



**Guelph Minor Hockey Association**

**Rules of Operation**

**GUELPH MINOR HOCKEY ASSOCIATION**

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## **GUELPH MINOR HOCKEY ASSOCIATION**

### **RULES OF OPERATION**

#### **1. DEFINITIONS**

1.1 In this Rules of Operation unless the context otherwise requires:

- a) “Affiliated Player” means a player who is eligible to participate for his/her registered team and one other team of a higher division or category;
- b) “Association” means Guelph Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- c) “Board” means the Board of Directors of the Association;
- d) “Category” means the level of competition;
- e) “Coach” means an individual on a team who is responsible for choosing and teaching players and conducting the team’s activities during competition within the jurisdiction of HC;
- f) “Convenor” means an individual appointed by the Board to assist in the administration of a specified hockey program;
- g) “CSC” means Coaches Selection Committee;
- h) “Director” means an individual who has been elected or appointed to the Board;
- i) “Division” means an age group within the Association;
- j) “GMHA” means Guelph Minor Hockey Association;
- k) “HC” means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
- l) “Head Coach” means a coach of a team who is responsible for the conduct of a team prior, during and after any game;
- m) “House League Team” means a team that competes regularly in a recreation league within the association;
- n) “Match Penalty” means severe penalties which result in immediate suspension until dealt with by the OMHA;
- o) “OHF” means the Ontario Hockey Federation (or such other name as the Ontario Hockey Federation may in the future legally adopt);
- p) “OMHA” means Ontario Minor Hockey Association (or such other name as the Ontario Minor Hockey Association may in the future legally adopt);
- q) “Policies” means written statements pertaining to issues affecting the affairs of the Association that have been considered and approved by the Board;

- r) “Members” means all classes of membership in the Association as provided for in Article 5;
- s) “Membership” means the collectivity of all such Members;
- t) “Regional Player” means a player who is from within the Association’s region/zone as defined by the OMHA for the purposes of AAA competition;
- u) “Release” means the unconditional discharge of a player from a team;
- v) “Representative Team” means a team which is eligible to play for an OMHA, OHF and/or HC championship and whose players must be eligible by age and residence;
- w) “Select Team” means a team comprised of players selected from affiliated House League teams within the Association and are eligible by age and residence;
- x) “Team Official” means an individual acting in the capacity of Coach, Assistant Coach, Trainer, Assistant Trainer and/or Manager;
- y) “Trainer” means an individual on a team who is responsible for the safety and welfare of the players on his/her team
- z) “Volunteer” means an individual who has met the requirements of Article 6.2d of By-law 1;
- aa) “Waiver Player” means a player who is from outside the Association’s region/zone as defined by the OMHA for the purposes of AAA competition.

## **2. GOVERNANCE**

- 2.1 Guelph 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.

## **3. CODE OF CONDUCT & ETHICS**

### **3.1 Member Agreement:**

- a) Members of the Guelph Minor Hockey Association are required to confirm their acceptance of the GMHA Member Agreement annually at the time of registration.

The agreement reads as follows:

I/My participating child hereby agree to abide by and support the current Ontario Minor Hockey Association Code of Conduct, and rules, regulations and decisions of the OMHA, OHF, HC and the Guelph Minor Hockey Association. The OMHA Code of Conduct identifies the standard of behaviour, which is expected of all OMHA members and participation. The Guelph Minor Hockey Association being a member of the OMHA, which for the purpose of this policy shall include all players, parents, guardians, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees.

GMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of GMHA shall conduct themselves at all times in a manner consistent with the values of OMHA and GMHA, which includes fairness, integrity and mutual respect. During the course of all OMHA and GMHA activities and events, members shall avoid behaviour, which brings OMHA, GMHA or the sport of hockey into disrepute, including but not limited to the use of alcohol and use of non-medical drugs.

GMHA members and participants shall at all times adhere to OMHA operational policies and procedures, rules and regulations governing OHA events and activities, to rules and regulations governing any competitions in which participants on behalf OMHA and to the GMHA by-laws, rules of operation, policies and procedures that govern GMHA.

I as a member and participant of GMHA shall not engage in any activities or behaviours which interfere with a competition or with any player or team's preparation for a competition or which endangers the safety of others.

I as a member of GMHA shall refrain from comments or behaviours, 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 OMHA's Harassment Policy and GMHA's By-laws.

I as a member and participant acknowledge that from time to time, I/my child will be travelling from place to place, sleeping away from home, and eating away from home. I/my child may reserve the right to take action against a wrongdoer but, subject to that, I release the OMHA and the Guelph Minor Hockey Association and including all members, coaches, managers, and directors from any responsibility.

I hereby understand and appreciate that participation as a hockey player carries risks to me or my participating child of serious injury, including permanent disability, paralysis, or death, I/my participating child voluntarily and knowingly acknowledge, accept and assume these risks.

Failure to comply with this Member Agreement may result in disciplinary action in accordance with the Discipline Policy of the OMHA and GMHA By-laws. Such action may result in the member losing the privileges that come with membership in GMHA and OMHA, including the opportunity to participate in GMHA and OMHA activities and events, both present and future.

I the participant/parent have become subject to the rules, regulations and decisions of the OMHA, OHF, HC and the Guelph Minor Hockey Association and its Board of Directors which may restrict in some areas such as movement from team to team, conduct, etc and agree to abide by such rules, regulations and decisions of the OMHA, OHF, HC and GMHA. I am aware that these rules and regulations are available to me through my local associations and certify that the provided information is true.

I signify my agreement to the above terms and conditions when I register my child.

### 3.2 Membership Code of Conduct

- a) All members of GMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.

### 3.3 Players Code of Conduct:

- a) Players within the Guelph Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the Guelph Minor Hockey Association, the Ontario Minor Hockey Association, the Ontario Hockey Federation and Hockey Canada.

### 3.4 Coaches and Team Officials Code:

- a) Coaches & Team Officials within the Guelph Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the Guelph Minor Hockey Association, the Ontario Minor Hockey Association, the Ontario Hockey Federation and Hockey Canada.

### 3.5 Suspensions

- a) All suspensions incurred during game play shall be dealt with in accordance with OMHA Rules and Regulations.
- b) All match penalties and team official suspensions are to be reported by a team official of the affected team within 24 hours to the Director of Rep Hockey or Director House-League Hockey respectively.
- c) The Director of Rep Hockey and Director of House-League Hockey shall have the power to suspend or discipline, with just cause and after due process, any player, coach, manager, trainer and or convenor under their respected jurisdiction for conduct detrimental to the Association for one game and/or turn the matter over to the Review, Counselling and Discipline Committee depending on the severity.
- d) Any member/player who does not abide by the OMHA Rules and Regulations in regards to suspensions may be required to appear before the Review, Counselling and Discipline Committee.

### 3.6 Alcohol & Illegal Substances

- a) There will be zero tolerance to alcohol or illegal substances use by team officials, players and/or parents while participating in any GMHA event including associated transportation where minors are present.

### 3.7 Inclusion

- a) Each coach shall provide a forum for team meetings
- b) Teams shall meet a minimum of three (3) times during the season
  - i) Within two weeks of forming the team
  - ii) Again by December 31<sup>st</sup>
  - iii) Again by March 31<sup>st</sup>
- c) to address the following topics:
  - i) Team Rules
    - (1) Player Code of Conduct – See Appendix A
    - (2) Team Official Code of Conduct – See Appendix B
    - (3) Parent Code of Conduct – See Appendix C
  - ii) Discipline
  - iii) 24 Hour Cool Down Rule
  - iv) Fair Play – ice time
  - v) Team financial budget and statement review

### 3.8 Supervised Dressing Rooms

- a) Must follow OMHA Rules and Regulations, specifically with respect to policies outlined in the PRS/Speak Out program.

3.9 Conflict of Interest:

- a) Members of the Guelph Minor Hockey 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 Executive will make a ruling where the question of a conflict of interest arises.

**4. ELIGIBILITY & REGISTRATION**

4.1 Residency:

- a) Guelph Minor Hockey Association players must reside within the area defined by OHF/OMHA Rules & Regulations.
- b) GMHA shall set the date by which the selection of players must be completed.

4.2 Registration of Players:

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

<b>Representative Hockey</b>	
<b>Division</b>	<b>Age as of December 31<sup>st</sup> for the season registering for</b>
Skating School	4 years & over
Initiation Program- Minor Development	5 to 7 years
Tyke	7 years
Novice	8 years & under
Minor Atom	9 years & under
Atom	10 years & under
Minor Pee wee	11 years & under
Pee wee	12 years & under
Minor Bantam	13 years & under
Bantam	14 years & under
Minor Midget	15 years & under
Midget	17 years & under

- b) The above age requirements are subject to change as prescribed by the OMHA. All divisions are open to both gender and age limits as set above.
- c) All players shall produce proof of age as issued by the Registrar General's office of the Province of Ontario before being eligible to participate in games. In cases where a player is born outside Ontario, an official Birth Certificate of the Province, State or Country of Birth shall be accepted. Valid passports will be accepted.

4.3 Registration Dates, Fees and Refunds:

- a) The Board shall set registration dates and fees for each hockey season. Registration procedures will be organized and co-ordinated by the Registration Committee.
  - i) All players must pay registration fees as set forth by the Board and be registered within our association based on placement availability before they are allowed to play.
  - ii) Players requiring financial assistance for registration fees shall be directed to the Association's approved subsidy program.
  - iii) 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 late fee shall be applied.
- b) Refunds will be granted according to the date the written request is received by Guelph Minor Hockey Association and the table below not including any OMHA fees.

<b>Date</b>	<b>Percentage of Refund</b>
Up to August 31 <sup>st</sup>	Full - Less \$50 Administration Fee and OMHA fees
Up to September 30 <sup>th</sup>	90% - Less \$50 Administration Fee and OMHA fees
Up to October 31 <sup>st</sup>	75% - Less \$50 Administration Fee and OMHA fees
Up to November 30 <sup>th</sup>	50% - Less \$50 Administration Fee and OMHA fees
After December 1 <sup>st</sup>	No Refund

- c) Midget refunds will be granted according to the date the written request is received by Guelph Minor Hockey Association and the table below not including any OMHA fees.

<b>Date</b>	<b>Percentage of Refund</b>
Up to 1 <sup>st</sup> league game that season	Full Refund
Up to October 31 <sup>st</sup>	75% - Less \$50 Administration Fee and OMHA fees
Up to November 30 <sup>th</sup>	50% - Less \$50 Administration Fee and OMHA fees
After December 1 <sup>st</sup>	No Refund

## **5. INSURANCE**

5.1 Refer to OMHA Manual of Operations specifically Regulation 2.6: Insurance

## **6. EQUIPMENT**

6.1 Equipment

- a) All players are required to provide and wear full hockey equipment in accordance with OMHA regulations.
- b) Team Officials must advise players and/or parents of players in writing of any improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- c) All on-ice team officials are required to wear appropriate equipment in accordance with OMHA Regulations.

6.2 Rental of Equipment

- a) The Association allows for renting of goalie equipment during the off-season (May 1<sup>st</sup> – August 1<sup>st</sup>).
- b) All requests must be made in writing to the Equipment Manager or designate 15 days prior to equipment pick-up and will be at the discretion of the Equipment Manager or designate.
- c) A \$500 cash deposit along with a \$25 per month user fee is required at the time of pick up. The monthly user fee shall not be prorated. The \$500 cash deposit shall be refunded when equipment is returned in good shape, without damage or loss.
- d) The rental of all Association equipment is intended for on-ice use only. Any evidence to suggest use of equipment outside the intended purpose shall result in forfeit of deposit.

6.3 Goalie Equipment (in Season)

- a) GMHA shall make available goaltending equipment for loan to all House-League divisions up to and including Minor Peewee.
- b) Equipment must be signed out through the Association's office and must be returned upon completion of the current season.
- c) Equipment not returned shall be handled in accordance with the Association's Bylaw.

## **7. FAIR ICE TIME (FIT) POLICY**

7.1 GMHA promotes the provision of the Fair Ice Time (FIT) for all GMHA players. In this regard, coaches are required to provide FIT as specified by this policy, to all players on their respective teams.

- a) It is important to differentiate in that FIT does not necessarily mean, "equal ice time" in each game. In general terms FIT is providing similar or unbiased opportunities to all players over the course of the season, with the focus being:
  - i) Development through exposure and/or challenge.

- ii) Improving player confidence.
- iii) Team synergy.

## 7.2 FIT Justification

- a) The justifications for FIT are:
  - i) All players pay the same fee to participate in GMHA programs.
  - ii) All players are selected in tryouts to be a member of a team.
  - iii) Minor hockey is a developmental activity, physically, mentally and socially.
  - iv) Winning is an “end result”, development is the “means” and statistically, very few players will go on to play professionally.
- b) Coaches are strongly encouraged to use all players in all situations, including the Power Play, Penalty Kill, and “goalie-out” situations.

## 7.3 Specific Guidelines for FIT

- a) Coaches are encouraged to create balanced forward line approach, and a balanced defensive combination. This will limit any tendencies towards “shortening the bench”.
- b) Regular rotation of lines is standard. As players advance to peewee and above, offsetting rotation of forward and defensive combinations is strongly encouraged.
- c) Consistently permitting specific lines to remain on the ice for longer duration is a violation of the FIT policy and will not be tolerated.
- d) Coaches who consistently break regular rotation to start a specific line at the beginning of each period will not be tolerated. Coaches are also encouraged to start a different line at the beginning of each game, potentially as a “reward” for good play, good effort, or good attitude.
- e) Using the terms “first”, “second” and “third” line, for the purposes of differentiating ability will not be tolerated. Coaches are encouraged to build balanced approach, as a “first”, “second”, “third” line mentality has a tendency to lead to “shortening of the bench”.
- f) In “changing on the fly”, team officials who encourage specific players to remain on the ice, thereby resulting in consistently shorter shifts for specific substituting player, will not be tolerated.
- g) FIT applies to goaltenders as well. However, it is left to the coach to decide how to rotate goalies on their respective terms. At younger levels, coaches may choose to play both goalies in one (1) game. The coach may also choose to alternate goalies game by game. In this situation, coaches are not required to play goalies in alternating games. Coaches may choose to play a goalie in consecutive games so long as the games played during the course of the season roughly even out between the two (2) goaltenders.

## 7.4 Injury

- a) If a player is injured during a game or is unable to participate in a game due to injury, this will not be taken into account with regards to FIT over the course of the season.

- b) When a player resumes play, either in practice or game capacity, his/her playing time may be initially limited while he/she regains timing, strength and or cardiovascular capability. A plan of action and time period for reintroducing an injured player to practice and or game should be negotiated with the player /parents beforehand. Coaches must obtain necessary medical clearances before an injured player resumes regular play. GMHA reserves the right to request medical clearance in writing from the family physician clearing the player to participate in our program.

#### 7.5 House-League Teams

- a) Regular Season
  - i) Coaches will not be permitted to shorten the bench.
  - ii) Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.

#### 7.6 Rep/Select Teams

- a) Tyke to Atom
  - i) Regular Season
    - (1) Coaches will not be permitted to shorten the bench.
    - (2) Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.
  - ii) Playoffs & Tournaments
    - (1) Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.
    - (2) Coaches may implement specialty teams for Power Play or Penalty Kill situations.
- b) Minor Peewee to Midget
  - i) Regular Season
    - (1) Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.
  - ii) Playoffs & Tournaments
    - (1) Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.
    - (2) Coaches may implement specialty teams for Power Play or Penalty Kill situations.

### **8. HOUSE-LEAGUE HOCKEY PROGRAM**

#### 8.1 Colours

- a) GMHA shall provide jerseys and socks to all house-league teams annually.

## 8.2 Team Official Selection

- a) Members of the House-League Committee shall be independent and not have any direct ties to any team in that age group. Should a conflict exist, the member of the House-League Committee shall declare a conflict and not participate in the coach selection for that age division.
- b) The head coach shall be selected based on a process as directed by the House-League Committee.
- c) As a minimum this will include an application process and review of all available summaries of previous coaches evaluations.
- d) Coach applications shall be received at a date selected by the House-League Committee.
- e) House-League Committee recommendations shall be presented and reviewed by the Board.
- f) A head coach is selected for a one (1) year term only and must re-apply for any subsequent terms.
- g) All team officials shall have, as a minimum, the required training, courses and certification as required by the OMHA, and/or as determined by GMHA.
  - i) The GMHA Rep and House League operating committees will determine any subsidy, if required.
- h) All team officials shall be required to complete a Police Record Check prior to team assignment.

## 8.3 Player Selection

- a) The House-League Committee shall provide a process for player placement so that skills sets are equally distributed between teams.
- b) Any special requests must be submitted in writing to the Convenor for approval by the Convenor and the House-League Committee prior to player selection.
- c) Convenors shall assign a goalie to each team in their division. However, all goalies are the property of the division and shall be interchangeable where and when a situation makes such an interchange necessary in the interest of completing a team without a goalie.
- d) Players may play for a team of a higher age category only after approval by the House-League Committee based on registrations in each division.

## 8.4 Player Movement

- a) Convenors shall have until November 1<sup>st</sup> to move players from one to team to another team. Any player movement requires the approval of the convenor, coaches, player and parent/guardian.

## 8.5 Games & Tournaments

- a) No House-League Coach shall engage any team in practices or games other than those scheduled without the approval of the Convenor and the House-League Committee.
- b) Prior to play-offs, Convenors shall be guided by their allotted ice times to determine and assure two team finalists to compete and declare a division champion on Championship Day.
- c) Any player receiving three (3) penalties in a single game shall be suspended from playing any further in that game. After three (3) such occurrences the player may be suspended until dealt with by the Review, Counselling and Discipline Committee.

- d) Teams must be ready to start games on time as per schedule. Irrespective of starting time, games must be completed within the allotted time.
- e) Convenors shall be responsible for providing reliable timekeepers for all games in their respective divisions.
  - i) GMHA will provide timekeepers for all Midget games through the Guelph Minor Hockey Referee's Association.
- f) No team may start a game with less than 6 players. In this event the game shall be declared forfeited and shall be so recorded.
  - i) Teams may use the ice slot for practice.
- g) The House-League Hockey Program takes priority over the Select Hockey Program and as such every effort must be made to ensure participation in Select Games and Tournaments does not cause disruption or cancellation of any House-League games.

#### 8.6 Travel Permits

- a) Travel permits are required for any team participating in an exhibition game or a tournament outside the city of Guelph. These permits must be submitted to the Association office prior to the date of travel to the tournament or exhibition game as appropriate. No team shall participate in any exhibition game or tournament until the Director of House-League Hockey has approved the travel permit.

#### 8.7 Financial Statements

- a) By October 31<sup>st</sup>, all House-League Divisions, where required, will open a bank account at a banking institution.
- b) Signing authority on the bank account for House-League Divisions shall be the Divisions Convenor plus one division coach or one parent.
- c) Monthly bank statements and cancelled cheques are to be mailed directly by the banking institution to the GMHA office.
- d) The Director of House-League Hockey shall review all bank statements before forwarding to the Division Convenor.
- e) House-League Divisions shall present a copy of their financial statement to the Association at the following dates for review:
  - December 31<sup>st</sup>
  - April 30<sup>th</sup>
- f) House-League Divisions shall ensure bank accounts are closed before April 30<sup>th</sup>.
- g) House-League Divisions shall settle any debt or bills incurred by the divisions. GMHA shall not take responsibility for these debts.
- h) Any surplus funds are disbursed in the following manner;

- i) Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents.
- ii) Only funds donated to the team from parents and those collected through fund-raising may be distributed back to parents excluding registration fees.

8.8 All fund raising to be approved by GMHA Sponsorship and Fundraising Committee and monies to be managed by GMHA.

#### 8.9 Coach Evaluations

- a) GMHA shall provide a forum for members to provide direct feedback on team officials, team performance and skill development twice during the season. Once during the month of November and once during the month of January.
- b) Only a summary evaluation will be provided to the coach for follow-up and will not contain the name(s) of the submitter.
- c) Based on feedback received, the Director for House-League Hockey may contact the submitter for additional information.

### 9. SELECT HOCKEY PROGRAM

#### 9.1 Fees

- a) GMHA shall set Select Fees annually that shall be paid by each player in the Select Hockey Program. This fee is over and above the cost of registration in GMHA.

#### 9.2 Colours

- a) GMHA shall provide jerseys and socks to all Select teams.
- b) A deposit of \$500 is required when sweaters are picked up. The deposit will be refunded at the end of the season provided the sweaters are returned in the condition they were received less allowance for normal wear and tear. They are to be laundered and placed on hangers in the sweater bag.

#### 9.3 Dress Code

- a) League Games
  - ~~i) For Minor Peewee Teams and below, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear. However, the entire team shall dress in the same manner.~~
  - ~~ii) For Peewee Teams and above players shall wear to and from games, white dress shirt, tie (optional for female players), black dress/casual pants, black footwear.~~
  - i) For Minor **Bantam** Teams and below, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater and/or Association jacket or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket. However, the entire team shall dress in the same manner.
  - ii) For **Bantam** Teams and above players shall wear to and from games, white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.

iii)

b) Tournament Games

- i) For tournament games, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear.

(1) However, the entire team shall dress in the same manner.

~~e) For all games, Team Officials shall wear dress shirt, tie (optional for female officials), dress pants, casual shoes and Association jacket or similar dress jacket.~~

**c) For all games, Team Officials shall wear dress shirt, tie (optional for female officials) or mock neck, dress pants, casual shoes and Association jacket or similar dress jacket.**

- i) Trainers can wear warm-up suit and suitable footwear.

d) Association crested clothing must be purchased by an approved GMHA supplier.

e) Auxiliary team sponsor names will not be permitted on any approved warm-up suit.

#### 9.4 Team Official Selection

a) Members of the House-League Committee shall be independent and not have any direct ties to any team in that age group. Should a conflict exist, the member of the House-League Committee shall declare a conflict and not participate in the coach selection for that age division.

b) The head coach shall be selected based on a process as directed by the House-League Committee.

c) As a minimum this will include an application process and review of all available summaries of previous coaches evaluations.

d) Coach applications shall be received at a date selected by the House-League Committee.

e) House-League Committee recommendations shall be presented and reviewed by the Board.

f) A head coach is selected for a one (1) year term only and must re-apply for any subsequent terms.

g) A head coach shall be limited to a 2-year consecutive term with the same birth year of players. Under exceptional circumstances, a one-time, one (1) year extension may be granted with Board approval, following recommendations from the House-League Committee.

h) All team officials shall have, as a minimum, the required training, courses and certification as required by the OMHA, and/or as determined by GMHA.

- i) The GMHA Rep and House League operating committees will determine any subsidy, if required.

i) All team officials shall be required to complete a Police Record Check prior to team assignment.

#### 9.5 Player Selection

a) GMHA shall provide for try-outs to allow head coaches to evaluate and select players.

- b) All players wishing to participate in the Select Hockey Program must try-out.
  - i) Players unable to try-out must present to the head coach a doctor's note specifying that the player is physically unable to participate during try-outs.
- c) GMHA shall provide for independent evaluation of players for team official's children.
- d) All select teams shall carry a maximum of nineteen (19) players (17 skaters + 2 goalies).

#### 9.6 Games & Tournaments

- a) Only players and team officials whose name appears on an approved roster shall participate in any game or tournament.
- b) Select teams shall be allotted four (4) practices ice slots and one (1) game slot per month. In addition, teams may participate in up to one (1) out of town game per month.
- c) Permission to play exhibition games with out of town teams must be approved by the Director of House-League Hockey and the Ice Scheduler subject to ice availability.
- d) Participation in and cancellation of playing tournaments must have the approval of the Director of House-League Hockey.
- e) The House-League Hockey Program takes priority over the Select Hockey Program and as such every effort must be made to ensure participation in Select Games and Tournaments does not cause disruption or cancellation of any House-League games.
- f) Select teams may participate in a maximum of 3 tournaments during the hockey season.
- g) All tournament play must be concluded prior to spring try-outs.

#### 9.7 Travel Permits

- a) Travel permits are required for any team participating in an exhibition game or a tournament outside the city of Guelph. These permits must be submitted to the Association office prior to the date of travel to the tournament or exhibition game as appropriate. No team shall participate in any exhibition game or tournament until the Director of House-League Hockey has approved the travel permit.

#### 9.8 Financial Statements

- a) By October 31<sup>st</sup>, all Select Teams will open a bank account at a banking institute of the association's choice.
- b) Signing authority on the bank account for Select teams shall be the team manager plus one parent from the team.
- c) Monthly bank statements and cancelled cheques are to be mailed directly by the banking institute to the GMHA office.
- d) The Director of House-League Hockey shall review all bank statements before forwarding to the team manager.

e) Select Teams shall present a copy of their financial statement to the Association at the following dates for review:

- December 31<sup>st</sup>
  - April 30<sup>th</sup>
- f) Select Teams shall ensure bank accounts are closed before April 30<sup>th</sup>.
- g) Select Teams shall settle any debt or bills incurred by their team. GMHA shall not take responsibility for these debts.
- h) Any surplus funds are disbursed in the following manner;
- i) Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents.
  - ii) Only funds donated to the team from parents and those collected through fund-raising may be distributed back to parents excluding registration fees.

#### 9.9 Coach Evaluations

- a) GMHA shall provide a forum annually for members to provide direct feedback on team officials, team performance and skill development.
- b) Only a summary evaluation will be provided to the coach for follow-up and will not contain the name(s) of the submitter.
- c) Based on feedback received, the Director for Rep Hockey may contact the submitter for additional information.

### 10. REPRESENTATIVE HOCKEY PROGRAM

#### 10.1 Fees

- a) GMHA shall set Rep Fees annually that shall be paid by each player in the Representative Hockey Program. This fee is over and above the cost of registration in GMHA.

#### 10.2 Colours

- a) The official colours for GMHA Rep Teams shall be crimson, black and white.
- b) Only approved GMHA Rep Team sweaters are to be worn for games.
  - i) Players are not permitted to select a specialized number for their jersey. Subject to supplied numbers and team rules, the player may ask for a specific available number and his or her request may be granted by the team officials. The decision by the team official is final and not reviewable.
  - ii) Player's last name must be placed on the players' jersey, to the standard as defined by the Board.
  - iii) The costs associated to placing player's last name on jersey will be the burden of the team.

- c) Hockey gloves, pants and helmets worn by GMHA Rep Team players will be black. An exception shall be made to the colour of the helmet worn by goalies.

### 10.3 Dress Code

- a) League & Playoff Games

- ~~i) For Minor Pee wee Teams and below, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater and/or Association jacket or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.~~

- ~~(1) However, the entire team shall dress in the same manner.~~

- ~~ii) For Pee wee Teams and above players shall wear to and from games, white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.~~

- i) For Minor Bantam Teams and below, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater and/or Association jacket or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.**

- (1) However, the entire team shall dress in the same manner.**

- ii) For Bantam Teams and above players shall wear to and from games, white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.**

- b) Tournament Games

- i) For tournament games, teams shall wear to and from games, approved warm-up suit along with a turtleneck sweater and/or Association jacket or white dress shirt, tie (optional for female players), black dress/casual pants, black footwear and Association jacket.

- (1) However, the entire team shall dress in the same manner.

- ~~d) For all games, Team Officials shall wear dress shirt, tie (optional for female officials), dress pants, casual shoes and Association jacket or similar dress jacket.~~

- c) For all games, Team Officials shall wear dress shirt, tie (optional for female officials) or mock neck, dress pants, casual shoes and Association jacket or similar dress jacket.**

- i) Trainers can wear warm-up suit and suitable footwear.**

- d) Association crested clothing must be purchased by an approved GMHA supplier.

- e) Auxiliary team sponsor names will not be permitted on any approved Association jacket or warm-up suit.

- f) Team Official Selection

- a. Members of the Coaches Selection Committee (CSC) shall be independent and not have any direct ties to any team in that age group. Should a conflict exist, the member of the CSC shall declare a conflict and not participate in the coach selection for that age division.

- b. The head coach shall be selected based on a process as directed by the CSC.
  - i. As a minimum this will include an application process, interview, and review of all available summaries of previous coaches evaluations at the same age level.
  - ii. Interviews will only be granted for parent coaches whose child has been evaluated and is deemed to be able to play at that level.
  - iii. Where a child is playing at a higher age group, that player's parent shall not be eligible to be the head coach for that team.
- c. Coach applications shall be received at a date selected by the CSC and shall be no later than December 15<sup>th</sup>.
  - i. All applications shall include the names of any potential team officials (Assistant Coach, Trainer and Manager) where possible.
  - ii. Where a team official has not been named on an application, the head coach must submit to the Director of Rep, two weeks prior to the beginning of try-outs any team officials.
  - iii. Where a team official has a player on the team, that player shall be evaluated prior to final team selections by and evaluator designated by GMHA.
- d. Interviews shall be completed no later than January 31.
- e. Non-parent coaches shall be selected over parent coaches, provided that qualifications are similar or better.
- f. CSC recommendations shall be presented and reviewed by the Board no later than 8 weeks prior to the start of tryouts.
  - i. For any selection not approved by the board, the CSC shall reconvene to make further recommendations and present to the board, at a later date, any additional recommendation, which may include their original selection.
- g. A head coach is selected for a one (1) year term only and must re-apply for any subsequent terms.
- h. A head coach shall be limited to a 2-year consecutive term with the same birth year of players, regardless of rep level (i.e. AAA, AA, A). Under exceptional circumstances, a one-time, one (1) year extension may be granted with Board approval, following recommendations from the CSC.
- i. A head coach may not fill the role of any other team official in the immediate year following their head coach role.
- j. Team officials in any capacity shall not be with the same birth year of players for more than 3 consecutive years. The only exception being a team official (manager, assistant coach, trainer) who becomes a head coach, thus serving a maximum of four (4) years. In this case, the extension may be granted with Board approval following recommendation from the CSC.
- k. All team officials shall have, as a minimum, the required training, courses and certification as required by the OMHA, and/or as determined by GMHA.



- a. Head coaches shall select affiliated players in accordance with OMHA rules and regulations.
  - b. Head coaches shall utilize affiliated players as necessary during both games and practices.
  - c. An affiliated player must be called up a minimum of three (3) times, which may include practices and games throughout the season.
  - d. The head coach shall have the responsibility to develop affiliated players.
- j) Games & Tournaments
  - a. Only players and team officials, whose name appears on an approved roster, shall participate in any game or tournament.
  - b. Permission to play exhibition games with out of town teams must be approved by the Director of Rep Hockey and the Ice Scheduler subject to ice availability.
  - c. Participation in and cancellation of playing tournaments must have the approval of the Director of Rep Hockey.
  - d. Rep teams may participate in a maximum of 3 tournaments during the season. This does not include tournaments played before the season begins, during Christmas Holidays, or after the completion of OMHA and League Playoffs.
  - e. No team will participate in a tournament during scheduled OMHA or League Playoffs.
  - f. All tournament play must be concluded prior to spring try-outs.
- k) Travel Permits
  - a. Travel permits are required for any team participating in an exhibition game or a tournament outside the city of Guelph. These permits must be submitted to the Association office prior to the date of travel to the tournament or exhibition game as appropriate. No team shall participate in any exhibition game or Tournament until Director of Rep Hockey has approved the travel permit. Cost for permits is a flat fee of \$100.
- l) Financial Statements
  - a. By October 31<sup>st</sup>, all Rep Teams will open a bank account at a banking institution.
  - b. Signing authority on the bank account for Rep teams shall be the team manager plus one parent from the team.
  - c. Monthly bank statements and cancelled cheques are to be mailed directly, by the banking institution to the GMHA office.
  - d. The Director of Rep Hockey shall review all bank statements before forwarding to the team manager.

- e. Rep Teams shall present a copy of their financial statement to the Association at the following dates for review:
  - December 31<sup>st</sup>
  - April 30<sup>th</sup>
- f) Rep Teams shall ensure bank accounts are closed before April 30<sup>th</sup>.
- g) Rep Teams shall settle any debt or bills incurred by their team. GMHA shall not take responsibility for these debts.
- h) Any surplus funds are disbursed in the following manner;
  - i) Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents.
  - ii) Only funds donated to the team from parents and those collected through fund-raising may be distributed back to parents excluding registration fees.

#### 10.12 Coach Evaluations

- a) GMHA shall provide a forum for members to provide direct feedback on team officials, team performance and skill development twice during the season. Once during the month of November and once during the month of January.
- b) Only a summary evaluation will be provided to the coach for follow-up and will not contain the name(s) of the submitter.
- c) Based on feedback received, the Director for Rep Hockey may contact the submitter for additional information.

### **11. ICE SCHEDULING**

11.1 GMHA will sign an ice contract with the City of Guelph, the County of Wellington and the University of Guelph annually. The Ice Scheduler will be responsible in consultation with the Board for identifying to the City, the Association's ice requirements for the upcoming season.

11.2 The organization and scheduling of ice time for GMHA hockey programs is the responsibility of the Ice Scheduler.

11.3 The Ice Scheduler shall fairly distribute equal hours of game and practice ice allocation to teams within in our Association and forward this schedule to each head coach.

11.4 It is the head coaches responsibility to report any changes to this schedule as they occur throughout the season to the Ice Scheduler.

11.5 During playoffs, the Ice Scheduler will do playoff ice scheduling with the assistance of the Director of Rep Hockey and the Director of House-League Hockey. Together they will schedule and move ice times around as necessary to ensure the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on 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 affected teams if possible.

11.6 If a team cannot use its allocated ice, it is the responsibility of the head coach/manager to inform the Ice Scheduler 48 hours in advance. However, teams are encouraged to utilize the ice within their division where possible. If the ice cannot be utilized within that division, the ice scheduler will offer the allotted ice to other teams.

## **12. POLICE RECORD CHECK**

12.1 This association owes a duty of care to its client, to staff, and to the community. Acceptance of this duty will be reflected in all association programs, services, and activities, as well as in its policies and procedures.

12.2 GMHA recognizes that some of the positions in the association are of significant trust. People applying for and understanding positions of trust will be subject to more intense and ongoing screening and supervision than individuals in placements, which are not positions of trust.

12.3 For certain positions in the association, including members of the Board of Directors, a police record check will be required as one element of the screening process.

12.4 All head coaches, assistant coaches, trainers, and managers must have a police check completed before team assignment.

- a) Team Officials will not be allowed to coach, manage or train with the team until the police check is submitted.

12.5 A police check is required annually regardless of any earlier submission.

12.6 The Director responsible for Risk Management shall arrange for a GMHA screening person.

- a) A screening person is a person of professional designation such as a police officer, chiropractor, notary public, engineer, banker, clergy, doctor, lawyer, judge, principal, dentist, and accountant.
- b) The screening person will have the right to approve or disapprove any candidate based on the parameters set forth by the Association.
  - i) The screening person may ask all questions necessary to make the proper decision.
  - ii) Only those candidates who have a questionable police check need an interview with the designated screening person.
  - iii) A candidate has the right to appeal this decision to the following committee within 10 days. This committee shall consist of Director of Risk Management, one Board member chosen by the candidate and the screening person.

- c) Individuals with past criminal code convictions, ten years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following:
  - i) Ten years or more recent
    - (1) Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving;
    - (2) Individuals with past convictions or charges pending for drug offenses under the CDSA or its predecessor;
    - (3) Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
  - ii) Individuals with past criminal code convictions, charges pending or pardons for the following offences will not be considered for a direct service position:
    - (1) Sexual assault, sexual exploitation, sexual interference, invitation to sexual touching;
    - (2) Current prohibitions or probation orders forbidding the individuals to have contact with children under the age of fourteen;
    - (3) Indictable criminal offences for child abuse;
- d) Applicants may be rejected as a result of other information gained during the police records process or through the screening process as a whole or as a consequence of other factors.
- e) It should be noted that every volunteer once accepted, is obligated to inform the appropriate association board member if he or she is charged, tried, or convicted of any offence under the criminal code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

### **13. FUND-RAISING & SPONSORSHIP**

#### 13.1 Fund-raising

- a) Team fund-raising initiatives shall follow the guidelines as defined by the Fund-raising & Sponsorship Committee.
- b) No alcohol may be consumed at any fund-raising event where minors are present.
- c) Absolutely no monies obtained through sponsorship activities are to be disbursed back to parents.

#### 13.2 Sponsorship

- a) GMHA shall be responsible for securing sponsorship annually for all rep teams, select teams and house-league teams.

### **14. HIGH SCHOOL & OTHER SPORTS**

- 14.1 Association players are encouraged to participate in High School or other sports, which will help to develop a healthy lifestyle of physical fitness. However, players are to understand their first commitment is to the Association's Rep and Select teams that they have agreed to play for. This commitment is to be made clear at the time of signing their player's card.

14.2 At no time will an Association player miss a scheduled game in order to participate in another sport's game or practice.

14.3 Association players will not be allowed to play in any combination of more than three (3) games/practices within one day. This is in keeping with OMHA Rules & Regulations to reduce the possibility of a player incurring an injury due to fatigue.

## **15. AWARDS & TROPHIES**

15.1 No Trophy is to be presented to any player, team, official or member of the Association in the name of the Association or for any reason that may connect the Association or by person or persons of the Association without Board approval.

15.2 All trophies and awards are the property of the Association.

15.3 The Glad Mowatt Life Membership Award

- a) Life Memberships to be awarded for very distinctive service to the Association;
- b) To be reserved for those who have served as least five (5) years on the Board of Directors;
- c) Nominations to be submitted to the President or Secretary in writing at least thirty (30) days prior to the AGM;
- d) Each nomination must bear the signatures of at least five (5) members of the Board or Directors signifying approval for each proposed member;
- e) Life Memberships shall be limited to not more than five (5) living members;
- f) Not more than one (1) award shall be made each year up to the maximum of five (5) living members;
- g) Life Members shall have the privileges of the Board of Directors, shall be eligible to serve on all committees if and when appointed to do so. They shall be permitted a vote in such a capacity;
- h) The Awards Committee shall consist of as a minimum of one member of the Association as appointed by the Board and the last two (2) available recipients. Presentation of this award is to be made at the AGM.

15.4 The William and Reginald Berry Honour Award

- a) The William and Reginald Berry Honour Award is donated by the Berry family to the person adjudged to have made an outstanding contribution to minor hockey in the City of Guelph.
- b) The Awards Committee shall consist as a minimum of one member of the Association as appointed by the Board and the last two (2) available recipients.
- c) Presentation of this award is to be made at the Annual GMHA Banquet.

15.5 The Ron and Frank Crabtree Executive of the Year Award

- a) The Ron and Frank Crabtree Executive of the Year Award is donated by the Crabtree family to the person adjudged to the Executive member chosen for outstanding effort and achievement in the Guelph Minor Hockey Association during the current season.
- b) The nominee must be an Executive member during the current season.
- c) The Awards Committee shall consist as a minimum of one member of the Association as appointed by the Board and the last two (2) available recipients.
- d) Presentation of this award is to be made at the Annual GMHA Banquet.

#### 15.6 GMHA President's Award

- a) The GMHA President's Award is awarded annually to a member in good standing who has exemplified hard work, spirit and camaraderie of GMHA.
- b) The award is chosen solely by the President
- c) Presentation of this award is done annually at the GMHA banquet.

#### 16. **APPENDIX A - PLAYER CODE OF CONDUCT**

- I will play for FUN and the love of the game!
- I will work hard to improve my skills.
- I will be a team player and get along with my teammates.
- I will learn teamwork, sportsmanship and discipline.

- I will be on time for practices, games and other team activities.
- I will learn the rules, and play by them; I will always be a good sport.
- I will respect my coach, other team officials, my teammates, my parents, my opponents and officials.
- I will never argue with an official, or question his decision, unless asked to do so by my coach.

## 17. APPENDIX B – TEAM OFFICIAL CODE OF CONDUCT

- I know that winning is a consideration, but not the only one, nor the most important one.
- I will care more about the child than the winning of the game.
- I will remember that players are involved in minor hockey for fun and enjoyment.
- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will be a positive role model to my players, display emotional maturity and be alert to the physical safety of my players.
- I will be generous with my praise when it is deserved. I will be consistent, honest, fair and just. I will not criticize players publicly.
- I will learn to be a more effective communicator and coach. I will not yell at my players.
- I will adjust to the personal needs and problems of my players, be a good listener, and never verbally or physically abuse a player or official.
- I will give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- I will teach them the fundamentals of the sport and the skills and tactics required to play the game.
- I will ensure all players get equal instruction and support.
- I will organize practices that are fun and challenging for my players.
- I will ensure that the equipment and facilities are safe and match the players' age and abilities.
- I will familiarize myself with the rules, techniques and strategies of hockey. I will encourage all my players to be team players.
- I will maintain an open line of communication with my players' parents. I will explain the goals and objectives of my association.
- I will be concerned with the overall development of my players. I will emphasize good health habits and clean living.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will promote the philosophy that to play the game is great; to love the game is greater.

**18. APPENDIX C – PARENT CODE OF CONDUCT**

- I will not force my child to participate in sports, but will support his desire to play his chosen sport. I know that children are involved in organized sports for their enjoyment, and will do what I can to make it a fun and enjoyable experience.
- I will encourage my child to play by the rules. I know that children learn best by example, so I will encourage fair play and applaud the good plays of both teams.
- I will not embarrass my child by yelling at players, coaches, or officials. I will show a positive attitude toward the game and all of its participants.
- I will emphasize skill development and practices and promote their benefits to my young athlete. I will de-emphasize games and competition, especially in the lower age groups.
- I will study the rules of the game, and support the officials both on and off the ice. This approach will help in the development and support of the game.
- I will applaud a good effort in victory and in defeat and reinforce the positive points of the game. I will never yell at, or physically abuse, my child after a game or practice. I will work toward removing physical and verbal abuse from youth sports.
- I recognize the importance of volunteer coaches and others. They are very important to the development of my child and the sport. I will communicate with them, as required, and support them.