

South Bruce Minor Hockey Association

Rules of Operation



Table of Contents

1.	Governance	4
1.1	Levels of Governance	4
1.2	Implementing Rules Of Operation	4
2.	Conduct, Discipline and Complaints against the Association	4
2.1	Membership Conduct	4
2.2	Code of Conduct	5
2.3	Discipline following Violations of the Code of Conduct	5
2.4	Discipline following Violations of the Constitution and Rules of Operation	5
2.5	Team Discipline	5
2.6	Penalties and Suspensions	5
2.7	Complaints regarding the Operation of the Association	6
3.	Registration	6
3.1	Registration	6
3.2	Residency and Eligibility.....	6
3.3	Registration of Players.....	6-7
3.4	Proof of Age	7
3.5	Registration Dates	7-8
3.6	Registration Fees	8
3.7	Registration Late Fee.....	8

3.8	Registration Refunds	8
4.	Equipment, Sweaters and Insurance.....	8
4.1	Player and Team Official's Equipment.....	8
4.2	Sweaters	9
4.3	SBMHA Equipment	9
4.4	Loaning of Equipment.....	9
4.5	Liability	9
4.6	Player and Team Officials Insurance	9-10
4.7	Board Insurance	10
5.	Player Movement and Team Regulations.....	10
5.1	Underage Players.....	10
5.2	Movement of Players.....	10
5.3	Affiliation	11
5.4	General Rules for all SBMHA Teams.....	11-12
5.5	Representative Teams	12
5.6	Local League Regulations	13
5.7	Women's Teams Regulations	13
6.	Coaches Selection.....	14
6.1	Role of the Technical Director	14
6.2	Coaches Committee	14
6.3	Qualifications and Eligibility	14
6.4	Applications	14-15
6.5	Selection of Assistant Coaches, Trainers and Managers	15
7.	Team Officials	15
7.1	Accountability	15-16
7.2	Player Injuries	16
7.3	Player Ice time and Development.....	16
7.4	Team Meetings with Parents.....	16-17
7.5	Parent Complaints.....	17
7.6	Team Budgets and Financial Statements	17-18
8.	Subsidization of Team Officials	18
8.1	Subsidy Rates	18
9.	Ice Scheduling	19
9.1	Ice Contract	19
9.2	Responsibility	19
9.3	Cancelling Ice.....	19
10.	Playing Times	20
10.1	Practices	20
10.2	Length of Home Games during the Regular Season	20
10.3	Length of Games during the Playoffs	20
11.	Off - Ice Officials.....	20
11.1	Timekeepers and Scorekeeper	20
12.	On -Ice officials.....	20
12.1	Referee Scheduling and Notification	20-21
12.2	Referee Payment	21
12.3	Referee Complaints	21
13.	Exhibition Games	21
13.1	Notification	21
13.2	Payment of Referees for Exhibition games.....	21
13.3	Exhibition Games and Tournaments outside of OMHA Jurisdiction ...	22

14.	Tournaments	22
14.1	Approval	22
14.2	Tournaments during playoffs	22
14.3	Teams entering SBMHA Tournaments	22
15.	Fundraising	22
15.1	Purpose	22
15.2	Parents Responsibility.....	23
15.3	Team fundraising	23
16.	Gate Admissions for Games.....	23
16.1	Gate Admission Fees	23
16.2	Gate Operation	23-24
17.	Sponsorship	24
17.1	Co-ordination	24
17.2	Sponsorship Agreements and Fees	24
17.3	Association Agreement with Sponsor	24
18.	Banquet, Banners, Awards and Players progressing to JR. Hockey Banquet	24
18.1	Hockey Banquet.....	24
18.2	Banners or Plaques	24-25
18.3	Memorial Awards	25
18.4	Trophy Cases	25
19.	Privacy Policy	25
20.	EFFECTIVE DATE.....	25

1. Governance

1.1 Levels of Governance

- a) SBMHA operates under the governance of its Constitution and the Rules of Operation in conjunction with the rules, bylaws and policies of the:
 - Western Ontario Athletic Association, hereafter WOAA
 - Ontario Minor Hockey Association, hereafter OMHA
 - Ontario Women's Hockey Association, hereafter OWHA
 - Ontario Hockey Federation, hereafter OHF
 - Hockey Canada, hereafter CHF

1.2 Implementing Rules Of Operation

- a) Between Annual General Meetings (AGM) the SBMHA Board reserves the right to implement an operating rule or regulation as deemed necessary to facilitate hockey operations. The rule or regulation must be approved by a majority vote of the current Board before being implemented. After implementation, this rule or regulation will then be brought to the first AGM after executive approval for ratification by a majority vote of the members present at that AGM.
- b) The rule or regulation will be added to the applicable governing document (Constitution or Rules of Operation) as moved at the AGM.

2. Conduct, Discipline and Complaints against the Association

2.1 Membership Conduct

- a) All members of the SBMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.
- b) The SBMHA reserves the right to reject membership in such case where a previous record of behavior unbecoming a member of the SBMHA has been evident.

2.2 Code of Conduct

- a) As members of the SBMHA, all members will follow a code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the

current revision of the OMHA Manual of Operations. Members under the jurisdiction of the OWHA will follow the code of conduct as outlined in the current revision of the OWHA Constitution, Bylaws and Regulations.

2.3 Discipline following Violations of the Code of Conduct

- a) Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Upon a fair hearing such action may result in the member losing the privileges that come with membership in the SBMHA, including the opportunity to participate in SBMHA activities.

2.4 Discipline following Violations of the Constitution and Rules of Operation

- a) Membership may be revoked at any time of an individual who has been deemed by the Board to be in contravention of the SBMHA Constitution and Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Board.

2.5 Team Discipline

- a) The coach of a team is responsible for assessing immediate disciplinary action against players on their team when it is warranted. If a suspension is involved they shall notify the President and Chair of the Discipline Committee.
- b) Any appeals of disciplinary action taken by a coach shall be submitted to the President and Chair of the Discipline Committee. This also applies to complaints regarding the lack of disciplinary action.
- c) The Board of Directors shall rule on any unresolved appeals or complaints.

2.6 Penalties and Suspensions

- a) All penalties and suspensions shall be called and served in accordance with the WOAA, OMHA and or OWHA regulations.
- b) The Head coach or Team official will inform the Town Contact/Women's Town Contact, as soon as possible, when a player on their team has been assessed a game misconduct penalty.
- c) A player or team official receiving multiple game misconducts may receive further disciplinary action upon review by the President and Chair of the Discipline Committee.

2.7 Complaints regarding the Operation of the Association

- a) Complaints or questions regarding the operation of the Association must be submitted, in writing, with signature to the President. Any complaints received without signature by email or by telephone will not be addressed.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Board.
- c) Complaints/questions should be submitted at least one week prior to the Board Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, the President will ensure the complaint is investigated and recommendations presented to the Board; or for immediate, serious issues, may call a special meeting of the Board.
- e) Discussions of complaints of a sensitive or personal nature at a Board Meeting will not be open to the general membership and shall be kept confidential.
- f) All complaints shall receive a written reply and decisions of the Board are final.

3. Registration

3.1 Registration

- a) Registration procedures will be organized and coordinated by the Registration Director and the Board.

3.2 Residency and Eligibility

- a) Players must reside within the area described by OMHA /OWHA Residency Rules.
- b) After December 1st, SBMHA players skating with a Junior team will no longer be eligible to play for the remainder of the SBMHA season. Any refunds will be prorated.
- c) A SBMHA player must sign an "AAA" playing card by September 1st of the current playing year. No approval to play "AAA" will be given by the SBMHA after September 1st.

3.3 Registration of Players

- a) Subject to registration numbers, the Association will operate the following player groupings:

Initiation Program – Under Age 7

Bantam – Under Age 15

Tyke – Under Age 8

Midget – Under Age 18

Novice – Under Age 9

Juvenile – Under Age 20

Atom – Under Age 11

Pee Wee – Under Age 13

- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Board approval. The request to transfer must be made in writing to the Board outlining the specific reason(s) for the request.
- c) Players will have the option to indicate whether they wish to play for Rep or Local League on their registration forms.
- d) Players must be registered and fees paid in full before participating in any game, practice or try-out.
- e) Any person choosing to play for both OWHA and OMHA teams must pay the full registration fees for each team at the time of registration.

3.4 Proof of Age

- a) Photocopy of Birth Certificate must be submitted with every initial registration and a “Declaration of Right of Choice” form must be completed.

3.5 Registration Dates

- a) The Board in consultation with the Registration Director shall set registration dates for the upcoming hockey season.
- b) The registration dates will be advertised on the SBMHA website.
- c) No registrations will be accepted after September 1st except in the following circumstances:
 - The team for which the player is registering will have less than 14 players
 - The player has moved to the SBMHA since the start of this season
 - The player is trying out for a rep team under OMHA Rule 3.5

- Other exceptional circumstances as approved by the Board

d) Players will only be allowed to try out for a rep team under OMHA Rule 3.5 during the regular tryout sessions.

3.6 Registration Fees

- a) The registration fee for each player grouping shall be based upon the budget.
- b) Parents will also include a cheque for fund-raising in addition to the required registration fee. Amount to be determined by the budget.

3.7 Registration Late Fee

- a) Any registrations received later than 10 days after the final registration date set by the Board for that current hockey season shall pay the full registration fee plus late fee.
- b) 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.) and approved by the Board.

3.8 Registration Refunds

- a) Refunds will be granted according to the date the written application is received by SBMHA at a pro-rated amount as decided by the Board of Directors.
- b) No late charges will be refunded.

4. Equipment, Sweaters and Insurance

4.1 Player and Team Official's Equipment

- a) All players must wear complete hockey protective gear, including a non-expired CSA approved helmet, facemask and throat protection for all on ice activities. Mouth guard use is mandatory for all players.
- b) All coaches and volunteers will be required to wear helmets (ages 14 and under must wear full equipment) for all on ice activities. For insurance reasons, only carded players/ carded team officials and "On-Ice" volunteers sanctioned by the SBMHA are to be on the ice surface. It is highly recommended that Bench staff and Trainers wear proper footwear in the event they are needed to assist a player on the ice.

4.2 Sweaters

- a) Any person issued sweaters, equipment or any other property of the SBMHA shall be responsible for their care and safe return.
- b) Each player will be given a sweater by the coach or delegate before each game. After the game, the sweater must be returned to the coach/delegate. Team sweaters will not be kept in individual player's equipment bags. Players will not wear team sweaters during practices. Coaching staff will be responsible for cleaning team sweaters. All sweaters returned to SBMHA at the end of the season MUST be washed.
- c) Emblems may only be sewn on sweaters by hand or sewing machine.

4.3 SBMHA Equipment

- a) SBMHA will supply the following goaltender equipment to each team up to Novice: Pads, Chest/Arm protector, blocker, catching glove and stick.

Upon request, older age groups will be considered at the discretion of the Board.

- b) SBMHA equipment will not be used off-ice for reasons including street hockey, ball hockey, roller hockey.
- c) Misuse of the equipment will result in the immediate return and no further use of equipment.

4.4 Loaning of Equipment

- a) The SBMHA will loan goaltending equipment during off-season for on ice activities only; such as hockey schools, summer hockey. All equipment must be returned when the off-season event is completed. SBMHA does not supply equipment to those who do not play within our organization. A deposit of \$250 is required.

4.5 Liability

- a) The Municipality of South Bruce and the SBMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- b) This shall be stated on all player registration forms.

4.6 Player and Team Officials Insurance

- a) The insurance program described by the OMHA Manual of Operations or the Ontario Women's Hockey Association shall cover all players and officials of the SBMHA.

- b) The insurance program does not cover Parent/Child or any non-sanctioned OMHA/OWHA activities if someone was injured. (i.e. parent vs. child games are not insurable or permitted by the Association)

4.7 Board of Directors Insurance

- a) The Board may purchase and renew yearly an Association liability insurance policy for coverage of Board members. The Board shall be responsible for obtaining this insurance.

5. Player Movement and Team Regulations

5.1 Underage Players

- a) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the Rep team only.
If he/she fails to make that team, he/she must return to his/her proper age grouping.

5.2 Movement of Players

- a) Any player registered in the SBMHA and also trying out for a Junior team or OMHA Regional team or OWHA Regional Team must have an OHA tryout form completed. The President or Vice President, OMHA, or OWHA Contacts must sign this form before they are allowed to tryout. For girls, a permission to skate form will be only signed for a higher category.
- b) Any player registered in the SBMHA requesting player movements or transfers will formally do so through the President, OMHA, or OWHA Contacts. All releases and transfers will be completed per the OMHA and or the OWHA regulations and forms.
- c) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of the SBMHA must formally do so through the President.
- d) In cases of granting releases for players to play for Junior teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at his level.
- e) If after determining by discussion with the respective Junior Team representative and the player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed, subject to the terms of the payment schedule as per the OMHA fee schedule.
- f) The President and OMHA, or OWHA Contact of SBMHA must sign all releases and transfers.

5.3 Affiliation

Preamble:

Affiliation is the process whereby teams “call up” players from an OMHA approved list to play in games or practices to support the operation of that particular team.

Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only.

The following rules have been put in place in order to protect the Association’s best interests. Where a concern is raised as to the interpretation of a particular statement, the responsibility for resolution rests with the Board, the President shall resolve any conflict.

- a) SBMHA teams shall affiliate as per OMHA rule #23 with the following additions:
- b) In order to protect the Association’s best interests, each team is required to initially limit the number of affiliates to a maximum of 10.
- c) An affiliate player may miss practice with his base team. Consent from a member of Team Management (Head Coach, Assistant Coach) of the team that the player is rostered to must be received by the coach requesting use of the affiliate player. The Technical Director must be informed of any of these consents.
- d) The player’s Team Management has no right of refusal except under the following circumstances:
 - By virtue of game locations and the travel involved, there is a reasonable doubt that the affiliated player would be able to make it to a game with his base team. In cases of dispute between the two coaches, the final decision rests with the President.
 - The Player is under suspension. OMHA Rule 50.3 will then apply.

NOTE: A conflict does not exist when: the higher categorized team plays or practices after the lower categorized team plays or practices OR the lower categorized team practices after the higher categorized team plays or practices.

5.4 General Rules for all SBMHA Teams

- a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games within the arena.
- b) Two (unrelated) PRS or RIS certified persons should be present in or directly outside of the dressing room at all times for practices and games.
- c) All players must be ready to go on the ice at game time.

- d) Players should stay in their dressing room until the ice is available.
- e) No players shall be allowed on the ice without a registered official present, on the ice.
- f) No player is allowed to step onto the ice until the ice machine is completely off the ice and the Zamboni door has been closed. Safety Precautions must be taken during all games and practices by checking that all penalty box and team bench doors are securely closed.
- g) Team officials and players are responsible for the condition of their dressing rooms.

5.5 Representative Teams

- i) The Board has the ability to move players to LL from the Rep team as needed in such a situation that the registration numbers for the team change. The Board will discuss this matter with the Coach and the Coaches Committee, with the Board having the final decision.
- ii)
 - a) The Board shall set the date by which the selection of players to the First Entry Rep. teams and Additional Entry Rep. teams must be completed by.
 - b) The Board will provide to the coaches before tryouts the number of players and goalies the individual teams will be allowed to carry on these teams based on the number of registrants following the WOAAA and OMHA guidelines. If in the opinion of a majority of the Board, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach.
 - c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board.
 - d) Before tryouts, an updated registration list consisting of players wanting to try out for Rep. teams will be given to each Rep. Coach for the division they are coaching. Any new registrants after this time will be told by the Registration Director to contact the coach to get on this list.
 - e) Coaches will ensure all players who are trying out on this list are contacted and informed of the dates and times of tryouts.
 - f) Final teams will be selected from individual registrations for each division based on the evaluation sheets, input from the Head Coach and approval of the Coaches Committee. The Board will endeavor to provide player evaluators during tryouts to the best of their ability.
 - g) The tryout process includes a rust off skate and 4 tryouts can be any combination of games or tryout practices. Cuts are allowed to be made in a staged approach starting after the first tryout skate. Tryouts are tryouts that are scheduled, not tryouts the player shows up for, this includes

a game or practice. If a game is scheduled the evaluators must be present at the game. There is no “dry-land” tryouts allowed.

- h) Players who are injured, sick or new to the area will have the opportunity to be evaluated for placement on a Rep or AE team after the tryouts.
 - i) Players must be on an approved OMHA roster before participating in any tournaments.
 - j) No player shall be added to a roster after February 10th.
 - k) Every effort should be made to maintain an equal ice schedule between the two arenas.
 - l) The player roster of the Team will be posted on the website only (not at the arenas).
 - m) No less than two players will be cut at any one time.
- ii)
- a) All players are free to try out for the next higher age division if they wish; such players must pre-register for tryouts and must indicate at that time their intention to try out with the older age division.
 - b) In order to make the higher age division team the player needs to be evaluated as top 5 in the higher age division. Top 5 means the player is rated as a top 3 forward or top 2 defense. A goalie must be rated as the top goalie for the team they are trying out for.
 - c) Consistent with this requirement, a player would not be able to play on the AE team of the higher age division.
 - d) It is strongly recommended that players trying out for an older age division should also participate and be evaluated in the tryouts for their current age division.
 - e) If the player decides not to attend the tryouts for their current age division and to only attend the tryouts for the older age division, that player will not be eligible to be selected for the rep team for their current age division.
 - f) Please note any of the above items may be waived by SBMHA executive due to operational requirements in the best interests of the association.

5.6 Local League Regulations

- a) The Board shall set the date by which the selection of players to the Local league teams must be completed.
- b) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- c) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division. The Board will provide player evaluators during tryouts.
- d) The Committee shall do their utmost to provide balanced teams. Following the initial selection of teams and the assignments of coaches, the Committee may move players between teams to satisfy

special requests from parents. Keep in mind where these teams have to play against each other in league play; these teams will be balanced in their skill level as well.

- e) Every effort should be made to maintain an equal schedule between the two arenas.
- f) All teams within each division shall be re-balanced by the Board if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves. Should dropouts reduce a Local team roster to more than three players below the average team roster, the Board will make transfers as required.

5.7 Women's Teams Regulations

- a) Women's teams play in the WOAA during the regular season and playoff tournaments.
- b) All Women's teams classified as "C" or higher, may register for OWHA Provincial Playdowns in order to qualify for Provincial Championships. If an individual team decides to enter it will be the responsibility of the Women's Town Contact, in consultation with the coach to register with the OWHA as per the OWHA regulations. If an individual team decides to enter it will be the responsibility of the team to pay the OWHA Provincial Championships entry fee.
- c) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- d) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division. The Board will provide player evaluators during tryouts.
- e) All Women's teams must have a registered trainer with a minimum of HTCP Level I certification present at all OWHA sanctioned events (games, practices and dry land training).
- f) Each female team must have at least one registered adult female on the bench. A female official shall be present in the female players' change room while males are present.
- g) All team officials must have current Prevention Services certification.

6. Coaches Selection

6.1 Role of the Technical Director

- a) Set coaching selection criteria and collect Coaches applications on or before the AGM.
- b) Make recommendations to the Board for approval for the selection of the coaches based on the applications received
- c) Convene meetings for the coaching staff prior to the start of and during the hockey season.
- d) Provide Team Officials with a Coaches Handbook.

6.2 Coaches Committee

(SBMHA comprised of 1st Vice President, Rep/AE Convenor, Local League Convenor, 2 at-large members appointed at AGM)

- a) Coaches for the upcoming season shall be selected by the Coaches Committee then recommended to the SBMHA for approval, prior to August 15th of each season.
- b) Where there is more than one application submitted for a particular team, applicants will be interviewed by the Coaches Committee and a recommendation will then be made to the SBMHA for approval.
- c) Will evaluate injured, sick or new players for team placement.

6.3 Qualifications and Eligibility

- a) Coaches must be, or willing to become, certified in accordance with the OMHA Manual of Operations and/or the OWHA Regulations. Applicants selected will also be required to have a Police Record Check completed after the Board approves the coach's selection. The PRC must be completed every other year, with an Offence Declaration signed in the opposite year.
- b) Every effort should be made to ensure a person is not the head coach of a Minor Hockey team, Novice and up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the SBMHA Technical Director.

6.4 Applications

- a) SBMHA will advertise that they are taking applications for head coaches for the upcoming hockey season prior to the end of the current season.
- b) Applications for coaching positions will be available from the Technical Director, the website or any SBMHA executive member.
- c) All Head Coaching applications should be received by the Technical Director on or before the AGM.

6.5 Selection of Assistant Coaches, Trainers and Managers

- a) The Head coach, with the approval of the Board will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager). Every effort will be made to have representation from each centre.
- b) The number of team officials to be selected will be accordance with OMHA and or OWHA regulations
- c) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having two NCCP and two HTCP qualified individuals on the team's roster sheet.
- d) Coaches will be certified in accordance with the OMHA and or the OWHA regulations.
- e) Trainers shall hold a valid HTCP certificate.
- f) All team officials will be required to have a Police Record Check completed every 2nd year, with an Offence Declaration signed in the year in between.
- g) An official Police Record Check may be requested at any time by the Board.

7. Team Officials

7.1 Accountability

- a) Team officials are accountable to the Board for their conduct and that of their players, before, during and after games and practices. The coaches and parents will agree upon the time frame of before and after games and practices. All new team officials are required to complete a Police Record Check. All team officials will be required to have a recommendatory Police Record Check completed every other year, with an Offence Declaration signed in the opposite year. It will be left to the discretion of the Board as to whether any information received from this process will affect their position in the association. Any team official that does not have this complete by the roster approval date of the current hockey season will not be allowed in the dressing room or on the bench until it has been completed.
- b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship.
- c) Team officials shall become familiar with, follow and enforce all rules, regulations and procedures of the SBMHA, WOAA, OMHA or OWHA.
- d) Team officials shall attend Association meetings as required by the Board.

7.2 Player Injuries

- a) The Trainer of the team is responsible for forwarding a copy of the “Canadian Hockey injury Report” to the OMHA/OWHA as required. A copy must be forwarded to the Secretary for association record keeping as soon as possible.
- b) Players who have missed games and or practices due to an injury seeking medical treatment (regardless of if it’s a hockey related injury) must give the coach and or the trainer on that team a Doctor’s note for approval to return to play, before being allowed on the ice for any SBMHA sanctioned activity. A copy must be forwarded to the Secretary for association record keeping as soon as possible.

7.3 Player Ice time and Development

- a) Coaches are to make a conscientious effort to give each player a balanced amount of ice time in each game, including the play-offs. There may be instances and cases where the coach if he/she decides to, may require shortening a player’s ice time. This will be explained during the coaches and parents meeting. Penalty time shall be considered as ice time.
- b) To develop a better appreciation of the game as a whole, players may be given the opportunity to play various positions.

7.4 Team Meetings with Parents

- a) Coaches and Managers must have a parent meeting before the season begins and hold parent meetings as required during the season as needed. Two non-team parent Board members should be present at any meetings.
- b) These meetings will be used to explain/discuss the following:
 - Introduce coaching staff and Responsibilities of coaching staff
 - Select Parent Rep
 - Coaching Philosophy
 - Team Rules
 - Hand out and discuss Player and Parent Codes of Conduct
 - Dress Code
 - Playing Time for players, shortening of players ice time
 - Supervision of Dressing Rooms and Shower Room Policy

- Releasing Children from Coaching staff Supervision
- Female Player Dressing Room Policy
- Transportation of Players
- Twenty-four Hour Cool Down Rule
- Parent Complaint Procedure
- Timekeeping, scorekeeping, admission gates, Fundraising requirements
- Tournaments
- Emergency Action Plan and responsibilities
- Any other points that either group wishes to discuss. It is essential to keep the lines of communication open between parents and coaching staff.

7.5 Parent Complaints

- a) Any Parent complaints regarding the coaching staff or the operation of the team must be given to the Parent Rep, after the mandatory 24 hour cooling off period; in writing with signature (either by hand, or scanned electronic copy). All complaints will first be attempted to be resolved at the team level by the Parent Rep with the parties involved. In the event that the Parent Rep is a complainant then the Parent Rep shall contact the SBMHA Executive regarding the complaint.
- b) If a resolution cannot be agreed upon at the team level, the SBMHA Executive will be contacted by the Parent Rep to be an intermediary in assisting a resolution with the parties involved.
- c) If a resolution cannot be reached, the Board will make a ruling after a hearing of the parties involved.

7.6 Team Budgets and Financial Statements

- a) Team budgets, collecting and disbursing of team finances for tournaments will be the responsibility of a Team Official.
- b) The parents on the team must understand and approve an initial team budget for the amount of funds required to enter the selected tournaments. It is the Team Officials responsibility to collect these funds from the parents. This financial obligation is above the Association's registration fees. (unless otherwise stated)

- c) The team must settle any debts or bills incurred by the team. The SBMHA will not honor these debts.
- d) Any team or individual incurring debts in the name of the SBMHA without prior approval shall be subject to disciplinary action up to and including possible suspension from the Association.
- e) Any individual team fundraising initiatives must be approved by the Board before fundraising begins. All teams are entitled to run a 50/50 draw throughout the season. The funds will be held by SBMHA and disbursed by the Board to the teams when requested to cover tournament and travel expenses.
- f) Teams may accept donations from sponsors to help cover expenses incurred due to tournaments and travel. The SBMHA Treasurer must be notified of any donations received by a team.

8. Subsidization of Team Officials

8.1 Subsidy Rates

The SBMHA will subsidize the costs for current volunteer team officials as per the following:

- a) Initial Coaches and Initial Trainers courses: subsidization of 100% of the registration costs.
- b) Re-certification of Coaches and Re-certification of Trainers qualification: subsidization of 100% of the registration costs.
- c) Team officials completing RIS (Respect in Sport-Activity Leader or Speak Out): subsidization of 100% of the registration costs.
- d) Team Officials getting a PRC (police record check) completed: subsidization of 100% of the costs.
- e) All subsidization will be forwarded after the participant has successfully passed the course and submitted a receipt to the Treasurer or Board.
- f) Subsidization will be considered for any new official who attends and completes an Official Certification clinic upon approval by the Board.

9. Ice Scheduling

9.1 Ice Contract

- a) The SBMHA will sign an ice contract with the Municipality of South Bruce yearly. The Ice Coordinator will be responsible in consultation with the Board for identifying to the

Municipality the Association's ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The President will sign the ice contracts.

- b) The SBMHA will start buying ice on or about October 1 and stop on or about March 31 each season.

9.2 Responsibility

- a) The organization and scheduling of ice time for the SBMHA hockey program is the responsibility of the Ice Coordinator. Head coaches will assist the Ice Coordinator when requested.
- b) The Ice Coordinator shall fairly distribute game and practice ice allocations to teams in our organization and forward this schedule to each head coach. It is the coaches' responsibility to report changes in this schedule as they occur throughout the season to the Ice Coordinator.
- c) During playoffs, the Ice Coordinator will do playoff ice scheduling with assistance from the Centre Contacts. They will schedule and move ice times around at their discretion to make sure that the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on the priorities. This will include practices. The Ice Coordinator will keep track of any ice that is taken away from a team. Ice will be returned to the affected teams if possible.

9.3 Cancelling Ice

- a) If a team cannot use its allocated ice, it is the responsibility of the team's coach/manager to inform the Ice Coordinator as soon as possible who will offer it to other teams.
- b) If an Ice Coordinator is not available, a designate will be assigned.

10. Playing Times

10.1 Practices

- a) The normal duration of a practice is considered 1 hour on the arena clock from the scheduled start time (50 minutes of practice, 10 minutes for flooding of the ice)
- b) The Ice Coordinator may, in consultation with the Board, implement shared practice time.

10.2 Length of Home Games during the Regular Season

- a) The Board, as regulated by OWHA/OMHA will determine the length of home games for each division. This will be communicated to the coaches prior to the season starting.
- b) The length of the game also includes a flooding of the ice (10 minutes).
- c) If certain teams continue to play past their allowable time, or if time restrictions are necessary then a curfew may be written on all home game sheets and initialed by both the home team coach and visiting coach.

10.3 Length of Games during the Playoffs

- a) The length of games during playoffs will be in accordance to the rules and regulations laid down by the WOAA, the OMHA or the OWHA.

11. Off - Ice Officials

11.1 Timekeepers and Scorekeepers

- a) SBMHA will appoint responsible Timekeepers and Scorekeepers for each facility.

12. On –Ice officials

12.1 Referee Scheduling and Notification

- a) Team Officials are responsible for contacting the Referee-In-Chief to have referees scheduled for their home games during the regular season and the playoffs. After the league-scheduling meeting, the team must submit to the Referee Scheduler, as soon as possible, a hard copy of the teams' scheduled home games for the season.
- b) The referees for OMHA Playdowns may be assigned by the Regional Executive Member of OMHA.
- c) Team officials are responsible for contacting the Referee-In-Chief regarding any home games that are cancelled or rescheduled. If the game is to be rescheduled, the team official must let the Referee-In-Chief know the rescheduled date and time.

12.2 Referee Payment

- a) Payment to referees will be according to the current OMHA and/or OWHA referee fee guide. All fees will be paid out of the Gate Admissions.
- b) The Association will pay the mileage charges for out of town referees when required. Mileage charges will be according to the current OMHA and or OWHA referee fee guide.

12.3 Referee Complaints

- a) Complaints regarding referees should be sent in writing to the SBMHA. If warranted, the complaint will be forwarded on to the WOAA Referee Committee by the Centre Contact.

13. Exhibition Games

13.1 Notification

- a) Team Officials must contact the Ice Coordinator regarding all exhibition games. The Board may limit the number of home exhibition games a team may schedule.
- b) Team Officials must notify the Centre Contact regarding home exhibition games. This information must be relayed on to the teams WOAA Convenor for insurance reasons and in the case of any suspensions resulting from these games.
- c) Team Officials will be responsible for contacting the Referee-In-Chief and all necessary persons as referenced in the Coaches Handbook. Appropriate notification is required.

13.2 Payment of Referees for Exhibition games

- a) Payment to referees will be according to the current OMHA and or OWHA referee fee guide. All fees will be paid out of the Gate Admissions.
- b) The Association will pay the mileage charges for out of town referees when required. Mileage charges will be according to the current OMHA and or OWHA referee fee guide.

13.3 Exhibition Games and Tournaments outside of OMHA Jurisdiction

- a) Any teams travelling outside the OMHA jurisdiction will require a travel permit for insurance purposes.
- b) Team officials will be responsible for contacting the Board to obtain this permit.
- c) The Team will be responsible for paying for this travel permit per the current OMHA fee and all other associated costs.

14. Tournaments

14.1 Approval

- a) Tournament applications will be copied to the Secretary.

14.2 Tournaments during playoffs

- a) Team Officials should be careful when scheduling tournaments during playoffs. WOAA, OMHA and OWHA regulations with regards to participation in tournaments while in playoffs must be adhered to.

14.3 Teams entering SBMHA Tournaments

- a) SBMHA teams entering SBMHA tournaments will have their entry fee waived. In lieu, of this entry fee team, officials and parents will be expected to contribute to the coordination and operation of the tournament. Please Note, these contributions to the SBMHA tournaments are over and above your regular fundraising commitments (booth hours).

15. Fundraising

15.1 Purpose

- a) Fundraising is a very important aspect of this Association. It helps keep our registration rates as low as possible. The Board will decide, by majority vote yearly what fund raising initiatives are required as per budget requirements.

- b) If required, fundraising hours are budgeted for each season so that the Association knows how many hours each person must complete

15.2 Parents Responsibility

- a) Parents will be advised of their volunteer commitments when they sign up at registration.
- b) Parents will be required to issue a Volunteer Bond per family in the form of a post-dated cheque, dated October 31st, to guarantee that they will complete their volunteer commitment. They will be told the amount at registration. This Volunteer Bond will be cashed only if the allotted volunteer commitments are not completed.
- c) Any discrepancies in Volunteering must be resolved before a parent is permitted to register their children the following season.
- d) An online form will be provided to enter the family's top 3 choices of Volunteer categories. The executive will endeavor to match families with their preference but completion of the form does not guarantee placement in any preferred category.
- e) The deadline for completion of the form is August 15 of the calendar year of the beginning of the season. Failure to complete the form will be considered forfeiture of the Volunteer Bond.

15.3 Team fundraising

- a) All teams are entitled to run a 50/50 draw throughout the season. The funds will be held by SBMHA and disbursed by the Board to the teams when requested to cover tournament and travel expenses.
- b) Teams may accept donations from sponsors to help cover expenses incurred due to tournaments and travel. The SBMHA Treasurer must be notified of any donations received by a team.
- c) No additional fundraising shall be done by any team or individual, which has not been approved by the Board of the SBMHA.

16. Gate Admissions for Games

16.1 Gate Admission Fees

- a) Entry fees to the arena may be charged for games involving out-of-town teams and for all W.O.A.A., OMHA and OWHA games, excluding OWHA provincial playdowns.

- b) The Board shall establish individual game and season pass entry fees annually.

16.2 Gate Operation

- a) A Gate Fee Operator position shall be advertised for and selected by a designated interview committee which must include the Treasurer, annually by September 1st. The Gate Fee Operator must obtain a Police Record Check once hired.
- b) The Secretary will post the position and the Treasurer shall train the selected individual(s).
- c) The Gate Fee Operator will have the gate open and ready to collect money 1 hour before games and 1.5 hours before playoff games or as instructed by the Treasurer.
- d) All Coaches, assistant coaches and trainers for home and visiting teams are exempt from admission charges for their team games. Limited to five (5) officials per game per team.
- e) Season passes are valid at any Playoff games.

17. Sponsorship

17.1 Co-ordination

- a) The Board shall co-ordinate sponsorship.

17.2 Sponsorship Agreements and Fees

- a) A sponsorship agreement shall be established with each sponsor.
- b) Sponsor fees shall be determined by the Board each season.

17.3 Association Agreement with Sponsor

- a) In return, the SBMHA shall recognize each sponsor by displaying the name of the sponsor in the applicable manner.

18. Banquet, Banners, Awards and Players progressing to Junior Hockey

18.1 Hockey Banquet

- a) An Association awards banquet will be held annually.

18.2 Banners or Plaques

- a) The Board shall recognize the following team achievements by purchasing banners or plaques for display in the arena. Champions Banners will list all teams in the current season that won their respective playoff Championships.
- b) The banners or plaque shall be standardized.
- c) The Board shall purchase 2 Champions banners or plaques for teams and display them in both arenas.
- d) Co-ordination of hanging of all banners or plaques shall be the responsibility of the Equipment Manager.

18.3 Memorial Awards

Memorial awards may be presented at the Awards Banquet upon approval of the Board.

18.4 Trophy Cases

- a) The inventory of all trophy cases, in both arenas, will be controlled by the Board under the direction of the Director at Large.
- b) International Silver Stick winning teams will have their picture permanently displayed in both showcases and their Regional and International trophies will be shared.

19. Privacy Policy

The South Bruce Minor Hockey Association (SBMHA) agrees to adhere to the Privacy Policy as adopted by the Western Ontario Athletic Association (WOAA). The WOAA Privacy Policy can be found at www.woaa.on.ca.

20. EFFECTIVE DATE

These Rules of Operation shall come into force following a vote upon enactment after approval by the Members of the Associations as hereinbefore set out.

The foregoing Rules of Operation is hereby enacted, ratified, sanctioned, confirmed and approved with variation by the affirmative vote of the Members of the South Bruce Minor Hockey Association at the General Meeting, and at which a quorum was present on the 23th day of May, 2019.

Signed and Dated May 23, 2019

President South Bruce Minor Hockey Association

Jason McDonald

Secretary South Bruce Minor Hockey Association

Krista Grubb