

# *Dorchester Minor Hockey Association*

***Revised May 25.10***

## Policies and Procedures

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## 1.0 Introduction

This Policy & Procedures manual works in conjunction with rules, bylaws and policies of the:

- ☒ Ontario Minor Hockey Association, hereafter OMHA
- ☒ Ontario Hockey Federation, hereafter OHF
- ☒ Canadian Hockey Association, hereafter CHA

All policies and procedures specific to the Dorchester Minor Hockey Association (DMHA) are outlined within this manual or the Ontario Minor Hockey Association Regulations will apply.

## 2.0 Objectives

DMHA objectives are as follows:

- ☒ To provide a quality hockey program for the residents of Dorchester and surrounding area.
- ☒ To provide equal access and opportunities to members and participants.
- ☒ To operate as a not for profit association that operates on a balanced budget basis and strives to keep registration fees as affordable as possible.

## 3.0 Conduct, Discipline and Complaints against the Association

### 1. Membership Conduct

- (a) As members of the DMHA, all members are representing both Thames Centre and the Dorchester Minor Hockey Association. All members of the DMHA 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 DMHA reserves the right to reject membership in such cases where a previous record of behavior unbecoming a member of the DMHA has been evident.

### 1. Code of Conduct

- (a) As members of the DMHA, 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.
- (b) All coaches are required to have the parents/players read & sign the fairplay agreement prior to the start of the season. All Fairplay forms will be given out at the Coaches meeting in September.

## 3.3 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. Such action may result in the member losing the privileges that come with membership in the DMHA, including the opportunity to participate in DMHA activities.

#### 3.4 Discipline following Violations of Policy and Procedures

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

#### 3.5 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 executive.
- (b) Any appeals of disciplinary action taken by a coach shall be submitted to the executive. This also applies to complaints regarding the lack of disciplinary action.
- (c) The Executive Committee shall rule on any unresolved appeals or complaints.

#### 3.6 Penalties and Suspensions

- (a) All penalties and suspensions shall be called and served in accordance with the OMHA and regulations.
- (b) The head coach will inform the Shamrock and/or League Rep, as soon as possible, when a player on their team has been assessed a penalty which forces an ejection from that game.
- (c) Any suspension will be followed by the OMHA rules/regulations as stated in their manual of operations.

#### 3.7 Inquiries regarding the Operation of the Association

- (a) Complaints or questions regarding the operation of the Association must be submitted, in writing, to the President or Secretary.
- (b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.

- (c) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- (d) Upon receipt of a complaint, the President may appoint a fact-finding Committee to investigate the complaint and present recommendations to the Executive or for immediate, serious issues, may call an Executive Committee meeting to address the issue.
- (e) Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- (f) All complaints shall receive a written reply.

#### 4.0 Registration

##### 4.1 Registration

- (a) Registration procedures will be organized and co-coordinated by the Registrar (s) and the Treasurer(s).

##### 4.2 Residency and Eligibility

- (a) Players must reside within the area described by OMHA Residency Rules.
- (b) After December 1, DMHA players skating with Junior teams will no longer be eligible to play for the remainder of the DMHA season. Any refunds will be prorated.
- (c) A DMHA player must sign an "AAA" playing card by Sept. 15th of the current playing year. No approval to play "AAA" will be given by the DMHA after Sept. 15th.

##### 4.3 Registration of Players

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

Junior Tyke	4 & 5 years old
Tyke	6 & 7
Novice	8
Atom	9 & 10
Pee Wee	11 & 12
Bantam	13 & 14
Midget	15, 16 & 17
Juvenile	18-21

\* Age as of December 31<sup>st</sup>\*

- (a) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request to transfer must be made in writing to the Executive outlining the specific reason(s) for the request.
- (b) Players must be registered and fees paid in full before participating in any game, practice or try-out.
- (c) Between the onset of September first round tryouts and the deadline for additions to Player Eligibility Declaration and Team Roster Sheet submissions to the OMHA, the Executive will review applications by late registrations to determine what team assignment the player will receive.

#### 4.4 Proof of Age

- (a) Satisfactory proof of birth will be submitted with every initial registration of players.

#### 4.5 Registration Dates

- (a) The Executive shall determine registration dates for the upcoming hockey season.



- (b) The registration dates will be advertised in the local paper and on the DMHA web-site ([www.DorchesterDragons.ca](http://www.DorchesterDragons.ca)).

#### 4.6 Registration Fees

- (a) The registration fee for each player shall be calculated according to basic costing principles with priority given to costs associated with ice time usage. Ice time allocation to specific age groups and teams will be recommended by the association executive and built into registration fees and the budget which must be approved by the membership.
- (b) Families registering three or more players will receive a discount as determined by the Executive Committee.
- (c) DMHA may grant financial relief in respect to fees due to financial hardship at their discretion.

#### 4.7 Registration Late Fee

- (a) It is not DMHA's intention to penalize participants, however, in order to maintain the association's ability to plan its ice requirements it is necessary to assign late registration fees. Registrations received after final registration date of the current hockey season shall be subject to a \$50.00 administration charge.
- (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, or had been trying out for a Junior Hockey Club).

#### 4.8 Registration Refunds

- (a) Refunds will be granted according to the date the written application is received by DMHA. Refunds will be calculated on the net fees received after outlays (ie. Insurance) prorated according to the number of league games completed in prior to withdrawal as a percentage of total league games scheduled for the team for that season. Refunds or partial refunds will not be granted in case of injury where the participant

returns to play in that season or in case of suspensions. In case of withdrawal the opportunity to return unsold fundraiser tickets may be granted depending on timing and circumstances.

(a) No late charges will be refunded, except as determined by the Executive Committee. Each individual situation will be dealt with accordingly.

(a) Refunds will be issued only to the person (includes business) who has paid the fee(s).

## 5.0 Equipment, Sweaters and Insurance

### 5.1 Player and Team Official's Equipment

(a) All players must wear complete hockey protective gear, including a CSA approved helmet, facemask and throat protection for all on ice activities. Mouth guard use is mandatory for players/goalies under OMHA jurisdiction.

(b) All coaches and volunteers will be required to wear helmets for all on ice activities. For insurance reasons, only carded players /carded team officials and volunteers sanctioned by the DMHA are to be on the ice surface.

### 5.2 Sweaters

(a) Any person issued sweaters, equipment or any other property of the DMHA 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.

(c) Emblems, player names, etc. may only be sewn on sweaters by hand. So as to be removed before returning at the end of the season.

### 5.3 DMHA Equipment

(a) DMHA equipment will not be used off ice for reasons including street hockey, ball hockey, roller hockey etc.

- (b) Misuse of the equipment will result in the immediate return and no further use of equipment.

#### 5.4 Rental of Equipment

- (a) The DMHA will rent out goaltending equipment during off-season for on ice activities only; such as hockey schools, summer hockey, junior tryouts. A handling charge of \$10.00 per piece per week up to a maximum of \$25.00 per week will apply to all loans and will be used to help replace goaltending equipment. And all equipment is to be returned in the same condition as when borrowed. Renters are responsible for all damaged equipment.

#### 5.5 Liability

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

#### 5.6 Player and Team Officials Insurance

- (a) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the DMHA.
- (b) The DMHA does not allow Parent /Child games using Association purchased ice.
- (c) The insurance program does not cover Parent/Child games if someone was injured and an injury claim was put forward.

#### 5.7 Executive Insurance

- (a) The Executive shall purchase and renew yearly an Association liability

insurance policy for coverage of Executive members. The Vice President shall be responsible for obtaining this insurance.

## 5.8 Equipment Insurance

- (a) The Executive shall purchase and renew yearly an Association insurance policy for coverage of equipment and sweaters. The Executive in consultation with the Equipment Manager shall be responsible for obtaining the coverage of insurance required.

## 6.0 Player Movement and Team Regulations

### 6.1 Underage Players

- (a) Tyke/Novice aged group only! – Any player wishing to try out for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping.

### 6.2 Movement of Players

- (a) Any player registered in the DMHA and is also trying out for Junior teams or OMHA Regional teams or OWHA Regional Teams must have an OHF tryout form completed. The President, VP, or OMHA Rep must sign this form before they are allowed to tryout.
- (b) Any player registered in the DMHA requesting Association releases or transfers will formally do so through the Executive Committee to meet to make a decision. 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 DMHA must formally do so through the OMHA Rep and/or 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 OMHA Rep of the DMHA must sign all releases and transfers.
- (g) If a DMHA team needs a permanent replacement due to player injuries, drop outs, etc., a player may be transferred from another team for the duration of the season. The Executive must approve all such moves

### 6.3 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 President shall resolve any conflict.

- (a) DMHA teams shall affiliate as per OMHA rule #23 with the following additions.
- (b) Tyke aged players will only be allowed to affiliate to the Novice local league. The only exception to the above is if by the judgment of the Coach Mentor or designate from the Executive that a Tyke aged player is deemed within the top (5) players trying out for the Novice A team, then after approval the player will be allowed to play at the Novice Rep level.
- (c) In order to protect the Association’s best interests, each team is required to initially limit the number of affiliates to a maximum of one

goalie, three defencemen and three forwards. After the OMHA Rep reviews the affiliate lists, further players can be added if the coach so desires. This will allow every team a fair chance at getting affiliates capable of playing at their level.

- (d) Where horizontal affiliation (ie within the same age group) is available, it has priority over vertical affiliation (ie from a younger age group to an older one). Where horizontal affiliation is not available to a team, an attempt to resolve a conflict will be made by the executive with the two coaches. If the coaches cannot resolve the issue, the executive, will make a ruling and document the reasoning to the coaches.
- (e) For games, teams will only be allowed to bring up affiliate players on their OMHA approved roster sheet.
- (f) An affiliate player may miss a practice with his base team, when the higher categorized team has less than the OMHA approved roster number of players available for the requested game. This should be done on a case-by-case basis and will require the approval of the OMHA Rep.
- (g) For a game or practice, affiliation of players to a higher series requires the approval from the Head Coach of their originally rostered team. Consent from a member of Team Management (Head Coach, Assistant Coach, Trainer or Manager) of the team that the player is carded to must be received by the coach requesting use of the affiliate player. The player's Team Management has no right of refusal except under the following circumstances:
  - 1. There is a conflict between game times or conflict occurs when there is less than 3 hours between the end of a game of the higher categorized team and the start of a game involving the lower categorized team. The lower categorized coach may waive this time period if he so desires. 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.
  - 2. 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 DMHA Executive

- (a) The Executive reserves the right to rule on any of the above guidelines. If any coach does not agree with the decisions of the VP(s) he/she has the right to consult with the President whose decision will be final.
- (b) If an AP player is getting 75–85% of ice time with an team at a rep (higher) level than what they are originally rostered, they need to pay the same competitive fee as everyone else

#### 6.4 General Rules for all DMHA Teams

- (a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games.
- (b) Parents should have their children dressed and parents should leave the dressing rooms 10 minutes prior to the start of games to allow coaches time to conduct pre-game instruction.
- (c) All players must be ready to go on the ice at game time. All games shall be scheduled to commence five minutes after the scheduled ice time allotment starts. If a team or teams are not ready to begin to play at this time, the lost time will be deducted from the actual playing 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 sanctioned 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. Tape, paper, or garbage of any kind should not be left in the dressing room, in any arena. Teams will be held accountable for any damage, or charges to repair damages incurred by the team.

#### 6.5 Representative Teams

- (a) The OMHA shall set the date by which the selection of players to the First Entry Rep. teams and Additional Entry Rep. teams must be complete by.
- (b) The Executive will provide to the coaches before tryouts the number of players and goalies the individual teams will be allowed to carry on these teams. If in the opinion of a majority of the Executive, 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 Executive.
- (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 Registrar 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) A minimum of (2) tryouts is required to be held before any player cuts are made. (2 tryouts are tryouts that are scheduled, not 2 tryouts the player shows up for).
- (g) Players may tryout for an A/E team without first attending the respective BB, Major and Minor representative team tryouts. This rule does not apply to Midget aged players.
- (h) Tryout fees will be collected at the 1<sup>st</sup> tryout for each age group. This fee must be collected prior to the players going on the ice. These fees are not refundable if the registrant participates.
- (i) The Executive shall set Tryout fees.
- (j) A financial statement after tryouts will be completed and submitted to the Treasurer by Oct. 15 indicating player fees collected for September tryouts.
- (k) Players must sign an OMHA Intent Letter before participating in any tournament or regular season game.

#### 6.6 Local League Regulations

- (a) The Executive 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.
- (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.
- (e) All teams within each division shall be re-balanced by the Executive if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves.
- (f) Should dropouts reduce a Local team roster to more than three players below the average team roster; the executive will make transfers as required.

## 7.0 Coaches Selection

### 7.1 Applications

- (a) The DMHA will advertise that they are taking applications for head coaches for the upcoming hockey season.
- (b) Applications for coaching positions will be available from the Coaches Selection at DMHA registration.
- (c) The Executive will establish an application deadline when all applications have to be received by the Association.

### 7.2 Coaches Selection Committee

- (a) A Coaches Selection Committee (CSC) will be formed. At minimum 4 of the 6 levels are to be represented and 2 to 5 “members at large” are to be included. The DMHA Vice President (or designate) will attend all CSC meeting in an observer (non-voting) role.
- (b) The Selection Committee members will be excluded from applying for a head coach position.
- (c) Members of the CSC shall be representative of the hockey community, objective and independent. Their tenure will extend 2 to 5 years and will be reviewed annually by the DMHA executive.

### 7.3 Role of the Coach Selection Committee:

- (a) Set a Coaches Selection Committee Protocol.
- (b) Convene meetings and interviews to select coaches for the respective teams.
- (c) Follow the guidelines of the OHF Ten Step Screening Process and DMHA CSC Protocol.
- (d) Following deliberations the CSC will select, utilizing the prescribed voting format, head coaches for all positions applied for in the association dependent upon the applicants' suitability as outlined in the screening process. The executive will be informed in a timely fashion of the successful candidates after the selection process.
- (e) Coaching appointments are to be made as early as possible.

### 7.4 Qualifications and Eligibility

- (a) Coaches must be, or willing to become, certified in accordance with the OMHA Manual of Operations. Applicants selected will also be required to have a PRC completed before the Executive approves the coach's selection.
- (b) All coaches in the DMHA holding an NCCP Coach Level Certificate must attend a Coaches Refresher Clinic at a minimum of once every three (3) years.

### 7.5 Selection of Assistant Coaches, Trainers and Managers

- (a) The Head coach of the team will select the other team officials for his or her team. ( Assistant Coaches, Trainers and Manager)
- (b) The number of team officials to be selected will be accordance with OMHA and regulations.
- (c) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having at least two NCCP and two HTCP qualified individuals on the team's roster sheet.
- (d) Coaches will be certified in accordance with the OMHA regulations.
- (e) Trainers shall hold a valid HTCP certificate.
- (f) All team officials will be required to have a PRC completed.

### 8.0 Team Officials

## 8.1 Accountability

- (a) Team officials are accountable to the Executive 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.
- (b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship, as per the Fairplay Agreement.
- (c) Team officials shall become familiar with, follow and enforce all rules, regulations and procedures of the DMHA or OMHA.
- (d) Team officials shall attend Association meetings as required by the Executive.

### 1. Team Roles/Responsibilities

#### Head Coach/Coaching Staff

- a) To coach the team on ice activities
- b) To organize the team's coaching/management staff
- c) To select players at tryouts/evaluations
- d) To pre-plan practices with team coaching staff
- e) To oversee all practices or if absent to ensure another member of the coaching staff is present to oversee the practice
- f) To coach the team in all league, exhibition, tournament and playoff games
- g) To liaise with the Shamrock/Lambton Middlesex Representative
- h) To ensure all players are properly equipped
- i) To ensure all players receive equal attention to ensure proper player development
- j) To adhere to Ontario Hockey Federation Constitution, By Laws and Regulations, OMHA Manual of Operations
- k) To give pre-game instructions to players only – no parents need to be party to these discussions.
- l) Not to speak to any player in a demeaning or demoralizing manner
- m) At all times to control yourself on/off the ice. Discipline is vital for respect, fairness and consistency in dealing with team members. Ensure proper conduct of your players and coaching staff on/off the ice at all team functions.

- n) Hold a meeting at the start of the season with player/parents/guardians in order to make them all aware of your plans/goals for the upcoming season.
- o) Advise all players/parents/guardians that the players should be completely dressed 15 minutes prior to any game and the parent/guardian must leave the dressing room in order for you to give the pre-game instruction to all players
- p) To ensure the proper conduct of all players and team officials on/off the ice at any team function and uphold the Zero Tolerance Policy.
- q) If you burn your allotted ice time, you will forfeit your NEXT practice ice as well.

#### Trainer

- a) To ensure all players have completed the "Medical Information Form". These forms are to be on hand at any team related activity (games, practices, dry land, travelling, and social functions) Remember that the player's medical information is strictly confidential and only the trainer, head coach, and the player's parent/guardian should have access to the medical history file
- b) Maintain a properly stocked first aid kit.
- c) Keep coach informed with regards to player's condition
- d) Be aware of individual player medical needs (i.e. puffer for asthma)
- e) To obtain and maintain player medical information
- f) Complete a Hockey Trainers Certification Program at Level 1 or higher. Must be at least 2yrs older than the team they are training for.
- g) Ensure you receive a doctor's release note prior to any player returning to practice and/or game.
- h) To complete, if necessary, the OHF -Hockey Canada Injury Report, and to attach the game sheet and pass to the Shamrock/Lambton Middlesex Representative

#### Sample First Aid Kit:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| ~ 1 - soft sturdy first aid kit box | ~ 10-4"x4" gauze pads       |
| ~ 1 roll- pre wrap                  | ~ 1 pack - Iodine swabs     |
| ~ 2 rolls - 1 ½ Athletic tape       | ~ 1 roll - 4" stretch gauze |
| ~ 2-4" tensor bandages              | ~ 4-zip lock plastic bags   |

- ~ 2–40” cotton triangular (slings)                      ~ 1 pair bandage scissors
- ~ 1 bag sterile cotton tip applicators    ~ 2 pairs rubber gloves (latex)
- ~ 1 ox knuckle bands                                      ~ 1 chemical cold pack
- ~ 1 box finger tip bands                                 ~ 2 bxs elastic stretch strips
- ~ 1 CPR barrier shield (only use if certified in CPR)

## MANAGER

- a) To assist the coach in their responsibilities
- b) To liaise with parents as necessary
- c) To advise the Shamrock/Lambton Middlesex Representative of all tournaments/exhibition games
- d) To return all equipment and sweaters to the association at the season’s end
- e) to keep team financial records and to provide a financial statement to parents
- f) to greet visiting teams and ensure that dressing room and game sheet details are in order
- g) To ensure that the team sponsor(s) receive a schedule of the team games.
- h) Keep team schedules current

### 1. Player Injuries

- (a) The Head Coach/Trainer of the team is responsible for forwarding a copy of the “Canadian Hockey injury Report” to the OMHA as required. A copy must be forwarded to the OMHA Rep for Association record keeping.
- (b) For serious injuries, the DMHA executive should be notified as soon as possible so proper and timely notification can be made to the OMHA.
- (c) Players who have missed games and or practices due to an 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 DMHA sanctioned activity.

## 8.4 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 decides to, may require shortening a player's ice time. This will be explained during the coach's and parents meeting. Penalty time shall be considered as ice time.
- (b) To develop a better appreciation of the game as a whole, players should be given the opportunity to play various positions.

#### 8.5 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.
- (b) These meetings will be used to explain and be not limited to the following:
  - Introduce coaching staff and Responsibilities of coaching staff
  - Coaching Philosophy
  - Team Rules
  - 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 Athletes and Road Trips
  - With the approval of the parents, players with G2 licenses must have an adult with them, in their vehicle, if driving to games outside of Thames Centre
  - Twenty-four Hour Cool Down Rule
  - Parent Complaint Procedure
  - Budget, financial obligation and financial statements
  - 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

#### 8.6 Parent Complaints

- (a) Any Parent complaints regarding the coaching staff or the operation of the team will first be resolved at the team level with the parties involved.
- (b) If a resolution can not be agreed upon at the team level, the DMHA Coaches Selection Committee will be contacted to be an intermediary in assisting a resolution with the parties involved.
- (c) If a resolution can still not be reached the DMHA Executive will make a ruling after a hearing of the parties involved.

## 8.7 Team Budgets and Financial Statements

- (a) Team budgets, collecting and disbursing of team finances will be the responsibility of each team manager.
- (b) The parents on the team must understand and approve an initial team budget for the amount of funds required to operate the team for the season. It is the team's responsibility to collect these funds from the parents. This financial obligation is above the Association's registration fees.
- (c) The DMHA will lend individual teams funds to cover early bird tournament fees. These requests should be directed to the DMHA Treasurer. These funds must be paid back by October 15.
- (d) DMHA will pay the entry fee to the International Silverstick Tournament for any DMHA member team that qualifies or is invited to participate.
- (e) The team must settle any debts or bills incurred by the team. The DMHA will not honour these debts.
- (f) Any team or individual incurring debts in the name of the DMHA without prior approval shall be subject to disciplinary action up to and including possible suspension from the Association.
- (g) Any team that continues their success to make it to the finals in OMHA Playdowns will receive a \$500.00 from DMHA to use towards their team's expenses.

## 9.0 Subsidization of Team Officials

### 9.1 Subsidy Rates

The DMHA 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 attending Prevention Services clinics: 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.

## 10.0 Ice Scheduling

### 10.1 Ice Contract

- (a) The DMHA will sign an ice contract with the Municipality of Thames Centre and/or other facilities yearly. The Executive will be responsible in consultation with the Ice Allocation Rep for identifying to the Municipality the Associations ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The Treasurer and the Ice Allocation Rep will sign the ice contract.
- (b) The DMHA will start buying ice on or about the 2<sup>nd</sup> week of September and stop on or about March 31 each season.

### 10.2 Responsibility

- (a) The organization and scheduling of ice time for the DMHA hockey program is the responsibility of the Ice Allocation Rep. League Representatives will assist the Ice Allocation Rep.
- (b) League Representatives shall fairly distribute game and practice ice allocations to teams in the group they are responsible for and forward this schedule to the Ice Allocation Rep. It is the League Representatives responsibility to report changes in this schedule as they occur throughout the season to the Ice Allocation Rep.



- (c) During playoffs, the Ice Allocation Rep will do playoff ice scheduling with assistance from the OMHA Rep. 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 Allocation Rep will keep track of any ice that is taken away from a team. Ice will be returned to the affected teams if possible.

### 10.3 Cancelling Ice

- (a) If a team cannot use its allocated ice, it is the responsibility of the team coach/manager to trade that ice with another team as soon as possible. If the ice cannot be "traded" the team coach/manager must turn the ice in to the Ice Allocation Rep minimum of (4) days prior to the scheduled ice.
- (b) All costs associated with vacant ice due to insufficient notice will be the responsibility of the team coach/manager and may result in forfeiture of the team's next scheduled ice time.
- (c) If an Ice Allocation Rep cannot be reached, the alternative contact for ice changes is the OMHA Rep.

### 11.0 Playing Times

#### 11.1 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)

#### 11.2 Length of Home Games during the Regular Season

- (a) The Executive will determine the length of home games for each division and level according to the ice budget. 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) A curfew time will be written on all home game sheets and initialed by both the home team coach and visiting coach.

- (d) Games running over the allotted time will be curfewed and the results will stand at that point of completion.

### 11.3 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 OMHA.
- (b) All OMHA/Lambton Middlesex Playoff games will not be curfewed.

## 12.0 On -Ice Officials

### 12.1 Referee Scheduling and Notification

- (a) League Reps are responsible for contacting the Referee Scheduler to have referees scheduled for their home games during the regular season and the playoffs. The exception being in playoffs when neutral referees are required for games per OMHA regulations. The OMHA Rep will be responsible for notifying the OMHA for referees in these cases.
- (b) After the league-scheduling meeting, the League Reps must submit to the Referee Scheduler, as soon as possible, a hard copy of the teams' scheduled home games for the season.
- (c) League Reps are responsible for contacting the Referee Scheduler regarding any home games that are cancelled or rescheduled. If the game is to be rescheduled, the team official must let the referee scheduler know the rescheduled date and time.

### 12.2 Referee Payment

- (a) Payment to referees will be according to the current OMHA referee fee guide.
- (b) The Association will pay the mileage charges of out of Municipality referees when required. Mileage charges will be according to the current OMHA referee fee guide.

### 12.3 Referee Complaints

- (a) Complaints regarding referees should be sent in writing to the League Representative, who will forward on to the Referee Supervisor. Ensure the VP is copied on the letter so that the Executive can be made aware of any complaints.

### 13.0 Exhibition Games

#### 13.1 Notification

- (a) Team Officials must notify their respective League Rep's regarding home exhibition games. This information must be relayed on to the OMHA Rep for insurance reasons and in the case of any suspensions resulting from these games.
- (b) Team Officials will be responsible for contacting the referee/timekeeper scheduler to schedule referees/timekeepers for home exhibition games.

#### 13.2 Exhibition Games and Tournaments outside of OMHA Jurisdiction

- (a) Any teams traveling outside the OMHA jurisdiction will require a travel permit for insurance purposes.
- (b) Team officials will be responsible for contacting their respective league representative's to obtain this permit.
- (c) The team will be responsible for paying for this travel permit per the current OMHA fee.

### 14.0 Tournaments

#### 14.1 Approval

- (a) Team Officials must get the OMHA Rep or the President to approve tournament applications for all tournaments DMHA teams are planning on entering. Signature of the VP or President on the tournament application form will signify this. This is to make sure teams are entering sanctioned tournaments as well as the proper classification.

#### 14.2 Tournaments during playoffs

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

## 15.0 Fundraising

### 15.1 Purpose

- (a) Fundraising is a very important aspect of this Association. It helps keep our registration rates as low as possible. Fundraising has been delegated primarily to the Hockey Parent's Committee who are granted authority to run functions for the benefit of DMHA. Events are subject to the approval of the DMHA Executive.
- (b) Regular financial reports are to be presented to the DMHA Executive as well as specific reports that may be reasonably requested (ie. Financial report on a specific event).
- (c) Fundraising proceeds are to be maintained in a separate bank account with funds to be transferred to the main DMHA operating account as required. The guideline shall be that the balance/float of the fundraising account will not exceed \$3,000.00 without DMHA Executive knowledge.
- (d) Funds raised in the current hockey season are used to subsidize registration rates for the following season.
- (e) 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 required to make out a post-dated cheque dated for March 31 for each registrant to guarantee that they will complete their volunteer hours. They will be told the amount at registration.
- (b) Parents will be responsible for completing their allotted hours and for identifying to the Hockey Parents Executive any discrepancies of the hours tabulated.
- (c) The Executive will cash the post-dated volunteer bond cheques for all

uncompleted volunteer hours.

- (d) The Executive will shred the parents' volunteer bond cheque if they have completed their allotted hours at the following season's registration.
- (e) Any discrepancies in volunteering must be resolved before a parent is permitted to register their children the following season.
- (f) Once a commitment has been made by an Association member to cover an event, that commitment becomes mandatory. If the Association member cannot meet this obligation due to extenuating circumstances, they must arrange for another Association member to work that event and those hours committed will then be credited to the volunteer who actually worked those hours unless otherwise communicated by that new volunteer. The Hockey Parents Executive can provide exception to this mandatory obligation with concurrence from the President on a case by case basis when unusual circumstance warrants that exception. Once a commitment has been made, an hour for hour penalty will be applied when this commitment has not been fulfilled.

### 15.3 Team Fundraising

- (a) No fundraising shall be done by any team or individual, which has not been approved by the Executive of the DMHA. 25% of all individual team money raised is to come back to DMHA.

### 15.4 People Exempt From Fundraising

- (a) Executive members are exempt from volunteering because of the time and effort they put in to their positions in organizing and running the Association. Any Executive Member who has put in 3+yrs in their position is exempt from fundraising for their 'life' or duration in DMHA.
- (b) Head Coaches selected by they coaches selection committee and approved by the Executive are also exempt from volunteering.
- (c) The executive will exempt all Team Carded Officials from volunteering.
- (d) The DMHA will exempt the Hockey Fundraising Committee Executive and Team Representatives from volunteering.

## 16.0 Gate Admissions for Games

### 16.1 Gate Admission Fees

- (a) Entry fees to the arena will be charged for all Local League and Rep team games.
- (b) Entry fees are required according to the leagues in which DMHA participates. These fees are set by those leagues and may be adjusted by the OMHA during playdowns.

### 16.2 Gate Operation

- (a) The DMHA Gate Coordinator shall schedule gate workers per schedules received from League Rep's and/or the OMHA Rep. The Gate Coordinator shall provide reports to the DMHA executive on a monthly basis.
- (b) Team officials shall inform the Gate Coordinator of any exhibition games scheduled. Should the exhibition games be scheduled before the commencement of the regular season, the hosting team will provide a volunteer gate worker.
- (c) Gate staff will arrive 75 minutes prior to the scheduled start of a game and maintain the gate until 15 minutes after the game has started.

## 17.0 Sponsorship

### 17.1 Co-ordination

- (a) The Sponsorship Coordinator shall co-ordinate sponsorships.

### 17.2 Sponsorship Agreements and Fees

- (a) A sponsorship agreement shall be established annually with each sponsor.
- (b) Sponsor fees shall be determined by the Executive and collected no later than December 1st of each season.

### 17.3 Association Agreement with Sponsor

- (a) In return, the DMHA shall recognize each sponsor by displaying the name of the sponsor on the team sweaters.

- (b) Team sponsors shall receive an Association picture of the team they sponsor as well as (2) Gate Passes.
- (c) Association sponsors will not be asked for any further sponsorship from Association Members, Team Officials or the members or parents of the team they sponsor unless previously approved by the Executive.