



**SHANGHAI THUNDERBIRDS
MINOR HOCKEY ASSOCIATION**

**Policy and
Procedures Manual**



SHANGHAI THUNDERBIRDS
MINOR HOCKEY ASSOCIATION
Policies and Procedures

Issue Date: September 1st 2014
Revision: 003

MISSION

Lead, Develop, and Promote positive hockey experiences

OBJECTIVES

It is the purpose of the policy and procedures manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Shanghai Thunderbirds Minor Hockey Association (STMHA).

This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the Community who have an interest in Minor Hockey and the Association. The duties and responsibilities of the elected executive and appointed board members are outlined in this manual.

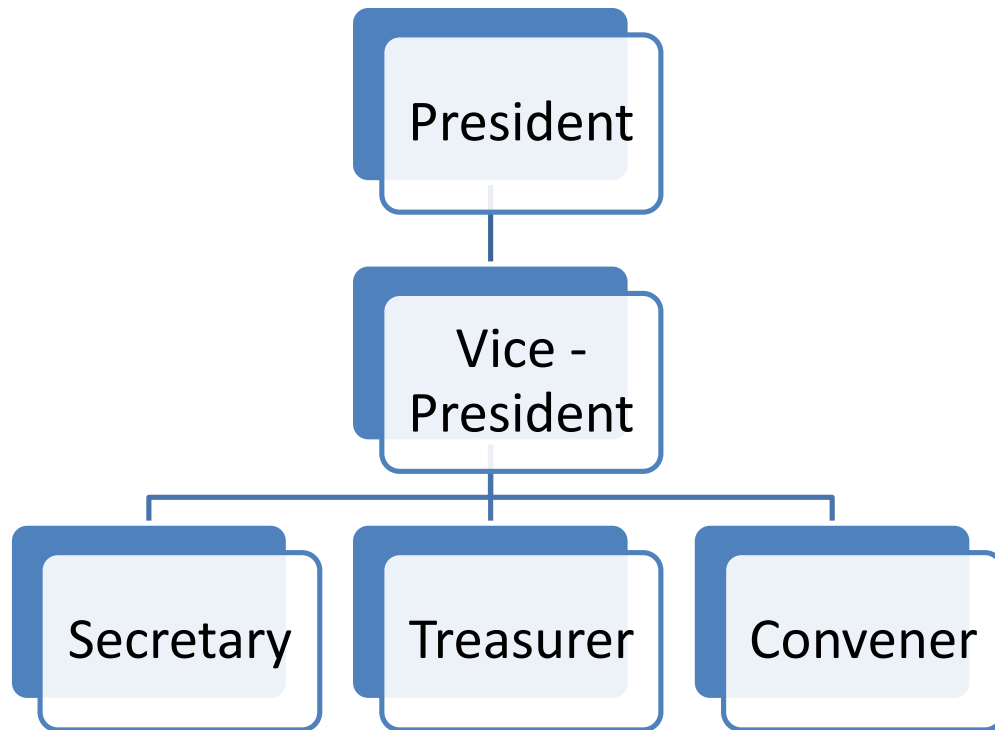
REVISION PROCEDURE

Any sections(s) of the policy and procedures manual can be revised, edited or deleted by simple majority vote of the Board of Directors at any meeting of the Committee. There must be a notice of motion given 30 days prior to the vote. The notice of motion must be in writing with the proposed wording of the revised section.

Any substantive change in the manual will be communicated to the membership by newsletter posted on the Association website. Any member wishing to initiate a revision of the Policy and Procedures Manual may do so by providing a copy of the proposed revision to the Board of Directors Members, Convener, Coaches or Manager where the member's child plays.



EXECUTIVE STRUCTURE – BOARD OF DIRECTORS



DUTIES, RESPONSIBILITIES AND QUALIFICATIONS OF THE BOARD OF DIRECTORS MEMBERS

PRESIDENT

Duties and Responsibilities

- Oversee all aspects of the Organization.
- Hold and preside at Monthly Executive Meetings. (Aug/May)
- Guide and direct the Board of Directors to achieve sound business and personal decisions as it relates to the Organization.
- Ensure that the Shanghai Minor Hockey Association policies and guidelines are adhered to.
- Assist in selection of select coaches
- Assist in selection of Development Program coaches
- Shall suspend team(s), players, coaching staff, convener, or any other executive member(s) subject to ratification at an Emergency Board of Directors Meeting called to hear the dispute, meeting to be called within (1) week of incident.



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- Assist families in identifying hockey programs during the summer months when requested
- Assist coaches in identifying training programs and certifications, in their respective home countries

Qualifications

- Must have served at least two (2) years with a previous Board of Directors in a Minor Hockey Association or with the current Board.
- Extensive Minor Hockey organizational experience at a local level or higher.
- Strong communication and interpersonal skills.
- Knowledge of Hockey Canada, by-laws, rules and regulations.
- Leadership, decisiveness and facilitation skills.
- Dispute and Conflict Management skills.

VICE-PRESIDENT

Duties and Responsibilities

- Assume the duties of the President in his/her absence for any foreseen or unforeseen need of the President, and shall carry out such duties as are assigned by the Board of Directors or the President.
- Monitor adherence by the Board of Directors to all existing Policies of the Association and to inform the Board of Directors with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association.
- Be available to assist any Director/Convener requiring assistance in the completion of his or her duties.
- Assist in selection of select coaches
- Assist in selection of Development Program coaches
- Recommend policy to the Board of Directors regarding the nomination and election of Directors of the Association.
- Keep an accurate and current inventory of all equipment
- Recommend to the Board of Directors all reasonable purchasing, maintenance, disposal of all equipment for the Association
- Be available to assist all Association teams with equipment needs
- Responsible for supervising the return of all Association equipment from the teams at the end of the playing year
- Responsible for identifying Ice Scheduler and Referees for the Organization

Qualifications

- Must have served at least one (1) year with a previous Board of Directors in a Minor Hockey Association or with the current Board.
- Minor Hockey organizational experience at a local level or higher.
- Management and supervisory skills.
- Knowledge of Hockey Canada, by-laws, rules and regulations.
- Leadership, decisiveness and facilitation skills.
- Strong communication and interpersonal skills
- Dispute and Conflict Management skills.



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TREASURER

Duties and Responsibilities

- Act as a signing officer for the Organization
- Oversee and seek approval of payment as budgeted by the Board of Directors for all invoices and expenses of the Organization
- Oversee the development of the budget process and maintain such a budget on a continuous basis
- Develop, oversee and maintain all banking for the Organization
- Prepare for the Organization, a financial plan and maintain such a plan to the best of their ability
- Prepare and present a financial report each month for Board of Directors meeting.
- Prepare for each Annual General Meeting, a report on the Association's Year End Financial and Operations statements
- Organize the operation or controls of any revenue generating activities
- Collecting all Development Program Registration fees with the Director of Development Program and the Development Program Managers.
- Collecting all Select & Travel Registration fees with the Director of Select and the Select Managers.
- Responsible for working with the Ice schedule to ensure all ice costs are paid for in a timely manner

Qualifications

- Financial/Business experience.
- Knowledge of accounting and bookkeeping methods
- A good understanding of budgeting process
- Communication and presentation skills
- Minor Hockey organizational skills would be an asset

SECRETARY

Duties and Responsibilities

- Act as a Signing officer for the Organization.
- Arrange for and set-up all meetings of the Board of Directors
- Maintain minutes for all Board of Directors meetings and ensure that such minutes are distributed to the League
- Responsible for overseeing all distribution and all correspondence received or sent by the Organization
- Coordinating communications within the Organization
- Perform general secretarial / office duties

Qualifications

- Strong personal computer skills.
- Organizational and communication skills
- Interpersonal skills
- Public Relations skills
- Knowledge of Minor Hockey organizational experience



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LEAGUE CONVENER

- Assist in selection of coaches
- Assist in identifying and selection of tournaments for Select Teams
- Assist select coaches with arranging exhibition games
- Assist select coaches with arranging for timekeepers and referees for home games
- Ensure rosters are selected in a timely & fair manner
- Coordinate collection of select fees and with Treasurer
- Oversee all aspects of the Development Program Operations pursuant to the Policies of the Organization
- Administers discipline as outlined by the Association
- Ensure that all Association directives are carried out
- Ensure that all Development Program players are treated with fairness regardless of ability
- Work with the Coaches to ensure that all records and player information as required (i.e. team lists, draft, player cards, etc.) are completed and forward to the Registrar
- Develop a list of potential coaches
- Work with the BOD to establish a "Draft Policy Procedure" to set deadlines for team balance minimizing the need for player movement
- Work with the Ice Scheduler to co-ordinate ice time allocation, referee scheduling, timekeepers and statisticians

Qualifications

- Adequate knowledge of hockey league operations,
- Good personal computer skills.
- Organizational and communication skills
- Interpersonal skills
- Public Relations skills

THE ELECTION OF BOARD MEMBERS

The election of members to the Board of Directors is conducted each year at the Annual General Meeting (AGM). Nominations for all positions will submitted to the BoD no later than thirty (30) days prior to the AGM. This will allow sufficient time to screen potential candidates to ensure that all perquisite qualifications are met.

All members who are nominated and meet the qualifications will be named prior to the vote. All members nominated but do not meet the qualifications requirements will be advised by the Secretary that their nomination has been declined and the reasons why.

The election of new members will be conducted following the dissolution of the previous BoD. To be elected nominated members must receive a simple majority of votes of those present at the AGM at the time of the vote. The new Board Members will be installed into their positions immediately following the vote.



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APPOINTMENT OF OTHER VOLUNTEER MEMBERS

The BoD has the responsibility to appoint members to the other volunteer positions of the Association. The BoD must ensure that those appointed are ready, willing and able to execute the responsibilities of the position assigned. A member BoD member must be assigned to oversee the work assigned to each volunteer member.

DUTIES AND RESPONSIBILITIES OF OTHER VOLUNTEER MEMBERS

REGISTRAR

The Registrar shall:

- Be responsible for arranging registration of players.
- Keep a current list of registered players and their parents or guardians.
- Register teams
- Receive, enter in computer and keep files for all registration forms for the up-coming season.
- Work with the Treasurer regarding fees paid and the Ways and Means Coordinator regarding fund raising assessments.
- Ensure all fees are paid including registration fees, fund raising fees, and membership fees.
- Jersey deposit cheques must also accompany registrations. ALL fees must be paid BEFORE the season begins.
- Organize open registration and late registration.
- Obtain try out times from the Convener. Issue all players a try out number and post try out times and jersey numbers in the arenas.
- Obtain lists of all coaches and on-ice volunteers from the Convener.
- Start registration for next season.
- All current minor hockey players should be given a registration form for the upcoming season through their coaches.
- Registration forms should be personally addressed with a check list for all coaches (list should be returned to registrar) to ensure ALL players receive a registration form.
- Attend Board of Directors Meetings as required.

DIRECTOR, COACH AND PLAYER DEVELOPMENT

It is the responsibility of the Director, Coach and Player Development to guidance and direction for the continuous development of coach and player competencies within the Association. Reporting to the BoD he will ensure that the hockey program provides the necessary environment and learning opportunities for the continuing development of the players. The incumbent will ensure that all training plans used by coaches at all age groups meet the requirements of Hockey Canada Long Term Player Development Model. Through group instructions and individual mentoring the incumbent will provide programmed instruction and direction on the continuing development of all coaches with the Association. The incumbent will be part of the BoD coach selection process.

SPONSORSHIP/ ACTIVITIES COORDINATOR

It is the responsibility of the Sponsorship/ Activities Coordinator to organize, review and/or coordinate all general and fund raising activities conducted in the name of Shanghai Thunderbirds Minor Hockey Association and it's teams to ensure compliance with legislative restrictions and the aims of the fund raising guidelines of the Association.



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TEAM/DIVISION DUTIES

- Approval of Team Fund Raising Event requests (Development Program and Competitive).
- After consultation with the Treasurer, approval of House and Competitive Gaming Events (e.g. 50/50 draws, Ticket Raffles, hockey pools, etc.).
- Receiving financial reports from all Team Fund Raising and Gaming Events.
- Monitor amounts of funds raised by individual teams to ensure no team exceeds permitted fund raising ceilings.
- Collect monthly and year-end financial reports for each team through the Managing Directors.

ASSOCIATION DUTIES

- In conjunction with the Convener, appointing coordinators for Divisions' annual fundraisers.
- Organize and/or coordinating Team Photo Nights.
- Maintain a full complement of Development Program Team Sponsorships.
- Maintain a database of Corporate and Team Sponsors.
- Sponsorship (Development Program) will be set at 6000RMB
- Sponsorship (Select Team) will be set at 20,000RMB

EQUIPMENT COMMITTEE

The Equipment Committee will be convened by the BoD to maintain control of Association assets. The Committee will be responsible for the procurement of consumable goods, apparel and equipment used in the operation of the Association. The Committee will consist of a Manager and at least one other individual and be able to conduct business with local and international vendors. The manager should have a good understanding of the equipment needs of the Association as well as a clear understanding of the level of quality expected.

The Equipment Manager is a non-voting, appointed member of the Board of Directors and reports to the Committee.

The Equipment Manager:

- Shall submit an annual budget to the Board of Directors for approval. The budget will include all anticipated expenses and revenues and a breakdown of anticipated purchases. Local suppliers will be given preference in meeting the Association's equipment needs when possible however tenders may be requested where appropriate.
- Shall maintain an inventory of all of the Associations equipment and the replacement cost, and report this inventory annually to the Committee.
- Shall maintain a current ledger of the distribution of all equipment not in storage.
- Shall be responsible for acquiring and attaching sponsor bars.
- Shall be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
- Shall distribute equipment according to the policies and procedures set by the Board of Directors.
- May advise the Board of Directors on policies and procedures.
- Shall be responsible for organizing the annual used equipment sale. This includes securing the facility, notifying the Webmaster of the details and obtaining volunteer staff.

GOALTENDERS EQUIPMENT

When requested by a team or player, and if available, the Association will provide goaltenders equipment for the regular hockey season and local hockey camps to registered minor hockey players. The equipment provided will be limited to leg pads, catching glove and blocker, upper body protector and neck guard.



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There will be a 1200RMB loss or damage deposit required payable by cash only. The deposit will be returned when the equipment is returned in the condition it was loaned in, subject to normal wear and tear. If repair or replacement of any part of the equipment is necessary, the cost will be deducted from the deposit.

The player or team borrowing the equipment will return the equipment to the Equipment Manager immediately if any part of the equipment is damaged or rendered unsafe. If available the Association may loan goaltenders equipment to players for spring or summer hockey programs for a fee of 600RMB per off-season. There will be a loss or damage deposit of 1200RMB payable by cash only. The equipment will be returned to the Association prior to August 1st. Players or teams borrowing the equipment warrant it will never be used for street, road or similar off-ice use.

JERSEYS

The equipment manager will distribute the jerseys to the team's manager. The manager will provide to the equipment manager a list of which number jersey has been assigned to each player. Spare jerseys are to be retained by the manager for use by affiliate players. The jerseys will be cleaned before being returned to the equipment manager at the conclusion of the season.

Jerseys are to be worn only during games. If a team wishes to obtain practice jerseys the responsibility to obtain and pay for these jerseys will be left with the team. Name bars must be approved by the Association and must be installed and removed professionally. Under no circumstances will name bars be "heat pressed" to the jersey. Doing so will result in the forfeiture of the loss or damage deposit. The jersey will not be altered and nothing will be added to the jersey without the consent of the Association.

The cost of the jersey will be set by the Board of Directors and will be added to the registration fee.

APPAREL

The production of apparel using the STMHA logo will be strictly controlled by the BoD. The Equipment Manager will be responsible for publishing a catalogue of apparel items which will be for sale in the coming season prior to September first each year. The catalogue will be distributed by the BoD Secretary to all registered members. The items in the catalogue are the only items approved for sale carrying the STMHA logo. Members are welcome to submit ideas for other apparel they would like to see in the catalogue to the Equipment Manager prior to January 1st each year.

To avoid confusion in recognizing STMHA staff and other members all Staff apparel will be distinctly different from that

FUNDRAISING GUIDELINES

All teams and participants in fund raising activities have a responsibility and a duty to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE, CONDUCT AND APPEARANCE OF THE STMHA MEMBERSHIP MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected and required to help meet Team and Association expenses through fund raising efforts.

The following guidelines must be adhered to:



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1. Direct public support can be requested through activities such as product sales, car washes, 50/50 draws, etc. provided that they are in good taste, comply with local gaming regulations and DO NOT EXCEED established team fund raising limits.
2. We recommend that every team appoint a fund raising co-coordinator to work with the team manager to organize fund raising. All plans for team fund raising activities must be discussed and agreed upon at a team parent meeting. The team Management and parents are REQUIRED to provide proper supervision to the players at all fund raising events. A request for approval must then be submitted to the Ways & Means Coordinator for approval. Requests must be submitted IN WRITING, using the "REQUEST FOR FUND RAISING" form. Information concerning the nature of the event, date, time, location and team conducting the event must be provided.
3. Immediately after the event, the Team Manager or Fund Raising Coordinator is to notify the Ways & Means Coordinator, in writing, of the amount raised.
4. At the end of each month, each team is required to submit a written financial report to the Shanghai Thunderbirds Minor Hockey office identifying the locations of any bank accounts held in the teams' name or for the use of holding the teams' money and account for all funds raised and allowable team expenditures for that month. (Photocopies of receipts or originals may be required). These reports are to be turned in by the 15th of each month for proceeding month.
5. At the end of the hockey season and by no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted and all unused funds are to be turned over to the Association.
6. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
7. Many local businesses and corporations make substantial contributions to the Association through sponsorship of teams and events. TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE, SHANGHAI THUNDERBIRDS MINOR HOCKEY TEAMS ARE TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.
8. Teams may plan, budget and fund raise only for the following purposes:
 - a. tournament team registration fees;
 - b. additional ice rental;
 - c. dry land training facilities or team player fees for training as a team
 - d. referees for exhibition games
 - e. the cost of ONE hotel/motel room per night for coaching staff at any away tournament and player room costs are at a ratio of 1 room for every 3 players traveling;
 - f. bus rental at team discretion;
 - g. all players' meals as a team;
 - h. team NMHA logo'd clothing and hats for players, coaches and sponsors only;
 - i. select team assessment fees;



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- j. Fund raising for other reasons not on this list **MUST BE APPROVED BY THE STMHA BOARD OF DIRECTORS**, on application, prior to event;
 - k. Non parent coaches expenses **supported by invoice/receipt** to max of \$40USD per day. (PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISBURSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS).
9. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) **MUST** contact the Association Ways & Means Coordinator, to ensure that the appropriate gaming license is obtained and that all local Gaming Regulations are understood and followed. **THIS IS CRITICAL!!** Every raffle **MUST** have approval from the Association. Should a player leave a team, he/she shall forfeit all right to any funds unless the player is moving to another team within NMHA, then the funds will be moved by the team manager as quickly as possible. **AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT.** (except prorated parental contributions). Failure to follow these presented guidelines will result in the cancellation of your fund raising privileges or could result in the **APPLICATION OF A FINANCIAL PENALTY TO THE TEAM.**
10. **FUNDRAISING LIMITS:**
- a. Select teams have a 100,000RMB limit per year.
 - b. Development Program Teams have a 20,000RMB limit per year.

RISK MANAGEMENT

The Development Coordinator shall act as the Risk Manager for Shanghai Thunderbirds Minor Hockey Association. The Risk Manager identifies the risk of bodily injury or financial loss to the Association, measure the risks and sort those that are significant from those that are not and seeks out the ways and means of eliminating the avoidable risks that could lead to bodily injury or financial loss.

Shanghai Thunderbirds Minor Hockey Association recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved both on and off ice activities from the Board of Directors through the coaching staff, officials, parents and the player themselves.

The activities of Shanghai Thunderbirds Minor Hockey Association will be governed by the contents of the STMHA Team Management manual and the Risk Management Bulletins and Action Bulletins distributed by STMHA. A copy of the Team Management Manual will be kept by the Team Manager and Head Coach at all times.

ABUSE POLICY

Shanghai Thunderbirds Minor Hockey Association supports the efforts of IIHF and CHA in recognizing and combating abuse and harassment in Minor Hockey through their "Speak Out" program.

It is the policy of Shanghai Thunderbirds Minor Hockey Association that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. Shanghai Thunderbirds Minor Hockey Association expects every parent, volunteer and board member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.



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It is the policy of Shanghai Thunderbirds Minor Hockey Association that harassment, in all its forms, will not be tolerated during the course of any Shanghai Thunderbirds Minor Hockey Association activity or program. Accordingly, all Shanghai Thunderbirds Minor Hockey Association Board of Directors members, volunteers, team or on-ice officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment.

Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

Shanghai Thunderbirds Minor Hockey Association urges all members, players and volunteers to familiarize themselves with the POLICIES ON RECOGNITION AND PREVENTION OF ABUSE AND HARASSMENT available on the CHA website, (www.canadianhockey.ca) or, upon request, from the Secretary, Shanghai Thunderbirds Minor Hockey Association.

COMPLAINT POLICY

Notwithstanding any provisions from the contrary to the Policy & Procedure Manual any complaint relating to coach, manager and team officials shall be handled in the following manner:

- Step 1 - Complaint shall be directed to Manager of the team, if any, if no manager a written complaint shall be submitted to the Convener.
- Step 2 - If the complaint isn't resolved through the manager then a written complaint shall be submitted to the Convener.
- Step 3 - The Convener on receipt of complaint shall forward to the President a copy of said complaint.
- Step 4 - If complainant is not satisfied with the actions taken, the President shall determine and rule on the complaint or refer the complaint to the Discipline Committee. If matter is referred to Discipline Committee it shall investigate the complaint and report its recommendations to the Board of Directors.

Prior to commencing step 1 the association requires the complainant to wait 24 hours before submitting their complaint.

PROGRAM GUIDELINES

The Shanghai Thunderbirds Minor Hockey Association shall consist of hockey programs encompassing a Development Program and a Competitive Program. STMHA is committed to the development of hockey players both as athletes and as functional members of the community.

Due to the cyclic nature of the hockey community in Shanghai the BoD has flexibility in program direction. In all cases however the elements of our core programs will remain.

THE STMHA LONG TERM PLAYER DEVELOPMENT PROGRAM (LTPD)

Simply put, our Long Term Player Development (LTPD) model is a framework to maximize a player's potential and long term involvement in sport over the course of their life. The key elements of our program are:

- Doing the right thing for the player at the right stage in their development
- Adopting a player- centred approach and not treating the development of all players the same way.
- The broader the foundation of players the more successful the game of hockey will be in Shanghai



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- Viewing player development as a long term process
- Aligning player development resources (skills manuals, DVD's) with Coach development and education resources so that coaches are doing the right things at the right time.
- A need to better educate parents on the hockey development of their child. It is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it.

THE DEVELOPMENT PROGRAM

The “Development Program” is a recreational program designed to provide the players with an enjoyable hockey experience. The focus of this program is to provide as much opportunity as possible to each player to have fun learning the game and playing in a team environment.

The Program schedule will be based on the availability of ice time, amount of players registered for any division and demonstrated interest and skill level of players, coaches and parents. Typically skills grading for this program will begin in September with a program start date around the 1st October each year.

The policy for the Development Program will include the following:

- Divisions will be formed into:
 - Group 1 players older than 15 years of age as of Dec 31st;
 - Group 2 players older than 12 years of age as of Dec 31st;
 - Group 3 players younger than 11 years of age as of Dec 31st;
- All Divisions must maintain a minimum player:coach ratio of:
 - Group 1 15:1;
 - Group 2 10:1;
 - Group 3 8:1;
- All players must be full time members of STMHA
- All players should be graded using the Nation Standardized Skills Test (NSST). This grading will assist in the selection of teams within each division by providing a means to balance the teams skill level.

COMPETITIVE PROGRAM

The Board of Directors will establish the direction of the “Select Hockey” by July 30 of the current hockey season. The “Select Hockey Program” will be based on the availability of ice time, amount of players registered for any division and demonstrated interest and skill level of players, coaches and parents.

The policy for the STMHA Select Program will include the following:

- Teams will be formed in Novice, Atom, Pee wee, Bantam and Midget;
- All teams will carry a minimum of 13 players, (12 players & 1 goalie), and a maximum of 17 players (15 skaters and 2 goalies), **excluding Affiliated Players**;
- All regular Select players must be full time members of STMHA
- Try-outs will conclude in August and players are entitled to be invited to a minimum of one open ice-time, and one closed ice-time, before team selections are made;
- All Select players and coaches will be responsible for honoring their Development Program commitments first before Select. Commitment is defined as “participating in their Development Program practices and/or games”.

Establishing an Affiliated Players (AP) List.

The following procedures must be followed when a coach/manager wished to establish an AP list:



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- The AP list must be completed and returned to the Convener after the tryouts are completed, it is the responsibility of the Coach and Manager to maintain the AP list.

Reasons to use AP list players.

Players on an AP list are to be used in the following situations:

- When a regular player is ill.
- When a regular player is injured.
- When a regular player is serving a league suspension.
- When a regular player is missing for personal reasons.

Using players on the AP List

Coaches who wish to use AP list players must follow these procedures:

- A list must be established as above.
- Contact the player's parents and obtain their permission.
- Ask the player to play.
- If the AP is outside on STMHA Development Program, it is the Coaches responsibility to inform the Convener.

A Development Program player who has been moved to a higher category by STMHA is not available for the AP list of the higher division Select team (e.g., a Development Program Novice player who has been moved to Atom Development Program is only eligible for the AP list of the Novice Select team, not the Atom.)

PLAYER MOVEMENT

The Shanghai Thunderbirds Minor Hockey Association will continue to promote and encourage hockey excellence while maintaining a high degree of player development. To accomplish this STMHA, under an exception basis, will allow players of exceptional ability to play for Development Program teams in the next higher age division from that of their normal age division, providing all of the following criteria have been met:

The request for the player to participate in the Exceptional Player process must be made in writing by the player's family to the Head Coach of the Select Team & the Convener.

The request must be submitted prior to the beginning of Development Program Evaluations.

To be allowed to play in a higher division the player must, after evaluation by the Evaluation Committee, be considered to be one of the following on the team he/she is trying out for:

- One of the top three forwards;
- One of the top two defensemen;
- The number one goaltender.

This rating will be determined by an Evaluation Committee consisting of the following:

- The Head coach of the team the player would be advancing to;
- The STMHA President
- The STMHA Convener

All evaluation results are final and are not subject to any further review.

Player movement as a result of "Extenuating Circumstances" do not fall under the "Exceptional Player Movement Policy"



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COACHING, TRAINERS, MANAGERS

The conduct of all Development Program and Select Coaches, Trainers and Managers shall be beyond reproach at all times. The following are provided as guidelines:

- No member of the team's administration shall be found to be under the influence of drugs or alcohol at anytime surrounding the Minor Hockey environment.
- A member of the Executive can be a coach only if approved by the Executive. It is understood that the member shall declare a conflict of interest and refrain from any vote on any issue involving the member's team.
- The coach or manager of each team will be responsible to attend any General Meeting(s) that may be held whenever possible and must attend scheduled coaches meetings.
- All team Coaches, Managers or Trainers shall supply the Convener with all the details of any accident or injury by his/her players.
- All team Coaches and Managers shall notify the Convener of any changes in their team's practices, games or tournaments.
- No team official may purchase any equipment in the Association's name without the permission of the Executive.
- No coach shall be influenced to select a player for any team because his/her parent is a Member of the Executive.
- The Board of Directors shall deal with any Coach or Manager who uses a player on any other team without permission from that player's Coach or Manager.
- All coaches must apply each year for teams. The Executive must approve all team personnel appointments;
- No team official shall use profane language while addressing any team player, game official, parent or Executive member;
- The coaching staff will be responsible for their players in the dressing room or dressing area and during any team functions.

Select Teams, Coaches, Trainers, Managers Employment Policy

- Select team Coaches, Trainers, Managers and players must be well groomed and dressed in a neat and tidy manner when attending all games. This is to be enforced by the team coaching staff and managers.
- Team officials shall operate under Hockey Canada and STMHA regulations.
- No member of the team's administration shall be found to be under the influence of drugs or alcohol at any time surrounding the Minor Hockey environment.
- Players may not be released from any STMHA Select team after the team has Submitted their roster unless otherwise approved by the Convener & Board of Directors
- No person shall be the head coach for the same group of players for more than two (2) consecutive years if other qualified coaching applicants have applied;
- Transportation to and from tournaments and lodging for a Head Coach who is not the parent of any player on their team will be the responsibility of the team.
- Any team wishing to attend any tournament or tournaments must have advise from the Convener.

Development Program Teams, Coaches, Trainers, Managers Employment Policy

- A Development Program Team is a team that competes regularly in a Development Program within a center/Association.
- All players shall be registered with STMHA. These rosters must be submitted to the Convener



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- Ice time permitting, each team will have, on average, three (3) ice times per 2 weeks, which includes 2 practices and one game
- Development Program players must fulfill their commitment to their Development Program team before playing for a Select team. Commitment is defined as “participating in their Development Program practices and games”.
- All match penalties (league, exhibition and tournament games) must be reported by the game officials to the Convener.
- An Board of Directors & the Convener shall select all Head Coaches.

APPEAL & COMPLAINT PRODECUDRE

It is important to keep emotions under control in the arena, in front of the players and other parents. Respect and cooperation are essential to everyone on the team. Parents should respect the coaching staff for the job they are trying to do with the kids. They are not perfect, neither is anyone else. Mutual respect goes a long way to a fun and successful year. Do not air your complaints to other parents. Once that starts, it is like a disease that spreads and before you know it, parents are talking constantly in a negative way behind the player's, family's or coach's back without the individual ever having the opportunity to correct the issue. Discourage such toxic behavior by listening patiently to any negative comments that might be made, then address issues in a thoughtful, positive way. Speak to the positive qualities of the player, family or coach.

The procedure for complaints is as follows:

- Hockey is an emotional game for players, coaches and parents. All parents, guardians, coaches and players must wait twenty-four hours before lodging a complaint. Once the twenty-four hours has expired,
- Discuss with the team coach, manager, away from other parents. If not resolved,
- Discuss with the Convener for that division. If not resolved,
- Forward in writing to the Board of Directors with a copy to the President. The President after confirming that steps 1 and 2 have been followed, will investigate and report with findings, actions taken and whether or not resolved; and will report to the Executive Board at the next scheduled meeting.

RETURN TO PLAY POLICY

Injuries will occur during the course of a season due to the nature of the sport. Communication is vital with the players, parents, and coaches when a decision needs to be made about removing a player from action or returning to play. The Trainer's duty (and in the absence of a Trainer, the Head Coaches duty) is to observe the injured player, remove them from competition, communicate with the coaches and parents or guardians, and direct the player to a proper medical authority.

There may be pressure on you to allow the player to return to play. **This is not your decision.** Safety is the top priority and protecting the player from further injury is essential. Your role as a hockey trainer or coach is not to try and get the player back into competition as soon as possible, but rather to make sure the player's safety is the top priority at all times; and to refer them to the proper medical authority.

Players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, **must** obtain a note from a physician before they are allowed to return to play. If you are ever in doubt as to the seriousness of a player's injury or illness, exercise common sense and direct the parents to seek medical attention for the player and request that a physician's note be obtained before permitting the player to play or practice.



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Clearly communicate the necessity of medical permission from a physician to the player's parents or guardians and the coaching staff.

After an extended layoff, players must practice before they play. The practice situation is a controlled setting which allows players to gradually adapt and feel comfortable without risking further injury.

As a rule of thumb, a player should not return to play unless they can demonstrate appropriate skills in a practice situation. Remember, you want full function and a return to previous fitness level and skill level.

FAIR PLAY POLICY

The STMHA accepts as its Fair Play Policy as endorsed by the IIHF and Hockey Canada. In addition it is understood that no player will willfully hurt another player and that stronger, bigger players will not use their advantage to intimidate or hurt a smaller player. Failure to comply with this rule will be addressed through penalties and or suspension.

Fair Play Code for Players

- I will play hockey because I want to, not just 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 and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything and that having fun, improving skills, making friends and doing my best are also of utmost importance.
- I will acknowledge that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will not attempt to injure any player and shall refrain from placing excessive force on those smaller than myself.

Fair Play for Coaches

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support; and fair playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain prior training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.
- STMHA endorses a "Fair Play" philosophy for all participants in our Development Program and Select Programs and encourages the Coaches of these teams to do their best in equalizing ice time over the course of a season.
- With regards to Development Program; STMHA endorses an "Equal Play" philosophy for all participants and encourages the Coaches of Development Program teams to do their best in equalizing ice time over the course of each game.



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Fair Play Code for Parents

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for 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 a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays and performance by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

Fair Play for League Organizers

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport programs from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play code to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good techniques and will encourage them to become certified.

Fair Play Code for Spectators

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that the players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass coaches, officials or other spectators. I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

Fair Play Code for Officials

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.



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- I will not permit the intimidation of any player either by words or by actions. I will not tolerate unacceptable conduct toward officials, other players, and spectators.
- I will be consistent and objective in calling all infractions, regardless of any personal feelings toward a team or individual player.
- I will handle all conflicts firmly and with dignity.
- I accept my role as a teacher and a role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

PLAYER ELIGIBILITY AND REGISTRATION

A parent or legal guardian of a child wishing to play hockey in the STMHA's hockey programs for the next playing season must, at the date and time established by the Board of Directors on an annual basis:

- complete and sign the player application in the form approved by the Board of Directors;
- submit proof of the following:
 - if a new registrant, that the child's age is consistent with the registration form
 - make payment of the player registration fee or charge established by the Board of Directors on an annual basis and any other fees or charges that the Board of Directors may establish from time to time for new, renewal, or late registrations; and
- Notwithstanding any of the provisions the Board of Directors has the full power and discretionary authority not to accept an application for playing privileges, where:
 - a) the available ice time or other resources of the STMHA, or such other consideration that the Board deems reasonable or appropriate in the circumstances, requires that the STMHA limit the number of persons accepted for playing privileges; or
 - b) the parent or legal guardian of the child applicant or the adult applicant has been expelled or is suspended as a member of the Society; or
 - c) upon the Board of Directors accepting the application for playing privileges, the person named shall become a player in STMHA.

DISCIPLINE

The Discipline Committee shall consist of the Convener of STMHA who shall be the Chairman, and the Board of Directors, and the 1-2 head coaches

The duties of the Discipline Committee shall be:

- To review all major & misconduct penalties (ten minute, game, gross and match) assessed against players or team officials of the STMHA and to suspend and/or take disciplinary action that may be deemed necessary against such individuals; and
- To consider any other disciplinary matters as the committee, in its sole discretion considers necessary.

TEAM MANAGEMENT & PERSONNEL ROLES AND RESPONSIBILITIES



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Head Coach

- Train and instruct individual players and the team in a manner consistent with the goals of the Association.
- Provide a team training plan to the Convener within 30 days of forming the team.
- Oversee all team operations and be held responsible for all team actions.
- Requires appropriate certification as per STMHA.

Assistant Coach

- Assist the Head Coach with coaching the team.
- In the absence of the head coach, will assume that role.
- Requires appropriate certification as per STMHA.

Team Manager

- Act as an intermediary between parents and coaches.
- Retain and maintain all necessary player information in a team binder and carry at all times.
- Manage & Communicate hotel/lodging, busing, flight information for tournaments
- Manage all jersey and tracksuit / merchandise information for their respective teams
- Collect all monies due for various reasons
- Maintain records of all team monies collected – give monthly accounting to head coach, parents and Association.
- Make travel arrangements for the team.
- Public relations for your team.
- Assist with miscellaneous Association functions during the season.

Trainer

- Obtain Trainer certificate.
- Implementing an effective risk management program with your team that strives to prevent injuries and accidents before they happen.
- Conducting regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
- Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
- Maintaining accurate medical history files on all players and bringing these to all games.
- Maintaining a fully stocked First Aid Kit and bringing it to all games and practices.
- Receive a doctor's certificate from a player stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture. A copy is also to be provided to the Convener.
- Attends all games or practices.

Team Parent (optional)

- Maintain records of all team monies collected – give monthly accounting to head coach, parents and Association.
- Make travel arrangements for the team.
- Public relations for your team.
- Assist with miscellaneous Association functions during the season.