

2011 - 2012



**MINOR HOCKEY ASSOCIATION
REGISTRATION MANUAL**

"GROWING THE GAME SINCE 1914"

2011 – 2012 MINOR ASSOCIATION REGISTRATION MANUAL

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HOCKEY MANITOBA

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www.hockeymanitoba.ca

Greetings,

On behalf of the Board of Directors, I would like to welcome you to the start of the 2011 – 2012 hockey season. The Branch is once again looking forward to a very exciting and eventful season.

The goal of Hockey Manitoba is to provide a positive hockey experience for all participants within a safe sportsmanlike environment where individuals can develop not only hockey skills but also the qualities of honesty, integrity, self-esteem and respect. The role of the Minor hockey organization is pivotal in the operation, management and development of these positive experiences and is an important bridge in the creation of memories that will contribute to players' longevity in the game of hockey.

Hockey Manitoba is grateful for your organization's commitment, time and effort that you have devoted to the game of hockey. Without the outstanding contribution of volunteers, hockey would not enjoy the tremendous level of success or popularity throughout the province. Hockey is the sport of choice in Canada and the Branch relies on your knowledge, dedication and enthusiasm to assist in the delivery of an outstanding program to both the male and female youth of our province.

As a partner of Hockey Manitoba, I hope that we can work together to continue to deliver a quality program to all members whether they are officials, coaches, players, parents or administrators.

With over 30,000 members, the sport is recognized as the largest Provincial Sport Organization in Manitoba and is considered a leader in the sporting community. Please feel free to utilize the staff at the Hockey Manitoba office or your Regional Director should you have questions, concerns or simply require clarification. In addition, please visit our website to find the most up to date and current information at www.hockeymanitoba.ca.

This manual outlines the registration process and provides information on various different regulations governing hockey at the minor hockey level. You will also be receiving copies of the 2011 – 2012 Constitution, Regulations and Rules of Competition handbook that is to be used for your association and distributed to your coaching staff accordingly.

Finally, it is important for each Minor Hockey Association to reference www.hockeymanitoba.ca/agm.php for complete results on motions and regulation changes (including fees) adopted at the 2011 AGM.

Once again thank you for your commitment to the development of hockey within the province of Manitoba.

Sincerely,

Peter Woods
Executive Director
Hockey Manitoba

HOCKEY MANITOBA CONTACT LIST

WINNIPEG ZONE (Hockey Winnipeg)		Telephone	Fax
Zone Registrar	Bonnie Lawson , 206 – 1555 St. James St., Winnipeg, MB R3H 1B5 E-mail: registrar@hockeywinnipeg.ca	784-5456	784-5450
Director	Russ Cassidy , 67 Killington Bay, Winnipeg, MB R2G 2Y4 E-mail: rlcassidy@shaw.ca	667-3996	784-5450
Vice Director	Joan Todd , 206 – 1555 St. James St., Winnipeg, MB R3H 1B5 E-mail: vpfemale@hockeywinnipeg.ca	896-5953	784-5450

SOUTH/WEST ZONE (Westman South, Central Plains, Pembina Valley)		Telephone	Fax
Zone Registrar	Bill Lawson , Box 321, Souris, MB R0K 2C0 E-mail: blawson5@mts.net	483-2815	483-2815

<u>WESTMAN SOUTH</u>			
Director	Gord Agnew , Box 335, Hartney, MB R0M 0X0 E-mail: agnew1@goinet.ca	858-2097	858-2721

<u>CENTRAL PLAINS</u>			
Director	Darren Frank , Box 99, Oakville, MB R0H 0Y0 E-mail: dfrank@mts.net	267-2421	267-2356

<u>PEMBINA VALLEY</u>			
Director	Jim Mutcheson , 241-3 rd Street, Morden MB R6M 1P2 E-mail: jimmutch@live.com	822-5013	822-4739

NORTH/WEST ZONE (Norman, Parkland, Yellowhead)		Telephone	Fax
Zone Registrar	Cheryl Ernest , Box 1185, Neepawa, MB R0J 1H0 E-mail: cernest@inethome.ca	476-5988	476-5988

<u>NORMAN</u>			
Director	Ron Larocque , Box 1154, The Pas, MBR9A 1L2 E-mail: ron.larocque@tolko.com	623-2534	623-2886

<u>PARKLAND</u>			
Director	Dave Bayduza , Box 90, Fox River, MB R0L 0V0 E-mail: abayduza@mts.net	657-2369	657-2392

<u>YELLOWHEAD</u>			
Director	Bruce Coulter , Box 135, Hamiota, MB R0M 0T0 E-mail: brucecoulter@yahoo.com	764-2360	764-3658

BRANDON ZONE (Hockey Brandon members)		Telephone	Fax
Zone Registrar	Sharon Lilley , Unit E - 315 College Avenue, Brandon, MB R7A 1E7 E-mail: hockeybrandon@mts.net	726-3550	727-4026
Director	Glen Parker , 42 Cedar Bay, Brandon, MB R7B 0Z4 E-mail: gparker@brandonsun.com	727-4161	727-4026

EAST ZONE (Eastman, Interlake)

Zone Registrar **Debbie Harms**, 231 Hanover St, Steinbach, MB, R5G 0E4
E-mail: dharms@mts.net

Telephone**Fax**

346-9834

346-9835

EASTMAN

Director **Reynold Loewen**, Box 3157, Steinbach, MB R5G 1P5
E-mail: rlo11@mts.net

326-6640

320-9731

INTERLAKE

Director **Kris Barrett**, Box 388, Fisher River, MB R0C 0Z0
E-mail: kbarrett@mts.net

372-8492

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CHAIRMEN OF MINOR HOCKEY**Telephone****Fax**RURAL MINOR EAST ZONE (Pembina Valley, Interlake, Eastman, Central Plains)

Chair **Bert Dow**, 19 Francis Dr. Morden, MB R6M 1R6
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888-792-2724

RURAL MINOR WEST ZONE (Yellowhead, Parkland, Norman, Westman South)

Chair **Ken Gladden**, Box 358, Gillam, MB R0B 0L0
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652-5578

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HOCKEY WINNIPEG

President **Don McIntosh**, 2 Orchard Lane, Winnipeg, MB R2J 3C5
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HOCKEY MANITOBA OFFICE STAFF**Telephone****Fax**Executive DirectorE-mail: peter@hockeymanitoba.ca**Peter Woods**

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*(evenings/weekends - cell # 799-4510)*Director, Hockey DevelopmentE-mail: bernie@hockeymanitoba.ca**Bernie Reichardt**

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Manager, Membership ServicesE-mail: esther@hockeymanitoba.ca**Esther Thiessen**

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Executive AssistantE-mail: ashley@hockeymanitoba.ca**Ashley Fergusson**

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Development CoordinatorE-mail: justin@hockeymanitoba.ca**Justin Jones**

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HOCKEY MANITOBA

Room 508 145 Pacific Ave Winnipeg, MB R3B 2Z6
Website: www.hockeymanitoba.ca

2011 – 2012 CALENDER OF EVENTS

OCTOBER

- 1 Tim Horton's Face-Off (Winnipeg)
- 14-15 Hockey Manitoba Fall Board Meeting (Winnipeg, MB)
- 14-16 Male and Female Bantam AAA Showcase (Winnipeg)
- 20-22 Hockey Canada Fall Council Meeting (Montreal, QC)
- 27-30 Western U-16 Challenge Cup

NOVEMBER

- 2-5 National Women's U18 Championship (Saguenay, QC)
- 17-19 Hockey Canada Semi Annual Meeting (Winnipeg, MB)

DECEMBER

- 29-Jan 4 World Under-17 Challenge (Windsor, ON)

JANUARY

- 6-7 Hockey Manitoba Semi Annual Meeting (Winnipeg, MB)

FEBRUARY

- 3-5 Hockey Manitoba Development Weekend (Various)
- 10-12 Male and Female Bantam AAA Showcase (Winnipeg)
- 19-20 Female Hockey Festival (Winnipeg & Brandon)

MARCH

- 2-4 Male Atom & Bantam Provincial Championships
- 2-4 Female Midget and Female Pee Wee Provincial Championships
- 8-11 Senior Female Provincial Championships
- 9-11 Male Pee Wee & Midget Provincial Championships
- 9-11 Female Atom & Female Bantam Provincial Championships
- 16-18 Male and Female Rural Bantam AAA Provincial Championships
- TBD U-14 Director's Cup (TBD)
- 23-25 Male Bantam AAA Provincial Championship Series (TBD)
- 29-Apr 1 AAA Midget Regional Championship (Virden, MB)
- 30-Apr 1 Male and Female Program of Excellence Spring Tournament (Wpg)

APRIL

- 5-8 Western Canadian Bantam Championship (Spruce Grove, AB)
- 12-15 Senior Female Western Shield Championship (Regina, SK)
- TBD Female Bantam Challenge (TBD)
- TBD Regional Development Squads (Various Locations)
- TBD Senior Allan Cup Championship (Lloydminster, SK)
- 15-21 Esso Female Midget Championship (Charlottetown, PEI)
- 19-22 Western Canadian Junior B Championship (Saskatoon, SK)
- 19-22 Hockey Manitoba Cup Adult Rec. Provincials (Winnipeg, MB)
- 23-29 AAA Midget TELUS Cup (Leduc, AB)
- 27-29 Hockey Manitoba Annual General Meeting (Winnipeg, MB)

MAY

- 5-13 Royal Bank Cup National Jr. A Championship (Humboldt, SK)
- 10-13 Program of Excellence TOP-40 Camp (Winnipeg)
- 18-27 Memorial Cup Championship (Shawinigan, QC)
- 25-27 Hockey Canada AGM (Halifax, NS)

REGISTRATION PROCEDURES & INFORMATION

Information within this package will provide you with a summary of procedures to follow when registering your members and teams. Please refer to the Hockey Manitoba Constitution, Regulations & Rules of Competition handbook for all detailed regulations. Each Minor Hockey Association will receive handbooks for their executive/teams and other information pertaining to Hockey Manitoba programs and/or regulations. Should your Association require additional copies, please contact the Hockey Manitoba office and we will send you the appropriate numbers. For an additional copy of this manual please visit our website <http://www.hockeymanitoba.ca/forms.php>.

Hockey Canada Registry (HCR) Database

Minor Hockey Associations are required to utilize the Hockey Canada Registry (HCR) database to register their players, team officials and teams. Associations must ensure that they have completed all required forms to initiate access to the HCR system.

Although data entry will be completed directly by Minor Hockey Associations, approval is required by the appropriate Hockey Manitoba Zone Registrar. Please contact Esther Thiessen at esther@hockeymanitoba.ca for additional information on the HCR database.

Registration Process Summary

The registration process completed through the HCR database allows Hockey Manitoba to remove the need for physical roster sheets and parent signatures. Once all HCR access waiver forms have been completed by the Minor Hockey Association they will be able to begin using the system.

1. All players, coaches and team officials will fill out and sign a registration form provided by your association. These forms are used by the association registrar in the data entry process into the HCR system. Please note all registration forms must have the Hockey Manitoba privacy policy statement included. Associations are required to verify the age (via birth certificate, health card etc.) for all first time players.
2. Change of residence forms (that can be found on the Hockey Manitoba website) must be submitted to the Hockey Manitoba zone registrar for all members that have permanently moved.
3. Once teams have been formed a team listing of players and team officials should be submitted to the association registrar. Hockey Manitoba teams must have a minimum 10 players and maximum 19 players.
4. The association registrar will cross reference the list of players with the registration forms to ensure there is documentation for each player and verify eligibility.
5. The association registrar will enter the players and team officials into the HCR database and request team approval from the appropriate Hockey Manitoba zone registrar.
6. Once approval has been granted by the zone registrar approved rosters are available in the HCR database for the association registrar to distribute to the teams as needed.

Membership & Insurance Fees

Previously, payment of registration fees was required with the submission of team rosters to the Hockey Manitoba Zone Registrar. To more effectively manage the collection of fees Hockey Manitoba will now move to a system where associations will be invoiced based on the previous year's registration numbers. Each Association will receive a copy of this invoice in their registration package. 50% of fees are due on October 15th of the current season and the balance due November 15th of the current season.

**All registration fees are made payable to Hockey Manitoba and now forwarded directly to the main office at:
508 – 145 Pacific Ave., Winnipeg, MB R3B 2Z6**

Please Note: Associations will continue to forward payments for tournament sanctions to their respective Hockey Manitoba Zone Registrar.

Once a reconciliation of registration numbers is completed by Hockey Manitoba on March 1st, we will invoice or credit each association accordingly. Please note that **Hockey Manitoba Zone Registrars will be advised of any associations that have not submitted their fees by each deadline and will not approve team rosters until fees are paid.**

PLEASE NOTE: A fee increase of \$3.00 per member was adopted at the 2011 AGM and is effective for the 2011-12 season. Please see the complete Hockey Manitoba fee structure on page 20 of this manual. Contact Scott Furman at scott@hockeymanitoba.ca with any questions regarding fees and/or fee collection for the 2011-2012 season.

MINOR HOCKEY FORM INFORMATION

There are a number of hockey forms that Minor Hockey Associations will need to access for various reasons each season. Hockey Manitoba is no longer circulating hard copies of these forms to associations as they can all be found and downloaded from the Hockey Manitoba website at <http://www.hockeymanitoba.ca/forms.php>. Examples are:

Overage Application – This form is used for players requesting to play in a lower age division.

Player Transfer Application – Players requesting to register outside of their home association must fill out this form.

Under 10/Over 19 Player Roster Application – This must be completed when requesting permission to register a team with a) less than 10 players or b) more than 19 players.

Change of Residence Form – When parents change their permanent residence, this form must be completed by the parents and submitted to the appropriate Hockey Manitoba Zone Registrar.

Tournament Sanction Request – Associations must complete this form and sanction every tournament with their respective Hockey Manitoba Zone Registrar. Payment for tournament sanctions must also be submitted directly to the zone registrar.

Travel Permit Request – All teams traveling outside of Manitoba must complete a travel permit request and submit it to the Hockey Manitoba office with the appropriate payment.

Minor Provincial Host Application – This form is used to apply to host a provincial championship. Please be sure to review the hosting matrix & criteria prior to applying. Applications must be submitted to Hockey Manitoba prior to October 1st of the current season.

Minor Provincial Registration Form – Associations complete this form to identify which teams will be entering provincial championship competition. The form must be submitted (via mail, fax or email) to your respective Hockey Manitoba Zone Registrar by December 1st each season.

Scholarship Applications – Hockey Manitoba offers several scholarships to members that are graduating from high school each season. Please note the application deadline is March 1st.

Volunteer Recognition Forms – A number of different programs to identify our well deserving volunteers each season are available including the Volunteer of the Month, Volunteer of the Year and Grassroots Coaching Awards. Please review each form for the nomination procedures.

Hockey Canada Injury Report – If a member of Hockey Manitoba sustains injury during a sanctioned event this form should be submitted to the Hockey Manitoba office. Please note that all injuries must be reported within 90 days to qualify for insurance coverage.

Legacy Fund Applications – Hockey Manitoba has established two legacy funds (World Women's Legacy Fund & Development Legacy Fund) for hockey development projects that are available to members and associations through an application process. Please review the criteria carefully when preparing an application.

REGISTRATION DATES TO REMEMBER

- October 1 a) Deadline for submissions of new and existing minor hockey amalgamations.
 b) Final date for submission of Minor Provincial Host Applications
- December 1 a) Final date for coaches to obtain certification for Initiation, Coach, Development 1, Respect in Sport and Safety programs.
 b) Final date for the application of inter-regional transfers to the Regional Registration Committee.
 c) Final date for submission of transfers to the Hockey Manitoba office.
 d) Final date for submission of rosters in the HCR database to be eligible for Provincial Play-offs (does not include final date of registering players).
- December 15 Final date for submission of Provincial Play-off application form to enter provincial competition.
- January 10 Final date for releasing players to be eligible to register up until February 10th (all categories).
- February 10 Final date for registering new players or players released from teams on or before January 10.

2011-2012 PROVINCIAL CHAMPIONSHIP DATES

- March 2-4 Male Atom and Male Bantam Provincial Championships
- March 2-4 Female Midget and Female Pee Wee Provincial Championships
- March 9-11 Male Pee Wee and Male Midget Provincial Championships
- March 9-11 Female Atom and Female Bantam Provincial Championships
- March 16-18 Male and Female Rural Bantam AAA Provincial Championships

Note: Minor Hockey Associations wishing to host a 2011-2012 Provincial Championship must complete a host application form by October 1, 2011. A bulletin outlining the process was distributed and all information including the application form can be found on our website. Please see the Hockey Manitoba handbook for a complete list of regulations pertaining to the provincial championships including categories of competition.

MINOR HOCKEY AGE CATEGORIES

Midget	for players born in 1994, 1995, 1996 & subsequent years
Bantam	for players born in 1997, 1998 & subsequent years
Peewee	for players born in 1999, 2000 & subsequent years
Atom	for players born in 2001, 2002 & subsequent years
Novice	for players born in 2003, 2004 & subsequent years
Initiation	for players born in 2005, 2006 & subsequent years

Note: A pilot project was approved at the 2011 AGM to create a Bantam Rural AAA category and corresponding provincial championship. The winner of the Bantam Rural AAA provincial championship will then advance to a 3-game series with Hockey Winnipeg's Bantam AAA champion (winner of this series represents Hockey Manitoba at 2012 Western Canada Bantam Championships.) Please reference the Bantam Rural AAA guideline package for more information.

SAFETY FOR ALL

Please note all Hockey Manitoba members can view Hockey Canada's Safety for All booklet by locating and clicking the button below on our website. This booklet outlines the Hockey Canada insurance policy, proper use of equipment, fair play codes and other important safety issues. All coaches and parents should be aware of this information.

HOCKEY CANADA INSURANCE PROGRAM

When are you covered?

1. Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
2. Transportation directly to and from the arena or venue.
3. Accommodations while billeted or at a hotel during a Hockey Canada/Branch sanctioned hockey activity.

Major Medical / Dental Coverage

Please refer to the “Safety for All” handbook for complete details of the Hockey Canada Insurance program including the policy limits.

This insurance augments Provincial, Medical and Hospital plans. It covers players, coaches, referees and other designated volunteers against accidents that occur during participation in a Hockey Canada/Branch sanctioned activity.

This plan is designed to provide coverage for those who might otherwise not be covered by any other group health insurance plan. It can also serve as a supplement to other similar coverage an individual or family may hold, to achieve maximum allowable coverage. It is not applicable as an addition when another plan's coverage meets or exceeds the allowable amount.

How to make a Claim

- 1) SECURE a Hockey Canada Injury Report Form from your team or Minor Hockey Association. In the event that there are none available, contact Hockey Manitoba or download the form at www.hockeymanitoba.mb.ca under the menu option 'Insurance'.
- 2) COMPLETE the form in its entirety. Have your team official complete the team section and your Doctor/Dentist complete the back of the form.
- 3) SUBMIT the fully completed form to your Branch office (along with any receipts or invoices) within 90 days of the date of injury.

NOTE:

- Only Injury Report Forms received in the Branch office **within 90 days of the date of injury** will be accepted.
- Forms must be completed in their entirety or the forms will be returned.
- Only original receipts and/or invoices are acceptable (If originals have been forwarded to a primary insurer, copies are acceptable). **DO NOT FAX IN CLAIMS**
- Hockey Canada is **strictly a supplemental insurer**. If you have access to any other insurance, you **MUST** pursue your claim through them first. Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.
- For **all teams travelling to the USA** for sanctioned tournaments/games: All players **MUST** have some form of primary insurance to be eligible for Hockey Canada's supplemental insurance
- To all teams acquiring players from the USA: all **USA players MUST have primary insurance coverage** to be eligible for Hockey Canada's supplemental insurance.
- Hockey Manitoba recommends that you pay all ambulance bills and seek personal reimbursement from Hockey Canada. The claims take a long time to process and late fees will not be covered.
- Claims may take up to 8-12 weeks or more to process.

FOR FURTHER INFORMATION ON COVERAGE, POLICY LIMITS AND ADDITIONAL FEATURES OF THE INSURANCE PROGRAM, PLEASE CONTACT THE HOCKEY MANITOBA OFFICE.

HOCKEY MANITOBA
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Winnipeg, MB R3B 2Z6

Ph: (204) 925-5758
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HOCKEY MANITOBA COACHING MODEL

Program Name & Certification Level Required	Age Group
INITIATION PROGRAM (IP Certification & Respect in Sport required)	Pre-Novice
(IP or Coach Certification & Respect in Sport required)	Novice
PROVINCIAL PROGRAM (Coach Certification & Respect in Sport required)	Atom Pee Wee Bantam Midget High School Juvenile Female Midget A, B, C, Bantam, Pee Wee, Atom Junior - C & OA Junior Female
INTER-PROVINCIAL PROGRAM (Head Coaches – Development I Certification & Respect in Sport required) (Assistant Coaches – Coach Certification & Respect in Sport required)	Midget AAA Bantam AAA Bantam AA (excluding WMHA) Bantam Rural AA Junior B Senior (male) AAA Senior (female) AA, A & B Midget (female) AA
NATIONAL CHAMPIONSHIP PROGRAM (High Performance I Certification & Respect in Sport required)	Junior A
PROGRAM OF EXCELLENCE (High Performance I or High Performance II Certification and Respect in Sport required)	Canada Winter Games Teams Team West/Team Manitoba

COACH CERTIFICATION DEADLINE DECEMBER 1, 2011



Hockey Manitoba in cooperation with Hockey Canada and the National Coach Mentorship Program (NCMP) are pleased to offer our coaches the opportunity to add extra-curricular qualifications to their resumes.

The NCMP Specialty Clinics are free and offer coaches mentoring and instruction on player development (specialties). Specialty Clinics are a great way for your coaches to polish teaching methods of important hockey skills to young players. Clinics offered are Body Checking, Developing Skilled Defensemen, Puck Control, Shooting & Scoring, Skating, Small Area Games, Starting a Breakfast Club. Minor Hockey Associations interested in hosting a specialty clinic should contact justin@hockeymanitoba.ca or by contacting a mentor in your region.

HOCKEY MANITOBA COACH CERTIFICATION INFORMATION

1. Certification for the Initiation, Coach, Development I, Respect in Sport and Safety programs must be obtained **on or before December 1st, 2011.**
2. All Coaches/Instructors coaching 6 years of age and under teams must have the Initiation Program Certification. All coaches/instructors coaching 7 & 8 years of age (Novice) must have either the Initiation or Coach Stream certification.
3. All Coaches coaching within the Provincial Program (see Chart) must have the Coach Stream Certification.
4. All Head Coaches eligible for the Inter-Provincial Program (see Chart) must have the Development I certification. The Assistant Coaches must have their Coach Stream Certification.
5. All Coaches within the National Program (see Chart) must have as a minimum, the Development I Certification. Head Coaches coaching within the National Championship Program (see Chart) must have as a minimum, the High Performance I Certification. Should a Coach be hired without the proper certification, he has a three-year window to gain his High Performance I Certification. The Coach must be working within the Coach Certification Program in an upgrading manner, in order to have an exemption under this regulation.
6. All Coaches coaching within the Program of Excellence (see Chart) must have as a minimum, the High Performance I Certification. All Coaches involved with the Canada Winter Games teams (male & female), must also have their Theory III Certification. All certifications must be completed by the time of application to Hockey Manitoba, unless formal arrangements are made with Hockey Manitoba, including date of completion.
7. All Coaches coaching in the Program of Excellence and all Head Coaches in the National Championship Program, must attend 8 hours of presentations of an advanced seminar as an observer, or attend a minimum of 8 hours of another coaching seminar every 4 years. The Hockey Manitoba Coach Development Committee must approve these seminars. The next advanced seminar will be held in the summer of 2011 and every 2 years thereafter.
8. **Any on-ice participant (including team officials) must wear a CSA approved helmet during all Hockey Manitoba sanctioned Minor Hockey activities.**

Please Note: On-ice participants in violation of the above regulation (based on written complaint only) will be subject to the following sanctions:

- 1st offence – Written warning
- 2nd offence – 1 week suspension
- 3rd offence – Suspended indefinitely and must attend discipline hearing

9. Associations/Leagues/Teams will be charged \$50.00 for each rostered team official that is not properly certified with the Initiation or Coach certification by December 1st of the current season. Team officials will remain eligible to coach for the remainder of the current season (with their current team only), once the fine has been paid. The charge must be paid in full to remain in good standing with Hockey Manitoba. Fees collected will be utilized in the future promotion of the coach development and certification programs.

Please Note: Associations/Leagues/Teams will not be charged for team officials that are removed from their roster (by submitting deletion form) by the December 1st deadline. The deletion form must be submitted to the Association/Leagues/Team's appropriate Hockey Manitoba registrar.

10. All team officials must have their Respect in Sport certification by December 1st the current season. In addition, team officials listed as Safety people that have not received the Hockey Canada Safety Program certification by December 1st of the current season are ineligible to continue until the Safety certification is achieved. All teams must appoint a certified Safety person to their roster to continue play.
11. All team officials not certified as indicated in paragraphs 9. & 10. will not be permitted to roster with any new team (including development programs or extended season teams) during the current season. In addition, they will be ineligible to roster in any subsequent season until properly certified.

HOCKEY CANADA SAFETY PROGRAM

Hockey Manitoba requires every registered team to have a certified Safety person registered on the team's roster by December 1st. Teams who do not have someone rostered and certified by December 1st of the current season will be suspended from membership.

A Safety person can only be registered on one team. If a Safety person would like to be on two or more teams (rosters), they must apply to Hockey Manitoba writing on or before November 30th of each year. Each application must state the teams involved and the season's full rostering. Each request must show that the Safety person can attend all games and practices of each team.

Each team in High School must follow the HOCKEY CANADA and Hockey Manitoba Safety Training Program policies.

RESPECT IN SPORT PROGRAM

An on-line educational program on the prevention of abuse and harassment in hockey mandatory for all team officials by December 1st of the current season. Please Note: The Hockey Canada Speak Out certification will be accepted as a substitute for the Respect Sport Program for the 2011-12 season. The Respect in Sport program can be accessed on Hockey Manitoba website by clicking on the following button:



TOURNAMENT SANCTIONS

FOR ALL BRANCH TOURNAMENTS

1. Any team or Association (all divisions) wishing to host a Branch tournament must receive a sanction permit from their Hockey Manitoba Zone Registrar. The cost of a tournament sanction is **\$100.00 plus \$5.00 GST**. In the event that tournament applications are received **3 or more weeks prior to the starting date, the fee will be reduced to \$25.00.** Fee must accompany application for tournament request. To guarantee your sanction, all requests be submitted **three weeks prior** to the start date of the tournament. **Official rosters, including Additions/Deletions Forms and Affiliation Lists, must be submitted no later than 7 days prior** to the start of any tournament.
2. For AAA and AA, prior to November 1st or at the discretion of the Executive Director, tournament sanctions will only be issued upon producing a copy of the approved Hockey Manitoba Roster for each team participating.

After January 15th (after November 1st in the case of AAA & AA), the tournament host must submit a list of the teams participating with the full team name and a contact person for each team. All Affiliation Lists (if required) and Additions/Deletions Forms must be submitted as well. Hockey Manitoba will then verify each team and its players. The roster that Hockey Manitoba has on database will be the roster that plays. It is the team's responsibility to make sure that the roster is kept up to date with additions and deletions of players in accordance with all registration regulations. Rosters for affiliate players must be submitted, or if date appropriate, be checked by Hockey Manitoba from their database.
3. The appropriate Hockey Manitoba Zone Registrar will verify the eligibility of all teams and players entered in tournaments sanctioned by Hockey Manitoba.
4. No sanctioned tournament shall accept entries from any team that is not a member team of Hockey Canada. Every player competing in any sanctioned tournament must be registered with that team on a Hockey Canada recognized player's certificate/approved roster, and said certificates/approved roster must be produced for inspection at all tournaments.
5. **Fee:** For all Minor Division tournaments, the fee shall be **\$100.00 plus \$5.00 GST**. In the event tournament applications are received **3 or more weeks prior to the starting date, the fee will be reduced to \$25.00.**

Fee: For all Minor Inter-Branch tournaments, the fee shall be **\$50.00 plus \$2.50 GST and an additional fee of \$10.00 per out-of-branch team.** Exception: Teams who play within Hockey Manitoba for league play are not considered out-of-branch for the purposes of a tournament sanction. Sanction requests must be received at least 3 weeks prior to tournament.

Fee: For all International tournaments, the fee shall be **\$100.00 plus \$5.00 GST and additional fees of \$50.00 per team outside of Canada and \$10.00 per out-of-branch team.** International tournaments must be sanctioned directly through the Hockey Manitoba office.

Fee: For Senior and Junior tournaments, the fee shall be **\$50.00 plus \$10.00 per team participating (GST applicable).**

6. Hockey Manitoba registered teams may not participate in a tournament that has not been granted a sanction. The Coach and Manager of any team participating in an unsanctioned tournament shall be indefinitely suspended until dealt with by the Executive Committee.

NOTE: For tournaments involving teams from other branches, the above procedures must be adhered to. The Zone Registrar shall forward all information to the Hockey Manitoba Executive Director for final approval of the tournament sanction.

TRAVEL PERMITS

TRAVELING TO EXHIBITION GAMES AND TOURNAMENTS (OUTSIDE MANITOBA)

- a) Permission to play Tournament/Exhibition games, or Inter-Branch games in other member Branches of Hockey Canada, or with American-based teams must be obtained from Hockey Manitoba. No team shall be permitted to play in any tournament unless it has the written permission of its home Branch.
- b) Tours outside of North America must be arranged by or with the approval of the Hockey Canada.
- c) Application for permission will only be considered if made by a team whose players are properly registered with that team on Hockey Canada approved roster.
- d) Permission will not be given to any team for exhibition games with any team, club or association that is not a member of Hockey Canada.
- e) Hockey Canada registered teams MAY NOT participate in a tournament that has NOT been granted a sanction permit.
- f) Violation of this may result in the suspension of the team officials and/or players involved (Hockey Canada Regulation).
- g) Request for permission must be submitted in writing to the Hockey Manitoba Office. Teams from Hockey Winnipeg and the Norman region must also supply regional approval. Upon receipt of a request, a Travel Permit will be issued. **Travel Permit fee is \$20.00 including GST.**
- h) Travel permits must be completed in sufficient time for Hockey Manitoba to obtain ratification from the host Branch and/or USA Hockey. Permits consist of two copies - one for the Branch and one for traveling team.
- i) **Note:** Hockey Winnipeg teams must obtain a Hockey Winnipeg Travel Permit first and can then obtain their Hockey Manitoba Travel Permit from the Hockey Manitoba office. Norman teams must contact Ron Larocque at ron.larocque@tolko.com for regional approval. This approval MUST accompany the Hockey Manitoba permit request. Hockey Manitoba permits will not be issued to teams from these regions without this approval.
- j) In order to avoid potential disqualifications, teams should have in their possession copy of the approved team roster and permission to travel.
- k) Permits will not be issued without payment therefore please do not fax in your request.

AFFILIATION REGULATIONS

PURPOSE OF AFFILIATION

"Purpose" - To allow teams to dress the maximum number of players allowable for a game in accordance with the Playing Rules.

ALL CATEGORIES

1. Players are allowed to affiliate in an upward* manner to all teams within their Minor Hockey Association. Teams competing in the same divisions and/or categories with in the same league are not permitted to affiliate between themselves for league play. **upward means to a higher ranked team in their age category or an older category team*
2. Appearance of a registered player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.
3. No new registration certificate is required or shall be issued for players so advancing, and such players are not numbered among such higher division/category teams 25, 23, 21 or 19 as applicable.
4. Such players remain members of the lower division/category team.
5. Affiliated players used by a higher division/category team in a game, shall be designated on the official game report by the use of the symbol "a/p" after their name on the players line-up or roster.
6. A team of a higher division or category may not use an affiliated player prior to receiving consent of the coach and parent with which the affiliated player is registered.
7. A Minor Hockey Player may not be placed on any affiliation list without the player, parent or guardian being notified in writing. A copy of the written notification to be filed with the Hockey Manitoba Registrar, or the appropriate league President or Commissioner.
8. Affiliation agreements when needed must be filed with Hockey Manitoba Registrar at the time of registration or by the rules of the applicable category.

MINOR HOCKEY AFFILIATION REGULATIONS

Note: Affiliation regulations for all categories of hockey are applicable to Minor Hockey.

1. a) When centers have combined to form a team, a "home" center must be designated for registration purposes. For the purpose of affiliation, players may be used from the individual centers making up the combined team in next lowest age category.

b) When a minor aged player must play for a centre outside of his home centre, said player will affiliate only with higher aged teams in the centre he has usually registered, should a team exist.

c) Where a player does not have a team in an age category above him in his home association, he may be allowed to affiliate with the next closest team to his residence. Permission from the Regional Director is necessary.

d) When a minor hockey team does not have a team below them in a lower age category they may apply to their Region for permission to use affiliates from their next closest center. Those players would be limited to one team. Permission from the Regional Director is necessary.

e) Players first priority will be to their own rostered team. Teams shall obtain the permission of the respective coach and parents prior to using a player as an affiliate.

f) A Minor hockey player participating in the Minor program may be temporarily promoted to a higher category team. Minor teams may affiliate players up to the roster max of 19 players. However there must be a minimum of 6 regular players on the game sheet.

g) Minor Hockey Associations or Leagues may limit the use of affiliates for their own house/regional leagues. For Regional play-offs leading to Provincials and Provincials, teams may use affiliates to a maximum of 19 players. Minimum of six regular players must be on game sheet.

h) Initiation/Novice Rosters: Minor Hockey Associations with more than one team of Initiation or Novice Rosters may affiliate freely between their teams. The exception would be league play for Novice. In addition these teams may affiliate players from neighboring associations with permission from the Association President and Regional Director. The intent is to allow team formation when numbers are less than eleven.

i) Excluding the Winnipeg region, females may register in both the male and female programs. They may only affiliate within programs in which they are registered.

j) Affiliation requests outside these rules will be considered by the appropriate Chair of Minor Hockey.

**Affiliation list needed, must be filed by Dec. 15.

TRANSFER REGULATIONS

All minor-aged players under the jurisdiction of Hockey Manitoba wishing to transfer (or obtain a release) from a centre (team) or wishing to play for another minor team must first apply to their local Minor Hockey Association following the completion of registration for the current season. Local Minor Hockey Associations are required to receive and consider individual requests for transfer/releases. Written applications for transfer/release must be reviewed within 5 days and applicant to be notified of the decision forthwith. Hockey Manitoba will not recognize blanket denials issued by local Minor Hockey Associations within their constitutions. If the application is approved by local Minor Hockey Association, the application is forwarded to the respective Region(s) for final decision. Regional decisions (approval or denial) must be rendered within 5 days of application. In the event that a decision is not made within the 5-day timeframe, the application shall be deemed approved. The Zone Registrar may consult with the Chair of the Category during the application process. If application is denied by local Minor Hockey Association/Region, player has right of appeal to Hockey Manitoba. **The final date for submission to Hockey Manitoba is December 1st of the current season.** Minor Hockey Associations/Regions may consider individual transfer requests prior to registration at their discretion.

PLEASE NOTE: Although all player transfers are reviewed and dealt with on an individual basis, applicants must demonstrate a hardship in order for the Appeals Committee to approve or appease the regulations for a successful transfer application. In the event that a player has an existing category/team to play on, transfers based solely on moving to a higher category, will not be approved, unless additional circumstances are presented as part of the rationale for relocation.

If the transfer request is within one region and is denied by an Association, player must first appeal to their Regional Registration Committee. If denied, player has right of appeal to Hockey Manitoba. If the transfer request involves two regions and denied at any point of the process, player has the right of appeal to Hockey Manitoba. A decision will be made within 5 days at each level of appeal. It is understood that said authorization shall be on a yearly basis only.

Players requesting transfers WILL NOT BE PERMITTED TO PARTICIPATE in games, exhibition or otherwise but will be permitted to practice until such time as their TRANSFER HAS BEEN APPROVED BY HOCKEY MANITOBA. Failure to comply with this regulation will result in the player, coach, manager, team executive, using said player being expelled from the association for the current season. If both regions agree that transfer should take place prior to Hockey Manitoba approval, said player will be allowed to practice with that team. If regions do not agree and appeal to Hockey Manitoba, said player shall not practice with team wishing to transfer to.

Each region shall establish a Regional Registration Committee consisting of the Regional Director, Zone Registrar and four Executive Board members from the Regional Association. The Regional Registration Committee shall review all transfer requests and either approve or deny them. Should a region fail to establish a Registration Committee, transfer requests will then be forwarded directly to the Hockey Manitoba Registration Committee for review. Final decisions will be rendered within 21 days.

Any player who has transferred to and/or played three (3) consecutive seasons with the same Minor Hockey Association shall be considered as members of that Minor Hockey Association. If a new team is formed nearer the player's place of residence, they will have the option to play with the newly formed team or remain with their previously registered Association. Players choosing to register with the newly formed team shall be considered as members of that Minor Hockey Association. No formal transfer application is required to register with the newly formed team. All transfer regulations are applicable to players wishing to return to their previously registered Association after registering with the newly formed team closest to their residence. This does not apply for AAA Midget or Regional programs.

OVERAGE APPLICATIONS

PROCEDURES

1. Each region must establish a Registration Committee to be chaired by the Director. The Committee shall have a minimum of 3 and a maximum of 5 members named by the region prior to the commencement of registration. One of the members of the Registration Committee shall be the appropriate Zone Registrar.
2. The Hockey Manitoba office will make Overage Application Forms available to each Minor Association, Director and Zone Registrar by **August 15th** of each year.
3. a. Applicant completes top portion of form.
b. "RATIONALE" MUST be clearly completed. The application MUST specifically refer to the criteria on which the application is based. Any application that does not clearly refer to criteria shall not be considered for approval and the applicant so notified by the Zone Registrar. Applicants are advised that the rationale should be detailed and fully-Inclusive with all pertinent information clearly explained. Applicants are encouraged to provide supportive documentation that would strengthen the substance of the application.
4. Process
 - a. Applicant conveys Overage Application to the local Minor Hockey Association for approval or denial.
 - b. If approved, the applicant sends the form to the Director of the region who informs the Regional Registration Committee.
 - c. If approved, the application is sent to the Zone Registrar who checks the application and forwards it to the Chair of the Zone.
 - d. If approved by the Chair, (in consultation with the Executive Director), the Zone Registrar is notified. The Zone Registrar adds the player's name to the team roster and notifies the Minor Hockey Association.
 - e. In situations *b* through *d*, if the application is denied the Zone Registrar informs the applicant.
5. Application must be completed, have received approval from the local Association and sent to the Director prior to February 1st of the current season. Within ten working days of receipt of the application by the Director, a decision shall be made to approve or deny the application and the applicant must be informed of the decision. If a decision is not rendered by the tenth day, the application shall be deemed approved.

It is the responsibility of the applicant to ensure that all related documents/forms are submitted to each successive person/committee who will be reviewing the application.

CRITERIA

Applicants should ensure that all necessary documentation has been submitted with the application. Applications are not approved until the applicant is so notified by the Zone Registrar.

The following criteria apply to Overage Applications. The criteria that applies, and information supporting the relevant criteria, must be cited on the application or the application will be denied.

- a) An Overage Player may only be one year older than the age category in which the player applies to play.
- b) A player who has a physical or mental disability must have the application supported by documentation received from a medical physician.
- c) A goaltender (Pee Wee and above) that the Minor Hockey Association wishes to play in the next lower age division in order to ice a team. The lower division team must not have a goaltender, and without a goaltender playing down, a team could not be formed.
- d) A new player (never registered nor played before) and whose skill level is significantly inferior to the players with whom the player is chronologically eligible to play. Documentation must be received from the Minor Hockey Association substantiating the skill level limitations of the player.

- e) A player from a remote community whom there is no team to play on within the player's age appropriate division and for whom there is not a team a reasonable distance from the home center.
- f) A player wants to play down in order to play only within an Association's house league.
- g) A player who is in grade 12, currently registered full-time in high school, and for whom there is no program within which he/she could participate.

All approved Overage Applications are subject to periodic review. It is not intended for players whose skill level would permit them to play with their chronological age division, to be allowed to play as Overage Players with a lower age division.

Players/Goaltenders who have received Overage approval from Hockey Manitoba based on criteria a) as well as one other criteria in b) to g) are eligible for all hockey activities except for regional playoffs and provincial tournaments.

EXTENDED SEASON

1. Excluding the Winnipeg region, the extended season shall commence on March 1 and end April 30 of the current season. Any player who is going to play on an extended season team must have completed commitments with his/her registered team, including all league play, Hockey Manitoba play-offs and other tournaments which his/her team has entered. Until a player's team has completed its season, no player may practice nor play with an extended season team. As well, extended season teams may not interfere nor be in conflict with any of Hockey Manitoba's Development Programs that currently exist or which may exist in the future. (i.e. Program of Excellence, Director's Cup, Female Bantam Challenge, Development Squads, Skills Camp). Players may only be registered on one extended season roster in the current season. The extended season has been initiated to provide players the opportunity to continue playing after their original registered team has completed its season. Teams are not eligible to use affiliated players on extended season rosters.
2. The use of overage players on an extended season team is not permitted.
3. A "home center" may secure players from a maximum of four additional centers, (for a maximum of five centers in total), in the same region as the home center, in order to form a team that will play during the extended season. A player is eligible to register with the same centre in which he/she was registered with in the regular season. The team shall use the same registration process as that followed during the regular season sanctioning period and must have the roster approved by the Zone Registrar. Players must have been properly registered with Hockey Manitoba and have played during the regular season.
4. The team that is formed shall be subject to all regulations, etc. that govern play during the regular season. As well, the team may only play in Hockey Manitoba or Hockey Canada sanctioned tournaments or tournaments sanctioned by other governing bodies recognized by the aforementioned governing organizations.
5. During the extended season only, players may use exhibition games as well as tournament games to serve suspensions. Exhibition games may be used to serve suspensions providing the game was arranged prior to the suspension being incurred. Suspension-incurring penalties shall be reported as required by regulations already in place.
6. Any reported and substantiated violation of the regulations pertaining to registration and/or the regulations governing playing games shall result in the team roster being declared null and void and the team shall cease further play during the extended season. As well, players from a team that is disbanded shall not be eligible to roster with another team during the extended season.
7. Suspensions shall be dealt with by Regional Directors.

2011-2012 HOCKEY MANITOBA FEE STRUCTURE

Per Individual	Minor Novice 8 & Under	Minor Atom - Juvenile	AAA Midget/ High School/ MMJHL	Senior/ Junior Female	Senior/ Junior A. B & C Male	Adult Rec.	Team Official	On-Ice Official Level I	On-Ice Official Level II	On-Ice Official Level III	On-Ice Official Level IV	On-Ice Official Level V	On-Ice Official Level VI
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Hockey Canada Insurance

Liability	11.90	11.90	11.90	11.90	11.90	10.40	11.90	11.90	11.90	11.90	11.90	11.90	11.90
Medical/Dental, AD&D	3.75	3.75	3.75	3.75	28.75	4.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
Sub-total	15.65	15.65	15.65	15.65	40.65	16.00	15.65	15.65	15.65	15.65	15.65	15.65	15.65

Hockey MB Membership

Sub-total	21.35	23.35	23.35	23.35	23.35	7.00	23.35	23.35	33.35	58.35	88.35	93.35	98.35
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TOTAL FEE	37.00	39.00	39.00	39.00	64.00	23.00	39.00	39.00 *	49.00 *	74.00 *	104.00 *	109.00 *	114.00 *
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* - On-Ice Officials are also subject to clinic fees and additional material costs.

NOTE:

1. Insurance

- Junior and Senior teams using full facial protection, without rule change supplement, medical/dental premium would be \$10.00/participant.
- \$15.65 fee includes Liability, AD & D, and Medical/Dental in Minor, SR/JR Female, High School, and AAA Midget
- On-Ice officials pay their insurance fees at the Hockey Canada Officiating Program (HCOP) Clinic.

2. Membership

- Covers the development and administration of all Hockey Manitoba programs and Hockey Canada membership and mentorship fees.
- Additional benefits of membership are indicated under By Law 2 of the Hockey Manitoba Constitution, Regulations and Rules of Competition.
- On-Ice officials pay their membership fees at the Hockey Canada Officiating Program (HCOP) clinic.

TEAM REGISTRATION FEES: (GST Included #120196654)

\$10.50 Winnipeg Minor Hockey Association: Atom – Midget & Juvenile teams (non-provincial)

\$52.50 High School, Rural Minor: Atom – Midget & Juvenile, Winnipeg Minor Hockey Association (provincial)

Note: No team fee for all Initiation and Novice teams (8 and under)



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