

# NORTHUMBERLAND MINOR HOCKEY ASSOCIATION

## MANUAL OF OPERATIONS



As of May 23, 2017

## Table of Contents

ABOUT.....	4
PREAMBLE .....	4
DEFINITIONS.....	4
SECTION 1.....	5
GOVERNANCE.....	5
LEVELS OF PLAY .....	5
PHILOSOPHY .....	6
SECTION 2.....	7
ELIGIBILITY AND REGISTRATION .....	7
SECTION 3.....	9
EQUIPMENT AND UNIFORMS .....	9
SECTION 4.....	11
TRYOUTS AND PLAYER MOVEMENT.....	11
SECTION 5.....	13
CONDUCT AND DISCIPLINE .....	13
CRIMINAL RECORD CHECKS & SPEAK OUT (PRS).....	14
BODY CHECKING.....	15
PLAYING IN OTHER LEAGUES.....	15
SITUATIONS .....	16
CODE OF CONDUCT - ALL MEMBERS (including PLAYERS).....	16
COACH'S AND TEAM OFFICIALS CODE OF CONDUCT .....	17
PARENT'S (GUARDIAN'S) CODE OF CONDUCT .....	18
PLAYER'S CODE OF CONDUCT .....	18
SPECTATOR'S CODE OF CONDUCT .....	19
CONFLICT OF INTEREST .....	19
24-HOUR COOL DOWN RULE .....	21
COMPLAINT PROCEDURE .....	21
SOCIAL MEDIA POLICY .....	21
SECTION 6.....	21
TEAM OFFICIALS: COACHES, MANAGERS, TRAINERS .....	21
SELECTION OF COACHES.....	21

RESPONSIBILITIES OF COACHES.....	23
RESPONSIBILITIES OF MANAGERS.....	24
RESPONSIBILITIES OF TRAINERS.....	25
COACHES AND TEAMS.....	25
COACHES AND PARENTS.....	26
TEAM BUDGETS AND FINANCIAL STATEMENTS.....	27
ON-ICE VOLUNTEERS.....	27
PARENT LIASION (REP).....	28
SECTION 7.....	28
FUNDRAISING.....	28
SECTION 8.....	29
COACHING CLINICS.....	29
SECTION 9.....	29
SPONSORSHIP.....	29
SECTION 10.....	30
ICE ALLOCATION AND GAME TIMES.....	30
SECTION 11.....	31
TOURNAMENTS AND EXHIBITIONS.....	31
SECTION 12.....	32
OFFICIALS, REFEREES, AND TIMEKEEPERS.....	32
SECTION 13.....	33
PROCUREMENT.....	33
Appendix “A”.....	33
Appendix “B”.....	34

## **ABOUT**

The Manual of Operations is a document designed to be used in conjunction with the By-Laws of the Northumberland Minor Hockey Association. The purpose of this Manual of Operations is, in general, to provide directions, and to facilitate the intent and spirit of the By-Laws. Specifically, the contents relate to the conduct of players and team officials, which participate in Northumberland Minor Hockey Association activities.

If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail

The Executive Committee may make and implement changes to the Manual of Operations between Annual General Meetings. These changes must be presented at a general executive meeting, discussed and passed by a majority of attending executive members. All such changes become resolutions of the Manual of Operations until the next Annual General Meeting, at which time these changes must be brought forward and voted on by the members in attendance. Failing a majority endorsement, the resolution must be rescinded. Once rescinded, the intent of the resolution may not be further implemented until passed by a majority vote at a subsequent Annual General Meeting. A resolution receiving the support of a majority vote becomes a bylaw, and becomes part of the Manual of Operations.

Wherever the context herein permits, reference to the male shall also mean female.

## **PREAMBLE**

Through the various programs established by the Association, the NMHA is attempting to give an opportunity for all participants to play at a level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth and team play.

## **DEFINITIONS**

AP - Affiliated Player

AE (Additional Entry) - second OHMA team for an age division as defined by OMHA

HC - Hockey Canada

HL - House League

LHL - Lakeshore Hockey League

NMHA - Northumberland Minor Hockey Association

OHF - Ontario Hockey Federation

OMHA - Ontario Minor Hockey Association

REP – OMHA Representative Hockey

# **SECTION 1**

## **GOVERNANCE**

1.1 Northumberland Minor Hockey Association (NMHA), is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One, its Manual of Operations, in conjunction with the Manual of Operations of the Ontario Minor Hockey Association (OMHA).

## **LEVELS OF PLAY**

### **1 - RECREATIONAL HOCKEY - HOUSE LEAGUE**

The Northumberland Minor Hockey Association will provide a grass roots development base for players. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. The House League will encourage equal ice time for all players and is open to all ages. An attempt will be made to balance each division and no player shall be allowed to play in two divisions. However, to ensure even matching of teams, players may be placed in a higher division at the discretion of the Governors involved and with the approval of the House League Vice President, the Board and the player's parents. The Board may make an exception for goalies Peewee and up if the higher division requires goalies. All house league player changes must be handled through the League Governor. Any new players coming into the league will be placed on teams by the Governor. All house league tournaments or exhibition games whether entering or withdrawing must be handled through the Governor who will inform the House League Vice President and the Board.

### **2 - RECREATIONAL HOCKEY - ROSTERED SELECT**

Roster Select hockey will allow those players that are playing HL an opportunity to play at more competitive level. Select teams will play under Rules as issued by the Hockey Canada, OHF, OMHA and the NMHA. In consideration of the REP Program, Select Teams will not be rostered if the OMHA Teams (AA & AE) at both minor/major age divisions are not rostered. The Board must give approval before any Select Team can be formed or rostered. An approved Select Coach for each Select team will choose players from their division. Player selection must be completed by December 1st and final rosters are to be submitted to the registrar by December 15th. The Governor and Select Coach shall ensure that an equal number of players from each House League team are asked to play for the Select Team or evenly as possible. Players attending Representative Team tryouts may be given consideration when a Select Team is being formed. Select teams may participate in a maximum number of three (3) exhibition games per month and three (3) tournaments per season. Permission to participate in exhibition games within the OHF must be obtained from the NMHA Governor of the division involved. Permission to participate in exhibition games outside the OHF must be obtained from the Board and by forwarding

application and fee to the House League Vice President for a Travel Permit. Select players must fulfill their House League obligation and in the event of a schedule conflict between SELECT and HOUSE LEAGUE, the player must adhere to his/her house league game schedule first. A select team may not affiliate players.

### **3 - REPRESENTATIVE HOCKEY - OMHA**

OMHA teams will be comprised of players who desire a higher level of competition and who wish/agree to travel outside the Association's boundaries for games. These players will participate in tryouts at the beginning of the season and the successful candidates will be chosen to represent Northumberland Minor Hockey Association in the MD7 through Midget age categories (as coaching and player resources exist). These OMHA teams will play locally in the Lakeshore Hockey League (or as directed by OMHA) and will enter OMHA playdowns.

All players will abide by the rules and regulations of the Association and its governing bodies.

## **PHILOSOPHY**

### **1 - HOUSE LEAGUE**

The philosophy of the Northumberland Minor Hockey Association House League is based upon a recreational hockey theme. The Association will endeavour to provide recreational hockey with an emphasis on skill development and fair play. To that end, the Association will provide programs in which each participant may maximize their potential as an athlete and a person. The development of highly skilled hockey players is not the priority or goal of the recreational based program. It is hoped that through the various programs offered, players will develop, who by choice, can progress to the more competitive teams.

Player Ice Time: Each player shall be entitled to equal ice time, regardless of skill level or ability to the greatest extent possible, regardless of the game situation. House League coaches shall manage their game play accordingly.

### **2 - REPRESENTATIVE HOCKEY - OMHA**

OMHA teams will be comprised of players, coaches and parents who desire a higher level of competition, who wish/agree to travel outside the Association's boundaries and will be chosen from the tryouts for that level. Competition and success are integral parts of OMHA hockey. All members (players, coaching staff, parents and spectators) participating in OMHA REP hockey understand that they represent Northumberland Minor Hockey Association as well as members of the community at large. They must conduct themselves both within and without the boundaries of the Association in an exemplary manner.

Player Ice Time: During regular season games and tournament games, the coaching staff will manage the ice time in an equitable (not equal) manner to ensure all players are receiving the opportunity to perform and develop. Should a/or player(s) receive significantly reduced ice for any reason other than discipline, the coach shall have (5) five games to make ice time equitable to

those players. Equitable Ice does not apply to games of significant importance such as, Tournament Finals or OMHA Playdowns.

During the last five minutes of any game, player ice time is earned based on skill, performance, attitude, commitment and practice attendance, and will be allotted at the coach's discretion. Coaches will strive to combine team progress with individual player development.

## **SECTION 2**

### **ELIGIBILITY AND REGISTRATION**

#### **RESIDENCY**

2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age. Membership entitlement is limited to those persons who have met residency requirements as defined by the OMHA. REP Players must reside within the protected area as described in Appendix "A" or Right of Choice 3.4 to be eligible to play OMHA AA or AE hockey.

2.2 All applicants must be registered on a designated registration form as decided by Northumberland Minor Hockey Association. At registration, a parent or legal guardian must sign the registration form or other forms as applicable.

#### **REGISTRATION OF PLAYERS**

2.3 Subject to registration numbers, the following series of player groupings will be operated by the Association. Ages per division will be those set by Hockey Canada.

Age as of December 31st

Initiation: 6 and under

Novice: 7 & 8

Atom: 9 & 10

Pee Wee: 11 & 12

Bantam: 13 & 14

Midget: 15 & 16 & 17

Juvenile: 18 & 19 & 20

2.4 First time players must produce proof of age (Birth Certificate or other acceptable certified affidavit) at registration.

2.5 A registration form must be filed with the Registrar, accompanied by the appropriate fee, before any player can participate in any activity sponsored by Northumberland Minor Hockey Association. The Executive Committee is empowered to prohibit any player from practicing or playing until the fees are paid in full.

2.6 Once selected, OMHA Rep team players must sign an OMHA Offer of Commitment before further participation.

2.7 Final Team Rosters must be registered and received by the NMHA according to the requirements of the OMHA.

### **REGISTRATION FEES**

2.8 The Board shall set registration fees no later than March 1st for the following hockey season. The registration fee for each player grouping shall be based upon the budget.

2.9 The registration fee and details for each upcoming season will be posted on the NMHA website.

### **REGISTRATION PAYMENTS**

2.10 Players trying out for REP hockey, must register and purchase a Tryout Passport prior to the first tryout. Players in House League must be paid in full prior to September 1<sup>st</sup>. When possible, the NMHA Executive may allow split payments (instalments) provided all fees are paid prior to the dates listed above.

2.11 Any registration payment returned to the NMHA banking institution will be subject to an NSF fee as described in the Registration Policy.

### **REGISTRATION DATES**

2.12 The Executive Committee shall set registration dates no later than March 15th for the following hockey season. Registration procedures shall be organized and coordinated by the Registrar.

### **REGISTRATION LATE FEES**

2.13 Each season, the Board shall set the late fee and corresponding date no later than March 1<sup>st</sup>. Late fee will be posted online and included in the Registration Policy.

### **REFUNDS**

2.14 If a player terminates his participation after the Northumberland Minor Hockey Association season starts, his refund on the registration fee only, if granted, will be based on a percentage of the registration fee as follows;

<b>Date of Request</b>	<b>Percentage Refund</b>	<b>Administrative Fee</b>
Up to 30 days from season start	90.00%	-\$50.00
31-60 days from season start	75.00%	-\$50.00
61-90 days from season start	50.00%	-\$50.00
91 days plus after season start	0 Refund	

2.15 Any player requesting a refund, must complete and submit the NMHA Refund Request form



found on the NMHA website. Refunds for House League Players will be based on the percentages above from the start of the first House League evaluation skate. For Rep, it is based on the first official team practice.

2.16 Refunds will not be granted for games lost due to injuries, illnesses or otherwise. Registration refunds (minus administration charge of \$50 – does not apply to injured players.)

2.17 NMHA will refund registration fee based on the date received.

2.18 Refunds may require three weeks to be processed after October 1st.

2.19 A refund request arising as a result of an injury that prohibits a player from playing must be submitted within 30 days of the date of injury.

2.20 Any player who attends REP team tryouts during the spring tryout period and is not selected to a representative team, and does not wish to play in the NHMA House League, must apply for their registration refund prior to August 15th or no refund will be considered.

2.21 No refunds will be given should a member be suspended, or precluded Northumberland Minor Hockey Association activities for disciplinary reasons.

2.22 All refunds shall be subject to an administration fee as described in the Registration Policy. Any late fees charged will not be refunded.

2.23 Equipment or sweaters owned by the NMHA and borrowed by the player must be returned prior to receiving the refund. Replacement cost of unreturned equipment or sweaters will be billed the player's account and deducted from the refund.

2.24 Refunds of REP fees shall be requested and handled through the team Manager.

## **SECTION 3**

### **EQUIPMENT AND UNIFORMS**

3.1 The NMHA will supply (1) one set of sweaters to each House League team. OMHA REP sweaters and socks shall be the responsibility of each the parent, purchased through the NMHA or a designated supplier. All OMHA REP teams shall wear team sweaters as shown in “Appendix B”. The colours of the sweaters of the Association will be Royal Blue, Black, White and Grey. Players may not pick the following numbers; 0, 00, 36, 37, 38, 39, 69 or 99.

3.2 Sweaters and equipment, when issued to the team will be the responsibility of a team official as agreed to by the coach and the team official. No sweater or equipment that is the property of NMHA may be altered without the express written permission of the Executive Committee.

The application of the letters C and A to the sweaters worn by the team captains and assistant captains will be permitted.

3.3 Goalie Equipment. The NMHA will provide goaltenders (up to and including the age of Peewee) with leg pads, body armour and gloves as mandated by the OMHA, and HC.

3.4 All players, during games and practices, must wear the proper protective equipment as follows:

1. Approved OMHA face-masks with full-face protection and C.S.A. approved headgear including properly fastened chinstrap.
2. Approved athletic support and cup or Jill.
3. Approved hockey gloves
4. Approved hockey shin pads
5. Hockey pants
6. Shoulder pads
7. Elbow pads
8. A regulation hockey stick must be used for all league play and/or exhibition games
9. Neck guard
10. Mouth guard
11. Matching hockey socks (for games)
12. CSA approved hockey skates
13. Sweater (jersey)

3.5 Goalkeepers must wear, in addition to the above equipment, a HC face-mask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, throat protector and must use a regulation goal stick.

3.6 Equipment must be as per requirements of HC, the OMHA or any group with whom the NMHA may be affiliated.

3.7 All team officials must wear C.S.A. approved helmets while on the ice during practices that are also properly fastened. Team officials failing to adhere to this will be suspended.

3.8 The use of helmet stickers is restricted to the logo/graphic as described by the NMHA Executive. OMHA players must remove all other “team” stickers prior to the start of the season.

3.9 All OMHA players are expected to wear black helmets, pants and gloves.

3.10 It is expected that all OMHA players and Team staff will wear the approved dress code to all home and away games and team functions as described by the Dress Code Policy. In an effort to consolidate and regulate the style and quality of off-ice clothing being worn, ALL branded off-ice clothing (jackets, hats, t-shirts, etc.) must be purchased through the NMHA or approved supplier. NO clothing and/or apparel shall be purchased from any other source other than the official supplier specified by the NMHA.

3.11 OMHA Players shall be given the ability to choose their jersey numbers. Returning players to a specific team, will be given first right of refusal for their previous year's jersey number. Two digit numbers cannot begin with a Zero. Restrictions on jersey numbers include 0, 00, 69, 99 and

may not be ordered, placed, or used on any jersey. Numbers 36, 37, 38 and 39 will be reserved for AP jerseys only.

Eg. If a player was #17 on the Minor Atom AA team the previous season and is now on Major Atom AA team for the current season, he shall be given the first choice of #17. If different player who wore #17 on last season's the Minor Atom AE team but is now on the Major Atom AA team, that player would need to choose a new number. The same would apply to moving from AA to AE.

3.12 Sponsor bars for House League jerseys shall be affixed at the top of the sweaters. REP Sponsor bars are to be placed at the bottom of the Home jersey. Name bars on REP sweaters are to be placed at the top of the home and away.

## **SECTION 4**

### **TRYOUTS AND PLAYER MOVEMENT**

4.1.1 The intent of the Association will be to form the best possible OMHA Rep teams, using the best eligible players available. All players should be encouraged to play at the level of their ability.

4.1.2. The NMHA will post tryout fees, contacts, times and policies for the REP teams (if required) at their discretion to the NMHA website.

4.1.3. The Association will make every effort to ensure tryouts are run in a fair and consistent manner. The NMHA Tryout Policy shall govern the Tryout process.

4.1.4. All players must be registered with the NMHA, all forms completed, all fees paid (or post-dated cheques on file as outlined in the fee payment schedule) **BEFORE ANY PLAYER WILL BE ALLOWED ON THE ICE** to participate in any tryout or practice.

4.1.5. All players must be registered in good standing before playing any game.

4.1.6. The Executive Committee shall determine the number of players to sign to each OMHA roster. The Executive Committee's decision in this matter is final and cannot be appealed. Coaches will be informed by the Executive Committee during tryouts as to the number of players to be selected per team. Conflict of interest guidelines as outlined in the Constitution must be clearly followed. 4.6.1. No player may play for more than one team except those who are affiliated as defined by the HC and the OMHA.

4.1.7 All players wishing to play for an OMHA team must attend and fully participate in all tryouts held for that team. Once a player is released by the AA coach, the player is then eligible to tryout for an AE team. Any player unable to attend tryouts due to conflicting tryouts at a higher level, injury, illness or any other reason, must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee.

4.1.8 Any player wishing to apply for exceptional player status must meet the following criteria:

- a) The player must be the top player at their own age group and
- b) The player must be the top player at the age group they wish to try out for
- c) The goalie must be the top goalie

4.1.9 Registered Players shall not be released until after the second AA Tryout. Released Players may then tryout for AE at his/her respective age group where they will receive at least two tryouts. Should the association not be able to roster a minor AE team due to lack of numbers, those players effected shall be eligible to attend AE tryouts at the major age division.

4.1.10 Any player, who tries out for an OMHA Team and is selected by the coach, is expected to play for that team. If a AA/AE player leaves his/her team of his own volition after registration but prior to December 10th s/he can only play for a House League team if an opening exists and with the agreement of the House League Vice President. S/he cannot return to the AA/AE team for the balance of the season.

4.2 For purposes of Player development, whenever possible, OMHA teams are expected to AP Players from the same age group from team below. AA teams would AP from the AE teams. AE teams would AP from House League.

4.3 Any players affiliated (AP) by another team must fulfil their responsibilities of attending games and practices of the team they are registered with. Any coach wishing to use an AP, must make prior arrangements with the coach of the team the player is registered with and the affiliated player's parents. Should any dispute arise on this, the Vice President of Rep, and President will make the final decision.

4.4 Prior to using an AP, OMHA coaches MUST complete all necessary paperwork and ensure that it is approved, to prevent unnecessary suspensions. A player can only be affiliated to one other team. (i.e.: if a player is affiliated with the AAA Toros or Red Devils, then he cannot be affiliated with any NMHA team; if a Peewee player is affiliated to the Peewee OMHA team, s/he cannot be also affiliated to the Bantam team)

4.5 With co-operative communication between the House League and OMHA Coaches, Affiliated Players are encouraged to practice or play at the OMHA REP level (as permitted by the OMHA) without expectation of playing in a future game. Coaches should not object to their players practicing or playing with their associated teams when there is no conflict with their commitment. Teams are encouraged to invite their Affiliated Players to attend their practices and may charge said player(s) a nominal fee for participating.

4.6 Should an OMHA Team wish to permanently sign an AP to their team, no player may be transferred without the approval of the Executive Committee.

4.7 Any player wishing to return to NMHA as a player after being registered with an AAA centre may only do so at the discretion of the Executive Committee.

4.8 If a new player moves into the Association's protected area as defined in Appendix "A" after the OMHA team selections have been made, he may be granted a ten-day try-out in his designated age classification, up until December 15th. Such registration is subject to the Rules and Regulations of HC and the OMHA. Final approval for placement is at the discretion of the Executive Committee.

4.9 The responsibility for the release of any player from the NMHA is vested with the NHMA Executive Committee. All releases must be signed by the President and Secretary of the Association in order to be valid. A designated member of the executive may sign permission to skate forms.

4.10 The Executive Committee will grant a review for a decision regarding an application for release of any minor hockey player. All permits and releases to play for another centre are according to OMHA rules.

## **SECTION 5**

### **CONDUCT AND DISCIPLINE**

5.1. Any Association member, Class of Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:

- Suspension from the Association's activities if he/she contravenes in any way the, By-Laws or the Manual of Operations of the NMHA.

- Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the Northumberland Minor Hockey Association will be administered following the Risk Management Guide as set by the OMHA.

5.2. Any member of the NMHA, coach, manager, trainer or player who deliberately damages or defaces facilities used by NMHA, or equipment of the NMHA, shall be suspended from the Northumberland Minor Hockey Association. The suspension will continue until the cost of repair or replacement of the damaged equipment has been paid in full.

5.3. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Executive.

5.4. The use of alcohol or non medical drugs at any NMHA sponsored function, or in any arena or other facility used for such function, by any coach, manager, official, trainer or player affiliated with the NMHA, will not be tolerated. It may lead to suspension, without refund (where applicable), for the balance of the season. Exceptions can be considered during a duly licensed event under the Liquor License Board of Ontario Special Occasions Permit sanctioned by the Northumberland Minor Hockey Association.

5.5. All coaches are required to publish a list of team rules to the players and their parents prior

to the start of the season. Those rules are subject to the approval of the Executive Committee.

5.6. Any coach who deems disciplinary action to be necessary against an individual player on his/her team, for any reason, must institute the philosophy and implementation of the OMHA's Dispute Resolution Flow Chart.

5.7. If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a serious, violent or drug/alcohol nature) then suspension may be immediate, but the issue must be brought to the attention of the President within 48 hours of the incident.

5.8. Any player who willfully plays, or any coach or manager who allows a player to play, who is found to be ineligible or under suspension shall be subject to disciplinary action and/or suspension.

5.9. HC, the OMHA, and the NMHA playing rules will govern discipline and suspension for all members in all Classes of Membership.

5.10. Any player, coach, trainer or manager who is suspended by the OMHA, and /or NMHA rules may appeal, at the discretion of the NMHA for further action. It is the parents/guardians responsibility to write a letter of appeal and forward to the appropriate league officials. If an appeal deposit is required, it is the parents/guardians responsibility.

5.11. Any NMHA player or member who takes part in an altercation before or after a game, on an arena property, or in the parking lot of an arena property, is automatically indefinitely suspended subject to review by the Discipline Committee. The suspension is effective immediately upon notification. The matter being brought to the attention of an executive member who in turn is obligated to inform an or all members of the Discipline Committee in the most timely fashion will constitute notification. A review will be conducted within 48 hours of notification.

5.12. Any suspension under items 5.7 through 5.11 shall be for all scheduled league and play-off games. Suspensions received in tournaments or exhibition games shall be served in the scheduled games immediately following those tournament or exhibition games.

5.13. Major penalties, misconducts and game misconducts shall be served in regular season and play-offs, as per OMHA regulations.

5.14. In no case will a team be allowed to re-schedule a game after suspension has been assessed in order to lessen the severity of a suspension.

## **CRIMINAL RECORD CHECKS & SPEAK OUT (PRS)**

### **CRIMINAL RECORD CHECKS & SPEAK OUT (PRS)**

If a volunteer is criminally charged or under criminal investigation as defined by the OMHA Manual of Operations, he or she is to disclose this information to the Risk Management Director and/or the President immediately.

5.15 All team officials (coaching staff, trainers, managers), Executive, and adult volunteers 18+ must submit a satisfactory Criminal Record Check with Vulnerable Sector Screening to the Risk Management Officer. Individuals who have submitted a police check may (in lieu of a full criminal check) submit a signed Offence Declaration for the next two following seasons.

Example;

2015-2016 Criminal Record Check

2016-2017 Offence Declaration

2017-2018 Offence Declaration

2018-2019 Criminal Record Check

5.15.1 All Representative Head Coach candidates must submit a current and satisfactory Police Check/Offence Declaration prior to the start of their coach selection interview. Failure to provide the required document shall result in the cancellation of the interview.

5.15.2 No Team Official shall be permitted to participate in any on-ice practice or off-ice team function until the required Police Check/Offence Declaration is received by the Risk Management Officer.

5.15.3 Any person failing to provide a Police Check/Offence Declaration shall not be rostered to any team until such document is received by the Risk Management Officer.

5.15.4 The Risk Management Officer shall be responsible for maintaining the integrity of the criminal record check system and investigate any police checks that are not returned to the Association in a prompt manner.

5.15.5 All On-Ice Team Officials and On-Ice volunteers 18+ shall be required to successfully complete the OMHA's Respect in Sport - Activity Leader (SpeakOut) online program.

## **BODY CHECKING**

5.16. The OMHA will determine body checking for Northumberland Minor Hockey Association Teams. There will be no body checking in House League.

## **PLAYING IN OTHER LEAGUES**

5.17. All players registered in the Northumberland Minor Hockey Association may not be rostered or registered with a second hockey team in the same season at the competitive level as governed by the Ontario Hockey Federation (Part 3, Regulation E3, pg. 99 of the 2009-10 OHF handbook), with the exception of High School hockey and AAA affiliation. Players should notify their coach that they are playing High School hockey and/or have a AAA affiliation.

## **SITUATIONS**

5.20. Situations arising during the season that are not covered under the rules, resolutions and/or By-Laws of the Constitution or Manual of Operations will be referred to the Discipline Committee for their ruling.

5.21. Any rule change affecting OMHA or HL teams made by those bodies before or during the season shall be in force immediately and included in the next revision of Northumberland Minor Hockey Association By-Laws as required.

## **CODE OF CONDUCT - ALL MEMBERS (including PLAYERS)**

**PURPOSE:** To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to provide everyone the equality of opportunity within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players.
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous and respectful manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) During the course of all games and practices, all members shall avoid behaviour which brings the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, non-medical drugs and use of alcohol by minors.
- 7) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 8) Members are expected to consistently display high personal standards both professionally and personally.
- 9) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 10) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.



11) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

12) Members should not convey or distribute offensive, derogatory, libellous or defamatory comments about any member including, but not limited to, players, parents, coaches, trainers, managers and officials, by way of electronic text, e-mail, message boards or other electronic medium which may be viewed or received by members of the public and/or a significant number of members of the Association.

## **COACH'S AND TEAM OFFICIALS CODE OF CONDUCT**

All team officials shall:

1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.

2) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be appropriate for the age and abilities of the players.

3) **LEAD BY EXAMPLE.** Teach and practice co-operation, self-discipline, and respect for officials and opponents and proper attitudes in language, dress and behaviour. Rules are mutual agreements, which no one should evade or break.

4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.

5) Be honest and consistent with athletes. They appreciate knowing where they stand.

6) Be prepared to interact in a positive manner with administrators, league officials and parents.

7) Be responsible people who are flexible and willing to continually learn and develop.

8) Encourage athletes to be fit all year, every year and not just for the season.

9) Follow the advice of a physician when determining when an injured player is ready to play again.

10) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

11) Never yell disparaging comments or ridicule a player. Turn defeat to victory by helping players work toward skill improvement and good sportsmanship.

## **PARENT'S (GUARDIAN'S) CODE OF CONDUCT**

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgement and never their honesty.
8. Support ALL efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's coach. Should problems arise, communicate on an individual basis. Public comments are not appropriate.

## **PLAYER'S CODE OF CONDUCT**

- 1) Play for the fun of it, not just to please your parents or coach.
- 2) Play by the rules.
- 3) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- 4) Control your temper - no mouthing off, no abusive language, no tantrums, no breaking sticks, no throwing gloves or other equipment.
- 5) Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- 6) Be a good sport. Cheer all good plays, whether your team's or your opponents'. Learn to lose well and win well.
- 7) Treat all players as you, yourself would like to be treated. Don't interfere with, bully or take

unfair advantage of any player.

8) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.

9) Co-operate with your coaches, teammates and opponents, for without them, you don't have a game.

10) Remember that you are representing yourself, your parents, your team and your community, association and sponsor at all times, including to and from the arena.

11) Follow guidelines for dress code that may be set out by the team officials or the association.

## **SPECTATOR'S CODE OF CONDUCT**

1) Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro athletes.

2) Be on your best behaviour. Don't use profane language or harass players, coaches or officials.

3) Applaud good plays by your own team AND the visiting team.

4) Show respect for your team's opponents. Without them there would be no games.

5) Never ridicule or scold a child for making a mistake during a game.

6) Condemn the use of violence in all forms.

7) Respect the officials' decision.

8) Encourage players always to play according to the rules.

## **CONFLICT OF INTEREST**

5.22.1 Every Board, Executive, Convenor and Committee Member having an interest in a proposed or existing contract, transaction, association team and or player, business arrangement with the Association or any other matter relating to the Association, has a duty to provide a full and fair declaration of the nature and extent of the interest as follows: i) At the first board meeting immediately following each Annual General Meeting, all Members have a duty to provide the Board or Executive with a written declaration as to any potential or existing conflicts; and ii) Thereafter, immediately upon discovery by a Member of a new potential or existing conflict of interest not disclosed in any previous statement or declaration, the said Member is required to provide the Board with a written declaration as to the potential conflict as soon as is practicable.

5.22.2 Contemporaneous with the disclosure of the conflict or potential conflict, the Member must also provide a statement as to why an actual conflict does not exist or how the relationship may benefit the NMHA.

5.22.3 Upon submission of the written declarations contemplated by Paragraphs 5.22.1 and 5.22.2 of these by-laws, the Board shall determine, by majority vote (the Member in question shall not participate in such vote) whether or not a Member is in a conflict of interest position in respect of the matter at hand. In the event that the Member is found to be in a conflict of interest position in respect to the matter at hand, that member shall not participate in any way in respect of any matter or thing related to the matter at hand, and the Member shall not hold any office within the Association which makes non-participation by the Member with the matter at hand impractical or inconsistent with the core duties and responsibilities of such office.

After making such a declaration, no Member shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum and may not participate in any discussion in respect of such a contract or transaction or other matter.

5.22.4 If a Member has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, subject to the requirement that it be provided in writing, the Member is not accountable to the Association for any profit realized from the contract or transaction or other matter.

5.22.5 Any member of the Board or Executive who perceives another Member to be in conflict of interest in a matter under consideration has a duty to raise this concern with the President. The President, in turn, shall request a written supplementary declaration and thereafter will discuss the matter with the Member who is perceived to be in conflict, as appropriate, and shall also hold discussions with the reporting board member. The Board will be notified that an actual or potential conflict has arisen and shall, at the next meeting of the board, determine (by majority vote) whether an actual conflict of interest exists. The member perceived to be in conflict is to refrain from voting.

5.22.6 If a Member fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Member shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter, and shall be subject to expulsion from the board or executive in the event that the Board or Executive (by majority vote) determined that: i) the conflict of interest is material; and ii) the Member knew or should have known that he/she has in a conflict of interest.

5.22.7 Should a conflict of interest arise that is so material that such conflict might prevent the Member from having any meaningful participation on the Board (as determined by majority vote of the Board), the Member shall forthwith resign from his or her position on the Board, failing which he or she will be removed from the Board.

5.22.8 No person(s) affiliated with any other Minor Hockey Association who may directly or indirectly impact NMHA in any capacity but not limited to Board, Executive, Committee, Volunteer or Coaching staff cannot be a member with The Northumberland Minor Hockey Association Board of Directors or Executive. This does not apply to members/directors with associations under the OWHA umbrella. This does not apply to parents of players in other associations.

## **24-HOUR COOL DOWN RULE**

5.23 The NMHA specifically stresses that the coaching staff clearly communicate to the parents that if a complaint is to be lodged, the affected party wait for 24-hours before lodging a complaint.

## **COMPLAINT PROCEDURE**

5.24 (i) After the 24-hour cool down period, the affected party should (in a calm manner) contact the coach involved for resolution.

(ii) If no resolution is achieved, the affected party will contact the Parent Liaison or the appropriate Vice President for further action.

## **SOCIAL MEDIA POLICY**

5.25 “Social Media” is the term commonly given to websites and online tools that allow users to interact with each other in some way, by sharing information, opinions, knowledge and interests. The Northumberland Minor Hockey Association acknowledges that our members and Executive use these websites as a means of correspondence and postings, so in accordance with this policy and all other Northumberland Minor Hockey Association Bylaws, Rules of Operation and applicable laws. NMHA and Executive must always be mindful of how their actions will impact on the interests of the Association and fellow members. Accordingly, if a member of the Association is creating or contributing to blogs, wikis, virtual worlds or any other kind of social media network they must do so in accordance with the By-laws, Rules of Operation of NMHA and applicable laws. Failure to do so will result in disciplinary action, up to and including, immediate termination of membership for cause.

## **SECTION 6**

### **TEAM OFFICIALS: COACHES, MANAGERS, TRAINERS**

#### **SELECTION OF COACHES**

6.1.1 All final decisions regarding the selection of Head Coaches shall be made by the Executive based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members:

1. President of Hockey Operations
2. V.P. Rep Hockey
3. Director of Hockey Development
4. OMHA Contact
5. Any member of the association in good standing that has been approved by the NMHA executive to participate in the selection of team officials.

Any approved additions to the Committee from outside of the Executive would only be in place for the recommendation of Head Coach position(s) for the upcoming season. The Coach Selection Committee will be chaired by the V.P. Rep Hockey who will only vote on Head Coach recommendations in the event of a tie.

6.1.2 The conflict of interest provisions of the Association's By-law No. 5.22 apply to the entire NMHA coach selection process.

6.1.3 Applications for Head Coach positions in the next hockey season will be made available in January of the current season. Application forms will be available online at [www.northumberlandminorhockey.com](http://www.northumberlandminorhockey.com). Completed applications must be submitted in accordance with the dates outlined with the application process as stated on the website.

6.1.4 The Coach Selection Committee shall conduct all interviews for Head Coach positions. Other than in exceptional circumstances, no less than 3 members from the Coach Selection Committee will be present for any interview. Given the volume of applications and time constraints, some applicants may not receive an interview.

6.1.5 Prior to making any Head Coach recommendations, the Coach Selection Committee will seek input from the Head Mentor Coach and the Associate Mentor Coaches.

6.1.6 All Head Coach positions will be reviewed and selected on an annual basis. Preference will generally be given to previous NMHA Head Coaches provided they have met the Association's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, qualifications of the Head Coach candidates in their recommendation as to whether an existing Head Coach is put forth for another season in the same Category (AA or AE) but in the subsequent Division (e.g. Minor Bantam to Major Bantam) or whether a new Head Coach is recommended.

6.1.7 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

6.1.8 It is the policy of the Association to favor applicants for Head Coach who will not have a child on the team. If an applicant will have a child playing on the team, the skill level of the child will be a factor considered when determining whether the applicant should be selected.

- 6.1.9 The Executive shall decide prior to December meeting the members of the Coaching Selection Committee. After which they will arrange interview dates and times, set up interview questions and review the coaching applications.
- 6.1.10 OMHA Head Coaches will be recommended for selection by the Coaching Selection Committee to the Executive for approval. Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection and Evaluation Committee shall be empowered to appoint a coach, provided approval has been granted by the Board. House League Coaches may be appointed by the Divisional HL Governor.
- 6.1.11. Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.
- 6.1.12. Head coaches are responsible for their team's affairs. The head coach shall address discipline in team matters.
- 6.1.13. OMHA coaches from Novice through Atom must have Coach 2 certification or higher. OMHA coaches from Peewee through Midget must have Development 1 certification or equivalent. HL coaches from Initiation through Tyke must have Coach 1 certification or equivalent. HL Coaches from Novice through Midget must have Coach 2 certification or higher. A trainer for any OMHA team must have HTCP Level 1 certification. All teams must have a certified coach and trainer on the bench. All coaching staff members must have completed a PRS (Speak Out) clinic.
- 6.1.14. All NMHA Team staff must have proper credentials for their position. The NMHA, when possible, will attempt to host Coach Certification courses. See Section 8.
- 6.1.15. All team officials should seek ways of improving their abilities and credentials.
- 6.1.16. For spouses rostered to same OMHA team, only one may act as a signing authority.
- 6.1.17. A NMHA head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Executive Committee must approve any exceptions.
- 6.1.18. Any member of the current Executive or any member of the Association nominated to run for the Executive may apply for or hold an REP or HL coaching position.

## **RESPONSIBILITIES OF COACHES**

It shall be his/her responsibility to:

- 6.2.1. Ensure the proper observance of the By-Laws of Northumberland Minor Hockey

Association and represent the NMHA in absence of the President, Vice President or any Executive Committee member.

6.2.2. Acquaint their team members with HC, the OMHA, and Northumberland Minor Hockey Association Rules and Regulations.

6.2.3. Exercise control in the conduct of their players and themselves. They must endeavour at all times to prevent disorderly conduct before, during and after any games or practices, on or off the ice, or in any arena or while taking part in Northumberland Minor Hockey Association activities.

6.2.4. Ensure the eligibility of all players for every game.

6.2.5. The head coach will select the team's remaining team officials subject to the approval of the Coaches Selection Committee and subject to 6.1.6.

6.2.6. OMHA head coaches shall select the number of players communicated to them by the Coaches Selection Committee and may receive approval of selections from said committee if required.

6.2.7. Attend or assign a team official to attend all associated scheduling meetings.

6.2.8. Assign a parent/team manager to enter their team's information, game schedule, player stats, and game results on the Northumberland Minor Hockey Association Website. The assigned individual is to communicate with the Website Director to obtain an administration password.

6.2.9 Coaches are responsible for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away.

## **RESPONSIBILITIES OF MANAGERS**

It shall be his/her responsibility to:

6.3.0. Ensure the care, keeping and return of all Northumberland Minor Hockey Association equipment used by their team during the season.

6.3.1. Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure the By-Laws of the Northumberland Minor Hockey Association and regulations of the OMHA are strictly followed. The manager shall ensure that carded team officials only shall be on the bench during games and practices. S/he shall have the option to remove people, not related to the team, from the dressing room.

6.3.2. Provide a completed, signed game sheet to the game Timekeeper (must assign a parent/volunteer) prior to commencement of the game.

6.3.3. At the conclusion of the home game, distribute game sheet copies to the opposing team



and the Vice President and or his/her designate.

6.3.4. Keep and maintain a record and account of the team's financial affairs. This duty may be assigned to a Parent Rep or Team Treasurer at the discretion on of the Head Coach. A zero balance financial statement MUST be submitted to the Treasurer by May 1st showing all income and expenses.

6.3.5. Ensure that anyone associated with the team does not approach sponsors or operate fund raisers in accordance with Section 7.

6.3.6. Assist and support any fundraising promotions as determined by the Northumberland Minor Hockey Association.

6.3.7. Understand and follow the procedures for underage player movement, affiliated player usage and permanent player movement.

## **RESPONSIBILITIES OF TRAINERS**

It shall be his/her responsibility to:

6.4.0. Supervise the health and incidents of injury of the players on his/her team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.

6.4.1 The trainer is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the Vice President and to the OMHA.

6.4.2. Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.

6.4.3. Ensure that the trainer's kit is available at all games, practices and team events.

## **COACHES AND TEAMS**

6.5 OMHA coaches will make every attempt to ensure that All Players dressed for a Lakeshore League regular season or "playoff" game be given an equatable amount of ice time over the course of the game, with the exception of the final 5 minutes. Blatant disregard of this rule will result in an investigation by the Discipline Committee. House League Coaches shall ensure players receive equal ice time to the greatest extent possible, regardless of the game situation.

6.6 No player will be allowed on the ice or bench without being dressed in full hockey equipment, and having registration paid in full, and a member of the coaching staff being in attendance.

6.7 All coaches must adhere to OMHA coaches guidelines.

6.8 Safety precautions must be taken during all games and practices, as well as the doors onto the ice surface.

6.9 The NMHA Executive will hold the coach responsible for player conduct. As coach, you are responsible for player conduct on the ice, on the bench and in the dressing room. Emphasis should be placed on fair play between all players.

6.10 Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol while in the presence of their players (i.e.: while on the ice, bench or in the dressing room)

## **COACHES AND PARENTS**

6.11 After a team is selected, OMHA Head Coaches must hold a team parent meeting in the presence of an Executive member. Additional meetings are suggested throughout the season and at the end of the season.

6.12 These meetings should include:

- Coaching Philosophy. The Head Coach should outline his basic method of operation and any other specific topics related to the players' development.
- Team Rules. Any team rules regarding matters such as punctuality, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be thoroughly explained to the parents.
- Budget. A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.
- Fund raising. If the parents are interested in fund-raising, a discussion should take place.
- Player Dress Code and NMHA rules.
- Tournaments. Tournament plans (number, dates and locations) should be discussed.
- League. Travel commitments should be made clear.
- Question Period. Time should be set aside for any questions.
- Team List. Every parent should receive a list of all players and proposed team officials, their addresses, phone numbers and e-mail addresses.

It is essential to keep the lines of communication open.

## **TEAM BUDGETS AND FINANCIAL STATEMENTS**

Each Representative team establishes a fee structure for the season based on the NMHA Team Fee, anticipated tournament entries, additional ice time, or other team functions. These team fees are collected by the Team Manager and are the sole responsibility of that team. NMHA Team fees are due to the Association no later than December 1st.

6.13 Team Budgets and finances are the responsibility of each team manager or Parent Rep/Team Treasurer.

6.14 All bank accounts must be opened in the name of the team with a minimum of 2 authorized signing names. No spouses may have signing privileges. Each team opening a bank account will be required to supply to the NMHA Treasurer, their Bank, Branch, Account Number, and authorized signatures before their first game.

6.15 The NMHA Treasurer must approve every team's budget to ensure revenue and expenditures are reasonable and just. A copy of the year-end financial statement shall be forwarded by the team to the Treasurer by May 1st.

6.16 The Executive Committee must approve all fund raising projects by individual teams.

6.17 All teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Executive Committee and parent group:

A zero balance financial statement **MUST** be given to the Treasurer by May 1st following the hockey year showing all income and expenses.

6.18 All remaining team funds shall be distributed to team parents by May 1st.

6.19 If a player quits his/her team prior to the end of the season any stake in the team funds is forfeited.

6.20 The Northumberland Minor Hockey Association will not be responsible for debts incurred by any team or team official. Any team or individual incurring debts in the name of the Northumberland Minor Hockey Association without prior written approval shall be liable to suspension from the Association.

## **ON-ICE VOLUNTEERS**

6.21 On-Ice volunteers are selected by the coaching staff to assist with practices on a routine or periodic basis. On-ice volunteers can be one of the following;

- (i) Players currently rostered to a team within the Northumberland Minor Hockey Association;
- (ii) Adults (over 18 years of age) that are rostered for the current year to a team within the NMHA;

(ii) Adults (over 18 years of age) that are NOT rostered to any team within the NMHA provided they are approved and listed on the OMHA On-Ice Volunteer List.

6.22 Older players (at least 2 age groups older) acting as instructors, may be invited to attend practices provided said player is there to instruct or help and not participate in the practice.

6.23 Instructors, 14 years of age and younger must wear full equipment including mouth and neck guards. No Exceptions.

6.24 Instructors, 15 years of age and older are required to wear gloves, helmet with face-mask, mouth and neck guards. No Exceptions.

6.25 Due to insurance coverage, no “parent and child” game/skating shall be held during ANY regular scheduled NMHA ice time. If a team wishes to have a “fun skate” night, the team must arrange (and pay for) their own ice. No Exceptions.

6.26 Only individuals that have been officially rostered to a team are permitted to be on the bench during practices or games. No Exceptions.

## **PARENT LIAISON (REP)**

6.27 Each OMHA team will be required to have a Parent Liaison (Rep). The parent liaison cannot be appointed by the coach and must not be a rostered official of the team in which they will represent. The duties may include:

1. The liaison between the parents of the team and the team officials;
2. Assist in resolving team disputes and concerns;
3. Bring any unresolved concerns of the parents directly to the executive committee;
4. Distribute and collect any coaches evaluation form as requested by the NMHA.

## **SECTION 7**

### **FUNDRAISING**

7.1 A Northumberland Minor Hockey Association teams will not be allowed to operate or participate in any team fund raising activities unless approved by the Executive.

7.2 From time to time the Northumberland Minor Hockey Association may sponsor a fund raiser and it is expected that all teams will be invited to participate in those fundraisers.

7.3 The Executive Committee will have the ability to grant or deny approval for any fund raising initiative. The Executive will have the ability to revoke approval for any fund raising initiative at any time giving reasonable notice. The Executive Committee's decision in respect to any fund raising issue is final and cannot be appealed.

7.4 It shall be the responsibility of the team manager to comply all requirements, licences, etc. as dictated by the Ontario Gaming Commission, the Town of Cobourg and the Town of Port Hope.

7.5 No NMHA team may contact any existing NMHA sponsor for fund raising activities.

7.6 Alcohol or alcohol related products may not be used as a prize in any fund raiser.

## **SECTION 8**

### **COACHING CLINICS**

8.1 The NMHA will attempt to host coach certification courses locally each year. If provided, team officials may be subsidized wholly or in part by the NHMA if the following criteria have been met;

1. The participant has successfully passed the course and provided receipts;
2. The participant has been rostered with NHMA as a team official;

8.2 Should the NMHA not offer a certification course locally, the NMHA shall reimburse the rostered coach (an equivalent amount to the cost of the NMHA's course fee) to take the course elsewhere provided the above criteria have been met. Travel, Food and lodging costs are not reimbursed.

8.3 The NMHA shall reimburse "ROSTERED" Trainers for online certification program fees.

## **SECTION 9**

### **SPONSORSHIP**

9.1 All approved sponsorships shall be for a fixed duration.

9.2 It shall be the sole responsibility of the Executive Committee to obtain and allocate the necessary number of sponsors.

9.3 The Northumberland Minor Hockey Association will set the dollar level for the various sponsorships.

9.4 No Breweries, Distilleries, Wineries or Tobacco companies will be permitted to sponsor any team in the NMHA.

9.5 Sponsorships may be granted under the stipulation that it is solely a financial contribution and does not imply that the sponsor will be required to be further involved with the team.

9.6 Members should contact the Executive Committee if a specific sponsor wishes to support one of their teams, the Executive Committee will follow-up with the potential sponsor.

9.7 All equipment purchased or donated by sponsors shall become the sole property of the Northumberland Minor Hockey Association and subject to all rules and regulations of the NMHA.

9.8 All equipment shall be of a standard approved by the NMHA.

9.9 A sponsor may not pay any money directly or indirectly to any team nor may any team ask a sponsor directly or indirectly to provide equipment or other benefits to their team without the expressed consent of the NMHA.

9.10 All monies, equipment, etc. from sponsors must be paid to the NMHA.

9.11 All sponsorship cheques must be payable to the Northumberland Minor Hockey Association.

## **SECTION 10**

### **ICE ALLOCATION AND GAME TIMES**

The Ice Scheduler is responsible for maintaining and upholding the policies of Northumberland Minor Hockey Association. The goal is 100% ice utilization. The following guidelines are in place to support this initiative.

10.1 Northumberland Minor Hockey Association shall not incur any additional ice costs due to poor team management. Any team found not using their allotted ice time will be invoiced for the ice cost associated with that time slot. Should a team not pay their invoice; future ice time will be forfeited.

10.2 Where possible, each OMHA team will receive approximately 2 practices and 1 home game per week. Each House League team will receive approximately 2 shared ice times per week when permitted. When home tournaments are scheduled or arena conflicts occur, all teams may have their ice time(s) adjusted to accommodate the tournament/conflict.

10.3 Teams requiring additional ice over the normally allocated amount must make their own arrangements for rental and payment at the facility of their choice. Additional ice rentals may not be billed to Northumberland Minor Hockey Association by any facility. Teams are requested to notify the Ice Scheduler of additional ice purchased for the purpose of adding it to the team's schedule.

10.4 Northumberland Minor Hockey Association, through the Ice Scheduler, reserves the right to cancel a practice at any time in order to accommodate league priorities.

10.5 Any OMHA coach wishing to cancel an ice time must contact the Vice President and the Ice Scheduler no less than two weeks in advance and receive confirmation from the Ice Scheduler.

10.6 No HL game shall be cancelled without the permission of the HL Vice President. For OMHA teams, Lakeshore League rules permit only the away teams to cancel games due to inclement weather. Should the opposition cancel the game, the scheduled ice shall be used for a team practice.

10.7 The regular season for the Northumberland Minor Hockey Association will commence during the early part of September. For teams no longer in OMHA Playdowns or Lakeshore League playoff competition, their ice time will conclude when the team can no longer continue in the Playdowns or Playoffs. (this includes practices and exhibition games)

10.8 For teams still in play-off competition, normal ice time will be available to them in our arenas, pending the availability of the ice.

10.9 Any exhibition games, tournaments, and all home games must be approved by the appropriate OMHA Representative.

10.10 No NMHA team may play more than three games in one day.

10.11 OMHA teams will be subject to the rules of the OMHA and the NMHA for game lengths. For regular season games, teams (Atom & under) will receive 75 minutes, (Minor Pee wee thru Minor Bantam) will receive 90 minutes and Bantam and above will receive 105 minutes.

10.12 Players and team officials may not enter the ice surface until the Zamboni is off the ice and the gate is closed. All players and team officials will leave the ice surface 10 minutes prior to the end of their scheduled ice time or as instructed by the arena management. No player or team official may enter the ice surface prior to the team's scheduled ice time unless so instructed by an arena employee.

## **SECTION 11**

### **TOURNAMENTS AND EXHIBITIONS**

Each season, the NMHA will attempt to provide a Home Tournament in which our teams can participate in, free of charge. However, if for any reason the NMHA is unable to hold a tournament, for one or more of our teams, NMHA will not extend to a team(s) any amount of money in lieu thereof.

11.1 Teams intending to participate in tournaments or exhibition games must be rostered with the OMHA. All entry fees to tournaments along with travel permit fees will be the responsibility of the said team.

11.2 OMHA teams shall be permitted to participate in a maximum of five (5) tournaments, MD7 (3) during the season or as governed by the OMHA. A proposed tournament schedule will be

submitted to the Vice-President. Failure to comply may result in denied approval from the Northumberland Minor Hockey Association.

11.3 Any monies, which may be required for approval, will be the sole responsibility of the said team. Exhibition games or Tournaments may be played with other recognized Affiliated Associations. The NMHA may advance tournament fees to the teams provided the funds are reimbursed to the organization by October 15<sup>th</sup>.

11.4 Approval for participation in tournaments is granted on the understanding that such tournaments games do not interfere with regular scheduled games or playoffs. Approval for participation in exhibition games must be approved through the OMHA Portal prior to participating in said game. Failure to comply may result in the suspension of the Head Coach.

11.5 Special permission for overseas tournaments and exchanges must be obtained and approved by the Board and the OMHA, upon written application.

11.6 Rep teams must submit all Exhibition and Tournament game sheets to the Vice President or designate.

11.7 NMHA sponsored tournaments must include a Northumberland Minor Hockey Association entry within each proposed age classification of the tournament. The NHMA tournament will be considered in the limitation number of approved tournaments.

11.8 NMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.

11.9 Disbursement or excess monies at the conclusion of a NMHA sponsored tournament must be used for the betterment of the NMHA program.

11.10 Penalties, discipline, etc. received in exhibition games and tournaments are subject to the Rules and Regulations of the Host Centre, as well as, in accordance to the Manual of Operations of the OMHA and the Rules and Regulations of the NMHA, e.g. If a player is penalized for fighting, that penalty will be carried over into OMHA games, as well as serving the suspension in tournament play.

## **SECTION 12**

### **OFFICIALS, REFEREES, AND TIMEKEEPERS**

It is understood that HL is the training ground for referees and administered by Referee Association. Referees for the HL will be coordinated by the Referee-in-Chief(s).

12.1 No referee can be involved in a game unless s/he is carded through the OMHA.

12.2 Under no circumstance shall any House League or OMHA game involving an NMHA team proceed without two (2) carded Referees on the ice. This includes all home or away games. NO EXCEPTIONS. Any Head Coach attempting to circumvent this rule will be suspended.



12.3 REP hockey referee requirements will be administered through the Referee in Chief as required, according to the OMHA Manual of Operations.

12.4 REP timekeepers will be the responsibility of home team.

12.5 House League timekeepers will be assigned through the Convenor of each division.

## **SECTION 13**

### **PROCUREMENT**

13.1 Annually, the NMHA determines which items that will be purchased, are to be placed for tender or bidding process. At a minimum, these Requests for Tender will be posted on the NMHA website. These items may include but are not limited to products and services that the association or it's membership requires. These decisions will be reviewed and approved by the board.

13.2 The length of the contracts awarded through these request for tenders will be appropriate to the needs of the association and reviewed and approved by the WMHA Board.

### **Appendix "A"**

The protected area for Northumberland is;

East: Normar Road, Cobourg

West: East Townline Road, Port Hope

North: 401

South: Lake Ontario

Right of Choice and Shared Areas do exist around the Northumberland protected area under OMHA Regulation 3.4

# Appendix "B"



Kobe KG3 Sweater.