



HESPELER MINOR HOCKEY ASSOCIATION

RULES OF OPERATION

April 2019

Table of Contents

Section 1 – Governance

Section 2 – Rules of Operation

Section 3 – Mission Statement

Section 4 – Codes of Conduct and Expulsion

- 4.1 Disciplinary Action
- 4.2 Expulsion
- 4.3 Coaches and Official's Code of Conduct
- 4.4 Parent's Code of Conduct
- 4.5 Player's Code of Conduct
- 4.6 Board of Director's Code of Conduct
- 4.7 Conflict of Interest

Section 5 – Eligibility, Insurance and Registration

- 5.1 Residency
- 5.2 Registration
- 5.3 Birth Certificates
- 5.4 Registration Dates
- 5.5 Fees and Refunds
- 5.6 Insurance

Section 6 – Equipment, Uniforms and Colors

- 6.1 Approved Playing Equipment
- 6.2 General Rules
- 6.3 Equipment Sign-Out & Return
- 6.4 Official Colors
- 6.5 Team Apparel and Dress Code

Section 7 – Player Movement

- 7.1 Local League
- 7.2 Travel
- 7.3 Travel Team Composition
- 7.4 Affiliated Players
- 7.5 Travel Tryouts
- 7.6 Player Evaluation

Section 8 – Conduct and Discipline

- 8.1 Complaints and Sanctions
- 8.2 Suspensions
- 8.3 Police Record Checks
- 8.4 Obtaining a Police Record Check
- 8.5 Speak-Out Clinic

- 8.6 Alcohol and Smoking
- 8.7 Team Meetings
- 8.8 Twenty-Four (24) Hour Cool Down Rule
- 8.9 Dressing Room Policy
- 8.10 Transportation of Athletes
- 8.11 Road Trips
- 8.12 Releasing Children from Supervision

Section 9 – Coaches/Managers/Trainers

- 9.1 Selection of Team Officials
- 9.2 Responsibilities of Team Officials
- 9.3 Budgets and Team Funds

Section 10 - Communication

- 10.1 Methods of Communication
- 10.2 Protocol
- 10.3 Use of HMHA Name & Logo
- 10.4 Team Websites

Section 11 - Officials

- 11.1 Office Officials
- 11.2 On Ice Officials

Section 12 - Subsidization

- 12.1 Courses
- 12.2 Executive

Section 13 - Fundraising

- 13.1 Team

Section 14 – Sponsorship & Photographs

- 14.1 General
- 14.2 Photographs
- 14.3 Wineries, Brewers, Tobacco
- 14.4 Dollar Guidelines
- 14.5 Sponsor Bars

Section 15 – Select Hockey

- 15.1 Select Teams

Section 16 – Games, Playoffs, Tournaments, Exhibition Games, Practices

- 16.1 Local League Tournaments
- 16.2 Day of Champions
- 16.3 Two (2) Goalies in LL
- 16.4 Fair Ice Time
- 16.5 Playoff Buses
- 16.6 Travel Team Tournaments
- 16.7 Special Events

- 16.8 End of Season
- 16.9 Exhibition Games
- 16.10 Shared Practices

Section 17 – Olympics Tournament

Section 18 - Appendix

- 18.1 LL Convener's Duties
- 18.2 Head Coach Job Description
- 18.3 Manager Job Description
- 18.4 Assistant Coach Job Description
- 18.5 Trainer Job Description
- 18.6 Parent Rep Job Description
- 18.7 List of Forms
- 18.8 Suggest LL Team Selection Process
- 18.9 Team Balancing

1.0 GOVERNANCE

1.1 Hespeler 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 Operations in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.

2.0 RULES OF OPERATION

2.1 Purpose: The Rules of Operation relate to the organization and management of the League and the teams within the Hespeler Minor Hockey Association.

2.2 Amendments: The Rules of Operation must be reviewed annually and may be amended by a simple majority vote of a quorum of the HMHA Executive at Board Meetings.

2.3 Notice of Motion: Amendments can be proposed at any time by any member in good standing by submitting it in writing to the Board of Directors.

2.4 Exceptions: HMHA reserves the right to make exceptions to its Rules of Operation where circumstances dictate.

3.0 MISSION STATEMENT

3.1 The Mission Statement of Hespeler Minor Hockey reads as follows:

We dedicate ourselves to the advancement of amateur hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

4.0 CODES OF CONDUCT, DISCIPLINARY ACTION, EXPULSION

The essential elements of character-building and ethics in hockey are embodied in the concept of sportsmanship and six (6) core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of the game of hockey is achieved when competition reflects these “six pillars of character”. In an effort to achieve this potential, Hespeler Minor Hockey has developed Codes of Conduct for every level of membership in the association.

All Team Officials, Parents, Players and HMHA Board Members **must sign** an appropriate Code of Conduct at the start of each hockey season.

The HMHA Board has adopted a ZERO tolerance policy and failure to adhere to these Codes of Conduct will result in appropriate disciplinary action at the discretion of HMHA.

4.1 Disciplinary Action

a) Disciplinary Action for Code of Conduct infractions will follow multi-tiered disciplinary approach, with the severity of the penalty increasing for each subsequent infraction. However, the HMHA Board reserves the right to impose a more severe penalty than the next subsequent tier in the process should the infraction warrant such a penalty. The penalties, in increasing order of severity are as follows:

1st Infraction – Written Warning

2nd Infraction – Single Game Suspension

3rd Infraction – Multi Game Suspension

4th Infraction – Season Long Suspension (Pending Fair Hearing)

5th Infraction – Removal from HMHA Membership (Pending Fair Hearing)

b) All reports of Code of Conduct infractions must be submitted in writing to the Vice President and will be subject to the same process that is in place for handling complaints.

4.2 Expulsion

- a) HMHA reserves the right to reject membership in situations where a previous record of behavior unbecoming a member of HMHA has been evident.
- b) Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in contravention of the Bylaw or Rules of Operation. Such action shall only result after a fair hearing, and a majority vote of the Board of Directors.

4.3 Team Official Code of Conduct

All members of the coaching staff will follow and enforce Codes of Conduct including Rules and Regulations as put forth by Hockey Canada, the OHF, OMHA and HMHA. At no time shall an underage player (2 yrs. younger than an age group) be allowed on the ice for practices. In addition, volunteers must be at a minimum of 2 yrs. older than the age group to be involved with any on-ice activity. At no time will a registered player from another association be allowed to participate as a volunteer unless they are on an OMHA approved volunteer list.

Will treat all participants in a manner that promotes fairness, integrity and mutual respect and must refrain from making comments or gestures that are disrespectful, offensive, abusive, racist or sexist in any way.

Will set a fine example for all children and be a role model for participants on and off the ice.

Will promote and enforce all safety regulations to protect the health and welfare of all participants.

Verify with the Trainer to the best of your ability that all players are healthy and physically fit prior to allowing them on the ice.

Will remember that children are involved in hockey for the fun and enjoyment of the game. Players must learn how to win and lose with dignity and respect for all participants.

Will promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement. Must remember that all players need and deserve their fair share of ice time to improve and develop hockey skills.

Must be reasonable when scheduling extra games or practices, remembering that players have other interests and obligations.

Will teach participants to play fair and respect the rules of the game, opponents and officials.

Will strive to ensure that all players get equal instruction, guidance and support.

Must ensure that no player is subjected to harassment or abuse because of poor performance or mistakes made during a practice or game.

Will obtain necessary training and certification to upgrade and improve coaching skills and knowledge.

Will work in cooperation with Hespeler Minor Hockey Association members and executive to provide a fun and safe environment.

Failure to comply with this Code of Conduct will result in disciplinary action as per 4.1 (a).

4.4 Parent Code of Conduct

It is a policy of the Hespeler Minor Hockey Association to provide a safe and fun environment for children to play organized hockey.

Let all participants play for the fun of the game and do not spoil your child or any other child's fun.

Encourage your child to play by the Rules and to enjoy the game.

Respect all players, coaches, opponents, game officials and spectators.

HMHA enforces a ZERO tolerance policy towards situations of harassment or abuse directed against game officials, players, coaches or spectators using any of the following, but not limited to, verbal abuse, email, texting or social media.

Recognize that every member of the HMHA is a volunteer. Help and encourage all volunteers whenever possible to allow them to work to the best of their ability.

Recognize and applaud good play by your child as well as members of both teams.

Do not embarrass your child by yelling at players, coaches, game officials or spectators. Your child will benefit when you show a positive attitude towards the game and all its participants.

Failure to comply with the Code of Conduct will result in disciplinary action as per 4.1 (a).

4.5 Player Code of Conduct

I am participating in hockey because I want to, not because others including parents or coaches want me to play.

I will play by the Rules of hockey and in the spirit of the game.

I will represent HMHA and my community in a responsible manner.

I will respect my teammates, opponents, game officials and spectators.

I will do my best to be a true team player.

I will remember that winning is not everything. Having fun, improving skills, making friends and doing my best are also important.

I will remember that coaches and officials are there to help me. I will accept their decisions and always show them respect.

I shall not email, text, or use social media in a negative manner to express my opinion or concern rather than address them through my parent/legal guardian.

Failure to comply with this Code of Conduct will result in disciplinary action as per 4.1 (a).

4.6 Board of Directors Code of Conduct

Will adhere to all Rules and Regulations as put forth by Hockey Canada, OHF, OMHA and as identified in the HMHA By-Laws and Rules of Operation.

Will follow accepted Rules of Order when conducting Board of Director business.

Will maintain confidentiality of all business discussed at Board of Director/Committee meetings unless/until there is agreement to publish/release the results of such discussions.

Will show fiscal responsibility in conducting the affairs of the association.

Will set aside personal issues and focus on our role with the Board to provide the best amateur hockey program possible for all members of HMHA.

Will comply with the HMHA Conflict of Interest policy as per 4.7.

Will conduct association business in an environment that encourages open discussion and consideration of all opinions on matters to be decided by the Board of Directors.

Will coordinate and support programs that train and educate players, coaches, parents, officials and volunteers.
Will work to provide programs that encompass fairness to all participants and promote fair play and sportsmanship.

Will respect game officials, coaching staff, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.

Will not tolerate abusive comments, gestures or inappropriate behavior directed toward game officials, coaching staff, players, parents, competitors, volunteers or elected officials of this association.

Will demonstrate behavior conducive to being role models to the youth and families in our sport at all HMHA events, Board of Director meetings and Committee meetings.

Will respect, support and encourage each other to do the best job possible in our individual tasks and collectively as the Board of Directors.

Failure to comply with this Code of Conduct will result in disciplinary action as per 4.1 (a).

4.7 Conflict of Interest

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

5.0 ELIGIBILITY, INSURANCE AND REGISTRATION

5.1 Residency

- (a) Travel Hockey is residency restrictive as set out by OMHA Manual of Operations
- (b) The Board of Directors shall set the date by which the selection of players must be completed. Preliminary rosters are to be declared by Thanksgiving Day. Final draft rosters must be declared by December 15.
- (c) Representative teams must carry and play seventeen (17) players as a minimum number of team players including goalies.
- (d) If in the opinion of the Board, a minimum roster must be set for HMHA teams to not adversely affect the rest of the teams in a grouping, they will do so. The affected coach will be informed via the Director of Hockey Operations and the Development Director. The affected team will not be allowed to operate below this minimum roster without approval of the Board.
- (e) Players must be fully registered with HMHA before participating in any regular season game. No player shall be signed after February 10. See OMHA Manual of Operations.

5.2 Registration of Players

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

AGE AS OF	DECEMBER 31
PRE-SCHOOL	4 and 5 years olds
INITIATION	6 years old
NOVICE	7 and 8 years olds
ATOM	9 and 10 years olds
PEEWEE	11 and 12 years olds
BANTAM	13 and 14 years olds

MIDGET	15, 16 and 17 years old
JUVENILE	18, 19 and 20 years olds

- (b) Players must be registered in their proper age group program. Transferring after registration from one program to another will be subject to Board approval. The request must be made in writing to the Board outlining the reason for the request.
- (c) Players, who reside outside the Hespeler boundary, as recognized by the OMHA may register to play in the HMHA Local League subject to team size limits. Such limits are to be determined each year by a majority vote of the Board of Directors.

5.3 Birth Certificates

Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.

5.4 Registration Dates

The Board of Directors shall set registration dates and fees in March for the following hockey season. Registration procedures will be organized and coordinated by the Director of Registration.

5.5 Fees and Refunds

- (a) Registration fees and travel payment fees will be set by the Board of Directors.
- (b) Full fees are to be paid upon registration. Non or incomplete payment will result in player being placed on a player pending list. Access to ice time will be denied until payment has been received in full.
- (c) Regular/Full registration to be paid by online, cheque(s), cash or money order by August 31st. Failure to pay within this date will result in the player(s) not being eligible to participate in any one ice sessions. It will also result in being placed on a waiting list until registration is paid in full.
- (d) All registrations with full payment received postmarked by June 30th will be eligible for a \$75 discount. Full fees apply to all registrations and payments received after June 30th.
- (e) Families registering three (3) or more players will receive a 20% discount, on the third (3rd) and all subsequent players. Discounts do not apply to any 4 year old player registrations.
- (f) Alternate means of payment are to be discussed on an individual basis with the Registration Director and Treasurer of HMHA. Arrangements must be made prior to August 31st.
- (g) There will be an additional charge (set by the Board of Directors) added to the registration fee for all NSF cheques (\$30) and also result in that player(s) being placed on a pending list their spot becomes open until such time as the registration is paid in full.
- (h) If a player wishes to register after the playing season (Local League or Travel league games) has commenced, registration fee(s) for the balance of the season will be determined by the Registration Director (with approval of the Treasurer). This amount will take into consideration percentage of season remaining, as well as the annual per player costs incurred by HMHA.
- (i) Registration after the playing season has commenced will require that all fees be paid in full.
- (j) Travel Premium fees are to be paid in full to the team manager and submitted to the Treasurer by October 15th. NSF charges apply and suspension from Travel play could occur for failure to pay.
- (k) Application for a refund may be conducted by filling in a form available on www.hmha.ca and mailing said forms to the Registration Director up until November 15th of the current hockey season. The Postmarked Date will be considered the date of application.

(l) Refunds for both regular and travel fees will follow the same schedule as outlined below:

- On or before September 30th 100% of fees less %50 administrative charge
- October 1st to October 31st 2/3 of the registration fee (and/or 100% of travel fee)
- November 1st to November 30th 1/2 of the registration fee (and/or 2/3 of travel fee)

(m) After November 30th, the Board of Directors will review applications for a refund due to a major injury. The request for refund must be signed by the team's Head Coach (or Division Convenor/Director) and accompanied by a Doctor's note confirming the injury and the player's inability to return for the balance of the season.

(n) Applications for a refund due to residential relocation out of the official boundaries of the City of Cambridge and/or the boundaries of the Hespeler Right-of-Choice district must be accompanied by proof of Change of Residency (Sale of Residence or Rental Agreement).

5.6 Insurance

(a) The City of Cambridge, HMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.

(b) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of HMHA.

6.0 EQUIPMENT, UNIFORMS AND COLORS

6.1 Approved Playing Equipment

All players are required to provide and wear current CSA approved full hockey equipment as per current OMHA regulations. Directors, convenors and coaches must advise players or parents of players of improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice. Required equipment: helmet, mouth guard (not clear), neck guard, shoulder pads, elbow pads, pants, socks, jock, gloves, shin pads, skates and stick.

6.2 General Rules

(a) No one shall buy equipment in the name of HMHA or its teams without consent from the Equipment Director.

(b) No one shall lend HMHA equipment without the approval of the Equipment Director.

(c) Goaltending or other equipment may be rented for use in circumstances (e.g. training camp, summer leagues, etc.) by approval of the Equipment Director. The cost of the rental is \$50. This amount will be reviewed annually by the Board. A security deposit of \$150 is required at the time of the rental (all cheques will be cashed). The security deposit will be returned at the time of the equipment return, subject to the conditions in points (g) and 6.3 below.

(d) If necessary, HMHA will provide goaltender equipment to all Local League and Travel team players alike. Equipment packages include pads, glove, blocker and chest protector. Goal sticks may be available for both Travel, and Local League goaltenders at the Novice level and below. All other pieces are the responsibility of the individual player. A security deposit of \$150 is required at the time of the rental (all cheques will be cashed). The security deposit will be returned at the time of the equipment return, subject to the conditions in points (g) and 6.3 below.

(e) Each Travel, Local League and team within HMHA will be supplied with team jerseys, socks, practice pucks, pylons and a First Aid Kit which must be available at every game and practice. Individual quantities will be left to the discretion of the Equipment Director. All items (excluding socks) will be returned to HMHA at the conclusion of the hockey season. Travel coaches will be required to provide a security deposit of \$300 at the time of equipment pickup (all cheques will be cashed). This deposit will be returned at the time of the equipment return, subject to the conditions in points (g) and 6.3 below.

- (f) All equipment, including sweaters, provided by the Association is not to be used by the individual for playing street hockey or any activity that may lead to damage. All equipment is to be properly cared for and returned to the Association in reasonable condition, subject to normal wear and tear, at the end of the season. If there is an issue with the condition of the equipment, the player and/or coach are responsible for the replacement costs of the equipment. The replacement amount will be obtained in one of the following ways:
- 1) For Travel team equipment, the amount will be deducted from the security deposit
 - 2) For Goalie equipment, the amount will be deducted from the security deposit
 - 3) A request for payment of replacement costs will be made from HMHA and this amount must be paid prior to registration being accepted for the following year

6.3 Equipment Sign-Out & Return

- (a) Travel team and goaltender equipment will be distributed by the Equipment Director and recorded on the appropriate Equipment Sign-Out Form. This form **MUST** be signed by both the Equipment Director and the individual signing out the equipment. The appropriate security deposit and/or rental fee is required at this time. No equipment is to be released without a signed form and full payment of relevant fees/deposit.
- (b) Local League equipment may either be distributed by the Equipment Director or the appropriate League Convenor/Director and recorded on the appropriate Equipment Sign-Out Form. This form **MUST** be signed by both the Equipment Director (or designate) and the individual signing out the equipment. No equipment is to be released without a signed form.
- (c) All equipment is to be returned at the conclusion of the current hockey season per the schedule established by the Equipment Director and/or League Convenor/Director. Should a team or individual be unable to return their equipment on the scheduled date, it is their responsibility to re-schedule a time with the Equipment Director and/or League Convenor/Director prior to the scheduled return date. This re-scheduled time must be within 2 weeks of the originally scheduled return date. Failure to properly re-schedule a return time may result in the forfeit of the security deposit if applicable.
- (d) All team jerseys will be washed by a team official prior to equipment return.

6.4 Official Colors

- (a) The official colors of HMHA shall be:

GREEN – HEX: 025736 – RGB: 2, 87, 54

CREME – HEX: EEE3C7 – RBC: 238, 227, 199

GOLD – HEX: EFB410 – RBC: 239, 180, 16

BLACK – HEX: #000000 – RBC: 0, 0, 0

- (b) HMHA mandates that hockey gloves, pants and helmets worn by Hespeler Representative (A, AE/MD) team's players be black or HMHA Board approved. Gloves must be consistent with rule 6.4 (a). Non-compliance of this rule will result in non-participation of the games.

6.5 Team Apparel and Dress Code

- (a) Team apparel must be requested and approved by the respective Directors (i.e. Purchasing and Equipment Directors). Only team apparel provided by an HMHA approved vendor will be permitted with the exception of dress pants, dress shirts and ties. The approved Vendor's list for HMHA apparel will be provided to all coaching staff.
- (b) All merchandise (hats, bags, toques, track suits, winter jackets, socks, etc.) being offered, as posted on HMHA site, must be purchased through HMHA's approved vendor.

- (c) Teams/Individuals are not permitted, without written consent of the Purchasing Director, to seek and purchase from any other vendor.

1st Non-Compliance Incident:

The teams Equipment Deposit will not be returned. There will also be an immediate suspension of the Head Coach and Manager, who will serve a minimum four (4) game suspension. When suspended, a suspended coach and manager are only be permitted to attend games as a spectator. An interview with the VP and Director of Hockey Operations will be required prior to returning to the team. The team or individual will not be allowed to wear/use the non-approved merchandise for any team functions (practices or games).

2nd Non-Compliance Incident:

Immediate release of the Head Coach and Manager from the team with no affiliation in a coaching, bench staff, managing or on-ice volunteer capacity for the following two (2) hockey seasons. Team will be denied participation in all tournaments in the current season and fined \$500 to be paid immediately or ice times will be withheld. The team or individual will not be allowed to wear/use the non-approved merchandise for any team functions (practices or games).

- (d) Dress Code – Representative Teams will be as follows:

Representative players and all bench staff at all levels shall wear only HMHA team approved apparel, as provided by an HMHA approved vendor or as approved by the Purchasing Director. Jeans, shorts or jogging pants are not permitted. No hats are to be worn except HMHA crested headwear. This applies to all home and away games, regular season, exhibition games, playoff games and tournaments. This dress code shall be strictly enforced by team officials and HMHA Board of Directors.

7.0 PLAYER MOVEMENT

7.1 Local League

- (a) Player movement requires Director/Convener/Parent/Coach consultation and must be approved by the OMHA Regional Representative, the Director of Hockey Operations and the Development Director.
- (b) No movement will take place after the Local League balancing deadline of November 30th of the current year unless in extreme circumstances and with approval of the Director of Hockey Operations and the Development Director.
- (c) Prior to the season, the Board will approve movement vertically or horizontally for each team.
- (d) Any movement of players after December 1st will need the permission from a panel as appointed by the President or Vice President.
- (e) In the case of a Local League player, consent to use or assign a player must come from the coaching staff, Division Convener, or the respective Local League Director.
- (f) Player Movement in Local League is allowed if:
 - a. A player has significantly advanced abilities in his/her age group and makes the decision to play at a non-representative level. The player's ability to be assessed by the Jr. Local League and Sr. Local League Director.
 - b. A player has ability significantly below his/her age group, as determined by the Jr. Local League and Sr. Local League Director.
- (g) HMHA has adopted the program curriculum of Canadian Hockey as outlined by the OMHA for players 4 to 8 years olds.

7.2 Travel

The policy applies to A/AE level hockey:

A player may try-out for a team in the age group above (i.e. **Novice to Minor Atom or Minor Bantam to Major Bantam**) providing that they are an exceptional player.

1. Superior skills to players in his own age group
2. **Deemed to be in the top three (3) players in the age group ***(including NRPs) he/she is attempting to move up to, based on hockey skill level**
3. Possess the physical and social maturity to move up a classification
4. Must be one of the top three (3) forwards or top two (2) defense or top goalie
5. A maximum of two (2) underage players will be allowed on any team

Players wishing to play in a division above their age category for the upcoming season must email the Director of Hockey Operations and Development Director with their request no later than February 1st. Players will be advised by March 15th if they have been granted exceptional status.

The player will be evaluated during games (league and playoff) as well possibly at a team practice by an independent group appointed by HMHA Board of Directors. That group will determine if the player qualifies as an exceptional player. It will be up to the evaluators after consultation with the coach of the team that the "exceptional player" is trying out for to decide if they want to choose that player for their team.

Being deemed an exceptional player doesn't necessarily mean he/she will be selected. If at any time during the process the parent(s) of the player(s) participating in the movement attempts to influence the coaches or evaluators, the process will be terminated.

If a successful "exceptional player" subsequently decides during the season that he/she no longer wishes to participate at the higher level, the Director of Hockey Operations and Development Director will decide placement of said player. This must be done before the Hockey Canada roster finalization in early January for said player to continue with rep hockey.

HMHA Board of Directors strives to run a progressive association, with a strong emphasis on player development. HMHA philosophy remains the creation of strong teams through the creation of strong individuals.

7.3 Travel Team Composition

- (a) All representative travel teams will sign a minimum of 15 skaters and 2 goalies by the conclusion of tryouts. Any requests for an exemption of any of these requirements must be submitted in writing to the Development Director and the Director of Hockey Operations.
- (b) All AE teams must carry a minimum five (5) minor aged players. Any change to this rule will require, where there are not enough minor aged players available, an application to waive the five (5) minor player rule at the AE level in writing to the Director of Hockey Operations/OMHA Representative at least 5 days prior to the last tryout date. Application must include an explanation of circumstances and a decision will be made as to whether this rule may be waived.
- (c) A maximum 19 players signed to a travel team or on the official Affiliated Players list may participate in travel team practices to which they are affiliated provided such practices do not conflict with the team to which the player is assigned.

7.4 Affiliated Players (AP)

Adherence to HMHA's Affiliated Player Policy and Procedure is mandatory for Representative A and AE/MD teams and their coaching staff. Failure to follow this AP Policy or Procedure will result in the Head Coach and Manager of the noncompliant team being suspended for three (3) games.

In addition to HMHA's Affiliated Player Policy and Procedure, all OMHA Regulations pertaining to Affiliation (OMHA Regulations, s.7.0) remain in effect.

The Head Coach/Manager must complete the proper OMHA Player Affiliation form, which is available from the Director of Hockey Operations, the OMHA web site, or the HMHA Office.

1. Every Representative A and AE/MD Head Coach must AP a minimum of two (2) Defense, three (3) Forwards and a Goalie.
2. The Player Affiliation Forms must be completed and returned to the Director of Hockey Operations by October 15th of the current playing season.
3. The Director of Hockey Operations will submit completed Player Affiliation Forms to the OMHA Office and the local OMHA Regional Executive Manager.
4. The OMHA Approved Team Report (Roster) and AP list will then be returned to the appropriate team(s) once approved.
5. NO AP players may participate in games until the coach has an official AP list.
6. The Team Manager must submit a list of Affiliated Players and the dates they were called up, at the end of each month, to the Development Director.

Using an Affiliated Player:

Coaches must adhere to the following procedure when affiliating a player. The player shall not be contacted prior to the procedure listed below:

1. Contact the Head Coach of the lower team and obtain permission to contact the PARENT of the desired player(s). If the lower team Head Coach denies permission, next step is to involve the Director of Hockey Operations for further clarification.
2. Contact the player's parents and obtain their permission. (Protocol of who makes calls etc. is to be determined by Head Coaches of teams involved).
3. Coaches are asked to release players to the team that has AP's them, if it does not interfere with their own team's schedule (practices and/or games).
4. The coach of the affiliated player is not to impose any other conditions or otherwise influence players from playing up.
5. Any dispute among the coaches regarding the application of the AP rules will be referred to the Director of Hockey Operations.
6. All AP's must be called up a minimum of four (4) times during the regular season, which may include exhibition games, tournament games, practices and regular season games throughout the season.
7. Head coaches are responsible for tracking their teams use of AP's throughout the regular season and shall be required to submit a summary of their AP usage to the Director of Hockey Operations, if requested.
8. Eligible AP players may play in League Playoffs or OMHA Playdown games.
9. The usage of AP players is set out yearly by OMHA/OHF/Hockey Canada; however, HMHA Board of Directors expects a fair distribution of AP opportunities.

7.5 Travel Tryouts

- (a) All players interested in playing on a representative travel team must try out for the 'A' team in their age group. If chosen, players must play for that team. Refusal to do so will not afford the player the opportunity to try out for an AE/MD team. No player may try out for an AE/MD team without a written release from the Head Coach of the 'A' team with the exception of new registrants that are resident eligible as outlined in the OMHA Manual

of Operations. No player may try out for a Select team unless they have been released from the AE/MD team. HMHA reserves the right to make exceptions where circumstances dictate.

- (b) There shall be four (4) tryouts for 'A' teams and three (3) tryouts for lower level teams. Dressing rooms should consist of an equal balance of players that played together the previous season and those that did not play together the previous season. No player may be released from 'A' tryouts until after three (3) skates and may be released after one (1) 'AE/MD' tryout.
- (c) No player may be released at an out of town exhibition game or practice. When the online release process is used players may be released from the online tryout roster a minimum of two (2) hours after the out of town exhibition game.
- (d) All upcoming Minor Bantam aged players must attend the HMHA body checking clinic prior to attending the Minor Bantam tryouts. Attendance is mandatory. It is strongly recommended that players looking to "AP" to the Minor Bantam team also attend this body checking clinic. Players attendance of an outside third party checking clinic will not be accepted. Checking clinic fees will be determined annually by the board and posted in HMHA's website once the checking clinic dates are announced.
- (e) Immediately at the conclusion of Travel tryouts, the Head Coach must provide a roster and a copy of their release summary form to the Director of Hockey Operations. All Travel fees are to be submitted to the Treasurer.
- (f) Tryout fee's will be determined annually by the board and posted in HMHA's website once tryout dates are announced. Remittance of these fees are to be forwarded to HMHA's Treasurer upon the completion of the respective team's tryout.

7.6 Player Evaluation

- (a) The Local League Division Directors are responsible for overseeing the evaluation of Local League players. This can be done at season's end by the coaching staff and/or at evaluation ice times at the start of the next season. A standard evaluation form shall be used and parents of players are not permitted to evaluate the same division in which their child is taking part in.
- (b) Travel team coaches must use a minimum of two (2) independent evaluators during each tryout. Independent evaluators cannot be related or affiliated with any player trying out.
- (c) A list of independent evaluators shall be submitted by each coach to the Development Director by email prior to the team's first tryout.
- (d) HMHA will provide Player Evaluation Forms to be used during tryouts and must be submitted to the Development Director within 48 hours following the final tryout.

8.0 CONDUCT AND DISCIPLINE

8.1 Complaints and Sanctions

- (a) Complaints or questions regarding the operation of the Association must be submitted, in writing, to the Vice President
- (b) Upon receipt of a complaint, and depending upon its severity, the Vice President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Board of Directors. For issues of a serious nature, the Vice President may call a Special Meeting of the Board of Directors to ensure prompt resolution.
- (c) Discussions of complaints of a sensitive or personal nature at a Board Meeting will not be open to the general membership and shall be kept confidential.
- (d) All complaints shall receive a written reply.

- (e) A Fact Finding Committee may consist of one (1) Director, the Vice President and two (2) Members. This committee will act separately from the Board of Directors and as a group shall investigate the validity of the complaint. Upon completion of its investigation it will present recommendations to the Board of Directors for approval. In the event of a conflict of interest an alternate will be designated. Letters of complaint should be of strictest confidence and therefore in a sealed envelope.

8.2 Suspensions

- (a) HMHA adheres to the OHF Standard Suspension List for the current season.
- (b) Under Hockey Canada, OMHA and TCHL rules, any Major penalty carries with it an automatic Game Misconduct.
- (c) Any skater who is assessed a Game Misconduct penalty is required to leave the ice and go directly to the dressing room for the remainder of the game. A team official is required to attend the dressing room and wait until the player is back in street clothes. Ensure the two (2) Deep Rule is adhered to.
- (d) Coaches or players under suspension may not coach or play even if the suspension is under appeal. Travel, Select, Local League Coaches/Managers/Conveners must notify the Director of Hockey Operations by email of the individual's name(s), jersey number if applicable with the code of all ejections and suspensions immediately following any exhibition game, regular season game, tournament game or playoff game player.
- (e) Conveners/Directors will notify Coaches of any automatic suspensions incurred by members of their team as soon as possible following the game in which they have been assessed. The Coach is responsible for notifying the player.
- (f) Suspensions received in Local League carry over to Travel for affiliated players.
- (g) Suspensions received in Select play will apply to Local League play.
- (h) Details of incidents that result in suspensions may be reviewed by the Board of Directors, which may take additional action if warranted.

8.3 Police Record Checks

- (a) Vulnerable Sector Police Record Checks are mandatory for volunteers of HMHA who fill the following positions:
- Board of Directors
 - Head Coaches
 - Assistant Coaches
 - Trainers
 - Managers
 - Conveners
- (b) These Police Record Checks cannot be more than four (4) months old when accepted by HMHA and can be a photocopy. A new Police Record Check will be required every four (4) years. Board of Director members are to have their PRC completed by August 1st, all other volunteers named above to have PRC completed by November 15th. If not received by November 15th, the bench staff member will not be able to participate in any capacity until the association Vice President is in receipt of such. See 8.4 (d)
- (c) Police Record Check Criteria

Individuals with outstanding Criminal Code Convictions or Charges pending for the following offences will not be accepted to volunteer in any of the above positions. No time exclusion for any of the criteria with the exception of Criminal Offences relate to bona fide occupational requirements where the time exclusion window will be up to ten (10) years (i.e. fraud – Treasurer Position).

- Physical or sexual abuse
 - Sexual exploitation, sexual interference, sexual assault or invitation to sexual touching
 - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of fourteen (14)
 - Indictable Criminal Offences for Child Abuse
 - Any violent offense against children
 - Outstanding convictions or charges pending for any violent offences, whether or not it involved weapons
 - Any offence relating to children that the Association deems inappropriate
 - Individuals with outstanding convictions, (within last ten (10) years) for Criminal Offences related to bona fide occupational requirement of qualification may be excluded from a position of trust depending on the circumstances (i.e. fraud)
- (d) Every member or volunteer, once accepted, is obliged to inform the President of HMHA if he/she is charged, tried or convicted of any offence under the Criminal Code or under the other Federal or Provincial Statutes if that offence is relative to a position of trust held by the individual.

(e) Appeal Process:

Applicants who are rejected as a result of the Police Record Check process have the right to know why he/she is being refused. They may appeal to the Board of Directors in writing within ten (10) days of official receipt of notification. Letters are to be addressed to the President of HMHA. The President will appoint three (3) Members ad-hoc committee of the Board of Directors (one of whom will be the Vice President) to review the appeal and report back to the Board of Directors.

8.4 Obtaining Police Record Check

- (a) Applicants to go in person to the local Police Department with a Request for Criminal Reference Check form from HMHA. (Available on the website under “forms”) and ask for a Police Record Check.
- (b) In two (2) to three (3) weeks a call will come from the Police Department asking you to return to the Police Department to pick up your completed Police Record Check.
- (c) Forward the original copy to the Vice President via the Hockey Office or mail it to:
Hespeler Minor Hockey Association
101 Holiday Inn Drive
P.O Box 29077
Cambridge, ON
N3C 0E6
- Write on the Sealed Envelope: Your Name, Team Name and “PRC Confidential”
There is no longer reimbursement for the costs of Police Record Checks.
- (d) Submission of the receipt from the Police Department for the Police Record Check does not constitute Police Record Check clearance. HMHA will allow individuals to provide the HMHA Vice President with the ORIGINAL RECEIPT and a completed OMHA Criminal Declaration Form. This will need to be forwarded to the Vice President before the individual participants in any team functions. HMHA must receive the actual Police Record Check to clear a potential volunteer. See section 8.3 (b) for additional information.

8.5 Speak-Out/Respect in Sport

- (a) All volunteers must complete an online Respect in Sports (RIS) Seminar run by the OMHA/Hockey Canada. Those applying for the following positions must complete this:
- Board of Directors
 - Head Coaches
 - Assistant Coaches

- Trainers
- Managers
- On-Ice Volunteers

8.6 Alcohol and Smoking

- Smoking is prohibited in all arenas
- The use of alcoholic beverages or drugs by team staff or players prior to or during HMHA related activities in any arena home or away are strictly prohibited. A suspension will be levied for failing to adhere to this rule.

8.7 Team Meetings

- All coaches both Travel and Local League are required to hold a parent meeting at the beginning of the season to outline team philosophy, discipline, expectations, budgets, tournaments and any fundraising or other plans.
- Coaches are strongly encouraged to hold another meeting at mid-season and another one just before playoff time.

8.8 Twenty-Four (24) Hour Cool Down Rule

- All HMHA team officials and parents are to abide by the twenty-four (24) hour cool down rule. Any issue that arises as a result of such things as team discipline, ice time or game situations are not to be addressed until twenty-four (24) hours has passed and each party has had time to reflect on it. Any issues should first be filtered through team parent rep. Please refer to 4.4 Parent Code of Conduct.

8.9 Dressing Rooms

- HMHA and its members are responsible for the reasonable safety and wellbeing of all minor athletes under the Age of Majority according to Provincial and Territorial Legislation. In Ontario the Age of Majority is eighteen (18) years old. Athletes are to be supervised at all times.
- No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian.
- When an adult presence is required in a closed room (i.e. dressing room) there shall always be at least two (2) adults present at all times.
- At the Peewee level and above, females shall not be permitted access to a dressing room occupied by players and/or coaches unless all players and coaches are fully dressed.
- Female players at the Peewee level and above shall change in a separate room alone or under the supervision of their own parent(s) or guardian(s) and may not enter the team's dressing room unless they themselves and all persons in the dressing room are fully clothed.
- Cell phones, video or photography equipment should never be allowed in the shower/dressing rooms while players are undressed or changing. Where special events (i.e. team picture, championships, etc.) lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.
- The team officials and parent/guardian representatives of every team shall ensure that the dressing room doors remain closed while players and coaches are changing.
- Damage to dressing rooms will not be tolerated whether on our home rinks or while visiting rinks. Any individuals or teams found guilty of such an offence will be required to make full financial restitution and will face a further disciplinary action by HMHA.

- (i) At the Atom age (9 yrs. old) and up only coaches, team officials and players are allowed into the dressing rooms and lower hallway of the arenas used by HMHA both for home and away games. In special circumstances a parent and/or guardian may be allowed in the dressing room area but only with the coach's permission.

8.10 Transportation of Athletes

- (a) Coaches are strongly urged not to transport players to games or practices. If required to do so they must fill out a "Permission to Transport" form and have the parents sign it prior to the season. The form is available on the HMHA website (www.hmha.ca).

8.11 Road Trips

- (a) All Rules and Regulations governing HMHA players and team officials also apply to road trips. Codes of Conduct regarding behavior are to be adhered to at all times.

8.12 Releasing Children from Supervision

- (a) Players are under the supervision of the coaching staff once they arrive at the arena both home and away games. They are to be released only if the team officials are certain a parent or guardian is available to take them home.

9.0 COACHES/MANAGERS/TRAINERS

9.1 Selection of Travel Team Officials

- (a) A Coache Selection Committee will be formed following the December Meeting. The committee will consist of the Coach Development Director and the Director of Hockey Operations as non-voting members and a panel of a minimum of 3 members. The Selection Committee voting members will be excluded from applying for a Head Coach position.
- (b) The Coach Selection Committee shall:
 - Set a Coaching Selection Criteria
 - Convene meetings to select coaches for the respective teams
 - Make recommendations for Board of Directors approval on appointment of coaches for the respective teams
- (c) The call for submissions of coaching applications and deadlines for the upcoming season of such will be posted on the HMHA website. These will be determined by the Development Director in consultation with the Director of Hockey Operations.
- (d) After Selection Committee has determined the successful applicants, a list will be submitted to the HMHA Board of Directors for final approval.
- (e) The Head Coach is required to submit a list of team officials to the Development Director for approval by the Board of Directors no later than seven (7) days following the conclusion of tryouts.
- (f) Coaches awarded a team will be announced immediately following HMHA's Board of Directors approval.
- (g) All coaches, assistant coaches and trainers must be certified in accordance with the OMHA Manual of Operations.
- (h) A person may not be the Head Coach of a HMHA Travel team, Novice and up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by HMHA Board of Directors.

9.2 Responsibilities of Team Officials

- (a) Team officials are accountable to the Board of Directors and Association for their conduct and that of their players, before, during and after games and practices.
- (b) Team Officials shall become familiar with and enforce all Rules, Regulations and Procedures of the HMHA, Tri County Hockey League and OMHA.
- (c) The Head Coach of the team is responsible for forwarding a copy of any injury report and the approval for "Returning to Play" to the OMHA Representative.

9.3 Budgets and Team Funds

- (a) All HMHA Rep, Select, and Local League teams that become involved in fundraising or parental contributions must open a bank account with a minimum of two (2) signing authority. No spouses may have signing authority together.
- (b) Each team will be required to supply each team parent with an initial budget before their first game, an interim financial statement in January, and a year-end financial statement before season's end to ensure revenue and expenditures are reasonable and just. On or Off ice practices, outside of HMHA Board of Directors approved scheduled times are limited to twice per calendar month after October 15th of the current season. A team official must apply in writing to the Director of Hockey Operations at least seven (7) days prior to the event with an explanation of circumstances for permission to exceed this limitation. No one other than the team officials as listed on the approved OMHA roster shall arrange ice time for team practice purposes. Select Teams refer to 15/1 (d).
- (c) Goaltenders – Each travel team up to the Bantam age level is required to allocate a specified dollar amount yearly in their team budget as directed by the HMHA board. This amount is to be remitted to the HMHA's Treasurer by a specified date to be utilized for Association Approved Goaltender Training.
- (d) Should any team parent or official feel that there is a need for the team to produce a financial statement other than those outlined in (b) above, they must forward such a request to the HMHA President and Treasurer in the form of a letter outlining the reason for said request. This request will be reviewed and if deemed appropriate, the team in question will be required to supply any budgets, financial statements or other relevant documentation to the President and Treasurer as requested.

10.0 COMMUNICATION

10.1 Methods of Communication

HMHA relies on several communication media: website, newsletters, voicemail system, email, and local newspapers.

- (a) HMHA Website
The website is to act as the key communication vehicle for HMHA whereby information can be made available to our members. All additions and/or changes to the website are to be directed to the Communications Director.
- (b) HMHA Newsletters
Electronic newsletters will be issued throughout the year.

10.2 Communication Protocol

A communication protocol exists, which extends from Directors to Convenors to Coaches to Parents. All concerns or issues regarding teams shall follow the protocol listed below:

- Parent Rep
- Coach/Manager
- Division Convenor
- Appropriate Director
- League Vice President/Discipline Committee

- Executive/Board of Directors

Any team issue or concern brought forward to the Board of Directors which has not gone through this protocol will be redirected in that matter. The first contact should be the Parent Rep. When an issue or concern has not been addressed in a timely manner, it is then appropriate to respectfully contact the next level of responsibility. Should the issue reach the Vice President of HMHA, a Discipline Committee may be convened to address the situation. Any issue reaching this level must be reported to the Board of Directors at the next meeting.

10.3 Use of the HMHA Name or Logo

- (a) Use of the name and logo or any combination of either "Hespeler Minor Hockey", Hespeler Minor Hockey Association", abbreviations including the acronyms (HMH or HMHA), Hespeler Shamrock(s), Hespeler or Shamrocks on team apparel which include, but is not limited to, any jersey type, hats, toques, t-shirts, sweaters, jackets, war-up suits, mittens, pucks, sticks, stickers, jersey bags, and equipment bags must be approved by the Board of Directors, unless it is used/supplied by an approved HMHA vendor.

10.4 Team Websites

- (a) All HMHA teams shall utilize the HMMHA website and associated tools for the development of team websites. No team shall develop their own website outside of the existing Association framework and website platform.

11.0 **OFFICIALS**

11.1 Off Ice Officials

- (a) Teams are responsible for arranging timekeepers and scorekeepers. One (1) timekeeper will be used for Tyke, Novice, and Atom. Two (2) will be used for Peewee, Bantam, and Midget.

11.2 On Ice Officials

- (a) In Representative hockey a three (3) Official System will be used for Minor Peewee up to Minor Midget.
- (b) In Local League hockey a three (3) Official System will be used for Bantam and Midget. A two (2) Official System will be used for Peewee and below. No Officials will be used in Initiation program.

12.0 **SUBSIDIZATION**

12.1 Courses

- (a) HMHA will cover the cost of coach and/or trainer certification clinics hosted by the association ONLY. HMHA will also cover the cost of any required online coach and/or trainer certification course. In the event that HMHA does not host a certification clinic in a particular category or the HMHA hosted clinic is full, HMHA shall cover the cost of such clinic in the amount of the course fee only. (Transportation or hotel costs will not be covered).
- (b) Course fees will only be reimbursed for current season team staff members only.
- (c) Reimbursement requests must be submitted prior to signing up for a course not hosted by HMHA. All reimbursements must be submitted to and approved by the Development Director and once approved will be forwarded to the Treasurer for reimbursement.
- (d) All reimbursement request must be submitted using the approved HMHA form found in the HMHA website Forms Library.
- (e) HMHA does not cover the cost of obtaining a Police Record Check.

12.2 Executive

- (a) All Board of Director members attending the OMHA AGM will have associated fees covered by HMHA.

13.0 FUNDRAISING

13.1 Team

- (a) For the purposes of this Fundraising Policy, a Team shall refer to all individuals, either as a whole or individually associated with a HMHA team. This includes all coaches, assistant coaches, trainers, managers, players and players' families.
- (b) All teams must receive approval from the HMHA Fundraising/Sponsorship Director **before** the team fundraising events take place.
- (c) Teams shall be limited to a maximum of four (4) fundraising events per season. A season is defined as the period of time, starting June 1 and ending March 1.
- (d) Any fundraising that requires a license must name the HMHA Fundraising/Sponsorship Director on the application.
- (e) No fundraising activities involving the direct solicitation of donations in the name of HMHA or a HMHA team may be conducted.
- (f) In accordance with OMHA regulation 2.10 any proposed fundraising events surrounding the sale of alcohol or tobacco products will not be permitted.
- (g) Standard or recommended pricing lists provided by a product supplier for a fundraising activity shall not be modified or have the pricing altered in any manner.
- (h) All fundraising/sponsorship communications materials must be approved by the Fundraising/Sponsorship Director prior to its usage. This includes, but is not limited to such items as letters, invitations, notices, cards, photos, signs and flyers.
- (i) Any team found to be conducting an unauthorized fundraiser or contravening this Fundraising Policy shall be subject to the following disciplinary action:

First Offence:

- Suspension of the team Head Coach and Manager for three (3) games.

Second Offence:

- Suspension of the team Head Coach and Manager for the remainder of the season.

14.0 SPONSORSHIP AND PHOTOGRAPHS

14.1 General

- (a) The Sponsorship/Fundraising Director shall arrange for sponsorships for each Local League team.
- (b) The sponsor shall be notified of the name of the team, the league and the arena where they will be playing and be provided with a copy of the team's schedule.
- (c) Sponsorship of a team does not entitle a representative of the sponsor to any official capacity with the team.
- (d) Travel teams will be responsible for obtaining their own sponsors. A Do Not Call List of Local League Sponsors will be issued to all Travel teams at the conclusion of tryouts to avoid duplicate sponsorship.
- (e) Travel teams will be required to submit a Sponsorship Fee to HMHA by October 31st of each season. Sponsorship Fee to be determined by the HMHA Board of Directors. The number of sponsors which can be obtained by a Travel team is unlimited, provided the sponsor is not on the Do Not Call List.

- (f) Receipts for sponsorship will be issued by HMHA, up to the amount remitted to HMHA, up to the amount remitted to HMHA. (i.e. Total amount of Local League Sponsorship Package or Total of Travel Sponsorship Fee remitted to HMHA).

14.2 Photographs

- (a) Local League and I.P. Sponsors shall be given a team picture in the form of a plaque or equivalent in appreciation for their sponsorship, which will be proved by HMHA. This will be arranged through the Association Photographer and the Purchasing Director.
- (b) Tenders are sent out to photographers for team pictures to ensure HMHA is providing the most cost-effective solutions. This cost is the responsibility of the members. This will be coordinated by the Purchasing Director.
- (c) Photographs shall be taken of all teams. All coaches shall cooperate fully in the arranging for his/her team to be prepared at the given time to have photographs taken.
- (d) Absenteeism from team photographs is an individual responsibility. The HMHA or the Photographer shall not incur any additional costs in digitizing players in to the original team picture. The individual is responsible for those costs and cannot presume to proceed with this without team approval.
- (e) No nicknames shall be used in any league publication

14.3 Wineries, Brewers, Tobacco

- (a) As per OMHA guideline 2-10(c); Breweries, distilleries, or wineries shall not sponsor any team in the OMHA. No team will display, or will allow to be displayed, any advertising of a brewery, distillery, or winery in relation to the team.

14.4 Dollar Guidelines

- (a) The Association will offer a Local League package at a set value to be determined by the HMHA Board of Directors annually.

Guiding Principles:

- Sponsor bars are to be on team jerseys by November 1st, or as soon as possible, depending on sponsorship received.
- The exposure for Local League sponsors will include but not be limited to: an advertisement in the Tournament Program, an ad on the HMHA website, listing on arena Sponsor Board, Sponsor Bars on jerseys.

14.5 Sponsor Bars

- (a) The Association will allow only one (1) sponsor bar per Local League team jersey.
- (b) The Association will allow only one (1) sponsor bar per Travel Team jersey. Travel teams are permitted to have differing sponsors on Team jerseys.
- (c) Sponsor Bars are to be sewn onto the jerseys at the top of the jerseys.
- (d) Sponsor bar colours will be a follows:
- a. Home jerseys will have a beige background with green lettering
 - b. Away jerseys will have a green background with beige lettering
- (e) Sponsor Bars to be produced through an HMHA approved vendor.
- (f) Sponsor bars for Local League teams will be provided by HMHA.

- (g) The cost to sew Local League sponsor bars on jerseys will be reimbursed by HMHA.
- (h) Travel Teams are responsible for all production and sewing costs related to their sponsor bars. HMHA will not reimburse any of these costs.

15.0 SELECT TEAMS (ATOM AND ABOVE)

15.1 Select Teams

- (a) The Board of Directors must approve all Local League Select Teams and programs prior to these teams being established to ensure fair and adequate ice time is available. Each group Convenor or Team Manager is responsible to the OMHA Representative to ensure travel permits, qualified Coaches, certified Trainers and team rosters are in place. Travel Permits are required for all Exhibition Games and Tournaments played in any facility in the City of Cambridge and all out of town facility whether indoors or outdoors. Permission is required from both the Ice Scheduler and the Director of Hockey Operations.
- (b) Select teams will adhere to all OMHA Select Team Rules. Each team must have a carded Coach and Trainer. All ice used by these teams will be paid for by the team (regular youth ice rates). The team is to be fully self-sufficient and no Association subsidization will be given.
- (c) No games to be played unless approved by the OMHA Representative and the Local League Director. Teams are permitted to play no more than two (2) games per calendar month. Select Teams will be permitted to add one (1) additional practice time per calendar month. Refer to 9.3 (b) for this process.
- (d) A player's first responsibility is to their Local League team. All games within the Local League take precedence over any Select games. The participation of any player in any Select game or practice which conflicts with any Local League game may result in the suspension of that player by the Disciplinary Committee.

16.0 GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITION GAMES, PRACTICES

16.1 Local League Tournaments

- (a) Hespeler Local League teams must participate in the Hespeler House League Classic Hockey Tournament if their age division is available. The team entry fee discount allowance will be determined yearly and will apply to this tournament. The entry fee balance due will be invoiced in January by the Association.
- (b) Each team will appoint a Tournament Coordinator to assist the Tournament Director with preparation of this organization event. They will also be responsible to coordinate their team's volunteer responsibilities throughout the tournament. Each team will be expected to provide volunteers as per the specific needs of the tournament. If a team fails to provide the required volunteers, the full tournament entry fee (no discount allowance) will be applied and the team may be charged additional costs as required to fill the tournament staffing vacancies.
- (c) If a team does not participate in the Hespeler House League Classic Hockey Tournament where their age division was available, the team will not be given approval to enter any other tournament for the remainder of the playing season.
- (d) The participation of any Local League team in a House League/Local League tournament must have the approval of the Local League Director and OMHA Representative.
- (e) Participation may in no way interfere with regular Local League games. If teams are interested in participating in a tournament, they must make the request before November 30th for the proper forms to be completed in time.
- (f) HMHA does not provide teams with funds to enter tournaments. Upon request, HMHA may advance teams a tournament fee. Teams will be invoiced for such tournament advances later in the season and will be fully responsibly for payment of the tournament fee back to HMHA.

16.2 Day of Champions

- (a) A Day of Champions will be run for all non-representative travel teams. This will be coordinated by the Local League Directors and Group Conveners.

16.3 Two (2) Goalies in Local League

- (a) Each Local League team in Atom, Peewee, Bantam and Midget will have two (2) goalies where possible. No player will be given exclusive right to be the only goalie on a Local League team despite the fact he/she may have experience or his own equipment.

16.4 Fair Ice Time

Coaches will provide all players, regardless of ability, with an equal opportunity to participate in both regular season and playoff games. All Coaches are strongly urged to maintain the following rotation schedule:

- 15 Skaters – 3 Forward lines, 3 Defense pairs
- 14 Skaters – 3 Forward lines, 5 Defense rotated (1,2) (3,4) (5,1) (2,3) (4,5)
- 13 Skaters – 3 Forward lines, 2 Defense pairs or 3 pairs of Wingers, 2 rotating Centers, and 5 rotating Defensemen
- 12 Skaters – 2 Forward lines, 3 Defense rotated or 3 Forward lines, rotating Centers, 2 Defense pairs
- 11 Skaters – 2 Forward lines, 5 Defense rotated or 2 Forward lines, rotating Centers, 2 Defense pairs
- 10 Skaters – 2 Forward lines, 2 Defense pairs
- 9 Skaters – 2 Forward lines, 3 Defense rotated
- 8 Skaters – fair and equitable rotation
- 7 Skaters – fair and equitable rotation

NOTE: The word Skater as used above does not include goaltenders.

The Convener, after one warning, has the authority to request that the referee assess bench penalties, remove the Coach or player from a game, and may recommend further action by the Disciplinary Committee, including suspension, should the rules above be ignored by a Coach or player.

16.5 Playoff Bus

- (a) All HMHA Travel teams will be responsible for covering all costs for any bus rentals whether they be for regular season or playoff games. These costs should be built into the individual team budgets for the season. It is recommended that all teams that will be travelling to Owen Sound make allowances for bus travel as part of the team budget.

16.6 Travel Team Tournaments

- (a) Hespeler Travel teams must participate in the Hespeler Olympics if their age division is available. The Travel team entry fee discount allowance will be determined yearly and will apply to this tournament. The balance due will be invoiced in January by the Association.
- (b) Each team will appoint a Tournament Coordinator to assist the Tournament Director with preparation of the Hespeler Olympics event. They will also be responsible to coordinate their team's volunteer responsibilities throughout the Olympics. If required, each team will be expected to provide volunteers as per the specific needs of the tournament. If a team fails to provide the required volunteers, the full tournament entry fee (no discount allowance) will be applied and the team may be charged additional costs as required to fill the tournament staffing vacancies.
- (c) Tournament Request forms must be approved by the HMHA Ice Scheduler prior to submitting the tournament application. The deadline for submission to the Ice Scheduler is October 1st of the current season to allow time for rescheduling of games.

- (d) Upon approval, the team Manager is to submit approved forms to the Treasurer for a cheque to the host association. This amount is considered a cash advance. The team is responsible for complete reimbursement to HMHA by January 31st of the current season.
- (e) Teams may enter up to two (2) tournaments prior to December 31st. This does not include Early Bird tournaments, their Association tournaments or Silver Stick Finals participation.
- (f) All teams are subject to OMHA guidelines with regards to tournaments during playdowns. In addition, no HMHA team may enter a tournament between January 1st and the conclusion of the 1st round of the OMHA Playdowns.
- (g) Preston International Tournament – HMHA must request approval from TCMHL for exemption to play in the Preston International Tournament. Should the exemptions be granted, and a team wish to participate in the tournament, it will count as one (1) of their permitted regular season tournaments (no exceptions).
- (h) It is the responsibility of the Head Coach to ensure that no players are unable to attend any tournaments fund to financial restrictions and that the team fund is used to cover those costs.

16.7 Special Events

- (a) Any on or off ice event that involves or represents HMHA or HMHA team or teams or its members (Rep, LL, or Select) requires prior approvals by the appropriate Board or Board Members. It is the responsibility of a team official as listed on the approved OMHA roster to apply in writing to the Director of Hockey Operations outlining the scope of the event. A reasonable amount of time must be allowed for a review and consideration for an approval.

16.8 End of the Season

- (a) The current playing season for all HMHA shall end March 31st or the last game played, whichever occurs first. The only exceptions are teams that have not completed OMHA Playdowns, Tri County Championships or are still competing in the OHF's in the current season. If either of these situations arise, approvals are required from both the Ice Scheduler and the Director of Hockey Operations with at least thirty (30) days prior notice or request, whichever is applicable.
- (b) Teams will be provided with one (1) practice at the conclusion of the team's season. Additional ice time beyond the last practice will be at the team's own expense. This include practices for any end of season tournaments that occur beyond the team's last allotted practice.

Due to Insurance Regulations, Association teams are NOT permitted to participate in parent/player games under HMHA's booked ice.

16.9 Exhibition Games

- (a) Representative teams will be allowed a maximum of two (2) exhibition games throughout the regular and playoff season. Games are subject to approval of the Director of Hockey Operations and the Ice Director. Teams will be responsible for ice and referee costs for a home exhibition game.

16.10 Shared Practices

- (a) All travel teams will arrange four (4) shared practices with the either the team above or the team below prior to December 31st of the current playing season and submit these dates to the Development Director.

17.0 OLYMPICS TOURNAMENT

- (a) Along with the Association Treasurer, an Olympic budget will be prepared and presented on or before the November Board of Directors meeting. A simple majority vote shall constitute approval. Changes to the approved budget must be approved by a simple majority vote of the Board of Directors.

- (b) A final report and financial statement must be submitted to the President by March 15th, for review at the April Board of Directors meeting.

18.0 APPENDIX

18.1 Local League Convenor Job Description

- To ensure that the spirit and intent of the HMHA Constitution is followed.
- To distribute a copy of the Rule of Operation, OMHA Manual of Operation and other information deemed necessary to Coach as these materials are available
- To chair both the team (player) selection meeting of Coaches and the Division Balancing Meeting, and intervene or direct as required
- To ensure that player registration forms are completed for each player within the division (no players who are not properly registered are playing).
- To make sure that all games commence and end on time where possible
- To ensure that no travel games are curfewed, the division is to start their games late and shorten them. The convenor is to coordinate with the Ice Scheduler to have that time replaced as soon as possible.
- To report any serious breach of the Rules, Regulations, Bylaws or Policies to the Local League Director.
- To provide the Local League Director with a written incident report when requested
- To provide the Local League Director, and Board of Directors with any suggestions regarding Rules, Regulations, Bylaws or Policy changes
- To try to ensure that Referees and timekeepers are on hand prior to the start of each game to report to the Local League Director when referees do not show up or are late. In the case of Referees or timekeepers not being available at game time, the Convenor could ask the Referee or timekeeper from the preceding game to remain.
- Check game sheets before games. Verify them after the game, and ensure that all suspension penalties are relayed to the players and coaches

18.2 Head Coach Job Description

- Oversee and be responsible for all aspects of the day-to-day operation of the assigned Hockey team, ensuring that the objectives of the Association as stated in the Rules of Operations, Bylaws, Harassment and Abuse Policy and Constitution of the HMHA and the Manual of Operations of the OMHA are met. Be a spokesperson for the team and represent the team at all meetings and functions
- This position requires a Level of Certification as stated in the OMHA Manual of Operations. The position will report to the OMHA Representative. Local League coaches will report to their division Convenor and they in turn report to the Local League Director. Performance will be reviewed and evaluated at the end of the season

Coach as a Leader

- Seasonal Goals and Objectives – establish seasonal goals and objectives for the team
- Be a role model for your players about appropriate behavior towards officials, other coaches and other players.
- Develop leadership abilities in your athletes (e.g. encourage athletes to lead drills in practice, mentoring)
- Meet with parents of athletes at least three (3) times per year, and at the preseason meeting outline philosophies, ice time, fair play, playing time and other important aspects of your plan
- Demonstrate a sincere effort in helping each athlete to maximize his or her potential

Coach as a Teacher

- Teach the necessary hockey skills for the age group as outlined in the NCCP Coaching Course
- Develop a seasonal plan
- Teach skills using the proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the Coach and player before the required behaviors will be consistently demonstrated in game play
- Teach more than just hockey skills

Coach as an Organizer

- Plan effective practices (seasonal plan should include practice plan)
- Select support staff that meets the Association standard and approval and will provide maximum benefit to you and players
- See the assistance of the parents of the players in running the activities of your program (e.g. team or parent liaison)

Risk Management

- Review safety action plan for team with Trainer
- Ensure that all ice and dressing room activities have adult supervision
- Report any arena deficiencies to the Board
- Review player equipment on a regular basis for defects and advise parents accordingly
- Monitor rehabilitation of injured athletes and ensure medical clearance to return to play
- Report any player abuse to Executive
- Maintain communication with Executive, to ensure that Association can assist in the resolution of difficulties at an early stage, and improve overall hockey program on an ongoing basis

18.3 Manager Job Description

- Oversee and be responsible for all aspects of the day-to-day operation of the assigned Hockey Team, ensuring that the objectives of the Association as stated in the Rules of Operation, Bylaws, Harassment and Abuse Policy and Constitution of the HMHA and the Manual of Operations of the OMHA are met. Be a spokesperson for the team and represent the team at all meetings and functions

Manager's Responsibilities

- The Manager is responsible for the administration of the team and will take direction from the Coach and Convenor
- The Manager is responsible for ensuring all players and coaching staff are listed on team rosters. If the team is without a Manager this responsibility falls to the Head Coach. Rosters must be submitted to the League Convenor two weeks after the completion of tryouts
- Once team registration lists/forms have been submitted, no player may be added or released from the team roster without prior approval of the OMHA Representative
- The Manager will always have available; all approved Hockey Canada cards and Official OMHA Approved Team Roster. This should be maintained in a team binder
- The Manager will assist the Coach and Trainer to ensure that players only participate in on-ice activities with CSA approved equipment and in full equipment in accordance with the HMHA, OMHA and HC regulations
- The Manager will compile and distribute a name, address and phone number list of all players and coaching staff to all team members/parents
- The Manager will assist the Coach as required in the distribution of team sweaters and any hockey equipment and will ensure they are returned at the end of the season in good condition
- The Manager will ensure all sponsor bars, patches and player name bars if required are placed on team's sweaters in an appropriate place, as determined by the HMHA Equipment Director and will ensure they are stitched in a manner that will not damage the sweater
- Parent/Coach information sessions are to be arranged as early as possible in the season to advise parents of the Coach's program, Codes of Behavior, tentative tournament schedule, fundraising activities, dress code for players and volunteers required for the season, etc. The session is to provide parents with an overview of what to expect both program wise and financially over the season and to welcome their input and participation
- The Manager or designate will arrange all fundraising activities and team activities in conjunction with Coaches, Players and Parents
- The Manager at the discretion of the Coach will make necessary arrangements for any exhibition games, tournaments and any team activity during the season

- Ensure the players and parents are informed of all team activities with as much lead time as possible to minimize conflict with other obligations

18.4 Assistant Coach Job Description

- Support the Head Coach in overseeing all aspects of the day-to-day operation of the assigned Hockey Team. In the absence of the Head Coach the Assistant Coach shall assume his/her responsibilities. The Assistant Coach has a shared responsibility for the safety and development of players

Assistant Coach Responsibilities

- Support the objectives of the Head Coach and actively participate in the on-ice instruction
- Familiarizing themselves with all the job parts listed for Head Coach and provide support accordingly
- Assist in ensuring the objectives of the Association as stated in the Rules of Operation, Bylaws, and Constitutions of the HMHA and the Manual of Operations of the OMHA are met
- Teach the necessary hockey skills for the age group
- Understand and assist in executing the seasonal plan
- Teach skills using the proper sequences and progressions
- Teach skills using understandable language
- Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the Coach and player before the required behaviors will be consistently demonstrated in game play
- Teach more than just hockey skills

18.5 Trainer Job Description

- The Trainer's primary responsibility is to ensure that safety is the priority at all times during all hockey related activities, both on and off the ice. Trainers must play a leadership role in enhancing the safety of players and all others involved in minor hockey

Trainer's Code

- The Trainer should adhere to the Objectives and Policies of the Hockey Trainer's Certification Program and the HMHA and its Rules of Operation and By-Law and decisions
- The Trainer should not condone, encourage, engage in or defend unsportsmanlike conduct or practices
- The Trainer should strive to achieve the highest level of competence and education as possible
- The Trainer should use only those techniques and practices, which they are qualified and authorized to administer
- The Trainer should never intentionally mislead or lie about their qualifications, education or professional affiliations
- The Trainer must not practice or permit discrimination basis on race, sex, age, religion or national origin
- The Trainer should abide by the recognized format of the HTCP and not vary from that format

Trainer's Responsibilities

- The Trainer shall maintain all medical information/records on each of the players and will establish an EAP (Emergency Action Plan) in case of an emergency
- The Trainer will ensure that the required accident/injury report are completed and is responsible for certifying that injured players only return to play with the appropriate signed medical authorization
- The Trainer will monitor physical conditioning to ensure it is consistent with the level of play and ensure that players are physically conditioning to ensure it is consistent with the level for the level of play (i.e. small or physically undersized players should be watched for injuries and conditioning problems)
- The Trainer will check for properly maintained and fitting equipment.
- The Trainer will identify and report potentially dangerous situations that may lead to injury (i.e. ice surface, boards, dressing rooms)
- The Trainer must establish open communication between players, Coaches and parents
- The Trainer must strive for as much workable knowledge in the field of Athletic Training as possible

- The Trainer should promote healthy living standards
- The Trainer should set a sportsmanlike example for players, coaches and fans
- The Trainer must never leave an injured player alone
- Injury reports and Case report must be filled out by the trainer and submitted to the OMHA. All players returning to teams after injury must provide a doctor's note to provide medical clearance before participating in any game or practice

18.6 Parent Rep

- The Parent Rep shall act as a liaison between the Head Coach and the parents and between the League and the parents
- All concerns from parents regarding team issues should be directed to the Parent Rep in a mature and respectful manner
- Parents with questions or concerns must wait twenty-four (24) hours following a game or practice before contacting the Parent Rep. This cool down period allows one to gain perspective and to prepare their approach in a respectful mature manner. Failure to wait the twenty-four (24) hours can result in disciplinary action
- The Parent Rep must maintain a neutral position on all issues at all times to effectively manage the conflict resolution process. In most cases clarification or explanation is all that is required
- The Parent Rep shall assist the team Manager in distributing and collecting League/Team information such as medical forms, tournament schedules, etc.

18.7 HMHA List of Available Forms

The following is a list of HMHA forms available from the League website at www.hmha.ca. For other forms see the OMHA website.

- Coaching Application
- Coaches, Trainers, Speak-Out Clinic Registration Form
- Code of Conduct – Board of Directors
- Code of Conduct – Parents
- Code of Conduct – Players
- Code of Conduct – Team Officials
- Declaration of Right of Choice
- Hockey Canada Injury Report
- OMHA Incident Report
- OMHA Travel Permit
- Player Evaluation Sheet
- Player Medical Info Sheet
- Player Registration Form
- Request for Police Check Letter
- Request for Refund
- Residential Questionnaire
- Team Budget Template
- Tournament Registration Form
- Travel Waiver Form

18.8 Suggested Local League Team (Player) Selection Procedure

1. Player selection onto teams is a group process to be handled by the Coaches of a division, and to be overseen by the Convenor and/or the Local League Directors.
2. Each team is given a number via a draw.
3. Players are evaluated at the end of the season and/or at an evaluation session and given a rating between 0 – 5. Player's parents and Coaches in that division cannot evaluate
4. Place player names into groups, according to rating
5. Coaches draw a number for sequence of player selection
6. Coaches draw for sponsor name (if available)

7. If a Coach's son/daughter is in the rating group being selected, he/she will automatically be assigned to that team and that Coach will miss his next pick for that rating group
8. Coaches will keep selecting players per rating group until all players are selected
9. Coaches will then draw a team by number and adjust for Sponsor or Coach's child (within same group)
10. Final team determination is subject to any change which may be directed by the Sr./Jr. Local League Convenor or Executive

18.9 Team Balancing Meeting

1. The Division Convenor/Director should meet with all the coaches for discussion regarding balancing
2. There should, if at all possible, be a unanimous decision as to the balancing to be done. If a unanimous decision is not met, the Convenor shall decide on the balancing
3. If there is disagreement by anyone, the matter may be referred to the Local League Convenor for final decision
4. Balancing must occur prior to the 6th game of the regular season, unless there is an extension granted by the Local League Convenor