

Timmins Minor Hockey Association



AAA Operating Manual

February 2018

Revised April 2019

AAA Tryouts

Background

Timmins Minor Hockey Association (TMHA) will annually conduct AAA hockey tryouts in April of each year immediately following the conclusion of OHF's for their AAA teams. The AAA program is considered a regional team for Northeastern Ontario. The purpose of the AAA program is to provide young athletes the opportunity to compete at the highest level possible against the best players and teams within the Northern Ontario Hockey Association (NOHA). Player's on these teams mainly reside in District 1, but may also come from other players to augment as necessary.

Procedures

1. Tryouts at the AAA level are not mandatory.
2. Players who do not reside or belong to TMHA and wish to attend AAA tryouts from other hockey associations will require a valid Permission to Skate (release) from their current association prior to any participation.
3. TMHA will ask that players interested in trying out will pre-register their names so that coaches can better plan and organize the tryout process.
4. All tryout ice sessions will be booked, scheduled and advertised by TMHA.
5. There will be a cost per player for all sessions; all participants must pay prior to going on the ice, all funds collected are the property of TMHA.
6. Generally, there will be 3 one and half hour sessions for each team.
7. Coaches will provide on ice instructors to co-ordinate the drills and specific skills sets used for evaluations.
8. Coaches will provide a minimum of 2 off-ice evaluators to assist in player assessment. Evaluators should be persons considered to have knowledge of player skills; assessment and evaluation experience, and not associated with the particular team. Evaluators should not consist of TMHA approved coaches from other AAA teams.
9. Coaches will provide an evaluation form for assessment to all evaluators, (such a form can be provided by the Association if required). The on ice evaluation is to be used as a tool to assist Coaches in appropriate player selection.

10. Generally, cuts/ releases are made after players have had at least two ice times.
11. Coaches are required to meet with the Division Level Convener/Executive Representative prior to the final ice session to discuss intended player selection and team numbers. The expectation is for coaches to pick their entire roster during spring tryouts.
12. Coaches are required to meet or speak to each individual Player that has attended the last tryout and notify them if they were successful or unsuccessful in being selected for the Program. It is a good practice to provide age appropriate constructive evaluation and positive feedback to players while being sensitive to their possible disappointment.
13. A parent meeting must be held prior to making the final April roster selections for a team. This would allow a parent or child to remove themselves from the team if they are not in agreement with the team's plans for the season and gives a team the option of signing another player. A member of the Association Executive or Division Level Convener must be present at the meeting to answer any questions or concerns.
14. There may be circumstances when final decisions regarding player selection may be determined by other influencing factors including but not limited to Player attitude or commitment. These concerns should be addressed with the Division Level Convener/ Executive and even the Player/Parents when appropriate.
15. Players offered a spot in on AAA team will be asked to sign a Letter of Commitment. This letter will also need to be signed by the parents or legal guardians. Parents will be asked to provide a non-refundable deposit of \$500 that will be applied towards player's fee.
16. The Head Coach must offer Letters of Commitment to a minimum 13 skaters and 1 goalie following at April try-outs.

Trying Out in a Higher Age Category

Background

In accordance to TMHA policy, any player may tryout in a higher age category providing the coach of the higher age wants the player on his team. The Association however, has set certain criteria to approve this advancement.

The AAA age categories refer to the current TMHA composition. If there are minor and major teams; age category refers to each 1 year age group; if teams are combined minor-major, then age category refers to the 2 year age group.

At maximum, only one player per age category will be granted exceptional status.

Procedures

Part 1

For a player to be considered for movement to all age categories up to Major Bantam inclusively:

- 1) Applies to T1 players only. T2 players are exempt from the policy.
- 2) Requests for players to play above the age levels must be made in writing before tryouts.
- 3) The player must try out with his or her own age group.
- 4) Only with unanimous agreement of the Player Movement Committee, as appointed by the board, that the player will meet the qualifying criteria described below, will the player be considered for movement to the upper level for tryout purposes.
- 5) The board or its representatives will ensure that the potential player and his/her parents understand that the upward movement is for try-out purposes only, that the player must qualify based on the criteria described below, and how the final decision will be made.
- 6) The board or its representatives will assess the player, to determine whether the player meets the criteria for movement.
- 7) The board will be advised of the recommendation and will then inform the following.
 - i. Coaches of both teams who can then proceed with the selections for their respective teams.
 - ii. Parents of the player.

Part 2

Players/ Parents who would like such consideration must comply with the following procedures.

- 1) All requests for consideration of Player Movement are required to be submitted in writing before tryouts to the President, who will forward to the Player Movement Committee.
- 2) No Player is permitted to attend a tryout for a Competitive Team in a higher/older age category without receiving prior approval/permission from the Executive.
- 3) An Executive Player Movement Committee will arrange for independent evaluators to assess a player. The Committee will also consult with the coaches of the affected teams.

- 4) The appointed evaluator(s) will provide a recommendation to the Player Movement Committee.
- 5) The Player Movement Committee will then make a final recommendation to the Board indicating that the player has either met or not met the qualifying criteria's.
- 6) The TMHA President, Tier 1 Vice and AAA Convenor will make final decision on a player being recommended to move up an age level. The President, at his/her discretion may substitute another individual for the T1 Vice or AAA Convener based on availability.
- 7) Players who played above their age levels in any season must re-apply for permission to play above their age level in future seasons.
- 8) Only upon obtaining Board approval can the Player attend tryout session for the upper age team.
- 9) Under no circumstances will any tampering or commitments of any sort be allowed. Any violations will automatically disqualify the application to the higher age category and may subject the head coach to sanctions.

Coach Selection Policy

Background

To select properly qualified and experienced non-parent coaching staffs for each AAA team. Where possible, teams coaching staff should be made up of non-parent coaches provided they are both qualified and experienced.

Procedures

A Coach Selection Committee, designated by TMHA will review all coaching applications and will arrange interviews with head coach applicants. Not everyone who applies will necessarily receive an interview.

Upon completion of the interview process, the Coach Selection Committee will convey their recommendations to the TMHA Board approval.

All AAA team staff must be approved by TMHA.

Non-Parent Coach Travel Reimbursement Policy

Objective:

To reimburse highly qualified and dedicated non-parent coaching staff members for team related travel expenses to be paid from team budgets.

Applicability:

Applies to all NON-Parent AAA coaching staff team members

Process:

- 1) To ensure the travel costs are applicable and uniform across all AAA teams.
- 2) Teams will pay for 100% of the hotel costs when traveling for games or tournaments.
- 3) Teams will reimburse for vehicle travel expenses up to a maximum rate of \$0.40/km. This rate includes fuel, insurance, wear & tear and all other incidentals.
- 4) Meal reimbursements incurred are subject to maximum rates set out in chart below. These rates include taxes and gratuities. The rates are not an allowance; you must have incurred the meal expense to be able to submit a claim for reimbursement. **No alcohol can be claimed on any meal expenses.**

Breakfast	\$15
Lunch	\$15
Dinner	\$30
Daily Maximum	\$60

- 5) When more than one non-parent coaching staff travels; the expectation is that they travel and room together to minimize costs. (i.e. carpooling, 2 per room, etc.)
- 6) For team practices and games within the City of Timmins, no transportation expenses will be reimbursed.
- 7) When team chooses to use a bus for games or tournament, non-parent coaches are expected to travel with team on the bus. In such cases, no vehicle allowance will be provided.

Staff Development Reimbursement Policy

Objective:

That the players are receiving up to date hockey instructional information from qualified and certified instructors in all aspects and positions within the game. To ensure that AAA staff members are up to date with current coaching development and instructional procedures and information. Additionally ensures that all AAA staff members are fully compliant with NOHA, OHF and Hockey Canada requirements for their respective positions. All staff development expenses are to be paid by TMHA.

Applicability:

This applies to all AAA coaches, assistant coaches, goalie coaches, trainers and managers.

Process:

- 1) All courses and related travel expenses will be reimbursed 100%.
- 2) To qualify; all coaching staff interested must first get approval from TMHA before proceeding with a course.
- 3) Coaching staff who takes a course that is paid for TMHA must commit to coaching for a minimum of three (3) seasons.
- 4) The Coaches Association of Ontario has a bursary program to help cover some of the costs of course registration fees. In addition, the NOHA sometimes have similar bursaries for certain courses. In all cases, coaching staff should exhaust all avenues of third party funding before submitting a claim for reimbursement with TMHA.

AAA Team Budgets

Objective:

To define seasonal team budgets expectations, responsibilities, and reporting. Organized hockey is becoming prohibitively expensive for many families, and this policy is an attempt to ensure transparency and accountability. In addition the expectation is that team budgets should be reasonable and consistent from year to year.

Applicability:

This applies to all AAA teams under TMHA. The budgets are considered to be guidelines and must be approved annually by TMHA.

Peewee AAA Budget Guidelines

BUDGET ITEM	BUDGET ESTIMATE	PLUS or MINUS
Practice Ice	\$15,000	10%
Home Games & Officials	\$ 5,000	10%
Chartered Buses (2)	\$10,000	10%
Team Wear	\$ 5,000	5%
Non-Parent Coach Travel	\$ 4,000	10%
Tournaments (3)	\$ 5,000	5%
Other Misc	\$ 3,000	10%
Total	\$47,000	

Bantam AAA Budget Guidelines

BUDGET ITEM	BUDGET ESTIMATE	PLUS or MINUS
Practice Ice	\$20,000	10%
Home Games & Officials	\$ 7,500	10%
Chartered Buses (2)	\$10,000	10%
Team Wear	\$ 6,000	5%
Non-Parent Coach Travel	\$ 5,000	10%
Tournaments (3)	\$ 5,000	5%
Other Misc	\$ 7,500	10%
Total	\$61,000	

Affiliation Policy

Objective:

To provide an opportunity for higher Division or Category Teams to dress the maximum number of players allowable for a game in accordance with the playing Rules. In all cases, TMHA follows NOHA guidelines, policies and procedures.

Applicability:

AAA teams will have first right to affiliation of players. Major teams will also have priority on players over minor teams. Teams wishing to affiliate players need to submit their lists by November 1st. After this date, other T1 teams within TMHA will be allowed to affiliate from what is remaining. At all times during the affiliation process, all effected team coaches will act in good faith with open lines of communication.

For more information, please refer to the TMHA Affiliation Guidelines & Check List.

AAA Seasonal Plans, Games & Practices

Objective:

To ensure all games, practices, strength & conditioning programs, fundraising and any other team events need to be outlined by teams in their seasonal plans. The seasonal plans must be approved annually by TMHA prior to spring try outs. Any changes to season plan needs to be communicated back to TMHA.

To maintain the integrity of the AAA program, teams must remain based and run primarily in Timmins, while also being understanding and receptive to the needs and requirements of players and families that do not reside in the City of Timmins.

Applicability:

The purpose of the AAA program is to provide athletes the opportunity to compete at the highest level possible against the best players and teams within the NOHA. As part of TMHA's mandate and application to the NOHA, player development was the number one reason for AAA teams at both Pee wee and Bantam. In addition, TMHA Board was very explicit stating the program was sustainable using NOHA District 1 players, but from year-to-year and team-to-team may need to supplement roster from other areas to augment teams.

Process:

- 1) Teams must submit their seasonal plans to TMHA & Appointed AAA Convenor 14 days before the first tryout date in April.
- 2) All NOHLAAA regular league home games must all be played in Timmins. Exhibition games or showcase's can be played in other centers outside District 1 at the approval and discretion of TMHA.
- 3) To help ease the burden on families residing in District 9 (Kapusksing, Hornepayne, Hearst, Mattice, and Smooth Rock Falls); Bantam level players will only be required to attend one practice per week in Timmins instead of the normal two. In exchange for this concession, those players affected will agree to practice individual skills and tactics one day per week in their home centers using TMHA approved and carded coaches and following the direction and practice plan of the TMHA Team Head Coach.
- 4) To further help District 9 families, Bantam AAA teams will be allowed to schedule up to a maximum of one practice per month in Smooth Rock Falls. This practice will be a combined team practice with full roster of players. All remaining team practices will be hosted in Timmins and the expectation is that all players from District 9 will attend. The same holds true for District 1 players as SRF scheduled practices will be mandatory. Only exception would be due to illness, school/scholastic commitments and bad weather or driving conditions.
- 5) Any extra skill sessions, power skating, or dry land will be open to all players and covered under team budget and will take place in Timmins. These extra sessions are not mandatory for players who do not reside in Timmins and will be left to the discretion of players/families.
- 6) TMHA endorses the practice of billeting players who do not reside in the City of Timmins. If players and families choose this option, team budget will cover this cost and will be responsible to ensure players best interest and safety is always being met and exceeded. TMHA and the Team Staff will co-manage billeting of players.