

# **Norman Regional Minor Hockey Association**



**Norman Region Minor Hockey Association Inc.**

**Policy Manual**

**2024/ 2025**

## **Clothing**

All new NRMHA Executive Members receive a 3 in 1 jacket following one full year of service of a two-year term.

All NRMHA Executive members are eligible to receive a replacement jacket following 4 full years on the board (during their 3rd term) (received Jacket at 2002, 2006, 2012, 2016 2020 AGM eligible at 2024 AGM)

NRMHA Association reps would at their own cost be eligible to purchase a jacket thru the NRMHA supplier.

NRMHA Executive jackets shall be identified.

NRMHA Executive members may receive a small gift (i.e.: golf Shirt) annually as recognition for their time, dedication and hours spent looking after Hockey in the Region.

The Director who is leaving the position shall receive a gift from the Association, as tradition would dictate this gift is approximately 125.00 – 200.00 and approved by the Board.

## **Bylaw # 9 NRMHA Elite Program Policy**

Annually the NRMHA shall administer and operate the following Hockey Manitoba programs in the Norman region.

Annually the NRMHA Executive shall accept Applications for the Staff Positions with the various elite programs.

The NRMHA shall conduct interviews from the applications submitted.

Program Interviews for the Selection of all staff to be made by a committee consisting of 3 members of the NRMHA executive as assigned by the Norman Director, the committee will make a recommendation of their selection to the NRMHA Executive for final approval by conference call or email.

## **Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

### **NRMHA Programs-**

A	Rising Stars U13 Male / Female	As per HM Program Policy
B	Male U17	As per HM Program Policy
C	Female U18 AAA - Wild	As per HM Program Policy
D	Manitoba Games Male / Female	As per Sport Manitoba and HM Program Policy
E	Male U15 AAA	As per HM Program Policy
F	Female U18 AAA	As per HM Program Policy
G	U18 Prospects Male	As per HM Program Policy
H	U18 Prospects Female	As per HM Program Policy

Parents of eligible players shall not be chosen for on ice or bench personnel when-ever possible.

### **It shall be the duties of the Region to:**

- a) Select and approve a Programs Head Coach.
- b) To assist the Head Coach in selecting an assistant coach, manager and trainer.
- c) To approve all team officials,
- d) Provide administrative and financial support as available.
- e) Approve the Teams Pre-season Budget and Seasonal Travel plans
- f) Co-ordinate scouting of players.
- g) Co-ordinate evaluation of players.

- h) Ensure each team has a Bank account and they shall provide a complete and accurate accounting with copies of bank statements to the NRMHA
- i) Approve the team roster and player selections
- j) Approve all roster changes after the selection's camps
- k) Approve the Teams year-end financial report

**It shall be the duties of the Head Coach to:**

- a) Assist in selection of Assistant Coaches from applicants.
- b) Assist in selection of a manager and safety /trainer from the applicants.
- c) Communicate with the NRMHA as required
- d) Assist in the scouting and evaluation of players.
- e) All **Coaches** are required to hold a parent meeting at the beginning of the season to outline team philosophy, discipline, expectations, rules, team budgets, financial cost of the program and any fundraising, tournaments or other plans. **Coaches** should at least provide this information in the form of a handout to all their parents.

**It shall be the duties of the team officials to:**

- a) Submit team roster to the NRMHA for approval
- b) Provide written reports on
  - Numbers at the tryout camp from each community.
  - Where chosen players are from in the Region.
  - Submit a complete Finance report at the conclusion of the program's year end
  - Submit a program report at the conclusion of the program's year end
  - Submit a preseason budget to the NRMHA for approval
  - Prepare a budget for the parents and present at the first parent meeting
  - Prepare a parent letter for the preseason parent meeting outline programs seasonal plan
- c) Ensure that the program follows the NRMHA and Hockey Manitoba guidelines
- d) Complete a NRMHA travel permit as required for every out of Region Travel
- e) Complete a Hockey Manitoba Travel permit for all out of Branch Travel
- f) Submit copies of all Bank Statements on a regular basis with a copy of the ongoing budget
- g) Ensure all equipment (Jerseys, Bags, etc) are returned to NRMHA cleaned / washed

## **Finances**

- The Region shall contribute \$ TBD annually to each program.
- All money received from the tryout camps registrations less expenses shall be returned to the program to help offset program costs / expenses.
- All fundraising, donations and sponsorships must be pre-approved by the NRMHA
- All funds are to be used as the team requires – ice, travel, phone calls. Program expenses
- All program expenses shall come from the players registration program fees.
- Any monies shall be distributed at program completion as directed:
  - Money those players have paid personally shall be returned at the end of the program.
  - Money raised from sponsors or donations shall be held over for the next year's program.
- The NRMHA Region will not be responsible for any financial loss, financial losses are the responsibility of the team / program
- A preseason Budget must be submitted and approved
- A written financial report is required at year end and before the NRMHA AGM
- Each team must have a bank account and they shall provide a complete and accurate accounting with copies of bank statements to the NRMHA.

## **Equipment**

- The NRMHA shall supply jerseys and socks c/w Jersey Bags for the Regional Development Squads
- The NRMHA shall supply jerseys c/w Jersey Bags for the U15 AAA Male and Female Program, U17 AAA Male and Female U18 Wild program. Players are responsible for purchasing their own socks, NRMHA will supply at cost.
- The team / program is responsible to ensure all Jerseys, Bags, equipment are returned at the completion of the program.
- The team is responsible to cover costs to replace any missing jerseys, socks or damaged items outside of normal wear and tear.
- The NRMHA shall replace any items that are worn out during normal use

## Discipline

- The team Head coach may discipline any player for any violation of team rules or not following the discipline policies of the NRMHA and or Hockey Manitoba.
- The coach shall notify the NRMHA of all actions taken in regard to any and discipline issues.
- The NRMHA Disciplinary Committee may discipline a player (whether or not the player is disciplined by the Team) upon consultation with the team coach and manager.
- A player is suspended until the decision of the Disciplinary Committee is made; and a copy of the NRMHA decision is to be sent to the Norman Regional Director and team officials.
- Any decisions made by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of the NRMHA Board members as designated by the NRMHA Director
- Players consuming or displaying alcohol immediately prior to or during a trip will be dealt with by the Disciplinary Committee.
- Should any player(s) or team officials willfully damage any property or equipment at any rink, all costs for such repairs etc. shall be borne by the team concerned.
- It is the responsibility of the coach and manager to control the team. Failure to control the team will result in the coach and/or manager being disciplined.
- The NRMHA Disciplinary Committee may suspend a team player, coach, other team official for unbecoming conduct by such a team or person on or off the ice.
- The Disciplinary Committee may in its discretion, impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for example, placing a person or team on probation requiring attendance at clinics, making restitution, giving apologies or providing undertakings.
- The rules regarding suspensions / discipline are intended to extend to conduct of players, coaches, managers or other team officials during all team activities including but not limited to travel, exhibition games, tournaments, Provincials, Hockey Manitoba Program Activities and all games.

## **Dressing Room Policy**

- NRMHA and its members are responsible for the reasonable safety and well being of all minor athletes under the age of majority according to provincial and territorial legislation. In Manitoba the age of majority is 18 years old. Athletes are to be supervised at all times.
- No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian.
- When an adult presence is required in a closed room (i.e., dressing room) there shall always be at least two adults present at all times.
- **Cell phones, video or photography equipment should never be allowed in the shower/dressing rooms while players are undressed or changing. Where special events i.e., team picture, championships lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.**
- The team officials and parent/guardian representatives of every team shall ensure that the dressing rooms door remains closed while players and coaches are changing.
- Damage to dressing rooms will not be tolerated whether on our home rinks or while visiting rinks. Any individuals or teams found guilty of such an offence will be required to make full financial restitution and will face a further disciplinary action by NRMHA.
- The coach, trainer or manager shall be the last person to leave the dressing room at all times. The last responsible person to leave the dressing room shall ensure that it is left in a neat and tidy condition.

## **Bylaw # 9a NRMHA Elite Program Policy**

### **Regional Rising Stars**

#### **Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

- The teams will be made up of second year U13 aged players who reside in the region in the current season.
- In order for a region to participate in the development program, it must meet the criteria of Hockey Manitoba
- The Teams will be made up of players as per Hockey Manitoba Guidelines.
- The formation of the teams shall be determined by the region; they may be formed by a geographical division within the region, or by a method determined by the region and approved by the Player Development Committee.
- The Region shall put in place a player selection process that will provide the opportunity for all second year U13 aged players that so desire the chance to try out for a team in its region.
- Teams should not be formed as 'A' and 'B' teams, but to develop the skills of the individuals on teams as equal as possible.
- Team's roster cannot be comprised of more than one (1) goaltender and seven (7) skaters that are registered on an AA roster.
- Hosting of the Regional Rising Stars Tournaments will be allocated as per HM:
- Teams are formed based on participation not skill and NRMHA shall make every attempt to place all players who attend camps.
- Where registration dictates a third team may be formed if enough players are available.
- Teams are to play on the belief of equal ice for all players as much as possible, All players pay the same fees and the program is open to all players regardless of ability.

## **Bylaw # 9 c NRMHA Elite Program Policy**

### **Male U17 (15/16)**

#### **Program Info**

Team is governed by the NRMHA, all travel, is to be approved by the NRMHA

Team coaches and all on ice / off ice staff chosen will chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel, and a NRMHA and Hockey Manitoba travel permits for all out of Province travel.

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA

If any conflict arises final decision will be with NRMHA

Team will be allowed to carry up to 19 or 20 players, maximum roster size as determined by Hockey Manitoba

#### **Registration**

Players must be registered on a home Association U18 team to be eligible to play

A player who is not in good standing for not fulfilling his commitment to his Association home team will be removed from participating with the regional program, The NRMHA to make final decision

A player home association team is his first responsibility and the first place to play

The NRMHA and Association teams will coordinate a schedule that will allow all teams the opportunity to play.

The NRMHA will prepare a schedule of possible Tournaments that the Association teams can participate in

And coordinate this with possible dates the regional team can play.

The Regional team must indicate when and where they will play for the entire season before (October 1) so the home Association teams can plan their travel for the season.

The Home Association team must indicate when and where they will play for the season at the earliest (October 1) so the regional team can plan for the season.

The NRMHA Regional team will run as a double rostered program.

## **Team commitment for players and coaches**

Double roster- Tentatively 3-5 weekends not including the tryouts

Team Tryouts September of the current season

Tournament October

South Tournaments / games with Hockey Winnipeg Teams

Tournament as approved by the NRMHA

Single Roster -Participate in Provincial League or Hockey Winnipeg league

## **Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

## **Bylaw # 9 d NRMHA Elite Program Policy**

### **Female U18 AAA Team - Norman Wild**

The NRMHA shall approve annually the Constitution of the Norman Wild Female U18 AAA Team

The Team shall participate in the Manitoba Female U18 Hockey League; MFMHL

### **Program Info**

Team is governed by the NRMHA, all travel, is to be approved by the NRMHA

Team coaches and all on ice / off ice staff chosen will chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel for Tournaments, Exhibition games.

The team shall have a blanket travel permit approval for all League Play scheduled games

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA

If any conflict arises final decision will be with NRMHA

Team commitment for players and coaches

Team Tryouts September of the current season

### **Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

**Manitoba Games Teams - Male / Female**

Manitoba Games Teams run by the NRMHA and must follow the Manitoba Games Council Guidelines

Team coaches and all on ice / off ice staff chosen will be approved by NRMHA

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, will cannot be removed from the team after this date unless approved by the NRMHA

Team commitment for players and coaches

Tryouts Weekend

December practices / games date TBA

Manitoba Games Location and date TBA

Note the team at no other time is allowed practice, play or other as per Hockey Manitoba guidelines

**Program Funding**

This program is funded by Sport Manitoba / Hockey Manitoba

The NRMHA does not allocate any additional financial support to this program

**Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

## **Bylaw # 9 f NRMHA Elite Program Policy**

### **Male U15 AAA -**

Team is governed by the NRMHA, all travel, is to be approved by the NRMHA

Team coaches and all on ice / off ice staff chosen will be chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel, and a NRMHA and Hockey Manitoba travel permits for all out of Province travel.

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach and Staff shall provide input and work with the evaluators in team player selections

Players, who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA. Written request to the NRMHA is required.

If any conflict arises final decision will be with NRMHA

Team will be allowed to carry up to the maximum roster size as determined by Hockey Manitoba

### **Registration**

The Regional team will run as a single program as approved by the NRMHA

### **Team commitment for players and coaches**

The Team shall participate in the U15 Hockey league – as operated and run by Hockey Winnipeg

Starting with the 2017/2018 Season the team will operate as a single rostered team / program as approved at the 2015 AGM

### **Hockey Manitoba Program-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

## **Bylaw # 9 g NRMHA Elite Program Policy**

### **Female U15 AAA**

Team run by NRMHA, all travel, to be approved by NRMHA

Team coaches and all on ice / office staff chosen will be chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel, and a NRMHA and Hockey Manitoba travel permits for all out of Province travel.

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA

If any conflict arises final decision will be with NRMHA

Team will be allowed to carry up to 19 or 20 players, maximum roster size as determined by Hockey Manitoba

### **Registration**

Players must be registered on a Female U15 team to be eligible to play

A player who is not in good standing for not fulfilling his commitment to his Association home team will be removed from participating with the regional program, The NRMHA to make final decision

A player home association team is his first responsibility and the first place to play

The NRMHA and Association teams will coordinate a schedule that will allow all teams the opportunity to play.

The NRMHA will prepare a schedule of possible Tournaments that the Association teams can participate in

And coordinate this with possible dates the regional team can play.

The Regional team must indicate when and where they will play for the entire season before (October 1) so the home Association teams can plan their travel for the season.

The Home Association team must indicate when and where they will play for the season at the earliest (October 1) so the regional team can plan for the season.

The NRMHA Regional team will run as a single rostered program annually.

**Team commitment for players and coaches**

Tentatively 4 weekend Tournaments not including the tryouts

Team Tryouts September of the current season

Tournaments October, Christmas Break, 1<sup>st</sup> Weekend February

Options for a couple of weekend Practice sessions

Provincials March

**Hockey Manitoba Program-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

## **Bylaw # 9 h NRMHA Elite Program Policy**

### **Male U13 Prospect's Program**

Team run by NRMHA, all travel, to be approved by NRMHA

Team coaches and all on ice / off ice staff chosen will be chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel, and a NRMHA and Hockey Manitoba travel permits for all out of Province travel.

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA

If any conflict arises final decision will be with NRMHA

Team will be allowed to carry up to 17 players, maximum roster size as determined by Hockey Manitoba

### **Registration**

Players must be registered on a home Association U15 team to be eligible to play

A player who is not in good standing for not fulfilling his commitment to his Association home team will be removed from participating with the regional program, The NRMHA to make final decision

A player home association team is his first responsibility and the first place to play

The NRMHA and Association teams will coordinate a schedule that will allow all teams the opportunity to play.

The NRMHA will prepare a schedule of possible Tournaments that the Association teams can participate in

And coordinate this with possible dates the regional team can play.

The Regional team must indicate when and where they will play for the entire season before (October 1) so the home Association teams can plan their travel for the season.

The Home Association team must indicate when and where they will play for the season at the earliest (October 1) so the regional team can plan for the season.

### **Team commitment for players and coaches**

Team Tryouts February as per the Hockey Manitoba 5-week Program guidelines

### **Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

**Bylaw # 9i NRMHA Elite Program Policy**

**Female U13 Prospect's Program**

Team run by NRMHA, all travel, to be approved by NRMHA

Team coaches and all on ice / off ice staff chosen will be chosen and approved by NRMHA

Team shall require a travel permit as per NRMHA for all out of region travel, and a NRMHA and Hockey Manitoba travel permits for all out of Province travel.

Player selection / evaluations will be looked after by evaluators as appointed by NRMHA, the program Coach Staff shall provide input and work with the evaluators in player selections

Players who are chosen on the tryout weekend, cannot be removed from the team after this date unless approved by the NRMHA

If any conflict arises final decision will be with NRMHA

Team will be allowed to carry up to 17 players, maximum roster size as determined by Hockey Manitoba

**Registration**

Players must be registered on a home Association U13 / U15 team to be eligible to play

A player who is not in good standing for not fulfilling his commitment to her Association home team will be removed from participating with the regional program, The NRMHA to make final decision

A player home association team is her first responsibility and the first place to play

The NRMHA and Association teams will coordinate a schedule that will allow all teams the opportunity to play.

The NRMHA will prepare a schedule of possible Tournaments that the Association teams can participate in

And coordinate this with possible dates the regional team can play.

The Regional team must indicate when and where they will play for the entire season before (October 1) so the home Association teams can plan their travel for the season.

The Home Association team must indicate when and where they will play for the season at the earliest (October 1) so the regional team can plan for the season.

**Team commitment for players and coaches**

Team Tryouts February as per the Hockey Manitoba 5-week Program guidelines

**Hockey Manitoba Program Outline-**

Please refer to the Hockey Manitoba Handbook for Program guidelines / details

## **Article #10 Hockey Manitoba social media and Networking Policy**

All Nrmha Associations and Hockey Manitoba members shall follow the Hockey Manitoba social media and Networking Policy. (See Attachment)

### **a social media and networking Policy Parents sign off sheet**

We have reviewed the Hockey Manitoba social media and Networking policy and we commit to adhering to it and to sharing this policy with our son / daughter and family.

We agree to abide by the rules, regulations, policies and decisions as set by the \_\_\_\_\_ Minor Hockey Association

Parent / Guardian name - \_\_\_\_\_

Players Name - \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Article #11 Policy Guideline / Resource Material**

The following material is provided as a resource of information for the NRMHA Associations.

- a social media and networking Policy Parents sign off sheet
- b Camera, Camera Phones, PDA's, Cell Phone policy
- c Conflict Resolution Policy
- d Code of Conduct Policy- Players, Coaches, Parents
- e Fair Play Code Players, Coaches, Parents