



KAWARTHA MINOR HOCKEY ASSOCIATION

Manual of Operations

September 2013

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MANUAL OF OPERATIONS

The manual of operations is a document designed to be used in conjunction with the constitution of the KAWARTHA MINOR HOCKEY ASSOCIATION. The purpose of this Manual of Operations is, in general, to provide directions, and to facilitate the intent and spirit of the Constitution. Specifically, the contents relate to the conduct of players and team officials, which participate in KAWARTHA MINOR HOCKEY ASSOCIATION activities.

The Executive Committee may make and implement changes to the Manual of Operations between General Annual Meetings. These changes must be presented at a general executive meeting, discussed and passed by a majority of attending executive members. All such changes become resolutions of the Manual of Operations until the next Annual General Meeting, at which time these changes must be brought forward and voted on by the members in attendance. Failing a majority endorsement, the resolution must be rescinded. Once rescinded, the intent of the resolution may not be further implemented until passed by a majority vote at a subsequent Annual General Meeting. A resolution receiving the support of a majority vote becomes a bylaw, and becomes part of the Manual of Operations.

PREAMBLE Through the various programs established by the Association, the KAWARTHA MINOR HOCKEY ASSOCIATION is attempting to give an opportunity for all participants to play at a level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth and team play.

LEVELS

1 – THREE COUNTY HOCKEY LEAGUE - Three County teams will be comprised of players, not playing OMHA Rep Hockey but who agree to travel outside the Association's boundaries for games. Emphasis will be on improving skills, team strategies and fair play.

These teams will be registered on roster sheets and be allowed to play in the Three County Hockey League. Age groups, as defined by the OMHA/Three County Hockey League, will be allowed to ice teams as the coaching and player resources exist.

2 – REPRESENTATIVE HOCKEY – OMHA: VICTORIA DURHAM LEAGUE OMHA teams will be comprised of players who desire a higher level of competition and who wish/agree to travel outside the Association's boundaries for games. These players will participate in "tryouts" at the beginning of the season and the successful candidates will be chosen to represent KAWARTHA MINOR HOCKEY ASSOCIATION in the Novice through Juvenile age categories (as coaching and player resources exist). These OMHA teams will play locally in the Victoria Durham League (or as directed by OMHA) and will enter OMHA playdowns.

All players will abide by the rules and regulations of the Association and its governing bodies.

PHILOSOPHY

THREE COUNTY HOCKEY LEAGUE The philosophy of the Three County (TCHL) League is based upon a recreational but competitive hockey theme. The Association will endeavor to provide recreational hockey with an emphasis on skill development and fair play. The mandate of the TC League is to provide a system of organized hockey for players of a developing caliber of hockey so they may get sufficient ice time to develop as better hockey players. Fair play under all circumstances will be one of the main objects of the TC League. To that end, KAWARTHA MINOR HOCKEY ASSOCIATION will affiliate with the Three County League and will provide programs in which each participant may maximize their potential as an athlete and a person.

Competition and success are integral parts of hockey. Player ice times should be as equal as possible.

Coaches will strive to combine team progress with individual player development.

OMHA HOCKEY OMHA teams will be comprised of players, coaches and parents who desire a higher level of competition, who wish/agree to travel outside the Association's boundaries and will be chosen from the "tryouts" for that level.

The Executive shall support dress codes as set by teams and will set financial obligations when required.

Competition and success are integral parts of OMHA hockey. Player ice times should be as equal as possible.

Coaches will strive to combine team progress with individual player development.

All members (players, coaching staff, parents and spectators) participating in OMHA and Three County hockey understand that they represent KAWARTHA HOCKEY ASSOCIATION as well as members of the community at large. They must conduct themselves both within and without the boundaries of the Association in an exemplary manner.

DISPUTE RESOLUTION PROCESS (From: OMHA Risk Management Guide 2006)

LEVEL I - TEAM DISPUTE RESOLUTION PROCESS

The hockey environment can be quite emotional in both a positive and negative sense. As a spectator at a hockey game or practice, it is common for individuals to pass judgement and opinion on the situation at hand and/or the hockey program. At times, these judgements and opinions may be accurate or inaccurate. Emotions are often peaked in the immediate hours following a game or practice, which is not conducive to a rational assessment of the situation. A common and effective practice in many minor hockey associations is to allow 24 hours after an on-ice session before discussing the concerns raised by the Complainant. When these views evolve into a dispute, it is highly advisable to address the matter at the earliest opportunity. If the Complainant still has an issue or concern that needs to be addressed beyond the 24 hour period, it is strongly encouraged that the Complainant first meet privately with the Respondent in an attempt to resolve the issue. If the Complainant is not satisfied with the outcome of the one-on-one meeting with the Respondent, assistance from the team designate may be necessary. The team designate, acting in the role of mediator, will bring the parties (Complainant and Respondent) together once again to promote dialogue and to facilitate a resolution of the complaint.

STEP 1 Complainant should attempt to meet with the Respondent with whom the complaint is about.

STEP 2 If the Complainant is not satisfied with the response provided by the Respondent, the matter should be presented to the team designate (team designate to be determined by the team at beginning of a hockey season). Within 7 days of receiving the verbal complaint, the team designate will arrange an informal meeting between the Complainant and the Respondent to address the issue in an attempt to reach a resolution. Please see Appendix 1 on "How to Conduct an Informal Meeting". (Ontario Minor Hockey Assoc. Risk Management Guide 2006)

STEP 3 If the Complainant is not satisfied with the outcome of the informal meeting described in Step 2, the Complainant may complete a complaint form and submit the formal complaint to the President of the local hockey association for review. A copy of complaint form can be obtained from the team designate. (Appendix B)

LEVEL II - LOCAL ASSOCIATION DISPUTE RESOLUTION PROCESS

If the complaint falls under the definition of Harassment and Abuse, the local hockey association must appoint an independent third party to conduct an investigation. Refer to the OMHA website under the heading Development for guidelines on "How to Conduct an Investigation." The results of the investigation are to be submitted to the Dispute Resolution Committee for the local association for their review. In the event of an unsatisfactory result at Level I, the matter may be escalated to Level II. At Level II, dialogue between the Complainant and the Respondent is facilitated by the Dispute Resolution Committee for the local association. If an agreement is not reached, the Dispute Resolution Committee will render a decision in the matter with recommendations if necessary.

STEP 1 Complainant completes and submits the complaint form, either by scanning to email or fax to the local association President for handling.

STEP 2 The local association President or his/her designate sends the completed complaint form to the local association Dispute Resolution Committee assigned to handle complaints. The Committee independently assesses the complaint and determines whether there is validity to the concerns raised and to assess the team's role in handling the situation. It is recommended that this committee be renamed to "Dispute Resolution Committee". Currently, local associations are required to have a committee in place to deal with harassment, abuse and code of conduct complaints. The Dispute Resolution Committee should be responsible for reading and understanding the complaints process and for the handling of all complaints, regardless of their nature. The President of the local association should not be a Member on the Dispute Resolution Committee.

STEP 3 If the Dispute Resolution Committee determines that a complaint has no merit or that an informal meeting is unnecessary, the complaint will be referred back to the Executive indicating that no further action will be taken. The Dispute Resolution Committee will prepare a written report containing its findings and will send the report to the Complainant/Respondent and to the local association President. The Chair for this Committee of the local association will keep a record of the complaint on file.

STEP 4 If the complaint has merit, an informal meeting before the Dispute Resolution Committee will be scheduled within 7 days from receipt of the written complaint form. The Committee shall be comprised of members deemed capable of managing the complaint with fairness and impartiality. The Dispute Resolution Committee will consist of the following people: 1st Vice President/2nd Vice President, and two other independent persons approved by the Executive Committee, with or without current membership and at least one member, shall be the same gender as the complainant. The Committee will assist the Complainant and the Respondent to reach a resolution.

STEP 5 Should the parties reach a resolution, Section C of the Complaint Form will be completed and submitted to the Executive of the local association with copies provided to the Complainant and the Respondent. No further action is required.

STEP 6 Should a resolution not be reached, the Complainant and the Respondent will be excused from the meeting and the Dispute Resolution Committee will make a decision and complete the "Decision Section" on the complaint form and return it to the President of the local association. The Complainant and the Respondent will receive a copy of the decision within 3 days of the Committee meeting.

STEP 7 If the Complainant is not satisfied with local association decision, he/she can file an appeal to the Ontario Minor Hockey Association (OMHA).

LEVEL III - OMHA DISPUTE RESOLUTION PROCESS

Complaints received at Level III must have first been processed through Levels I and II respectively. No complaint may bypass Level I and II unless there are extenuating and/or serious circumstances that endanger the well-being of an individual.

STEP 1 The OMHA must receive an appeal application by mail or personal delivery no later than 7 days (including weekends and holidays) from the date the decision being appealed was sent to the person appealing. The Application fee is \$100 and must be received with the Appeal Application.

STEP 2 The President refers the Appeal Application to the Risk Management Officer to facilitate the process. If the Risk Management Officer determines that the matter did not go through the proper local association dispute resolution process, it will be referred back to the Complainant advising him/her to go through the proper process.

STEP 3 Should the Risk Management Officer determine that a hearing is necessary, it will be scheduled no later than 10 days after receipt of the complaint. The Complainant and the Respondent will be notified of the hearing in writing and all parties will be given a copy of the material submitted to the OMHA. Prior to the hearing, every attempt will be made to facilitate a resolution before a formal decision is made.

STEP 4 Should a hearing not be necessary, a response will be sent to the Complainant and the Respondent.

STEP 5 Once the appeal is resolved, the OMHA will mail the decision to all parties. If the appeal concerns a harassment and abuse issue, the Ontario Hockey Federation (OHF) will be notified as required.

STEP 6 Should the parties not be satisfied with the decision of the OMHA, he/she may appeal the decision to the Ontario Hockey Federation.

The Abuse and Harassment Committee will consist of the following people:

Abuse Commissioner, 1st Vice-President, 2nd Vice-President, Supervisor of Coaches, Managers and Trainers and two other persons approved by the Executive Committee. At least one member, shall be the same gender as the complainant.

Note: the same three people should not be reviewing and resolving all complaints. (Should have a roster of various members from the community. ie; Local Church Committee member, Rotary member, Retired or acting Principal, etc)

DEFINITIONS

AP – Affiliated Player HC – Hockey Canada OHF - Ontario Hockey Federation OMHA – Ontario Minor Hockey Association
OMHA Team – OMHA Representative Hockey OMHA AE (Additional Entry)– second OHMA team for an age division as defined by OMHA KMHA – Kawartha Minor Hockey Association TCHL – Three County Hockey League

SECTION 1 CODE OF CONDUCT Guidelines

ALL MEMBERS (including PLAYERS)

PURPOSE: To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to provide everyone the equality of opportunity within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players.
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous and respectful manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) During the course of all games and practices, all members shall avoid behavior which brings the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, non-medical drugs and use of alcohol by minors.
- 7) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 8) Members are expected to consistently display high personal standards both professionally and personally.

9) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.

10) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.

11) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

12) Members should not convey or distribute offensive, derogatory, libelous or defamatory comments about any other member including, but not limited to, players, parents, coaches, trainers, managers and officials, by way of electronic text, e-mail, message boards or other electronic medium which may be viewed or received by members of the public and/or a significant number of members of the Association.

COACH'S AND TEAM OFFICIALS CODE

All team officials shall:

- 1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- 2) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be appropriate for the age and abilities of the players.
- 3) LEAD BY EXAMPLE. Teach and practice co-operation, self-discipline, and respect for officials and opponents and proper attitudes in language, dress and behaviour. Rules are mutual agreements, which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- 5) Be honest and consistent with athletes. They appreciate knowing where they stand.
- 6) Be prepared to interact in a positive manner with administrators, league officials and parents.
- 7) Be responsible people who are flexible and willing to continually learn and develop.
- 8) Encourage athletes to be fit all year, every year and not just for the season.
- 9) Follow the advice of a physician when determining when an injured player is ready to play again.
- 10) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
- 11) Never yell disparaging comments or ridicule a player. Turn defeat to victory by helping players work toward skill improvement and good sportsmanship.

PARENT'S (GUARDIAN'S) CODE

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.

4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgement and never their honesty.
8. Support ALL efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's coach. Should problems arise, communicate on an individual basis. Public comments are not appropriate.

PLAYER'S CODE

- 1) Play for the "fun of it", not just to please your parents or coach.
- 2) Play by the rules.
- 3) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- 4) Control your temper – no "mouthing off", no abusive language, no tantrums, no breaking sticks, no throwing gloves or other equipment.
- 5) Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- 6) Be a good sport. Cheer all good plays, whether your team's or your opponents'. Learn to lose "well" and win "well".
- 7) Treat all players as you, yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- 9) Co-operate with your coaches, teammates and opponents, for without them, you don't have a game.
- 10) Remember that you are representing yourself, your parents, your team and your community, association and sponsor at all times, including to and from the arena.
- 11) Follow guidelines for dress code that may be set out by the team officials or the association.

SPECTATOR'S CODE

- 1) Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro athletes.
- 2) Be on your best behavior. Don't use profane language or harass players, coaches or officials.
- 3) Applaud good plays by your own team AND the visiting team.

- 4) Show respect for your team's opponents. Without them there would be no games.
- 5) Never ridicule or scold a child for making a mistake during a game.
- 6) Condemn the use of violence in all forms.
- 7) Respect the officials' decision.
- 8) Encourage players always to play according to the rules.

VOLUNTEER SCREENING

Volunteers and members of Kawartha Minor Hockey Association whose job description includes responsibilities within any of the following categories, will be required to regularly review their respective OMHA "Code of Conduct" and submit an updated Police Record Check (PRC) every 2nd year, with a signed declaration between PRC's.

Unsupervised contact with players

Access to confidential records and information on harassment and abuse

Handling of Association funds

Contact with players in off-site situations

Physical contact between player and adult is routine

Local host billeting and transporting players.

SECTION 2 ELIGIBILITY AND REGISTRATION

2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age. Membership entitlement is limited to those persons who have met residency requirements as defined by the OMHA.

2.2 All applicants must be registered on a designated registration form as decided by KAWARTHA MINOR HOCKEY ASSOCIATION. At registration, a parent or legal guardian must sign the registration form or other forms as applicable.

2.3 First time players must produce proof of age (Birth Certificate or other acceptable certified affidavit) at registration.

2.4 A registration form must be filed with the Registration Director, accompanied by the appropriate fee, before any player can participate in any activity offered by KAWARTHA MINOR HOCKEY ASSOCIATION. The Executive Committee is empowered to prohibit any player from practicing or playing until the fees are paid in full.

2.5 If a player terminates his participation after the KAWARTHA MINOR HOCKEY ASSOCIATION season starts, his refund, if granted, will be based on the guidelines set out in the constitution or by-laws.

2.6 No refunds will be given should a member be suspended, or precluded KAWARTHA MINOR HOCKEY ASSOCIATION activities for disciplinary reasons.

2.7 No refunds will be given for cancellation of ice after December 31st for any reason beyond the control of the Executive Committee.

2.8 Ages per division will be those set by the CHA, OMHA & THREE COUNTY. From year to year some players may be moved up/down a level with their parent's/guardians' approval.

2.9 The Executive Committee will establish registration fees for all divisions and age groups on a yearly basis.

2.10 “Final Team Rosters” must be registered and received by the KAWARTHA MINOR HOCKEY ASSOCIATION according to the requirements of the OMHA and THREE COUNTY HOCKEY LEAGUE.

2.11 The Executive Committee will establish registration procedures and dates for the upcoming season.

SECTION 3 EQUIPMENT AND UNIFORMS

3.1 The KAWARTHA MINOR HOCKEY ASSOCIATION will supply 2 sets of sweaters to all OMHA and Three County teams. All OMHA and Three County teams will wear only the team sweaters as prescribed and provided by the Executive Committee. The colours of the jerseys of the Association will be predominately Burgundy away jerseys and White home jerseys. All first year registrants with OMHA or Three County teams will be provided with 1 set of game socks.

Parents/Guardians of returning players will be responsible for purchasing game socks. They will be available at each of the arenas – OPS and Emily-Omemee.

3.2 Sweaters and Equipment, when issued to the team, will be the responsibility of a team official as agreed to by the coach and the team official. No player or team official may wear or allow the wearing of any team sweater in a non-sanctioned KAWARTHA MINOR HOCKEY ASSOCIATION event. OMHA and Three County teams may not use sweaters for practices. No player may take a sweater to be used for a non-sanctioned event without the express permission in writing of the Executive Committee. No sweater or equipment that is the property of KAWARTHA MINOR HOCKEY ASSOCIATION may be altered without the express written permission of the Executive Committee.

The application of the letters C and A to the sweaters worn by the team captains and assistant captains will be permitted. This application must be done in accordance with the procedure described by the Equipment Director or Supervisor of Coaches & Managers.

3.3 All players, during games and practices, must wear the proper protective equipment as follows: (this list to be updated as required by the Equipment Director or the Executive Committee)

1. Approved OMHA facemasks with full-face protection and C.S.A. approved headgear including properly fastened chinstrap.
2. Approved athletic support and cup or “Jill”.
3. Approved hockey gloves
4. Approved hockey pants
5. Shin pads
6. Shoulder pads
7. Elbow pads.
8. A regulation hockey stick must be used for all league play and/or exhibition games
9. Neck guard
10. Mouth guard
11. Matching hockey socks (Available for purchase through Association)
12. CSA approved hockey skates

3.4. Goalkeepers must wear, in addition to the above equipment, a HC facemask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, throat protector and must use a regulation goal stick.

3.5. Equipment must be as per requirements of HC, the OMHA or any group with whom the KAWARTHA MINOR HOCKEY ASSOCIATION may be affiliated.

3.6. All team officials must wear C.S.A. approved helmets while on the ice during practices that are also properly fastened. This will be enforced, and team officials failing to adhere to this will be suspended at the discretion of the Supervisor of Coaches, Managers and Trainers.

3.7. For any function involving a KAWARTHA MINOR HOCKEY ASSOCIATION team, i.e. Tournaments, Exhibition and/or League games, the sweaters issued to each team and socks purchased or recommended must be worn.

SECTION 4 TRYOUTS AND PLAYER MOVEMENT

4.0. The intent of the Association will be to form the best possible OMHA Rep teams, using eligible players available, at the coach's discretion. All players should be encouraged to play at the level of their ability

4.1. Players wishing to play for any OMHA, OMHA AE or Three County team must attend tryouts held for that team. Exceptions must be addressed and approved by the Executive Committee. (Possible exceptions may be illness as verified by a doctor's note). The Executive Committee will rule on all exceptions and their decision cannot be appealed.

4.2. The KAWARTHA MINOR HOCKEY ASSOCIATION will notify all registered members of the contacts and try-out times for all OMHA teams.

4.3. The KAWARTHA MINOR HOCKEY ASSOCIATION will post contacts and try-out times for the OMHA AE and Three-County teams (if required) at their discretion.

4.4. All players must be registered with the KAWARTHA MINOR HOCKEY ASSOCIATION, all forms completed, all fees paid (or post-dated cheques on file as outlined in the fee payment schedule) BEFORE ANY PLAYER WILL BE ALLOWED ON THE ICE to participate in any tryout or practice.

4.5. All players must be registered in good standing before playing any game.

4.6. The Executive Committee shall determine the number of players to sign to each OMHA roster. The Executive Committee's decision in this matter is final and cannot be appealed. Coaches will be informed by the Executive Committee during tryouts as to the number of players to be selected per team.

Conflict of interest guidelines as outlined in the Constitution must be clearly followed. (10.12 Constitution)

4.7. No player may play for more than one team except those who are "affiliated" as defined by the HC/OMHA/TCHL.

4.8. A player, may try-out, one age bracket higher than they would normally play for, and having approval of their parent(s) or legal guardian can "tryout" for the said team. The final decision as to whether to sign the player must be made known on or before the conclusion of the higher team's second tryout for OMHA teams.

No player can be dislodged from playing hockey in the KMHA, which would be caused by any such movement of a player. Should this occur the movement would become NULL and VOID. Should any dispute arise, the final decision will come from the KMHA Board of Directors

4.9. Any player requesting the opportunity to tryout as an underage player for a Rep Team must concurrently try out in his/her own age group, unless other arrangements have been made between affected coaches.

4.10. Any players affiliated (AP) by another team must fulfil their responsibilities of attending games and practices of the team they are registered with. Any coach wishing to use an AP, must make prior arrangements with the coach of the team the player is registered with and the affiliated player's parents. Should any dispute arise on this, the Coaches Selection Committee will make the final decision.

4.11. Prior to using an AP, OMHA and Three County coaches MUST complete all necessary paperwork and ensure that it is approved, to prevent unnecessary suspensions. A player can only be affiliated to one other team. (ie: if a player is affiliated with the AAA Wolves, then s/he cannot be affiliated with any KMHA team; if a Peewee TCHL player is affiliated to the Peewee OMHA team, s/he cannot be also affiliated to the Bantam TCHL team)

4.12. With co-operative communication between the Three County League and OMHA Coaches, **Affiliated Players** are encouraged to practice or play at the OMHA or Three County level (as permitted by the OMHA/TCHL). Coaches should not object to their players practicing or playing with their associated teams when there is no conflict with their commitment. Coaches are encouraged to invite their affiliated players to attend their practices.

4.13. No player may be transferred without the approval of the Executive Committee. No player/parent may be contacted until such time as the Executive Committee has discussed a permanent player movement with the respective parties.

4.14. If an OMHA player leaves his/her team of his/her own volition after registration but prior to Dec. 1st, s/he can only play for a Three County team IF an opening exists. In addition, he/she must meet the approval of the TCHL and he cannot return to the OMHA team for the balance of the season.

4.15. Only OMHA rostered players, in full equipment and with an invitation of the coach, may attend practices.

4.16. Only coaching staff that are approved by the either the OMHA or TCHL, and approved volunteers (names submitted to the Supervisor of Coaches prior to October 31st) that are invited by the Coach will be permitted on the ice for any practices.

4.17. If a new player moves into the territory under the association's control as defined by the "Boundaries and Territories" after the OMHA team selections have been made he/she may be granted a ten-day try-out in his/her designated age classification, up until December 15th. Such registration is subject to the Rules and Regulations of the CHA and the OMHA and the TCHL. Final approval for placement is at the discretion of the Executive Committee.

4.18. The responsibility for the release of any player from the KMHA is vested with the KHMA Board of Directors. All releases must be signed by the President and Secretary of the Association in order to be valid. A designated member of the executive may sign permission to skate forms.

4.19. The Executive Committee will grant a review for a decision regarding an application for release of any minor hockey player. All permits and releases to play for another centre are according to OMHA rules.

SECTION 5 CONDUCT AND DISCIPLINE

5.1. Any Association member, Class of Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:

1- Suspension from the Association's activities if he/she contravenes in any way the Constitution, By- Laws or the Regulations of the KAWARTHA MINOR HOCKEY ASSOCIATION.

2- Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the KAWARTHA MINOR HOCKEY ASSOCIATION will be administered following the Risk Management Guide as set by the OMHA.

5.2. Any member of the KAWARTHA MINOR HOCKEY ASSOCIATION, coach, manager, trainer or player who deliberately damages or defaces facilities used by KMHA, or equipment of the KMHA, shall be suspended from the KAWARTHA MINOR

HOCKEY ASSOCIATION. The suspension will continue until the cost of repair or replacement of the damaged equipment has been paid in full.

5.3. In addition to 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 Executive.

5.4. The use of alcohol or non-medical drugs at any KAWARTHA MINOR HOCKEY ASSOCIATION sponsored function, or in any arena or other facility used for such function, by any coach, manager, official, trainer or player affiliated with KAWARTHA MINOR HOCKEY ASSOCIATION, will not be tolerated. It may lead to suspension, without refund (where applicable), for the balance of the season. Exceptions can be considered during a duly licensed event under the Liquor License Board of Ontario Special Occasions Permit sanctioned by the KAWARTHA MINOR HOCKEY ASSOCIATION.

5.5. Any coach who deems disciplinary action to be necessary against an individual player on his/her team, for any reason, must institute the philosophy and implementation of the "Team Dispute Resolution Process" (refer to pg 4).

5.6. If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a serious, violent or drug/alcohol nature) then suspension may be immediate, but the issue must be brought to a President/Supervisor of Coaches meeting within 48 hours of the incident.

5.7. Any player who willfully plays, or any coach or manager who allows a player to play, who is found to be ineligible or under suspension shall be subject to disciplinary action and/or suspension.

5.8. HC, the OMHA, TCHL and KAWARTHA MINOR HOCKEY ASSOCIATION playing rules will govern discipline and suspension for all members in all Classes of Membership.

5.9. Any player, coach, trainer or manager who is suspended by the OMHA, TCHL and /or KMHA rules may appeal, at the discretion of the SLMHA for further action. It is the parents/guardians responsibility to write a letter of appeal to the President/Supervisor of Coaches to review, prior to being forwarded to the appropriate league officials. If an appeal deposit is required, it is the parents/guardians responsibility.

5.10. Any KAWARTHA MINOR HOCKEY ASSOCIATION player or member who takes part in an altercation before or after a game, on an arena property, or in the parking lot of an arena property, is automatically indefinitely suspended subject to review by the Dispute Resolution Committee. The suspension is effective immediately upon notification. The matter being brought to the attention of an executive member who in turn is obligated to inform any or all members of the Dispute Resolution Committee in a timely fashion will constitute notification. A review will be conducted within 48 hours of notification.

5.11. Any suspension under items 5.6 through 5.9 shall be for all scheduled league and play-off games. Suspensions received in tournaments or exhibition games shall be served in the scheduled games immediately following those tournament or exhibition games.

5.12. Major penalties, misconducts and game misconducts shall be served in regular season and play-offs, as per OMHA regulations.

5.13. In no case will a team be allowed to re-schedule a game after suspension has been assessed in order to lessen the severity of a suspension.

5.14. The President will investigate any police checks that are not returned to the Association in a prompt manner.

BODY CHECKING

5.15. The TCHL and the OMHA will determine "body checking" for KAWARTHA MINOR HOCKEY ASSOCIATION Teams.

PLAYING IN OTHER LEAGUES

5.16. All players registered in the KAWARTHA MINOR HOCKEY ASSOCIATION may not be rostered or registered with a second hockey team in the same season at the competitive level as governed by the Ontario Hockey Federation (Part 3, Regulation E3, pg 99 of the 2009-10 OHF handbook), with the exception of High School hockey, AAA affiliation and OWHA.

5.17. Those class members should notify their coach that they are playing High School hockey and/or have a AAA affiliation. Any player playing High School Hockey, and /or has a AAA affiliation must first meet the obligation of his/her KAWARTHA MINOR HOCKEY ASSOCIATION team.

5.18. Those players who disobey this rule are subject to disciplinary action, including suspension without registration refund in whole or part.

SITUATIONS

5.19. Situations arising during the season that are not covered under the rules, resolutions and/or By-Laws of the Constitution or Manual of Operations will be referred to the Dispute Resolution Committee for their ruling.

5.20. Any rule change affecting OMHA or HC teams made by those bodies before or during the season shall be in force immediately and included in the next revision of KAWARTHA MINOR HOCKEY ASSOCIATION By-Laws as required.

SECTION 6 TEAM OFFICIALS: COACHES, MANAGERS, TRAINERS and SELECTION OF COACHES

6.1.0 The Coaching Selection Committee shall be empowered to appoint a coach. The appointee may be a qualified Executive Committee Member, however all applicable conflict of interest policies shall be in force during any Executive Committee discussion and/or voting procedures.

6.1.1. Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.

6.1.2. Head coaches are responsible for their team's affairs. The head coach shall address discipline in team matters.

6.1.3. OMHA and TC coaches from Atom through Juvenile must have Development One certification or equivalent. TC coaches from Mite through Novice must have CHIPS certification or equivalent. A trainer for any OMHA or TC team must have a valid Trainer's Card. All teams must have a certified coach and trainer on the bench. All coaching staff members must have completed a PRS (Speak Out) clinic.

6.1.4. All team officials should, where possible, seek ways of improving their abilities and credentials.

6.1.5. Team officials will be certified, and registered with the OMHA, with KAWARTHA MINOR HOCKEY ASSOCIATION funds.

6.1.6. A head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Coaching Selection Committee must approve any exceptions.

RESPONSIBILITIES OF COACHES

It shall be his/her responsibility to:

6.2.1. Ensure the proper observance of the Constitution and By-Laws of KAWARTHA MINOR HOCKEY ASSOCIATION

6.2.2. Acquaint their team members with HC, the OMHA, TCHL and KAWARTHA MINOR HOCKEY ASSOCIATION Rules and Regulations.

6.2.3. Exercise control in the conduct of their players and themselves. They must endeavor at all times to prevent disorderly conduct before, during and after any games or practices, on or off the ice, or in any arena or while taking part in KAWARTHA MINOR HOCKEY ASSOCIATION activities.

6.2.4. Ensure the eligibility of all players for every game.

6.2.5. The head coach will select the team's remaining team officials subject to the approval of the Coaches Selection Committee and subject to 6.1.6.

6.2.6. OMHA head coaches shall select the number of players communicated to them by the Coaches Selection Committee and will receive approval of selections from said committee if required.

6.2.7. Attend or assign a team official to attend all associated scheduling meetings.

6.2.8. The Coach may delegate 6.3.0 – 6.3.6 to team officials at his/her discretion.

RESPONSIBILITIES OF MANAGERS GUIDELINES

6.3.0. Ensure the care and keeping of all KAWARTHA MINOR HOCKEY ASSOCIATION equipment used by their team during the season is returned on or before date set by the equipment director.

6.3.1. Ensure the efficient operation of their teams throughout the season. The manager shall ensure the By-Laws of the KAWARTHA MINOR HOCKEY ASSOCIATION and regulations of the OMHA and TCHL are strictly followed. S/He shall ensure that carded team officials only shall be on the bench during games and practices. S/He shall have the option to remove people, not related to the team, from the dressing room.

6.3.2. Provide a completed, signed game sheet to the game Timekeeper (must assign a parent/volunteer) prior to commencement of the game.

6.3.3. Keep and maintain a record and account of the team's financial affairs. This duty may be assigned to a Parent rep at the discretion of the Head Coach.

6.3.4. Assist and support any fundraising promotions as determined by the KAWARTHA MINOR HOCKEY ASSOCIATION.

6.3.5. Understand and follow the procedures for underage player movement, affiliated player usage and permanent player movement.

RESPONSIBILITIES OF TRAINERS

It shall be his/her responsibility to:

6.4.0. Supervise the health and incidents of injury of the players on his/her team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.

6.4.1. Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.

6.4.2. Ensure that the trainer's kit is available at all games, practices and team events.

6.4.3. All trainers must follow HDC Hockey Trainers Responsibilities.

COACHES AND TEAMS

6.5.0. At the OMHA team level, a player (and his/her parents) should be given a choice as to go from an OMHA team or move to TCHL upon the approval by the Board of Directors and provided there is a position available and it does not jeopardize the current team.

6.5.1. The coach will make every attempt to ensure that every player dressed for a KMHA game be given an equal amount of ice time over the course of the game. Blatant disregard of this rule will result in an investigation by the Supervisor of Coaches/ the Dispute Resolution Committee.

6.5.2. No player will be allowed on the ice or bench without being **dressed in full hockey equipment**, and having **registration paid in full**, and a member of the **coaching staff being in attendance**.

6.5.3. All coaches must adhere to OMHA Coach's Guidelines.

6.5.4. Safety precautions must be taken during all games and practices.

6.5.5. The KAWARTHA MINOR HOCKEY ASSOCIATION Executive will hold the coach responsible for player conduct. As coach, you are 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.

6.5.6. Coaches, their managers and trainers **will not smoke, swear or be under the influence of alcohol while in the presence of their players** (ie: while on the ice, bench or in the dressing room)

COACHES AND PARENTS

6.6.0. OMHA and TCHL coaches and managers must meet with the parents before the team is finalized, throughout the season and at the end of the season.

6.6.1. These meetings are used to explain:

- a) Coaching Philosophy
- b) Team Operations
- c) Playing Times
- d) Team Budget Including Tournaments
- e) Team Rules
- f) Responsibilities of Coaches, Players and Parents

And, any other points that either group wishes to discuss. It is essential to keep the lines of communication open.

TEAM BUDGETS AND FINANCIAL STATEMENTS

6.7.0. Team Budgets and finances are the responsibility of the Coaching Staff and Treasurer of the Association.

6.7.1. The Executive Committee must approve all fund raising projects by individual teams.

6.7.2. The KAWARTHA MINOR HOCKEY ASSOCIATION will not be responsible for debts incurred by any team or team official. Any team or individual incurring debts in the name of the KAWARTHA MINOR HOCKEY ASSOCIATION without prior written approval shall be liable to suspension from the Association.

6.7.3. If a player quits his/her team prior to the end of the season any stake in the team funds is forfeited.

SECTION 7 FUND-RAISING

7.0. No KAWARTHA MINOR HOCKEY ASSOCIATION teams will be allowed to operate or participate in any team fundraisers unless the Executive Committee has granted approval.

7.1. From time to time the KAWARTHA MINOR HOCKEY ASSOCIATION may sponsor a fund- raiser and it is expected that all teams will be invited to participate in those fund-raisers.

7.2. The Executive Committee will have the ability to grant/not grant approval for any fundraising initiative. The Executive Committee will have the ability to revoke approval for any fundraising initiative at any time giving reasonable notice. The Executive Committee's decision in respect to any fundraising issue is final and cannot be appealed.

SECTION 8 TOURNAMENT FUND-RAISING

8.0. Teams may raise funds for the duration of their tournament, however all events must comply with section 7.0 and must be confined to the arena property.

8.1. The host team's parents are responsible for all the required operations of a successful tournament.

8.2. A financial statement from the funds raised from your tournament must be forwarded to the appropriate tournament convener within one week of the completion of your tournament.

SECTION 9 SPONSORSHIP

9.0. All approved sponsorships shall be for a fixed duration.

9.1. It shall be the sole responsibility of the SPONSORSHIP AND FUNDRAISING COMMITTEE to obtain and allocate the necessary number of sponsors.

9.2. The KAWARTHA MINOR HOCKEY ASSOCIATION will set the dollar level for the various sponsorships (ie: team; webpage; etc) on the recommendations of the SPONSORSHIP AND FUNDRAISING COMMITTEE.

9.3. Sponsorships may be granted under the stipulation that it is solely a financial contribution and does not imply that the sponsor will be required to be further involved with the team.

9.4. Members should contact the SPONSORSHIP AND FUNDRAISING COMMITTEE if a specific sponsor wishes to support one of their teams, the SPONSORSHIP AND FUNDRAISING COMMITTEE will follow-up with the potential sponsor.

9.5. All equipment purchased or donated by sponsors shall become the sole property of the KAWARTHA MINOR HOCKEY ASSOCIATION and subject to all rules and regulations of the KAWARTHA MINOR HOCKEY ASSOCIATION.

9.6. All equipment shall be of a standard approved by the KAWARTHA MINOR HOCKEY ASSOCIATION.

9.7. All monies, equipment, etc. from sponsors must be paid to the KAWARTHA MINOR HOCKEY ASSOCIATION who will in turn pass the monies along to the appropriate team and/or purchase equipment.

SECTION 10 GAMES & ICE TIMES

10.0. The regular season for the KAWARTHA MINOR HOCKEY ASSOCIATION will commence during the early part of September when the ice is in at the arena. For a team no longer in OMHA or TCHL playoff competition or for a team in consolation rounds, their ice time will end at the end of March. (this includes practices and exhibition games)

10.1. Any exhibition games, tournaments, and all home games must be approved by the appropriate OMHA/TCHL Representative.

10.2. For teams still in play-off competition, normal ice time will be available to them in our arena, pending the availability of the ice.

10.3. No KAWARTHA MINOR HOCKEY ASSOCIATION team may play more than three games in one day.

10.4. OMHA and TCHL teams will be subject to the rules of the OMHA and TCHL for game lengths. All regular season games and exhibition games will have a curfew at 50 minutes for one hour games and 80 minutes for all one and a half-hour games.

10.5. TCHL and OMHA teams will receive 2 to 3 hours of home ice per week; permitting ice time is available.

10.6. Players and team officials may enter the ice surface at their scheduled ice time as soon as the Zamboni is off the ice and the gate is closed. All players and team officials will leave the ice surface 10 minutes prior to the end of their scheduled ice time or as instructed by the arena management. No player or team official may enter the ice surface prior to the team's scheduled ice time unless so instructed by an arena employee.

10.7. KAWARTHA MINOR HOCKEY ASSOCIATION will try to provide each season, a "Home Tournament" in which our teams can participate in, free of charge. However, if for any reason the KMHA is unable to hold a tournament, for one or more of our teams, KMHA regrets that we will not be able to extend to a team(s) any amount of money in lieu thereof.