

ESSA MINOR HOCKEY ASSOCIATION



EMHA "INSIGNIA"

RULES OF OPERATION

October 2005

Revisions accepted: March 27, 2008

Revisions accepted: March 26, 2009

Revisions accepted: March 11, 2010

Revisions accepted: March 24, 2011

Revisions accepted: March 22, 2012

Revisions accepted: March 27, 2013

Revisions accepted: March 27, 2014

Revisions accepted: April 4, 2018

Revisions accepted: April 10, 2024

Essa Minor Hockey Association



Rules of Operation

Adopted by the Essa Minor Hockey Association

Nov 19, 2005 *VM*
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FIRST REVISIONS ACCEPTED: March 27, 2008

Mike Symes, President
Kim McNamara, Secretary

SECOND REVISIONS ACCEPTED: March 26, 2009

Kim McNamara, A/President
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THIRD REVISIONS ACCEPTED: March 11, 2010

FOURTH REVISIONS ACCEPTED: March 24, 2011

FIFTH REVISIONS ACCEPTED: March 22, 2012

SIXTH REVISIONS ACCEPTED: March 27, 2013

SEVENTH REVISIONS ACCEPTED: March 27, 2014

EIGHTH REVISIONS ACCEPTED: APRIL 4, 2018

NINTH REVISION ACCEPTED: APRIL 10, 2024

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1.0 GOVERNANCE

- 1.1 Essa 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.

2.0 CODE OF CONDUCT AND ETHICS

2.1 General

- a. All members and participants, involved in any and all EMHA activities and events, shall at all times conduct themselves in accordance with standards of behaviour set out in the EMHA CODE OF CONDUCT copy of which is attached hereto.
- b. The Executive reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the Association has been evident.
- c. Membership may be revoked at any time, to an individual who has been deemed by the Executive to be in contravention of By-Law Number One or the Rules of Operation. Such action shall only result after recommendation of the Executive Committee, and a majority vote of the Executive Committee.

2.2 Code of Conduct and Ethics

a. Coach's Code

All Coaches are expected to:

- i. do their best to demonstrate "Good Sportsmanship" at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
- ii. communicate with players, parents, officials, trainers, volunteers, and administrators honestly, generously, fairly and with integrity;
- iii. set attainable goals for the team and individual players while encouraging safety and fun for everyone;
- iv. lead by example, and respect the rules of the game;
- v. work continuously to learn more about the game and to improve their coaching skills;
- vi. pay attention to and consider changing social, family and economic environments that may influence the attitudes and behaviour of players.

b. Trainer's Code

All trainers are expected to:

- i. do their best to demonstrate "Good Sportsmanship" at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
- ii. do their best to protect the players; their safety shall be the trainers primary concern;
- iii. encourage good nutrition and physical fitness for all players;
- iv. strive to provide the highest standard of training appropriate to players' ages, strength, and skills and will seek medical advice whenever necessary;
- v. work to improve their skills as required.

c. Player's Code

All players are expected to :

- i. do their best to demonstrate "Good Sportsmanship" at all times, not defend or engage in actions on or off the ice, which are not consistent with good sportsmanship;
- ii. play and compete for their own enjoyment, as well as for their team and community;
- iii. have fun, make friends, improve their skills and play safely;
- iv. learn, understand and respect the rules of the game;
- v. respect the rights and consider the safety of other players, coaches, trainers, officials, administrators, volunteers and parents;
- vi. avoid drugs, tobacco and alcohol.

d. Parents /Spectator Code

All parents and spectators are expected to:

- i. do their best to demonstrate "Good Sportsmanship" at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
- ii. encourage their child to do his or her best, have fun and demonstrate good sportsmanship, how to win and lose gracefully and will lead by example;
- iii. help their child to understand and respect the rules of the game;
- iv. encourage their child to remember that he or she is part of a team and to work for the good of the team;
- v. respect the rights and feelings of officials, coaches, trainers, players, volunteers and administrators;
- vi. work to support, not undermine, their efforts.

3.0 ELIGIBILITY/INSURANCE AND REGISTRATION

3.1 Registration of Players

- a. Subject to registration numbers, the Association will operate player divisions for U7, U8, U9, U11, U13, U15, U18, U21. Following the age limits as defined in the OMHA Manual of Operations Regulation 3.1.
- b. Players must be registered in their proper age division and program. Transferring after registration from one division to another will be subject to Section 5.0 and Executive approval.

3.2 Registration Dates

The Executive shall set registration dates for the following hockey season. Registration procedures will be organized and co-ordinated by the Association Registrar.

3.3 Registration Fee and Refunds

- a. The Executive shall set registration fees for the following hockey season. Registration procedures will be organized and coordinated by the Association Registrar. 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 the area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- b. Players must be registered and fees paid in full before participating in any game, practice or try-out.
- c. A refund will be granted up until June 30th in the amount of 90% registration fees paid. After June 30th, a refund will only be considered on the basis of residential relocation or injury, as follows:
 - i. All players who leave EMHA before the end of the season, because of residential relocation, may apply in writing to the Treasurer for a return of fees. The amount of the refund will be governed by the date on which the written request is received and shall be calculated in accordance with the table at iv. below.
 - ii. Any player, who becomes medically unfit or receives an injury that prevents him/her from participating in minor hockey for the rest of the season, shall be entitled to a refund. The amount of the refund will be governed by the date on which the injury occurred or medical condition noted by a physician and shall be calculated in accordance with Table 1 at iv. below. The player must provide medical certification by a licensed medical practitioner in support of a refund request made on medical grounds.
 - iii. In the event of suspension or expulsion of a player, neither fee, nor part thereof, will be refunded, regardless of (i) and/or (ii) above.
 - iv. Refunds shall be calculated in accordance with Table I below, according to the date the written application is received as follows:

Table I

Up to September 30	90% of the registration fee paid will be refunded
During the month of October	75% of the registration fee paid will be refunded
During the month of November	50% of the registration fee paid will be refunded
During the month of December	0% of the registration fee paid will be refunded

- d. Families registering three (3) or more players will receive a \$50 refund on the third player registered.

3.4 Insurance

- a. The Town of Angus, Canadian Forces Base Borden and the EMHA 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 Hockey Canada insurance program described in the OMHA Manual of Operations shall cover all players and officials of the EMHA.

4.0 EQUIPMENT AND COLOURS AND INSIGNIA

4.1 Equipment

- a. All players are required to provide and wear full hockey equipment that will be current CSA approved and per OMHA regulations, latest issue. EMHA will provide goalie equipment for U9 and below if needed. Any player not suitably outfitted will not be allowed on the ice.
- b. Excluding goalies, hockey gloves, pants and helmets worn by EMHA Rep Team players will be mostly black.

4.2 Colours

The official colours of EMHA shall be determined by the Executive Committee. Once determined, these colours must remain in effect for a period of not less than five (5) years. The present colours (black, red & white) were established in 2003. *(before 2003, the official colours were those of Chicago Black Hawks 1993-2003).*

4.3 Insignia

The EMHA insignia, a copy of which is located on the cover page attached hereto is deemed the property of EMHA. No one may use EMHA "Insignia" for any reason unless approved, in writing, by the Executive Committee.

5.0 PLAYER MOVEMENT

5.1 General

- a. All players interested in playing Rep hockey must register for the Centre in which they reside, in accordance with the OMHA Manual of Operations
- b. With respect to EMHA Local League Teams, no movement will take place after team balancing has been completed unless in extreme circumstances. In which case, a request may be submitted to the Local League contact to be brought to the Executive for a final vote. The result of this vote will be final.
- c. No player may be transferred without the approval of respective Contact.
- d. If a Rep player terminates his participation of his own volition, after the league starts, and wishes to move to Local League he must have approval of the Executive. Please note that a position may not be available on the team the player wishes to move to due to player number considerations/restrictions.
- e. Local League player movement for team balancing will be at the discretion of the Local League Contact and the Executive.

5.2 Underage Player Movement

- a. This section applies only to players moving up one age group to compete for or play on a Representative Team.
- b. In order to be successful at the higher level, the player must be rated within the top five (5) selections for the Representative Team. If the player is unsuccessful with the advanced age group, they shall remain eligible to try out for the team of his/her age category.
- c. in the case of an underage goaltender, the evaluators will determine whether the goaltender is successful in their try-out attempt. If unsuccessful with the advanced age group, the goaltender shall remain eligible to try out for the team of his/her age category.

- d. Players trying out for a Representative Team one level higher than their substantive age category are not eligible to participate in tryouts for, or play on Additional Entry Teams of the above age group.
- e. Any player who wishes to try out as an underage player for a Rep. Team must concurrently try out in his own age group.
- f. If players are of equal ability, and one is under-age, the player who is the proper age shall be selected over the under-aged player.

5.3 Permanent Player Movement (Release) - Right of Choice Players only

- a. Any Player Release must be signed by the Association President and Secretary.
- b. The President, in consultation with members of the Executive, may at their discretion, initiate and action a Player Release for any reason, which they deem, is in the best interest of the Association.

5.4 Affiliated Players (AP)

All player affiliation to teams shall be in accordance with, and must meet the requirements of the OMHA Manual of Operations.

- a. Requests to A/P a player must not take place prior to October 15th (provided all coaches have been selected). After which a meeting will take place with the OMHA Contact, Local League Contact and the Association Head Coach to finalize/approve all requests.
- b. All teams wishing the use of affiliated players must complete an OMHA Affiliated Player form for each player they wish to AP. The form must be signed by the Team Head Coach, the Affiliated Player's Registered Team Coach, and the Parent/Guardian. In the signing of this form, the Registered Team's Head Coach has given consent for this player to play as an Affiliated Player. On completion of the form, it is to be provided to the Registrar.
- c. Once signed and on the official roster, Players may play as affiliated players provided it does not interfere with regular scheduled games, practices, team events, tournaments, or playdowns and travel time of their registered team.
- d. Each player may only be affiliated with one team.
- e. Local League coaches shall only use A/Ps where the number of skaters (excluding goalies) available from his/her team, for any given game, is less than their rostered number
- f. A back up goalie may be A/P'd. The A/P'd goalie may never start the game in place of the rostered goalie unless the rostered goalie is absent, injured, unavailable or with consent from the OMHA.

6.0 COMPLAINTS

6.1 Complaints and Sanctions

- a. Complaints or questions regarding the operation of the Association must be submitted, in writing, to the Secretary to be forwarded to the proper executive member.
- b. Written complaints and questions received shall be included in the agenda of the next meeting of the Executive provided that they are received at least one week prior to the meeting to allow sufficient time for a full investigation before the meeting. If submitted closer to the meeting date, the Executive reserves the right to table the complaint/question until the next meeting. In this case the Secretary will inform the complainant within 48 hrs.
- c. Discussions of complaints of a sensitive or personal nature at an Executive Meeting will be kept confidential.

- d. All complaints shall receive a written reply.
- e. Complaints about team issues/operations must be submitted to the team manager.
- f. In the event that the issue is with the team manager, the complaint is to be sent to the association head manager and secretary.

7.0 COACH SELECTION & TEAM OFFICIALS

7.1 Selection of Team Coaches

- a. Applications for coaching positions will be called annually, by the Association Head Coach, for the upcoming season. All persons interested in Coaching must complete the online application form that can be found on the EMHA website(www.essaminorhockey.com). Applications for coaching shall be submitted by May 15th of each year, for the following hockey season.
- b. The Association Head Coach shall form and chair a Coaches Selection Committee after the April Executive Meeting. The committee shall consist of:
 - i) U7 - U9: Jr Co-ordinator and Local League Contact;
 - ii) All Local League Teams: the Local League Contact President or Vice President
 - iii) All Representative Teams: the OMHA Contact, President or Vice President
 - iv) plus two (2) additional members for each of the above, selected from the Executive. These additional members could be from outside the EMHA. The committee must be approved by the executive.
- c. Any perceived or unquestionable Conflict of Interest, as defined in By-Law Number One, shall be declared by members of the Committee prior to commencement of any selection process.
- d. The Coach Selection Committee for each division shall:
 - i) Be chaired by the Association Head Coach who will cast a vote only to break a tie;
 - ii) Remain consistent for ALL interviews & selections for the respective Division;
 - iii) Set the coaching selection criteria;
 - iv) Upon completion of the interviews shall discuss and put forward a recommendation to the Executive Committee.
- e. Coach Selection Committee members will be excluded from applying for a head coach position.
- f. All Coach selections in EMHA shall be based on the merit principle and the selection process shall be conducted in fair and objective manner.
- g. All EMHA team coaches and assistant coaches must be certified in accordance with requirements stipulated in the OMHA Manual of Operations.

7.2 Coach Selection Appeal Process

- a. Upon receipt of an appeal, the OMHA Convener will establish and Chair an Appeals Committee consisting of the EMHA President (or Vice President), EMHA Local League Contact(s) and two EMHA Executive Committee members or current coaches, as selected by the appellant.
- b. Any appeal must be received, in writing, within five (5) days of notification of the selection results.
- c. The appellant will appear before a Committee to explain the submitted appeal. Immediately following the meeting, the committee will deliberate for the purpose of coming to consensus on the validity of the appeal. The Committee's decision will be communicated to the appellant and followed up by a written ruling.

- d. The Appeals Committee will make every effort to hear and resolve appeals within ten (10) working days of receiving the appeal.
- e. In the event an applicant successfully appeals, the EMHA Appeals Committee shall decide whether to award the team to the appellant or convene a new Selection Board. Decisions of the initial appeals committee will be considered final.

7.3. Teams Officials - General

- a. All Team Officials must comply with and meet the requirements of EMHA's policy on Volunteer screening, copy of which is attached to section 16.0.
- b. 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.
- c. Team Officials shall become familiar with and enforce all rules, regulations and procedures of the EMHA and OMHA.
- d. The Team Manager or Coach must report all suspensions issued to players on EMHA teams, to the OMHA Contact or Local League Contact, with twenty-four (24) hours of the suspension taking place.

7.4 Team Head Coach

Coaches shall:

- a. strive to accomplish the aims and objectives of the EMHA;
- b. ensure their team follows all rules and policies of the EMHA and OMHA as set out in their respective By-Laws, Rules of Operation and Manual of Operations;
- c. prepare and submit player affiliation lists to the appropriate Contact;
- d. ensure that only EMHA approved personnel participate in any on ice activity; g. ensure that players are properly supervised until the last player leaves the dressing room; h. ensure any unused ice is reported to the Ice Coordinator with sufficient time for reallocation;
- e. support and abide by Executive decisions and Association policies;
- f. meet with Team Parents, monthly;
- g. any Coach whose conduct contravenes the EMHA Policies, By-Laws or responsibilities, will appear before a Discipline Committee.

7.5. Team Trainers

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

Trainers Shall:

- a. take on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, err on the side of caution;
- b. promote and conduct proper conditioning and warm-up activities as effective methods of injury prevention;
- c. maintain accurate medical history files on all players and bringing these to all games and practices;

- d. maintain a fully stocked First Aid Kit and bring it to all games and practices;
- e. implement an effective Emergency Action Plan with their team and practice it regularly to ensure all involved understand their roles. This shall be done in conjunction with the EMHA risk officer.
- f. recognize life-threatening and significant injuries;
- g. manage minor injuries (to the extent qualified) and according to the basic injury management principles and referring players to medical professionals when necessary;
- h. facilitate communication with players, coaches, parents, regarding safety, injury prevention and players' health status. Ensure that all accident medical reports are complete after any injury. This should be done in conjunction with the team Trainer and coaches if necessary;

7.6 Team Manager

The Manager is the first person any team parent approaches with any team or player concerns. The Manager will then communicate those concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of a player is at stake. The Manager is the first point of communication.

The Manager shall:

- a. prepare and organize established team schedules and supply those schedules to all team players, parents and coaches;
- b. if required, organize game officials and minor game officials (time-keepers) if required for exhibition games;
- c. organize collection of gate fees for the team, if required;
- d. assist coaching staff in arranging exhibition games;
- e. distribute any information to team parents and players;
- f. collect and remit any payments to the Association Treasurer as required;
- g. notify the Ice Convenor and Local League or OMHA Contact, as applicable, at least three weeks prior to their team participating in any tournament;

8.0 TEAMS

8.1 Teams – General

- a. All Players from each respective age group will be on the ice starting as soon as possible after Labour day weekend, absence from these sessions does not exclude consideration from Representative Team selection, attendance at one of these sessions is mandatory.
- b. Representative Teams will be made up of the best players as determined by the respective age group Rep Team Head Coach from all registrants from each age group, the selection may be aided by the Executive Committee. All remaining players will be distributed evenly amongst the Local League Teams within their respective divisions.

8.2 Local League Teams

- a. All Local League players registered in each specific age division will participate in one (1) or two (2) practice sessions whereby all players registered in the division are on the ice at the same time.

- b. Teams will be established by individual Team Coaches using their player assessments from the practice session described at above and their knowledge of the players registering in the division, to establish balanced teams. All teams established in a single age division are to be of equal "strength".
- c. Up to a maximum of one (1) son or daughter of team officials, per team, may be "protected" and placed directly on respective teams.
- d. Coaches shall endeavor to accommodate request for keeping certain players together on the same team provided that:
 - i. the respective parents have submitted the request in writing to the Local League Contact, along with their reasons for making the request;
 - ii. the Executive accepts the rationale in the written request as valid; and,
 - iii. the action does not adversely affect the balancing of teams.

Parents are cautioned that EMHA cannot guarantee or promise that all such requests can be accommodated.

- e. The Local League Contact will be responsible for ensuring that teams are balanced and fair, and shall have the authority to adjust the Coaches team selections to achieve this.
- f. Players placed onto a team may not be switched under any conditions other than during "Balancing" procedures carried out by the Local League Contact.
- g. Each player on a local league team is to receive fair (close to equal) ice time. The Local League Contact and/or Association Head Coach, will monitor Coaches to eliminate "double shifting", "favouring", or any other inequitable treatment of players. Penalty killing and power play lines are inconsistent with the objectives of local league hockey and are discouraged. It is the responsibility of all Team Officials to ensure that each player is treated fairly as follows:
 - i. Total ice time given a forward per game shall not exceed the total ice time of any other forward on the team by more than five (5) minutes.
 - ii. Total ice time given to a defenseman per game shall not exceed the total ice time of any other defensemen by more than five (5) minutes.
 - iii. Ice time for goalies may be shared during the same game or may be split on a game-to-game basis.
- h. In cases of an injury or penalty that prevents a player from completing a game, the ice time of this player shall not be used for comparison purposes as stated above.

8.3 Representative Teams

- a. Any reference to the term "Representative Team" (Rep) throughout these articles and By-Law Number One is also defined to include Additional Entry (AE) Teams.
- b. All Representative Teams must dress at least ten (10) players, including one (1) goaltender for each game. If a Representative Team cannot meet these criteria, the Coach or Manager must explain in writing the reason why, in order to receive the approval of the Executive Committee.
- c. If in the opinion of a majority of the Executive, a minimum roster, other than as expressed at b. above, must be set for a Representative team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- d. Representative Team rosters shall be considered firm by EMHA as of a date determined by the Executive Committee each year. Player movement will not be permitted after this date without written approval from the Executive.

- e. Rep fees **are non refundable** and will be determined by the Executive and shall be paid to EMHA by November 1st of each year. Failure to comply will result in loss of extra practice time for both the player and his/her team. Rep Fees provide for but are not limited to providing the team with additional practice ice.
- f. All players registered with EMHA prior to a date determined by the Executive, who are eligible by residence in accordance with OMHA Residency Regulations, shall be eligible to participate in EMHA Rep Tryouts. Payment of tryouts may be required by the participants.
- g. All Players must be released by the Rep Coach of their respective age group Rep Team to be eligible to attend and participate in AE Tryouts.
- h. 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 (i.e. Rep Team but not Additional Entry) If he/she fails to make that team, he/she must return to his/her proper age grouping.
- i. Head Coaches will be responsible for player evaluation, selecting the players to be "called back" as well as selection of players for their respective team, from the players who participated in the tryouts. Players selected by the Head Coach shall be based upon merit after an impartial evaluation of the player's skill and ability. The Head Coach shall immediately provide a list of names of the players selected, to the OMHA Contact.
- j. "Tryouts" will be organized and administered by EMHA through Team Officials. All participants will be charged a fee as determined by the EMHA Executive. The fee will be payable to EMHA.
- k. Tryouts for Representative Teams will be determined by July 1st by the executive for the upcoming season.
- l. Coaches shall make their selections quickly so that all teams are confirmed by a date determined by the Executive each year.
- m. Coaches are to utilize an evaluation form that identifies only the player sweater number and colour. It is recommended that coaches contact coaches from other age divisions and work together to evaluate the players trying-out for each other's teams. All evaluation forms must be signed and turned over to the OMHA Contact.

8.4 Player Selection Appeal Process

If paid evaluators are used 8.4 is null and void

- a. A player not selected to a Rep Team may appeal to the OMHA Contact and/or the EMHA President. (Parents/Legal Guardians of the player not selected may submit an appeal on behalf of the player.)
- b. Any appeal must be received, in writing, within five (5) days of the final tryout and notification.
- c. An appeal may only be made for the following reasons:
 - (i) the player feels that there was a mistake made in the identity of the player involved;
 - (ii) the player feels that the tryout process was flawed and did not follow EMHA guidelines or was not based on the merit principle.
- d. Every attempt should be made to resolve any player selection issues with the Coaching Staff first.
- e. An appeal will not be heard until it can be proved that the player has met with the Coaches.
- f. Upon receipt of an appeal, the Association Head Coach will establish and chair an Appeal Committee consisting of the EMHA President (or Vice President), OMHA Contact, Local League Contact(s) and two EMHA Executive members or current coaches, as selected by the appellant, within seven (7) calendar days and provide a written response to the player and parents/guardian with reasons clearly stating the decision, based upon the criteria for selection.

- g. The Player (or their parent/guardian representative) will be first to appear before the Committee and explain the submitted appeal. The Coach or member of the Coaching Staff will then appear before the Committee to explain the player evaluation and defend the appeal. Where necessary for a determination, the Committee will attend an ice session whereby the appellant is participating with the rest of the team. The Committee's decision will be communicated to those involved by telephone, followed up by a written ruling.
- h. In the event a Player successfully appeals, the EMHA Appeal Committee shall direct the Coach to add the appellant to the team.
- i. The Association Head Coach, following discussion and agreement of the EMHA Executive Committee, shall have the authority to remove, suspend or discipline any Coach, Manager or Player, for conduct prejudicial to the aims of the EMHA.
- j. A copy of the Compliant & Player Selection Appeals Process shall be provided to each player participating in tryouts for the Representative Team.

8.5 Select Teams

- a. No action shall be taken by any EMHA member to organize a Select Team before November 1st.
- b. One Select Team for each Local League Division shall be considered at the discretion of the Executive.
- c. Select teams are responsible for their own operations and funding. Complete financial records shall be maintained by the Team and copy provided to EMHA Executive Committee. All activities are subject to approval by the EMHA Executive Committee.
- d. Applications for permission to organize a Select Team shall be submitted in writing to the Local League Contact who shall present the application for consideration at the next regularly scheduled meeting of the Executive.
- e. The applicant shall receive notification of approval, or rejection of the request, in writing, following the meeting of the Executive.
- f. Select teams must be composed of players within the same age division. All Select players must be registered with and play within their own age division in EMHA's Local League. The OMHA residency rule applies.
- g. Select Teams must hold open tryouts. The Ice Convenor will schedule tryout times but the cost of tryout ice will be for the account and responsibility of the team. Teams must pay for ice time in advance of the tryout. Tryouts must be open to all players within the specific age groups that wish to tryout for the team. Representatives from the EMHA Executive Committee may attend, participate and intervene in the Team selection process at its discretion.
- h. The player appeal process described at 9.3 herein shall apply.
- i. Select Teams shall be registered with the OMHA on CAHA Player's Certificates and shall be operated in strict accordance with OMHA regulations, EMHA By-Law Number One, EMHA Rules of Operation and any resolutions of the Executive.
- j. Select team must submit a fully completed roster form to the OMHA Contact. A copy shall be provided to the Local League Contact for information purposes.
- k. Players must not miss more than two of their regularly scheduled local league games or practices or combination thereof unless it is due to illness or injury. Missing more than two games or practices or combination thereof may cause that player to be ruled ineligible for further play on the Select team. The final decision on any player eligibility rests with the EMHA Executive Committee.
- l. AP's to the Select Team roster are permitted only from players within the substantive age division of the select team
- m. Team Officials must comply with requirements set out in EMHA By-Law Number One, Rules of Operation and OMHA Manual of Operations.

- n. The EMHA Ice Contact will arrange for practice ice time based on availability. EMHA shall not be obligated to provide ice time for any Select Team activity. Teams must be prepared to accept 6:30 a.m. - weekday practices. The team is required to pay EMHA for practice ice times in advance of the practice dates.
- o. Ice time obtained by EMHA for Local League activities shall not be used for Select Team activities.
- p. Before entering any tournament, a team must receive permission to do so from the Executive and inform the OMHA and Local League Contacts.
- q. Whenever a conflict arises between Local League Team activities and Select Team activities, the player shall participate in the Local League Team activities. Activities of the player's substantive local team always take precedence over any Select Team activity. Any violation of this rule will result in the player being removed from the Select Team.
- r. The OMHA Contact shall supervise the organization and operation of all Select Teams.
- s. Ice time obtained by EMHA for Local League activities shall not be used for Select Team activities.

9.0 SUBSIDIZATION

9.1 Courses

- a. All required OMHA mandated modules and qualifications, specifically as they relate to the Team and category for which the member has been accepted as a Team Official, for all team officials, will be subsidized 100% by EMHA, provided the following criteria has been met:
 - ii. The participant has successfully passed the course;
 - iii. The participant has previously completed at least one full season in EMHA as a member in good standing.
- b. In the case of Coaches and Teams Officials directly responsible for players in the Initiation Program, the requirement for completing at least one full season in EMHA as a member in good standing, is waived.
- c. Participants are responsible for paying any fee associated with attending an approved course /module and will be reimbursed by EMHA on successful completion.

10.0 FUNDRAISING

- a. Coaches, Managers and/or parents may not raise money in any way, for specific Teams, by way of soliciting local businesses.
- b. Teams wanting to raise funds for their activities may Request permission from the association fundraising director and head manager in writing to the Fundraising Director, to participate in a "shared" fundraising event. The Team's written request shall include details of how the money will be raised and what the funds will be used for.
- c. The Executive shall provide written notification to the Team indicating approval or rejection of all written requests.

11.0 SPONSORSHIP

Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.

League Sponsorship

- a. No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the EMHA.
- b. All approved sponsorships shall be for a minimum 1-year duration.
- c. All equipment purchased or donated by a sponsor shall become the sole property of EMHA and subject to all rules and regulations of EMHA.
- d. It shall be the sole responsibility of the Public Relations Director to obtain and allocate the necessary number of sponsors.
- e. The Executive will set the dollar level for sponsorships.

Team Sponsorship

All monies, equipment, etc. from sponsors must be payable to the team directly

12.0 GAME PLAY

12.1 Exhibition Games

At the discretion of the Team Head Coach, ice time allocated for practice may be used for an Exhibition Game however, all costs, aside from that of the ice time shall be the responsibility of the team.

12.2 League Play

- a. For Representative Teams, scheduling of all league games within the Georgian Bay League shall be the primary responsibility of the OMHA Contact. At their discretion, the Contact may request Team Coaches to assist in scheduling of games.
- b. For Local League Teams, scheduling of all league games within the Georgian Bay Triangle shall be the primary responsibility of the Local League Contact. At their discretion, the Contact may request Team Coaches to assist in scheduling of games.

12.3 Playoffs

- a. Playoff format and time frames are determined by the Georgian Bay League/Georgian Bay Triangle League, in accordance with OMHA requirements.
- b. Scheduling of all playoff games is carried out by the respective Contact. Subject to change based on OMHA mandates.

12.4 Tournaments

- a. Teams intending to participate in tournaments must possess an approved travel permit from OMHA
- b. All entry fees to tournaments will be the responsibility of the team. The team will inform the appropriate contact and the ice scheduler of tournament dates. Teams may also submit their fee to EMHA and request an EMHA cheque to pay for the tournament.
- c. Teams shall be permitted to participate in a maximum of three (3) tournaments during the season, providing Team parents support the participation and the rules described herein are met. Additional tournaments must be approved by the parents. All end of season OMHA championship/wrap up tournaments are not included in this number.

- d. Participation in EMHA tournaments will not be considered in the limitation number of approved tournaments.
- e. Special permission for overseas tournaments and exchanges must be obtained through the OMHA and may require approval of other regulatory bodies. Teams wanting to participate in overseas tournaments should plan at least one year in advance.
- f. Further to i. above, teams wanting to participate in overseas/out of country tournaments must:
 - i. provide a written request of such to the Executive, which includes the objectives of the trip, the name of the Host Centre, Host Centre contact, specific dates, locations, detailed itinerary, and accommodations plans;
 - ii. complete and submit to the OMHA contact the OMHA “APPLICATION TO TRAVEL OVERSEAS” along with a cheque payable to the OMHA for the appropriate fee as set out in the OMHA Manual under Policies and Procedures 6.1. and,
 - iii. be prepared to complete all other paperwork that may be required by the OMHA and other regulatory bodies.
- g. Penalties, discipline, etc. received in tournaments are subject to the Rules and Regulations of the Host Center, as well as the OMHA Manual of Operations. Any disciplinary action received by a Team Official during tournament play may be reviewed by EMHA for further disciplinary action
- h. All EMHA hosted tournaments are mandatory if the age division is available.

12.5 Player and Adult Volunteers

- a. Any player or goalie wishing to volunteer for another team must be rostered to a team two (2) years above the team he/she wishes to volunteer for. All player/goalie volunteers must be fully equipped in player/goalie equipment.
- b. All adult on ice volunteers must have Respect in Sport, Gender Identity Course, a valid Vulnerable Sector check and approval from the Executive Committee. They must wear an approved helmet certified to CSA with a chin strap and gloves.
- c. Development – any player or goalie in need of extra development (example – 1st time hockey player, new goalie or player returning from injury) may attend a number of practices with a team below their rostered division. A request must be sent from the team’s Head Coach to the Association Head Coach who will in turn contact the coach of the team that they will be joining. The number of practices will be determined by the Association Head Coach, OMHA/Local League Contact and President with approval from the Executive Committee.
- d. All on ice volunteers must be reported to the registrar to ensure they are insured by OMHA.

14.0 - PURCHASING (EMHA Equipment, Uniforms, Supplies and the like)

14.1 General

- a. The objective of EMHA with respect to its purchasing activity is to obtain goods and services required at the lowest possible cost consistent with quality and delivery requirements and in accordance with sound business practice.
- b. Approval from the executive must be obtained before any purchase is made.

14.2 Procedures and Constraints

15.0 - DISPOSAL

(Surplus Equipment and other EMHA Assets)

- a. All equipment, materials, sportswear and the like, shall be approved by the Executive as surplus prior to any action to dispose of an item. The equipment manager can dispose of any equipment that is in disrepair.
- b. All equipment, materials, sportswear and the like, which has been approved as surplus by the Executive, shall be sold.
- c. All monies generated from the sale of EMHA surplus shall be deposited into the EMHA bank account.



The Player, Parents or Guardians (collectively referred to as “Participants”), must agree to this Code of Conduct (“Code”) as a condition of membership in Essa Minor Hockey Association (“EMHA”). At the start of each season, each of the Participants must sign this Code and submit it to the Player’s Head Coach prior to the beginning of ice sessions.

Governing Standards of Conduct

1. We, the Participants, understand that being allowed to play hockey with the EMHA is a privilege and that full compliance with the Code is required at all times.
2. I, the Player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.
3. We, the Participants, understand that we must set an example, and conduct ourselves respectfully and with courtesy towards everyone associated with the game and that our team, the organization and myself will be judged by our behaviour.
4. We, the Participants, understand that any irresponsible or disrespectful behaviour in any club facility and/or toward any Coach, Officials, players, or parents whether before, during or after a game or practice is inappropriate and will not be tolerated.
5. We, the Participants, understand that yelling, taunting, use of obscene gestures or language, racial or ethnic slurs, striking or attempting to strike (except allowable on-ice body contact under league rules) or otherwise abusing another player, Official, Coach or spectator will not be tolerated.
6. We, the Participants, understand that we must abide by and respect the officials and their authority during any and all games. We will not question or confront officials whether before, during or after the game.
7. We, the Participants, will not publicly criticize or question Coaches, teammates, opponents or Officials and shall only raise our concerns privately in a civil and respectful manner.
8. I, the Player, understand that I am expected to attend every practice and game to the best of my ability and participate in all skill development sessions where applicable. It is my responsibility to notify my coach or designate if I am unable to attend. I understand that repeated absences may result in discipline as determined by EMHA.
9. I, the Player, understand that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of EMHA. Winning and losing will be done with equal grace and dignity.
10. We, the Participants, understand that failure to abide by this Code will result in disciplinary actions as set out in the Code (see back of page for further details.)

I have reviewed this Code of Conduct, and if I am a Player I have discussed its contents with my Parent or Guardian, who also agree to be bound by the standards outlined above.

Player's Name (PRINT) _____ Signature

Parent/Guardian Name (PRINT) _____ Signature*

*(Signature of one parent/guardian constitutes agreement by all of the player’s parents/guardians to abide by the Code of Conduct)

See next page for Disciplinary Actions

Disciplinary Action Resulting from a Breach of the EMHA code of conduct

First Offense

- Verbal warning to the player and/or parents/guardians by head coach who will also provide a written notice to the EMHA Secretary

Second Offense

- Written warning by Head Coach to the player and/or parents/guardians along with an automatic one game suspension. The Head Coach will provide a written notice to the respective EMHA Contact who will provide a copy to the EMHA Secretary

Third Offense

- In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the player's conduct and issue a formal written response along with details of the term of suspension.
- In the case of a parent/guardian, immediate suspension of rights to attend all team activities until further notice. The Head Coach will provide a written notice to the Secretary who will provide a copy to the President. The President will initiate a Disciplinary Committee review of the parent's/guardian's conduct and issue a formal written response along with details of the term of suspension.

Fourth Offense

- In the case of a player, immediate suspension from all team activities until further notice. The Head Coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the player's conduct and issue a formal written response informing the player of his suspension for the remainder of the season. At the Executive's discretion, the player may also permanently lose his/her right to membership in the Essa Minor Hockey Association.
- In the case of a parent/guardian, immediate suspension of rights to attend all team activities. The Head coach will provide a written notice to the EMHA Secretary who will provide a copy to the EMHA President. The President will initiate a Disciplinary Committee review of the parent's/guardian's conduct and issue a formal written response informing the parent/guardian of their suspension for the remainder of the season. At the Executive's discretion, the parent/guardian and therefore the associated player may also permanently lose their right to membership in the Essa Minor Hockey Association.

The EMHA Executive Committee will maintain a permanent record of all breaches of the EMHA Code of Conduct and will take into account historical information when ruling on disciplinary action

Essa Minor Hockey Association - Rules of Operation

EMHA's 24 Hour Rule

The best way to avoid situations that can lead to a violation of the EMHA Code of Conduct is to use the "24 Hour Rule" The EMHA endorses this rule and mandates its application to all its sanctioned events. Simply put, if an incident occurs at a game or practice that is likely to create a conflict, everyone involved must step back and reflect on the situation for a period of 24 hours. After 24 hours have passed the Participant having an issue must first raise the concern with the team Manager or Designate. The Manager or Designate will discuss the issue with the Team Coach who will render a decision on the matter. Where the Participant remains dissatisfied with the Coach's resolution of the matter, the issue must be reduced to writing with full particulars and submitted to the EMHA Secretary and President for further deliberation in accordance with EMHA policy and procedures.

Executive Code of Conduct

All EMHA Executive Committee members, in their corporate capacity, have a responsibility to effectively discharge the duties of their position with honesty, integrity and in the interests of public morals and civility. In doing so, members are expected to comply with, support and promote the guiding principles set out in this Code.

The guiding principles are consistent with EMHA's mission, values, and by-law. It is expected that all EMHA Executive Committee members, support and promote the following principles by leadership and example:

Accountability

Executive members are accountable for their decisions and actions to the EMHA membership. This is demonstrated by:

- Recognizing and respecting confidential information learned in the course of EMHA activities.
- Participating in constructive debate by attending meetings; being prepared; and being clear, concise and respectful of the time of others.
- Remaining flexible and open to change.
- Supporting the final decisions made by the Executive and its sub-committees. ●
- Contributing to positive committee members functioning by supporting one another.

Respect

Executive members respect diversity of opinion, ideas and debate. This is demonstrated by:

- Recognizing the equal right of all public and EMHA members to be heard and respected.
- Recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among Executive members and the benefit of such to constructive debate, the democratic process and effective decision-making.
- Promoting collaborative behaviour characterized by mutual respect and efficient use of time.
- Avoiding personal or group criticism of fellow members both at and away from committee meetings.

Integrity

Committee members do not place themselves under any obligation to outside individuals or organizations that might influence them in the performance of their official duties with EMHA. This is demonstrated by:

- Making decisions in the Association's interest.
- Maintaining boundaries and avoiding personal and competing professional interests.

Openness

Committee members are as open as possible about all the decisions and actions that they take. This is demonstrated by:

- Identifying, disclosing and acting appropriately on conflicts of interest.
- Being transparent in providing all reasons and supporting rationale for decisions made by the Executive.

Committee members will hold themselves and each other accountable for meeting the behaviours of this Code of Ethical Conduct.

Process for Holding Committee Members Accountable to the Code

It is the responsibility of each and every committee member to hold herself/himself accountable for behaving in accordance with this Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

If a committee member has concerns that the behaviour of another committee member did not reflect the Code of Ethical Conduct, the member is expected to:

- Discuss her or his concern with the committee member whose conduct was perceived to be inappropriate;
- If the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President.

If the inappropriate behaviour is confirmed and continues after a meeting with the President, the issue shall be brought before the full Executive Committee. Following proper presentation and discussion of the issue, the Executive shall vote, in accordance with existing voting rules, on dismissal from the Executive Committee of the member whose behaviour is being addressed.