

# ESSA MINOR HOCKEY ASSOCIATION



*EMHA "INSIGNIA"*

## RULES OF OPERATION

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Essa Minor Hockey Association



## Rules of Operation

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Mike Symes, President

Kim McNamara, Secretary

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Kim McNamara, A/President

Kerrie Martin, Secretary

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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;

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- 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 Residency

Representative Team players must meet requirements of OMHA Residential Qualifications as stated in the OMHA Manual Of Operations.

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### 3.2 Registration of Players

- a. Subject to registration numbers, the Association will operate player divisions for Timbit, Tyke, NOvice, Atom, Peewee, Bantam, Midget, Juvenile. Following the age limits as defined in the OMHA Manual of Operations Regulation 3.1.
- b. The registration fee for each player division shall be determined by the Executive.
- c. 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. The request must be made in writing to the Executive outlining the reason for the request.

### 3.3 Birth Certificates

Satisfactory proof of birth and residency will be submitted with every initial player registration. Players relocating to EMHA must submit all required documents to support the relocation or transfer. 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 for the following hockey season. Registration procedures will be organized and co-ordinated by the Association Registrar.

### 3.5 Registration Fee and Refunds

- a. The Executive shall set registrations 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 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 30<sup>th</sup> in the amount of 90% registration fees paid. After June 30<sup>th</sup>, 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 the 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.



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- 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 \$50 refund on the third player registered.

### 3.6 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. Directors, Contacts, and Coaches must advise players or their parents of improper fitting or illegal equipment. 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 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 must register for the Centre in which they reside, in accordance with the OMHA Manual of Operations
- b. All players are encouraged to play at the level of their ability but no player may be forced to play at a higher classification against their wishes.
- c. 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.
- d. No player may be transferred without the approval of respective Contact.
- e. 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.
- f. Local League player movement for team balancing will be at the discretion of the Local League Contact and the Executive.

### 5.2 Waiver (AAA & AA/A Hockey)

- a. Any player wanting to try out or play AAA hockey and/or AA/A must send an email to the OMHA Contact to obtain the proper paperwork.

### 5.3 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. To qualify as an underage player the player must excel at their position with exceptional skills. This will be determined by the Executive in consultation with previous Coaches.
- c. 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 player is unsuccessful with the advanced age group, they shall remain eligible to try out for the team of his/her age category.
- d. Further to c. above, in the case of an underage goaltender, the Team Coach, Association Head Coach and OMHA Contact, in consultation with each other, 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.
- e. 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.
- f. Any player who wishes to try out as an underage player for a Rep. Team must concurrently try out in his own age group. All Rep Coaches must inform the OMHA Contact, in writing, of any underage player tryouts/selections.

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- g. 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.
- h. Any underage player movement falls under the discretion of the Executive.

### 5.4 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.

### 5.5 Affiliated Players

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 and OMHA Affiliated Player form listing all players they wish to affiliate. 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. Once the approval is received from the registered team coach, the affiliated player may participate as an A/P without any further consent or approval provided there are no conflicts.
- d. Where a situation described in c exists the coach wishing to use the A/P must obtain explicit written approval from the coach of the players registered team in order for the player to participate, prior to contacting the player.
- e. Each player may only be affiliated with one team.
- f. 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 ten (10).
- g. 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, or unavailable with permission of the parents/player.

### 5.6 Junior OMHA Clubs

Release of EMHA Players to Junior Clubs shall be negotiated using the OMHA "Release Guidelines Fees" and a written agreement between EMHA and the Junior Club. The Junior Club shall pay to EMHA seventy-five percent (75%) of all development fees received by the Junior Club for that player.

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### 5.7 Minor Waiver to Junior OHA Clubs

- a. The player shall be registered with EMHA before a Minor Waiver is granted. The registration shall be current for that playing season.
- b. All rights to the player shall revert to EMHA at the end of the playing season.
- c. EMHA player requesting a Waiver to a Junior Club shall be in agreement with EMHA, the player's parents/legal guardian, all rules regulations, By-Laws and/or statutes of the OMHA governing Minor Waivers.
- d. Such agreement shall provide for the right of the player or his/her parent/legal guardian to request his/her return to EMHA any time up to midnight December 15<sup>th</sup> of the current playing season.
- e. In the event the player receives any money as a direct or indirect result of being recruited, drafted, etc., EMHA shall receive a sum equal to seventy-five percent (75%) of all such monies.

## 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 President or Secretary.
- b. Written complaints and question received shall be included in the agenda of the next meeting of the Executive provided that they are received at least 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 reserve the right to table the complaint/question to until the next meeting. In this case the Secretary will inform the complainant.
- c. 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.
- d. 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.
- e. All complaints shall receive a written reply.

## 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](http://www.essaminorhockey.com)). Applications for coaching shall be submitted by April 30th of each year, for the following hockey season.
- b. The Association Head Coach shall form and chair a Coaches Selection Committee after the May Executive Meeting. The committee shall consist of:
  - i) Tyke & IP: Jr Co-ordinator and Local League Contact;
  - ii) All Local League Teams: the Local League Contact;
  - iii) All Representative Teams: the OMHA Contact;
  - iv) plus two (2) to three (3) additional members for each of the above, selected from the Executive.

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- 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 section 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 a 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.

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- 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.
- e. The Team Manager or Coach must submit all original game sheets (regular season and playoffs, including tournaments and exhibition games) within 5 days of the game being played.

### 7.4 Team Head Coach

Coaches shall:

- a. strive to accomplish the aims and objectives of the EMHA;
- b. ensure his 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. be responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the respective Contact;
- d. ensure accurate completion of Player and Team Official Cards as well as the Official Team Roster and ensure timely submission to the appropriate Contact;
- e. prepare and submit player affiliation lists to the appropriate Contact;
- f. 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;
- i. ensure that courtesy is shown to all people his team interacts with;
- j. support and abide by Executive decisions and Association policies;
- k. encourage participation in Association fundraisers;
- l. meet with Team Parents, monthly;
- m. 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. implement an effective risk management program with their team, which strives to prevent injuries and accidents before they happen;
- b. 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;
- c. promote and reflect the values of Fair Play and instilling these values in all participants and others involved in amateur hockey;

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- d. conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advise players and parents regarding the purchase of protective equipment;
- e. promote and conduct proper conditioning and warm-up activities as effective methods of injury prevention;
- f. maintain accurate medical history files on all players and bringing these to all games and practices;
- g. maintain a fully stocked First Aid Kit and bring it to all games and practices;
- h. implement an effective Emergency Action Plan with their team and practice it regularly to ensure all involved understand their roles;
- i. recognize life-threatening and significant injuries;
- j. manage minor injuries (to the extent qualified) and according to the basic injury management principles and referring players to medical professionals when necessary;
- k. recognize injuries, which require a player to be removed from action, referring players to medical professionals and coordinating return to play;
- l. promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, nutrition and hydration;
- m. facilitate communication with players, coaches, physicians, therapists, para-medical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.

### 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. maintain copies of game reports;
- g. 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;
- h. ensure that Association rules and policies as set out in By-Law Number One and the Rules of Operation, are adhered to;
- i. collect and remit any payments to the Association Treasurer as required;
- j. the Manager should, as soon as possible, prepare a Team Distribution List' this will greatly facilitate his/her duties;

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- k. notify the Ice Convenor and Local League or OMHA Contact, as applicable, at least three weeks prior to their team participating in any tournament;
- l. the Team Manager (or Coach) must report all suspensions issued to players on EMHA teams to the OMHA or Local League Contact as applicable, within twenty-four (24) hours of the suspension taking place.

### 7.7 Qualifications – Team Officials

**All** carded Team Officials must have a minimum of Prevention Services Certification in addition to all other Certifications appropriate to their position and as required by the OMHA.

## 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



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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 1<sup>st</sup> by the executive for the upcoming season.

## Essa Minor Hockey Association - Rules of Operation

- 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

- 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 where by 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 1<sup>st</sup>.
- b. One Select Team for each Local League Division shall be considered at the discretion of the Executive.

## Essa Minor Hockey Association - Rules of Operation

- 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 comprised 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 of 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:
  - i. The participant has submitted and had approved by the Executive, an Application for Subsidization; (copy available in the forms section of the EMHA web site ([www.essaminorhockey.com](http://www.essaminorhockey.com)))
  - 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.

### 9.2 Police Record Checks

- a. Police Record Checks are mandatory for all Team Officials and members of the Executive. Currently, Police Record Checks (PRC) are provided by the O.P.P. without charge for those volunteering in EMHA. However, should the O.P.P. initiate a fee for this service in the future, the following will apply:
  - i. Each person who obtains a Police Records Check will have to pay the cost set out by the Police Service and will be reimbursed by EMHA on a negative screening.
  - ii. If the Police Records Check results in rejection of any person's service, that applicant will bear the cost of the Police Record Screening without reimbursement.

## **10.0 FUNDRAISING**

- a. Coaches, Managers and/or parents may not raise money in any way, for specific Teams, by way of soliciting the public.
- b. All Team fundraising shall be through participation in EMHA fundraising events. Association fundraising activities shall be the sole means for teams to raise funds in support of their activities.
- c. Teams shall submit to the Fundraising Director a record of their team's total contribution to the Association fundraising activity, expressed in terms of dollars raised.
- d. The Fundraising Director shall maintain records provided by Teams and keep a running total of contributions for each Team.

## Essa Minor Hockey Association - Rules of Operation

- e. Teams shall be ranked based on their contributions to Association fundraising on the basis that the Team making the largest contribution shall be ranked number one, the second largest contribution shall be ranked number two, the third largest contribution ranked number and three and so on.
- f. Teams wanting to raise funds for their activities may submit an application in writing to the Fundraising Director, to participate in a "shared" fundraising event. (copy available in the forms section of the EMHA web site ([www.essaminorhockey.com](http://www.essaminorhockey.com)))
- g. The Team's written request shall include:
  - i. amount of funds required;
  - ii. purpose of the funds including projected expenses;
  - iii. method of fund raising must be detailed as completely as possible;
  - iv. how the event will be supervised.
- h. The Executive shall provide written notification to the Team indicating approval or rejection of all written requests.
- i. Approval of the team's written request to participate in a shared fundraising event, will be based on the teams ranking with the number one ranked team receiving the 1<sup>st</sup> opportunity, 2<sup>nd</sup> ranked team the second opportunity and so. No team shall receive approval of a second request until all teams who have submitted a written request have had an opportunity to participate.
- j. Notwithstanding (a) and (b) above, Teams which participate in Association fundraising activities may be granted approval to carry out individual Team based fundraising, by the Executive. Approval by the Executive will be based on the degree and extent to which the Team has participated in Association fundraising activities. Teams seeking approval for such fund raising projects must submit in writing to the Fundraising Director, a formal request as indicated at f. above.
- k. If the Request is approved by the Executive, a designated Team Official, must maintain team records detailing:
  - the actual date of the fundraising event;
  - the total number of team members who had participated;
  - the duration of the fundraising event
  - any comment made from the events targeted funding sources
  - the total amount of funds raised.
- l. A copy of the record described at (xii) above, shall be forwarded to the Fundraising Director.

### 11.0 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.

## Essa Minor Hockey Association - Rules of Operation

- e. No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of EMHA.
- f. All monies, equipment, etc. from sponsors must be payable to EMHA.
- g. The Executive will set the dollar level for sponsorships.
- h. 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.
- i. Members should contact the Public Relations Director if a specific sponsor wishes to support one of their teams. The Public Relations Director will follow-up with the sponsor.

### 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.
- c. All suspension to players and Team Officials may be reviewed by a subcommittee. EMHA may at their discretion match any game suspension or match time line for days received. Practice time may also be affected. The committee shall consist of not less than three (3) Executive Members and shall be chaired by the President or Vice President.

#### 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.
- c. Representative Teams may participate in OMHA Playdowns as well as Georgian Bay League playoffs, concurrently.
- d. All suspensions to players and Team Officials may be reviewed by a subcommittee. EMHA may, at their discretion, match any game suspension or match time line for days received. Practice time may also be affected. The committee shall consist of not less than three (3) Executive Members and shall be chaired by the President or Vice President.

#### 12.4 Tournaments

- a. Teams intending to participate in tournaments must ensure the selected tournaments are OMHA sanctioned.

## Essa Minor Hockey Association - Rules of Operation

- b. All entry fees to tournaments will be the responsibility of the team. The team will submit a tournament application form to the appropriate contact (Local League or OMHA) with a copy to the Ice Convener. The appropriate contact will approve the tournament & give a "permission to attend form" to the team. Once approved, the team may obtain a money order (no personal cheque or credit cards) to pay for said tournament. A copy of the money order must be given to the appropriate contact. 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.
- d. Participation in EMHA tournaments will not be considered in the limitation number of approved tournaments.
- e. Teams are to submit a proposed Tournament schedule, in writing to the respective Contact no later than November 1<sup>st</sup>, of the upcoming season. Failure to comply may result in approval to participate being denied.
- f. The respective Contact will notify the Ice Convener of team participation in tournaments.
- g. No team shall be allowed to enter a tournament during the playoff schedule unless there is no conflict with the schedules. Approval of the Executive to attend tournaments at this time in the season is required before a team may register or participate in a tournament.
- h. Approval for participation in any tournament and/or exhibition game is granted on the understanding that such tournaments do not interfere with regular scheduled games or playoffs.
- i. 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.
- j. 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.
- k. 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 will be doubled by EMHA in accordance with EMHA Policies and will be served consecutively starting with the Team Official's next scheduled game.

### 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.

## Essa Minor Hockey Association - Rules of Operation

- b. All adult on ice volunteers must have Speak-Out (PRS, Respect in Sport) 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 – 1<sup>st</sup> time hockey player, new goalie in Atom division or above 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. 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 insured by OMHA.

### **13.0 - MEETINGS**

#### **13.1 Executive Committee Meetings**

The agenda for a regular Executive Committee meeting will be as follows:

- I. Call to Order;
- II. Declaration of Conflict of Interest;
- III. Review Previous Minutes;
- IV. Delegations;
- V. Correspondence;
- VI. Unfinished Business;
- VII. Reports of Officers and Committees;
- VIII. New Business; and
- IX. Adjournment.

#### **13.2 Team Meetings**

The Coach and Manager of each EMHA team shall meet with the parents or legal guardian of the players of their team at least once every month. The Manager shall be responsible for calling the said meetings. The purpose of these meetings is to provide the Coach and the parents an opportunity to discuss matters of mutual concern. These should include the way in which the Coach intends to run the team, anticipated tournament involvement, and fundraising activities. The President and the appropriate Contact shall be given reasonable notice of such meetings and shall have the right to attend or to delegate some other Executive Committee member to attend any such meeting.

#### **13.3 Team – Executive Meetings**

The EMHA Executive Committee shall appoint members to meet with the Coaches and Managers at the beginning, middle of season and start of playoffs, each year. The purpose of this meeting shall be to outline the rules and regulations of EMHA and other matters of mutual concern. All Coaches and Managers shall attend any such meeting. In the event the Coach is unable to attend the meeting, a representative from the team shall be appointed to attend. Failure to attend will result in loss of the team's next "Prime Time" practice.

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

#### **14.1 General**



## Essa Minor Hockey Association - Rules of Operation

- 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. Factors to be considered in determining lowest cost must, where appropriate, include:
  - Purchase Costs;
  - Firmness of price (e.g. fixed or otherwise);
  - Foreign exchange risks and costs;
  - Terms of payment;
  - Length of warranty or period of free maintenance;
  - Running costs (e.g. spares, consumable items, fuel, water, electricity);and,
  - The likely sale or scrap value.
- b. With respect to payment, EMHA policy is that no payment shall be made in advance of receiving the goods or services being procured.
- c. Notwithstanding a. above, in recognition of the support extended to EMHA by business in its community, EMHA shall support, to the extent of financial practicality, those business operating within it's boundaries (local supplier). However, the competitive bid or price solicitation process shall not be solely limited to such business.
- d. In support of c. above, for evaluation purposes only, EMHA shall add an amount equal to 15% of the total quote (before tax) of each submission by a business outside EMHA boundaries, to their total quoted price. This price shall then be used in comparison with all prices and with the "as bid" price from any local supplier.

Eg. 1.

Firm "A" - Barrie business - quote  $\$100.00 + 15\% = \$115.00$  for comparison

Firm "B" - Orillia business - quote  $\$95.00 + 15\% = 109.25$  for comparison

Firm "C" - Essa business - quote  $\$106.00$

Firm "C" would be selected.

Eg. 2

Firm "A" - Barrie business - quote  $\$100.00 + 15\% = \$115.00$  for comparison

Firm "B" - Orillia business - quote  $\$95.00 + 15\% = 109.25$  for comparison

Firm "C" - Essa business - quote  $\$110.00$

Firm "B" would be selected and the order would be in the amount of  $\$95.00$

### 14.2 Procedures and Constraints

- a. No Officer or Director of the Association shall derive any direct benefit from any transaction conducted as Association business.
- b. No person shall commit the Association to any financial transaction without first reserving a Purchase Order number from the Treasurer and obtaining approval from Executive Committee for the expenditure.
- c. Any Contract or Purchase Order requiring signature must be signed by an Officer of the Association having signing Authority as set out in By-Law Number One.
- d. Competitive quotations/prices must, be obtained for all purchases having an estimated expenditure of  $\$1,000.00$  or greater. Competitive quotations should be obtained for purchases less than  $\$1,000.00$  to the extent practical.

## Essa Minor Hockey Association - Rules of Operation

- e. Quotations/tenders must be kept for at least thirteen (13) months after the end of the financial year of purchase and the action taken (with reasons) must be documented by the person undertaking the procurement.
- f. Purchase Orders/Contracts issued to suppliers shall be made on the basis of the lowest price meeting the requirements as set out in (11.1 a.) and having regard to the consideration extended to local suppliers as set out in 11.1 d.
- g. Any requirement having an estimated expenditure in excess of \$5,000.00 shall involve person(s) having significant technical expertise in procurement or alternatively shall require legal review and comment, prior to any quotation or bid being solicited.
- h. In addition to the above, any requirements having an estimated expenditure in excess of \$25,000.00 must reviewed by the Associations Legal Counsel.
- i. In the event of a complaint against a supplier that necessitates the withholding of payment, the complaint must be promptly and clearly communicated to the supplier in writing. Copies of any relevant correspondence should be sent to the Treasurer, immediately. Information copy is to be sent to the Secretary and President for information. Telephone complaints do not constitute adequate notice to the supplier, who may continue to press for payment to the point of litigation.
- j. The Association will not undertake to accept liability for the payment of any invoice where the provisions of the procedures described herein have not been fully complied with. In such instances, individuals ordering the goods and/or services may be responsible for the payment of same.

### **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.
- b. All equipment, materials, sportswear and the like, which has been approved as surplus by the Executive, shall be sold on a best offer basis. The means of selling such surplus may be by way of silent auction, sealed bid, notice of sale, or any other means deemed appropriate the Executive. The Executive Committee shall retain the right to refuse any offer not considered high enough.
- c. In the event surplus cannot be sold, it shall be:
  - i. 1st, offered to any local not for profit community association;
  - ii. 2nd, any community charitable organization; (i.e. Goodwill, Helping Hand etc) and /or,
  - iii. 3rd, disposed of as municipal waste.
- d. All monies generated from the sale of EMHA surplus shall be deposited into the EMHA bank account.

Essa Minor Hockey Association - Rules of Operation



**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 Drug & Alcohol Policy**

The Essa Minor Hockey Association enforces a "ZERO TOLERANCE" policy with respect to the use of drugs and alcohol by all EMHA Players, coaches and bench staff. Any player, coach or bench staff found to be under the influence of drugs and/or alcohol during practices or games will be subjected to an automatic 1 (one) game suspension. Multiple violations of this policy will be severely dealt with by the EMHA Executive Committee and may lead to multigame suspensions and ultimately removal of EMHA membership privileges.

### **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 President for further deliberation in accordance with EMHA policy and procedures.

## Background

The concern for safety of all participants is both a legal and moral obligation. It is a requirement outlined in common law, referred to as duty of care. Duty of care is a legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect their participants.

Further to the above, EMHA recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust (defined as Executive Members, all rosters team officials, or other positions as deemed by the Executive) will be subject to more intense initial and ongoing screening and supervision than individuals in placements that are not positions of trust.

## Policy

It is the Policy of EMHA that a Police Record Check will be required for all persons applying for and undertaking a position of trust, as one element of the screening process.

As a condition of being accepted to hold any of the following positions,

- i. member of the Executive;
- ii. Head Coach;
- iii. Manager;
- iv. Trainer;
- v. Assistant Coach;
- vi. Assistant Trainer;
- vii. On-Ice Volunteers

Applicants are required to complete and submit a Police Record Check application (EMHA form #1). A returned police record check will be accepted if it has been obtained within four months or more recent date of the application date. Police Record Checks are required annually

Individuals with outstanding *Criminal Code* convictions, five (5) years or more recent, or charges pending for certain offences, will not be accepted for positions of trust. These offences include, but are not limited to the following:

### Five years or more recent

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for drug offenses under the Controlled Drugs and Substances Act (CDSA) or its predecessor.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.

Individuals with *Criminal Code* convictions, charges pending or pardons for the following offenses will **not** be considered for a position of trust.

- Physical or Sexual Assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offenses for child abuse
- Sexual exploitation

## Essa Minor Hockey Association - Rules of Operation

- Sexual interference
- Invitation to sexual touching
- Any fraud related convictions

EMHA volunteer applicants may be rejected because of other information gained during the police records check process or through the screening process as a whole, or because of other factors.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

### **Procedures for Police Record Check**

- a. All persons submitting Police Record Check applications are to use the "OPP Volunteer Screening Form", a copy of which is available from the EMHA web site or from any member of the Executive
- b. Applicants must ensure the form is fully and properly completed.
- c. Once completed, the team head coach will forward all applications from his Team to the respective Contact.
- d. The respective Contact will match the names on the applications to the Team Roster to verify all team Officials have been included and then submit the applications to the EMHA Risk Management Officer.
- e. The Risk Management Officer will establish a list of names submitted for screening and then forward to the OPP.
- f. Where an offence is noted on the form, the OPP will typically telephone the individual submitting the application to inform them of a notation. Should this occur, the individual can request the OPP return the screening form directly to them, instead of being routed to the Risk Management Officer and subsequently withdraw themselves as a Team Official and from further involvement with the Team. Alternatively, the individual can request the OPP to continue routing/processing the form.
- g. On completion of the Record Check, the O.P.P will return the form to the EMHA Risk Management Officer. The Risk Management Officer will match names of the returned screening application to those recorded on the list of names submitted for screening.
- h. The Risk Management Officer will arrange to forward completed applications to the Association's Legal Counsel who will screen the form for any offence referenced in the OMHA Policy Police Screening (or that established by the OHF, if more current).
- i. Where an offence is noted on the form, Legal Counsel will contact the Association President and inform of him of the outcome of the Record Check. The President may contact the person for whom an offence has been noted and inform them that there is problem with the information obtained via the Record Check.
- j. The applicant will then have ten (10) days to clarify/confirm the results with the O.P.P or alternatively, withdraw their volunteer application.
- k. If at the end of the ten (10) days the results of the Record Check have not changed, the President will inform the respective Contact that the applicant is not to be placed in the position applied for. No detailed information or explanation will be provided to the Contact.

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- I. Once all checks have been completed by the OPP, the Risk Management Officer shall inform the President of any applications for screening that have not been returned by the OPP. The President shall confirm that any individual for whom a volunteer screening form has not been returned by the OPP has withdrawn for involvement with all EMHA Teams

### **Additional Screening**

In addition to a Police Record Check, screening for the positions of Head Coach, Manager, Trainer, Assistant Coach or Assistant Trainer within EMHA, will include the following:

- applicants for all positions must use, complete and submit an application form to the Association Head Coach;
- interviews for any position may be conducted at the discretion of the Association Head Coach/Executive;
- references provided in the application form will be contacted;
- all team officials must attend an orientation and any training sessions prescribed by the Executive;
- all team officials will be subject to Supervision and evaluation by the Executive or designated representatives of the Executive; and
- follow up and feedback may be solicited from parents and players with program participant



# Essa Minor Hockey Association - Rules of Operation

**Why use an Affiliated Player (AP)**

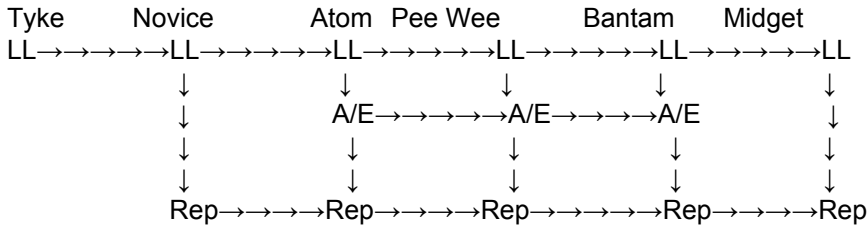
The purpose of the AP is NOT to augment a roster; it is to help the team remain competitive when rostered players are absent due to suspension, illness/injury, vacation or personal reasons (i.e. work schedule, family function.)

The number of players used in a game must NOT exceed the number of players rostered to a team prior to the addition of the Affiliated Players.

The AP's first priority is to their (regular) rostered team; should a player miss a game/practice/team function with their rostered team and play/practice/attend team function with the Affiliated Team, disciplinary action involving the player and/or Coach may be taken, with the likelihood of removal from the AP Roster and/or suspension of Player and/or AP Coach.

Affiliated Coaches must complete the AP Form found with the Coaches Manual, EMHA website or contact the Secretary, OMHA Contact, LL Contact or Association Head Coach for additional forms.

**Who can be Affiliated (AP'd)**



A Player can only be rostered to only 2 (two) teams per season, therefore affiliated with only 1 (one) team.

The Coach who wishes to use an AP needs to approach prospective Player's Parents and the Player's regular Rostered Coach; signatures are required on the AP form prior to being placed on an AP Roster. The AP player may **NOT** play for the team to which he/she has been affiliated (AP'd) until the roster has been approved & completed, otherwise EMHA and/or OMHA suspensions will result.

In the case of a Local League Player wishing to play for an AE or Rep Team, OMHA residential requirements apply as they would for any Rep player. An Offer of Commitment Form (an OMHA requirement) will need to be completed prior to the player being rostered.

## Essa Minor Hockey Association - Rules of Operation

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 member 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 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.