



Arthur Minor Hockey Association

Rules of Operation

Revision Log

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Table of Contents

Definitions

Mandate and Mission

Section 1 Governance

- 1.1 Levels of Governance
- 1.2 Implementing Rules of Operations

Section 2 Code of Conduct and Ethics

- 2.1 Membership Code
- 2.2 Code of Conduct
- 2.3 AMHA Code of Conduct
- 2.4 Coaches and Team Official's Code
- 2.5 Parents/Guardians Code
- 2.6 Player's Code
- 2.7 Spectators Code
- 2.8 Conflict of Interest

Section 3 Eligibility, Registration and Insurance

- 3.1 Registration
- 3.2 Residency
- 3.3 Registration of Players
- 3.4 Birth Certificates, Respect in Sport & Rowans Law
- 3.5 Registration Dates
- 3.6 Registration Fees and Refunds
- 3.7 Insurance Liability
- 3.8 Player and Team Officials Insurance
- 3.9 Board of Directors Insurance
- 3.10 Equipment Insurance

Section 4 Equipment and Sweaters and Colors

- 4.2 Player & Team Official's Equipment
- 4.3 Sweaters
- 4.3 Official Colours
- 4.4 Team Apparel**

Section 5 Player Movement & Team Regulation

Player Movement – Whole Section might need removed due to Open Borders

- 5.1 Underage Players
- 5.2 Affiliated Players
- 5.3 Team Regulations
- 5.4 House/Local League teams
- 5.5 Player injuries
- 5.6 U8 & Under Player Movement

Section 6 Player Ice Time & Development

- 6.1 Ice time and Development
- 6.2 Team Meetings with Parents

Section 7 Conduct and Discipline

- 7.1 Complaints
- 7.2 Sanctions
- 7.3 Alcohol and Drugs
- 7.4 Code of Conduct and Discipline
- 7.5 Speak-out
- 7.6 Team Meetings (Philosophies)
- 7.7 Twenty-Four Hour Cool Down Rule
- 7.8 Complaint Procedure
- 7.9 Conflict of Interest
- 7.10 Confidentiality
- 7.11 Unsupervised Dressing Rooms
- 7.12 Female Player Dressing Room Policy
- 7.13 Shower Room Policy
- 7.14 Injuries (Return to Play)

Section 8 Coaches Selection

- 8.1 Applications
- 8.2 Selection of Coaches
- 8.3 Role of the Coaches Selection Committee
- 8.4 Qualifications and Eligibility
- 8.5 Selection of Assistant Coaches, Trainers and Managers

Section 9 Team Officials

- 9.2 Accountability
- 9.2 Responsibilities of Team Officials
- 9.3 Responsibilities of Trainers
- 9.4 Player Injury Reports
- 9.5 Budgets and Financial Statements

Section 10 Ice Scheduling

- 10.1 Ice Contracts
- 10.2 Responsibility
- 10.3 Canceling Ice
- 10.4 Practices & Game lengths

Section 11 Officials

- 11.1 Referees
- 11.2 Referees Payment
- 11.3 Timekeepers and Scorekeepers

Section 12 Clinics and Police Record Checks

- 12.1 Clinics
- 12.2 Police Record Checks
- 12.3 Time Limitations

Section 13 Fundraising

- 13.1 Association
- 13.2 Team

Section 14	Sponsorship <ul style="list-style-type: none">14.1 Wineries, Brewers, Tobacco14.2 Sponsorship Agreements
Section 15	Games, Playoffs, Tournaments, Exhibitions Games <ul style="list-style-type: none">15.1 Games15.3 Playoffs15.3 Tournaments15.4 Exhibition Games15.5 Tournament and Exhibition Game Penalties
Section 16	Advertising, Press Releases and Social Media
Section 17	Extreme Circumstances Beyond Control

DEFINITIONS

“CHA” means Canadian Hockey Association (or such other name as the CHA may in the future legally adopt); Hockey Canada.

“LL” means Local League “HL” means House League

“OMHA” means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt)

“AMHA” means Arthur Minor Hockey Association “PRC” means Police Record Check

“OHF” means Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt)

“NCCP” means National Coaching Certification Program “HTCP” means Hockey Trainers Certification Program “EAP” means Emergency Action Plan

“CHIP” means Canadian Hockey Initiation Program “WOAA” means Western Ontario Athletic Association “AP” means Affiliated Players.

MISSION AND MANDATE

Arthur Minor Hockey Association Mission Statement

“Lead, Develop, and Promote Positive Hockey Experiences.”

Arthur Minor Hockey Believes...

In a positive hockey experience for all participants, in a safe, sportsmanlike environment. In the development of life skills which will benefit participants throughout their lives.

In the values of fair play and sportsmanship, including the development of respect for all people by all participants.

In hockey opportunities for all people regardless of age, gender, colour, race, ethnic origin, religion, sexual orientation, or socio-economic status.

In the importance for participants to develop dignity and self-esteem. To instill the values of honesty and integrity in participants at all times

In the promotion of teamwork, and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.

In the country of Canada, its traditions in the game of hockey, and the proud and successful representation of this tradition around the world.

In the value of hard work, determination, the pursuit of excellence and success in all activities. In

the benefits of personal and physical well-being.

1. GOVERNANCE

1.1 Levels of Governance

- Arthur Minor Hockey Association is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.
- AMHA operates under the governance of its Constitution and the Rules of Operation in conjunction with the rules, bylaws, and policies of the:
 - Ontario Minor Hockey Association, hereafter OMHA
 - Western Ontario Athletic Association, hereafter WOAA
 - Ontario Hockey Federation, hereafter OHF
 - Hockey Canada, hereafter HC

1.2 Implementing Rules of Operation

- Between Annual General Meetings (AGM) the AMHA Board of Directors reserves the right to implement an Operating Rule or Regulation as deemed necessary to facilitate hockey operations. The rule or regulation must be approved by a majority vote of the current Board of Directors before being implemented. After implementation, this rule or regulation will then be brought to the first AGM after Board of Directors approval for ratification by a 2/3 majority vote of the members present at that AGM.
- The rule or regulation will be added to the applicable governing document (Constitution or Rules of Operation) as moved at the AGM.

2. CODE OF CONDUCT AND ETHICS

2.1 Membership Code

- (a) The Board of Directors reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the Association has been evident.
- (b) Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in contravention of the AMHA By-Law Number One and/or Rules of Operations. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote from the Board of Directors.
- (c) Membership is defined in accordance with AMHA By-Law Number One.

2.2 Code of Conduct

- (a) As members of the AMHA, all members will follow a code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the current revision of the OMHA Manual of Operations.
- (b) Failure to comply with the code of conduct may result in disciplinary action, suspension, or release from membership. Such action may result in the member losing the privileges that

come with membership in the AMHA, including the opportunity to participate in AMHA activities.

2.3 AMHA Code of Conduct

- (a) This Code of Conduct identifies the standard of behaviour, which is expected of all AMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, spectators, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in AMHA activities and events
- (b) AMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of AMHA shall conduct themselves at all times in a manner consistent with the values of AMHA, which include fairness, integrity and mutual respect.
- (c) During the course of all AMHA activities and events, members shall avoid behaviour that brings AMHA 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.
- (d) AMHA members and participants shall at all times adhere to AMHA operational policies and procedures, to rules and regulations governing AMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of AMHA.
- (e) Members and participants of AMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the health and safety of others.
- (f) Members of AMHA shall refrain from comments or behaviour, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the current OMHA Harassment Policy.
- (g) Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the AMHA By-Law Number One, AMHA Rules of Operations and/or the OMHA Manual of Operations. Upon a fair hearing such action may result in the member losing the privileges, which come with membership in AMHA, including the opportunity to participate in AMHA activities and events, both present and future.

2.4 Coaches and Team Officials Code

- (a) Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- (b) Teach your players to play fairly and to respect the rules, officials and opponents.
- (c) All reasonable attempts shall be made to ensure that all players get adequate instruction, support and playing time. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- (d) Do not ridicule or yell at your players for making mistakes or performing poorly.
- (e) Remember that players play to have fun and must be encouraged to have confidence in

themselves.

- (f) Make sure that equipment and facilities are safe and match the player's abilities.
- (g) Remember that players need a coach they can respect. Be generous with praise and set a good example.
- (h) Obtain proper training and continue to upgrade your coaching skills.
- (i) Work in cooperation with officials for the benefit of the game.

2.5 Parent's Code

- (a) Do not force your child to participate in hockey.
- (b) Remember that a child plays hockey for his or her enjoyment, not for yours.
- (c) Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- (d) Teach your child that doing one's best is as important as winning so that your child will never feel defeated by the outcome of a game.
- (e) Make your child feel like a winner every time by offering praise for competing fairly and trying hard.
- (f) Never ridicule or yell at your child for making a mistake or losing a game.
- (g) Remember that children learn best by example. Applaud good plays/performance by both your child's team and their opponents.
- (h) Never question the officials' judgment or honesty in public.
- (i) Support all efforts to remove all verbal and physical abuse during all AMHA sanctioned activities.
- (j) Respect and show appreciation to the volunteer coaches, who give their time to coach hockey for your child. When problems arise, all communications shall be conducted in accordance with Section 6. Public comments are not appropriate.

2.6 Players Code

- (a) Play hockey because you want to, not just because others or coaches want you to.
- (b) Play by the rules of hockey, and in the spirit of the game.
- (c) Control your temper – fighting and "mouthing off" can spoil the game for everybody.
- (d) Respect your opponents.
- (e) Do your best to be a true team player. Work equally hard for yourself and your team. – your team's performance will benefit, and so will your own.

- (f) Remember that winning isn't everything – that having fun, improving skills, making friends and doing your best are also important.
- (g) Acknowledge all good plays/performances – those of your team and of your opponents.
- (h) Remember that coaches and officials are there to help you. Accept their decisions and show them respect.
- (i) Remember that you are representing yourself, your parents, your team and your town and your sponsor at all times, both to and from the arena.
- (j) Public comments (or comments made on any social media platform) are not appropriate.

2.7 Spectator's Code

- (a) Remember that participants play hockey for their enjoyment. They are not playing to entertain you.
- (b) Do not have unrealistic expectations. Remember that players are not professionals and cannot be judged by professional standards.
- (c) Respect the officials' decisions and encourage participants to do the same.
- (d) Never ridicule a player for making a mistake during a game. Give positive comments that motivate and encourage continued effort.
- (e) Condemn the use of violence and verbal abuse in any form.
- (f) Show respect for your team's opponents, because without them there would be no game.
- (g) Do not use bad language, nor harass players, coaches, officials or other spectators.
- (h) Encourage all players always to play according to the rules.

2.8 Conflict of Interest

- (a) Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Board of Directors will make a ruling where the question of conflict of interest arises.

3. ELIGIBILITY, REGISTRATION AND INSURANCE

3.1 Residency: Rules for residency are obsolete starting the season of 2025-2026.

3.2 Registration Cards and Rosters

- (a) The Board of Directors shall communicate the date by which the selection of players and final rosters must be completed.
- (b) Players and Parents or Legal Guardians must sign an AMHA registration form and/or OMHA card before participating in any game of the team's regular playing schedule. No player shall be signed after February 10th. (Update section to reflect online registration)

3.3 Registration of Players

- (a) Subject to registration numbers, the following series of player groupings will be operated by the Association:

<u>Series</u>	<u>Age as of December 31st</u>
U5 (Preschool)	3 & 4
U7 (Initiation)	5 & 6
U8 (Minor Novice)	7
U9 (Novice)	8
U11 (Atom)	9 & 10
U13 (Pee Wee)	11 & 12
U15 (Bantam)	13 & 14
U18 (Midget)	15, 16 & 17
U21 (Juvenile)	18 & 19 + 20

- (b) The registration fee for each player grouping shall be based upon the AMHA budget.
- (c) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Board of Directors approval. Transfers may be subject to additional fees. The request must be made in writing to the Board of Directors outlining the reason for the request.

3.4 Birth Certificates, Respect in Sport and Rowan's Law

- (a) Satisfactory proof of birth (Birth Certificate or some other certified affidavit) will be submitted with every initial registration of players. Players must be registered, and fees paid in full before participating in any game, practice, or try-out. Birth Certificate copies need to be uploaded to each players' HCR Spordle account by the Parent/Guardian
- (b) All players parent or guardian must have a current Respect in Sport certificate before allowed on ice
- (c) All players' parent or guardian must have a current Rowan's Law certificate before allowed on ice.

3.5 Registration Dates

- (a) The Board of Directors shall set registration dates and fees in April for the following hockey season. Registration procedures will be organized and coordinated by the Registration Committee.

3.6 Registration Fee and Refunds

- (a) Registrations received after a date predetermined by the Board of Directors, shall be subject to a late fee, with the exception of first year hockey player that register prior to October 1. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- (b) Refunds will be granted according to the date the written application is received by Board of Directors and the following table:

Up to September 30	- 100%
During the month of October	- 75% 90%

- (c) Families registering three or more players will receive a discount which may be set each year by

the Board of Directors

- (d) All players must be registered, and fees paid in full before participating in any game, practice or try-out, sponsored by the AMHA. The Board of Directors is empowered to prohibit any player from practicing or playing until the fee is paid in full.
- (e) A fundraising fee may be tied to the registration price if set out by the board of directors when establishing the seasons registration rates.

3.7 Insurance Liability

- (a) In the Township of Wellington North, the AMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.

3.8 Player and Team Officials Insurance

- (a) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the AMHA.
- (b) Parent/Child Games during Association ice time may happen as long as all parents sign the On ice helper form either online or fill out the document titled: Parent/Child Ice Activity Waiver and Release. AMHA does not allow Parent/Child games using Association purchased ice if these Parents/Guardians have not signed proper documentation due to insurance coverage.
- (c) Team Officials shall ensure that all on ice volunteers are included on AMHA Volunteer Required Insurance by signing the online form and providing a valid Vulnerable Sector Check.

3.9 Board of Directors Insurance

- (a) The AMHA shall purchase and renew yearly an Association liability insurance policy for coverage of The Board of Directors. The Treasurer shall be responsible for obtaining this insurance. (Do we have this insurance?)

3.10 Equipment Insurance

- (a) The Board of Directors shall purchase and renew yearly an Association insurance policy for coverage of equipment and sweaters. The Treasurer in consultation with Sponsorship and Equipment Director shall be responsible for obtaining the coverage of insurance required.

4. EQUIPMENT AND SWEATERS AND COLOURS

4.1 Equipment

- (a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, conveners, coaches and team officials will advise players or parents/guardians of players, of improper fitting or illegal equipment. Any player who is not suitably outfitted will not be allowed on the ice.
- (b) All coaches and volunteers will be required to wear helmets for all on ice activities. For insurance reasons, only carded players/carded team officials and volunteers sanctioned by AMHA are to be on the ice surface.
- (c) AMHA sweaters or equipment loaned to members will not be used off ice for reasons including street hockey, ball hockey, roller hockey etc. –EXCEPTION PERMISSION BY AMHA BOARD
- (d) Misuse of the sweaters or equipment will result in the immediate return and no further use of equipment.

4.2 Sweaters and Game Socks

- (a) The AMHA will supply two (2) sets of sweaters to all Local League teams and the U8 and

below teams will be given a Timbits jersey to keep each year. U11 players will be supplied an Atomic Jersey set when applied for.

- (b) All Local League team jerseys and sweater bags must be returned to AMHA at the end of the playing season. Any lost or damaged equipment or property will be the responsibility of the parent or guardian for their care and safe return.
- (c) Game Socks – During a League game the players' socks must be matching and be the colours of AMHA to be in uniform order.
- (d) Emblems, player names, etc. may only be sewn on the sweaters by hand or sewing machine or using the Velcro patches. Name Plates: if using two jerseys – White jerseys get name plate with black letters and white background, black jerseys get name plate with white letters and black background.

4.3 Official Colors

- (a) The official colors of AMHA shall be gold, black, and white.

4.4 Team Apparel

- (a) All team apparel on which the Arthur Viper logo will be used must be approved by the Board of Directors. Approved Apparel providers of the Logo – CW Sports and Norsco Sports.

5. PLAYER MOVEMENT AND TEAM REGULATIONS

5.1 Player Movement

- (a) Player movement will require director, convener, parent, player, and coach consultation and is given final approval by the Local League Hockey Convenor and President.
- (b) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of the AMHA must formally do so through the President or Vice President of AMHA.
- (c) In cases of granting releases for players for Junior or AAA Teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at their level.
- (d) If after determining by discussion with the respective Junior Team representative and the player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed, subject to the terms of the payment schedule as per the OMHA fee schedule.
- (e) The President and the Secretary of the AMHA must sign all releases.
- (f) If an AMHA team needs a permanent replacement due to player injuries, dropouts, etc., a player may be transferred from another team for the duration of the season. The Board of Directors must approve all such moves.
- (g) No coach shall be influenced to select a player for any OMHA team because his/her Parent/Guardian is a member of the Board of Directors of the Association.

5.2 Underage Players

- (a) Any player wishing to play for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping. Evaluation will be done by the members of a committee, appointed by the President, consisting of a minimum of 2 Executive members and 3 Coaches, with no association to the team.

- (b) To qualify as an underage player, the player must possess exceptional skills, must excel at their position (meaning superior skills), and must be a top player (in ability) in the position for which the player is trying out on the team to which he is applying.
- (c) All players should be encouraged to play to the level of their ability, but no player may be forced to play at a higher classification against his/her wishes. Any coach or manager who persuades, coerces or compels any player to play for his/her team shall.
 - (i) on the first offence, receive a verbal warning.
 - (ii) on the second offence, be suspended for the balance of the season.

5.3 Affiliated Players

Preamble:

- Affiliation is the process whereby teams “call up” players from an OMHA approved list to play in games or practices to support the operation of that particular team.
- Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only. Affiliates should not take ice time from roster players.
- Prior to participating in any OMHA games or practices, affiliated players must be approved and appear on the affiliated team’s roster. It is the responsibility of the coach of the team offering affiliation to ensure that the Offer of affiliation form is filled out in its entirety and forwarded on to the President and Registrar for required approval and processing
- The following rules have been put in place in order to protect the Association’s best interests. Where a concern is raised as to the interpretation of a particular statement, the responsibility for resolution rests with the Board of Directors, the President shall resolve any conflict.

- (a) AMHA teams shall affiliate as per OMHA Affiliation regulation 7.0 with the following additions.
- (b) Players may play as affiliated players provided it does not interfere with any Scheduled games of their rostered team.
- (c) U8 aged players will no longer be allowed to affiliate to U9 from a U8 roster due to Hockey Canada formatting.
- (d) In order to protect the Associations best interests, each team is required to initially limit the number of affiliates to a maximum of one goalie, two defensemen and three forwards. After the Board of Directors reviews the Affiliate Lists, further players can be added if the coach so desires. This will allow every team a fair chance at getting affiliates capable of playing at their level. AMHA encourages coaches to not use the same AP’s on every occasion. However, the use of Aps needs to be commensurate with their ability to play at the higher level. As such, AP’s will not necessarily receive equal playing time at the higher level. Under no circumstances are AP’s to be used at the expense of regular players on the team. AP’s can be brought to the team to complete lines but must not take ice time from regular team members.
- (e) Goalie AP’s: AP goalies (when there are two or more to a team) shall not be withheld practice time with their rostered team because they are affiliated to another team.

5.4 Team Regulations

- (a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games. The coaches and parents will agree upon the time frame of “before” and “after” games and practices.

- (b) No player shall be allowed on the ice without a sanctioned team official present. (Certified coach and trainer present.)
- (c) Team officials and players are responsible for the condition of their dressing rooms.

5.5 House/Local League Team

- (a) The Board of Directors shall set a date by which the selection of players to the House/Local League teams must be completed.
- (b) Prior to the formation of teams, player will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- (c) The Coaches Selection Committee shall select teams from individual registrations for each division, should numbers warrant multiple teams
- (d) The Coaches shall do their utmost to provide balanced teams. Coaches may move players between teams to satisfy special requests from parents.
- (e) All teams within each division could be re-balanced by the Board of Directors if required. Any player movement will only take place after discussion with the coaches and parents affected by the moves.
- (f) Should dropouts reduce a House/Local Team Rosters to more than three (3) players below the average team roster the Board of Directors will make transfers as required.

5.6 Player Injuries

- (a) The Head coach of the team is responsible for forwarding a copy of the "Canadian Hockey injury Report" to the OMHA/OWHA as required. A copy must be forwarded to the Board of Directors for association record keeping.
- (b) For serious injuries, the President should be notified as soon as possible so proper and timely notification can be made to OMHA or WOAA
- (c) Players who have missed games and or practices due to an injury seeking medical treatment must give the coach and or the trainer on that team a Doctor's note for approval to return to play, before being allowed on the ice for any AMHA sanctioned activity.

5.7 U8 and under Player Movement

Important to note – these guidelines exist to assist with placing of players for developmental purposes. Skill development is the primary goal for these players. Exceptions to the guidelines below are at the discretion of the coaches involved at the U8, U7 and U5 levels and should be reserved for exceptional players only. If agreement is not reached by the coaches & Under 9 program Coordinator at these levels regarding the placement of a player for development purposes, whether up or down, then the coaches committee will be consulted, and they may make the appropriate recommendation.

- (a) U8 (7 years old) are permitted to tryout for U9 MD if the Association hosts an evaluation during spring try outs. If they are not selected to play U9 MD then they may be considered for the U8 LL team only. If there are not enough registered aged players at U8 it should be recommended to the board by the U9 & Under Program Coordinator to move all U8 players to the U9 LL team.
- (b) U7 players (5 and 6 years old) are not permitted to try out for U9 MD or LL. They are to play in the U7 program. Coaches' discretion as to movement between the U7 levels and with the evaluation of the Coaches Committee up to U8. They may not affiliate to the U8 level, only roster.

6 Player Ice time and Development

6.1 (a) Coaches are to make a conscientious effort to give each player a balanced amount of ice time in each game, including the play-offs. There may be instances and cases where the coach if he decides to, may require shortening a player's ice time. This will be explained during the coaches and parents meeting. Penalty time shall be considered as ice time.

(b) To develop a better appreciation of the game as a whole, players should be given the opportunity to play various positions.

6.2 Team Meetings with Parents

(a) Coaches and Managers must have a parent meeting before the season begins and hold parent meetings as required during the season as needed. One of the following (Under 9 Coordinator, Coaches or Parent Liaison) should be present.

(b) These meetings will be used to explain and be not limited to the following:

- Introduce coaching staff and Responsibilities of coaching staff.
- Coaching Philosophy
- Team Rules
- Dress Code
- Playing Time for players, shortening of players ice time
- Supervision of Dressing Rooms and Shower Room Policy
- Releasing Children from Coaching staff Supervision
- Female Player Dressing Room Policy
- Transportation of Athletes and Road Trips
- Twenty-four Hour Cool Down Rule
- Parent Complaint Procedure
- Budget, financial obligation and financial statements
- Timekeeping, scorekeeping,
- Tournaments
- Any other points that either group wishes to discuss. It is essential to keep the lines of communication open between parents and coaching staff.

7. CONDUCT AND DISCIPLINE

7.1 Complaints

(a) Complaints or questions regarding the operation of the Association must be submitted in writing, to the President or Risk Management Director.

(b) Written complaints and questions received shall be included in the agenda of the next meeting of the Board of Directors.

(c) Complaints/questions should be submitted at least one week prior to the Board of Directors Meeting to allow sufficient time for a full investigation before the meeting.

(d) Upon receipt of a complaint, the Risk Management Committee will begin to factfind and investigate the complaint and present recommendations to the Board. For issues of a serious nature, the Risk Management Committee Director may call a Special Meeting of the Board of Directors to ensure

prompt resolution.

- (e) Discussions of complaints of a sensitive or personal nature at a Board of Directors Meeting will not be open to the general membership and shall be kept confidential.
- (f) All complaints received in writing shall receive a written reply.

7.2 Sanctions

- (a) Any Association Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:
 - (i) suspension from the Association's activities if he or she contravenes in any way the By-Laws or Rules of Operations of the AMHA.
 - (ii) disciplinary action and/or suspension for conduct not befitting the intent or objectives of the AMHA. The AMHA Board of Directors will administer such action.
- (b) Any member of the AMHA, coach, manager, trainer or player who deliberately damages or defaces facilities used by, or equipment of the AMHA, shall forthwith be suspended from the AMHA until the cost of repair or replacement of the damaged equipment has been paid in full.
- (c) In addition, the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Board of Directors of AMHA.

7.3 Alcohol and Drugs

- (a) Any coach, manager, official, trainer, parent or player affiliated with AMHA found under the influence of drugs (non-medical) or alcohol in any arena will be subject to suspension without refund (where applicable) for the balance of the season.

7.4 Code of Conduct and Discipline

- (a) All coaches are required to publish a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to approval of the Board and will be submitted to the Board of Directors of AMHA.
- (b) If a coach decides that circumstances warrant immediate suspension (i.e., disciplinary problem of unsportsmanlike, violent or harmful nature or drug/alcohol related), the suspension may be immediate, but must be brought to the Coaches Liaison within 48 hours of the incident, who in turn will contact the President and Risk Management Director.
- (c) Any player who willfully plays, or any coach or manager who knowingly allows a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.
- (d) Discipline and suspension for House/Local League players, coaches, and trainers will be governed by the Hockey Canada, OMHA and AMHA playing rules.
- (e) Any player, coach, trainer or manager who is suspended by the OMHA and/or AMHA rules may have his suspension reviewed by the Board of Directors of the AMHA for further action.

7.5 Speak-out

- (a) Prevention Services – All Directors, volunteers, and team officials must adhere to all mandates as outlined in the Harassment/Abuse Speak-out module as defined by the OMHA.

7.6 Team Meetings

- (a) Team Meetings - All team coaches must have a preseason meeting with the team officials and parents/guardians to outline their coaching philosophy to all parents. They must hand out approved by the board of directors written team rules, also outlining points such as ice time, player position rotation, use of AP's if needed, discipline, costs and communication.

7.7 "24 Hour Cool Down Rule"

- (a) 24-Hour Cool Down Rule – The AMHA specifically stresses that the coaching staff clearly communicate to the parents that if there is a complaint to be lodged that the affected party wait 24 hours before lodging a complaint.

7.8 Complaint Procedure

- (a) Complaint Procedure
 - (i) After 24 hour cool down period, the complaining party should approach the coach involved for resolution. If the Parent needs a third party representative, please reach out to the Parent liaison.
 - (ii) If after (i) has been tried and no satisfaction has been received the complaining party will contact the Coaching Liaison for resolution assistance.
 - (iii) If after (ii) has been tried and no satisfaction has been received the complaining party will contact, in writing, the President or Risk Management Director.

7.9 Conflict of Interest

- (a) Conflict of Interest - All Team Officials, Volunteers, and Board Members will be instructed to step down for participating in a process where a conflict of interest is perceived.

7.10 Confidentiality

- (a) Confidentiality – Unless expressed otherwise all Board Meetings will be classed as "In Camera". Any Board member found guilty of breach of confidentiality will be subject to suspension and/or ejection from their position.

Ontario Hockey Federation Dressing Room Policy

The following sections (7.11, 7.12, 7.13) are to be read in conjunction with the Ontario Hockey Federation Dressing Room Policy. These sections are intended to align with and reinforce the standards and expectations established by the OHF regarding supervision, privacy, safety, and respect in all dressing room and shower areas. Where a conflict may arise between AMHA rules and OHF policy, the OHF policy shall prevail.

7.11 Unsupervised Dressing Rooms

- (a) Unsupervised Dressing Rooms – All coaches and managers must maintain supervision in dressing rooms at all times. The team officials are representatives of the Association and the Two-Deep Rule is to be in effect at all times. 1. DRESSING ROOM POLICY 1.1 It will be the Policy of the Ontario Hockey Federation that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team. 1.2 In the situation of Juvenile or U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team. 2. SANCTIONS 2.1 Any person found to be in violation of this policy will receive a warning for a first offence, a two-week suspension for a second offence, and a one-year suspension for a third offence. 3. NOTES: 3.1 This policy does not apply to a participant and their parent or legal guardian. 3.2 This policy is to include "tryouts". **(updated after 2022 AGM)**

7.12 Female Players Dressing Room Policy –

- (a) Female Players – Female players must be provided with a separate room for dressing.

7.13 Shower Room Policy

(A) Use of Showers – Recommended Best Practice. As outlined in the purpose section, there are many reasons why athletes may require privacy (religious reasons, chronic conditions, body image, gender). The following guidance around the use of showers, is an additional step in creating environments within which athletes feel safe and secure. It is recommended that when showers are not private stalls, that these be used in a manner that respects the privacy of all participants. When in open concept showers, it is encouraged that all athletes wear certain “minimum attire” at all times, including swimwear. In order to facilitate this, participants could use a private restroom stall to change out of their base layer and into their swimwear prior to using the shower. Similarly, they could dress in a private restroom stall after they have completed their shower. Coaches and/or team staff should ensure they are able to supervise the dressing room while participants are showering, following ‘Rule of Two’ guidelines below.

7.14 Injuries (Return to Play)

- (a) Any time a player is seriously injured, (e.g., where as a result of injury any member is placed under the care of a physician) an OMHA injury report and clearance by his/her physician (doctor note) will be required before the player is allowed to return to play or practice.

8. COACHES SELECTION

8.1 Applications

- (a) The AMHA will advertise that they are taking applications for head coaches for the upcoming hockey season.
- (b) Applications for coaching positions will be available on the AMHA website.
- (c) The Board of Directors will establish an application deadline when all applications are to be received by the Association.

8.2 Coaches Selection Committee

- (a) Coaches for the upcoming season shall be interviewed and/or recommended by the Coaches Committee. The committee will meet independently to consider all coaching applicants and bring recommendations to the AMHA board for approval. The AMHA board will by majority vote, either accept or reject the coaching recommendations. All remaining applicants must be notified of the Board's decision by the Chair of the Coaches Committee.
- (b) Where there is more than one application submitted for a particular team the coach shall be appointed by majority vote of the Coaches Committee. Only 1 application for a designated team does not guarantee the Coach the position. Interview processes may still take place if deemed necessary.
- (c) Any member of the current board or member of the Coaches Committee, may apply for or hold a LL coaching position, however they too shall follow the same guidelines as 8.2(b) and shall not be permitted to vote in the category for which they are applying.
- (d) Should there be insufficient applications from qualified persons or no applicants to fill a position, the Coaches Committee and the Board of Directors shall be empowered to appoint a coach.
- (e) Any coach, who feels that his/her application has not been given fair consideration will upon request, be given the opportunity to state his/her case to the Board of Directors. All such requests must be made in writing within 7 days after receiving notification of the decision, to the President. The Board of Directors will

be authorized to either reconsider or uphold the original decision.

8.3 Role of the Coaches Selection Committee.

- (a) Set coaching selection criteria.
- (b) Convene meetings to select head coaches for the respective teams.
- (c) Follow the guidelines of the OHF Ten Step Screening Process.
- (d) Make recommendations to the Board of Directors for the selection of the head coaches.

8.4 Coach Qualifications and Eligibility

- (a) Coaches must be, or willing to become, certified in accordance with the OMHA Manual of Operations.
- (b) All coaches are responsible for providing proper credentials and making sure their HCR Spordle account is updated with documentation.
- (c) Coaches must receive satisfactory results from a Vulnerable Sector check outlined by Ontario Hockey Federation's Screening Policy to be rostered as Coaches.
- (d) A person may not be the head coach of an Arthur Minor Hockey team, U8 and Up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the AMHA Board of Directors.

8.5 Selection of Assistant Coaches, Trainers and Managers

- (a) The Head Coach of the team will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager) The list shall be submitted to the Board of Directors for approval before they can participate in any AMHA activities.
- (b) The number of team officials to be selected will be in accordance with the OMHA (max is 5).
- (c) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having at least two qualified head coaches and two qualified trainers on the team's roster sheet.
- (d) All AMHA team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations.
- (e) Trainers for teams shall hold a valid HTCP certificate.
- (f) All team officials need to complete the OHF Screening policy as well before approved to be on the roster. Applications open in April.

9. TEAM OFFICIALS

9.1 Accountability

- (a) Team officials are accountable to the Board of Directors for their conduct and that of their players, before, during and after games and practices, on or off the ice, or in any arena or while taking part in AMHA activities. The coaches and parents will agree upon the time frame of “before” and “after” games and practices.
- (b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship.
- (c) Team officials shall become familiar with and enforce all rules, regulations and procedures of the AMHA and OMHA.
- (d) It shall be the responsibility of the Team Officials of each team to attend all Coaches meetings of the Association.

9.2 Responsibilities of Team Officials

- (a) Team Officials who disregard their responsibilities shall be liable to disciplinary action. Head Coaches, or designates, are responsible for their team’s affairs. Discipline in team matters will be addressed to the Head Coach.
- (b) All team officials should, where possible, seek ways of improving their abilities and credentials.
- (c) A minimum of three (3) to a maximum of five (5) team officials (per team) will be registered.
- (d) Ensure that only approved, carded team officials and players (in full hockey equipment) are on the bench during all games.
- (e) Ensure the proper observance of the By-Laws and Rules of Operations of AMHA.
- (f) Acquaint their team members with Hockey Canada, OMHA, WOAA and AMHA Rules and Regulations.
- (g) It is the responsibility of team officials to ensure that the **Two-Deep Rule** is in effect at all times, with exception of “on the ice only” where only one (1) official (coach, assistant coach) is necessary on ice and trainer present. Any team found in violation of this rule could result in a suspension of the Head Coach.
- (h) Provide a completed and signed game sheet to the scorekeeper or timekeeper prior to the commencement of the game.
- (i) Ensure the care, keeping and return of all AMHA equipment and sweaters used by their teams during the season.
- (j) Ensure that carded team officials only shall be on the bench during games and approved helpers for practices.
- (k) Assist and support any fundraising promotions as determined by the AMHA.
- (l) Understand and follow the procedures for underage player movement, affiliated player usage, and permanent player movement.

- (m) No player will be allowed on the ice or bench without being dressed in full hockey equipment, having registration paid in full, Parents completed RIS and two (2) members of the coaching staff in attendance (one coach and one trainer).
- (n) Coaches must submit the names, addresses, and date of birth of their managers, assistant coaches, and trainers prior to the start of league play for the Registrar to roster them.
- (o) All coaches must adhere to OMHA coaches' guidelines.
- (p) All team officials must take safety precautions during all games and practices. Example, all player and penalty box doors must be closed and locked during practice and games, as well as the doors onto the ice surface.
- (q) The AMHA Board of Directors can hold team officials responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.
- (r) Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol or drugs while in the presence of their players at any time within AMHA events. No team official will verbally or physically abuse any Players, Bench Staff, Game Officials, or members of the Board of Directors.

9.3 Responsibilities of Trainers

- (a) Supervise the health and incidents of injury to the players on his/her team resulting in the loss of significant playing time. It is strongly recommended that all trainers receive medical clearance for any injured player before that player returns to the ice.
- (b) All trainers shall supply, within 48 hours, written details of injuries incurred during a game or practice to the respective House/Local League Convenor for insurance purposes.
- (c) Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.
- (d) Ensure that the trainer and the trainer's kit is available at all games and practices.

9.4 Player Injury Report

- (a) The Trainer and Head coach of the team are responsible for forwarding a copy of the "Canadian Hockey Injury Report" to the OMHA as required. A copy must be forwarded to the Secretary of the AMHA for recording keeping.

9.5 Team Budgets and Financial Statements

- (a) Team budgets and finances will be the responsibility of each team manager. Team financial statements must reflect that all monies have been utilized for the benefit of the players only.
- (b) Keep and maintain a record and a bank account of the team's financial affairs. It is the team's responsibility to provide a financial summary at the end of the season to AMHA if required.
- (c) Any debts or bills incurred by any one team, team official or player in the AMHA, unless approved in writing by the Board, must be settled by said team or individual. The AMHA will not honour these debts.
- (d) Any team or individual incurring debts in the name of the AMHA without prior written

approval shall be liable to prosecution and suspension from the AMHA.

- (e) Team Sponsorship/ Fundraising – Must be a business or individuals who are not a main AMHA sponsor and made out to the name on the team bank account.

10. ICE SCHEDULING

10.1 Ice Contract

- (a) The AMHA will sign an ice contract with the Township of Wellington North yearly. The President will be responsible in consultation with the Ice Scheduler for identifying to the Township the AMHA ice requirements for the upcoming season. This should be done as soon as possible, prior to the upcoming season. The President or Town Contact will sign the ice contract.
- (b) The AMHA will start buying ice on or about September 15 and stop on or about March 31 each season.

10.2 Responsibility

- (a) The organization, scheduling, and communication of ice time for the AMHA hockey program is the responsibility of Ice Scheduler. The Ice Scheduler shall fairly distribute game and practice ice allocations to teams in each group and notify the affected coaches of last-minute changes.
- (b) During playoffs, the Ice Scheduler will do playoff scheduling. The Ice Scheduler will schedule and move ice times around at his/her discretion to make sure that the AMHA's playoff priorities are met. Ice will be given to teams that require it for playoffs based on the priorities. This will include practices. The Ice Scheduler will keep track of any ice that is taken away from a team. Ice will be returned to the affected teams if possible.

10.3 Cancelling Ice

- (a) If a team cannot use its allocated ice, it is the responsibility of the team coach/manager to inform the Ice Scheduler as soon as possible.

10.4 Practices and Games lengths.

- (a) The normal duration of a practice is considered 1 hour on the arena clock from the scheduled start time (50 minutes of practice, 10 minutes for flooding of the ice). Some teams will be given more time due to age level at the discretion of the ice scheduler.
- (b) The Ice Scheduler will determine the length of home games for each division and level according to the ice budget and accordance with OMHA guidelines. This will be communicated to the coaches prior to the season starting. Deviations are to be approved by the Town Contact. The length of the game also includes a 10 minute flood.
- (c) The length of games during playoffs will be in accordance to the rules and regulations laid down by the WOAA or OMHA

11. OFFICIALS

11.1 Referees

- (a) The Referee in Chief will coordinate referees for the House/Local League. The exception being OMHA playoffs when neutral referees are required for games. The Ice Scheduler will be responsible for notifying the OMHA for referees in these cases.
- (b) No referees can be involved in a House/Local League game unless he carded through the OMHA.
- (c) Rep hockey referee requirements will be administered through the Referee Association as required, according to the OMHA Manual of Operations.

11.2 Referee Payment

- (a) The Referee in Chief(s) (in coordination with the Treasurer) will manage payment to each referee for house/local leagues monthly.
- (b) Payment to referees will be according to the current OMHA referee fee guidelines.
- (c) The Association will pay mileage charges of out-of-town referees when required. Mileage charges will be according to the current OMHA referee fee guide.

11.3 Timekeepers and Scorekeepers

- (a) The AMHA Board of Directors or person as assigned will assign and reimburse Timekeepers and Scorekeepers as required.

12. CLINICS AND POLICE RECORD CHECKS

12.1 Clinics

- (a) Level 1 Coach, Trainer, and Coach Refresher Clinics, and all required OMHA mandated Modules for all teams will be subsidized 100% each year a team official applies for a coaching position by the AMHA if the following criteria has been met,
 - (i) The participant has successfully passed the course.

12.2 Police Record Checks – Foreword

In keeping with the Ontario Hockey Federation's Screening Policy, all AMHA Board Members, Team Officials, and Volunteers are required to comply with the OHF standards for screening and police record checks. The following AMHA rules are intended to support and align with the OHF policy while providing additional local guidance.

- (a) All AMHA Executive and Board Members, Head Coaches, Assistant Coaches, Trainers, Managers and Team Officials must have a Police Record Check done every year.
- (b) Only those coaches who have a questionable Police Record Check need an interview with the Coaches Liaison. A Coach has the right to appeal a negative decision in writing to the Board of Directors within seven (7) days.
- (c) In general, individuals with past Criminal Code (C.C.) convictions, ten years old or more recent or charges pending for certain offences will not be accepted for a direct service position with hockey players.
- (d) These offences include, but are not limited to, the following:
 - (i) Physical or Sexual Assault – No Time Limit
 - (ii) Sexual Exploitation – No Time Limit
 - (iii) Invitation to Sexual Touching – No Time Limit
 - (iv) Sexual Interference – No Time Limit (Criminal offences involving Sexual Exploitation, Invitation to Sexual Touching, etc. are treated under Section 1.11.4 of the OMHA Manual of Operations. These offences are considered unforgivable regardless of pardon).
 - (v) Current Prohibition or Probation/Parole Orders forbidding the individual to have contact with children that are recognized as vulnerable clients (hockey players) within the AMHA – No Time Limit
 - (vi) Indictable Criminal Offences for child abuse – No Time Limit
 - (vii) Outstanding convictions or charges pending for Criminal Driving Offences, including, but not

limited to, Impaired Driving. Specifically, the AMHA is looking at two or more Criminal Driving convictions in the past three (3) years.

- (viii) Individuals with outstanding convictions, (eight years old or more recent), for Provincial offences related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending on the circumstance.
- (ix) Trafficking or Conspiracy to Traffic Narcotics as defined in the Combined Drug Substances Act of Canada (CDSA). – No Time Limited
- (x) Possession or other illegal substances convictions, with the exception of a Minor Possession conviction ten years old or more.
- (xi) Applicants may be rejected because of other information gained during the PRC process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she has been refused and may appeal to the Board of Directors in writing for a review of their record.
- (xii) Every Board Member or team official once accepted, is obliged to inform the appropriate AMHA Board Member, if he or she is charged, tried or convicted of any offence under the Criminal Code or under Provincial or Federal Statutes.

12.3 Time Limitation

- (a) Coaches, Assistant Coaches, Trainers, Managers, or any other coaching staff must have their completed Police Record Check form prior to official carding. It is the responsibility of the Head Coach to make sure this is done. If the Police Record Check is not done by this time, the Head Coach and the member of the Coaching staff that did not comply with this procedure will not be allowed to coach, manage or act as trainer until the Police Record Check is submitted.
- (b) The Police Record Check will be kept on file for one year, to be held in confidence. The Police Record Check will be forwarded to the AMHA Coaches Liaison. The Coaches Liaison may ask questions necessary to make the proper decision.

13. FUNDRAISING

13.1 Association

- (a) Fundraising is a very important aspect of the Association. It helps keep our registration rates as low as possible.
- (b) The Fundraising Chairperson shall co-ordinate and monitor all fundraising activities for the association.
- (c) The Fundraising Chairperson will delegate the responsibilities and accountability for some fundraising events and duties to the Fundraising Committee, members of the Association and the Board of Directors.

13.2 Team

- (a) No fundraising shall be done by any team or individual, which has not been approved by the Board of Directors of the AMHA.

14. SPONSORSHIP

14.1 Wineries, Brewers, Tobacco

- (a) No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the AMHA.

14.2 Sponsorship Agreements

- (a) All approved sponsorships for sweaters shall be for minimum two (2) year duration.

- (b) All equipment purchased or donated by a sponsor shall become the sole property of the AMHA and subject to all rules and regulations of the AMHA.
- (c) All equipment shall be of a type and standard approved by the CHA (Hockey Canada) and AMHA.
- (d) AMHA shall purchase and maintain team sweaters and recognize each sponsor by displaying the name of the sponsor on the team sweaters.
- (e) Association sponsors will not be asked for any further sponsorship by Association Members, Team Officials or the Parents/Guardians of a team, unless previously approved by the Board of Directors.
- (f) Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- (g) It shall be the sole responsibility of the Fundraising/Sponsor Chairperson(s) to obtain and allocate the necessary number of sponsors.
- (h) Team jersey sponsors shall receive a picture of the team they sponsor.

15. GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITION GAMES

15.1 Games

- (a) No AMHA team may play more than three (3) games in one day.
- (b) The Board of Directors of AMHA will determine the length of home games for each division of Representative and House/Local League teams. This will be communicated to the coaches prior to the start of the season.

15.2 Playoffs

- (a) The length of Local League games during playoffs will be in accordance with the rules and regulations laid down by the OMHA.
- (b) OMHA and AMHA rules and By-Laws will apply to all teams entering into playoffs.

15.3 Tournaments

- (a) Teams intending to participate in tournaments must be rostered with the OMHA. All entry fees to tournaments will be the responsibility of the said team.
- (b) Any team participating in a tournament, in Arthur or another centre, must obtain a travel permit prior to attending the tournament.
- (c) Teams entering AMHA tournaments will have half of their entry fee waived if all parents volunteer to run their home tournament. Teams with no home tournament will be reimbursed an amount predetermined by the Board of Directors towards the cost of an out-of-town tournament. **If parents/Guardians can not help at their players home tournament, it is their responsibility to find someone to take their place to work a shift.**
- (d) AMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.
- (e) Team Officials should be careful when scheduling tournaments during playoffs. OMHA regulations with regards to participation in tournaments while in playoffs must be adhered to.

15.4 Exhibitions Games

- (a) Team Officials must notify their respective House/Local League Convenor regarding exhibition games. All games will be arranged through the ice scheduler.
- (b) A travel permit will be required by both teams for all exhibition games, home or away.
- (c) AMHA will cover the cost of referees and timekeepers for two home exhibition games per team.
- (d) House/Local Contact/Convenor will be responsible for contacting the Referee in Chief to schedule referees for home exhibition games. Appropriate notification is required.
- (e) Exhibition games may be arranged with other teams as per the OMHA Manual of Operations. Such games must have the approval of the Local League Convenor.
- (f) Ice Scheduler will upload the exhibition game on GameSheet (official game sheet company for OMHA)

15.5 Tournament and Exhibition Games Penalties

- (a) Penalties, discipline, etc. received in exhibition games and tournaments are subject to the Rules and Regulations of the Host Centre, as well as in accordance with the Manual of Operations of the OMHA and the By-Laws and Rules of Operation of the AMHA.

16 Advertising, Notice to Membership, Press Releases and Social Media

- (a) All advertising, notice to membership, press releases, website and social media posts shall be approved by AMHA board of directors (or Executive Committee) prior to being released.
- (b) Any cost of any advertising, notice to membership, press releases, website and social media posts shall be approved by AMHA board of directors (or Executive Committee) prior to being released.

17 Extreme Circumstances Beyond Control (Not sure if needed) and its not worded correct

- (a) Any circumstances and/or disturbance within any given hockey season regarding the health and safety of any of the membership of AMHA shall be given immediate attention.
- (b) AMHA shall adhere to the authorities which govern the rules of the circumstances and/or disturbance.

EFFECTIVE DATE

This Rules of Operation shall come into force following a vote upon its enactment after approval by the Directors of the Board as herein before set out.

The foregoing Rules of Operation is hereby enacted, ratified, sanctioned, confirmed and approved with variation by the affirmative vote of the Members of the AMHA at a General Meetings of the Membership duly called and held at the Arena in the Township of Wellington North Ontario, and at which a quorum was present on the 9th day of May, 2025.

President, Margaret Ribey

Secretary, Casi Gray