigns all referees for PCMHA games and tournaments.
2. Shall follow HNS Guidelines for these assignments and is an HNS Official.
3. Is a coordinator with PCMHA and Officials.
4. Is responsible to document records and secure payment to Officials from the Director of Finance.
5. Is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

### **Officiating Requests:**

Teams must contact the Referee-In-Chief for all Officials. This shall be done by Wednesday of each week during the MHA hockey season.

Teams must contact the Referee-In-Chief of any alterations to a scheduled game.

Cancellation of games due to weather, or opposing team withdrawal falls in this category.

### **Officials:**

**Officials are trained personnel under the jurisdiction of HNS guidelines.**

It is the responsibility of all members to support our Officials in their job.

Members of PCMHA (Coaches, players and parents) must understand our rink behavior policy and abide by it.



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The complexity of actions that occur within a hockey game makes it difficult for an Official to witness all infractions all of the time. Common courtesy shall prevail from members to Officials.

Should any member have comments on Officials, it should be done according to the appropriate channels and not done by verbal outbursts within the arena environment. Members who have questions or concerns on Officials must allow HNS guidelines and submit a letter to the President of the local MHA.

### **Positive Impact:**

1. Officials provide an important component within our sport yet have a difficult task.
2. To ensure safety for everyone is the first duty of a referee.
3. Officials do not make the rules but are responsible to enforce them.
4. The Association provides moral support to Officials in their job.
5. The Association supports persons who wish to train as Officials.

### **Negative Impact:**

6. Most Officials will quit due to verbal abuse from players, coaches, parents and spectators.
7. It is not in the best interest of anyone to force an Official to quit due to verbal abuse or harassment. **The Association does not condone such activity.**

## **17. COMMUNICATIONS:**

The Director of Communications is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

### **Communications:**

1. Interacts with the website and Facebook page.
2. Interacts with Teams, Association Directors, and Tournament Coordinators for the purpose of information exchange and publication.
3. Works in conjunction and cooperation with the Board, Special Committees and the general membership.



## **Pictou County Minor Hockey Association Policy and Procedures**

4. All correspondence or emails circulated to the general membership must be authorized by the Director of Communications.

### **General Membership:**

1. May provide Communications with game stats or information on aspects of the hockey program so as to build a respectful and trusting relationship while giving exposure to teams and players.
2. May provide photos, game stats, team information, etc. to Communications for approval and media release.
3. No member is permitted to release or give any type of interview to the media regarding any controversial issues or any issue that leads to an investigative process concerning team or Board.

### **Association Website:**

1. The PCMHA Board will decide on an annual basis, the need for a website, review contractual agreements and pay for the service contract.
2. The Website will enhance Association and member communications and may provide revenue through advertising (refer to Fundraising Policy).
3. The Communications Director is the administrator of information posted to the website.
4. Information input must be approved by the Communications Director or fall within guidelines as set by the Communications Director. Information to the website should follow Hockey Canada guidelines as well as PCMHA Policy.
5. Information that is contrary to the Association guidelines or is detrimental to the Association and its members will be removed from the website and may lead to assessment and action by the Discipline Committee.



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### **18. TRAVEL**

#### **General Information:**

1. U9 teams cannot travel outside the province.
2. Teams travelling outside the Maritimes must request and receive Board Approval.
3. Teams must have parental support before making travel plans.
4. Teams planning fundraising to support travel plans must have approval from Events and Revenue Director.
5. Travel within a 'League' follows League guidelines.
6. The Team Manager is responsible to maintain and have available the validated copy of the HNSMC player cards or team lists.
7. All games must be sanctioned by Hockey Canada for insurance purposes. Travel permits must be obtained to ensure insurance coverage.

#### **Travel Permits:**

1. Must be requested online through the Head Coaches' e-hockey account.
2. All exhibition games require a permit.
3. All Tournaments or Jamborees outside of PCMHA jurisdiction require a permit.
4. All Practice and Development Sessions outside of PCMHA jurisdiction require a permit.

#### **Permit Penalty:**

1. The hosting Regional Director may disqualify from play, teams travelling without a permit.
2. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team travelling without an appropriate travel permit will result in a 14-day suspension to the responsible team official(s). A second offence will result in an indefinite suspension.
3. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
4. Teams travelling without a permit may face disciplinary action from PCMHA Board.





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### **Tournaments:**

1. All Association teams attending Tournaments are expected to behave in a courteous manner in all arenas.
2. All members must remember they are representatives of our Association and as such will act in a responsible manner so as not to cause detriment to the Association.
3. U9, U11, and U13 C Level Teams shall play no more than four (4) tournaments a season.
4. Teams shall comply with Tournament regulations.

## **19. TEAM MANAGEMENT**

Team management staffs, parents and players are members in good standing of the Association; agree to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

The Association recommends that each Coach solicit qualified individuals to assist in team management, to be responsible to provide a list of team volunteers to the Head Coach prior to official beginning of Minor Hockey. The Team Manager will be selected following the team selection process. One individual cannot and will not be expected to perform all team staff duties. Some of the team staff duties may be combined and PCMHA recommends that each team staff volunteer not handle more than two (2) team staff duties.

### **Head Coach:**

Is certified and qualified; Performs duties as outlined in PCMHA Coach Manual.

### **Assistant Coach:**

Is certified and qualified; aids the Coach in duties. There may be more than (1) one assistant coach per team (up to a total of 3 Assistant coaches per team).

### **Manager:**

Is a Team Administrator; acts as liaison with Coach, players, parents, other team managers, Division Coordinator, and Referee-In-Chief; is responsible for game



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schedule and travel permits; is responsible to have record of players or cards on hand at each game; administers team finances; arranges time and game score keepers for home games; and performs other duties relating to team staff management. The Association recommends the Manager solicit volunteers to assist in these duties. Team finances must follow PCMHA Policy.

### **Timekeeper/Game Scorekeeper:**

The Association recommends each team have a minimum of four (4) persons trained in this duty. Training is available at the beginning of the season.

### **Parents:**

The Association recognizes Parents as important components of the Team Staff.

We encourage you to support and assist in a positive manner.

## **20. RISK MANAGEMENT**

Director of Risk Management is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association.

It is the policy of Pictou County Minor Hockey that there is no misconduct, bullying, harassment or abuse of any participant in any of our programs.

Refer to the PCMHA Code of Conduct and the HNS Code of Conduct – See Attached.



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### **21. PCMHA EVENTS AND REVENUE DIRECTOR**

*Annual Bauer MacIsaac Memorial Tournament*

*Annual Bantam Memorial Tournament*

#### **Committee Structure and Duties:**

Chairperson  
Assistant Chairperson  
PCMHA Team contact (one per team)  
PCMHA Board Rep  
Referee in Chief  
Tournament Registrar  
Job/volunteer Assignor

As with all committees under PCMHA, this committee is under the jurisdiction of the Board of Directors and submits information and meeting reports regularly to the Board for information and approval.

The Tournament Committee is under the Events and Revenue Director.



## **Pictou County Minor Hockey Association Policy and Procedures**

### **Tournament Committee Structure and Duties:**

#### **Chairperson:**

1. Overall coordinator/administrator of tournament.
2. Ensures that aspects of preparation work, organization and daily operation of tournament run effectively.
3. Can recognize and match the right person with the right committee job
4. Chairs all meetings
5. Coordinates the Tournament Schedule or recruits person to do schedule
6. Liaison with Arena manager
7. Is available during the tournament when critical decision re: administration occurs
8. Is personable
9. Is able to handle situations as they arise
10. Is able to resolve situations
11. Keeps Committee meetings brief (1hr), functional and focused.

#### **Assistant Chairperson:**

12. Aids the chairperson in duties
13. Is able to assume the Chairperson's job if medical/family or other critical matter arises.

#### **PCMHA Board Rep:**

14. Recommend one Board member to attend meetings for information/ input only. This could be the President or any other Board member.

#### **Referee In Chief:**

15. To attend tournament meetings that pertain to the coordinating /assigning referees or making recommendations regarding tournament structure- i.e. does not have to attend all meetings unless wishes to do so.

#### **Tournament Registrar:**

16. Is the official registrar for the tournament
17. Administers notices/ info/receipt of info etc. to do with tournament/team registration Turns in all registration revenue received to the PCMHA Treasurer for accounting.



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### **GPCMHA Team Contact Representative:**

18. Each registered team within PCMHA is responsible to send a team rep to committee meetings regarding tournament. If the rep is unable to attend the meeting someone else from the team should come in his/her place.
19. This is an important aspect in information/planning/operation of tournament

### **Job/Volunteer Assignor:**

20. Is responsible to coordinate and assign job times to volunteers, students and other able persons in job tasks during tournament.
21. The job tasks necessary to organize include: timekeeper, game sheet recorder, announcer, 50/50 or other task for each game during the tournament.
22. The assignor may recruit persons from each PCMHA Team to assist with this job.



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