

MINTO MINOR HOCKEY ASSOCIATION

RULES OF OPERATION *(AMMENDED April 2017)*

1.0 Governance

1.1 MMHA 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 The MMHA reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the MMHA has been evident.

2.2 Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the By-laws or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

2.3 Every parent will sign a code of conduct form annually.

2.4 See Appendix A- Code of Conduct

3.0 Conflict of Interest

3.1 Member of the MMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit- financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the of which he /she must also be trying out for of which he /she must also be trying out for question of a conflict of interest arises.

4.0 Eligibility / Insurance and Registration

4.1 Residency

a) MMHA player must reside within the area described by MMHA Residency Rule#18.

b) The Executive shall set the dates by which the selection of players must be completed in September.

c) If in the opinion of a majority of the Executive, a minimum roster must be set for a MMHA team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach via the first VP before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.

d) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the representative team only as per section 15. This player must be in the top 3 as determined by the evaluators in order to play on the representative team in the age above. Failure to make the top 3 will have the player return to his/her proper age group of which he /she must also be trying out for.

4.2 Registration of players

a) Registrants will be placed in division according to the OMHA Manual of Operations.

b) The Junior and Senior Development Program will be used for all pre-novice

registrants.

c) Registration dates and fees will be set by the Executive as soon as information on ice time fees, revenue and other contributing factors have been processed.

d) All participants must register in the proper level for their age. Transferring after registration from one program to another will be subject to Executive approval.

e) All participants must be registered with MMHA and the appropriate fee paid before being allowed to be on the ice.

4.3 Birth Certificate

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

4.4 Refund in Registration Fee

a) A June 1st registration deadline will be set each year, after which a late fee of \$200 per registrant shall apply.

b) Any player wanting to register after the final registration date deadline MAY be allowed to register at the discretion of the Executive. This will be decided on a case by case basis, and will depend on the number of registrants on the team in question, as well as other considerations. If the individual is allowed to register, and the Representative Team has already been chosen, then he/she will be placed on the Local League team. Full registration fee plus applicable late fee will apply. Should a player move into the area well into the season and wishes to play, and if there is a spot for them on the Local League team, they will be offered a pro-rated registration fee of 50% of the full fee after December 15th.

c) Any player who ceases to play before the end of the season (for injury or personal reasons), upon application to the Executive in writing, may be granted a refund in their registration fee under the following guidelines:

- Not been on ice (including power skating) – 100%
- Prior to October 15th: 75%
- October 15th – November 15th: 50%
- After November 15th: 0%

**Any player under suspension for any reason must serve the entire suspension before applying for a refund.

**No late charges will be refunded.

5.0 Insurance

a) The MMHA undertakes no responsibility for player injuries or any other liabilities whatsoever. This shall be stipulated on all registration forms.

b) All players, coaches, Executive members and other participants are to be insured under the guidelines set forth in the OMHA Manual of Operations.

- c) The Director of Registration and the Town Contact shall ensure that all participants, team officials, and Executive members are registered and are subsequently insured as per OMHA regulations

6.0 Equipment and Uniform and Colour

a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulation. Directors, convenors, and coaches must advise players or parents improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.

b) Goaltenders up to and including Peewee shall be provided with approved goalie equipment if they do not have their own. The equipment is to be well cared for and returned in good condition at the end of the season. If repairs are required, players, coaches and parents are encouraged to contact the MMH Equipment Manager.

6.1 Official Colours

a) The official colours of MMHA shall be: red, white and blue, including team matching socks.

7.0 Player Movement

7.1 Rep/Local League Player Movement

a) Player movement must require 1st and 2nd Vice Presidents / Parental / Player and / or Coach consultation with final approval given by OMHA.

b) No player shall be transferred after January 10 as per OMHA Regulation 3.2.

c) Prior to the start of the regular season, the Executive will approve movement vertically or horizontally for each team.

8.0 Conduct and Discipline

8.1 Complaints and Sanctions

a) Complaints or questions regarding the operation of the Association must be submitted, in writing to the President or Director of Risk Management.

b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.

c) Complaints / questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.

d) Upon receipt of a complaint, the President will call together the Executive Committee of the Board to investigate the complaint and present recommendations to the Executive as a whole. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.

e) Discussions of complaints of a sensitive or personal nature at an Executive meeting will not be open to the general membership and shall be kept confidential.

f) All complaints shall receive a written reply.

Appendix B- MMHA Complaint Form

Appendix C- MMHA Dispute Resolution Process

9.0 Coach / Managers / Trainers

9.1 Selection of Team Coaches

a) Application for coaching positions will be advertised for the up and coming season.

- b) A Coaches Selection committee will be formed in June. The committee will consist of the President, 1st Vice-President, 2nd Vice-President and The Director of Player and Skill Development.
- c) The Coach Selection Committee shall:
 - i) Set a coaching election criteria
 - ii) Convene meetings to select coaches for the respective teams
 - iii) Coaching interviews can be held at the discretion of the Selection Committee
 - iv) The coaching selections will be made at the discretion of the Selection Committee
- d) All MMHA team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations.
- e) MMHA discourages an individual from coaching the same group of players for more than 2 consecutive years. As such, whenever possible, the Coaching Selection Committee will try to avoid this, assuming other qualified individuals have applied for the position.
- f) Appointed team officials are expected to follow the coaches' code of conduct set out by MMHA and attend regular coaches meetings. In addition they are expected to abide by deadlines for roster submission (including team officials), website contact, tournament convenor, etc. Failure to do so may result in the removal of the individual from his/her position.
- g) All team officials are required to have a police records check including a Vulnerable Sector Search every three years and sign an offence declaration annually.

9.2 Selection of Trainers

- a) Trainers for teams shall hold a valid HTCP certificate.
- b) Trainers will ensure that the Minto Minor Hockey Concussion Protocol is adhered to.

10. Fund Raising

- a) Any individual team is prohibited from fund raising without consent from MMHA.

11. Funding for Team Travel

Any MMH team advancing to OMHA play downs shall be entitled to receive MMH funding for travel expenses to the opposing centre with the following provisions:

- a. The opposing team's centre must be located 150km or more from the Harriston Arena, using the shortest route.
- b. MMH will pay for referees for quarterfinals onward if required to fund bus costs.
- c. MMH is willing to pay the bus invoice on a team's behalf with the expectation that MMH is reimbursed the amount owing minus revenue from home game door entry and other fundraising.
- d. The team is entitled to proceeds from door entry revenue for each of its home games (sale of any MMH promotional material such as pins, calendars, etc.)
- e. In addition, the team is given permission to hold a 50/50 draw or similar fundraiser in order to raise funds for travel expenses.
- f. Any funds raised must be used for travel expenses only (excludes meals, hotels, etc.)
- g. The team is required to keep a detailed record of revenue raised and incurred travel expenses and submit this to MMH at the conclusion of their final series.
- h. MMH will support the cost of hosting a team meal for both (the Mad Dogs and the opponent) at the first home game of an OMHA final. The amount of support

towards the meal will be determined by the executive at the time.

i.

12. International Silver Stick Birth

MMH shall provide any team earning a berth in the International Silverstick Tournament with \$500 to be used toward travel expenses. Again, the team is required to keep a detailed record of its expenses and provide MMH with a copy at the conclusion of the tournament.

13. Recognizing Team Success

MMH shall provide any team winning an OMHA championship and / or an International Silver Stick championship with up to \$500 to be used towards team photos(s), engraving etc. The team shall provide the executive with a cost proposal prior to approval.

14. Responsibilities of Coaches and other Team Officials

a) Team officials are accountable to MMHA for their conduct, and that of their players in the dressing room and on the ice. They are expected to set a good example in conduct, language, dress and sportsmanship.

b) Team officials are expected to be familiar with rules, regulations, and procedures of the MMHA, WOAA, and OMHA.

c) All team officials require proper coaching/training certification as well as Respect in Sport. Any individuals who are asked to assist with practices must also have certification and Respect in Sport. MMHA must be made aware of their participation prior to them being allowed to assist with practices. Minor hockey registrants helping with a practice must be a minimum of 2 years older than the age group they are assisting and minimum 9 years of age. Minor hockey registrants helping with practices who are under 14 years of age must wear full player equipment. Those 14 and older can wear coach's equipment.

d) All on ice team officials require hockey gloves, skates and CSA approved helmet (with chin strap fastened)

e) Team officials are responsible for the safety of the participants both in the dressing room, and on the ice. As such, they are responsible for supervising the dressing room AT ALL TIMES, both for practices and games. The "TWO DEEP" is expected to be adhered to at all times, for obvious reasons. At no time should horseplay be allowed or encouraged. Team officials are expected to set out guidelines for appropriate conduct at the beginning of each season.

f) Team officials are responsible for the condition of the dressing room when they leave. This applies both at home and away games. Tape, garbage, etc. should not be left on the floor. We can be held liable for any damage to dressing rooms.

g) Team officials are responsible for ensuring that all required equipment is in place, and is being worn properly throughout on-ice activities. This includes proper use of mouth guards and neck guards. Helmet straps are to be fastened at all times while on the ice.

h) In addition, on-ice team officials are responsible for checking and monitoring the playing surface and reporting any safety concerns (protruding screws, defective door latches, loose board trim, etc.) All doors are to be kept shut during practices.

i) The head coach of each team is inevitably responsible for delegating various duties to his/her assistants. In addition, volunteers are required to collect admission fees, run

the clock, act as a website contact, convene the tournament, etc.

j) 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.

k) Team officials shall become familiar with and enforce all rules, regulations and procedure of the MMHA, and the OMHA.

l) The Head coach of the team or the Trainer is responsible for forwarding a copy of the "Hockey Canada Injury Report" and the approval of "Returning to Play" to the Head Trainer.

Appendix D: Hockey Canada Injury Report

Appendix E: Returning to Play Document

Appendix F: MMH Concussion Protocol

15. Selection of Teams

a) The Director of Player and Skill Development shall oversee the Rep tryouts and player selection process.

b) All players will have the opportunity to attend the first 2 tryout sessions.

c) The number of players to be selected for each team will be decided by the Executive along with the director of team Selection. In general, Rep teams may have a slightly lower number than the LL team so that they are able to AP.

d) Players trying out should be assessed by at least 3 independent evaluators with no direct affiliation or relationship to the players so that an impartial assessment of their skills can take place. The evaluators should be instructed on the MMH evaluation process. During the tryout process the evaluators should INDEPENDENTLY evaluate each player. They should not collaborate or compare notes. Completed evaluations are then passed along to the Director of Player and Skill Development. This evaluation process will choose 60% of the team. The coaching staff will choose the remaining 40% of the team. After the first two tryouts players may be asked to participate in some exhibition games before a final decision is made. Players will be advised of their position on the team by the method determined by the coaching staff. Players may be asked if they would be interested in being an AP to the Rep team.

16. Local League Team Selection

a) Local League Team for each level will consist of players who either have chosen not to try out for the Rep team or those who tried out but were not chosen. If there are enough registrants to allow for more than one LL team, the Director of Player Development, along with the Coaching Selection Committee and involved coaches, will endeavour to divide player talent as equally as possible between the teams. Whenever possible, players in the same family will be kept on the same team for travelling purposes.

17. Player Movement and Affiliated Players

a) MMHA expects a positive working relationship between the AE & Rep team at any level, the AE and / or Local League team at the same age level and the Rep team in the age level below with respect to Affiliated Players (APs). MMHA is in favour of utilizing APs on an as needed basis. Affiliated players should be used when the Rep team is shorthanded due to illness, absence, suspensions, etc.

b) AE and / or Rep teams are encouraged to utilize APs from the LL before calling up

APs from the Rep level below.

c) Coaches of APs should be contacted by the Rep coach BEFORE the Rep coach contacts the player. The AP's first obligation is to the team to which they are signed. In cases where a game for both teams fall on the same night, the AP is expected to play for their regular team.

d) Any disputes regarding player movement and utilizing APs should be taken up with the 1st and 2nd Vice-President, and further with the President and Director of Risk Management.

e) Should a rep player request a transfer to the local league team during the season the following must take place:

- Proper conflict management process must be followed initially, including the "24 hour rule" time, grievance form completion and submission to the team Parent Liaison and subsequent meeting with coach, parent and parent liaison. Should the meeting result in the player movement request remaining;
- The Local League coach must be approached by the MMH President and/or Town Contact:
- Should the coach agree with the player movement,
- Both team numbers are able to support the transfer, from Rep to LL ;
- The player movement deadline has not passed (deadline January 15), the change may take place.
- Should the Local League coach decline the player movement to the local league team, the player requesting the change will be required to remain with his/her team of origin.

Note: Any time a player movement occurs, both Local League / AE/ Rep coaches will have a team meeting at the earliest opportunity to notify their team of the player movement when movement occurs.

Appendix F: MMHA- 24 Hour Rule Document

18. Player Participation

a) No player is allowed to practice or play with a team to which they are not registered or AP'd without written permission from the executive.

b) Players are not allowed on the ice until the resurfacing machine has exited the ice and the doors are closed. A coach or trainer must accompany the team at all times while they are on the ice.

c) Coaches are asked to make a conscious effort to provide players with a relatively equal amount of playing time during regular season games. A greater emphasis on this should be considered at the local league level.

d) Coaches are encouraged to help players develop a better understanding of the game and improve their skills by having them play various positions.

e) It is understood that a coach may sit or bench a player for disciplinary or motivational reasons as long as it is not for a prolonged period of time. It should be made clear the reason for this so that a positive result may be achieved.

19. Cancellation of Scheduled Games

a) All MMHA teams are expected to play all games that they are scheduled to play no

matter what the outcome regarding points at the end of the season.

b) Games are only to be postponed because of weather conditions, epidemic sicknesses or other emergencies.

c) Any postponed game should be rescheduled as soon as possible.

d) Any team postponing or cancelling a game without sufficient notice being given to the other town will be billed for the games cost if such are received from the opposing minor hockey association. The team will in all likelihood be reprimanded by the league in terms of suspensions.

e) When a game is to be cancelled at our arenas, the following people are to be notified

- referee in chief
- arena staff

20. Coaching/Training Courses and Refreshers

a) MMHA will reimburse team officials for the cost of coaching/trainer course and refreshers held outside of our center. Paid receipt must be submitted to an executive member and the request will be addressed at the next MMHA executive meeting

21. Minto Minor Hockey Policy on Fighting

Any MMH player receiving 3 major penalties for fighting within a given season shall be suspended from participating in any MMH activities (including practices, games and tournaments), and is required to meet with MMH Executive Committee before having their playing privileges reinstated.

Coaches are required to report ALL instances of fighting to the appropriate MMH executive responsible for their level (1st Vice- Rep, 2nd Vice Local League), within 48 hours of the occurrence.

22. Alcohol and Drug Policy

MMH has adopted a ZERO TOLERANCE policy on alcohol or drug use by its players and bench staff. Those individuals unmistakably under the influence of drugs or alcohol before, during or after any MMH sanctioned event (game, practice or tournament), shall be immediately suspended from participating in any further MMH events, pending a meeting with MMH Executive Committee. Coaches and players are encouraged to report any such behaviour to MMH immediately

Should the individual be allowed to participate further in MMH activities, and should there be a second occurrence, the individual shall be suspended for the remainder of the current season. The individual will then be required to meet with the MMH Executive Committee prior to the beginning of the next season at which time it will be decided whether or not the individual will have their privileges reinstated.

A 3rd occurrence shall result in a 10 year ban from participating in any MMH sanctioned event.

No refund in registration fee or fundraising fee shall be given under these circumstances.

Appendix:

- A- Code of Conduct
- B- MMHA Complaint Form
- C- MMHA Dispute Resolution Process
- D- Hockey Canada Injury Report
- E- Returning to Play Document
- F- MMH Concussion Protocol
- G- MMHA- 24 Hour Rule