

PARIS MINOR HOCKEY ASSOCIATION



RULES OF OPERATION

Preface

The purpose of these rules is to enable
Paris Minor Hockey Association
To operate its hockey program
In a manner consistent with its mission,
Its bylaws, the regulations
Of governing bodies
and common sense.

**Safety and fair play,
On and off the ice,**

**Are critical to the success
of the hockey program.**

Paris Minor Hockey Association

Rules of Operation

Adopted by the PMHA Executive

January 13, 2012

FIRST REVISION: April 13, 2014

SECOND REVISION:

THIRD REVISION:

Table of Contents

Section 1	- Governance and Scope
Section 2	- Code of Conduct and Ethics <ul style="list-style-type: none">- Association code of Conduct- Code of conduct for directors- Coaches and Team Official's Code- Parents Code of conduct- Violation of code of conduct- Discipline committee- Sanctions for violation for code of conduct- Conflict of interest
Section 3	- Eligibility and Registration <ul style="list-style-type: none">- Residency- Birth Certificates- Registration Dates- Refunds- Insurance- Team composition
Section 4	- Equipment and Uniforms and Colors <ul style="list-style-type: none">- Approved Playing Equipment- Number of Sweaters- Return of Equipment- Logo and Colours- Team Apparel
Section 5	- Player Movement <ul style="list-style-type: none">- Underage Players- Affiliated Players
Section 6	- Conduct and Discipline <ul style="list-style-type: none">- Sanctions- Alcohol- Speakout<ul style="list-style-type: none">- Team Meetings (Philosophies)- Twenty-Four Hour Cool Down Rule- Confidentiality- Unsupervised Dressing Rooms- Female Player Dressing Room Policy- Shower Room Policy
Section 7	- Coaches/Managers/trainers <ul style="list-style-type: none">- Qualifications- Responsibilities of Coaches- Responsibilities of Managers- Responsibilities of Trainers- Coaches and Teams- Coaches and Parents- Budgets and Financial Statements- Selection of Coaches- Communication

- Pre-Skates
- Outside Instructors
- Tryouts
- Players release
- Coaches Forms

- Section 8 - Officials
 - Timekeepers

- Section 9 - Subsidization
 - Courses
 - PRC

- Section 10 - Revenue/ Tryouts
 - Fund-raising
 - Association
 - Team
 - Gate Try-outs
 - Lotteries, Bingo's

- Section 11 - Sponsorship
 - Wineries, Brewers, Tobacco
 - Team Sponsorship

- Section 12 - Games, Playoffs, Tournaments, Exhibitions

- Section 13 - On Ice Volunteer
 - Player/Volunteer
 - Equipment for on ice volunteer

- Section 14 - Directors and conveners
 - Directors and Positions
 - Committees
 - Forms

- Section 15 -Forms and permits
 - Coaching application
 - Fund raising approval form
 - Apparel Approval form
 - Coaching staff approval form
 - Player move to higher division request form
 - Refund application
 - Disciplinary committee forms

- Section 16 -OMHA forms and bulletins
 - AP Form
 - Travel Permit
 - On ice helper form
 - Injury Report
 - Return to play form
 - On ice helper equipment requirements
 - Coaching qualifications

1. GOVERNANCE

- 1.1 Paris Minor Hockey is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.

2. CODE OF CONDUCT AND ETHICS

2.1 Coaches and Team Officials Code

- a) The Paris Minor Hockey Association reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the association has been evident.
- b) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

2.2 Code of Conduct

The Paris Minor Hockey Association will follow all aspects of the OHF and OMHA Codes of Conduct including Harassment and Abuse definitions, policies and procedures. The PMHA Code of Conduct identifies the standard of behaviour which is expected of all PMHA members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and Employees involved in any and all PMHA activities and events.

The Paris Minor Hockey Association is committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the PMHA shall conduct themselves at all times in a manner consistent with the values of the PMHA, which include fairness, integrity and mutual respect.

During the course of all PMHA activities and events, members shall avoid behaviour, which brings the PMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

PMHA members and participants shall at all times adhere to the PMHA's operational policies and procedures, rules and regulations governing all PMHA events and activities and rules and regulations governing any competitions in which any member of the PMHA participates.

Members and participants of the PMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the PMHA shall refrain from comments, behaviours, or the use of electronic public forums such as Facebook / Twitter which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated and will be dealt with under the OMHA's Harassment and Abuse Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing all privileges,

which come with membership in the PMHA, including the opportunity to participate in PMHA activities and events, both present and future.

2.3 Executive Board of Directors - Code of Conduct

- a) We will adhere to all rules and regulations as put forth by the HOCKEY CANADA, OHF, OMHA and as identified in the PMHA Constitution, By-Laws and Rules of Operation.
- b) We will follow accepted rules of order when conducting Board of Director business.
- c) We 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.
- d) We will show fiscal responsibility in conducting the affairs of the association.
- e) We will set aside personal issues and focus on our role within the Board to provide the best amateur hockey program possible for all members of PMHA.
- f) We will comply with the PMHA Conflict of Interest policy.
- g) We 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.
- h) We will coordinate and support programs that train and educate players, coaches, parents, officials and volunteers.
- i) We will work to provide programs that encompass fairness to all participants and promote fair play and sportsmanship.
- j) We will respect game officials, coaching staff, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.
- k) We 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.
- l) We will demonstrate behavior conducive to being role models to the youth and families in our sport at all PMHA events, board of director meetings and committee meetings.
- m) We will respect, support and encourage each other to do the best job possible in our individual tasks and collectively as the Board of Directors.

2.4 Parents - Code of Conduct

- a) It is a policy of the PMHA to provide a safe and fun environment for children to play organized hockey.
- b) Let all participants play for the fun of the game and do not spoil your child or any other child's fun.
- c) Encourage your child to play by the rules and to enjoy the game.

- d) Respect all players, coaches, opponents, game officials and spectators.
- e) PMHA enforces a zero tolerance policy towards situations of harassment or abuse directed against game officials, players, coaches or spectators.
- f) Recognize that every member of the PMHA is a volunteer. Help and encourage all volunteers whenever possible to allow them to work to the best of their ability.
- g) Recognize and applaud good play by your child as well as members of both teams.
- h) 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 of its participants
- i) As per OMHA/Hockey Canada mandate, at least one parent or guardian, at the players registered address, will be required to complete the Respect in Sport - Parent Program as a condition of player participation.

2.5 Violation of Code of Conduct

- a) Should any person have concern of a violation of the Code of Conduct by any other association member including but not limited to a player, coach, manager, trainer, official, referee, parent or guardian, and they may seek to file a complaint with the PMHA Executive by signed, dated, written correspondence.
- b) If it is deemed by the President and / or Executive Vice-President and, where appropriate, the applicable Division Vice President that the matter could be dealt with through the communication protocol as outlined in section 6.1, all attempts must be made to do so prior to the matter going to the Discipline Committee unless a conscious decision has been made to bypass this as per section 2.5 d).
- c) If, after investigation by the President and / or Executive Vice-President and, where appropriate, the applicable Division Convener it is deemed that the matter has not or cannot be resolved through the communication protocols a referral of the matter to the Disciplinary Committee should proceed forthwith.
- d) If it is deemed by the President and/or Executive Vice-President that the incident is of a severe enough nature that it warrants direct review by the Disciplinary Committee, a referral of the matter to the Disciplinary Committee should proceed forthwith. Such incidents requiring direct referral may include but not be limited to any actions subject to criminal charges, violations of the OMHA Risk Management Harassment and Abuse Policy, or other Risk Management policies governing facilities in which an incident occurs, and any significant incidents in violation of the PMHA Code of Conduct including actions which threaten the health and well-being of another person.
- e) As per section 11.9 of the OMHA Risk Management Policy, the President, with agreement by the Vice-President, may take immediate, informal, corrective and appropriate disciplinary action in response to behaviour that in their view constitutes harassment or jeopardizes the safety of others, until the matter is heard before the Discipline Committee. This may include but not be limited to suspension from volunteer positions including executive duties, coaching, bench staff or parent rep, suspension from attending PMHA meetings and suspension from all PMHA activities. Should the President or Vice-President both not be immediately available, the decision may be made in consultation with a Divisional Convener. Documentation of

the event and reasoning for the decision must be maintained. Confidentiality of such minutes will be maintained under the direction of the Executive.

- f) In the event that an alleged offence is so serious as to possibly jeopardize the safety of others, the PMHA Executive may immediately suspend the alleged offender from all PMHA activities, pending an investigation of the complaint.
- g) All matters referred to the Discipline Committee will be managed according to subsection 2.6 Discipline Committee Process and be subject to Sanctions as per subsection 2.7

2.6 Discipline Committee

Matters coming before the Discipline Committee must be deemed by the President or Executive Vice President to be of such a serious nature so as to constitute a direct referral to this committee absent a preliminary investigation by the President or Executive Vice President, or, to be a situation which could not be reasonably resolved through other channels of communication or resolution.

- a) All meetings of the Discipline Committee will be in camera.
- b) Minutes of all Discipline Committee meetings will be maintained. Confidentiality of such minutes will be maintained under the direction of the Executive.
- c) All members of the Discipline Committee will be required to sign a Confidentiality Agreement regarding all matters that may come before this board.
- d) A quorum will be represented by three committee members, not including the President or Vice-President.
- e) Recommendations of the Discipline Committee will be made by consensus. **The President and Vice-President's agreement is not necessary for consensus.** If consensus cannot be reached, the matter will be referred to the OMHA.
- f) Membership of the Discipline Committee should include:
 - Chair – The PMHA Executive Vice President or President shall chair Discipline Committee meetings. If neither the President nor Executive Vice-President is able to chair due to unavailability, conflict of interest or requirement to present evidence, another member of the Discipline Committee shall chair. **The president and vice president's agreement is not necessary for consensus.**
 - Up to (3) three community members not currently a member of the PMHA, as appointed by the Chair
 - Up to (3) three PMHA members, as appointed by the Chair

A minimum of 3 committee members, in addition to the President and/or Vice-President are required to be present at a hearing.

2.6.1 The Discipline Committee will:

- a) Demonstrate a commitment to fairness and impartiality where, within reason, equal opportunity is given to all parties to present evidence.
- b) Investigate serious situations of alleged unacceptable actions by a player, coach, manager, trainer, official, parent and /or guardian, referee or any other member felt to be in violation of:
 - i. the PMHA Code of Conduct

- ii. the OMHA Harassment and Abuse Policy
 - iii. any other policies applicable to the players and members of the association at the time of incident
 - iv. any actions subject to criminal charges.
- c) Investigate incidents through any means necessary and reasonable but not limited to interviewing all parties to the complaint, witnesses and any other third party who may reasonably be thought to have evidence of value to the investigation.
- d) Recommend to the PMHA Executive within ten (10) days of the hearing date, any actions to resolve the issues and penalties to be levied such that the Executive will endorse such recommendations forthwith.
- e) Maintain accurate records of the review and recommendations of actions for all incidents brought before the committee.
- f) Annually submit to the Finance Committee a report of expenditures by the committee for the next fiscal year of the Association.
- g) Recommend policy amendments to the Executive regarding disciplinary matters.

2.6.1.1 When a matter is referred to the Discipline Committee:

- a) All reasonable attempts will be made to schedule the date of the meeting of the Discipline Committee no later than twenty one (21) days from the date of receipt of the complaint. This time frame should allow for appropriate investigation and attempts at resolution through other channels of communication or steps at resolution, followed by scheduling of the meeting.
- b) All Discipline Committee Members will be notified by the chair when a matter is required to come before the Committee. Those members attending the meeting will be provided with copies of the written letter of complaint and any other documentation regarding the incident. This may include but not be limited to written evidence submitted by witnesses, a report by the appropriate executive member of the investigation of the incident and all attempts at resolution through other communication channels.
- c) The Complainant and the Respondent shall be given notice of the date, time and place of the meeting and a copy of the letter of complaint by courier or registered mail. Where necessary, notification may be served in person.
- d) The Complainant and the Respondent may each bring up to (2) witnesses to give evidence. Witnesses shall be given notice of the date, time and place of the meeting and a copy of the letter of complaint by courier or registered mail. Where necessary, notification may be served in person. Application for additional witnesses may be made in writing within two (2) subsequent to the date of receipt of the notification of the hearing.
- e) The Complainant and the Respondent must notify the Discipline Committee of names of witnesses within two (2) days of receipt of notice of the hearing. Failure to do so will result in waiving of the right to have witnesses.
- f) At the Discipline Committee Meeting, evidence from each party will be given separately and without observation by others presenting evidence. Evidence

must be given in a concise and timely fashion. All parties must remain in a designated area until dismissed by the Committee, should further evidence be required. The Complainant will first be given opportunity to add any additional, pertinent information to their written complaint. This will be followed by presentation of evidence by witnesses for the Complainant. The Respondent will then be given the opportunity to provide evidence to their case, followed by evidence from witnesses for the Respondent. The Committee reserves the right to ask any person giving evidence to rejoin the hearing for further questioning.

- g) During the hearing, the Committee Members will be allowed to ask questions of all parties providing evidence, including questions stemming from evidence given by other parties.
- h) Evidence by Complainant, Respondent and witnesses may be given in person or may be submitted in writing; however written evidence must be certified by a notary public.
- i) All parties involved in a hearing before the Discipline Committee (i.e. complainant, respondent, witnesses) are expected to maintain fully confidentiality of the events of the proceeding. Any parties failing to do so will be subject to disciplinary action.
- j) After all parties have given evidence the hearing will be adjourned and the Committee will deliberate as to recommendations for submission to the PMHA Executive regarding any disciplinary actions, as per subsection 2.7.
- k) Recommendations by the Discipline Committee must be submitted to the Executive within 10 days.

2.7 Sanctions for Violation of Codes of Conduct

- a) As per Section 11.8 of the OMHA Risk Management Policy, the PMHA may discipline, sanction and / or suspend any team player, team official, local executive member or employee for contravention of the OMHA Code of Conduct.
- b) Sanctions may also be imposed on any player, coach, manager, trainer, official, parent and /or guardian, referee or any other member felt to be in violation of the PMHA Code of Conduct; the OMHA Harassment and Abuse Policy, or any other policies applicable to the players and members of the association at the time of incident; and any actions subject to criminal charges.
- c) Suspensions may be concurrent and / or consecutive to any imposed by the OMHA.
- d) All sanctions and / or suspensions assessed by the PMHA must be reported to their OMHA Regional Executive Member and the OMHA Executive Director.
- e) All sanctions and / or suspensions assessed by the PMHA will be sent to the individual in writing by courier or registered mail, signed by the President.
- f) In directing disciplinary sanctions, the following options may be considered, singly or in combination depending on the nature and severity of the issue:
 - i. Verbal Apology
 - ii. Written Apology
 - iii. Letter of Reprimand from the PMHA

- iv. Requirement for Counseling
- v. Removal of Certain Privileges of Membership
- vi. Temporary Suspension of Duties
- vii. Suspension of Membership
- viii. Expulsion of Directorship
- ix. Any Other Sanction(s) deemed appropriate.

- g) Recommendations to the Executive by the Discipline Committee may not be returned to the Discipline Committee. Appeal of recommendations made by the Discipline Committee may only be made to the OMHA.

2.8 Conflict of Interest

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

3.0 ELIGIBILITY /INSURANCE AND REGISTRATION

3.1 Residency

- a) PMHA players must reside within the area described by OMHA Residency Rule #18.
- b) The Executive shall set the date by which the selection of players must be completed in September.
- c) If in the opinion of a majority of the Executive, a minimum roster must be set for a rep/ae team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach via the first registrar before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- d) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping
- e) Players currently in transfer from other associations may not participate in PMHA activities until their transfer and registration is complete.

3.2 Registration of Players

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

<u>Series</u>	<u>Age as of December 31st</u>
Instructional	7 and under
Novice	8 and under
Atom	10 and under
Pee Wee	12 and under
Bantam	14 and under
Midget	17 and under

- b) The registration fee for each player grouping shall be based upon the budget.

- c) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request must be made in writing to the Executive outlining the reason for the request.

3.3 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.

3.4 Registration Dates

The Executive shall set registration dates and fees in June for the following hockey season. Registration procedures will be organised and co-ordinated by the Director of Registration.

3.5 Registration Fee and Refunds

- a) Registrations received after a date predetermined by the Executive, shall be subject to a \$100 administration charge, with the exception of new players to PMHA. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- b) Refunds will be granted according to the date the written application is received by the Director of Registration and the following table:

Up to September 30	-	90%
During the month of October	-	75%
During the month of November	-	50%
During the month of December	-	0%

No late charges will be refunded.

- c) Registrants that are not in good financial standing with PMHA will not be permitted to register until the matter is rectified.
- d) Players who are successful in making representative or AE teams will be subject to an additional Rep fee. The Rep fee shall be determined by the executive on a yearly basis. Rep fee refunds will follow the same format as registration refunds in 3.5 (b).
- e) All registration fees, including any associated representative team fees, must be paid in full by September 30, unless an agreement for an extension has been granted by the Association. Failure to pay fees will result in the player being prohibited from participation in any team events until restitution has been made.

3.6 Insurance

- a) The County of Brant, the P.M.H.A. 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 the P.M.H.A.

3.7 Team Composition

- a) The number of teams and team size will be directly reflected by the amount of registrants.
- b) The number of teams and sizes will be determined by the PMHA executive each season.
- c) Coaches must confirm the final team composition with the Association prior to first tryout.

4.0 EQUIPMENT AND UNIFORM AND COLOURS

4.1 Equipment

- a) All players are required to provide and wear full hockey equipment (including mouth guards) which will be current CAS approved and per current OMHA regulations. Directors, conveners, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably out fitted will not be allowed on the ice.
- b) PMHA has a limited supply of goalie equipment that registrants may sign out at the beginning of the season. It is the responsibility of the registrant to return all borrowed equipment after the final game or practice. A charge will be applied to the registrant for all unreturned equipment.

4.2 Official Colours

- a) The official colours of PMHA shall be: black, red, yellow and white

4.3 Team Apparel

- a) Team apparel must be approved by the Executive

4.4 P.M.H.A. Logo and Merchandise

- a) The use of P.M.H.A. logo is the property of Paris Minor Hockey Association. The logo may only be used with written consent from the Paris Minor Hockey Executive. All merchandise/apparel bearing the PMHA logo must be approved by PMHA executive. Approval form located in section 15

4.5 Number of sweaters

- a) Each Rep./AE and local league team will be provided with 1 set of home and one set of away jerseys.
- b) The jerseys will be signed out and supplied to the coach at the beginning of the season. All jerseys are to be kept and transported to games in the supplied jersey bag.
- c) It will be the coach's responsibility to return all jerseys to PMHA after the final game or practice for the season.
- d) To prolong the life of the association supplied jerseys the team jerseys are not to be worn at practice.
- e) Team jerseys provided by the Association are recognized as the official jersey and must be worn for all sanctioned games, including tournaments under the OMHA banner. Further, special permission must be obtained by the team in writing from the executive

should they desire to wear a jersey other than those supplied by the Association. Any additional jersey must meet all OMHA apparel requirements (Stop sign emblem on the back) and bear the team's official sponsor in an appropriate and visible location on the jersey

5.0 PLAYER MOVEMENT

5.1 Rep/Local League Player Movement

- a) Player's movement must require Convener/Parental/Player/Coach consultation and is given final approval by the PMHA Executive.
- b) No movement will take place after December 30th of current year.

5.2 Underage Players

- a) All underage players wishing to play at a higher level must complete the form located in the appendix. The executive will determine if the player will be eligible to play at the higher level.

5.3 Affiliated Players

- a) The coach or team manager is responsible for completing their teams AP list. The coach or manager must complete the OMHA AP form located on the OMHA website and submit the form to the PMHA registrar. There will be a limit of two submissions of lists per season and the final list must be received by December 20 of the current season. Once the form is submitted the player is not eligible until the coach or manager receives approval from the registrar. Each team is allowed a maximum of 19 AP players.
- b) AP players can be used:
 - a. when a regular player is sick or injured.
 - b. when a player is away.
 - c. when a player is serving a suspension
- c) AP players are not to be used.
 - a. To replace an active player.
 - b. To sit a player or reduce a player's ice time.
- d) All Local League players that are AP to a REP or AE team will be allowed to play a maximum of 5 regular season games with the higher level team. Local league players are allowed to play in tournaments and playoffs with the higher level team, the games in the tournament and playoffs do not count towards the 5 regular season games.
- e) There is no limit for the amount of games a player from a lower level local league team may play for a higher level local league they are AP to. The team the player is being AP to may not bring the amount of local league skaters to greater than 12.
- f) AE players that are AP to a rep team may play as many games as necessary for the higher level team until January 10 of the current season. After January 10 of the current season the AP player may only play a maximum of 5 regular season games for the higher level team. There is no limit for playoff games.
- g) Procedures for using AP players.

- a. the player must be approved as an AP to the higher level team.
- b. the coach or manager from the higher level team must contact the coach from the team that the player is being AP from to request permission to play.
- c. the coach requesting the AP player must contact the parents or guardian of the AP player to obtain permission.
- d. the coach from the higher level team must request permission from the AP player.
- e. both coaches must notify the respective division convenor the name of the player and the game or games the player will be participating in.
- f. AP players are to be marked on the game sheet with AP beside their name.

5.4 Allowing Affiliated Players to Play For Their Affiliate Team

- a) AP players must fulfill their obligations for games and practices to their own team before playing for the team that they are affiliated with.
- b) When there are no conflicts with games or practices a player should be allowed to play for their affiliated team.
- c) Disputes between the coaches regarding AP players will be resolved by the division convenor or the executive if necessary.
- d) Players are allowed to practice with their affiliated team pending there are no conflicts and are invited by their affiliated coach.
- e) Players being asked to AP outside of PMHA must have written approval from their rostered coach within PMHA and the coach from the team above within PMHA they could be AP to and the PMHA executive.

6.0 CONDUCT AND DISCIPLINE

6.1 Complaints and Sanctions

- a) Complaints or questions regarding the operation of the Association must be submitted, **in writing**, not by email to the President or Secretary.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- c) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
- e) Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- f) All complaints shall receive a written reply.
- g) Email communication be considered an "official document" as long as the following criteria are met:

1. The email is signed electronically (legal first and last name), dated and includes a contact number for the individual sending the communication
2. The email must be sent from a valid and identifiable account (ie – I.P. blockers not used to protect the integrity of where the email was sent from)
3. The electronic communication is to be printed and kept as a hard copy with the minutes of the meeting in which the matter arose.

6.2 Speak Out Policies

- a) Team Meetings – Each coach will have at least two team meetings with his team to explain Ice time, discipline, Team Rules etc.
- b) Twenty-Four Hour Cool Down Rule
- c) Confidentiality
- d) Unsupervised Dressing Rooms – All players under 18 years of age shall be supervised at all times.
- e) Female Dressing Room Policy
 - a. a female dressing room shall be supplied for all games and practices.
 - b. if a dressing room is not supplied it is the responsibility of the coach to request one from the arena staff.
- f) Shower Room Policy – Team staff, executives and referees shall not shower with players of any team. A lone personal should not be in the dressing room with players while they are showering or changing: two adults should be present together. Participants from competing teams or of vastly different age groups should never shower together.

6.3 Alcohol

- a) The use of alcohol before or during any team event is not permitted for all participants and spectators.
- b) This includes consumption of alcohol in dressing rooms or any location on the facilities property.
- c) If found violation of any of the above the matter will be forwarded to the PMHA disciplinary committee.

7.0 COACH/MANAGERS/TRAINERS

7.1 Selection of Team Coaches

- a) Application for coaching positions will be advertised for the up coming season.
- b) A Coaches Selection Committee will be formed in June to select rep and ae coaches. The committee will consist of an Executive member elected from the executive and three community members with extensive hockey/coaching knowledge. The Selection Committee members will be excluded from applying for a head coach position.
- c) The Coach Selection Committee shall:
 - a. Set a coaching selection criteria

- i. Convene meetings to select coaches for the respective representative and additional entry teams.
 - ii. Make recommendations for Executive approval on the appointment of
 - iii. Coaches for the respective teams
 - iv. Appointments are to be made as early as possible.
- d) All PMHA team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations. (see section 15)
- e) A person may not be the head coach of a Rep or AE Hockey team, Novice and up, for the majority of players for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the Paris Minor Hockey Association Executive.
- f) Local league coaches will be selected by the PMHA executive.

7.2 Selection of Trainers

- a) Trainers for teams shall hold a valid HTCP certificate and be approved by P.M.H.A.

7.3 Responsibilities of Team Officials

- a) Team officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the P.M.H.A., and OMHA.
- c) The Head coach of the team is responsible for forwarding a copy of the "Canadian Hockey injury Report" and the approval of "Returning to Play" to the respective Convenor and to the OMHA.
- d) All team officials require a police check for every new season.
- e) All team officials must attend and pass the Speak Out course provided by the OMHA.
- f) All coaching staff must obtain the required qualifications from the OMHA for their position and age group they are working within.
- g) See appendix for coaching qualifications.

7.4 Responsibilities of a Head Coach

- a) Be responsible for choosing team coaching staff and presenting a staff list to the PMHA executive for approval. (form located in section 15)
- b) Be responsible for organizing effective team practices. Make practices appropriate for the age division you are coaching.
- c) Making yourself familiar with PMHA and OMHA rules and manual of operations.
- d) Communicate with your division convenor regarding any questions or concerns.
- e) Set a good example to your fellow coaches, players and parents.
- f) Set seasonal goals and expectations for your team.

- g) Be respectful of referees and handle yourself in a professional manner.
- h) Communicate with your team and their parents on a regular basis.
- i) Obtain two parent representatives for your team.
- j) Ensure all on ice practices have proper supervision. All practices and games must have a minimum of 2 of the coaching staff members present. Ensure a trainer's kit is available for all on ice activities.
- k) Attend PMHA executive meetings as required
- l) Appoint an assistant coach your responsibilities in your absence.

7.5 Responsibilities of a Manager

- a) Assist the coaching staff as needed.
- b) Be responsible for organizing team meetings.
- c) Making yourself familiar with PMHA and OMHA rules and manual of operations.
- d) Communicate with your division convenor regarding any questions or concerns.
- e) Set a good example to your fellow coaches, players and parents.
- f) Be respectful of referees and handle yourself in a professional manner.
- g) Communicate with your team and their parents on a regular basis.
- h) Attend PMHA executive meetings as required

7.6 Responsibilities of an Assistant Coach

- a) Assist the head coach as needed.
- b) Making yourself familiar with PMHA and OMHA rules and manual of operations.
- c) Communicate with your division convenor regarding any questions or concerns.
- d) Set a good example to your fellow coaches, players and parents.
- e) Be respectful of referees and handle yourself in a professional manner.
- f) Ensure all on ice practices have proper supervision. All practices and games must have a minimum of 2 of the coaching staff members present. Ensure a trainer's kit is available for all on ice activities.
- g) Attend PMHA executive meetings as required

7.7 Responsibilities of a Trainer

- a) Assist the head coach as needed.
- b) Set up your Emergency Action Plan (EAP) with the coaches and parent volunteer.

- c) Practice and make everyone aware of the EAP and how it works.
- d) Attend to injured players as needed.
- e) Perform regular equipment checks for proper fit and damaged equipment according to the OMHA guidelines
- f) Making yourself familiar with PMHA and OMHA rules and manual of operations.
- g) Communicate with your division convenor regarding any questions or concerns.
- h) Set a good example to your fellow coaches, players and parents.
- i) Be respectful of referees and handle yourself in a professional manner.
- j) Ensure all on ice practices have proper supervision. All practices and games must have a minimum of 2 of the coaching staff members present. Ensure a trainer's kit is available for all on ice activities. Complete all player health profiles and keep with trainer's kit.
- k) Attend PMHA executive meetings as required

7.8 Team Budget

- a) Team officials are to create a team budget for their team.
- b) Team officials will present their budget to the parents for approval.
- c) Team officials will present their budget to the PMHA executive for approval.
- d) The team will appoint two individuals from the team to handle all team finances. The appointed individuals will provide at least one year end statement to the team. Teams financial statement must be made available upon request to the team and PMHA executive.

7.9 Communication

- a) Team parents are not to approach the coaching staff in a negative way prior or immediately after a game or practice. There will be a 24 hour cooling off period before addressing the coaching staff.
- b) Parents are asked to communicate problems or concerns with the parent representatives as a first step when problems or concerns arise.
- c) Parent representatives are asked to convey all problems or concerns to the coaching staff.
- d) If problems or concerns are not able to be solved within the teams themselves the coaching staff and parent representatives are asked to consult the division convenor.

7.10 Pre Season Skates

- a) All age division's pre season skates ice times will need to be approved and booked through PMHA. There will be a maximum of 4 skates per age division.
- b) All preseason skates must be made available to all current registrants in the division.

- c) There will be a maximum of 32 skaters and 4 goalies for each skate based on a first come first serve basis.
- d) Pre season skates must be run by a registered coach of PMHA with a minimum of 2 coaches on the ice. A registered trainer with PMHA must be in attendance of all skates.
- e) The individual running the skate will be responsible for reimbursing PMHA for the cost of the ice time.

7.11 Out Side Instructors

- a) The use of outside instructors will require the approval of PMHA.
- b) Outside instructors must follow the rules of PMHA and the OMHA.

8.0 Officials

8.1 Time Keepers

- a) P.M.H.A. will pay 2 timekeepers for all Rep/AE games and LL games in the Atom to Midget division; and will pay 1 timekeeper in the Tyke to Novice LL games with remuneration to be reviewed yearly.
- b) All Timekeepers must be active registered members of the association and volunteer at PMHA tournaments for timekeeping.
- c) Timekeepers must be a minimum of two years older than age group they are timekeeping for with the exception of midget.

9.0 Subsidization

9.1 Courses

- a) P.M.H.A. will reimburse coaches and trainers a maximum of \$65 per successful completion of all required OMHA courses taken within the current season.

9.2 Police Record Checks

- a) All bench staff including Coaches, Trainers, Assistant Coaches/ Trainers and managers requires Police Checks to be performed yearly.
- b) Applications are required to be signed and sealed by the corporation.
- c) Police checks will be distributed by the President to Head Coaches and will be returned to the President by the Head Coaches.

10. Fund Raising

10.1 Team

- a) Each team may fundraise but are limited to a maximum of two per season.

- b) Approval by P.M.H.A. executive is required prior to fundraiser moving forward. (form located in section 15)
- c) Any funds obtained without approval from P.M.H.A. executive will be submitted to the association.

10.2 Association

- a) Association fundraising will be determined on a yearly bases by the executive.
- b) PMHA will supply 2 door cards per family for all regular season Home games
- c) A gate fee for all playoff games will apply to both home and visiting teams.

10.3 Tryouts

- a) A fee for tryouts will be determined by PMHA prior to each season.
- b) Each player trying out will receive a minimum of two skates.

10.4 Players being released from tryouts.

- a) Coaches releasing players will release players in one of the following ways.
 - a. By way of letter handed to the player post tryout.
 - b. By way of phone call within a reasonable time frame.
 - c. In person face to face in a designated room.
- b) Coaches releasing players are asked to take into consideration the player's privacy and personal feelings.
- c) Coaches are not to advertise spaces remaining on the team or positions still available.
- d) Coaches are not to release players through the use of emails or texting.

11. Sponsorship

11.1 Wineries, Brewers, Tobacco

- a) Sponsorships will not be accepted from Wineries, Brewers, Tobacco or Gaming facilities.

11.2 Team Sponsorship

- a) Team sponsorship will be obtained through the secretary of P.M.H.A.

12. Games, Playoffs, Tournaments, Exhibitions Guidelines

12.1 Games

- a) All Southern Counties games Novice Rep/AE through Midget Rep/AE inclusive, must be a minimum of 10-10-15 stop time periods. A curfew game time must appear on the game sheet prior to it's signing by the team officials, and must be initialed by a team official

from each team. A complete game sheet shall consist of 3 periods and a minimum of 30 minute stop time play and curfew can only be invoked in the 3rd period.

- b) There is no curfew in Southern Counties play-off round robin, semi-final or championship games and this also applies to OMHA playoffs.
- c) Grand River Local League games must be a minimum of 10-10-10. If a curfew is necessary it must appear on game sheet signed and initialed by officials from each team.

12.2 Tournaments

- a) All Rep/AE teams must notify the PMHA Southern Counties Rep. and ice convener immediately upon acceptance to a tournament in order to accommodate scheduling conflicts. All Local League teams must notify our Grand River LL convener and ice convener upon acceptance to a tournament.
- b) All teams entering tournaments must give 2 weeks' notice to the registrar before obtaining their approved team roster.
- c) All teams must notify the ice convener when entering tournaments to accommodate scheduling conflicts.
- d) If entering a tournament outside of the OMHA organization a travel permit is required. Permits are available on the OMHA website and must be signed by the Paris Minor Hockey's OMHA association contact. Also be aware there is a fee that must accompany the form that is your team's responsibility.
- e) All PMHA teams are expected to enter PMHA organized tournaments before entering other association's tournaments.

12.3 Exhibitions Games

- a) PMHA will cover the costs for 2 home exhibition games per team for the current season. If a team would like to have more than 2 exhibition games, the team must pay the costs associated with the game including officials, timekeepers and ice cost. Your teams practice time may be utilized for exhibition games.
- b) All exhibition Games outside the OHF organization require a travel permit. Permits are available on the OMHA website and must be signed by the Paris Minor Hockey's OMHA association contact. Also be aware there is a fee that must accompany the form that is your team's responsibility.

13. Insurance

13.1 On-Ice Volunteer

- a) Coaches are to submit On-Ice Volunteer Insurance form (See section 15) to PMHA Registrar by no later than November 1 of the current season. On ice volunteers are not permitted to participate until they are insured.
- b) Mandatory Equipment requirements can be found in OMHA Memorandum, dated September 30, 2009. (See Appendix for Memorandum)

14. Directors & Conveners

14.1 PMHA Executive may consist of the following positions.

- a)
 - 1. Past president (if applicable)
 - 2. President*
 - 3. Vice President
 - 4. Treasurer*
 - 5. Secretary*
 - 6. Ice Convener
 - 7. Referee and chief
 - 8. Division conveners
 - 9. Registrar(* indicates mandatory positions)
- b) Depending on the size of the executive multiple roles may be assumed by the members with the exception of the president, treasurer and secretary.

14.2 Duties of a convener

- a) Duties of a convener are as follows.
 - a. Receive a list from the registrar of all the players and their contact information for division which you are convener of. Insure all mass emails recipients are BCC copied.
 - b. Contact all players in your division with representative team tryout dates and local league skate times.
 - c. Make sure rep coach has a list of the players for tryouts
 - d. Make sure local league coaches have a list of players for team selection
 - e. Attend rep tryouts confirming attendance.
 - f. Attend local league skates and organize on ice help.
 - g. Organize local league team selection
 - h. Confirm with local league coaches that they feel the teams are fair and have them initial roster.
 - i. Provide registrar with team roster including coaching staff.
 - j. Provide contact information of the players to the coaches
 - k. Assist coaches with questions and concerns
 - l. Familiarize yourself with PMHA and OMHA rules
 - m. Assist in teams resolving conflict and concerns
 - n. Act as correspondent between the coaches and the PMHA executive
 - o. Attend PMHA executive meetings as required.

15. Appendix

15.1 Forms