



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

POLICIES AND PROCEDURES MANUAL

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

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Section 1: General Operation of the Association

- 1.01 The Constitution is the main governing statement of TPMHA and supersedes all other documents within the Association. Changes can only be voted on at the Annual General Meeting (AGM) or semi-AGM.
- 1.02 Policies, Procedures, and Guidelines/Manuals can be changed at any time through a regular or electronic vote by TPMHA Executive.
- 1.03 Any new affiliation agreements between TPMHA and any Junior team must be struck at the beginning of each season and involve the U18 Head Coach.
- 1.04 Anyone involved with TPMHA (on and off ice) are required to obtain a Criminal Record with Vulnerable Sector Check as well as a Child Abuse Registry Check (as per Part 9 of the Constitution). Information can also be found under www.thepasminorhockey.ca/forms
- 1.05 TPMHA Executive shall be able to vote electronically and e-voting shall remain open for twenty-four (24) hours.

Section 2: Eligibility, Registration, and Insurance

Eligibility

- 2.01 All players must reside in TPMHA boundaries unless they have been approved through Hockey Manitoba.
- 2.02 No player may participate in TPMHA activities unless they are registered and in good standing.
- 2.03 The division and ages are governed by Hockey Manitoba and Hockey Canada. The following ages for House League and Representative hockey are as follows:
 - U7: 5 – 6 years of age (age minimum may be waived at the discretion of Executive and Head Coach, based on abilities of each individual case)
 - U9: 7 – 8 years of age
 - U11: 9 – 10 years of age
 - U13: 11 – 12 years of age
 - U15: 13 – 14 years of age
 - U18: 15 – 17 years of age

Registration

- 2.04 TPMHA deadline for registration will be December 15th (this may be waived at the discretion of TPMHA Executive and will be subject to a late registration fee that's pro-rated).
- 2.05 No players will be allowed to register after this date unless they move to The Pas from out of town and have requested a transfer with Executive's Registrar and receive approval from Hockey Manitoba.
- 2.06 All new players must have a parent/guardian complete the Respect in Sport (RIS) Program before their player is allowed on the ice. This has been mandatorily implemented from Hockey Manitoba.
- 2.07 The RIS Parent/Guardian Program is separate from the RIS Coach/Manager certification and must be completed regardless of whether you have taken the RIS Coach/Manager certification in the past.

2.08 Registration fees, payment schedules, and refund information can be found under Section 12: Financials.

Insurance

- 2.09 Insurance fees are covered within registration fee and are set by Hockey Manitoba.
- 2.10 The insurance program described by Hockey Manitoba shall cover all players and Officials of TPMHA.
- 2.11 TPMHA and its agents undertake no responsibility for player injuries or any other liabilities whatsoever (This shall be stated on all player registration forms).

Section 3: Equipment, Uniform, Logo, Colours

Equipment

- 3.01 While on the ice (including pre-game warm-ups), all players (including goaltenders) will be required to wear the following:
- CSA-certified hockey helmet with full cage
 - (BNQ) Throat protector
 - Mouth guard
 - Shoulder pads
 - Elbow pads
 - Pants
 - Hockey socks to fit over shin pads
 - Jill or Jock
 - Gloves
 - Shin pads
 - Hockey skates
 - Jerseys (jerseys will be issued shortly after the season starts but it is recommended to have your own at the start)
 - Stick (straight stick is recommended if your player is unsure what hand they shoot)
 - Personal water bottle with name on it (required)

To ensure the safety of everyone involved, these requirements will be strictly enforced and players will not be allowed on the ice without proper equipment.

- 3.02 TPMHA will stock and lend goaltending equipment to encourage new goalies, especially in the younger levels before goalies are full time.

Uniform

- 3.03 Dress codes for travel teams are determined by each Head Coach. It is encouraged to dress clean and respectable as you are representing our communities.
- 3.04 Travel jerseys will be provided by the Association in lights and darks (Alternate colours for U7 and U9). – see Section 12.34 – 12.39 for fees associated with jerseys
- 3.05 If available, travel teams shall purchase socks from the Association (please contact Executive's Equipment Manager).
- 3.06 All information regarding apparel purchases is under Part 4 of the Constitution.

Logo and Colours

3.07 All information regarding logo use and official colours is under Part 4 of the Constitution.

Section 4: House League and Player Movement

- 4.01 **Please see Appendix F and G of this document for Team Staff Guides.**
- 4.02 All House League teams shall be comprised of a minimum of eleven (11) players.
- 4.03 TPMHA Executive are responsible for approving and appointing all House League Coaches and Convenors.
- 4.04 A two (2) week session of development/skills practices shall ensue prior to drafting teams (U9 to be ran as development until approximately November 15th of each season).
- 4.05 House League teams will be drafted by the Coaches and Convenor of that division.
- 4.06 Team balancing shall occur by the Coaches and Convenor by December 1st and if further balancing is required beyond, a meeting chaired by the Convenor shall take place no later than January 15th (a bi-weekly of division standings will be done by the Convenor(s) to ensure the success of said balancing method).
- 4.07 Coaches are to provide a team registration list to the Executive's Registrar upon time of team selections.
- 4.08 Where a player by reason of size or ability is capable of playing at a higher division than their age designates, the player, parents/guardians, Convenor of the higher division, and Executive's Player Advocates must have consensus agreement and all necessary transfer forms must be completed to play in higher division (This process is initiated from the parent/guardian by completing the online Underage Application). Once completed, Executive's Hockey Development Coordinator will provide a written evaluation with recommendations to all TPMHA Executive, who will take into consideration all aforementioned parties and provide a decision to the parent/guardian. This must be completed by November 15th of the season.
- 4.09 Whereas a player wishes to play down a division, parents/guardians must complete the online Overage Player Application for Hockey Manitoba's approval (Please read carefully the reasons that an overage player would be considered to be approved). This must be completed by November 15th of the season.
- 4.10 U7 and U9 players that are approved to play in the House League above their age division **must play the entire season with these teams** (including travelling teams).
- 4.11 U11, U13, and U15 players that are approved to play in the House League above their age division **must play on their respective Representative teams according their age** (Exceptions may occur on occasion and affiliate process is still an option).
- 4.12 No movement backward will be approved after thirty (30) days in that respective division.
- 4.13 At the discretion of TPMHA Executive, U15 players shall have the option of playing as a team or being dispersed amongst U18 House League.
- 4.14 First Rep teams may play as a team unit in a higher age division House League (teams are to abide by the rules of the higher division and this is **to be reviewed annually by TPMHA Executive**).

Section 5: Representative Teams

- 5.01 **Please see Appendix F and G of this document for Team Staff Guides.**
- 5.02 All Representative (“Rep”) teams shall be comprised of a maximum of nineteen (19) players.
- 5.03 TPMHA Executive are responsible for approving and appointing all Rep team Coaches. Managers will be selected by the Head Coach for appointment to the position. TPMHA Executive will vote on the appointment (at a Regular Executive meeting or via e-vote).
- 5.04 Rep team tryout information will be advertised via email, website, social media, and TPMHA’s bulletin board at Roy H. Johnston Arena.
- 5.05 All First Rep teams will hold tryouts as they are able, ensuring to abide by Hockey Canada’s Player Pathway for their division.
- 5.06 All Second Rep teams will hold tryouts after the First Rep team has been finalized, pending interest and feasibility of rostering a second team.
- 5.07 TPMHA will pay for a maximum of six (6) hours of ice time (if required) for each team tryout.
- 5.08 Coaches are to provide a team registration list to the Executive’s Registrar upon team selection.
- 5.09 First Rep teams may play as a team unit in a higher age division House League (teams are to abide by the rules of the higher division and this is **to be reviewed annually by TPMHA Executive**).
- 5.10 All teams travelling outside of NorMan region will be required to obtain proper travel permits, arranged through TPMHA Executive at least fourteen (14) days prior to attending exhibition games/tournaments. This must be approved by Executive’s President as well as the NorMan Regional Director. An approved copy will be returned to the team applying and they must retain a copy. (The only exception to the fourteen (14) day rule will be late invitation duly dated and presented to Executive’s President).
- 5.11 For teams travelling out of province, prior permission must be obtained from Hockey Manitoba by way of travel permit (available online).

Section 6: Coaches, Convenors, Managers, Team Staff

- 6.01 **Please see Appendix F and G of this document for Team Staff Guides.**
- 6.02 Coaches, Convenors, Managers, and Team Staff are required to register with Hockey Canada Registry prior to participation.
- 6.03 No more than five (5) rostered Team Staff (Coaches, Manager, and other bench staff) shall be permitted in the player’s box. Only rostered staff/players are allowed in the player’s box or on the ice at any time.
- 6.04 TPMHA will attempt to hold coaching clinics on an as needed basis.
- 6.05 All coaching levels of training will be made available, if possible.
- 6.06 Coaches must obtain proper certification by the time of Hockey Manitoba rostering deadline. A fine is incurred from Hockey Manitoba for failure to obtain certification by deadline and those fines will be the Coach’s responsibility to reimburse TPMHA.

Section 7: On and Off Ice Officials

- 7.01 A minimum of two (2) On Ice Officials are required per game.
- 7.02 If no Officials are available, the game cannot be completed.

- 7.03 Scrimmages do not require Officials but is strongly advised to have a minimum of one (1) Coach or On Ice Official on the ice at all times.
- 7.04 A series of On Ice Officials' clinics shall be organized by Executive's Referee in Chief each season.
- 7.05 Timekeeping clinics shall be offered on an as-needed/wanted basis.
- 7.06 All On Ice Officials must obtain their re-certification by December 1st (or the date selected by Hockey Manitoba).
- 7.07 First time Officials or ones returning after an absence of one (1) year may not officiate in any games until they have completed their Officials course and exams.
- 7.08 Executive's Referee in Chief must receive confirmation of certification from Hockey Manitoba before assigning games to these Officials.
- 7.09 Whenever and wherever possible, On Ice Officials should be at least two (2) years older than the players in the game they officiate.

Section 8: Communication

- 8.01 The official website of TPMHA is www.thepasminorhockey.ca
- 8.02 TPMHA Executive, House League, and Rep team contacts can be found on the website at www.thepasminorhockey.ca/contact
- 8.03 Bulletin board and television will be maintained at the Roy H. Johnston Arena lobby for team/league news and communications.
- 8.04 Social media: (adhered to as per Hockey Manitoba's Social Media and Networking Policy)
 - Facebook: The Pas Huskies
 - Instagram: @thepashuskies
 - X: @thepashuskies

Section 9: Banquet, Year-end Awards, Scholarships, Alumni/Legacy Recognition

- 9.01 **Please see Appendix A of this document for Year-end Awards Listing.**
- 9.02 TPMHA will hold an annual banquet following year-end of the season, should TPMHA Executive see fit.
- 9.03 A minimum of two (2) scholarships up to five hundred dollars (\$500.00) are given out as advertised to any graduating students that are within the Association and eligible to apply. Executive's President to present bursaries and if unavailable, an alternate of TPMHA Executive will present (to be approved by all Executive members). Application forms with criteria can be found on www.thepasminorhockey.ca/forms
- 9.04 TPMHA Alumni/Legacy Wall (at Roy H. Johnston Arena): Player and/or family must approve prior to placing any suggested person up in the arena.
- 9.05 An Alumni/Legacy subcommittee to be comprised of three (3) TPMHA Executive members, two (2) The Pas Skating Club board members, and Kelsey Recreation for all future alumni/legacy members to be placed on the wall.

Section 10: Tournaments

- 10.01 **Please see Appendix B of this document for TPMHA Tournament Guide.**

- 10.02 Tournament entry fees are set annually by TPMHA Executive. Please refer to the website at www.thepasminorhockey.ca/tournaments for current fees.
- 10.03 Each home tournament will be permitted to collect twenty dollars (\$20.00) per player attending tournaments to purchase prizes for the raffle table.
- 10.04 U7 and U9 Convenors will be permitted to charge a twenty dollars (\$20.00) signup fee for players per tournament to ensure attendance of all games and will be refunded once tournament has concluded (Deadline to be set at the discretion of Convenors).
- 10.05 Funds raised during home tournaments are to be used for the following:
- Coach's costs (non-parent)
 - Ice Time (rep practices and exhibition games)
 - On Ice Official costs for exhibition games
 - Sanctions and/or travel permits
 - Tournament entry fees
 - Two (2) sets of player name bars
 - Two (2) sets of socks
- 10.06 Other expenditures MUST be pre-approved by Executive's Treasurer.
- 10.07 If tournament funds are misappropriated, all rostered staff of the team in question will be suspended indefinitely and the team funds will be frozen. Alternate Team Staff will be provided to allow for players to continue with the season.

Section 11: Disciplinary

- 11.01 **Please see Appendix C of this document for Disciplinary Guide.**
- 11.02 Players, Coaches, Convenors, Managers, and parents/guardian shall be informed about the Association's Discipline Policies before first game of the season in the form of a Disciplinary Guide.
- 11.03 At no time shall any TPMHA Executive member interfere with players, team staff, or game officials during a game situation. The only exception is if a game official stops the game and motions for an Executive member to the ice surface.
- 11.04 Team Coaches and Managers shall be responsible to supervise the behaviour of players on the ice, in the dressing rooms, and especially on road trips. Parents/guardians are reminded to ensure proper behaviour at rink, hotel, restaurants, and in public. Players are representing our communities.
- 11.05 TPMHA's Disciplinary Committee may discipline a player (whether they are disciplined by Hockey Manitoba or not), upon consultation with the Head Coach and Manager.
- 11.06 For any incident of maltreatment, please refer to tinyurl.com/HCMaltreatment
- 11.07 Any decisions taken by the Disciplinary Committee may be appealed within forty eight (48) hours.
- 11.08 The appeal board shall consist of TPMHA Executive.
- 11.09 The appeal shall be in the form of a written letter and shall be handed to Executive's Referee in Chief and will be dealt with in a reasonable length of time.
- 11.10 During the appeal process, players will not participate in TPMHA ice time activities. Further, any decision by TPMHA may be appealed to Hockey Manitoba if the individual is not satisfied with Association rulings.

- 11.11 Any TPMHA Executive member, Coach, Team Staff, player, On or Off Ice Official, or parents/guardians who receives a suspension from their incident as a result of a TPMHA Disciplinary Committee scheduled hearing will commence their suspension at 0001 hours the following day after the meeting with TPMHA Disciplinary Committee.
- 11.12 Any TPMHA Executive member, Coach, Team Staff, player, On or Off Ice Official, or parents/guardians who by their actions (be it verbal or physical) result in having to appear before TPMHA Disciplinary Committee in order to deal with the alleged incident(s), will not be allowed to participate in any TPMHA activities, whether on ice or off ice, until the time and date of TPMHA Disciplinary Committee scheduled hearing.
- 11.13 The Coach and Manager shall consult with parents/guardians regarding problem behaviour in players.
- 11.14 For major disciplinary problems, especially falling under the category of maltreatment or bullying, the Coach or Manager carries out the Association's policies and reports such incidents to the Disciplinary Committee for investigation, with a summary to be presented to TPMHA Executive.
- 11.15 Discipline for Hockey Canada/Hockey Manitoba infractions shall be handled as set out in the regulations. This includes match penalties, game misconducts, and gross misconducts.
- 11.16 Players involved in match infractions shall be suspended until a decision is rendered. Regular scheduled House League, playoff, and tournament games missed during this time count toward the suspension.
- 11.17 Any suspensions dealt out in House League play shall be carried over to Rep teams and vice versa.
- 11.18 The Disciplinary Committee shall be made up of:
 - Executive's Referee in Chief
 - Convenor of Division
 - Executive's President and/or Past President
 - Executive's Player Advocates
- 11.19 Any penalties involving officials will be handled as per the Hockey Manitoba rule book.
- 11.20 TPMHA Executive shall have the power to suspend or discipline any player, Coach, Manager, Team Staff, On Ice Official, or other officials connected with the Association.
- 11.21 Players consuming or displaying alcohol, drugs, or cigarettes/e-cigarettes immediately prior to a game, practice, tournament, or trip will be automatically suspended from playing until dealt with by the Disciplinary Committee.
- 11.22 Coaches, Managers, or Team Staff consuming or displaying alcohol or drugs in a way deemed inappropriate by TPMHA Executive, immediately prior to or while traveling, or during the day when a game is played, and after the last game of the day while they are around any player or still at the host arena, will be dealt with by the Disciplinary Committee.
- 11.23 In the last ten (10) minutes of a game, any player or Team Staff who is assessed a game misconduct shall automatically be suspended for a minimum of the next regular league, playoff game, or seven (7) days.

- 11.24 Any player incurring a game misconduct penalty shall be ordered to the dressing room for the remainder of the game and shall be reported to Executive's President or Referee in Chief for further action.
- 11.25 All suspensions must be served with the team that a player, Coach, Manager, or Team Staff is rostered with. Games missed as an affiliate player do not count toward a suspension, with exception to situations identified by Hockey Manitoba.
- 11.26 TPMHA will enforce all suspensions incurred in sanctioned hockey games. Suspensions are sanctioned by Hockey Manitoba. TPMHA reserves the right to add reasonable additional suspensions based on previous disciplinary infractions.
- 11.27 Any TPMHA Executive member, Coach, Official, or Team Staff contributing to juvenile delinquency shall be suspended for an indefinite period, no less than one year. (Upon review by current TPMHA Executive, early re-instatement will be considered).
- 11.28 All infractions will be reported to NorMan Regional and Hockey Manitoba.
- 11.29 Formal complaints must be submitted for Disciplinary Committee to be commissioned by TPMHA Executive (they cannot act upon hearsay).
- 11.30 Similarly, if a member of TPMHA Executive sees an infraction, they must put their complaint in writing for it to be investigated.
- 11.31 All game protests/appeals must be submitted in writing and accompanied by a one hundred dollar (\$100.00) retainer within forty-eight (48) hours following the game in question.
- 11.32 Retainer will be refunded if protest/appeal is approved.

Section 12: Financials

Fundraising/Grants

- 12.01 All fundraising activities MUST abide by Part 3 of the Constitution.
- 12.02 *Please refer to Section 10: Tournaments, 10.04 – 10.07 of this document for clarification on spending tournament or alternate fundraising monies.*
- 12.03 Regarding logo use and purchase of merchandise from outside sources, please refer to Part 4 of the Constitution.
- 12.04 Purchases such as team building events are to be paid from additional fundraising.
- 12.05 Apparel is to be paid from player-paid fees.
- 12.06 If unsure, please contact Executive's Treasurer to ensure funds are not being misappropriated.
- 12.07 Please refer to Hockey Manitoba's website for current potential grants and funding outside TPMHA at <https://tinyurl.com/HMBGrants>

On Ice Officials

- 12.08 These rates will be set annually by TPMHA Executive. Please refer to **www.thepasminorhockey.ca** for the most current rates.
- 12.09 At the discretion of TPMHA Executive, Officials will have their fees for clinics returned after completing five (5) games.
- 12.10 These fees include the Hockey Manitoba Officiating program fees, case book, and insurance (current players are responsible for insurance through player registration).

- 12.11 Crest included for the first time officials only.
- 12.12 Upon receiving a fifty dollar (\$50.00) deposit at the beginning of the season, TPMHA will provide an official jersey.
- 12.13 Deposit will be refunded at end of season after jersey is returned in good and clean condition (see 12.34 – 12.39 of this document for additional information).

Indemnity Claims

- 12.14 The Executive position of Treasurer will be compensated five hundred dollars (\$500.00) per month.
- 12.15 Upon presentation of receipts, all meals, mileage, and lodging for any member will be reimbursed when on approved Association business and will be in accordance to Hockey Manitoba's current indemnity rates at <https://tinyurl.com/HMBForms>

Registration Fees/Refunds

- 12.16 Multiple payment options for registration fees are available and as follows:

Early bird registration

- Before August 15th, a one hundred dollar (\$100.00) discount will apply when fees are paid in full at time of registration
- After August 15th, no discount will be applied and fees can be paid in full or as stated below;

Regular registration (if not paying in full)

- 50% due at registration
- October 1st for second payment
- November 1st for final payment

- 12.17 For goalies, registration fee portion will be reduced by 50%. Regular full payment will be required and that portion will be refunded at the end of the season (**To be reviewed annually by TPMHA Executive**).
- 12.18 No refunds will be reviewed for approval unless request is made in writing and mailed/emailed to Executive's President and Treasurer no later than April 20th of each season end.
- 12.19 No refunds will be reviewed for any players under suspension from TPMHA.
- 12.20 Parents/guardians requesting a registration fee refund, upon approval, will be issued a refund (to themselves or third party organization that paid) as follows:
- September 1st – 30th: 80% refund
 - October 1st – 31st: 75% refund
 - November 1st – 30th: 50% refund
 - After December 1st, no refund will be issued (between December 1st and March 1st of the season, player (s) withdrawing from TPMHA due to a move out of TPMHA's jurisdiction will receive a prorated refund)

This excludes insurance fees that are mandated and non-refundable from Hockey Manitoba/Hockey Canada

- Tournament volunteering that is NOT your player's home tournament (this must receive approval from the Tournament Committee as well as Executive's Fundraising/Volunteer Coordinators)

This list is subject to change and any/all suggestions are welcomed to be brought forth to TPMHA Executive via the Executive's Fundraising/Volunteer Coordinators.

Jerseys

- 12.34 Jerseys issued for House League are property of TPMHA and where applicable, a deposit of twenty dollars (\$20.00) for U7 and U9 and a deposit of forty dollars (\$40.00) for U13, U15, and U18 will be included in registration and refunded once jersey is returned in good condition.
- 12.35 Loss, theft, and excessive wear and tear (E.g.: stains from coloured sports drinks) will be subject to full replacement and all costs to be borne by the participant (this includes House League, Rep team, and On Ice Officials).
- 12.36 In the case where there is sponsorship for a level's house league jerseys, or not needed, jersey fee will be excluded from registration fee.
- 12.37 Representative teams will be required to submit a one hundred fifty dollar (\$150.00) deposit on travel jerseys that will be refunded at the end of the season, pending jersey condition upon return (meaning name bars removed, washed, and hung to dry)
- 12.38 Convenors and Managers will issue jerseys to Coaches. A list of players and jersey numbers shall be maintained for Executive's Equipment Manager.
- 12.39 No jersey belonging to TPMHA shall be altered in any way without the approval of TPMHA Executive.

Representative (Rep) Teams

- 12.38 A loan is available from TPMHA for any registered Rep team requiring funds at the start of the season, up to a maximum of two thousand five hundred dollars (\$2,500.00).
- 12.39 If loan is required beyond two thousand five hundred dollars (\$2,500.00), Rep teams must contact Executive's Treasurer and provide a detailed budget for the season. Approvals will be on a team by team basis.
- 12.40 The loan must be repaid in full to the Association after completion of their respective home tournament or by March 1st.
- 12.41 *Please refer to Section 10: Tournaments, 10.04 – 10.07 and Section 12: Fundraising/Grants, 12.01 – 12.05 of this document for clarification of funds use.*
- 12.42 Rep team fees shall apply to block ice time posted on the calendar of upcoming weekly schedule(s) and requests will be made to Executive's Ice Convenor.
- 12.43 TPMHA will expect every player on a Rep team to pay the Manager the required fee and the Manager will pay TPMHA for ice time by the given due date on the monthly invoices.
- 12.44 Managers will submit financial records to Executive's Treasurer on December 1st, February 1st, and April 30th of the season (extensions may be allowed to 15th of the respective months).
- 12.45 Rep teams not submitting financial records on due dates (or extensions as agreed upon) will be suspended from play/practice until statement has been submitted.

- 12.46 At the end of each hockey season (before May 1st), Executive's Treasurer will collect all Rep team accounts. Monies from these accounts in excess of one hundred dollars (\$100.00) will be redirected to TPMHA General Fund account.

U18 League/Teams

- 12.47 TPMHA will continue to support the U18 Hockey League.
- 12.48 U18 First team will be given a budget of three thousand dollars (\$3,000.00), plus gate, and 50/50 proceeds.
- 12.49 U18 First team will be responsible for the financial management of their own division, paying for all costs.
- 12.50 U18 League bond will continue to be paid by TPMHA.

Annual Financial Audit

- 12.51 A full financial audit of TPMHA will be done every year by the approved Auditor and presented at the Annual General Meeting.

Section 13: Miscellaneous

- 13.01 Donations and equipment can be accepted from local businesses and organizations.
- 13.02 **NO cell phones or photography/videography equipment in dressing rooms. Photography/videography in hallway only** (as per Hockey Manitoba/Hockey Canada).
- 13.03 Hockey Canada Dressing Room and Gender Expression Policies:
- <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf>
 - <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/gender-expression-and-identity-policy-e.pdf>

APPENDIX A



The Pas Minor Hockey Association

thepasminorhockey.ca

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YEAR-END AWARDS

(Revised September 2025)

For all these awards, the entire group of Coaches for each team and/or division should be involved in the process. For U15 and U18 where there may not be official House League teams, Coaches shall be allowed flexibility on how to do House League team awards/if House League team awards will be distributed. It may be sensible to rank Rep team awards as highest in these cases. If any Rep teams play in a higher division for House League, they are not eligible for awards in that House League. For Female program, flexibility on award distribution shall be at Female program Coach's discretion.

All House League Head Coaches and Rep team Head Coaches are responsible to organize their awards in accordance with the guidelines below and when requested by the Association, Executive's Equipment Manager will be responsible to order and organize all the awards prior to the Year-end Banquet.

NOTE: Anyone requesting additional awards beyond this document MUST have prior approval from TPMHA Executive. No additional awards will be presented at year-end banquet without approval.

U9

Players are allowed only one award

1. First, pick awards from the entire House League (see 1a.)
2. Secondly, pick individual House League team awards (see 2a.)

1a.U9 (picked from entire House League)

- Best Forward
- Best Defence
- Best Goalie
- League MVP

2a.U9 (each individual House League team)

- Esso Most Improved
- Esso Most Team Spirit
- Esso Most Dedicated

U11-U18

Players are allowed only one award, with exception to MVP and Rookie of the Year

1. First, pick awards from each Rep Team (see 1a.)
2. Secondly, pick individual House League Team awards (see 2a.)
3. Lastly, pick MVP and Rookie of the Year (see 3a.)

1a.U11-U18 (picked from each Rep Team)

- Best Forward
- Best Defence
- Most Improved
- Most Team Spirit
- Most Dedicated

2a.U11-U18 (picked from each individual House League team)

- Esso Most Improved
- Esso Most Team Spirit
- Esso Most Dedicated

3a.U11-U18 (every player eligible in their division)

(Head House League coach involves all House League and Rep coaches)

- MVP
- Rookie of the Year

4a.U11-U18 (one player picked from the entire Association in U11-U18)

- Goalie of the Year

On Ice Officials Awards

(Plaques to be given for these awards):

- Most Deserving Senior
- Most Promising Junior
- Most Dedicated

Coach of the Year (*open specifically for travel team coaches*)

(A gift up to \$150.00 will be given for this award)

Larry Mayer Volunteer of the Year (*open to any volunteer within the Association*)

(A gift up to \$150.00 will be given for this award)

Dedication to House League Volunteer Award/s *(open to any volunteer working within their House League. Multiple Awards may be presented)*
(A gift up to \$150.00 will be given for this award)

Volunteer Rookie of the Year *(open to any volunteer in their first or second season with the Association)*
(A gift up to \$150.00 will be given for this award)

APPENDIX B



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

TOURNAMENT GUIDE

(Revised September 2025)

This guide was developed to be used as a tool in helping organize local tournaments.

Some parts of this guide may be marked as optional. A successful tournament can be the most effective fundraiser for your team and should involve as many parents and guardians as possible. The more work you put in, the more fun the tournament will be (and the more funds that will be generated for your Rep or Travel teams/League/Association).

For ease of use within this document, The Pas Minor Hockey Association will be referred to as TPMHA

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Section 1: Introduction and Guidelines

- 1.01 This guide is a general overview for all tournaments.
- 1.02 To assist in your success, it is recommended to contact previous Tournament Chairperson(s).
- 1.03 Providing you adhere to TPMHA Policies, Procedures, By-Laws, and the Constitution, you are free to run the tournament as you see fit.
- 1.04 Please refer to www.thepasminorhockey.ca/forms for tournament financial forms (or contact Executive's Treasurer).
- 1.05 Please refer to Section 10 of TPMHA Policies and Procedures Manual for financial policies surrounding tournaments and tournament proceeds.

Section 2: Entry Fees and Tournament Sponsorship

- 2.01 Tournament entry fees are set annually by TPMHA Executive. Refer to the website at www.thepasminorhockey.ca/tournaments for current fees (Please direct teams here to register online).
- 2.02 Tournament corporate sponsorship costs are as follows:
 - **U7:**
One thousand dollars (\$1,000.00) – payable to **The Pas Huskies U7** (This may be split between two sponsors)
 - **U9:**
Three thousand dollars (\$3,000.00) – payable to **The Pas Huskies U9** (This may be split between two sponsors)
 - **U11, U13, U15, U18:**
Three thousand dollars (\$3,000.00) – payable to First Team of division that's being sponsored. – *In the event there is only one Rep team in an age level, the Sponsorship cost will reflect this (E.g.: \$1,500.00).*

Trophies/Medals: Naming rights are given to sponsor that is paying directly for costs of trophies and/or medals (and/or paying tournament a set amount to offset said costs). These are to be determined by each Tournament Committee.

Section 3: Tournament Chairperson(s)

- 3.01 Send out invites to NorMan Region Teams (if applicable): Cranberry Portage, Cross Lake, Easterville, Flin Flon, Gillam, Grand Rapids, Moose Lake, Nelson House, Norway House, Opaskwayak, Snow Lake, Split Lake, Thompson, and Wabowden.
- 3.02 Other areas such as (but not limited to) Dauphin, Hudson Bay, Nipawin, Portage La Prairie, Roblin, Steinbach, Swan River, and Tisdale have attended in the past.
- 3.03 Phone numbers and emails can be found by contacting past Tournament Chairperson(s) as well as searching the Association's websites. A great resource for this is Hockey Manitoba and Hockey Saskatchewan websites.
- 3.04 Invitation should include:
 - Tournament Chairperson(s) and their contact information (email, phone numbers, etc.)
 - Name and date of tournament
 - Age level, entry fee, and deadline for entering (You can also contact Executive's Director of Communications to create an online invitation for social media)
 - Payment Information:

- "Cheque payable to (your main bank account. For House Leagues, this is your main U7 and U9 account. For Rep teams, this is your First team)" with mailing address:

**The Pas Minor Hockey Association
Box 794, The Pas, MB R9A 1K8**

- 3.05 Alternatively, you may choose to save time by having invitees send e-transfers or cheques to your personal mailbox (cheques must still be payable to the Team or League as listed above).
- 3.06 Ensure a follow-up email is sent after confirmation of attendance to set a timeline for rosters, AP players, jersey numbers, and colours for home and away jerseys.
- 3.07 Hockey Manitoba application for Rural Tournament Sanction Form will be done by Executive's Tournament Coordinator and placed on bulletin board in TPMHA office prior to tournament start
- 3.08 Tournaments must be sanctioned before they can be advertised on the Hockey Manitoba website and approved Sanction form must be posted in the tournament office (for the duration of the tournament).
- 3.09 **Tournament Sponsor Information:**
 - Arrange to meet and pick up sponsorship funding (recommended to bring some players for a great photo opportunity)
 - Invite sponsor to opening ceremonies and have them do puck drop, if possible
 - Teams may decide to give a thank you gift to their sponsor

Note: It is important to have commitment from sponsors at the beginning of season. The season's sponsors for all tournaments should be confirmed as early as possible.

The current list of tournament sponsors is available at thepasminorhockey.ca/tournaments

3.10 **Enlist a Tournament Team**

- Ensure you are the main contact for all tournament issues and ensure all parties involved (volunteers, parents/guardians, Coaches, Managers, Officials, Teams, etc.) have all your contact information
- Ask another volunteer (parents/guardians) to co-chair the tournament (because of the nature of this position, these qualify for the \$150.00 volunteer refund)
- Hold a parent/guardian meeting once you start planning (preferably in a spare dressing room while kids are on the ice to ensure the most attendance) to discuss positions, answer questions, give direction, and update
- Advise of Tournament Committee positions for volunteering (may consist of the following positions to help keep tournament organized):
 - 50/50 Chairperson (50/50 seller volunteer time slots to be posted on bulletin board once chair and tournament scheduled confirmed)
 - Coach Packages
 - Decorations Chairperson
 - Loonie Stick
 - Music
 - Raffle Table Chairperson (Volunteer time slots to be posted on bulletin board once Chairperson(s) and tournament schedule is confirmed)
 - Referee Chairperson
 - Rules Committee
 - Time Keeper Supervisor

- Treasurer(s)
- Trophies/Medals
- *Cleanup Committee
- *Opening Ceremonies
- *Pick a Player
- *Pizza Shoot Out
- *Player Packages
- *Publicity/Media/Tournament Program
- Chuck a Puck, Toonie Drop, etc. (optional fundraisers not in this booklet.

Other tournaments as well as previous parents/guardians volunteers are great resources for ideas)

(*Optional and can be combined with other positions)

- Volunteer involvement for home tournaments is mandatory and imperative to a successful season for their player
- Collect all contact information from all parents/guardians (names, phone numbers, emails) as well as any fees (E.g.: \$20.00 raffle table fee, \$20.00 sign-up deposit)
- Collectively with your group, develop a tournament budget
- Keep a timeline on assigned tasks to be completed (an email or phone call follow-up to ensure things are on schedule and be available to provide guidance/solutions if needed)
- **IF TEAM PHOTOS HAVE NOT YET BEEN TAKEN (from beginning of the season), MAKE ARRANGEMENTS AS SOON AS POSSIBLE** and then have Executive's Director of Communications post online to the website and various social media
- For arena posting, contact Ron Larocque at Ron.Larocque@ckpi.com to print tournament schedule on larger sized paper (*It is advised to have this confirmed annually*)
- Hold additional meetings as necessary

It has been standard procedure to **not** solicit donations from businesses that are already sponsoring our Association, tournaments, or teams (since they've already made large investments). Some of these businesses may still wish to donate to the raffle table or assisting with reducing costs for items.

Section 4: Tournament Rules and Ice Bookings

Tournament Rules

- 4.01 Set up and decide tournament rules early on with Rules Committee.
- 4.02 Rules to be included in Coach package, tournament program, and emailed to attending team managers before tournament.
- 4.03 Ensure all rules are very clear especially in regards to round robin or modified round robin play.
- 4.04 Ensure all rules posted at the event are the same rules distributed to Coaches and Managers.

Ice Bookings

- 4.05 Ice bookings are done at start of season by Executive's Ice Convenor for both the Roy H. Johnston Arena (RHJA) and Gordon Lathlin Memorial Centre (GLMC) and can be contacted at tpmha.iceconvenor@gmail.com
- 4.06 Executive's Ice Convenor will make up the tournament schedule and will provide a master schedule to post online and at the rink.
- 4.07 Executive's Ice Convenor requires number of teams, length of game and game format, shootout info, thorough list of sponsors, and awards breakdown.
- 4.08 It is important to set a final deadline for registrations to assist Executive's Ice Convenor for planning (This can be challenging as some associations in the North roster teams later in season due to volunteer situation in their communities. Please contact Executive's Ice Convenor to assist in this).

Be aware of how to run things if you are doing games at GLMC (Different staffing levels, puck accessibility, potential requirement for a runner to bring game sheets and game prizing, etc.)

Section Five: Tournament Office

- 5.01 Obtain TPMHA office key from Executive member ahead of tournament.
- 5.02 Set up office ahead of time (tidy up and organize if needed).
- 5.03 Approved Sanction Permit from Hockey Manitoba will be posted in TPMHA Office by Executive's Tournament Coordinator.
- 5.04 Have space for Tournament Treasurer to count money, organize payments, etc.
- 5.05 Lock office when it is left empty.
- 5.06 Trophies, prizes, and mascot costume to stay in office until required.
- 5.07 Keep all tournament rules, rosters, team standings, game sheets in office (when calculating points, it is best to do on the poster inside the office to avoid mistakes and copy same information onto main poster in lobby).
- 5.08 Have a contact master list (phone numbers and email) of your tournament team, time keepers, Coaches, and Managers from out of town posted in the office where it is easily accessible.
- 5.09 Dressing room keys to be signed out and returned to office. A twenty dollar (\$20.00) deposit will be required from Coaches or Managers. Keep track of what dressing rooms keys are out so they can be returned and deposit can be refunded (Please advise the Coaches or Managers of expectations to keep the room clean so as not to forfeit their deposit and have rooms verified before refunding deposit).
- 5.10 Clean up office after your tournament and return key to Executive member.

Section Six: 50/50 Chairperson

- 6.01 Post signup sheet after tournament schedule has been released.
- 6.02 Prior to tournament start, ensure each game has a volunteer to sell tickets as this fundraising is very important to help pay for On Ice Officials as well as ice time (If need be, approach people directly to fill in blank slots on the signup sheet).
- 6.03 Leave space for two (2) volunteers during home team games (when crowd is larger).
- 6.04 Run a progressive 50/50 at the raffle table and have your volunteers also sell throughout the stands at least once per game.

- 6.05 Can also ask Executive what is available as overstock from previous tournaments.
- 6.06 Purchase enough envelopes (2 for each game) and label each pair of envelopes with game number, prize amount, ticket number, and colour.
- 6.07 Contact Tournament Treasurer about float and coordinate money collection after draws have been made throughout weekend.
- 6.08 If needed, make posters to hang in Roy H. Johnston Arena (RHJA) and GLMC, listing each draw and allowing space to post winning ticket and name of winner when collected.
- 6.09 Update posters after every game.
- 6.10 All winners to be directed to tournament office to collect winnings unless at GLMC where a volunteer or a time keeper can distribute winnings.
- 6.11 Volunteers at GLMC to bring uncollected winnings and monies in well-labelled envelopes to tournament office.
- 6.12 Keep receipts and submit to Tournament Treasurer in a labelled envelope before tournament is over.
- 6.13 Advise volunteers on how 50/50 draw works:
 - Pre-count ticket strips ahead of time for ease of selling
 - Use bucket with price of tickets listed on side
 - Sell tickets until early 3rd period with enough time to count money in office
 - Remove float
 - Divide remaining funds into the proper game number envelopes provided and fill out envelope information
 - Post winning ticket on poster in lobby next to game number and prize amount
 - Set bucket up with float and pre-counted ticket strips of a different colour
 - Leave in office for next volunteer
- 6.14 When in doubt, ask Tournament Chairperson(s).

Section 7 Coach Packages

- 7.01 Make up packages for all the teams.
- 7.02 All packages should include tournament rules, Tournament Chairperson(s) contact information, pizza shootout (if applicable), game schedule, and procedures for opening ceremony (if applicable).
- 7.03 Packages are to be handed out to each team Coach or Manager once they arrive at the arena (Reminder: Some teams may have their first game at the GLMC and you'll need the Tournament Chairperson(s) to advise them to come to the RHJA to pick up their package before their first game).
- 7.04 Feel free to include local events happening that weekend, attractions, restaurants, etc. (It's a nice touch and promotes our tri-community).

Section 8: Decorations Chairperson

- 8.01 Establish a decorating committee.
- 8.02 Consult with Executive's Tournament Coordinator to see what decorations are available (prior to setting budget).
- 8.03 Work according to the budget set by your committee.
- 8.04 Decorate the arena the night before the start of the tournament.

- 8.05 Ensure all decorations are removed after tournaments and office is left tidy and organized.
- 8.06 Do not save personalized player/tournament dated decorations.
- 8.07 Creative freedom in this area is heavily encouraged so make it fun and show off that Huskies Pride.

Section 9: Loonie Stick Draw

- 9.01 Loonie stick is a 50/50 draw that is typically sold alongside the raffle table, pick a player, etc.
- 9.02 Tickets sell for two dollars (\$2.00) with one dollar (\$1.00) being taped with hockey tape to the stick and the other dollar (\$1.00) to be placed in the cash box.
- 9.03 Purchase or find a donation of player sticks, usually one left and one right handed (in the past the stick has been signed by the local Junior A Team. Use discretion and speak to Tournament Chairperson(s) in regard to this).
- 9.04 Ensure enough tape supplies (clear sock tape works well) are at the raffle table for the sticks.
- 9.05 Make poster up with price and have a corresponding draw bucket with paper slips (can just be blank pieces of paper) for entry's name, community, and phone number.
- 9.06 Contact Raffle Table Chairperson ahead of time to avoid overlap of duties and congestion at the raffle table.
- 9.07 Draw to be held on Saturday in conjunction with the raffle table (Assistance with all draws is appreciated).
- 9.08 Count loonies on stick for the winning total.
- 9.09 Winner and total to be posted on the wall with other prize winners.

Section 10: Music

- 10.01 Responsible for music during the games and schedule workers.
- 10.02 Remember music at GLMC (if using).
- 10.03 Ensure the music is radio-edit friendly (no profanity).
- 10.04 Test system ahead of time and make sure workers know how to use.
- 10.05 For U9 and up, this is a great way to boost the mood in the rink and hype up the crowd.
- 10.06 If unable to fill this position with volunteers, your group may consider setting a budget to pay someone to play music.

Section 11: Raffle Table Chairperson

- 11.01 Can ask another volunteer to assist in this job.
- 11.02 Collect twenty dollars (\$20.00) from each TPMHA player that is attending tournament.
- 11.03 Use money to purchase items (8-10 or more) for the raffle table that will encourage attendees of the tournament to buy tickets. A good mix of things for all ages of youth as well as adults. Ask other senior parents/guardians in the Association for advice.
- 11.04 Do NOT solicit local businesses with letters for donations for raffle table items if they are already sponsoring Association or tournaments – for clarification and list of companies, please contact Executive's Tournament Coordinator.
- 11.05 Also note that it is greatly encouraged, wherever possible, to support the local businesses that sponsor our tournaments, teams, or Association. Please consider purchasing raffle items from these businesses.
- 11.06 When tournament schedule is listed, hang up signup sheets for two (2) volunteers to work together in shifts (similar to 50/50).

- 11.07 If tournament is close and shifts have not been filled up, approach people directly with the signup sheets to see if they have another responsible volunteer to assist (or contact Executive's Director of Communications to send an association-wide request for assistance).
- 11.08 Cellophane or wrap each item individually, securing gift certificates and loose items so they do not get lost or stolen.
- 11.09 Make posters, listing items and have space for winners name, community, and ticket stub.
- 11.10 Set up raffle table the night before tournament while decorating to ensure you have every item you need and the correct amount of space.
- 11.11 Place a corresponding bucket labelled to match prize next to each item.
- 11.12 Have a master list with each ticket number purchased with buyer's name, community, and cell phone number:
 - Set dollar amount for tickets (E.g.: 10 raffle table tickets for \$5.00 or have a ticket bundle such as raffle table tickets, pick a player, loonie stick, etc. for a set amount)
 - Cut and staple tickets together ahead of time
 - Raffle table hours are usually beginning of tournament with draws being held on Saturday at 7:00 p.m. (exact time is discretionary)
 - Tournament Treasurer will pick up money from time to time throughout tournament to keep cashbox from getting too full
 - Raffle table also sells tickets on the Pick a Player and the Loonie Stick draws. This money is collected together
 - All draws are to be made at same time as the Raffle Table (refer to job descriptions for these tasks)
 - Pick a Player (optional) is a 50/50 with player's names. Player's names should be on the papers in the buckets. Each time a player's name is entered in draw, they pay two dollars (\$2.00). Half goes into pot and other half to tournament. It may be a good idea to have the sheets for draw box say Pick a Player. Remember to announce/post winners. Players can be entered as many times as they have the two dollars (\$2.00) paid. A checkmark is usually placed by the player's name whom has been "purchased" multiple times
 - Put raffle table away in office overnight. Please ensure that the room is locked
 - When holding draws, enlist 5 – 6 people to assist. It only takes minutes to hold the draw but there are usually a lot of people around to see if they have won
 - Hand out a few of the master list sheets to each helper. Have someone pull one number out of each bucket and have another person writing down the winners on the poster for each prize drawn

Section 12: On Ice Officials Chairperson

- 12.01 Contact Executive's Referee in Chief to advise of Officials needed for the tournament as well as the final games for U9 (may require senior level On Ice Officials).
- 12.02 If TPMHA does not have a Referee in Chief, work with Executive's Vice President to ensure On Ice Officials are scheduled for each game with the appropriate levels.
- 12.03 The higher the level of hockey or depending on other events (U15 Officials on the road, Junior A, Junior B, AAA) may result in a shortages of On Ice Officials.
- 12.04 Be aware of the potential need to budget for Officials' travel expenses.

Section 13: Rules Committee

- 13.01 Work with Tournament Chairperson(s) to establish tournament rules.
- 13.02 Rules Committee should consist of at least three (3) people and one (1) person has to be available at arena at all times (previous tournaments have utilized Head Coach, Executive's Referee in Chief, and/or supplemental Coaches to form this group).
- 13.03 During the tournament the Rules Committee's responsibility is to ensure tournament rules/Hockey Manitoba rules/Hockey Canada rules are adhered to.
- 13.04 Ensure finalized rules are given to each Coach, hung up with scoreboard posters, and can be incorporated into a tournament program.
- 13.05 Ensure the same set of rules are used throughout.
- 13.06 Pay extra attention to whether the tournament is round robin or modified round robin and make sure it is advertised well in all rules.

Section 14: Timekeeper Supervisor

- 14.01 Oversee that there will be suitable staffing for scorekeeping and clock.
- 14.02 Post signup sheets for parents/guardians to sign up (at both rinks if necessary).
- 14.03 In the event you do not have enough timekeepers, you may ask for assistance from those outside your division looking to volunteer (this would count toward their volunteer hours).
- 14.04 In the event you still do not have enough volunteers, you may, with your parents/guardians group, decide on a budget and pay a person to do these duties.

Section 15: Treasurer(s)

- 15.01 Contact Executive's Tournament Coordinator for confirmation of account and advise who will be the signing authorities.
- 15.02 For House League U7 and U9 tournaments, signing authority is usually each league's Head Coach and Convenor.
- 15.03 For Rep tournaments, it is generally the First team's Manager and Head Coach.
- 15.04 Deposit team entry fees and sponsor monies as soon as received to ensure all cheques have cleared before tournament is over.
- 15.05 Purchases for the tournament can be made in collaboration with the First team's Manager and Head Coach (if you are using cheques to pay).
- 15.06 You can also use cash collected from parents/guardians or from 50/50 or raffle table income.
- 15.07 All expense receipts must be retained and submitted with tournament financial statements.
- 15.08 Keep clear paper trail of bills paid and monies received with cash.
- 15.09 Have appropriate floats for raffle table and 50/50.
- 15.10 Track and pay On Ice Officials at end of tournament (Speak with each official as some expect payment after each game). Utilize Referee Payout form (<https://www.thepasminorhockey.ca/forms>)
- 15.11 Keep in close contact with Tournament Chairperson(s) before, during, and after tournament.
- 15.12 Collect and track monies raised throughout the tournament from raffle table and 50/50.
- 15.13 Do not leave excess cash at the raffle table and keep track of money taken from raffle table. Utilize Raffle Table Log form (<https://www.thepasminorhockey.ca/forms>)

- 15.14 At the end of the tournament, speak to Raffle Table Chairperson to see income totals from each fundraising event.
- 15.15 Pay all bills (E.g.: trophies, ice time at RHJA and GLMC, loans from the Association, etc.).
- 15.16 Enlist a second person to help count cash and double check.
- 15.17 Complete Tournament Financial Statement and submit to Executive's Treasure at the end of the tournament.
(There may be penalties or forms of discipline should this not be followed)
- 15.18 Because of the nature of this position, this qualifies for the one hundred fifty dollar (\$150.00) volunteer refund.

Section 16: Trophies/Medals

- 16.01 Consult with Tournament Chairperson(s) to see how many trophies/medals to purchase from Association (Executive's Equipment Manager is the contact person for this).
- 16.02 Consult with Tournament Chairperson(s) on Game Star, Digger, Sportsmanlike, and Shut out (goalie) awards and order of presentation.
- 16.03 In U7 and U9, the aim is for each player attending to win an award, if possible.
- 16.04 In U11, Sportsmanlike award is at discretion of organizing group's budget.
- 16.05 Locate TPMHA trophy for corresponding tournament and clean if need be.
- 16.06 Print Game Star and Digger award slips (can put in Coach package).
- 16.07 Ensure prizes are at the timekeeper's box to hand out at the end of the game.
- 16.08 Following the tournament, have updated engraving of winning teams (*It is advised to have this confirmed annually who does this locally*)

Section 17: Optional Positions, listed under Section 3.09 (some can be combined with others)

***Cleanup Committee**

- 17.01 To confer with Tournament Chairperson(s) and Decorating Committee for duties needing assistance in this regard.

***Opening Ceremonies**

- 17.02 Establish an opening ceremonies committee (usually 3-6 people).
- 17.03 Determine if you would like to have an opening ceremonies (Most often done in U11 and U13).
- 17.04 Develop a plan for opening ceremonies (see what the tournament did the previous year).
- 17.05 Review with Tournament Chairperson(s).
- 17.06 Acquire someone for Master of Ceremonies.
- 17.07 Acquire someone for Huskies mascot, Hat Trick.
- 17.08 Invite dignitaries from tri-community (Chief, Mayor, Reeve), Tournament Sponsor, Executive's President.
- 17.09 Locate red carpet for dignitaries to walk on.
- 17.10 Have markers ready to be put on ice prior to ceremonies (E.g.: pucks, balloons, pylons—something easily removable after ceremonies).
- 17.11 Arrange for flag bearers to escort teams (Junior A, Junior B, AAA Male/Female, or older Huskies have been of assistance in the past).
- 17.12 Submit photos of opening ceremonies (E.g.: puck drop) to Executive's Director of Communications to upload to the website and/or social media.

- 17.13 Invite local media to attend (newspaper, radio).
- 17.14 Information on the opening ceremonies need to go into the Coach packages.
- 17.15 When announcing teams U11 and up, start with highest levels first (E.g.: the First teams, then Second, then Third). The Pas teams are the last ones to be announced from each pool).

*Pick a Player Draw

- 17.16 Need names of all players attending the tournament (can be found on the team rosters from the Tournament Chairperson(s)).
- 17.17 Make a poster of all the player's names.
- 17.18 Tickets sell for two dollars (\$2.00) each.
- 17.19 Have a corresponding draw bucket with paper slips for purchaser's name, community, and phone number (can be just blank pieces of paper).
- 17.20 Cross off the player's name on the poster once their name has been picked (make checkmark for each additional entry on player's name).
- 17.21 Contact and work with Raffle Table Chairperson ahead of time when doing posters and making plans.
- 17.22 Draw to be held in conjunction with the raffle table.
- 17.23 Aid Raffle Table Chairperson (if needed) during this time.
- 17.24 Winner and total to be posted on the wall with other prize winners.

*Pizza Shootout

- 17.25 Advise Executive's Ice Convenor of pizza shootout so they allot the ice time accordingly.
- 17.26 Set up shootout rules.
- 17.27 Contact vendor/sponsor to make arrangement for pizza pricing (Various vendors have sponsored this event in the past. Ask previous Tournament Chairperson(s) for a list).
- 17.28 PLEASE ENSURE THAT IF THEY CHOOSE TO SPONSOR EVENT, THEIR NAMES ARE MENTIONED AT EACH SHOOTOUT.
- 17.29 Make coupons for the pizza shootout (vendors may supply them, especially if sponsored), hand to the winning team, and notify them of the hours of operation (or alternatively, have pizzas ordered to be ready and delivered for end of shootout).
- 17.30 Advise the On Ice Officials at the beginning of the game that there will be a pizza shoot out at the end and if they could assist.
- 17.31 Ensure adequate puck supply is available.

NOTE: This is not mandatory but generally a very fun thing for all the kids to do at the end of their first game and is at the discretion of organizing group

Player Packages

- 17.32 Optional but encouraged for U7, U9, and U11.
- 17.33 Work with your group to determine a budget.
- 17.34 This is an allowable expense for your tournament as we want all teams to have the most enjoyable weekend and return to our tournaments annually.
- 17.35 Make up player packages for each player (little paper bags work well and ideas for inside are: bagged or individually wrapped candy, bottled water/juice box, stickers, small promotional items, coupons for concession or local restaurants, a small piece of fruit, small toys for those in U7 and U9, etc.).

NOTE: If you have a company sponsoring the tournament or an event, do not offer goods/coupons for a competing company (E.g.: If Pepsi was sponsoring, you would not give out coupons for Coke)

*Publicity/Media/Tournament Program

- 17.36 If possible, you should have one person responsible for entering rosters, game data, rosters, and games into TPMHA website (Speak with Executive's Director of Communications for access/training).
- 17.37 If you are unable to have someone enter game stats/results on our website, at the very minimum have someone send photos (E.g.: Volunteers, players, raffle table, highlights, end of day results, winning teams (U9 and up)) to Executive's Director of Communications to upload to TPMHA website and/or social media pages.
- 17.38 You should have a volunteer able to print a tournament program which should include the rules, team photos, schedule (be creative - you can highlight players, sponsors, Coaches, Team Staff, On Ice Officials, etc.).
- 17.39 Notify the media of game schedules and ask if they will cover it.
- 17.40 Invite local newspaper and radio to attend the opening ceremonies (if any) and games (Opasquia Times is (204) 623-3435 and CJAR1240/102.9 is (204) 623-5307).
- 17.41 With the Tournament Chairperson's assistance, send a thank you in the newspaper for all those who volunteered, donated, sponsored, etc.

APPENDIX C



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

DISCIPLINARY GUIDE

(Revised September 2025)

The policies outlined in this guide have been adopted by The Pas Minor Hockey Association for the purpose of establishing continuity in the administration of same by the Disciplinary Committee.

This guide is intended to provide each player, parents/guardians, Coach, Manager, or other Team Staff with the necessary information of how these policies will be applied and administered by the Disciplinary Committee for the duration of the hockey season.

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

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Section 1: Team Responsibilities

- 1.01 Should any player(s) or team staff willfully damage any property or equipment at any arena, all costs for repairs shall be borne by the team of which they represent
- 1.02 Team player(s) or team staff shall be suspended from TPMHA participation until all required repairs have been completed

Section 2: Disciplinary Committee

- 2.01 TPMHA Disciplinary Committee shall consist of the following members:
 - Executive's Referee in Chief
 - Convenor of the League in question
 - Executive's President and/or Past President
 - Executive's Player Advocates
- 2.02 The Committee's function will be to hear and determine "subject to appeal" on all matters requiring discipline and meet as required to resolve such matters.
- 2.03 Violations of policy and regulations are set by Hockey Canada, Hockey Manitoba, and TPMHA.
- 2.04 The Disciplinary Committee may suspend a player, Coach, Team Staff, or game official for unbecoming conduct on or off the ice.
- 2.05 The Disciplinary Committee shall sit at such times and places as necessary to deal with suspensions on a timely basis.
- 2.06 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 (but not limited to):
 - Issuing apology
 - Require attendance at clinics
 - Making restitution
 - Providing undertakings
 - Placing person or team on probation
- 2.07 Reasonable notice of a suspension hearing shall be given as follows:
 - If a team is subject to suspension, notice shall be given to the Coach, Convenor of that League, and to Executive's President
 - If a player is subject to suspension, notice shall be given to the player concerned, their coach, parents/guardians, and Executive's President
 - If a game Official is subject to suspension, then notice shall be given to the game Official concerned and to Executive's Referee in Chief
 - Disciplinary Committee may request any player, Coach, Manager, other Team Staff, or game Official to appear before said Committee
 - Failure to appear at the time and place indicated (without reasonable excuse) may result in disciplinary action against the person failing to attend the hearing
- 2.08 Notice of any hearing by the Disciplinary Committee shall be given first in person, second by telephone, and followed up by letter addressed to the person to be notified or their next of kin, place of work, or school they are attending.

- 2.09 The Disciplinary Committee will ensure that reasonable time limits will be given to all parties requested to attend a hearing.
- 2.10 Within TPMHA, the Disciplinary Committee will retain on file, copies of all documentary evidence considered and record names, addresses, and telephone numbers of persons having given evidence to the Committee.
- 2.11 The Disciplinary Committee will deal with any areas of maltreatment, as per Hockey Canada Policy at: tinyurl.com/HCmaltreatment

Section 3: Suspensions

Automatic Suspensions

- 3.01 Any player, Coach, or Executive member who falsifies their birth date, place of residence, or a signature on a registration form or player card with Hockey Manitoba (or any Coach or Manager certifying such form) will be automatically suspended until a hearing by Hockey Manitoba.
- 3.02 Any player or Team Staff assessed a match penalty for threatening or physically engaging with a game Official will be automatically suspended until a hearing by the Executive of Hockey Manitoba.
- 3.03 Any player, Team Staff, or game Official who falsifies a game report sheet will be automatically suspended until a hearing by the Disciplinary Committee.
- 3.04 Any player or Team Staff assessed a gross misconduct penalty for making a travesty of the game will be automatically suspended, as per Hockey Manitoba guidelines.
- 3.05 Any player assessed a game misconduct or match penalty for directing any obscene, profane, or abusive language at a game Official or Team Staff, opposing player, or spectator will be automatically suspended, as per Hockey Manitoba guidelines.
- 3.06 Any player assessed a penalty for engaging in fighting will be automatically suspended, as per Hockey Manitoba guidelines.
- 3.07 Any team using an ineligible player will forfeit all games in which such player was used and the Disciplinary Committee will automatically suspend the team from further competition until a hearing can be held to resolve the issue.

Suspensions

- 3.08 A suspension based on a number of league or playoff games, will prohibit the suspended person from participating in any tournament or exhibition games during the suspension period and such suspension will be enforced from one playing season to another (A violation of this rule may result in further suspensions)
- 3.09 The rules as related to suspensions are intended to extend also to the conduct of players, Coaches, Managers, or other Team Staff during exhibition games or tournament games
- 3.10 The Chairperson of the Disciplinary Committee shall report to TPMHA Executive Members the particulars of:
 - the suspension of any team
 - the suspension of a player
 - the reinstatement of any player (where relevant)

Guidelines for Suspensions

NOTE: These guidelines for suspensions are automatic suspensions to a player, Coach, Manager, or other Team Staff who has been penalized for said infraction. These suspensions must be confirmed by Executive's Referee in Chief or President and may be taken to a hearing of the Disciplinary Committee at the discretion of Executive's Referee in Chief or President.

SPECIAL NOTE: TPMHA Disciplinary Committee enforces these guidelines for suspensions. They may, in consultation surrounding an infraction, have the automatic suspension changed and so notify the person affected of the change.

- 3.11 All indefinite suspensions are referred to the Disciplinary Committee.
- 3.12 An indefinite suspension means that a person receiving such suspension MAY NOT participate in any TPMHA on or off ice activities until the Disciplinary Committee makes a ruling.
- 3.13 The suspension guidelines are minimums and are based upon policy of Hockey Manitoba and Hockey Canada. TPMHA reserves the right to add additional discipline as they see fit.

APPENDIX D



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

PARENT/GUARDIAN GUIDE

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

On behalf of TPMHA, we would like to welcome you to the family. Starting hockey is one of the most exciting and fun times for players as well as parents/guardians. It can be an intimidating experience if you are new but keep in mind that it is all for fun. With that being said, please recognize the player's season and development is dependent on you as parents/guardians. The first few years of hockey are about developing fundamental skills and learning the basics. It is about teaching players sportsmanship and the fun in sports. Have open, calm, respectful discussions with Coaches, Conveners, or Managers and do not lose sight that they are also volunteering. For the beginner player or parents/guardians, a wealth of information for resources is often found with an experienced parent/guardian. The following information has been compiled to answer as many questions as possible and get you and your family ready for the upcoming season.

General Information for all ages

- All players must have a parent/guardian complete the mandatory **Respect in Sport** course. In order for a player to be eligible on a sanctioned Hockey Manitoba team, this online course must be completed by at least one (1) parent or legal guardian of any minor hockey player before the player can be registered. No players will be allowed on the ice until this course has been completed. Link to online course can be found on the website at www.thepasminorhockey.ca/resources
- While on the ice (including pre-game warm-ups), all players (including goaltenders) will be required to wear the following:
 - CSA-certified hockey helmet with full cage
 - (BNQ) Throat protector
 - Mouth guard
 - Shoulder pads
 - Elbow pads
 - Pants
 - Hockey socks to fit over shin pads
 - Jill or Jock
 - Gloves
 - Shin pads
 - Hockey skates
 - Jerseys (jerseys will be issued shortly after the season starts but it is recommended to have your own at the start)

- Stick (straight stick is recommended if your player is unsure what hand they shoot)
- Personal water bottle with name on it (required)

To ensure the safety of everyone involved, these requirements will be strictly enforced and players will not be allowed on the ice without proper equipment.

- Volunteer fees paid during registration will be refunded if the parents/guardians completes a set amount of volunteer hours. Please refer to Policies and Procedures Manual under Section 12 (12.23 – 12.31) for full clarification.
- If you do not complete your hours, your refund will stay with TPMHA.
- Volunteer Log Worksheets can be found on the website at **www.thepasminorhockey.ca/forms**
- There will be a parent/guardian meeting within the first month of hockey that should have the Coach and Convenor or Manager present as well as at least one (1) parent/guardian from each player so that expectations can be discussed for the year. This meeting will also outline tournament preparations as well as give the parents/guardians an opportunity to ask questions, address concerns, etc.
- Please try to have your player at the rink a minimum of 30 minutes prior to any ice times (practice/games/tournaments). Some may take longer to dress so please take this into account to ensure your player is fully dressed and ready to play 5 – 10 minutes before their scheduled ice time.
- There is a television as well as a bulletin board for TPMHA (located on the wall in the Roy H. Johnston Arena lobby on the right before the dressing room hallway). Please check these often as there will be information posted regularly for each division.

Specific Information to Age Groups

U7

Please see Appendix E of this document for U7 and U9 Parent/Guardian Guide

U9

Please see Appendix E of this document for U7 and U9 Parent/Guardian Guide

U11, U13, U15, U18

- U11 – U18 divisions are set up the same and Rep teams begin at U11.
- Rep teams are on a tryout basis and up to six (6) hours of ice time for each team are provided.
- Rep teams travel to other communities to play in 2-3 day tournaments.
- These tryouts will be within the first few weeks (it will be posted on online media/tv and bulletin board at the arena as well as emails). At the end of the tryouts, the Coaches will advise of the roster. Depending on numbers, there may be an option of a second team tryout (if your player did not make the first team).
- If your player successfully makes a Rep team, there will be a Rep team season fee collected by the Manager. These fees are used in addition to home tournament funds raised and are used to cover ice time for practices and exhibition games, team building events, entry fees for tournaments attended, name bars, socks, non-parent Coach fees, and other approved team expenditures (please read through all the other documents in this manual to ensure funds are not misappropriated).
- For players that do not wish to travel and/or participate in Rep hockey, there will still be House League. House League consists off all players in that division (split into as many teams as possible). There will also be weekly developmental practices for the entire group of players to attend.
- By U11 division, your player should be able to get their equipment on by themselves and be encouraged to tie their own skates. At this age, parents/guardians should start to distance themselves from the dressing room. Coaches will be around for tying skates for the first year players that may not be able to yet.
- At these levels, it will be full ice with full rules moving forward for your player.

Female Hockey

- All female players will have the opportunity and are encouraged to play with their age groups (co-ed) and will have equal opportunity to try out for Rep teams.
- There is a Female Hockey Coordinator within TPMHA Executive.
- There will be weekly practices on the schedule for all females to attend during the year. It is a great opportunity for the younger females to interact with the older players.
- (In previous years, Female Rep teams have also gone to tournaments and/or provincials with other associations in such as Flin Flon, Thompson, etc.)

Useful Resources/Important Information

- Website can be found at www.thepasminorhockey.ca
- Television and bulletin board at the Roy H. Johnston Arena
- Social media pages (search **The Pas Huskies** on Facebook and Instagram)
- tinyurl.com/HMSMpolicy

In closing, we would like to thank you for choosing and entrusting TPMHA to not only develop skills and instil a lifelong love of the game for your player but also to learn valuable life skills that can be carried on well into the years.

If you have any questions and/or concerns throughout the season, please ask any Executive Member for assistance. If you are interested in volunteering for any Executive position, please refer to the website for current vacant positions and/or when positions will be made available for nomination to the board.

We hope you have a great year and our main goal is to make each year as memorable as possible so your player continues with the sport we all love as long as they can.

APPENDIX E



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

**U7 AND U9
PARENT/GUARDIAN GUIDE**

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

Philosophy and Objectives

- Create a safe and fun environment for players to experience the sport.
- Heavily incorporate physical literacy, fair play, cooperation, and fun into the sport.
- Teach basic hockey skills so players can build confidence on and off the ice, whilst enjoying and staying in the sport.

General Information

- TPMHA follows Hockey Manitoba and Hockey Canada guidelines. Links to pertinent information are available on TPMHA website.
- The U7 and U9 Hockey Canada Player Pathway guidelines are available through links on TPMHA website.
- All players must have a parent/guardian complete the mandatory **Respect in Sport (RIS)** course. In order for a player to be eligible for a sanctioned Hockey Manitoba team, this online course must be completed by at least one (1) parent or legal guardian of any minor hockey player before the player can be registered. No players will be allowed on the ice until this course has been completed. Link to online course can be found on the website at www.thepasminorhockey.ca/resources
- While on the ice (including pre-game warm-ups), all players (including goaltenders) will be required to wear the following:
 - CSA-certified hockey helmet with full cage
 - (BNQ) Throat protector
 - Mouth guard
 - Shoulder pads
 - Elbow pads
 - Pants
 - Hockey socks to fit over shin pads
 - Jill or Jock
 - Gloves
 - Shin pads
 - Hockey skates
 - Jerseys (jerseys will be issued shortly after the season starts but it is recommended to have your own at the start)
 - Stick (straight stick is recommended if your player is unsure what hand they shoot)
 - Personal water bottle with name on it (required)

To ensure the safety of everyone involved, these requirements will be strictly enforced and players will not be allowed on the ice without proper equipment.

- Please note that a Criminal Record with Vulnerable Sector check as well as a Child Abuse Registry Check is required to volunteer for on and off ice activities and all required forms/letters can be found on the website at www.thepasminorhockey.ca/forms
- Volunteer fees paid during registration will be refunded if the parent/guardian completes a set amount of volunteer hours. Please refer to Policies and Procedures Manual under Section 12 (12.23 – 12.31) for full clarification.
- If you do not complete your hours, your refund will stay with TPMHA.
- Volunteer Log Worksheets can be found on the website at www.thepasminorhockey.ca/forms
- There will be a mandatory parent/guardian meeting within the first month of hockey that will have the Coach and Convenor present to explain the expectations for the year and share important information as well as give the parent/guardian an opportunity to ask questions, address concerns, etc.
- Please try to have your player at the rink a minimum of 30 minutes prior to any ice times (practice/games). Some may take longer to dress so please take this into account to ensure your player is fully dressed and ready to play 5 – 10 minutes before their scheduled ice time.
- Only one (1) parent/guardian per player in the dressing room (It is best to not have any siblings, if possible, due to safety reasons). For U9, parents/guardians should encourage their player to start dressing independently.
- Please ensure that one (1) parent/guardian is in the arena at all times when your player is on the ice.
- TPMHA runs an association-wide raffle fundraiser and no additional fundraising is required/permitted at the U7 or U9 divisions.
- **NO cell phones or photography/videography equipment in dressing rooms.**
Photography/videography in hallway only (as per Hockey Manitoba/Hockey Canada).
- There is a television as well as a bulletin board for TPMHA (located on the wall in the Roy H. Johnston Arena lobby on the right before the dressing room hallway). Please check these often as there will be information posted regularly for each division.

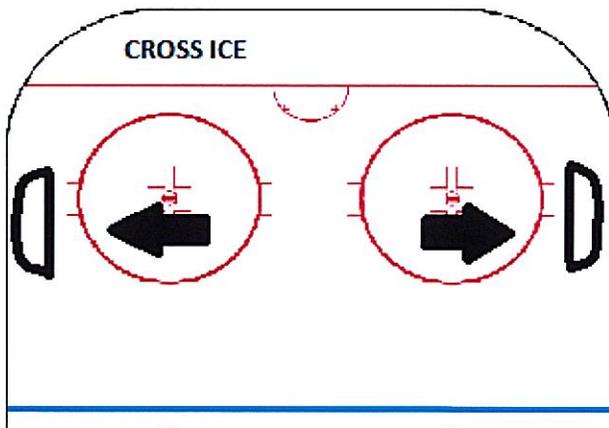
Specific Information to Age Groups

U7

- All parents/guardians are highly encouraged to come on the ice (with skates, if possible) for players that are unable to skate (it is recommended that a player can stand on skates unassisted prior to registering for hockey). Parents/guardians can assist on the ice until October 1st without certification. Executive's Registrar can assist with completing Criminal Record with Vulnerable Sector Check and Child Abuse Registry forms. There will also be Coaches to assist (for parents/guardians that may not be able to skate). Many helpers are needed in this division due to the maturity level of the players.
- At this age, it is required to have one (1) parent/guardian in the arena while the player is on the ice.
- Parents/guardians are requested not to go to the bench during practices. For some players, it may encourage them to go off the ice more and will be missing valuable development and skills opportunities from the Coaches. They will check on your player when they notice them on the bench.
- TPMHA may choose to run mandatory time keeper/clock training for all U7 parents/guardians.
- One (1) day tournaments are **optional** to attend. Signup sheets will be posted on the bulletin board at the arena with deadlines. Once signup has ended, Coaches will make team rosters. There are no extra fees for tournament entries as this comes from profits of your home tournaments. Tournaments are not mandatory but are encouraged as they are a fun environment in which players get the opportunity to play against other teams as well as implement the skills and development they've practiced during regular ice time. Once you have signed up for a tournament, you are expected to attend.
- U7 Convenors will be permitted to charge a twenty dollar (\$20.00) signup fee for players per tournament to ensure attendance of all games and will be refunded once tournament has concluded (At the discretion of Convenors, exceptions with valid reasoning will be allowed).
- U7 players will be able to participate in a maximum of four (4) tournaments (home

tournament plus three (3) others) with preference given to tournaments hosted within the NorMan region (dependent on funds and interest).

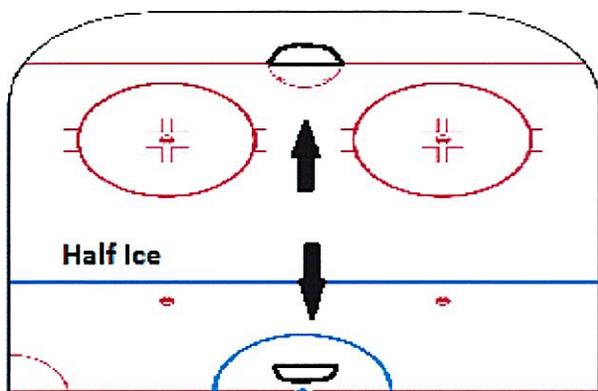
- TPMHA will sponsor an off ice kickoff event within the first six (6) weeks of the season (prior to regular season, as per Hockey Canada's Player Pathways guideline). Head Coach, Convenor, and other volunteers are responsible to organize this and advise Executive's Fundraising/Volunteer Coordinators and President of their plan prior to approval of event. Some examples of event can include (but are not limited to) an hour of organized games at The Pas Recreation and Wellness Centre, a small banquet, etc. Attendance is not mandatory but heavily encouraged.
- The U7 year-end windup is sponsored by TPMHA. Coach, Convenor, and volunteers are responsible to organize this and there is no charge to players nor their family to attend.
- At this age, the emphasis is on individual skills and not rules. This helps players learn the basics.
- As per Hockey Canada, games are played cross ice (see diagram below):



**** multiple games can be played at once**

U9

- At this age, it is still required to have one (1) parent/guardian in the arena while the player is on the ice.
- Time keepers will be needed for House League and this time will count toward your volunteer hours.
- Tournaments are **optional** to attend. Much like U7, signup sheets will be placed on the bulletin board at the arena with deadlines and rosters will be made once the signup deadline has passed. Again, there are no extra fees for tournament entries as this comes from profits of your home tournaments. Once you sign up for a tournament, you are expected to attend.
- U9 Convenors will be permitted to charge a twenty dollar (\$20.00) signup fee for players per tournament to ensure attendance of all games and will be refunded once tournament has concluded (At the discretion of Convenors, exceptions with valid reasoning will be allowed).
- U9 players will be able to participate in a maximum of five (5) tournaments (home tournament plus four (4) others with preference to tournaments hosted within the NorMan region (dependent on funds and interest).
- Any out of region tournaments will require a signed travel permit from TPMHA and NorMan (form can be found on TPMHA website).
- House League start: Coaches will make House League teams up and start alternating ice times with practices later in the fall. Emails will be sent as well as information placed on the television and bulletin board at the arena (Please ensure that your Coach has a valid email address to ensure that important information is not missed).
- Emphasis is still on skills, but there will be introduction to some rules later in the year. This is to prepare players who will be moving up to U11. One (1) parent/guardian will continue to help their player get dressed but encourage them to dress independently.
- Games are played on half ice – see diagram below:



**multiple games can be played at once

Useful Resources/Important Information

- Website can be found at www.thepasminorhockey.ca
- Bulletin board at the Roy H. Johnston Arena
- Social media pages (search **The Pas Huskies** on Facebook and Instagram)
- tinyurl.com/HMSMpolicy

In closing, we would like to thank you for choosing and entrusting TPMHA to not only develop skills and instill a lifelong love of the game for your player but also to learn valuable life skills that can be carried on well into the years.

If you have any questions and/or concerns throughout the season, please ask any Executive Member for assistance. If you are interested in volunteering for any Executive position, please refer to the website for current vacant positions and/or when positions will be made available for nomination to the board.

We hope you have a great year and our main goal is to make each year as memorable as possible so your player continues with the sport we all love as long as they can.

APPENDIX F



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

TEAM STAFF GUIDE
(Head Coach, Convenor, Manager)

(Revised September 2025)

For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA

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Outro

Introduction

TPMHA would like to welcome all new volunteers as well as welcome back any past volunteers. You play an integral part in what makes our minor hockey program successful. Your involvement ensures players not only learn to love the game of hockey but acquire vital life skills.

Whether you have accepted a position as Head Coach, League Convenor, or Rep Team Manager, you will play an important role in every player's development.

We have compiled this package to use as a manual and reference guide in hopes of easing any questions or concerns that may arise throughout the season.

In order for consistency in coaching and player development, access via the Hockey Canada app will be available if requested).

If you have any questions or concerns that are not covered in this guide, please contact any Executive Member and they will be more than happy to work with you to ensure success for not only yourself but the players, parents/guardians, and everyone that may be involved for the hockey season.

In each division, the expectation is that everyone works together to make the season successful. Along with that, we aim to host the best tournaments in the north.

The information below will explain how each division is set up in TPMHA and the roles/responsibilities within that division.

Please note: Attendance of executive meeting in October is mandatory for House League Head Coaches and Convenors. This gives an opportunity to ask questions if needed.

Section 1: U7 – House League Head Coach and Convenor (no Rep teams in this division)

Please see Appendix G of this document for U7 and U9 Team Staff Guide

Section 2: U9 – House League Head Coach and Convenor (no Rep teams in this division)

Please see Appendix G of this document for U7 and U9 Team Staff Guide

Section 3: U11, U13, U15, U18 – House League Head Coach

- Makes plans for practices and ensures all Coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified Coaches/on ice helpers are on the ice
- Teaches basic fundamentals of game play and rules
- Ensures player supervision in dressing room before and after ice time(s)/game(s)
- Supervises players on bench
- Ensures players know when games are scheduled

Section 4: U11, U13, U15, U18 – House League Convenor

- Convenes/runs the League
- Acts as the League's spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Selects House League teams along with Head Coach and Assistant Coaches and works with these Coaches to ensure the House League teams are balanced
- Coordinates all games played in House League
- Monitors TPMHA's policies relating to House League play
- Coordinates the compiling and posting of statistics for House League
- Organizes time keepers for all games
- Organizes distribution of House League jerseys and collects at year-end (*refer to Sections 12.34 – 12.39 of Policies and Procedures Manual*)
- Organizes On Ice Officials for all games (with assistance from Executive's Referee in Chief)

Section 5: U11, U13, U15, U18 – Rep Team Head Coach

- Runs tryouts, chooses players for roster, and picks Assistant Coaches and Manager (TPMHA Executive to have final say via vote/e-vote for Managers)
- Makes plans for practices and ensures all Coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified Coaches/on ice helpers are on the ice
- Teaches hockey fundamentals and game strategies

- Ensures player supervision in dressing room before and after ice time(s)/game(s)
- Supervises players on bench
- Supervises all players' behaviour on and off ice during road trips (alongside parents/guardians for off ice)
- Sets rules at start of season and ensures this is followed (Head Coaches may choose to have a player and parent/guardian contract – *Code of Conduct form available on website*)
- Ensures that during tournaments, all rules are being followed
- Maintains equipment locker

Section 6: U11, U13, U15, U18 – Rep Team Manager

- Acts as the team's spokesperson in liaison with Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
- Makes team travel arrangements for out of town games (E.g.: accommodations bookings, applying for travel permits outside of NorMan regions, etc.)
- Handles all monies for the team (in accordance with TPMHA policies)
- Monitors team fundraising and spending/budget (in accordance with TPMHA policies)
- Submits financial records to the Executive's Treasurer on December 1st, February 1st, and April 30th of the season (extensions may be allowed to 15th of the respective months)
- Organizes distribution of jerseys and collects at year-end (*refer to Sections 12.34 – 12.39 of Policies and Procedures Manual*)

Section 7: Female – House League Head Coach

- Makes plans for practices and ensures all Coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified Coaches/on ice helpers are on the ice after December 1st
- Teaches basic fundamentals of game play and rules
- Ensures player supervision in dressing room before and after ice time(s)/game(s)
- Supervises players on bench
- Ensures players know when games are scheduled

Section 8: Female – House League Convenor

- Convenes/runs the division
- Acts as the division's spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website

- Selects House League teams (if applicable) along with Head Coach and Assistant coaches and works with these Coaches to ensure the House League teams are balanced
- Coordinates all games played in House League
- Monitors TPMHA's policies relating to House League play
- Coordinates the compiling and posting of statistics for House League
- Organizes time keepers for all games
- Organizes distribution of House League jerseys and collects at year-end (*refer to Sections 12.34 – 12.39 of Policies and Procedures Manual*)
- Organizes On Ice Officials for all games (with assistance from Executive's Referee in Chief)

Section 9: Female – Rep Team Head Coach

- Runs tryouts, chooses players for roster, and picks Assistant Coaches and Manager (TPMHA Executive to have final say via vote/e-vote for Managers)
- Makes plans for practices and ensures all Coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified Coaches/on ice helpers are on the ice
- Teaches hockey fundamentals and game strategies
- Ensures player supervision in dressing room before and after ice time(s)/game(s)
- Supervises players on bench
- Supervises all players' behaviour on and off ice during road trips (alongside parents/guardians for off-ice)
- Sets rules at start of season and ensures this is followed (Head Coaches may choose to have a player and parent/guardian contract – *Code of Conduct form available on website*)
- Ensures that during tournaments, all rules are being followed
- Maintains equipment locker

Section 10: Female – Rep Team Manager

- Acts as the team's spokesperson in liaison with Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
- Makes team travel arrangements for out of town games (E.g.: accommodations bookings, applying for travel permits outside of NorMan regions, etc.)
- Handles all monies for the team (in accordance with TPMHA policies)
- Monitors team fundraising and spending/budget (in accordance with TPMHA policies)
- Submits financial records to the Executive's Treasurer on or around December 1st, February 1st, and April 30th of the season (extensions may be allowed to 15th of the respective months)

- Organizes distribution of jerseys and collects at year-end (*refer to Sections 12.34 – 12.39 of Policies and Procedures Manual*)

Outro

In closing, we would like to thank all of you for volunteering and making TPMHA successful. Without your combined efforts, we would not have an Association as volunteers are the glue that holds TPMHA together.

Please do not hesitate to contact any Executive Member at any time during the season if assistance is needed or clarification is wanted on any matter.

APPENDIX G



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

U7 AND U9 TEAM STAFF GUIDE

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

Please note: Attendance of executive meeting in October is mandatory for House League Head Coaches and Convenors. This gives an opportunity to ask questions if needed.

U7 Head Coach

- Makes plans for practices and ensures all Coaches are aware of the plan
- Follows all Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures on ice helpers are registered as bench staff and wearing proper equipment
- Ensures only certified Coaches are on the ice
- Ensures that no cell phones or photography/videography equipment are to be used in the dressing room. Photos (including team photos) to be taken outside the dressing room
- Teaches basic fundamentals with emphasis on skating/skills with lots of fun
- Divides up players into groups for practices and work with Convenor and Assistant Coaches to ensure all House League teams are balanced
- Assists Convenor in parents/guardians meetings to answer any questions
- Initial parents/guardian meeting to be held **AFTER** attending Regular Executive meeting)
- Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
- Makes balanced teams for travelling or league play, based on players that are on signup sheet
- In the spirit of fair play, ensures that all players receive equal ice time and that all coaches follow this
- Maintains U7 equipment locker
- Ensures cross ice guidelines are correctly followed
- Distributes tournament jerseys at tournaments and collects them at the end of the day. Returns them clean at the end of the season

U7 Convenor

- Convenes/runs the league
- Is familiar with the Parent/Guardian Guide and ensures a copy is visible on the U7 bulletin board
- Ensures (along with the Head Coaches and all Coaching staff) that teams are balanced in the House League/Travel teams
- Acts as the team's spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email, social media, or TPMHA website
- Organizes and manages the initial parents/guardians meeting (sample agenda attached)
- Initial parents/guardian meeting to be held **AFTER** attending Regular Executive meeting

- Tournaments
 - Ensures parents/guardians are aware that everyone will need to volunteer for home tournament
 - Organizes and collects a refundable twenty dollars (\$20.00) signup deposit for those wanting to sign up for tournaments (discretionary)
 - Completes travel permits for out of town travel. Keeps copies of rosters, health information, and permits on hand while travelling
 - Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
 - Registers for tournaments at the start of the season. Communicates with Executive's Tournament Coordinator regarding rosters, etc.
 - A maximum of four (4) NorMan regional tournaments to be attended per season (home tournament plus three)
- Fundraising/Banquet
 - Home tournament profits must cover registration fees for tournaments attended. No additional fundraising permitted
 - Maximum of one thousand five hundred dollars (\$1,500.00) may be used for year-end gifts to players, Coaches, and Convenor(s) (only if sufficient funds and specific to U7 and U9 only)
 - TPMHA will sponsor a kickoff event and windup for U7 (Player awards at TPMHA awards banquet generally do not include U7, so they do not attend)
 - Kickoff -
 - see the Hockey Manitoba U7 Guidelines for planning information <https://www.hockeymanitoba.ca/wp-content/uploads/2021/06/Timbits-Under-7-Resource-Guide.pdf>
 - TPMHA will support in the amount of ten dollars (\$10.00) per player (food, venue, supplies, etc. for team building activities - no gifts)
 - Held within the first six (6) weeks of the season
 - Windup
 - Held at the conclusion of the regular season
 - Timbits medals available for each player
 - Certificates can be presented at the discretion of the Coaches/Convenors
 - Association will cover the cost of food, drink, and MPR rental
- Financials
 - Handles all monies for the team (in accordance with TPMHA policies). A meeting with Executive's Treasurer will be arranged at the start of the season
 - Submit financial records to Executive's Treasurer as requested
 - Organizes distribution of jerseys and collects at year-end (*refer to Sections 12.34 – 12.39 of Policies and Procedures Manual*)

U9 Head Coach

- Makes plans for practices and ensure all Coaches are aware of the plan
- Follows Hockey Canada guidelines

- Ensures players are wearing all the proper equipment on the ice
- Ensures on ice helpers are registered as bench staff and wearing proper equipment
- Ensures only certified Coaches/on ice helpers are on the ice
- Ensures that no cell phones or photography/videography equipment are to be used in the dressing room. Photos (including team photos) to be taken outside the dressing room
- Teaches basic fundamentals with emphasis on skating/skills and fun
- Divides up players into groups for practices
- Works with Convenor and Assistant Coaches to make teams for House League and maintains as balanced as possible throughout the year
- Assists Convenor in initial parents/guardians meeting to answer any questions
- Initial parents/guardian meeting to be held **AFTER** attending Regular Executive meeting
- Makes balanced teams for travelling to multiple day tournaments (based on players that are on signup sheet)
- Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
- In the spirit of fair play, ensures that all players receive equal ice time and that all coaches follow this
- Maintains U9 equipment locker and ensures goalie equipment is available and placed back in locker after use
- Ensures all players wishing to try out goaltending get a chance
- Assists Tournament Chairperson(s) in making Sunday draw for tournament (after game results are in)
- Ensures half-ice guidelines are followed (as per Hockey Canada)

U9 Convenor

- Convenes/runs the League
- Is familiar with the Parent/Guardian Guide and ensures a copy is visible on the U9 bulletin board
- Ensures (along with the Head Coaches and all Coaching staff) that teams are balanced in the House League/Travel teams
- Acts as the team's spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parents/guardians meeting (sample agenda attached)
- Initial parents/guardian meeting to be held **AFTER** attending Regular Executive meeting
- Tournaments
 - Ensures parents/guardians are aware that everyone will need to volunteer for home tournament
 - Makes team travel arrangements for out of town games (E.g.: accommodations bookings, applying for travel permits outside of NorMan regions, etc.)
 - Keeps copies of rosters, health information, and permits on hand while travelling

- Organizes and collects a refundable twenty dollars (\$20.00) sign-up deposit for those wanting to sign up for tournaments (discretionary)
 - Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
 - Is aware that as per Player Pathway programs, the maximum number of tournaments for U9 is five for attendance (home tournament plus four others, pending team finances)
- Financials
 - Handles all monies for the team (in accordance with TPMHA policies). A meeting with Executive's Treasurer will be arranged at the start of the season
 - Submits financial records to Executive's Treasurer as requested
 - No additional fundraising permitted. Home tournament profits must cover registration fees for tournaments attended
 - Maximum of one thousand five hundred dollars (\$1,500.00) may be used for year-end gifts to players, Coaches, and Convenor(s) (only if sufficient funds and specific to U7 and U9 only)
 - U9 Players are invited to attend the TPMHA awards banquet at the end of the season. No additional association funds will be available

Initial parents/guardian meeting **MUST** be held **AFTER** attending Regular Executive meeting (not prior to)

Parents/Guardians Meeting Sample Agenda

The parents/guardians meeting is where you can share information about the upcoming season. This is a mandatory requirement for parents/guardians to attend. Have a sign-in sheet to track attendance and get contact information (phone numbers and emails) from parents/guardians. Feel free to invite an executive member to attend to assist in answering questions.

- Welcome
- Distribute Parent/Guardian Guide (if not already done)
- Introduce Coaching Staff and Convenor
- Kick off (U7 only)
- On-ice helpers
 - Registered
 - All coursework/certification must be completed before going on ice. Any fines will be the responsibility of the Coach if not completed by December 1st
- Brief explanation of cross-ice/half-ice rationale
- Philosophy
 - Create a safe and fun environment for players to experience the sport
 - Heavily incorporate physical literacy, fair play, cooperation, and fun into the sport
 - Teach basic hockey skills so players can build confidence on and off the ice whilst enjoying and staying in the sport
 - U9 will incorporate more rule-based instruction in the latter half of the season
- Codes of Conduct
 - Available on website
- Tournaments
 - Dates for the upcoming season
 - Registration process
 - Home tournament information (Tournament Chairperson(s) can attend if requested). Start assembling the team, explain positions
 - Explaining of budget and finances
 - Sole fundraiser allowed to cover your season costs is tournament revenues
 - Maximum of one thousand five hundred dollars (\$1,500.00) may be used for year-end gifts to players, Coaches, and Convenor(s) (only if sufficient funds and specific to U7 and U9 only)
- Technology
 - Hockey Manitoba Social Media Policy
 - Dressing Room Guideline (no cell phones or photography/videography equipment are to be used in the dressing room)

- Team composition
 - Teams are created to be balanced (no stacking)
 - During practices/drills, players may be grouped by ability, as per Hockey Canada Guideline. These groupings are fluid
 - Tournament teams are not set. Expect changes each tournament
- Concerns
 - Concerns are to be brought to the attention of the Convenor
 - Email is the preferred method of communication
 - All parties are advised to wait twenty four (24) hours when addressing concerns
 - Executive's Player Advocates are available if a satisfactory resolution is not reached. Email addresses are available on the website
- Question Period

APPENDIX H



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

TEAM FUNDRAISING GUIDE

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

As per the Constitution and By-Laws of TPMHA, Section 3 under Fiscal Year/Finances, ***all team fundraising activities must have the prior consent of Executive's Fundraising/Volunteer Coordinators.***

Form-submitted approvals (form attached) can take upwards of fourteen (14) business days. Goods or service fundraising may not compete directly with any The Pas Huskies merchandise or current club fundraising effort.

Please be advised of the businesses listed below that have generously sponsored TPMHA home tournaments and as such, it is of utmost importance to be mindful and respectful of this generosity. Please review the fundraising policies or speak with any of the Executive Board members if you require any clarification.

TPMHA corporate sponsors include:

- Twin Motors (U7)
- Cook & Cooke Insurance Brokers (U7)
- A & W (U9)
- Funky Threadz (U9)
- The Grub Box (U11)
- Wescana Inn (U13)

(Note: Each season, please confirm the current year's tournament sponsors with Executive's Tournament Coordinator as sponsorship may change)

Also, as per the Constitution and By-Laws of TPMHA, Section 4 under Colours, Logos and Apparel, ***all Huskies-related apparel produced for members and/or players must be approved by the Executive and meet the policy guidelines, as well as use of the Association's logo (image and/or names), including but not limited to "The Pas Huskies" must be approved by TPMHA Executive (An official logo will be kept on the website for submission to sanctioned travel tournaments or home game/tournament usage).*** Please note that player-paid fees can be used for apparel.

At the conclusion of the fundraising activity, the team will submit the Post-Fundraiser Report (form attached) to the Fundraising Chairperson(s). The Fundraising Chairperson(s) will submit the report to the Executive's Treasurer.

Appropriate uses of fundraising monies include, but are not limited to:

- Payment for extra practices or games not included in club fees
- Team building activities

All team members must be in unanimous agreement to the use of the fundraising monies. If there is a discrepancy, the Team Manager will have final say.



Fundraising Request Form

Team Name and Division: _____

Contact name(s):

Contact email(s):

Contact phone number(s):

FUNDRAISING EVENT DETAILS

Describe the proposed fundraising event/activity:

Location of fundraising event/activity:

Start date of fundraising event/activity:

End date of fundraising event/activity:

Use of funds to be raised:

Date: _____

Signature(s):



Post-Fundraising Report

Team Name and Division: _____

Contact name(s):

Contact email(s):

Contact phone number(s):

Briefly describe type of fundraiser completed:

Total Revenue before expenses (provide documentation if applicable):

Expenses (provide documentation if applicable):

Net profit after expenses (provide documentation if applicable):

Date: _____

Signature(s):

APPENDIX I



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

EXECUTIVE/VOLUNTEER JOB DESCRIPTIONS

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

Executive Members

President

- One of the signing officers for TPMHA
- Presides at all meetings
- Exercises the powers of Executive in case of emergency
- Suspends clubs and/or players (subject to ratification) at the following meeting of Executive
- Sits on all committees as an ex-officio voting member
- Represents TPMHA at NorMan Regional and Hockey Manitoba meetings
- Acts as a general liaison to Kelsey Recreation

Past President

- Assists in ensuring proper continuity of TPMHA
- Acts as an advisory to current Executive

Vice President

- One of the signing officers for TPMHA
- Exercises duties of President in their absence
- Acts as a Rep team liaison with Executive
- Oversees Tournament Coordinator, Player Advocates, and Fundraising/Volunteer Coordinators
- Oversees scheduling of Ice Convenor and Referee in Chief
- Responsible for bulletin board

Secretary

- One of the signing officers for TPMHA
- Makes arrangements for all meetings
- Records minutes for Executive regular meetings and Annual/Semi Annual General meetings
- Updates Policy and Procedures Manual as and when necessary
- Updates Constitution document as and when necessary

Ice Convenor

- Responsible to Vice President for all matters pertaining to ice allocation
- Provides a monthly report of rented ice time
- Ensures that all ice times of TPMHA are distributed fairly and equal
- Liaises with the Town's Recreation Department to obtain a share of any extra ice time

- Maintains ice time records used by TPMHA

Treasurer

- One of the signing officers for TPMHA
- Prepares an annual player registration fee for all players under the jurisdiction of the Association for Executive approval
- Prepares and reviews an annual operating budget for the Association
- Coordinates authorized bank account signors on all team bank accounts at start of hockey season
- Receives, processes, and records all Accounts Receivable (A/R) to the Association. Maintains timely and accurate registration A/R listing in conjunction with online registration platform.
- Processes timely deposits of cash and cheque items
- Issues payment receipts upon request
- Receives, processes, and records all Accounts Payable by the Association (cheque payments: the signing officers being in all cases a minimum of two (2), being the Treasurer and either the President, Vice President, or Secretary)
- Receives, processes, and records all expenses from game officials handling games under the direction of the Association for the approval of the Executive
- Receives, processes, and records all expense reimbursement requests
- Receives, processes, and records all written volunteer refund requests. Maintains a separate record of current season's refunds issued
- Keeps proper set of books and make them available to the Officers at any time upon request (this includes reconciliation of all bank accounts and overseeing all team account activities)
- Reports financial status/updates to the Executive at monthly Executive meetings
- Collects all team information, records, cheque books, deposit books, supporting documents, and team binders at end of season (and periodically throughout the season as needed).
- Restocks team binders as needed
- Prepares annual financial reports to be presented at the Association's Annual General Meeting
- Prepares and submits all records annually to the auditor
- Picks up mail as needed

Player Advocates A and B

- Responsible to Vice President
- Attends all disciplinary meetings as a member of Disciplinary Committee
- Involved with player placement
- Acts as Liaison with parents/guardians, Coaches/Team staff, Convenors, and Managers

Referee in Chief

- Responsible to Vice President
- Responsible to Provincial Referee in Chief
- Maintains a list of active, certified officials (including phone numbers and email)
- Schedule certified and appropriately skilled officials for all house league games as well as for tournaments
- Organize the “in person” officials clinics in conjunction with Hockey Manitoba
- Actively mentor, or arrange mentorship, of all new officials
- Organize and participate in Disciplinary committee meetings - reporting back to the Vice President and/or President

Equipment Manager

- Applies the stop signs and TPMHA decal (if needed)
- Orders the Year-end awards
- Ensures the trophy case is in good order
- Responsible for ordering Association socks (for purchase from any members/Rep teams)
- Supplies medals for U7 and U9 tournaments
- Coordinator for the Timbit and AtoMc programs
- Maintains jerseys and equipment room

Hockey Development Coordinator

- Liaises with Town of The Pas' Recreation Department to organize coaching and/or player development clinics
- Responsible for Hockey Manitoba's U7 Hockey Initiation Program (HIP)
- Responsible for skill assessment regarding player movement requests
- Responsible to report to Executive for approval/denial of player movement requests

Fundraising/Volunteer Coordinators A and B

- Responsible for monthly fundraising financial report (as needed)
- Responsible to Vice President for all motions related to fundraising
- Oversees all fundraising activities by House League and Rep teams
- Responsible for acquiring licenses for all raffles
- Responsible for coordinating volunteers, their hours, and activities

Tournament Coordinator

- Responsible to Vice President
- Monitors expenditures to ensure appropriate use of tournament funds
- Applies for hockey sanction permits for home tournaments and posts in TPMHA office
- Attends tournament planning meetings (as needed)
- Maintains inventory and organizes TPMHA office (as needed)

Registrar

- Attends Hockey Manitoba's Annual Registrar's meeting
- Attends all Executive meetings
- Ensures that registering of TPMHA players, Coaches, and volunteers is completed with Hockey Canada Registry
- Ensures that the rostering of players and Coaches of TPMHA is completed and submitted for review/approval by Hockey Manitoba
- Ensures that all Child Abuse Registry forms have been completed by every registered volunteer of TPMHA and submitted to the appropriate agency for review
- Ensures proper documentation is complete for all player movement (transfers, overage/underage, releases, etc.) within TPMHA (will assist with documentation as needed, upon request)
- Notifies Convenors when player movement documentation is not complete
- Follows up on player movement documentation (when incomplete) to ensure proper completion
- Upon request, provides updated listings of players and Coaches to Executive, Head Coaches, Convenors, and Managers
- Provides Executive's Treasurer a list of players registered with TPMHA

- Notifies Convenor as well as Executive's President and Coach Coordinator when a Coach or Coaches are/or become ineligible to participate due to certification deficiencies
- Register all TPMHA teams eligible to compete in Hockey Manitoba Provincials

Coach Coordinator

- Recruits coaches
- Is the main contact person for prospective coaches
- Distributes and collects applications
- Creates and chairs Coach Selection committee and provides recommendations to Executive for final selection
- Contacts all applicants (approved or not) once selection has been made
- Provides new coaches with information/instruction for season
- Provides ongoing evaluation for coaches

Female Hockey Coordinator

- Responsible for Female hockey programs
- When needed, acts as liaison with other associations to organize clinics, tournaments, etc.

Director of Communications

- Responsible to President
- Acts as a liaison between players, Coaches, Team staff, Convenors, Managers, parents/guardians, and Executive for information exchange
- Regularly updates the website and all official social media
- Assists with training anyone within the Association that is requesting for web content
- Organizer and community liaison for press releases to radio and newspaper (as needed)
- Collaborate with Town of The Pas and NorMan Blizzard Junior A Hockey club to administer LiveBarn scheduling

Volunteer Members

House League Coach

- Teaches basic fundamentals with emphasis on skating
- Ensures that players are aware of proper equipment requirements
- Ensures that all players receive equal ice time
- Ensures that all players understand and play by the rules
- Obtains and returns goalie equipment to Executive's Equipment Manager
- Supervises players in the dressing room before and after games
- Attends coaching clinics (when needed)
- Reports on-ice player injuries to TPMHA Executive (with completed forms as needed)
- Attends the first Executive meeting of the season

Convenor (for House League of U7, U9, U11, U13, U15, U18, and Female)

- Assists with the selection of House League teams
- Convenes the team balancing meeting (s)
- Coordinates all games played in House League
- Monitors Association policies related to House League play
- Coordinates the compiling and posting of statistics for their respective division
- Obtains scorekeepers and timekeepers for all games
- Distributes jerseys at the beginning of the year and is responsible to collect them at season end and return in cleaned condition to Executive's Equipment Manager
- Records player's names and jersey numbers and forwards to Executive's Equipment Manager
- Attends the first Executive meeting of the season

Rep Team Coach

- Teaches hockey fundamentals and game strategies
- Ensures that players are aware of proper equipment requirements
- Ensures that all players understand and play by the rules
- Ensures that all players are aware of game and practice times
- Supervises players in the dressing room before and after games
- Chooses players for Rep team, based on equal opportunity at tryouts

- Supervises on and off ice behaviour during road trips (alongside parents/guardians)
- Attends coaching clinics (when needed) and obtains the appropriate level of certification (as per policy manual guidelines)
- Reports on-ice player injuries to TPMHA Executive (with completed forms as needed)
- Ensures there's adequate coaching staff behind the bench prior to the start of a game (Two (2) people needed, minimally)
- Returns jerseys with name bars removed, washed, and hung to dry
- Attends the first Executive meeting of the season

Rep Team Manager

- Acts as team spokesperson in liaison with Executive and parents/guardians
- Organizes all team travel arrangements under the approval of TPMHA Executive (such as but not limited to accommodations, travel permits, etc.)
- Is responsible to collect jerseys at season end and return in cleaned condition to Executive's Equipment Manager
- Monitors team fundraising and spending
- Submits financial statements to Executive's Treasurer (as per the Policy and Procedures Manual)
- Assists the Coach as and where needed
- Submits photos and write-ups as and where needed for on and offline media
- Returns jerseys with name bars removed, washed, and hung to dry
- Attends the first Executive meeting of the season

APPENDIX J



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

**CONFIDENTIALITY POLICY
(EXECUTIVE MEMBERS AND
VOLUNTEERS)**

(Revised September 2025)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

TPHMA Executive members and volunteers must maintain the highest standards of confidentiality regarding information obtained (directly or indirectly) through their involvement with the Association. This includes information about members within the Association, board members, funders, donors, member organizations, partners, and job applicants.

Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President.

Care shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Executive members and volunteers of TPMHA may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of TPMHA that such information must be kept confidential both during and after volunteer service. Executive members and volunteers are expected to return materials containing privileged or confidential information at the time of service expiration.

Failure to adhere to the policy will result in discipline, up to and including expulsion from Executive Board and/or entire Association.