



Flin Flon Minor Hockey Policies and Procedures

Flin Flon Minor Hockey

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1. Writing of Policy and Procedure	4
1.100 POLICY/PROCEDURE TEMPLATE	5
1.101 POLICY AND PROCEDURE MANUAL	6
2. Eligibility, Registration, Insurance, Equipment, Uniforms and Colours	7
2.100 ELIGIBILITY	8
2.101 REGISTRATION	10
2.102 REFUNDS	11
2.103 OVERAGE / UNDERAGE APPLICATIONS	13
2.104 JERSEY RETAINER	15
2.105 INSURANCE	16
2.106 EQUIPMENT, UNIFORMS AND COLOURS	17
3. House League	20
3.100 HOUSE LEAGUE DRAFT	21
3.101 DIVISION COORDINATOR DUTIES	22
3.102 COACH DUTIES	23
3.104 HOUSE LEAGUE GENERAL RULES	25
3.105 HOUSE LEAGUE PLAYER MOVEMENT	27
3.106 DRESSING ROOMS	29
4. Rep Teams	31
4.100 COACH SELECTION	32
4.101 PLAYER SELECTION	33
4.102 TEAM MEETINGS	35
4.103 PLAYER MOVEMENT / QUITTING / RELEASE	36
4.104 AFFILIATE PLAYERS	37
4.105 EXHIBITION GAMES	38
4.106 EXTRA PRACTICES	39
4.107 EVALUATORS/EVALUATIONS	40
4.108 TEAM BUDGETS	41
4.109 COACH EXPENSES	43
5. Code of Conduct and Discipline Procedure	44
5.100 INTRODUCTION	45
5.101 DEFINITION OF HARASSMENT	45
5.102 DEFINITION OF ABUSE	47
5.103 DEFINITION OF BULLYING	49
5.104 SOCIAL MEDIA	50
5.105 TYPES OF INFRACTIONS	51
5.105 COMPLAINT GENERAL PROCEDURES	53
6. Communication	56
6.100 METHODS OF COMMUNICATION	57
6.101 COMMUNICATION PROTOCOL	58

7. Sponsorship	60
7.100 SPONSORSHIP	61
8. Banquet and Awards	62
8.100 BANQUET	63
8.101 AWARD SELECTION	64
9. Tournament Guidelines	65
9.100 TOURNAMENT GUIDELINES	66
10. Officials	67
10.100 TIMEKEEPERS	68
10.101 OFFICIALS	70
10.102 PAY RATES FOR ON-ICE OFFICIALS	72
A. Jersey Sponsorship Agreement - Prices to be updated annually	74
B. Equipment Loan Program	75

1. Writing of Policy and Procedure

1.100 POLICY/PROCEDURE TEMPLATE

Title	Policy/Procedure Manual Template		Document #	1.100
Created	Adopted	Reviewed	Revised	Repealed
May 4, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose A short statement to give the policy some context. Why do we have this policy? Information about related regulations. Where it originated from.			
	1.1			
	1.2			
	1.3			

2.0	Policy Statement Non-negotiable, clear, formal and authoritative. Concise and guides actions. Stand-alone procedures and guidelines do not have a policy statement.			
	2.1	Two or three statements “must do’s”		
	2.2			
	2.3			

3.0	Procedure			
	3.1	Outline the series of steps to be followed consistently to accomplish a task		
	3.2	Ensure roles and responsibilities are clearly defined not just implied		
	3.3	Consider everything that is required to carry out the procedure		

If required: Definitions, Related Documents, References

1.101 POLICY AND PROCEDURE MANUAL

Title	Policy and Procedure Manual		Document #	1.101
Created	Adopted	Reviewed	Revised	Repealed
May 4, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose			
	1.1	General guidelines that are not written in the Constitution and By-Laws		
	1.2	Meant to reflect the direction given by the members of FFMHA		

2.0	Policy Statement			
	2.1	The policy and procedure manual is to be followed by all members of the FFMHA.		
	2.2	Where there are compelling reasons to waive policy and/or procedure the Executive will then call a General Meeting to seek direction from the membership on the matter.		
	2.3	Guidelines for changing the policy and procedure manual are defined in the Constitution and By-Law Manual		

3.0	Procedure			
	3.1	A board member would put forth the recommended changes which will then be voted on by the board and passed by a majority vote.		
	3.2	Any recommended changes from the membership must be submitted in written format (email accepted) to the board via secretaryffmh@gmail.com , which will then be voted on by the board and passed by a majority vote.		

References:

Flin Flon Minor Hockey Association Constitution and By-Laws Manual: [Article 11.3](#)

2. Eligibility, Registration, Insurance, Equipment, Uniforms and Colours

2.100 ELIGIBILITY

Title	Eligibility			Document #	2.100
Created	Adopted	Reviewed	Revised	Repealed	
May 4, 2019	Oct. 28, 2019	August 2025	August 2025		

1.0	Purpose			
	1.1	To identify who is eligible to register with the Flin Flon Minor Hockey Association.		

2.0	Policy Statement			
	2.1	All players who reside in Flin Flon, Creighton, Saskatchewan; and Denare Beach are eligible for registration within FFMHA.		
	2.2	All players who reside in eligible out-lying areas whose centres do not provide a program for them in their category of play.		
	2.3	Flin Flon Minor Hockey Association Division Categories as of December 31 of the current year: • U5 - players must be 4 years old by December 31 of the current season • U7 – players 5 and 6 years old (and up) • U9 – players 7 and 8 years old • U11 – players 9 and 10 years old • U13 – players 11 and 12 years old • U15 – players 13 and 14 years old • U18 - players 15, 16, and 17 years old		
	2.4	All players must be approved through Hockey Manitoba		

3.0	Procedure			
	3.1	No player may participate in Association activities unless he/she is registered in good standing. A player is registered when a completed online registration form has been filed through the HCR.		
	3.2	If player skill deems it necessary to play at a level different than his/her age designates, then Policy 2.103 Overage/Underage Application is to be followed.		
	3.3	Any new players must provide a copy of their Birth Certificate. Players that		

		have moved to our association from a previous hockey association must complete a change of residency on the Hockey Manitoba website .
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2.101 REGISTRATION

Title	Registration		Document #	2.101
Created	Adopted	Reviewed	Revised	Revised
July 25, 2019	Oct. 28, 2019	August 2025	August 2025	

1.0	Purpose			
	1.1	To outline the registration process for Flin Flon Minor Hockey.		

2.0	Policy Statement			
	2.1	To establish the timeline for registration for the upcoming hockey season.		
	2.2	To establish fee structure and registration requirements		

3.0	Procedure			
	3.1	Flin Flon Minor Hockey online registration will be done via Hockey Canada Registry and access will be provided through a link on the FFMHA Website under "Online Registration", registration will be available in August of each year.		
	3.2	Online registration will remain open for the season.		
	3.3	Registration occurring in January of that season will		
	3.4	Registration fees are as outlined below: • First year free for any new registration to Hockey Canada • Free - New registrations to Hockey Canada - U5 • \$250 - U7 • \$520 - U9 • \$530 - U11 • \$550 - U13 • \$550 - U15 • \$550 - U18 • \$200 - Girls Program Any registration occurring after rep team tryouts have started are subject to a \$100 late fee.		
	3.5	Flin Flon Minor Hockey Association requires a minimum 6 hour volunteer		

		commitment from each family registered with the Association for divisions U7-U18 and U5 will require a minimum of 2 hours. The period in which the requirement should be fulfilled is from September 1 – May 01 of the following year which coincides with the hockey year. A volunteer cheque of \$100 per family, posted dated to March 31st of the current hockey season must be given to FFMHA prior to the players first ice session. No exceptions. Note: Volunteering at your own rep tournament in U11-U18 does not count toward your volunteer hours. Guardians with players within U7-U9 are required to volunteer at their own home tournament and this will count toward your volunteer hours.
	3.6	A jersey retainer cheque of \$150 per jersey borrowed from FFMHA, postdated to March 31st of the current hockey season must be given to FFMHA prior to the players first ice session. No exceptions.
	3.7	If borrowing rental equipment from FFMHA, see Appendix B, for rates.
	3.8	Fees and retainer cheques must be paid by the first ice session for your division of the current hockey season. Players with outstanding fees will not be allowed on the ice as of the start of house game league play.
	3.9	Any person whose cheque is returned by the bank for any reason will be notified and the player will be forbidden to take part in any minor hockey activity until the registration fee along with an additional fee as per current year of NSF bank fees is paid in full.

2.102 REFUNDS

Title	Refunds		Document #	2.102
Created	Adopted	Reviewed	Revised	Repealed
July 25, 2019	Oct. 28, 2019	August 2023	August 2025	

1.0	Purpose	
	1.1	To establish clear procedures for refunds.

2.0	Policy Statement	
	2.1	The Flin Flon Minor Hockey Association will refund registration fees upon application to the Association under the following considerations: 1. Withdrawal for medical reasons with a doctor's certificate 2. Transfer to another community outside FFMHA jurisdiction 3. Withdrawal for any other reason will be considered by the Board on a case by case basis until November 15 of the current hockey season.
	2.2	Refunds will not be considered for suspended players

3.0	Procedure	
	3.1	The Refund Application form must be completed and submitted to the FFMHA Treasurer. No applications will be considered after January 10 of the current hockey season.
	3.2	A \$35 handling fee will be charged when requesting a refund.
	3.3	Refunds will be prorated.

2.103 OVERAGE / UNDERAGE APPLICATIONS

Title	Overage / Underage Applications			Document #	2.103
Created	Adopted	Reviewed	Revised	Repealed	
July 25, 2019	Oct. 28, 2019	August 2025	August 2025		

1.0	Purpose				
	1.1	To establish clear procedure for overage or underage applications.			

2.0	Policy Statement				
	2.1	The FFMHA will consider overage applications as per Section O of the Hockey Manitoba Constitution, Regulations and Rules handbook http://www.hockeymanitoba.ca/members/ and underage applications as per FFMHA procedure as outlined below.			

3.0	Procedure				
	3.1	All players requesting to move down a category must first begin with their proper age group. The division coordinator or evaluators will evaluate the player and advise the parent if an overage application is warranted. Parents must submit the Overage applications to Hockey Manitoba. Overage applications may be found on the Hockey Manitoba website http://www.hockeymanitoba.ca/members/forms/			
	3.2	All players requesting to move up a category must first begin with their proper age group.			
	3.3	Player advancement is only applicable from U5 to U7, U7 to U9, from U9 to U11, U11 to U13, U13 to U15, and U15 to U18.			
	3.4	The parent requesting a player to be moved up a Division is required to fill out a Player Advancement Form (found on the FFMH webpage) and submit it to FFMH Registrar.			
	3.5	A player applying to move up a division must be four years of age for U7, six years of age for U9, eight years of age for U11, ten years of age for U13, and twelve years of age for U15 as of December 31.			
	3.6	A U11 or U13 player applying to move up must try out for the top tier Rep team in both their current and prospective age Divisions.			
	3.6.1	A successful ranking of top 3 is required in their prospective age Division			

		tryout for the Player Advancement Form to be considered by the FFMH Board.
	3.6.2	Any player assessed below will be placed in their age appropriate division.
	3.7	A U9 player applying to move up must try out for the top tier Rep team in prospective age Division.
	3.7.1	A successful ranking of top 3 is required in their prospective age Division tryout for the Player Advancement Form to be considered by the FFMH Board.
	3.7.2	Any player assessed below will be placed in their age appropriate division.
	3.8	A U5 or U7 player applying to move up will be evaluated by an evaluator appointed by the FFMH Board.
	3.8.1	A successful ranking of top 3 is required in their prospective age Division for the Player Advancement Form to be considered.
	3.8.2	Any player assessed below will be placed in their age appropriate division.
	3.9	Goalies will follow the same process but they are required to achieve the rank as the top goalie.
	3.10	FFMH Board of Directors have final say on any applications for advancement. Hockey Manitoba - Overage/Underage

2.104 JERSEY RETAINER

Title	Jersey Retainer			Document #	2.104
Created	Adopted	Reviewed	Revised	Repealed	
Sept. 22, 19	Oct. 28, 2019	August 2025	August 2025		

1.0	Purpose				
	1.1	To establish clear procedures for jersey retainers.			

2.0	Policy Statement				
	2.1	The Flin Flon Minor Hockey Association requires a jersey deposit in the event the jersey is lost or destroyed.			

3.0	Procedure				
	3.1	A post-dated cheque will be required, dated March 31st of the following year, in the amount of \$150 per jersey borrowed from FFMHA. Jerseys will not be handed out if cheque has not been received prior to House League games starting and the player will not be eligible to play.			
	3.2	Cheques will be destroyed at the end of the season once the jerseys are returned in acceptable condition.			
	3.3	Acceptable condition is defined as "normal wear" of the jersey. Tears, cuts, burns, glue adhesive, rips, etc. are not considered normal wear and the cost of a replacement jersey will be the responsibility of the assigned player.			
	3.4	Name bars, sponsor bars, Captain "C" and Assistants "A" are permitted. They must be sewn on and not glued, stapled, etc.			
	3.5	It is recommended that jerseys be stored in a garment bag, not inside a hockey bag.			
	3.6	Jerseys are to be washed in accordance with the manufacturer's directions.			
	3.7	Lost jerseys are the responsibility of the assigned player and that player will lose their damage deposit if the jersey(s) is/are not returned.			

2.105 INSURANCE

Title	Insurance		Document #	2.105
Created	Adopted	Reviewed	Revised	Repealed
Oct. 22, 2019	Oct. 28, 2019	August 2025	August 2025	

1.0	Purpose	
	1.1	To establish guidelines around responsibility.

2.0	Policy Statement	
	2.1	All members that are properly registered with Hockey Manitoba are covered by the Hockey Manitoba Insurance Program. The Flin Flon Minor Hockey Association and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.

3.0	Procedure	
	3.1	The insurance program described by Hockey Manitoba shall cover all players and officials of FFMHA.
	3.2	Refer to Hockey Manitoba Insurance Program. http://www.hockeymanitoba.ca/members/insurance-program/

2.106 EQUIPMENT, UNIFORMS AND COLOURS

Title	Equipment, Uniforms & Colours		Document #	2.106
Created	Adopted	Reviewed	Revised	Repealed
Oct. 22, 2019	Oct. 28, 2019	August 2025	August 2025	

1.0	Purpose			
	1.1	To establish clear understanding about requirements		

2.0	Policy Statement			
	2.1	All players are required to provide and wear full hockey equipment which will be current CSA approved and per current Hockey Canada regulations.		

3.0	Procedure			
	3.1	Coaches must advise players or parents of players improper fitting or illegal equipment.		
	3.2	Any player not suitably outfitted will not be allowed on the ice.		
	3.3	Required equipment: helmet with full facial protector, neck guard, shoulder pads, elbow pads, pants, socks, jock or jill, gloves, shin pads, hockey skates, and stick. Mouth guards are recommended but not mandatory.		
	3.4	No one shall buy equipment, including jerseys, in the name of FFMHA or its teams without the consent of the Equipment Manager, as stated in the constitution.		
	3.5	No one shall lend FFMHA equipment without the approval of the Equipment Manager, during FFMH regular season. Outside of the regular season requires FFMH board approval.		
	3.6	FFMHA will provide all necessary goaltender equipment to all U9 teams Equipment pieces are to include helmet and/or dangler, pads, glove, blocker and chest protector. Some goal sticks may also be available. One set of U11 goalie gear will be available for house league. All other pieces are the responsibility of the individual player.		
	3.7	Each team within FFMHA will be supplied with team jerseys and practice pucks. Individual quantities will be left to the discretion of the Equipment Manager. All items will be returned to FFMHA at the conclusion of the hockey season.		

3.8	Rep teams will be supplied with two sets of jerseys, home and away, along with two (2) garment bags. All items will be returned to FFMHA at the conclusion of the hockey season, clean with name bars removed.
3.9	Any goalie equipment or jerseys requiring repair should be repaired promptly and as needed. Please contact the Equipment Manager if you have any damaged equipment.
3.10	All jerseys (including those donated by sponsors) will remain the sole property of the FFMHA.
3.11	All FFMHA jerseys must have stop signs on the back as per Hockey Manitoba Constitution, Regulations & Rules of Competition.
3.12	Rep and House League coaches are responsible for jersey number selection and handing out jerseys, on equipment manager equipment tracking system. All tracking systems need to be submitted to the equipment manager.
3.13	Team officials for each team are accountable and responsible for the prompt return of all equipment to the Equipment Manager prior to the year-end banquet/wind-up. When returning jerseys, team officials are responsible to: • Ensure that name bars (if applicable) have been carefully removed • That all sweater sets are complete (none missing) • That the jerseys have been carefully washed, hung to dry and are ready for storing.
3.14	All FFMH rental equipment is to be returned in full to the FFMH equipment manager, prior to the year end banquet/wind up.
3.15	Team Apparel & Dress Code: - Official Colours: Representative team jerseys and socks will be maroon and white. (Proper coloured socks must be worn with the appropriate coloured jerseys) - The Bombers Logo is the private property of the Flin Flon Bombers. The logo and the "Bombers" name may be used by representative teams for team apparel when purchased locally and letterhead. Any other products must be approved by the Flin Flon Bombers with respect to design (copyright) and colour prior to the order being placed. - Dress Code - Representative Team Representative players and team officials at all levels are to be dressed presentable at all tournaments. Team officials are responsible to set the specifics for their own team dress codes, along with deciding whether or not to purchase team apparel such as team jackets. Dress codes will apply to all home and away tournaments including Provincials. - Purchasing of Team Apparel - only items listed on the approved flyer

		are allowed to be purchased.
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3. House League

3.100 HOUSE LEAGUE DRAFT

Title	House League Draft		Document #	3.100
Created	Adopted	Reviewed	Revised	Repealed
July 25, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose			
	1.1	To establish a procedure on how house league teams are determined.		

2.0	Policy Statement			
	2.1	Draft will be held after house league head coaches are selected. A meeting will be held by the Division Coordinator and teams will be picked at the discretion of the head coaches.		

3.0	Procedure			
	3.1	Teams will be drafted according to the skill level of the players as determined during division pre-season practices, under the direction of the Division Coordinator.		
	3.2	The Division Coordinator is responsible for team balancing as required, final movement deadline is February 1. After February 1, you require FFMH Board approval.		
	3.3	A bi-weekly check-in with team coaches will be made by the Division Coordinator in order to monitor the success of the balancing method.		
	3.4	All changes to team rosters shall be communicated to the Registrar.		

3.101 DIVISION COORDINATOR DUTIES

Title	Division Coordinator Duties		Document #	3.101
Created	Adopted	Reviewed	Revised	Repealed
Oct. 27, 2019	Oct. 28, 2019	August 2025	August 2025	

1.0	Purpose			
	1.1	To determine Division Coordinator duties		

2.0	Policy Statement			
	2.1	Division Coordinators will oversee their division		

3.0	Procedure			
	3.1	Ensure that FFMHA policies with regards to “Zero Tolerance” of verbal and physical abuse of players, coaches, or officials are enforced.		
	3.2	Report any incidents to the Board of Directors.		
	3.3	Distribute and collect Player Code of Conduct and Parent and Coach Code of Conduct forms and submit to FFMHA, prior to the start of league play.		
	3.4	Ensure that all suspensions are served.		
	3.5	Ensure that all rescheduled games are communicated to league officials, Executive Director, Referee in Chief, and timekeeper coordinator.		
	3.6	Be a spokesperson for your division relating to: - Concerns from players/parents regarding coaches - Concerns from players/parents regarding FFMHA		
	3.7	If player/parent conflicts with coaches cannot be resolved, the Division Coordinator will take the concerns to the FFMHA board for their assistance in resolving.		

3.102 COACH DUTIES

Title	Coach Duties		Document #	3.102
Created	Adopted	Reviewed	Revised	Repealed
July 25, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose			
	1.1	To determine coach duties		

2.0	Policy Statement			
	2.1	Draft will be held after house league head coaches are selected. A meeting will be held by the Division Coordinator and teams will be picked at the discretion of the coaches.		

3.0	Procedure			
	3.1	Teach the necessary hockey skills for the age group, using the proper progression and understandable language, as per Hockey Canada Long Term Player Development model.		
	3.2	Select assistants who will provide maximum benefits to the team.		
	3.3	Establish seasonal goals and objectives for the team.		
	3.4	Establish rules for the team and oversee the supervision of the players.		
	3.5	Plan, implement and control pre-game preparation and communication with the team.		
	3.6	Design the practice plans in consultation with the assistant coaches.		
	3.7	Coach the team in games and practices.		
	3.8	Ensures that all players receive fair play.		
	3.9	Ensures that all players are treated fairly.		
	3.10	Promotes team play		

	3.11	Models/encourages appropriate conduct for parents during the games.
	3.12	Gives priority to the safety of the players.
	3.13	Show respect to Referees, remember - the referees are learning too.
	3.14	Ensures that players are aware of proper equipment requirements.
	3.15	Ensures that all players know and play by the rules.
	3.16	Obtains and returns jerseys and goal equipment (if applicable) to the Equipment Manager.
	3.17	Supervises players during FFMH sanctioned events on and off the ice.
	3.18	Attends coaching clinics.
	3.19	Reports player injuries, in practice and games, to the Division Coordinator/board.
	3.20	Under the direction of the Division Coordinator, assists with team selections.
	3.21	Under the direction of the Division Coordinator, Select Esso award recipients prior to their final house league game.

3.104 HOUSE LEAGUE GENERAL RULES

Title	House League General Rules		Document #	3.104
Created	Adopted	Reviewed	Revised	Repealed
July 25, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose			
	1.1	To establish a procedure on how house league will operate		

2.0	Policy Statement			
	2.1	Flin Flon Minor Hockey Association aims to provide fair and fun hockey for all age groups.		

3.0	Procedure			
	3.1	The skill development/practice ratio for House League teams will always follow the current guidelines set by Hockey Canada.		
	3.2	House league teams shall be allotted the time recommended by Hockey Manitoba.		
	3.3	Equal ice time is to be allotted to all players.		
	3.4	Double shifting is not allowed when a team has 10 or more skaters. When less than 10, double shifting is to be rotated. The underlying guiding principle is; coaches are not to jeopardize or undermine, through any action other than for discipline reasons, Minor Hockey's philosophy of equal ice time for all players.		
	3.5	Skaters may be brought up from the division below with consultation from the division coordinators. Call ups may not be made unless there are less than 8 skaters and only to a maximum of 10 skaters. A call up player can play a max of 6 games for a team and then they must use another skater. FFMHA encourages fair play. Call ups may not interfere with house league commitments unless permission from the coordinator/coach is given. Lateral borrowing of goaltenders shall be allowed only when in consultation with coaches and coordinators. This will only apply due to illness, injury, or the absence of the goaltender from town. Lateral movement of players shall		

		only be permitted upon the approval of the FFMHA Executive via the division coordinators and coaches.
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3.105 HOUSE LEAGUE PLAYER MOVEMENT

Title	House League Player Movement		Document #	3.105
Created	Adopted	Reviewed	Revised	Repealed
August 2025				

1.0	Purpose		
	1.1	To establish guidelines for players to move in between house league divisions.	

2.0	Policy Statement		
	2.1	Any player movement is coordinated among Divisions Coordinators and coaching staff and is at the discretion of the board.	

3.0	Procedure		
	3.1	Coaches can address inadequate roster size by offering lower divisions the opportunity to fill the above divisions roster on a game by game basis.	
	3.2	Coaches will make every effort to spread the opportunities out to all players within the division.	
	3.3	Anything on a larger scale other than a game by game basis should be facilitated through the Division Coordinators and the board.	
	3.4	Any concerns regarding player movement can be communicated to your Division Coordinator or FFMH Player Advocate.	
	3.5	Players must be attending their own division activities in order to be eligible for player movement.	

3.105 SHORT NOTICE CANCELLATIONS

Title	Short Notice Cancellations		Document #	3.105
Created	Adopted	Reviewed	Revised	Repealed
November 9, 2020		August 2025		

1.0	Purpose	
	1.1	To establish a procedure to cancel division play for any unforeseen circumstances.

2.0	Policy Statement	
	2.1	Flin Flon Minor Hockey will strive to provide a safe environment for league play. Given uncontrollable circumstances some Divisions may be canceled from time to time.

3.0	Procedure	
	3.1	Division Coordinator with consultation with the FFMH Executive Board makes the decision to cancel or go ahead with league play.
	3.2	The Division Coordinator will notify the Communications Coordinator as soon as possible. The Division Coordinator will notify the Ice Scheduler, Timekeeper and Referee in Chief.
	3.3	The Division Coordinator will send an email to the division being affected.
	3.4	The Communications Coordinator will advertise information on the Flin Flon Minor Hockey Facebook/Website page.

3.106 DRESSING ROOMS

Title	Dressing Rooms		Document #	3.106
Created	Adopted	Reviewed	Revised	Repealed
March 25, 2021		August 2025	August 2025	

1.0	Purpose	
	1.1	To provide dressing room conduct

2.0	Policy Statement	
	2.1	Flin Flon Minor Hockey Association aims to provide a safe space for players to get ready for ice sessions

3.0	Procedure	
	3.1	Following Hockey Canada Recommendations: U5-U11; Coed Dressing Rooms in effect; Participants in a co-ed situation will arrive in full equipment or wear at a minimum: gym shorts or long underwear as well as a full t-shirt (no tank tops), All of which must be in good condition and without holes/tears. U13-U18; Females and males will change in separate rooms. Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff. The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff. Neither gender shall not begin changing until vacated by the other gender. Helmets, gloves and skates are the exception, prior to the departure of the other gender.
	3.2	Dressing rooms are for players, Hockey Canada certified coaches and certified team staff only. This is for the safety of all players and adults within FFMHA. All certified adults will follow the “two deep method” of supervision as listed in 3.3. Players may exit the dressing room if they require assistance with their equipment or skates. If your player requires extensive assistance please arrive at the rink fully dressed.

	3.3	Hockey Canada certified coaches and certified team staff will follow the “two deep method” of supervision recommended by Hockey Canada: a lone personnel member should never be in the dressing room with players at any time, especially when showering or changing.
	3.4	FFMHA will be enforcing the no cell phones or other recording devices within the dressing room. This is to ensure our players are not put in a vulnerable situation. No celebration, team or individual photos are to be taken within a dressing room. Electronics can strictly be used for music only.

4. Rep Teams

4.100 COACH SELECTION

Title	Coach Selection		Document #	4.100
Created	Adopted	Reviewed	Revised	Repealed
Sept. 8, 2019	Oct. 28, 2019	August 2025	August 2025	

1.0	Purpose	
	1.1	To establish criteria for coach selection.

2.0	Policy Statement	
	2.1	All coaches are chosen through an application process as outlined below.

3.0	Procedure	
	3.1	Head coaches will be required to apply for coaching positions by submitting the application form which is available on the FFMHA website.
	3.2	Tier 1 team applications accompanied by criminal record checks will be accepted from May 15 until June 15. Subsequent other coaching positions will be chosen at a later date.
	3.3	Applicants will be required to attend a brief interview with the Coaches Selection Committee designated by the Board. All efforts will be made to complete interviews for the tier 1 team in a single day in June.
	3.4	Applicants must have completed or plan to complete necessary certification prior to December 1st as per Hockey Canada mandate.
	3.5	The appointed Head Coach is responsible for the selection of assistant coaches, safety and team manager which must be in good standing with FFMHA. Treasurer is a position appointed by the head coach. These names must be forwarded to the President and Treasurer within two weeks following their team tryouts. All team personnel must have proper certification as per Hockey Manitoba guidelines and a completed criminal record check and child abuse registry check.
	3.6	FFMHA reserves the right to make changes to team management, including removal, at any time, with justifiable reason. For this purpose a committee will be formed Rep Team Coordinator and two (2) non bias board members. Recommendations from the committee shall be brought before the Board for approval.

4.101 PLAYER SELECTION

Title	Player Selection			Document #	4.101
Created	Adopted	Reviewed	Revised	Repealed	
Sept. 8, 2019	Oct. 28, 2019	August 2025	August 2025		

1.0	Purpose	
	1.1	To establish procedure for player selection

2.0	Policy Statement	
	2.1	All players are chosen through an evaluation process as outlined below.

3.0	Procedure	
	3.1	All players wanting to play on any representative team must try-out for the top tier within their own age group. If a player is only interested in the lower tier this must be made known by email to the Rep Team Coordinator.
	3.2	There is a \$25 try-out fee payable at the first tryout.
	3.3	All parents are required to attend a rep team tryout information session prior to tryouts. This will be led by the FFMHA Rep Team Coordinator.
	3.4	U18, U15, U13 and U11 tryouts are held three weeks from season start date.
	3.5	FFMHA is responsible for conducting all tryout sessions.
	3.6	The Rep Team Coordinator will act as the Head Evaluator, that oversees all tryouts in all divisions, for a panel of not less than two (2) evaluators plus one alternate to attend tryout sessions. All efforts will be made to have a goalie evaluator if required. None of the above mentioned shall be a parent or grandparent of a prospective player.
	3.7	Rosters will be posted on the FFMH website no later than five (5) days in order to facilitate personal conversations with players.
	3.8	The Head Evaluator will meet along with the division's tier 1 coaches to review the evaluations.

	3.9	Coaches are required to speak directly to all players who are unsuccessful in trying out for these teams providing developmental feedback. Parents may be present in the U11 and U13 divisions.
	3.10	As per Hockey Canada, teams will have no more than 19 players; however, rep teams within FFMH will strive to consist of 14-17 players (12-15 +2) for the U11 and U13 levels, and 16-19 players (14-17 +2) for the U15 and U18 levels. The Rep Team Coordinator will consult on an appropriate team size, taking into consideration the amount of players that will be available for other rep teams within the same league. The objective is to have as many players in rep hockey as reasonably practical.
	3.11	Rep Team Player eligibility requires that player to attend and participate in as many house league activities as possible. House league attendance concerns can be directed to the Rep Team Coordinator and deliberated on by the board at the next scheduled meeting.

4.102 TEAM MEETINGS

Title	Team Meetings		Document #	4.102
Created	Adopted	Reviewed	Revised	Repealed
Sept. 8, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose	
	1.1	To lay out Rep team parent meeting expectations.

2.0	Policy Statement	
	2.1	All Rep Team Coaches are required to hold a parent meeting at the beginning of the season to outline team philosophy, discipline, expectations, rules, budget and any fundraising, tournaments or other plans.

3.0	Procedure	
	3.1	All coaches must inform their parents that all FFMHA policies and procedures are available online at www.flinflonminorhockey.com .
	3.2	Coaches are strongly encouraged to hold another meeting at mid season and if needed, another just before Provincials.
	3.3	All parents are to receive a copy of the Financial Report and an updated Budget/Trip Report on a monthly basis.
	3.4	All voting must be done by secret ballot and counted by the team treasurer at the meeting.

4.103 PLAYER MOVEMENT / QUITTING / RELEASE

Title	Player Movement/Quitting/Release		Document #	4.103
Created	Adopted	Reviewed	Revised	Repealed
Sept. 8, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose			
	1.1	To establish guidelines for players and coaches of player movement		

2.0	Policy Statement			
	2.1	As per Hockey Manitoba Rules and Regulations Section D, player movement deadline is January 10.		
	2.2	Any player movement is at the discretion of the board and must be approved by motion.		

3.0	Procedure			
	3.1	In the event that a player is being moved from one rep team to another, it is the position of FFMHA that the player will leave the prior team free and clear of all debt up to and including the date of notification of the transfer to the prior rep coach and parent.		
	3.2	If a player is released due to disciplinary reasons the coach will submit a written report. The player may not be eligible to play on any other rep team for the current year. A board motion must be passed and may not receive player fee refund.		

4.104 AFFILIATE PLAYERS

Title	Affiliate Players		Document #	4.104
Created	Adopted	Reviewed	Revised	Repealed
August 2025				

1.0	Purpose			
	1.1	To outline the affiliate players regulations.		

2.0	Policy Statement			
	2.1	All affiliate players must be approved by the board.		

3.0	Procedure			
	3.1	Any team not following procedure will be subject to disciplinary action.		
	3.2	Affiliate players must commit and attend their rep team division first.		
	3.3	Affiliate player rules as per Hockey Manitoba.		
	3.4	The purpose of affiliating a player is to ensure teams have a sufficient roster to play their games. With the exception of Provincials.		
	3.5	Concerns or questions please contact FFMH Rep Team Coordinator.		

4.105 EXHIBITION GAMES

Title	Exhibition Games		Document #	4.105
Created	Adopted	Reviewed	Revised	Repealed
Sept. 8, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose	
	1.1	To outline procedure for exhibition games.

2.0	Policy Statement	
	2.1	Exhibition games are the responsibility of the rep teams as outlined below.

3.0	Procedure	
	3.1	Coaches will endeavor to schedule exhibition games for representative teams in consultation with the FFMHA Ice Scheduler, Timekeeper and Referee in Chief.
	3.2	Costs associated with exhibition games are the responsibility of the team requesting the ice time.

4.106 EXTRA PRACTICES

Title	Extra Practices		Document #	4.106
Created	Adopted	Reviewed	Revised	Repealed
Sept. 8, 2019	Oct. 28, 2019	August 2025		

1.0	Purpose	
	1.1	To provide guidelines to coaches for practices

2.0	Policy Statement	
	2.1	Extra practices are the responsibility of rep teams as outlined below.

3.0	Procedure	
	3.1	The Ice Scheduler is the only person authorized to book ice for any FFMHA team.
	3.2	Any extra practices outside of FFMHA blocked ice must be booked through the Ice Scheduler and paid for by the respective teams.

4.107 EVALUATORS/EVALUATIONS

Title	Evaluators/Evaluations		Document #	4.107
Created	Adopted	Reviewed	Revised	Repealed
Oct. 23, 2019		August 2025	August 2025	

1.0	Purpose	
1.1	To outline who qualifies to be an evaluator	
1.2	Outlines the process and expectations evaluators will follow	

2.0	Policy Statement	
2.1	To ensure fair and unbiased evaluations for rep team tryouts	

3.0	Procedure	
3.1	Evaluator criteria: • Must not be a parent or relative of a player trying out • Must have hockey knowledge • Must not have affiliation with the division that is trying out • Minimum of one evaluator must have goalie experience • Must attend all rep team tryouts for the division they are evaluating	
3.2	Rep Team Coordinator will act as head facilitator unless a conflict of interest is present than a head facilitator will be appointed, responsibilities include: • Facilitates and coordinates evaluators • Communication liaison between the evaluators and the appointed rep team coach • In charge of coordinator and facilitating final evaluation meetings with rep team coach	
3.3	Orientation is provided by the FFMH Rep Team Coordinator or another appointed FFMH board member.	
3.4	Evaluations forms are provided by FFMH for each evaluation	
3.5	Evaluations forms are only shared with the head facilitator	
3.6	The head facilitator meets with head rep team coach and evaluators following final evaluation	

4.108 TEAM BUDGETS

Title	Team Budgets		Document #	4.108
Created	Adopted	Reviewed	Revised	Repealed
Jan. 26, 2020		August 2025	August 2025	

1.0	Purpose			
	1.1	To establish criteria for approving team budgets		

2.0	Policy Statement			
	2.1	All team budgets must adhere to FFMH requirements outlined below		
	2.2	No team activity other than practices are allowed until their budget has been approved by the FFMH board		

3.0	Procedure			
	3.1	a. Parents must pay a base minimum fee of \$300 or what has been outlined by FFMH Rep Coach. b. No fundraising projects may be conducted nor donations of any kind solicited in the name of FFMHA except by approval from the FFMHA board. c. All teams must receive approval before team fundraising events may take place. d. Written requests for fundraising are to be submitted to the FFMHA Board for approval. e. In any case where a fundraising proposal may appear to be in conflict with the accepted practices of the FFMHA, the board will refer the proposal to a regular FFMHA meeting for approval by the Board of Directors. The decision of the Board is final. f. Any team whose fundraising proposal is turned down by the Board, may appeal that decision to the Board. The decision of the Board is final. g. A draft of the year's planned fundraising events is to be drawn up and handed into the Board. Only (3) three fundraising events will be approved at the beginning of the year in order to give all teams a chance to plan their years' events. Any subsequent events can be requested to the Board after all teams have approved fundraising plans for the season. h. DO NOT go forward with any part of your fundraising until permission is		

		given. i. Teams cannot stray from the original fundraising outline for which they were given permission. j. Teams may require a license from the City of Flin Flon or the Town of Creighton for your fundraising event. If this is the case, you must obtain a letter from the Board authorizing the approval from FFMHA. k. The maximum amount that individual representative team players may fundraise is 100% of their team expenses. l. No one person shall profit from fundraising. m. If a team fundraises over the allotted 100%, the amount over will be turned over to the Flin Flon Minor Hockey Association. n. If a player fundraises over the allotted 100%, the player may disperse the amount over to another player on the team, the entire team equally or to the Flin Flon Minor Hockey Association. The player is not entitled to these funds the following year. o. All fundraising and sponsorship money is to be used for team expenses only, team travel, tournament registration fees, administration costs in support of team activities, ice costs, team meals, coaches expenses, first aid kits and other expenses approved in your budget. p. \$100 of fundraised dollars for each player towards team apparel of the team choice, remaining fee is the responsibility of parent/guardians. q. Fundraising and sponsorship money cannot be used for anything not outlined and approved in your budget. r. Board approval prior to the event taking place is required to host any fundraising event that involves the sale of alcohol, which requires a liquor license by a team representative. s. Only one (1) fundraising project per team may take place at any time.
	3.2	List the amount of tournaments teams are allowed to participate in. • U11 - 4 • U13 - 5 • U15 - 6 • U18 - 6 This number does not include Provincials or a home tournament. An extra tournament may be requested with board approval.

4.109 COACH EXPENSES

Title	Coach Expenses		Document #	4.109
Created	Adopted	Reviewed	Revised	Repealed
Jan. 26, 2020		August 2025		

1.0	Purpose			
	1.1	To establish coach reimbursements and per diems.		

2.0	Policy Statement			
	2.1	Team budgets will cover the travel expenses of up to three non-parent coaches per team.		
	2.2	A coach who has a player on the team will not be eligible to claim expenses.		

3.0	Procedure			
	3.1	One hotel room and one vehicle travel allowance will be covered per tournament by the team budget for non-parent coaches. If a secondary room is required it may be granted by application to the Head Coach and passed by parent vote. This must be reflected in the team budget.		
	3.2	Non-Parent Coaches will be reimbursed by team budgets for travel and per diem in the amount deemed by Hockey Manitoba. Hotel accommodations at the same hotel the team is staying at. A proper expense report along with required receipts must be submitted to the team treasurer.		
	3.3	Every effort to minimize expenses shall be made.		

5. Code of Conduct and Discipline Procedure

This Code of Conduct identifies the standard of behaviour which is expected of all Flin Flon Minor Hockey Association (“FFMHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in FFMHA activities and events.

The FFMHA is committed to providing a sport environment that promotes equal opportunities, prohibits discriminating practices and treats all individuals with respect. Members and participants of the FFMHA shall conduct themselves at all times in a manner consistent with the values of the FFMHA which include fairness, integrity and mutual respect.

During the course of all FFMHA activities and events, members shall avoid behaviour which brings the FFMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

FFMHA members and participants shall at all times adhere to the FFMHA operational policies and procedures, to the rules and regulations governing FFMHA events and activities, and to the rules and regulations governing any competitions in which the member participates on behalf of the FFMHA. Members and participants of the FFMHA shall not engage in any activity or behaviour which interferes with a competition or with any players or team’s preparation for a competition, or which endangers the safety of others.

Members of the FFMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, (hereinafter referred to as “H.A.B.”) will not be tolerated.

Failure to comply with the Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the FFMHA including the opportunity to participate in the FFMHA activities and events, both present and future.

5.100 INTRODUCTION

Title	Introduction		Document #	5.100
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose	
	1.1	Membership in FFMHA, along with its privileges and benefits, also requires the members to adhere to policies, regulations, rules and certain responsibilities expectant of all members.

2.0	Policy Statement	
	2.1	The standard of conduct that members of FFMHA must adhere to, are set out in the FFMHA Code of Conduct and the Policy and Procedure Manual.

3.0	Procedure	
	3.1	This standard of conduct must be adhered to when a person is conducting business on behalf of FFMHA, all activities and events and without limiting the generality of the foregoing, all competitions, all exhibition games, practices, training camps, meetings and travel associated with these activities.
	3.2	FFMHA has a zero tolerance policy in regard to Harassment, Abuse and Bullying (hereinafter referred to as H.A.B.).

5.101 DEFINITION OF HARASSMENT

Title	Definition of Harassment		Document #	5.101
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose	
	1.1	To clearly define harassment within the Flin Flon Minor Hockey Association.

2.0	Policy Statement	
	2.1	Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to: a. Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation; b. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance; c. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; d. Unwanted or unnecessary physical contact including touching, patting or pinching; e. Any form of hazing; f. Any form of physical assault or abuse; g. Any sexual offence; h. Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment; i. Unwelcome behaviour of one individual, ought to have known would be unwanted.

5.102 DEFINITION OF ABUSE

Title	Definition of Abuse		Document #	5.102
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose	
	1.1	Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

2.0	Policy Statement	
	2.1	Abuse is an issue of child protection. Protection refers to provincial, territorial or Indigenous band appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report any circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca. a. Emotional Abuse: Emotional abuse may include a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs. b. Physical Abuse: Physical abuse includes when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may include but is not limited to slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment. c. Neglect: A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Some examples of neglect occurring in a sport environment are:

		Inadequate Shelter/Unsafe Environments such as: Lack of maintaining equipment or facility; • Forcing athletes to participate without proper protective equipment. • Inadequate Clothing such as: Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game. • Inadequate Supervision such as: Leaving young athletes unsupervised in a facility or on a team trip. • Lack of Medical/Dental Care such as: Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted. • Inadequate Education such as: Encouraging athletes to not do homework, to not attend school, or to drop out. • Inadequate Rest such as: Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time • Inadequate Moral Guidance & Discipline such as: Not providing adequate supervision during team functions; • Hiring strippers or prostitutes; offering pornography to young athletes. d. Sexual Abuse Sexual abuse may include a child or youth being used by an individual with more power for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non- contact.
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3.0	Procedure	
	3.1	FFMHA understands that screening coaches and volunteers and anyone who may have access to FFMHA participants is a vital part of providing a safe sporting environment. FFMHA is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Association's activities who may pose a risk to the Association and its participants. FFMHA will follow the Hockey Canada document.

5.103 DEFINITION OF BULLYING

Title	Definition of Bullying		Document #	5.103
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose			
	1.1	Bullying is defined as hurtful interpersonal mistreatment of a person and is an act of hurting someone in order to insult, humiliate, degrade, or exclude him or her. Basically it is “mean” behavior. Bullying may also take the form of cyber bullying which involves bullying over the internet.		

2.0	Policy Statement			
	2.1	Bullying can be: ▪ hurting behavior based on oppression and “meanness” ▪ based on power differential ▪ intentionally or non-intentional, but can be interpreted to be intentional ▪ repeated over time (generally, but not necessarily) ▪ oppressive – isolates victims ▪ caused by many factors and behavioral challenges Hurtful actions may be: ▪ Physical – i.e.: hitting, kicking, grabbing, shoving, spitting on, beating others up, damaging or stealing another person’s property ▪ Verbal – i.e.: name-calling, humiliating, degrading behavior, hurtful teasing, threatening someone (this may happen in notes or in person , over the phone, through text messages or the internet) ▪ Relational – i.e.: making others look foolish, excluding peers, spreading gossip or rumors (this may happen in person, over the phone, through text messages or the internet) ▪ Reactive – i.e.: engage in bullying as well as provoke bullies to attack by taunting them (this may happen in person, over the phone, through text messages or the internet)		

5.104 SOCIAL MEDIA

Title	Social Media		Document #	5.104
Created	Adopted	Reviewed	Revised	Repealed
August 2024		August 2025		

1.0	Purpose		
	1.1	Purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Facebook, Instagram, any other social media network that allows users to communicate online.	

2.0	Policy Statement		
	2.1	Flin Flon Minor Hockey adheres to the policy outlined by Hockey Manitoba Social Media and Networking Policy. https://www.hockeymanitoba.ca/wp-content/uploads/2022/06/Social-Media-Policy-Updated-June-2022.pdf	

5.105 TYPES OF INFRACTIONS

Title	Types of Infractions		Document #	5.105
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose		
	1.1	Members, including but not limited to players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors, of FFMHA may be in breach of the Code of Conduct and such breaches may be classified into one of three (3) types of infractions: 1. Technical Infractions 2. Minor Infractions 3. Major Infractions	

2.0	Policy Statement		
	2.1	Technical Infractions – are violations of the Regulations and Rules of Competition of Hockey Manitoba, which result in automatic sanctions, as specified in the Hockey Manitoba Operations Manual.	
	2.2	Minor Infractions – are infractions under the FFMHA Code of Conduct, which are determined by the Discipline Committee not to be severe in nature, but require sanctions and corrective action. Without limiting the generality of the following, minor infractions include: i. A single incident of disrespectful or offensive comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors; ii. Unsportsmanlike conduct such as arguing or angry outbursts; iii. A single incident of being late or absent from Hockey Manitoba events and activities at which attendance is expected or required; iv. Non-compliance with the rules and regulations under which FFMHA/Hockey Manitoba events are carried out.	
	2.3	Major Infractions – are infractions under the FFMHA Code of Conduct, which are determined by the Discipline Committee to be severe in nature and require disciplinary action. Without limiting the generality of the foregoing, major infractions include:	

		i. Repeated incidents of distressful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors; ii. Repeated unsportsmanlike conduct such as angry outbursts or arguing; iii. Repeated incidents of being late or absent from Hockey Manitoba events and activities at which attendance is expected or required; iv. Activities or behaviour which interfere with the organization of a competition or with any player's or any team's preparation for a competition; v. Pranks, jokes or other activities, which endanger the safety of others; vi. Deliberate disregard for the policies and procedures under which FFMHA/Hockey Manitoba events are conducted; vii. Abuse of the use of alcohol or drugs, where the level of alcohol or drug consumption impairs the individual's ability to speak, walk or drive or causes the individual to behave in a disruptive manner or interferes with the individual's ability to perform effectively and safely; viii. Permits a minor to use alcohol or is a minor consuming alcohol; ix. Use of illicit drugs or narcotics; x. Use of or condoning the use of banned performance enhancing drugs.
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3.0	Procedure	
	3.1	For further clarity, the FFMHA considers H.A.B. to be a major infraction and will be dealt with in accordance with the procedures governing major infractions. It is the policy of the FFMHA that there shall be no H.A.B., or neglect, whether physical, emotional, or sexual of any participant in any of its programs. FFMHA expects every parent, volunteer and staff member to safeguard the welfare of its participants.

5.105 COMPLAINT GENERAL PROCEDURES

Title	Complaint General Procedures		Document #	5.105
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 19	Oct. 25, 2019	August 2025		

1.0	Purpose	
	1.1	When a written complaint is received by the FFMHA, or an infraction occurred to the knowledge of FFMHA, FFMHA shall refer the complaint or infraction to the Discipline Committee. All discipline of FFMHA members, shall be investigated by the Discipline Committee, a Committee established by FFMHA, which shall consist of three (3) members of the FFMHA Board. The Discipline Committee shall consist of the Vice President of FFMHA and two (2) other Board members. The President cannot be a member of the Discipline Committee.

2.0	Policy Statement	
	2.1	When a complaint is received by the Discipline Committee, the Committee shall classify the complaint as a technical, minor or major infraction. The Discipline Committee may also dismiss the complaint in its entirety.

3.0	Procedure	
	3.1	Minor Infraction The Discipline Committee shall advise the individual who has been alleged to have committed a minor infraction, of the terms of the allegation. The individual who is subject to the discipline shall be provided a reasonable opportunity to set out their position regarding the alleged infraction. Procedures for dealing with minor infractions shall be informal.
	3.1.1	The Discipline Committee, after having regard to all of the information concerning the infraction, shall recommend to the FFMHA Board of Directors, whether a disciplinary sanction should be applied. Without limiting the generality of the foregoing, the following are examples of disciplinary sanctions which may be applied, singly or in a combination: a. Verbal reprimand; b. Written reprimand, to be sent to the individual; c. Verbal apology by the individual; d. Written apology by the individual; e. Termination of team service or other voluntary contribution to the team or to the FFMHA;

		f. Suspension from the current competition and/or for a specified number of games; g. Any other sanction as may be appropriate in the circumstance.
	3.1.2	The Discipline Committee shall issue a letter outlining their decision, to the individual alleged to have committed a minor infraction with the letter regarding their findings and discipline sanctions.
	3.2	Major Infractions Including H.A.B. After the Discipline Committee has classified the infraction as a major infraction and the complaint will be investigated as such, the Discipline Committee shall notify the individual of the alleged infraction, in writing, no later than seven (7) days after the FFMHA has received the complaint or the notice of infraction. The FFMHA may impose interim sanctions, until the Discipline Committee has completed their investigation into the complaint. Nothing herein shall prevent the FFMHA from taking immediate action at a FFMHA event, for an action that breaks the FFMHA Code of Conduct.
	3.2.1	Disciplinary Sanctions for major infractions of the FFMHA Code of Conduct will be determined by a Discipline Hearing Committee. a. The Discipline Committee shall conduct a hearing, within thirty (30) days of the complaint being made to the FFMHA. The individual being disciplined shall be 24 hours written notice of the day, time and place of the hearing. b. The individual being disciplined shall have a reasonable opportunity to present evidence and argument. c. The hearing shall be held in private, and the FFMHA recognizes the sensitive and serious nature of H.A.B. and will strive to keep all matters relating to a complaint of H.A.B. confidential. However, if required by law to disclose information, the FFMHA will do so. d. The Discipline Committee may request witnesses to attend the hearing to provide evidence. e. The Discipline Committee will present the information that it has obtained in their investigation, and shall provide the same to the individual alleged to have committed the infraction.
	3.3	Discipline Committee Decision The Discipline Committee, shall render a decision within twenty-one (21) days of the hearing. A written decision, including reasons for same, shall be submitted to the individual who is the subject of the Discipline Hearing, as well as to the FFMHA. This decision shall include the following: a. Dates of all meetings b. All parties present c. A summary of the relevant facts; d. A summary as to whether the actions complained of constitute an infraction; e. Disciplinary actions to be taken; f. Any measures to mitigate the harm or loss suffered by the complainant.

3.4	Discipline Hearing Factors to consider when imposing a sanction In considering the appropriate disciplinary sanction, if any, the Discipline Committee, shall consider whatever factors it deems appropriate, including, but not limited to: a. The nature and severity of the infraction; b. Whether the infraction involved any physical contact; c. Whether the infraction was an isolated incident or part of an ongoing pattern; d. The nature of the relationship between the parties involved; e. The age of the complainant; f. Whether the individual who is alleged to have committed the infraction, had been involved in previous infractions of a similar nature; g. Whether the individual who is alleged to have committed the infraction, admitted responsibility and expressed a willingness to change; h. The individual's remorse; i. Any other factors, the Discipline Committee may consider to be relevant.
3.5	Sanctions for Major Infractions The Discipline Committee, may apply the following disciplinary sanctions for major infractions, which may include, but are not limited to, any or all, or any combination thereof, of the following: a. Written reprimand to be placed in an individual's file on the Hockey Canada Registry; b. Written or verbal apology by the individual; c. Suspension from certain FFMHA events which may include suspension from the games, competitions or future competitions; d. Suspension from certain FFMHA activities (competing, coaching or officiating) for a designated period of time; e. Removal of certain privileges of membership; f. Any other sanctions, as the Discipline Committee may deem as appropriate.
3.6	The Discipline Committee will indicate when the sanctions commence. All decisions are final within FFMHA. For further clarification review the Hockey Manitoba Rules and Regulations.

6. Communication

6.100 METHODS OF COMMUNICATION

Title	Methods of Communication		Document #	6.100
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose			
	1.1	To define how communication will be handled.		

2.0	Policy Statement			
	2.1	FFMHA relies on several communication medias: email, website, Facebook, Notice Board, radio and newspaper.		

3.0	Procedure			
	3.1	FFMHA website: www.flinflonminorhockey.com The website is to act as the key communication vehicle for the FFMHA whereby information can be made available to our members. All additions and/or changes to the website are to be directed to the Communication Director. The FFMHA Communication Director shall provide the overall maintenance of the website.		
	3.2	Emails will be sent at the discretion of the board.		
	3.3	The FFMHA Facebook page will be monitored and controlled by the Communication Director.		
	3.4	Posting of information to the notice board where available in the arenas will be the responsibility of the Communication Director.		
	3.5	Advertising will be placed in The Reminder or on CFAR by the Communication Director when requested by the board.		

6.101 COMMUNICATION PROTOCOL

Title	Communication Protocol		Document #	6.101
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose			
	1.1	To establish a communication protocol.		

2.0	Policy Statement			
	2.1	A communication protocol exists, which extends from Division Coordinator to coaches to parents.		

3.0	Procedure			
	3.1	All concerns or issues regarding teams shall follow the protocol listed below: 1. Coach/Manager 2. Division Coordinator 3. Board of Directors 4. Vice-President/Discipline Committee		
	3.2	Parents/Guardians/Spectators are not to confront a coach, team or league official to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice. A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity or derogatory comments toward said coach, team or league official. Violation of this procedure is in violation of the FFMHA Code of Conduct.		
	3.3	Any team issue or concern brought forward to the Board must be made in writing and must include a name and contact information. If the proper steps listed in this protocol have not been followed it will be redirected in that manner.		
	3.4	When an issue or concern has remained unattended to, it is then deemed appropriate to contact the next level of responsibility in a respectful and constructive manner.		
	3.5	Should the issue reach the Vice President, then if necessary, the Discipline		

		Committee may be convened to address the situation.
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7. Sponsorship

7.100 SPONSORSHIP

Title	Sponsorship		Document #	7.100
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019	Oct. 25, 2019	August 2025		

1.0	Purpose	
	1.1	The Flin Flon Minor Hockey Association relies on sponsorship in order to support the FFMHA mission and mandate.

2.0	Policy Statement	
	2.1	Only the Flin Flon Minor Hockey Association can arrange for sponsorships for house league teams and rep teams.

3.0	Procedure	
	3.1	Only the Sponsorship Coordinator of the Flin Flon Minor Hockey Association may approach a sponsor for financial assistance either directly or indirectly. Individual teams may not approach the sponsor.

8. Banquet and Awards

8.100 BANQUET

Title	Banquet		Document #	8.100
Created	Adopted	Reviewed	Revised	Repealed
May 6, 2019		August 2025	August 2025	

1.0	Purpose	
	1.1	The FFMHA will hold an annual banquet/wind-up for U5, U7, U9, U11, U13, U15, U18, Female for all house league divisions and Referees within FFMH.

2.0	Policy Statement	
	2.1	The banquet will be for players, coaches and officials. Parents and other community members may attend as spectators.

3.0	Procedure	
	3.1	All of the events listed above are to be held within three (3) weeks following the end of the House League Season.
	3.2	The Special Events coordinator will be responsible for the event as outlined in the FFMHA job description .

8.101 AWARD SELECTION

Title	Awards Procedure		Document #	8.101
Created	Adopted	Reviewed	Revised	Repealed
May 6, 2019		August 2025	August 2025	

1.0	Purpose	
	1.1	To implement a detailed procedure for award selection for FFMHA house league.

2.0	Policy Statement	
	2.1	FFMHA will choose award recipients by following the procedure below.

3.0	Procedure	
	3.1	In the first week of March the Special Events Coordinator will email the coordinator of each division ,U5 - U18 including Female, listing the awards for this season. Coordinator to communicate with all coaching staff on picking the awards. Notify by the designated date in the email to the Special Events Coordinator.
	3.2	U7 - U18 and Female division awards will be Esso League Awards. U9 - U13 includes Most Valuable Player (MVP) Award U15 - U18 if combined, include 1 MVP and 1 Leadership Award. If separate either a leadership or an MVP award to each division. Referee Awards include Harvey Bolton Award, Most Improved, Most Dedicated and Most Promising for Male and Female Referees.

9. Tournament Guidelines

9.100 TOURNAMENT GUIDELINES

Title	Tournament Guidelines		Document #	9.100
Created	Adopted	Reviewed	Revised	Repealed
March 25, 2021		August 2025	August 2025	

1.0	Purpose			
	1.1	Outline guidelines for hosting a FFMH tournament		

2.0	Policy Statement			
	2.1	All FFMH Tournaments must adhere to Hockey Manitoba Tournament Guidelines		
	2.2	Overall planning guidelines are provided in Tournament Handbook		
	2.3	Hosting of tournaments is a financial partnership between the host representative team and the board.		

3.0	Procedure			
	3.1	Tournament \$600 budgets must be approved through FFMH board motion		
	3.2	U7 and U9 tournament planning is done by division coordinator, the elected tournament coordinator and the Special Events Coordinator, see G drive Home Tournament Checklist. For all other divisions the special events coordinator will provide support to rep team tournament coordinators.		
	3.3	All revenue earned will go towards the tournament expenses before profits are realized for the team(s). Any profits realized after expenses have been paid will go to the hosting team(s) and split evenly. Any losses realized will be split equally between the host teams.		

10. Officials

10.100 TIMEKEEPERS

Title	Timekeepers		Document #	10.100
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019		August 2025		

1.0	Purpose			
	1.1	To establish clear guidelines and processes for timekeepers within FFMHA		

2.0	Policy Statement			
	2.1	The Timekeeping Coordinator is responsible for the management of all timekeepers, which includes recruitment, training, scheduling and discipline.		

3.0	Procedure			
	3.1	Individuals must be 12 years of age by December 31 of the current year to be eligible for timekeeping.		
	3.2	All individuals must attend both the clock and game sheet training sessions.		
	3.3	Scheduling will be kept as equitable as possible dependent on availability.		
	3.4	House League Expectations Arrive 15 minutes prior to game time Ensure game sheets are completed and signed by coaching staff Ensure proper completion of game sheet and operation of game clock Opening and closing of penalty box doors during the game Ensure the game sheet have all been electronically signed by the officials and timekeepers Ensure to save the game sheet		
	3.5	Exhibition/Tournament Expectations Arrive 15 minutes prior to game time Ensure game sheets are completed and signed by coaching staff Ensure proper completion of game sheet and operation of game clock Opening and closing of penalty box doors during the game Announcement of all goals and penalties during the game Ensure the game sheet have all been electronically signed by the officials and timekeepers Ensure to save the game sheet Game sheets will be automatically emailed to all coaches following the		

		game.
	3.6	Any issues or concerns from coaches, officials or parents regarding timekeepers are to be directed to the Timekeeping coordinator and not addressed directly with the timekeeper.
	3.7	Disciplinary action will be addressed as outlined in <i>FFMHA Policy 5 Code of Conduct and Discipline Procedure</i> .

10.101 OFFICIALS

Title	Referees		Document #	10.101
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019		August 2025		

1.0	Purpose			
	1.1	Team officials are representatives of the board and our association for their conduct on and off ice		

2.0	Policy Statement			
	2.1	All FFMHA officials are regulated by Hockey Manitoba		

3.0	Procedure			
	3.1	The FFMHA will attempt to hold a refereeing clinic in the fall to recruit and maintain certified referees.		
	3.2	Clinic costs for first time officials will be funded by the FFMHA.		
	3.3	Officials, where possible, should be at least two (2) years older than the players of the game they are officiating. The Director of Officials will at their discretion use a younger official in a game for development purposes. In such cases an official should be accompanied by a senior official for coaching and mentorship.		
	3.4	House league games will use a two-man system, but will implement a three or four man system for training purposes, or when deemed necessary. Tournament and exhibition games will use a system suitable for the level of play. The officiating system will be determined by the Referee in Chief.		
	3.5	The Referee in Chief will on occasion have a Coach Mentor/Shadow on the ice to assist in the development of young officials. The coach mentor /shadow will both coach and support officials for the purpose of development and retention of young officials. All mentorship guidance will be shared with developing officials.		
	3.6	Officials requirement each game: 1. View rosters, confirm the player count and that each coach has signed 2. Adding your name		

		3. Confirm, editing game data, primarily penalties and make any game reports necessary 4. Signing and locking the game sheet so that no further changes can be made and can be uploaded to the cloud.
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10.102 PAY RATES FOR ON-ICE OFFICIALS

Title	Pay Rates for On-Ice Officials		Document #	10.102
Created	Adopted	Reviewed	Revised	Repealed
Oct. 14, 2019		August 2025		

1.0	Purpose			
	1.1	To outline the pay scale for officials.		

2.0	Policy Statement			
	2.1	Officials will be paid by FFMHA for house league games.		

3.0	Procedure			
	3.1	Officials' rates are based on the league being officiated and will be paid as follows.		
	3.2	If an official is absent and you are working alone (1 individual) you are paid the additional rate of the position missing.		
	3.3	Timekeepers for a tournament will be paid at the rate of \$22.00		

Current Pay Scale				
League	Two-Man system or Referee(s) in Three-Man or Four-Man system	Linesman	Timekeeper	Mentor
U7	\$30	\$20	\$18	\$40
U9	\$30	\$20	\$18	\$40
U11	\$35	\$25	\$18	\$40
U13	\$40	\$30	\$18	\$40
U15	\$45	\$35	\$18	\$50
U18 NH League	\$70	\$50	\$30	\$50

U18 Tournament	\$70	\$50	\$20	n/a
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Appendixes

Title	Jersey Sponsorship Agreement		Document #	Appendix A
Created	Adopted	Reviewed	Revised	Repealed
Nov 7, 2022	Nov 7, 2022	August 2025		

A. Jersey Sponsorship Agreement - Prices to be updated annually

House League

- Jersey will be selected and designed by FFMHA and will prominently display your logo and main colour
- Jersey will be used for a minimum of 5 years*
- Teams will be named after the sponsor, Ex: New Edge Oilers and team name will be on schedules, website and any promotion
- 15 jerseys in one colour will be ordered
- No further annual sponsorship is required but you may choose to do something for your team at your discretion
- Once purchased, jerseys belong to FFMHA and use of jerseys will be at the discretion of FFMHA (ie: transfer of teams, rotation if need be, etc)
- You will be given first rights to re-sponsor once the life of the jersey is complete
- Quotes will be provided for appropriate jersey cost

Travel/Rep Teams

- Jersey will be selected and designed by FFMHA and will display a main logo and colours that represents the FFMH Bombers
- Higher quality, sublimated jerseys will be ordered when possible
- Sponsor name and logo will also be featured on the jersey
- Jersey will be used for a minimum of 5 years*
- Teams will be named the Bombers as well as after the sponsor, Ex: Ped's Threads U11 Bombers and team name will be on schedules, website and any promotion
- 19 jerseys in two colours will be ordered (total of 38 jerseys)
- No further annual sponsorship is required but you may choose to do something for your team at your discretion
- Once purchased, jerseys belong to FFMHA and use of jerseys will be at the discretion of FFMHA (ie: transfer of teams, rotation if need be, etc)
- You will be given first rights to re-sponsor once the life of the jersey is complete
- Quotes will be provided for appropriate jersey cost

*When teams are not operating due to registration numbers, the jersey will be rotated out and back in as soon as we are able to do so. We do everything we can to get a minimum of 5 years use for sponsors.

Title	Equipment Loan Program		Document #	Appendix B
Created	Adopted	Reviewed	Revised	Repealed
Aug 15, 2023	August 15, 2023	August 2025		

B. Equipment Loan Program

FFMHA Equipment Loan Program Borrower Responsibilities

This Equipment Loan Agreement ("Agreement") and the responsibilities as outlined hereunder are not transferable without the written approval of Flin Flon Minor Hockey Association (FFMHA). By executing this Agreement, the Borrower agrees to comply with all terms set forth herein and the guidelines associated with the loan of Equipment.

A. INSURANCE/DEPOSIT

The Borrower is responsible for the full cost of repair or replacement of any or all of the Equipment that is damaged, lost, or stolen from the time Borrower assumes custody until it has been received back. A post dated cheque made out to FFMHA is required in the amount of \$250 dollars for Player Equipment, \$150 for Officials Equipment and \$500 for Goaltending Equipment which will be cashed if Equipment is not returned, or returned in a condition that is beyond the standard wear and tear by the deadline in the contract. If the damage and/or loss of the Equipment replacement value is less than the value of your deposit we encourage you to reach out to FFMHA prior to the Equipment return deadline to reach an amicable agreement for payment. If Equipment is returned past the deadline and the deposit cheque has been cashed and the damage and/or loss of the Equipment replacement value is less than the value of your deposit, FFMHA will return the balance of your deposit minus an administration fee of \$20 via cheque to your mailing address in the Hockey Canada Records within 30 days.

B. USE/DISCLAIMER

The Borrower shall be responsible for the proper use of the Equipment. Equipment is to only be used on ice surfaces. The Borrower must be registered and be in good standing with FFMHA.

C. DELIVERY AND RETURN OF EQUIPMENT

The Borrower shall be responsible for the safe return of all equipment.

In the event FFMHA has to make arrangements for the return of the Equipment, the Borrower shall be responsible for all costs incurred by FFMHA, including a pick up fee, to obtain the return of the Equipment.

D. MAINTENANCE AND REPAIR

Equipment shall be returned to FFMHA in as good a condition as when received, less standard wear and tear. The Borrower agrees to assume all responsibility for the cost of maintenance and repair beyond standard wear and tear. If any damage does occur, please contact the Equipment coordinator prior to attempting any repairs. All maintenance and repair of Equipment shall be performed by approved personnel.

E. INDEMNIFICATION

In consideration for the Equipment loan, the Borrower agrees to indemnify, defend and hold FFMHA harmless from any and all damages, losses, claims, causes of actions, expenses and liability of any nature whatsoever associated with its use of the Equipment.