



# **Arthur Minor Hockey Association**

## **Rules of Operation**

Adopted by the Arthur Minor Hockey Board of Directors  
May 1, 2007

Revised April 30, 2021

Adopted by the Arthur Minor Hockey Board of Directors  
June ??, 2021

## Table of Contents

Definitions

Mandate and Mission

- Section 1 - Governance
- Levels of Governance
- Section 2 - Code of Conduct and Ethics
- Membership Code
  - Code of Conduct
  - AMHA Code of Conduct
  - Coaches and Team Official's Code
  - Parents Code
  - Player's Code
  - Spectators Code
  - Conflict of Interest
- Section 3 - Eligibility, Registration and Insurance
- Residency
  - Registration Cards and Rosters
  - Registration of Players
  - Birth Certificates
  - Registration Dates
  - Registration Fees and Refunds
  - Insurance Liability
  - Player and Team Officials Insurance
  - Board of Directors Insurance
  - Equipment Insurance
- Section 4 - Equipment and Sweaters and Colors
- Equipment
  - Rental of Equipment
  - Sweaters
  - Official Colours
  - Team Apparel
- Section 5 - Player Movement
- Player Movement
  - Underage Players
  - Affiliated Players
  - Team Regulations
  - Representative Teams
  - House/Local League Teams
- Section 6 - Player Ice Time & Development

- Section 7 - Conduct and Discipline
- Complaints
  - Sanctions
  - Alcohol and Drugs
  - Code of Conduct and Discipline
  - Speak-out
  - Team Meetings (Philosophies)
  - Twenty-Four Hour Cool Down Rule
  - Complaint Procedure
  - Conflict of Interest
  - Confidentiality
  - Unsupervised Dressing Rooms
  - Female Player Dressing Room Policy
  - Shower Room Policy
  - Injuries (Return to Play)
- Section 8 - Coaches Selection
- Applications
  - Selection of Coaches
  - Role of the Coaches Selection Committee
  - Qualifications and Eligibility
  - Selection of Assistant Coaches, Trainers and Managers
- Section 9 - Team Officials
- Accountability
  - Responsibilities of Team Officials
  - Responsibilities of Trainers
  - Player Ice Time and Development
  - Player Injury Reports
  - Coaches and Parents
  - Budgets and Financial Statements
- Section 10 - Ice Scheduling
- Ice Contracts
  - Responsibility
  - Canceling Ice
- Section 11 - Officials
- Referees
  - Referees Payment
  - Timekeepers and Scorekeepers
- Section 12 - Clinics and Police Record Checks
- Clinics
  - Police Record Checks
  - Time Limitations
- Section 13 - Fundraising
- Association
  - Team
  - Parents and Players

- Section 14 - Sponsorship
- Wineries, Brewers, Tobacco
  - Sponsorship Agreements

- Section 15 - Games, Playoffs, Tournaments, Exhibitions Games
- Games
  - Playoffs
  - Tournaments
  - Exhibition Games
  - Tournament and Exhibition Game Penalties

- Section 16 - Gate Admission
- Gate Admission for Games

Section 17 Advertising, Press Releases and Social Media

Section 18 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 “REP” means Representative.

“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

(a) 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. (Angela to review?) possibly take out A and list just B

(b) AMHA operates under the governance of its Constitution and the Rules of Operation in conjunction with the rules, bylaws, and policies of the:

-Western Ontario Athletic Association, hereafter WOAA

-Ontario Minor Hockey Association, hereafter OMHA

-Ontario Hockey Federation, hereafter OHF

- Hockey Canada, hereafter HC

#### ADD 1.2 Implementing Rules of Operation

(a) 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 of 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. 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 player 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/performances 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.

## 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 you 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 a conflict of interest arises.

## **3. ELIGIBILITY, REGISTRATION AND INSURANCE**

### 3.1 Residency

3.2 All Representative players must reside within the area described by OMHA Residency Rule.

### 3.3 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) If in the opinion of a majority of the Board of Directors, a minimum roster must be set for a representative team as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach before tryouts commence. The affected team will not be

allowed to operate below this minimum roster without approval of the majority of the Board of Directors.

- (c) 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 10<sup>th</sup>**. (think this date is incorrect)

### 3.4 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
U19 (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.

### 3.5 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.
- (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.**

### 3.6 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.

### 3.7 Registration Fee and Refunds

- (a) (Registrations received after a date predetermined by the Board of Directors, shall be subject to a fifty-dollar (\$50.00) administration charge, with the exception of first year hockey player that register prior to October 1.) **take out** 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) **\*\***(Parents or guardians of registered players in the AMHA will also include a post-dated cheque for one hundred dollars (\$100.00) participation fee for each family, which is in addition to the required registration fee. **(change participation fee to sweater fee? Would have to note return of cheque when sweater is returned in good condition)** **\*\*TAKE OUT**~~

(c) 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	- 90% <b>100%</b>
During the month of October	- 75% <b>90%</b>
<b>(TAKE REST OUT)</b> During the month of November	- 50%
During the month of December	25%
During the month of January	0%
No late charges will be refunded. <b>(TAKE OUT)</b>	

(d) Families registering three or more players will receive a discount determined by the Board of Directors. **(TAKE OUT)**

(e) **(Starting in 2000 TAKE OUT)** 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.

### 3.8 Insurance Liability

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

### 3.9 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) The AMHA does not allow Parent/Child games using Association purchased ice. The insurance program does not cover Parent/Child games.

(c) Team Officials shall ensure that all on ice volunteers are included on AMHA Volunteer Required Insurance.

### 3.10 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?)

### 3.11 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 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 reason, only carded players/carded team officials and volunteers sanctioned by the 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 AMH BOARD
- (d) Misuse of the sweaters or equipment will result in the immediate return and no further use of equipment.

### 4.2 Sweaters

- (a) The AMHA will supply two (2) sets of sweaters to all Rep teams and one (1) set to all House/Local League teams.
- (b) All Rep and House/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 (COACH?) for their care and safe return.
- (c) Each player will be given a sweater by the coach or team official before each game. After the game, the sweater must be returned to the coach/team official. Team sweaters will not be kept in individual player's equipment bags. Players will not wear team sweaters during practices.

### 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.

## 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 both the Rep (/OMHA League Contact) and House/Local League Hockey Convener.
- (b) Any player registered in the AMHA that is also trying out for Junior Teams or Zone AAA teams must have an OHF "Permission to Skate" form completed. The President or Secretary must sign this form before they are allowed to tryout. (AND BE PREREGISTERED WITH ARTHUR MINOR HOCKEY)
- (c) All players wishing to play for any Rep team must attend all tryouts held for that team. Exceptions may be made for situations such as a conflict with "AAA" tryouts or temporary medical conditions. (this seems a little harsh and inflexible – would you like to add a statement like "or situations approved by the President of AMHA".)
- (d) Any Rep player leaving his team of his own volition after registration but prior to November 30<sup>th</sup>; can only play for a House/Local League team if an opening exists.
- (e) Any player registered in the AMHA requesting Association releases will formally do so in writing to the Board of Directors. All releases will be completed per the OMHA regulations and forms. While the board will review an application for release of any minor hockey player, as a general rule, it will be the policy of AMHA not to be in favour of granting such a release.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) The President and the Secretary of the AMHA must sign all releases.
- (j) 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.
- (k) 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 try out 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.

- (b) To qualify as an underage player, the player must possess exceptional skills, must excel at his 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.

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.

- (a) AMHA teams shall affiliate as per OMHA Affiliation rule with the following additions.
- (b) Players may play as affiliated players provided it does not interfere with any Scheduled games.

### 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 Representative Team

- (a) The Board of Directors shall communicate the date by which the selection of players to the Representative team must be completed.
- (b) The Board of Directors will provide to the coaches before the final tryout the number of players and goalies the individual teams will be allowed to carry on these teams. If in the opinion of a majority of the Board of Directors, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coaches.
- (c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board of Directors.
- (d) Coaches will ensure all players who are in that age group are contacted and informed of the dates and times of tryouts.

## 5.6 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 shall do their utmost to provide balanced teams. Coaches may move players between teams to satisfy special requests from parents.
- (d) 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.
- (e) 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.

## 5.7 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 the WOAA, OMHA or OWHA
- (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.

## 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.
- (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, admission gates
  - 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 Secretary.
- (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 fact find 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.
- (c) Any player who willfully plays, or any coach or manager who knowingly allows a player to play, who is found to ineligible shall be subject to disciplinary action and/or suspension.
- (d) Discipline and suspension for Rep and 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 written team rules, also outlining points such as ice time, player position rotation, 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 effected 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.
  - (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 Secretary.

## 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.

## 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.

## 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) No players and coaching staff may shower together at the same time.

## 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 Selection of Coaches

- (a) Representative and House/Local League coaching positions will be approved by the AMHA Board of Directors. All applications will be given to the AMHA Coaching Liaison or Secretary prior to this meeting. The AMHA Board will by majority vote, either accept or reject the Representative and House/Local League Coaches. All remaining applicants must be notified of the Boards decision.
- (b) Any member of the current Board of Directors or any member of the Association nominated to run for the Board of Directors may apply for and hold a Rep or House/Local League coaching position. **If the member is not the only applicant applying for the coaching position, the member will be asked to step out of the meeting while the voting is being held.**
- (c) Should there be insufficient applications of qualified persons or no applications to fill any

coaching position, the AMHA Board of Directors shall be empowered to appoint a coach.

- (d) Any coach, who feels that his/her application has not been given fair consideration will upon request, will be given the opportunity to state his/her case to the Board of Directors. All such requests must be made to the AMHA Secretary, in writing, within seven days after receiving notification of the decision. The AMHA Board of Directors will be authorized to either reconsider or uphold the original decision.

or

### 8.3 Role of the Coach 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) A person may not be the head coach of an Arthur Minor Hockey team, Novice 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.?????
- (c) ~~All coaches in the AMHA holding a NCCP Coach Level Certificate must attend a Coaches-Refresher Clinic at a minimum of once every three (3) years.~~

### 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.
- (b) The number of team officials to be selected will be accordance with the OMHA.
- (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.

## 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 RULES** 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) AMHA encourages cooperative communication between the House/Local League and Rep coaches. Affiliated players (AP) are encouraged to practice or play at the Rep level. House/Local League coaches should not object to their players practicing or playing with the Rep teams when there is no conflict with their H/L League commitment. Rep coaches are encouraged to have House/Local League players attend Rep practices.
- (n) A Rep coach cannot cut his team to less than the number of players required by the AMHA Board of Directors. When reducing the number of tryout participants, the coach must resign a player in person.
- (o) 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).
- (p) Coaches shall compile a Player Roster and Residency form to AMHA prior to the start of league play.
- (q) Coaches must submit the names, addresses, and **date of birth** of their managers, assistant coaches, and trainers prior to the start of league play.
- (r) All coaches must adhere to OMHA coaches' guidelines.
- (s) 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.
- (t) 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.
- (u) 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 Representative or 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 Ice Time and Development

- (a) Coaches are to make a conscientious effort to give each player a balanced amount of ice time in each game, including the playoffs. 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, players should be given the opportunity to play various positions.

#### 9.5 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.

#### 9.6 Coaches, Coaches Liaison, Parent Liaison and Parents

- (a) Rep and House/Local League Team Officials must meet with the parents after the team roster is finalized, throughout the season and at the end of the season. These meetings are used to explain.
  - (i) Coaching Philosophy,
  - (ii) Team Operations,
  - (iii) Playing Times,
  - (iv) Tournaments,
  - (v) Team Rules,
  - (vi) Responsibilities of Coaches, Players and Parents,
  - (vii) Any other points that either group wishes to discuss.

**(b) It is essential to keep the lines of communication open.**

#### 9.7 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 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.

### 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 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.

## 11. OFFICIALS

### 11.1 Referees

- (a) The Referee in Chief will coordinate referees for the Representative and 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 Rep or 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 both representative and 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

- (a) All AMHA Executive Members, Head Coaches, Assistant Coaches, Trainers, Managers and Team Officials must have 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.
- (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 a 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 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 **representative** 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.
- (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 Representative League Contact or House/Local League Convenor regarding ~~home~~ 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) Rep or 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 Representative League Contact or Local League Convenor.
- (f) All exhibition games sheet are to be forwarded to the respective Representative League Contact or Local League Vice President.

#### 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 GATE ADMISSIONS

#### 16.1 Gate Admissions of Games

- (a) Entry fees to the arena will be charged for all Representative Teams games involving out-of-town teams for all WOAA league and playoff games and OMHA playoff games.
- (b) The Board of Directors shall establish entry fees.
- (c) The Admissions Gatekeeper will have the gate open and ready to collect money one (1) hour before all games.

#### 17 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.

#### 18 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.