



Dorchester Minor Hockey Association

# Operating Policies and Procedures

Version 1.0

Revised – September 2019, February 2020, February 2021

These provisions are policies and procedures of Dorchester Minor Hockey Association, having been considered and adopted by the duly elected and appointed executive of Dorchester Minor Hockey Association on **October 16, 2017**.

It is the purpose of these policies and procedures to provide consistent assistance and direction to those who are responsible for the operating needs of the Dorchester Minor Hockey Association (“DMHA” or the “association”) so as to operate the hockey programs of DMHA in a manner consistent with its mission, its bylaws, the regulations of governing bodies and common sense.

The policies, rules and regulations of the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada, including playing rules, are adopted and work in conjunction with these policies. Policies and procedures specific to Dorchester Minor Hockey Association are outlined within this manual. In all other cases, the Ontario Minor Hockey Association regulations will apply.

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The duties and responsibilities of the elected executive and appointed executive members are outlined in the DMHA by-laws.

It is anticipated that the policies and procedures will be reviewed annually and adjusted where necessary to accommodate changing circumstances and the continued best interests of the association and its players. However, during the season, the responsibility of interpreting/adapting the policies will lie solely with the executive of the association.

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### ***1. Logo and Colours of the Association***

The teams of the Dorchester Minor Hockey Association (“DMHA”) shall be known as the “Dragons”. The logo of the association shall be in the form below, which logo was created for and is the exclusive property of Dorchester Minor Hockey Association. The logo may not be used for any purpose without the express written consent of the executive.

It is the intent of DMHA to protect the use and application of the DMHA logo and property.

All clothing, apparel and merchandise bearing the DMHA name and logo must be procured through the association’s approved supplier(s).

The association’s official team colours shall be red, gold, navy blue and white.



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## 2. Registration

The minimum age for registration for DMHA hockey programs is 4 (four) years of age as of December 31 of the year in which the season begins.

A copy of each registrant's birth certificate or official proof of age shall be provided to the registrar of DMHA and/or his/her delegate at the time of initial registration with DMHA or at any time thereafter on request.

The age groups for the various divisions within DMHA are as follows, subject to OMHA policies, rules and regulations:

Division	Age (at Dec 31)
U5 (formerly Mite)	4 years
U6 (formerly Jr. Initiation Program)	5 years
U7 (formerly Sr. Initiation Program)	6 years
U8 (formerly Minor Novice)	7 Years
U9 (formerly Novice)	8 years
U11 (formerly Atom)	9-10 years
U13 (formerly PeeWee)	11-12 years
U15 (formerly Bantam)	13-14 years
U18 (formerly Midget)	15-17 years
Juvenile	TBD if offered

All players must register for and play in the applicable division by age.

Registration dates and methods will be established by the executive in consultation with the registrar of the association, and will be published on the DMHA website and in the Dorchester Signpost prior to the registration date(s). No registrations will be accepted outside of the approved and published dates and methods. Registration of players shall be completed by the date determined by the executive, which will generally be on or before July 30 each year, with the dates for exceptions, late registration and full payment of registration and related fees determined by the executive. Registration and related fees and amounts will be established for each season and published prior to registration by the Dorchester Minor Hockey Association's executive. The registration fee for each player shall be calculated according to basic reasonable 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. Players must pay the fees established for the age group in which they register.

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Registration fees are the base fees to play hockey in a specific age group. Related fees and amounts include the following:

1. Tryout fees, which allow a player to try out for a representative (BB or AE) team;
2. Representative fees, paid by players who are selected to play on a representative team. Representative fees must be paid in full by October 1 each year;
3. Annual fundraising fee of \$100.00 per family, in exchange for which the family receives a booklet of yellow fundraising tickets. Proceeds from the family's sale of the fundraising tickets may be used by the family to offset the fundraising fee paid;
4. Any late fees established by the executive;
5. Volunteer bond, the amount of which will be established each season by the executive. The bond must be posted at registration or in such other manner as approved by the executive by way of a post-dated cheque, dated for March 31 of the calendar year immediately following the year of registration.

Registration fees do not fully cover all operational costs, such as amounts to pay for game officials (ie: referees, timekeepers etc). These amounts are paid from the proceeds of gate fees, which are required and set by the Shamrock Hockey League and/or Lambton-Middlesex Local League and/or OMHA (in the case of playdowns). Payments for game officials may be covered from registration fees if there is a shortfall to be covered (ie: low attendance, people avoiding the gate, etc).

In order to maintain the association's ability to plan its ice requirements, it is necessary to complete registration in a timely manner. Registration will be completed by a date established by the executive. Players who wish to register after regular registration has been completed may only do so at a date/time and manner established by DMHA and its registrar, if any, and will not be guaranteed a spot on any team. Further registration (if any taken) will only be accepted by the registrar at a date/time selected by the registrar.

Late registration fees may be used as a means to encourage timely registration. Late fees will be imposed for registrations received after the final regular registration date of the current hockey season. The late fees will be determined annually by the executive. Exceptions to the late fee may be made by the executive for players moving into the DMHA geographical boundaries after registration dates and/or for players new to the association.

No player will be allowed to participate in any tryouts or evaluations unless all registration and applicable related fees have been paid in full. Players will not be placed on a team's official roster, nor participate in any team activities unless and until full registration and related fees and amounts are paid in full

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### **3. Refunds**

The executive and/or its designate will consider refunds on an individual basis upon receiving a written request through the "Request for a Refund" form by the player and the player's parent(s)/guardian(s) to withdraw from hockey through DMHA. Written requests for a refund must be sent to the DMHA Registrar, with a copy to the DMHA Treasurer.

If approved, refunds of registration fees may be given to registrants whose requests to withdraw their registrations are received by August 31 of the year of registration. If the payment of fees was made by credit card, refunds will be subject to a \$25.00 administration fee at any time. Refunds less an additional administration fee of \$100.00 may be given for requests received between September 1 and September 30. A refund of 50% may be given to registrants whose requests to withdraw their registration are received between October 1 and November 15. No refunds will be given after November 15. If approved, the request will be forwarded to the Treasurer for issuance of a refund. Refunds will only be issued to the person who paid the initial registration and related fees.

Exceptions may be granted at the discretion of the DMHA Executive in the event of, for example, major injury, serious illness, moving, etc. Each request will be reviewed and a decision rendered on a non-precedential individual basis.

Subject to the foregoing, refunds will include registration and representative (where applicable) fees, and the destruction or return of the volunteer bond cheque. Tryout fees are refundable only if the refund is requested before the player participates in a tryout or before the tryouts for his/her division are started, whichever comes first. Any fundraising fee paid is refundable before yellow tickets are issued. Thereafter, the fundraising fee is non-refundable and families may still sell or use the tickets issued. Late registration fees will not be refunded.

Approved refunds will not be issued until at least the end of the month after the month in which the written request for withdrawal and a refund was made and approved, and not until the original funds are received and have cleared the DMHA bank account. If the funds have been received and not deposited, then they will be returned and/or cheques destroyed.

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### **4. Releases/Transfers**

Dorchester Minor Hockey Association expects that all eligible players within its boundaries who wish to play hockey will register with and play for DMHA. Releases of players will not generally be granted, except as set out herein.

The executive of DMHA will consider requests for the release of a player from DMHA in accordance with OMHA rules and regulations. DMHA will generally grant registered representative players a release under the following conditions:

- a. as a result of a legitimate change of principal residence to a non-contestable address outside of DMHA boundaries per OMHA rules;
- b. as a result of signing with a higher classified team (i.e. AAA or OHF).

All releases must be signed by the president and the OMHA representative of the Dorchester Minor Hockey Association. No releases will be granted for the above after September 15 of the year in which the player was registered. No releases under a right of choice will be granted after the start of tryouts.

Properly released players from another centre who have moved into DMHA residential boundaries or who have exercised a right of choice to declare DMHA as their home centre may submit transfer requests to DMHA during the registration process. DMHA will consider each request. DMHA reserves the right to refuse any transfer requests made after team size decisions have been made for the upcoming season, and will refuse to accept requests made after the start of tryouts unless exceptional circumstances exist. No player may participate in any tryout unless and until all transfer documents have been completed and the transfer has been approved by OMHA.



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## 5. Coaches and Selection

The association's primary objective for coach selection is to choose the best certified, qualified and available coaches at each division and level for the benefit and development of all of the players on each of the Dorchester Minor Hockey Association hockey teams.

The executive shall establish a Coaches Selection Committee to review, interview and recommend head coaches for the teams within DMHA. Recommendations shall be made to the executive in writing, together with reasons for the recommendations. The executive will consider the recommendations and select head coaches for the DMHA teams.

The committee shall be comprised of at least five members, from who it shall elect a chair. The chair may be appointed by the executive if necessary. The 3<sup>rd</sup> Vice President Hockey Operations shall be a member of the committee but shall not have voting rights. The committee members should represent a cross section of the association and/or the community. The executive shall call for nominations for new members of the coach selection committee to replace any member who will not volunteer for the upcoming season or whose term has ended. Nominations may be made by any member of the association in the manner designated by the executive. All nominations shall be submitted to the 3<sup>rd</sup> Vice President Hockey Operations. The 3<sup>rd</sup> Vice President Hockey Operations shall present the nominations to the executive for review and selection of new committee members. All members of the executive who do not have a conflict of interest will be eligible to vote on the selection of new Coach Selection Committee members. Any member of the executive who wishes to consider applying for a head coach position for the upcoming year must declare a conflict of interest and shall not participate in the selection of coach selection committee members for that year. Any executive member who fails to declare such a conflict shall not be eligible to be selected as a head coach for any DMHA team for that year, unless otherwise unanimously approved by the executive. The criteria that will be considered for the appointment of committee members shall be balanced amongst the following: at least one member shall be a non-parent with preference given to non-parent applicants, coaching/teaching experience, leadership qualities, representation of a diverse population, interview skills and experience. All members shall perform their functions objectively and in the best interest of the association and its players. Committee members will serve a term recommended to be not more than three years, with no more than half of the committee members' terms expiring in the same year. Selection of new Coach Selection Committee members will be decided by a vote in which at least 80% of the current executive vote in favor of the candidate

The committee must ensure that coach selection does not prejudice the selection of the most suitable hockey players for each team due to bias or any other influence. Every attempt must be made by the members of the Coaches Selection Committee to identify and remove any personal bias towards or conflict of interest in respect of any applicant. Any potential bias or conflict must be declared in advance. If bias or conflict of interest exists on the part of a member of the committee in relation to an applicant, that member will not participate in the interview, deliberations or decision making of the committee in respect of the team/age group for which that applicant has applied. Should conflict of interest in respect to any applicant exist for the 3<sup>rd</sup> Vice President Hockey Operations (sitting as a non voting member of the committee), the president shall assign another non conflicted member of the executive to replace the 3<sup>rd</sup> Vice President Hockey Operations for the interviews of the candidates for the specific division/level.

Applications for coaching positions will be available in early March each year on the Dorchester Minor Hockey Association website. Applications must include at least two (2) references. If the applicant has volunteered with another minor sports association, a contact person for that association must be provided. Coach applicants must proactively disclose any previous or current discipline rendered in the context of coaching minor hockey by DMHA and/or any other association. The Coach Selection Committee is required to contact all provided references and review any relevant information in its considerations for head coach recommendations.

Completed applications for head coach positions must be submitted to the chair of the committee or his/her delegate. Only those who have submitted a written application will be considered for the position of head coach for a team. Representative head coach applications must be submitted by April 30<sup>th</sup> or such other date as may be established by the executive. Local League head coach applications must be submitted to the chair of the committee or his/her delegate by June 1<sup>st</sup> or such other date as may be established by the executive. Should any Local league head coach vacancies exist for local league head coach positions after June 30<sup>th</sup>, applications may be accepted at any time prior to the start of the team evaluations.

The committee shall conduct its review of the applicants for representative team head coaches and make its recommendations by June 1<sup>st</sup> or as soon as practicable thereafter. The review and recommendation of local league head coach applicants may be conducted prior to the start of local league evaluations.

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The Coaches Selection Committee shall review each application. It must interview each applicant for each representative team, and may interview applicants for local league teams unless there is more than one candidate for a team in which case interviews must be conducted. OHF and Hockey Canada guidelines should be followed where applicable. Interviews may include clarifying any information about or provided by the application, asking the applicant about previous coaching education, experience and/or history, determining the applicant's philosophy, confirming the Dorchester Minor Hockey Association's policies and practices, including the team selection process and playing time, responsibilities of the coach during the year, guidelines and any other relevant information. In general, information or knowledge relating to the applicant's teaching/coaching ability, experience, hockey skills and knowledge, attitude and behaviour on or off the ice while representing the team or Dorchester Minor Hockey Association will be relevant and discussed. At least three members of the Coaches Selection Committee shall sit during interviews. The same three members must be present for all candidates' interviews for the same position.

The following will also be considered in the selection of head coaches:

1. The applicant's preference to coach at a specific age level and level of play (rep or local league);
2. Any relevant past coaching education and experience, including the appropriate and required certification to coach at the preferred level and whether the applicant coached the preceding representative team in the previous year (ie. AE/BB in the same division in the case of a BB applicant, or BB of immediately preceding division if applying for AE). If certification is not possessed at the time of the selection process, the applicant must provide particulars of when and where the certification will be obtained and any selection will be contingent on certification prior to the start of tryouts;
3. Any additional information or knowledge that members of the Coaches Selection Committee may have or require regarding abilities, skill level, experience or other concerns;
4. The applicant's ability to teach and demonstrate on and off the ice the necessary skills required for the preferred age level and level of play; and
5. The completion of Respect In Sport Activity Leader or its equivalent and Gender Identity and Expression training, plus the provision of a satisfactory criminal record/vulnerable sector check;
6. The skill level of the applicant's child (except in the case of a non-parent) and the likelihood that the child would be selected for the team on his/her own merit. Formal written evaluations of the child's ranking shall be collected from knowledgeable individuals from outside the executive and the coach selection committee, such as a prior coach or a coach who has evaluated the child in tryouts or observed the child during the prior season;
7. Whether the applicant is the parent of a first or second year player in the division in question. Preference will be given to an otherwise qualified and acceptable applicant who has a second year player in that division likely to be selected for that team on his/her own merit.

After the completion of the review of applicants, the committee shall deliberate and, by majority vote, recommend the most suitable candidate for each team. All coach recommendations must be provided by the committee to the Dorchester Minor Hockey Association's executive for approval prior to notifying any of the applicants. The Coaches Selection Committee will provide notification to the successful and unsuccessful applicants as soon as possible in writing or verbally after approval by the executive.

All information received during the selection process and all communications within the committee and/or between the committee and the executive shall be confidential in order to preserve the integrity of the process.

All head coaches may select certified and qualified assistant coaches, trainers, managers and other team officials, subject to OMHA regulations regarding number and qualifications. All choices must be submitted to the executive, which reserves the right to accept or reasonably refuse any proposed team official with or without expressed reasons. Each bench staff must obtain appropriate certification and submit proof of certification, or show proof of course registration to the executive by October 15, failing which that person shall be removed from the bench staff and/or the team shall forfeit all ice times until the certification is obtained and submitted.

Coaches, program providers and on-ice helpers at the U7 level and below (formerly Mite, Jr. Initiation and Sr. Initiation) shall be screened and recommended by a committee made up of the 3<sup>rd</sup> Vice President Hockey Operations, Coach Development Coordinator

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and Player Development Coordinator. If necessary, head coach applications for the U7 and U8 age groups can be referred back to the coach selection committee. In the event of any conflict of interest in any group the coach selection committee shall screen and recommend the head coach candidates. All selections must be presented to and approved by the executive.

All coaches are required to comply with all DMHA policies, practices and procedures, as well as executive directions. They must organize and conduct practices for the purpose of developing all players individually and as a team. Coaches are encouraged to follow Hockey Canada's guidelines, including the use of practice time for technical skill development, as prescribed in Hockey Canada's coaching manuals.

Coaches shall, without limiting the generality of the foregoing, comply with the following guidelines:

1. Attend coaches and/or association meetings as required;
2. Coach the team in all on ice activities and appoint a designate for a team activity in the coach's absence;
3. Ensure that all players and parents/guardians are made aware of the playing rules and team schedule;
4. Respect all officials' decisions and treat officials with respect;
5. Hold a meeting at the start of season with players and parents in order to make them aware of the coach's plans, expectations and goals for the season. These meetings will be used to discuss the following: coaching staff and responsibilities, coaching philosophy, team rules, dress code, playing time, supervision of dressing rooms and shower policy, 24 hour cool down rule, parent complaint procedure, budget, financial obligation and financial statements, tournaments and any other points that require discussion;
6. Accept ice time allotted to the team by the association;
7. Ensure that allocated ice is used and used appropriately;
8. Organize the team's coaching/management staff. Ensure that all team documentation, including rosters, travel permits and game sheets, is properly prepared, maintained, readily available and submitted to the appropriate person when required;
9. Ensure that all rules, regulations, safety measures and policies are observed.
10. Pre-plan practices with team coaching staff;
11. Liaise with the Shamrock/Lambton Middlesex representative;
12. Ensure all players are properly equipped;
13. Ensure all players receive equal attention to ensure proper player development;
14. Not to speak to any player in a demeaning or demoralizing manner, remain in control on and off the ice and ensure proper conduct of players and coaching staff on/off the ice at all team functions.

Trainers shall, in addition to any other responsibilities imposed upon them:

1. Ensure that all players have completed a "Medical Information Form". These forms are to be on hand at any team related activity (games, practices, dry land, travelling, and social functions). The forms are strictly confidential and only the trainer, head coach, bench staff and the player's parent/guardian should have access to the medical history file.

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2. Keep the coach informed with regards to player's condition.
3. Be aware of individual player medical needs (i.e. puffer for asthma).
4. Obtain and maintain player medical information, and create an emergency action plan.
5. Ensure receipt of a doctor's release note prior to any player returning to practice and/or game.
6. Complete, if necessary, the OHF –Hockey Canada Injury Report, attach the game sheet and provide to the Shamrock/Lambton Middlesex representative.
7. Maintain the association provided first aid kit, which should include:

~ 1 sturdy first aid kit box	~ 1 pair bandage scissors
~ 10-4"x4" gauze pads	~ 1 bag sterile cotton tip applicators
~ 1 roll- pre wrap	~ 2 pairs rubber gloves (latex)
~ 1 pack – Iodine swabs	~ 1 ox knuckle bands
~ 2 rolls – 1 ½ Athletic tape	~ 1 chemical cold pack
~ 1 roll – 4" stretch gauze	~ 1 box fingertip bands
~ 2-4" tensor bandages	~ 2 boxes elastic stretch strips
~ 4-zip lock plastic bags	~ 1 CPR barrier shield (only use if certified in CPR)
~ 2-40" cotton triangular (slings)	

The team manager's responsibilities include, but are not limited to, the following:

- a) To assist the coach in his/her team management responsibilities.
- b) To liaise with parents as necessary.
- c) To advise the Shamrock/Lambton Middlesex Representative of all tournaments/exhibition games.
- d) To ensure the return of all equipment and jerseys at the season's end.
- e) To create and maintain team financial records and to provide a financial accounting to parents.
- f) To 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.

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## 6. Police Record Checks

Dorchester Minor Hockey Association requires that individuals involved on the ice or in dressing rooms with minors and who handle team or association funds, including, but not limited to, all bench staff, on-ice helpers and members of the executive, undergo a police criminal record and vulnerable sector check as per OHF and OMHA guidelines and provide a copy of the checks acceptable to the association by a date to be set by the executive annually. A criminal record/vulnerable sector check accepted by the association may continue to be acceptable for not more than three seasons immediately following the date of the original check, provided that the volunteer fully and accurately completes and submits to DMHA an acceptable and accurate Criminal Offence Declaration each season.

Head coaches shall provide completed and acceptable checks or declarations no less than 7 days prior to the start of the association's tryouts (for representative team coaches) or local league evaluations (for local league coaches). All other bench staff, on-ice helpers, executive members and other specified volunteers shall provide completed and acceptable checks or declarations by October 15 for representative bench staff and by November 1 for Local League Bench Staff.

The head coach of each team is responsible for ensuring that the bench staff for the team have completed and submitted acceptable criminal record/vulnerable sector checks to the association by the date set by the executive. Failure to submit the required checks or declarations by the selected date will result in the suspension of the person in question pending delivery of the check/declaration, which suspension shall be enforced by the head coach. In addition, the team will forfeit all ice times, including games and practices until the earlier of the removal of the person in question from the bench staff or the submission of a complete and satisfactory check/declaration.

The 2<sup>nd</sup> Vice President Risk Management or such other executive member as the President may delegate shall be responsible for collecting and screening (including asking for such follow up information as may be required) all record checks and declarations each season, and for maintaining records of compliance with this policy. A copy of any check or declaration received will be kept on file by DMHA until the end of the three year period of validity and will then be destroyed.

Persons who have the following convictions on their criminal record, in addition to any guidelines regarding convictions as established by OMHA and OHF, for which they have not received a full pardon, will be disqualified from being part of any DORCHESTER MINOR HOCKEY ASSOCIATION team, staff or executive:

- a. Any assault conviction within the previous 10 years;
- b. Any theft, fraud or like conviction within the previous 10 years;
- c. Any conviction relating to a breach of a position of trust; and/or
- d. Any assault, sexual assault or like conviction relating to a minor, no matter the time frame.

Every individual to whom this policy applies has a positive obligation to report any relevant criminal convictions and to provide the required checks and/or declarations.

The executive shall disqualify and/or suspend a volunteer who fails to provide an acceptable, valid and current criminal record/vulnerable sector check and/or current declaration and/or who has been convicted of or investigated for any other offence which may reasonably compromise the safety of DMHA members and players.

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## **7. Tryouts and Team Selection**

The executive of the Dorchester Minor Hockey Association will establish team sizes for all DMHA teams and communicate that information to the head coaches each season prior to the commencement of the representative team tryout process. The number of players permitted for each team will be determined based on all available information and circumstances, including, in particular, registrations in each division. In general, representative teams should have 13-15 skaters plus 1-2 goalies in the Novice to Bantam divisions and 17-19 skaters plus two goalies in the Midget and above divisions. All reasonable efforts will be made to make teams in each age category or division relatively equal in numbers. Coaches shall comply with the team sizes established by DMHA.

The executive shall establish the dates and fees for representative (BB and AE) team tryouts and local league evaluations each season. The dates and times will be set in coordination with the ice scheduler and will be posted on the DMHA website in the association calendar. No tryouts or evaluations shall be conducted outside of the selected dates.

Before tryouts, a registration list consisting of the names of players who indicated that they wish to try out for representative teams will be given to each representative team coach in the applicable age division. Any late registrants will be told by the registrar to contact the coach to get on this list. The head coach for each representative team will contact or otherwise notify all players who notified him/her of the intent to try out for the team of the dates and times of tryouts.

No player may participate in any tryout unless the applicable tryout fee has been paid in full. The head coach is responsible for collecting tryout fees prior to tryouts and remitting those fees to the association within one weeks of the completion of tryouts.

Representative (BB and AE) head coaches may select the players who will comprise their respective teams each season, with the goal of selecting the best team at the particular level based on the available and interested players who try out. Head coaches are responsible for selecting off-ice and on-ice helpers and/or evaluators to help with the try-out procedure. On-ice helpers must be certified coaches or trainers or must meet the criteria for on-ice helpers set out in the DMHA policies and procedures. Where possible, the BB and AE coaches in a division should work together during the tryout process to ensure fair and efficient selection of players to each team and to enable each team to ice the best combination of players possible.

The coaches and their helpers are responsible for ensuring that all players receive equal opportunity to demonstrate their skills and suitability for a team. In addition, the coaches and their helpers shall ensure that the tryout and selection process is, and is reasonably perceived to be, fair, objective and transparent.

Coaches may release players from tryouts for a particular team in accordance with this policy during the tryout period established by the executive for the team, with final releases to be made by the last date of the tryout period.

All registered players who wish to try out for a representative team, and who pay the prescribed tryout fee, shall be entitled to attend a minimum of two (2) tryout skates with the top representative (BB) team before being eligible to be released from that team, provided that those skates must occur in the first three tryout ice times assigned to that team, or as agreed in advance by the head coach. A player need not try out for the BB team in order to try out for the AE team, but players are only entitled to a minimum of one (1) AE tryout skate before being eligible to be released from the AE team. If a player cannot attend a tryout skate for any reason, he/she must contact the head coach prior to the tryout that will be missed. A player must attend at least one (1) of the representative team tryout skates to be considered for a representative team, unless otherwise approved by the executive in consultation with the coach, the player and the player's parents/guardians because the player missed tryouts due to injury, illness, or a transfer from another centre.

Discussions that take place amongst coaches, helpers and the executive regarding tryouts and player evaluations are confidential, and will not be shared with parents or others outside of the evaluation process. The head coach shall notify all players who try out of their release from or selection to the team by 11:00 pm on the final day of the tryouts for the particular team. If releases are staggered, then the coach shall make every effort to notify all players who are released at a certain stage and/or who will continue with the process on the same day.

When a player is released from a tryout or team, feedback about the release shall only be sought from the head coach of the team. If requested, the coach should give reasons for the release but, in doing so, a comparison to any other specific player shall not be used

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If a player tries out for and is selected for a representative team (BB or AE) team but refuses to accept placement on that representative team, the player will be removed from the representative system and placed on a local league team in his/her age group or division. A player may withdraw his/her name from consideration for a representative team before the final releases/selections are made for that team without penalty, except that a player who withdraws from representative consideration, plays on a local league team and AP's to a representative team may play no more than 5 games for the representative team without prior approval of the executive.

All registered DMHA players released from representative teams after tryouts shall be assigned to local league teams. The executive shall set the date by which the assignment of players to the local league teams must be completed. Prior to the formation of local league teams, players will practice in their respective age groups for the purpose of conditioning and evaluation.

If more than one local league team is entered in a specific age group or division, the coaches of the local league teams in that division and the local league convenor and/or his/her designate(s) shall evaluate the players over at least two on-ice evaluation sessions and shall then cooperatively create equally skilled and balanced teams, ensuring that all players receive the best possible and equal opportunity to compete. Teams within each division may be re-balanced by the executive if required. Any player movements after the initial selection process will only take place after discussion with the coaches and parents affected by the moves, and executive decisions on player movements will be binding.

A committee made up of the 3<sup>rd</sup> Vice President Hockey Operations, the Coach Development Coordinator and the Player Development Coordinator or another executive member as appointed by the President, in collaboration with the Local League Representative, shall review the U7 and U8 programs before the start of the season. Each year, this committee will make recommendations of DMHA's program, including team composition, to the executive with the primary focus on player development.

DMHA adopts Hockey Canada's recommendation that players develop and play within their age category. However, a player may seek exceptional status in order to be selected by and play for a representative team in the next highest division by submitting a written request to the DMHA executive by no later than June 30, or 60 days prior to the start of tryouts, whichever is earlier. DMHA will consider any such request within two weeks of the receipt of the request, and may exercise its discretion to grant non-precedent setting exceptional status for one season only based on exceptional (ie. significantly advanced for his/her age and playing at a level consistent with the top players at least one age group above) player ability and maturity level, as well as the overall impact of any movement on the teams involved and the association as a whole, subject to the following conditions:

1. The coach of the team for which the player wishes to try out must consent;
2. All registration and tryout fees must be paid in full before the tryout begins;
3. The player must be in the top three skaters in his/her position (ie. forward or defence) or one of the top two goaltenders by demonstrated skill level as compared to the other players trying out for the representative team as assessed by independent evaluators assigned by DMHA and the coach of the team;
4. If the player tries out for but does not make the representative team for which he/she tries out based on the above criteria, he/she may not try out for or be selected for the representative team in his/her age group, but may try out for the AE team in either that age group (in which case, points 1 and 2 above apply) or the player's own age group. If the player is not selected for the AE team for which he/she tries out, then he/she will be assigned to local league evaluations for his/her age group.

Subject to the above, requests to allow players to play on other (ie. not representative) DMHA teams for which the player is not strictly ineligible may be considered at the discretion of the executive in response to a written request made no less than 14 days prior to the start of the tryout process. The executive shall, in the exercise of such discretion, consider the registration numbers, the player's ability and suitability, the best interests of the teams that may be affected and the maintenance of the reputation, integrity and spirit of DMHA.

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## 8. *Affiliated Players*

Dorchester Minor Hockey Association's primary purposes for player affiliation (AP) are to ensure that teams have sufficient available players for fair and safe play in cases of illness, injury, or other unavailability and to assist in the development of players. An affiliated player is to complement the roster of players on a team. A player may be affiliated by entering into an approved affiliation agreement for the current season, which must also be signed by the player's parents and the coaches of the affected teams, and being rostered to the team as an affiliated player. All OMHA rules and regulations regarding affiliated players apply. In particular or in addition, the following apply to affiliation within DMHA:

1. Affiliation is not intended to and shall not be used as a means by which the affiliated player can play on a regular basis with the non-assigned team and/or avoid the payment of rep or related fees. An affiliated player may play no more than 33.33% of the games of the team with which he/she is affiliated unless approved by the executive;
2. In cases where a team's roster is less than 13 skaters, the coaching staff may decide to affiliate players to add to the roster and bring it up to at least 13. In such a case, paragraph 1 will not apply. This philosophy must be discussed with the team and parents at the start of the season. All other AP rules still apply.
3. The affiliated player's first obligation is to his/her primary assigned team. An affiliated player shall not miss a practice or any game with his/her primary team in order to practice or play with the team to which he/she is affiliated without express written permission obtained in advance from the coach of the player's primary team. An affiliate player may miss a practice with his/her primary team if the higher categorized team has a game and has less than the OMHA approved roster number of players available for the requested game. This will require the approval of both coaches and the applicable league representative.
4. A coach requiring the use of an affiliated player shall first obtain the approval of the primary team's head coach and then obtain the approval of the affiliated player's parents and the affiliated player.
5. Coaches should bring affiliated players to team practices prior to any affiliated game.
6. A player may only be AP'd by one team.
7. A player may only be AP'd up one level from the level in which he/she is registered, regardless of age, and in accordance with the OMHA rules regarding affiliation.
8. For games, teams will only be allowed to bring up affiliate players rostered on their OMHA approved roster sheet. Any player participating in a game as an affiliated player must be indicated on the game sheet report and be noted by having "AP" beside his/her name. The appearance of the player's name on the official game report shall be considered participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report. (See OMHA Manual of Operations re: affiliation)
9. Any dispute among the coaches, parents and/or player regarding the application of the AP rules will be referred to the respective DMHA league representatives(s) (ie. LMLL and/or Shamrock) and OMHA representative for review and a joint decision based on this policy and the OMHA Manual of Operations.
10. All decisions made by teams and/or the executive with respect to affiliation are valid for the current hockey season only.
11. Failure to adhere to this policy may result in the offending coach being assessed a suspension by the association.



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### **9. *Playing Time***

Dorchester Minor Hockey Association is committed to the principles of sportsmanship and fair play, including using reasonable efforts to ensure that players receive relatively fair and equal opportunity to contribute to the success of the team.

All coaches shall clearly explain this policy and their planned approach to playing time with players and parents at the beginning of the season. All coaches should reasonably attempt to play all players and goaltenders equitably. It is acknowledged that coaches may use reasonable discretion in allotting playing time, including in the following circumstances:

1. In the case of discipline of a player by a coach, a coach may elect not to play a player for not more than one game per occurrence. If the coach feels further discipline is required, the coach shall contact the applicable Dorchester Minor Hockey Association league representative.
2. During the final five minutes of any game, during any power play, during any shorthanded situation, and/or during any part of the final/potential final game of any playoff series, play-down series, or tournament.

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## ***10. Player Injury and Return to Play***

Dorchester Minor Hockey Association, its members and its agents will undertake reasonable efforts to provide for the safety of all participants in its hockey programs. However, it assumes no responsibility for player injuries or any other liabilities whatsoever. Registration with and/or membership in DMHA constitutes an agreement to release the association from any liabilities associated with its operations, whether known or unknown. This release shall be included on all player registration forms.

Dorchester Minor Hockey Association and its bench staffs will follow the OMHA HTCP guidelines for return to play following any player or on-ice volunteer injury. In addition, Dorchester Minor Hockey Association requires that any player who is injured on the ice during any DMHA function and leaves the ice to seek medical attention must follow the following procedures:

1. Have the attending Physician complete the Hockey Canada Injury Report form. These can be found on the OMHA website and the DMHA website. All DMHA teams must carry copies of these forms in their first aid kit.
2. The injured player must have a HTCP Return To Play form completed by the attending Physician, clearing the player to return to practice and game action. These forms can be found on the OMHA website under the HTCP program, as well as on the DMHA website.
3. The above forms must be provided to the player's team trainer, with a copy to the Dorchester Minor Hockey Association's OMHA representative.
4. No player will be allowed to return to any Dorchester Minor Hockey Association related ice or training activity without first submitting this form to the team trainer and the Dorchester Minor Hockey Association's OMHA representative.

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## ***11. Equipment and Safety***

It is mandatory that all players playing with or for the Dorchester Minor Hockey Association wear all equipment as per Hockey Canada and the OMHA Rules of Operation at all games and practices from the time they enter the playing area until they leave the playing area at the end of the activity period. For greater certainty, all players must have the following equipment on at all times when participating in any Dorchester Minor Hockey Association on-ice activities, including but not limited to all games, practices, development programs or any other Dorchester Minor Hockey Association activity:

- CSA approved hockey helmet with approved full-face shield/visor and ear protection. The helmet must be fastened while on-ice with no more than two fingers under the chinstrap. No stickers, tape or decals are permitted on helmets unless they are CSA approved. No unauthorized adjustments to helmets are permitted, although the addition of CSA approved "ear flaps" for older helmets is an acceptable alteration.
- Approved Mouth Guard
- Neck Guard
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Athletic Support/Cup
- Hockey Pants
- Shin pads
- Skates

In addition to the mandatory equipment listed for players, goalies must also wear an approved throat protector for all games and practices.

All equipment should be properly fitted to ensure the maximum protection provided by the equipment. No unauthorized alterations to equipment are permitted.

All hockey sticks must be free of cracks or other damage affecting the integrity of the stick. Sticks must have material at the end of the shaft to enlarge the size of the shaft enough to prevent entry into a face mask.

All coaches and on-ice assistants, including, but not limited to, trainers and on-ice helpers must wear all required and approved hockey equipment as per Hockey Canada and OMHA rules, including a properly fastened and CSA approved hockey helmet, during all activities on the ice.

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### ***12. Use of Association Equipment***

The association will arrange the purchase of equipment for the association as deemed reasonably required by the executive and/or its appointee from time to time. Equipment may include jerseys, pinnies, pucks, first aid boxes and supplies, goalie equipment and any other equipment supplied by the association.

The equipment manager shall manage the association's equipment. All equipment belonging to Dorchester Minor Hockey Association will be issued by the equipment manager at the beginning of each season and shall be returned to him/her in good order and condition at the end of the season. A team official will sign for all team equipment through the equipment manager, and the head coach shall be responsible for its care and condition until its return at the end of the season.

A team who wishes to use DMHA's training equipment shall notify the secretary and will be requested to sign a waiver before gaining access to the equipment.

The head coach shall be responsible for the care and condition of team jerseys. Care of each set of jerseys (home and away), including appropriate cleaning, may be delegated to a specified parent/guardian from the team. Jerseys must be cleaned and dried as necessary during the season to prevent soiling, mold, mildew, deterioration, etc. Jerseys shall be provided to players for games only and shall not be used for practices or kept in the possession of individual players between games.

Any player or team official failing to return equipment upon request and/or in reasonable condition shall be deemed to be not in good standing until the situation is remedied to the satisfaction of Dorchester Minor Hockey Association. Any damage to Dorchester Minor Hockey Association equipment may result in a penalty imposed on an individual or team in an amount up to the replacement cost of the damaged article.

The executive may establish a nominal deposit in relation to any association equipment released to a team. If equipment is not returned in satisfactory condition, the association may retain the deposit and charge the team for the cost of repairs.

Anyone, including coaches and goaltenders, who wishes to use Dorchester Minor Hockey Association equipment for anything other than Dorchester Minor Hockey Association activities must request approval for such use in writing prior to use of the equipment. If approved, a fee may be levied by Dorchester Minor Hockey Association, which will be payable prior to the release of the equipment. Any damage to the equipment will be the responsibility of the user.

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### ***13. Allocation of Ice Time***

DMHA will seek required ice and sign an ice contract with the Municipality of Thames Centre and/or other facilities as needed for its on-ice programs yearly. The executive and the ice scheduler are responsible for identifying to the municipality the association's ice requirements for the upcoming season within the municipality's deadlines and policies for ice allocation.

The organization and scheduling of ice time for the DMHA hockey programs is the responsibility of the ice scheduler. League representatives will assist the ice scheduler as needed. During OMHA playdowns and league playoffs, the ice scheduler will schedule ice times for games with assistance from the OMHA and league representatives to ensure that the association's playoff priorities are met. Ice, including practice ice, will be given to teams that require it for playdowns and/or playoffs based on those priorities.

To the extent possible, Dorchester Minor Hockey Association will allocate ice in a reasonably fair manner. Representative teams may be provided with additional practice ice if available, and will pay a representative team fee for that purpose. The ice scheduler will endeavor to allocate at least one practice, if possible based on league schedules, and average of one game time per seven day period to all teams, subject to league regular season and playdown/playoff schedules and OMHA and league recommended game lengths and start times.

The normal duration of a practice is generally considered to be 60 minutes, based on the arena clock, from the scheduled start time and will include 50 minutes of ice time for practice and 10 minutes for flooding of the ice. In allocating practice and game times, teams in the Peewee division and below shall, where possible, be allocated times ending prior to 9:00 PM.

Coaches at all levels are encouraged to consider sharing practice ice with other teams in order to provide increased practice ice time for players. Shared practices are mandatory for all LL teams at the Peewee division and below, and will be so scheduled by the ice scheduler. Teams may practice with a team one age group above or below.

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 and to notify the ice scheduler of the trade. If the ice cannot be "traded" the team coach/manager must notify the scheduler no later than 7 days prior to the scheduled ice time. Each team will post a bond of \$200 at the beginning of the season. Any team that fails to properly use or arrange for an acceptable alternate use of an allocated ice time pursuant to this policy will forfeit the bond.

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### ***14. Game Curfew***

Dorchester Minor Hockey Association attempts to obtain and allocate ice in order to comply with any game curfew rules, policies or procedures to which it is subject. Game curfew rules are set out by Ontario Minor Hockey Association, Shamrock Hockey League and Lambton Middlesex Local League. It is the home coach's responsibility to indicate on the game sheet prior to the start of the game whether the game is to be curfewed.

In general, and subject to the paragraph below, there will be no curfews for Shamrock and playdown/playoff games. All other games will be subject to curfews.

Games must be curfewed if the ice time following the scheduled game slot is scheduled for use by a non-Dorchester Minor Hockey Association user. Where a curfew applies, games will end 10 minutes prior to the next ice slot booked in order to allow for a flood at the conclusion of the game. Where possible, the coaches and the referee should check the time left in the scheduled ice slot prior to the start of the 3rd period and adjust the time to be shown on the clock for the last period based on what is left in the ice slot if necessary. Coaches and referees should discuss and agree to this prior to the start of the last period.

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## 15. *On-Ice Officials and Timekeepers*

League representatives will notify the referee association's scheduler and the timekeeper coordinator in order to have referees and timekeepers scheduled for home games during the regular season and the league playoffs. Neutral referees are required for OMHA playdown games per OMHA regulations. The OMHA representative will be responsible for notifying the OMHA for referees in these cases.

After the league scheduling meeting(s), the league representatives must arrange for scheduled games to be posted to the DMHA website. The referee scheduler shall subscribe to the calendar on the website in order to be notified of all scheduled games and changes. The league representatives are responsible for notifying the referee scheduler and timekeeper coordinator of any home games that are changed, cancelled and/or rescheduled.

Payment to on-ice officials will be according to the current OMHA referee fee guide. 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.

Complaints regarding on-ice officials should be sent in writing to the applicable league representative, who will forward the matter on to the referees' association and/or OMHA.

The following rules shall apply to all DMHA timekeepers, whether paid or volunteer:

1. No walking on or across the ice surface.
2. Arrive 15 minutes prior to the assigned game time.
3. Be prepared! Bring a pen (no pencils or markers) and an extra piece of paper if needed to take notes and make calculations.
4. No graffiti will be tolerated in the timekeeping booth. Anyone caught doing so will be removed from the assignment list permanently.
5. Absolutely no cell phone **or other personal electronic** use is permitted inside the timekeeping booth for any purpose.
6. Do not interact with the players on the ice and in the penalty box.
7. Absolutely NO friends/visitors shall be near the timekeeping booth during a game. Focus on the game being played is paramount.
8. If you are sick and/or unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact the timekeeper coordinator and notify him/her of the change(s) within 72hrs in advance of the assignment if possible.
9. The timekeeper coordinator will keep track of the assigned games. Honorarium payments will be made in recognition of the timekeepers' time and responsibilities.
10. Accurately run the time clock. If the time clock is not functioning properly, notify the referee, contact the timekeeper coordinator, and properly document the malfunction in the log book in the timekeeping booth.
11. Record all penalties/goals and assists accurately on the electronic game sheet as directed by the referee. Ensure that the referee is aware of the length of each game and whether or not a curfew is in effect, as indicated on the electronic game sheet.
12. Ensure that the electronic game sheets are completed and that no errors are indicated. Any errors should be directed to the appropriate head coach or official. At the end of the game, ensure that the referees sign the electronic game sheet. Once completed and signed, the electronic game sheet shall be uploaded.
13. Assist younger players on both teams with opening the penalty box door if required.
14. No food and/or drinks are permitted in the timekeeping booth.
15. If a timekeeper fails to perform his/her responsibilities or follow the rules listed above in a professional manner they may be dismissed from their remaining assigned games by the timekeeper coordinator.

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### **16. Tournaments**

Dorchester Minor Hockey Association teams from U9 and up (formerly Novice and up) shall be permitted to enter into and be granted travel permits for up four (4) jamborees/ tournaments per season (including International Silverstick Qualifier tournaments). Participation in the International Silverstick tournament will be considered an exception and in addition to the four tournament limit, thus allowing a qualifying team to participate in up to five tournaments. U5 and U6 age groups may attend a maximum of two jamborees per year. U7 and U8 age groups may attend a maximum of three jamborees per year.

Coaches are encouraged to pick tournaments early and in advance of the regular season scheduling. Coaches must provide tournament dates as soon as possible to the applicable league representative and ice scheduler, and must be added to the team calendar on the DMHA website, to avoid scheduling conflicts. Coaches who seek to enter tournaments after league scheduling has occurred shall ensure that the tournament does not require the cancelling or re-scheduling of any of the team's league or other pre-scheduled games.

Coaches wishing to reschedule regular season games due to pre-existing tournament commitments must contact the appropriate DMHA league representative and ensure that rescheduling the games are a priority. Cancelled games must be rescheduled by the applicable date selected by the appropriate league each year. Failure to do so will result in a fine to the team equal to that levied to the association by the team's league.

No team shall register for a tournament scheduled for playdown/playoff times unless permitted by the executive pursuant to a written request made in advance.

Coaches are responsible for obtaining all necessary travel permits and documents necessary for tournament entry and for doing so in a timely manner. Travel permits are available from OMHA through the DMHA secretary, and must be requested sufficiently (at least two weeks) in advance of the proposed tournament to allow for the request to be processed. The team requesting the travel permit is responsible for any fee associated with it at the time of request. No travel permit will be requested by the secretary unless and until payment is made to DMHA. DMHA assumes no responsibility for any delays or other issues caused by the failure of a team to abide by this policy.

Teams will not be permitted to play against, practice with or participate in any form with teams not insured under the OHF insurance policies or teams not sanctioned by Hockey Canada. For proposed international tournaments, teams must comply with all OMHA and/or Hockey Canada provisions.

House/Local League teams may not enter tournaments where body checking is permitted.

DMHA will pay the entry fee into the International Silverstick Tournament for any DMHA team that qualifies for that tournament.



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### ***17. Exhibition Games***

Regular scheduled games will not be changed in order to play exhibition games. Teams may use scheduled practice ice for exhibition games, or may secure ice at their own cost. Exhibition games shall not to be scheduled by a team without permission from the applicable league representative, in consultation with the ice scheduler.

Team officials must notify their respective league representative of all proposed exhibition games. This information must be relayed on to the OMHA representative for insurance reasons and in the case of any suspensions resulting from these games. Teams are required to obtain travel permits for home and away exhibition games. Coaches are responsible for obtaining all necessary travel permits. Travel permits are available from OMHA through the DMHA secretary, and must be requested sufficiently (at least two weeks) in advance of the proposed exhibition game to allow for the request to be processed. The team requesting the travel permit is responsible for any fee associated with it at the time of request. No travel permit will be requested by the secretary unless and until payment is made to DMHA. DMHA assumes no responsibility for any delays or other issues caused by failure of a team to abide by this policy.

Any team scheduling and playing an exhibition game must use an official game sheet and certified officials. A copy of the game sheet must be forwarded to the association's league representative. Officials and timekeepers (if other than team parents/personnel) for home exhibition games will be scheduled by DMHA. Any costs to the association for the use of officials and/or timekeepers for an exhibition game will be the responsibility of the team. The team may run a gate and charge admission fees not exceeding those set by the league in order to offset such costs.

Teams may not play exhibition games with non-sanctioned teams at any level.

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## ***18. Gate and Gate Fees***

Gate admission fees, or fees for entry to certain DMHA activities, will be charged for all local league and representative team home games. Entry fees are required and established by the leagues in which DMHA participates. The fees may be adjusted by the OMHA during playdowns.

The DMHA gate coordinator shall schedule gate personnel to be present at the gate for each game based on the DMHA teams' schedules. Gate personnel shall arrive at least 60 minutes prior to the scheduled start of a game and shall maintain the gate until at least 15 minutes after the game has started. Gate personnel shall monitor entry and collect gate fees from all persons attending to observe the game.

The gate funds coordinator shall provide a float to and shall collect the proceeds from the gate from the gate personnel. From the gate funds, the coordinator may provide gate personnel with an honorarium to reflect their time and responsibilities. The gate funds coordinator shall deposit all funds received from the gate at each game, less duly documented honorariums provided.

During OMHA playdowns (semi-finals through finals), the float must include amounts to pay OMHA assigned officials prior to the game as per OMHA regulations and fee schedules.

The gate funds coordinator shall report to the DMHA treasurer on a monthly basis.

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## ***19. Dressing Rooms***

Dorchester Minor Hockey Association believes in accommodating all genders in the sport of hockey. DMHA attempts to balance accommodation with the safety, privacy, modesty and wishes of ALL members without compromising the aspects of respect, camaraderie, social integration and bonding inherent in a team sport.

Dorchester Minor Hockey Association coaches must ensure that all team members, regardless of gender or gender identity, have equal access to pre and post activity team sessions and to all team related activities. The head coach of each team must inform players and parents of this policy and of the requirement for respect, equal access and accommodation of all genders at the start of the season and shall create a mutually agreeable and cooperative plan of action and accommodation for teams with mixed genders or gender identities.

Dorchester Minor Hockey Association permits and provides mixed gender dressing rooms at all levels up to and including Atom, and requires that participants either arrive dressed in their equipment and/or wearing, at a minimum, shorts or long underwear and a shirt (no tank tops), all of which must be in good condition and without holes/tears, at all times while in the dressing room. The Flight Exec Centre does have female only washrooms/change rooms if necessary.

At the Pee wee level and above, the head coach is responsible for developing, with input from bench staff, parents and players, a fair and reasonable dressing room plan that addresses respect, equal access and accommodation of all genders and gender identities on the team. The executive shall assist with such a plan where requested or necessary. Such a plan shall include a reasonable amount of time before and after a game or practice during which all team members are fully dressed in the same room for the purpose of instruction and team preparation.

Dorchester Minor Hockey Association recognizes the physical limitations of some facilities and encourages members to work with cooperatively and respectfully with local facility management to ensure that appropriate changing facilities are available to all genders.

Each head coach will provide or designate supervision at all team functions, including in the dressing room, on the ice, and any other location where the team requires its members to be in attendance. At no time are players to be left unsupervised. The head coach and bench staff will ensure that there are two bench staff present in the dressing room, or immediately outside an open dressing room door, at all times.

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## ***20. Team Finances***

Teams may choose to establish team fees in order to allow the team to participate in tournaments, obtain extra ice for practices, engage in off-ice training, conduct team building events, etc. Any team fees must be used for the benefit of the team as a whole. The amount of the team fee and its proposed purpose(s) shall be communicated to the players and their parents/guardians before the fee is levied. Team budgets and the collecting of, disbursing of and accounting for team funds will be the responsibility of each team's head coach and his/her delegate (such as team manager).

The head coach and his/her delegate (such as team manager) shall be responsible for the team fee and the funds collected, and are accountable to the team for all funds collected. They must be transparent in relation to the collecting of fees and the handling of the funds collected. The team should open an account at an accredited financial institution for the deposit and management of the fees and all withdrawals should require two signatures. The head coach and his/her designate shall maintain complete and accurate records of funds collected and all transactions, and shall provide financial reports to the team at the mid-point and end of each season.

The team must settle any costs, debts or bills incurred by the team. The DMHA will not honour or be responsible for team funds or costs.

Any team or individual who does or attempts to incur any debts or obligations in the name of the DMHA without prior approval of the executive shall be personally responsible for the debt and/or obligation and may be subject to disciplinary action up to and including possible suspension from the association.

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### ***21. Volunteers, Remuneration for Volunteers and High School Hours***

As a community based not for profit organization, DMHA depends on volunteers for its organization and operations. While it is expected that members will freely volunteer their time to the association as needed, it is recognized that this is not always the case.

In order to ensure sufficient volunteers for the operation of the association, parents/guardians of players are required to post a financial volunteer bond prior to the start of each season. The bond shall be in the form of a cheque post-dated for March 31 of the year following the year in which the season starts for family of registrants in order to guarantee that volunteer work will be completed. The bonds shall be maintained by the treasurer. The amount of the bond and any fee to opt out of the bond shall be established by the executive annually.

Bond cheques will be destroyed by the treasurer on or after March 31 if the requisite volunteer work has been completed for that season. If a parent/guardian or other member does not complete the required volunteer work in the season, then the bond cheque will be cashed and the funds deposited into the association's general account.

Parents/guardians are responsible for identifying available volunteer opportunities and for completing all of the volunteer work associated with the volunteer opportunities chosen or available. While the association will attempt to make available sufficient approved volunteer opportunities for all members, it will not guarantee that a volunteer position will be available or available at a time/place convenient to the person. The bond coordinator will maintain a list of volunteer bond positions approved by the executive annually. That list shall include seven bond positions per team (five for bench staff and one each for the carriers of home and away jerseys)

Once a commitment has been made by an association member to complete a volunteer job, that commitment becomes mandatory. If the association member cannot meet this obligation due to extenuating circumstances, the/she must arrange for another association member to complete the work and the completion of the work will then be credited to the volunteer who actually worked unless otherwise communicated by that new volunteer. The failure to complete a commitment without fulfilling another approved volunteer role will result in forfeiture of the bond to the association.

The executive may provide an exception to this mandatory obligation based on a written request on a case by case basis when unusual circumstances warrant that exception.

The following are exempt from the obligation to perform volunteer work or post a volunteer bond, in recognition of their prior service to the association:

- (a) Executive members and former executive members who have served on the executive for at least three (3) years are exempt from fundraising and volunteer/bond obligations (per membership vote at AGM).

Dorchester Minor Hockey Association is a not for profit organization. Its executive members and personnel shall serve the organization without compensation, other than approved honorariums. Current executive members are entitled to receive one season's pass for entry to all DMHA games, including playdown/playoff games, each season and are exempt from the requirement to provide bond and fundraising cheques/payments in the season in which they serve. Executive members are also entitled to be reimbursed for actual expenses incurred to perform their duties, such as mileage to attend LMLL and/or Shamrock league meetings or as approved by the executive. The ice scheduler is exempt from paying registration fees for his/her children (up to two) in the season in which he/she serves as ice scheduler (per membership vote at AGM).

All approved bench staff (to a maximum of 5 per team), DMHA committee chairs, authorized DMHA personnel and executive members are entitled to a season's pass for entry to DMHA home games during the season in which they serve.

Bench staff volunteers are entitled to reimbursement for the cost of one approved and successfully completed course attended per year to obtain certification for the purpose of a rostered bench role with DMHA. Only currently rostered bench staff are entitled to reimbursement. Registered and approved on-ice volunteers may be reimbursed for the cost to take the Respect In Sport – Activity

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Leader course. Any other person who will use the certification for the benefit of DMHA during the current season may submit a request for reimbursement to the executive in writing review and decision.

A reimbursement process will be developed and publicized by the treasurer each year. Receipts are required before reimbursement will be provided.

DMHA will provide the sum of \$250 to any team that qualifies for and plays in the finals in OMHA playdowns to offset the team's associated expenses. DMHA will purchase a banner for any team who wins an OMHA Championship or is an OMHA finalist (36x30). Such banners shall be displayed at the arena as permitted by arena rules.

Time and gate personnel shall be comprised of student volunteers. The executive may approve an honorarium for such volunteers to acknowledge the time commitment required by these positions. No time or gate personnel shall be considered to be employees of DMHA.

On-ice volunteers must be registered members or registered players of Dorchester Minor Hockey Association, approved by the executive and listed on the DMHA on-ice volunteer list. A maximum of three (3) on-ice volunteers are permitted for each team. The team with which the volunteer helps shall pay any OMHA insurance premium fee for the volunteer if the person is not a registered player or rostered bench staff with DMHA. Payment of the premium fee must be made to DMHA before the volunteer is permitted on the ice, failing which the volunteer may not participate and/or the team will forfeit its ice times until payment is made. The team's head coach is at all times responsible for the actions of any on-ice volunteer.

Team officials shall utilize sound judgment when selecting any person, including a high school student or registered DMHA player, to be an on-ice helper. On-ice helpers must provide assistance to the team and team officials, recognizing that the team and its development and support are primary, while allowing the volunteer to gain knowledge and experience in a teaching/helping role. This shall not be used as an opportunity for volunteers to get extra ice time. They may only be demonstrators/helpers during practices and are not to partake in any scrimmages as a player would. Players that volunteer must be, at minimum, two age divisions higher than the team with which they are volunteering (ie. a Bantam may assist with an Atom team or below but not a Pee wee team).

Any on and off ice training must be led by certified coaches, trainers or other certified personal. All participants must wear appropriate safety equipment. All on-ice volunteers must comply with OMHA and Hockey Canada equipment requirements. Any players that volunteer must wear full equipment unless they are more than 14 years of age and take an instructional role, in which case they will be required to wear the same equipment that all bench staff are required to wear. Volunteers who are not registered team officials or registered DMHA players and who are 14 years of age or older are required to complete the Respect In Sport and Gender Identity and Expression programs and submit an acceptable police record check.

Dorchester Minor Hockey Association may provide volunteer opportunities for students attending high school to earn community service hours. All coaches, approved DMHA staff and executive members are permitted by the Dorchester Minor Hockey Association to sign off on high school volunteer hours if a high school student was asked to and did volunteer with the association. Only hours that were supervised by the coach, approved DMHA staff and/or executive member, or their designate, may be signed off on. Unsupervised volunteer hours may be submitted to and approved by the executive in advance of the volunteer work being done. No person may sign off on his/her own child's volunteer hours.

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### 22. Conduct

The Dorchester Minor Hockey Association encourages an environment in which all individuals are treated with respect. Members and players of the Dorchester Minor Hockey Association shall conduct themselves at all times in a manner consistent with the values of the Dorchester Minor Hockey Association, which include fairness, integrity, and mutual respect for all.

Members of the DMHA, including players, bench staff and parents, represent both their community of 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 all individuals and property with whom/which they come into contact during the course of the season. 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 and/or to suspend or revoke membership where behaviour violates the Code of Conduct.

During the course of all Dorchester Minor Hockey Association and/or related activities, members shall avoid behaviour which brings the Dorchester Minor Hockey Association and/or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol, use of non-medical drugs, use of alcohol by minors, and comments or behaviours that are disrespectful, profane, offensive, abusive, racist or sexist. In particular, behaviour that constitutes harassment, bullying or abuse will not be tolerated.

The Dorchester Minor Hockey Association adopts the OMHA Code of Conduct and related policies and procedures, including the OMHA's policy and procedures regarding harassment, bullying and abuse. The Code of Conduct and related policies and procedures shall be the standard of behaviour which is expected of all Dorchester Minor Hockey Association members, including all players, coaches, trainers, bench staff, team managers, officials, volunteers, directors, officers, committee members, administrators, spectators, parents and guardians, and anyone else involved in any Dorchester Minor Hockey Association or related activities and events.

Everyone is expected act in a respectful manner to all, and to refrain from any acts of harassment, bullying or abuse. If any harassment, bullying or abuse is witnessed by anyone involved with any DMHA activity, there is a duty to report it to team bench staff and/or a member of the Dorchester Minor Hockey Association's executive and/or OMHA and/or authorities as the case may be. Any situation required to be reported to OMHA and/or authorities must be reported.

Anyone who is witnessed participating in harassment, bullying or abuse will be removed from any DMHA activity immediately. The situation will then be reviewed/investigated by the DMHA executive or its designate. If it is determined that the person did engage in harassment, bullying or abuse, then the executive shall determine appropriate discipline, which may include suspension from all DMHA activities. There shall be no refund of any fees or other payment in the event of a disciplinary measure, including suspension

All Dorchester Minor Hockey Association members and players shall also adhere to the Dorchester Minor Hockey Association's bylaws, policies and procedures, the rules governing Dorchester Minor Hockey Association activities, the OMHA Manual of Operations and/or to the rules and regulations governing any facilities at which and any competitions in which the member participates. In particular, members of the Dorchester Minor Hockey Association shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Any damage caused by a DMHA team, including its players, bench staff, parents/guardians or anyone affiliated with it, to any public or private property shall be the responsibility of the team, which shall pay any costs associated with that damage. Dorchester Minor Hockey Association will accept no responsibility for such damage and may consider additional discipline in addition to any such damage

The principles of fair play and respect in sport are deemed to apply to and shall be adopted by every member, parent/guardian, player and bench staff of DMHA by virtue of registration with DMHA. Fairness, integrity and respect are the basic principles of fair play through which the spirit of competition is enhanced through honest rivalry, courteous relations between participants and respectful acceptance of the results. Fair play involves the following commitments: **Code of Conduct for Players**

As a player, I will:

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- Make a commitment to my team at all times by attending all practices, games, meetings, special events, and by playing to the best of my ability;
- Respect my coaches at all times. I will remember that my coaches are providing me with the opportunity to learn and play the game of hockey;
- Respect the safety of other players by playing the game within the rules at all times;
- Respect the officials and their decisions at all times;
- Accept disciplinary action respectfully if I violate the rules or spirit of the game.

### **Code of Conduct for Parents/Spectators:**

As the parent/guardian of a player, or as a spectator, I will

- Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport;
- Recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants;
- Respect the decisions of the coaches, whether at practice, special events, or during a game;
- Conduct myself in adult manner by attending games, practices, special; events, and by being positive and encouraging to all players at all times;
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence;
- Never verbally abuse a coach, assistant coach, manager, trainer or official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper association officials;
- Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in association activities. I will therefore do my part to protect and enhance the safety of my child and others;
- Understand and accept that violation of this Code may result in disciplinary action of some kind up to an including revoking of membership and all rights associated with membership;

### **Code of Conduct for Coaches and Team Personnel**

I understand that as a coach, assistant coach, manager, trainer or other volunteer with a team, I am in a position of trust and authority. I will:

- Be reasonable when scheduling games and practices, remembering that players have other interest and obligations;
- Teach players to play fairly and to respect the rules and all participants, including their team mates, officials, and their opponents;
- Remember that players play to have fun and must be encouraged to have confidence in themselves;



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- Remember that participants need a coach they can respect. I will be generous with praise and set a good example;
- Respect all participants, striving to be a responsible member of the bench staff. I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it;
- I will do my best to be a competent member of the bench staff, well prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my skills;
- Fulfill my obligation and responsibility toward the team and the Association, as established by Dorchester Minor Hockey Association, to the best of my abilities;
- Direct comments at an individual's performance and not at the individual;
- Not ridicule or yell at players for making mistakes or for performing poorly;
- Take reasonable steps to see that equipment and facilities are safe and appropriate to my players;
- I will cooperate with the Officials and refrain from public criticism of them. I will respect the Officials and their responsibilities to administer the rules of the game. I will respect the fact that the Official may have a different point of view and I will put my concerns in writing and will send them to the proper individual;
- Learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with Dorchester Minor Hockey Association's policies, working to prevent physical, emotional/verbal, and sexual harassment and abuse;
- Communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season;
- Emphasize the importance of the players' and parents' Codes, and hold my team members and their parents accountable for compliance;
- Recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me up to and including revoking of membership and all rights associated with membership.

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### ***23. Alcohol and Drugs***

Alcohol and drugs are strictly forbidden from all Dorchester Minor Hockey Association team activities, including tryouts, training, practices, games and any transportation to or from such activities. No member may be under the influence of alcohol and/or drugs during the course of any team activity. Any Dorchester Minor Hockey Association member, including, but not limited to, any player, bench staff, parent/guardian or other volunteer who is present at any team activity under the influence or seemingly under the influence of alcohol and/or drugs and/or with alcohol or drugs in his/her possession, will immediately be removed from the activity, asked to leave the facility and the proper authorities may be contacted. The matter shall be reported to the team's bench staff, the DMHA league representative and the executive. The team bench staff and the Dorchester Minor Hockey Association's Discipline Committee will review/investigate in order to determine whether there should be discipline.

Any involvement of alcohol or drugs during a DMHA team activity will be reviewed by the Discipline Committee, which shall report to the executive and make a recommendation regarding discipline. If discipline is considered, the person has a right to be heard by the Discipline Committee. Discipline may include suspension from DMHA activities.

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### ***24. Communication, Website and Social Media***

DMHA's primary method of communicating information will be its internet website. Information may also be communicated through its social media accounts, mass email to email addresses provided by its members and/or publication in the local Dorchester newspaper (ie. The Signpost).

Coaches and their designates may be granted access to the DMHA website for the purpose of maintaining team pages. All postings to the website must be respectful and consistent with the policies and procedures of DMHA. The executive may cause any posting to be removed if it is or could reasonably be perceived to be in conflict with the policies and procedures and/or those of Hockey Canada, OHF and/or OMHA, in which case the coach or designate may also have website access suspended.

Team pages may be used to report team news and events, and may feature the logos of team sponsors. The sponsors and their logos must comply with all applicable policies. Teams may post details of fundraising events on the team page provided that such events comply with the policies and procedures.

The Dorchester Minor Hockey Association recognizes and appreciates the value of social media and social networking, including internet media, websites, and/or online social networks and/or communities, including but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, blogs, chat groups and forums and any other social media network that allows users to communicate online. The Dorchester Minor Hockey Association also respects the right of all teams and association personnel and members to express their views freely in public. However, social media and networking can present particular concerns, including inappropriate unsupervised conduct which may be detrimental to the welfare of persons who are involved with the Dorchester Minor Hockey Association and/or which may breach the applicable Code of Conduct and/or related policies. Social media comments are "on the record" and are instantly published and available to the public and media. Everyone using social media communications should conduct themselves in an appropriate and professional manner at all times.

The following guidelines apply:

1. Refrain from inappropriate comments, including any comments or on-line behaviour that may constitute harassment, bullying and/or abuse. Inappropriate comments include those that may bring a person, team and/or the association into disrepute;
2. Refrain from divulging confidential and/or personal information about a person, team or the association. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Do not discuss injury information about any player. Only divulge information that is considered public;
3. Do not post details of a person's identity and/or his/her image online without the authorization of the person and/or his/her parent/guardian;
4. Each person shall be solely responsible for his/her own comments, and DMHA bears no responsibility or liability for any individual's social media postings.

The following are examples of social media and networking conduct considered to be in violation of this policy and may be subject to disciplinary action by the team and/or the association:

- a) Any posting deemed to be publicly critical of the association, team officials, players, parents, officials, other teams and/or which are detrimental to the welfare of any of the foregoing;
- b) Any posting of confidential information, including but not limited to, the following:
  - Player injuries;

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- Player movement;
  - Game strategies; or
  - Any other matter of a sensitive nature to a member of a team, association or an individual;
- c) Negative or derogatory comments about any team, the Dorchester Minor Hockey Association, volunteers, staff, programs, players, or members;
- d) Any form of bullying, harassment, or threats against person associated with minor hockey, including team officials, players and/or officials;
- e) Photographs, video, or comments promoting negative or criminal behaviour, including, but not limited to:  Drug use;
- Racism;
  - Alcohol abuse;
  - Public intoxication;
  - Hazing;
  - Physical abuse;
  - Sexual abuse or exploitation;
- f) Online activity that contradicts the current policies of the Dorchester Minor Hockey Association or any of the associations or organizations of which it is a member;
- g) Online activity that is meant to alarm and/or cause harm to other individuals and/or to misrepresent fact or truth.

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## **25. Arena Conduct**

Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after on-ice activities.

Dressing rooms will generally be available no more than 45 minutes prior to a scheduled ice time. Dressing rooms are allocated and posted by arena staff. Equipment, etc. shall not be left unattended in public areas before a dressing room is available.

Team officials and players are responsible for the condition of the dressing room(s) allocated. Tape, paper, garbage, debris, liquids or other refuse of any kind shall be cleaned up and not 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.

All players must be ready to go on the ice at the start of the scheduled ice time. Players should stay in their dressing room until the ice is available. No player or team personnel shall step onto the ice until the ice resurfer is completely off the ice and the resurfer door has been closed. No players shall be on the ice without at least one sanctioned team official present.

Safety precautions must be taken during all games and practices, including ensuring that all penalty box, bench and other doors are securely closed. When the end of the ice time is reached or indicated by arena staff, all on-ice activities must stop, all pucks and equipment must be gathered immediately and all team personnel shall leave the ice surface.

Thames Centre has adopted an arena policy, which is below. All members, team personnel and players shall comply with the arena policy.

Dorchester Arena  
General Notes and Guidelines for Minor Sport Coaches, Team  
Managers and All User Groups

### **1. Ice Resurfacing:**

Practices running 1 ½ hours do not require a flood as long as time is provided for a flood at the end. Teams damaging ice as a result of these longer practices will be required to have a flood after 50 minutes. This will be at the discretion of the Arena Operator. In the event of a flood conflict (when a flood is needed on both pads at approximately the same time) games will take priority. Our staff will notify you if this conflict exists. Usually this results in a flood midway through a practice. It is expected that Coaches will instruct players to exit the ice surface promptly when it is indicated that the ice time period is over and to remain off the ice surface until the ice resurfer doors are closed at the beginning of an ice rental. Your assistance in maintaining a safe environment during ice resurfacing is appreciated.

### **2. Dressing Room Use:**

Dressing Rooms are ONLY available 30 minutes before your scheduled start time and MUST be vacated 30 minutes after. No exceptions. Although staff will be checking and cleaning dressing rooms after each use, your assistance in maintaining the dressing rooms in a clean and tidy condition is expected. Designating one player after each practice or game to pick up tape and debris and deposit it in the garbage containers would assist in these efforts. Report all or any damage/vandalism to the Facility Operator.

### **3. Schedule Changes:**

It is important that an accurate and up to date ice schedule is maintained. Please notify your ice convener of any changes to your schedule

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## 4. **Hydro Outages:**

From time to time, a hydro outage may occur. The arena is equipped with emergency lights to assist with leaving the facility. They are not suitable for continuing with activities. Therefore, in the event of a hydro outage, players should stop all activity on the ice surface. Players must return to the dressing room areas. If the outage is prolonged, staff will provide instructions for evacuating the facilities. Momentary power outages also occur, which cause the arena lights to go out, but all other lighting remains on. In this case, players should stop activities and remain at the players benches until the ice lights return to full power. This may take 5-10 minutes, as this type of light needs to cool down and then restart. Please note that emergency lighting is meant to assist with leaving a building and is not meant to allow for continuing indoor activities.

## 5. **First Aid:**

Arena operators are trained in First Aid and C.P.R. and are prepared to assist with injuries or mishaps. In that staff are not always in the arena area, we would ask your co-operation in notifying them of any incident requiring first aid. It is assumed that Coaches and Trainers will be the first to respond and that staff would assist in providing a stretcher, first aid supplies or calling an ambulance. Staff are required to complete an incident report, so your assistance in providing information is important. A First Aid Kit is located at the Concession Booth.

## 6. **Extension Cord Use / Music:**

If teams are playing music prior or after the game, the Municipality of Thames Centre would like to remind you that extension cords are not permitted to be used in dressing rooms. The risk of electrocution is higher due to wet floors, the possibility of being stepped on by skates and therefore are not permitted in the dressing rooms. We would also like to remind you to be respectful of the others and play music that does not contain offensive or inappropriate language. We also ask that you keep the music at an appropriate volume.

## 7. **Smoking:**

County of Middlesex By-law # 5682 restricts smoking in all municipal facilities. Your co-operation in this matter is appreciated. Smoking, Chewing Tobacco, sunflower seeds, are NOT permitted in the building.

## 8. **Crowd Control:**

It is the responsibility of the organization/individual renting the ice to ensure that law and order is preserved and that appropriate security measures are in place to provide for a safe environment for participants, officials, and spectators. A Convener or other designated official from the host organization should be present to supervise the activity.

Thames Centre staff will support the organization/individual in decisions related to building security by:

- requesting unruly persons to leave the premises.
- placing phone calls to police to request assistance in evictions or other matters.

Thames Centre staff will not knowingly place themselves in harm's way. Thames Centre will provide support to organizations by notifying individuals of suspensions from the arena for unruly and dangerous conduct.

Children under 13 MUST be under adult supervision at all times within the facility. For the safety of all patrons, no running, tag play, mini stick hockey or hockey pucks, soccer or any form of horseplay will be tolerated. These items are not to be used in the facility and dressing rooms outside the ice surface

## 9. **Evacuation Procedures:**

As a responsible adult, you can be a key person in ensuring the safe evacuation of children from the facility in the unlikely event of an emergency evacuation. If the fire alarm system has been activated, this will signify that an orderly evacuation of the facility is required. Please adhere to the following steps:

1. Stay calm

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2. Stop all activity at once and listen for instructions on the P.A. system. If no instructions are given, always assume that an evacuation is required.
3. Instruct children to use the nearest exit to vacate the building. Do not return to dressing rooms or lobbies.
4. Move as far from the building as possible and make your way to the front of the facility (if possible) where Fire Department Officials will instruct you on what to do.

Please familiarize yourself with all exits including exits from playing surfaces each time you use the facility. Fire Alarms will be sounded for all emergencies requiring evacuation including ammonia leaks.

### 10. **Curfews:**

Arena staff are responsible for maintaining the ice, in accordance with the schedule, for all users.

It is the responsibility of the user group to curfew their activities within their allotted time and to ensure that officials (refs, time keepers, coaches, etc.) are aware of such curfew times.

It is not the arena staff's responsibility to enforce curfews set by user groups. Length of games should be set in accordance with the time allotment. It is also recognized that situations occur that delay ice rentals (injuries, mechanical problems etc.). In such cases, staff will adjust the next scheduled flood accordingly.

### 11. **Use of Blow Torches and other heating devices:**

Use of blow torches and other similar heating devices by the public or user groups is strictly prohibited within the arena facility. Activities requiring the use of this type of equipment should be done prior to coming to the Arena.

### 12. **Noise Making Devices:**

Noise making devices such as air horns, bells, drums, etc. are not prohibited from the facility. However, their use may be restricted or curtailed if it is deemed to be an endangerment to public safety.

### 13. **Alcohol on Municipality of Thames Centre Property:**

Alcohol is prohibited on Municipality of Thames Centre property and within facilities unless a proper and valid Special Occasions Permit has been obtained.

### 14. **Use of Arena Phone:**

The arena phone is for arena business and is available for emergency use only. It is not to be used for general calls by the public.

### 15. **Use of Recording Devices:**

The Municipality, in January of 2004 adopted the following policy: The use of cameras, cell phones, video recorders, personal data assistants and other video recording devices are prohibited in change rooms and washrooms areas within all recreation facilities.

### 16. **Track Use:**

NO running through the building to warm up. This not only becomes a distraction for other groups, it is also a safety concern. You may use the walking track in single file, please be respectful of other walkers and follow all walking track procedures.

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### **26. Ethical Business Conduct**

Dorchester Minor Hockey Association makes every effort to conduct business ethically and without conflict of interest. DMHA expects its members and volunteers to **prioritize the best interests of the association** and to use common sense, individual conscience and a commitment to full compliance with applicable laws in conducting the business of the association.

Without limiting the generality of the foregoing, no member or volunteer shall financially benefit, directly or indirectly, from his/her position with the Dorchester Minor Hockey Association or act in conflict with the interests of the association. Any potential or actual conflict of interest must be disclosed in advance, and any member or volunteer with a conflict should not participate in any decision making that may reasonably be interpreted as creating or furthering a conflict of interest.

Executive members and other members, employees/contractors and volunteers and their immediate family members may not ask for or accept payments, services or other things of value from anyone who is doing business or seeking to do business with Dorchester Minor Hockey Association. We recognize that suppliers and business partners may wish to provide small gifts, or to pay for meals or entertainment, etc. Where possible, members should seek benefit for the entire association (such as discounts, rebates, etc.) over individual benefit.

Members, employees or volunteers may not do business or seek to do business with a party on behalf of DMHA unless the Dorchester Minor Hockey Association's executive has approved the dealings in advance. A party which does business with or seeks to do business with the Dorchester Minor Hockey Association shall not have a member, employee or volunteer of the association as a director, officer, owner, employee or consultant of that party, unless approved by the executive in advance.

Members, employees or volunteers may not serve as directors, officers, and/or employees of any Minor Hockey Association that is a competitor of DMHA. Any such service must be disclosed to the executive of DMHA, which may take any actions necessary to protect DMHA against any real or reasonably perceived conflict of interest.

Board members, employees or volunteers and their immediate family members may not use any confidential information received from or through their association with DMHA for personal benefit, nor may confidential information be disclosed to persons outside of the Dorchester Minor Hockey Association and its executive without express advance permission from the executive.

All members, employees and volunteers shall act in an ethical manner in behalf of DMHA, and shall avoid acting in a way that will or could damage Dorchester Minor Hockey Association's reputation. In particular:

- a) Members, employees or volunteers may not drink alcohol while conducting association business. The executive must approve any exceptions to this policy. Members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting Dorchester Minor Hockey Association business.
- b) Members, employees and volunteers shall be honest and truthful. During the course of their employ or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- c) All Dorchester Minor Hockey Association accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict compliance to all applicable laws, as well as Dorchester Minor Hockey Association's by-laws, policies and procedures. All assets, liabilities, revenues and expenses must be recorded in the regular books of the Dorchester Minor Hockey Association, which books shall be maintained by the Treasurer.



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### ***27. Purchasing/Hiring***

The Dorchester Minor Hockey Association executive shall approve all purchases by anyone or hiring of anyone from DMHA funds or by or on behalf of DMHA. Any approved purchases shall be made by an executive member and/or a person designated by the executive. All purchases shall be confirmed by receipts, which shall be submitted to the Treasurer for review and reimbursement. All major purchases shall be brought before the executive for approval prior to purchasing, with at least two competitive bids presented for consideration.

While maintaining good financial stewardship, the Dorchester Minor Hockey Association encourages the purchase of goods and services from local businesses and/or businesses that have provided financial or other support to the association in current or past years. All purchases should be in accordance with the ethical business practices policy.

The executive is responsible for the hiring of individuals or groups to assist in the operations of the association as reasonably required. In general, DMHA will not employ any individual in an employer/employee relationship.

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### ***28. Insurance***

The insurance program described by the OMHA Manual of Operations will generally cover all registered players and officials of DMHA during official DMHA on-ice (and related) activities.

DMHA does not allow parent /child games using association purchased ice. The OMHA insurance program does not cover injuries and/or claims arising from parent/child games.

The executive shall purchase and renew yearly liability, officers and directors, property (for association jerseys, equipment, etc.) and such other insurance as may be reasonable in addition to the OMHA insurance program. The 2<sup>nd</sup> Vice President Risk Management, in conjunction with the treasurer, shall be responsible for obtaining this insurance.

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### ***29. Sponsorship***

Sponsors provide a benefit to the Dorchester Minor Hockey Association by providing sponsorship monies that offset the costs of providing the association's hockey programs. Sponsorship should have a positive effect on registration and related fees, and the DMHA's annual budget. Sponsors of the association are welcome each season, and will be provided with community exposure through displays of the sponsor's logo on the DMHA website and at the gate operated by DMHA at its home games. All inquiries regarding sponsorship should be forwarded to the fundraising committee chair/ 1<sup>st</sup> Vice President Finance and Fundraising.

All sponsors must complete the approved sponsorship form and pay the appropriate sponsorship fee as determined for each season by the executive.

Official sponsors of the Dorchester Minor Hockey Association shall not be approached for additional sponsorship or financial support by any team official, parent or any other person associated with an individual DMHA team without express permission of the executive.

Sponsorships must comply with the Dorchester Minor Hockey Association's policies, including the policy regarding ethical business practices.

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### ***30. Fundraising***

Fundraising for and by the association is important to balance the cost of the association's operations with reasonable registration and related fees charged to its players. A fundraising committee shall be formed each year, under the supervision of the 1<sup>st</sup> Vice President Finance and Fundraising, with the goal of developing, promoting and executing fundraising initiatives for the association.

Each DMHA team shall appoint one parent/guardian from the team to sit on the fundraising committee each season. Appointees shall participate in the activities of the fundraising committee.

The executive will identify fundraising events that will require a lottery or similar licence, and will make any necessary licence applications for that purpose.

Teams shall not engage in individual or team fundraising efforts that conflict with fundraising efforts or events by the association, nor shall any team operate a lottery, raffle or other fundraising event that requires a lottery licence.

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## 31. Discipline

The Dorchester Minor Hockey Association is committed to fair and safe play. It takes very seriously any behaviours which detract from the safe enjoyment of the game of hockey and which affect the reputation of the association or the game of hockey.

Generally, the rules, regulations and policies of Hockey Canada, the Ontario Hockey Federation, OMHA (including the OMHA's Code of Conduct) and the leagues of which DMHA is a member, dictate the penalties and sanctions which may be levied against a player, team official or other minor hockey participant for conduct on or off the ice. DMHA adopts and abides by those rules, regulations and policies in addition to the policies set out herein. All Hockey Canada, OHF, OMHA and/or league penalties and sanctions shall be considered to be minimum penalties.

For on-ice penalties, the Ontario Minor Hockey Association regulations apply in relation to any protests and/or appeals. Suspensions of less than five games which are issued in accordance with the playing rules and included explicitly or implicitly in the referee's report are not subject to appeal. Suspensions of five games or more may be appealed according to the Ontario Minor Hockey Association regulations. Any individual or team who wishes to pursue a protest or appeal must notify the DMHA's OMHA representative in writing and must obtain the approval of the executive before doing so. If approved, the individual or team will be responsible for any costs associated with the protest or appeal.

The head coach of a team is responsible for reasonable discipline of at the team level. The head coach may impose reasonable disciplinary sanctions against players or team officials on a team if warranted due to inappropriate behavior detrimental to individuals, the team, the association and/or the sport of hockey and/or violations of these policies up to and including suspension of not more than one game. If a suspension is considered, the head coach shall notify the executive through the team's league representative and any such suspension shall be approved by the executive before it takes effect. Any team level discipline decision may be appealed to the Discipline Committee in writing within 3 days of the discipline decision.

If deemed necessary by the executive, the association may consider and impose additional discipline for on-ice or off-ice behavior by any of its members or other minor hockey participants in violation of Hockey Canada rules, OMHA policies, procedures, rules and regulations and/or DMHA's policies and procedures. Any discipline imposed by DMHA shall be in addition to any Hockey Canada, OHF, OMHA and/or league penalty or suspension.

The executive may establish a Discipline Committee whose members shall be appointed by the President. The Discipline Committee shall consist of the 2<sup>nd</sup> Vice-President – Risk Management, who shall sit as its chair, and at least two other members of the executive. This committee shall be informed of all disciplinary issues, including player and team official suspensions, throughout the year.

The Discipline Committee shall review serious disciplinary matters, and complaints to DMHA in accordance with the complaint policy, involving DMHA members, including players, team officials, volunteers, parents and guardians and spectators and other minor hockey participants. If the matter or complaint does not engage OMHA disciplinary or review processes, which will take precedence, reviews at the association level will generally consist of the following:

1. The committee shall conduct an initial review of the documentation and/or information submitted in relation to the matter or complaint in issue within 5 days of receipt;
2. The subject of the matter or complaint shall be provided with the material details of it, and shall be given the opportunity to respond to the committee in writing and/or in person;
3. The committee may seek additional information from witnesses or others with knowledge of the matters in issues;
4. The committee shall deliberate and decide if the matter or complaint is founded or unfounded;
5. If unfounded, the decision shall be communicated to the executive and the parties within 14 days of the receipt of the matter or complaint;
6. If founded, the decision and its reasons therefore shall be communicated to the executive in writing together with any disciplinary recommendation(s) within 14 days of the receipt of the matter or complaint. The decision of the executive regarding the disciplinary recommendations must be communicated to the parties in writing by the President within 5 days of the receipt of the committee's decision.

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In any situation in which a team official or player or other member is reasonably believed by the Discipline Committee to constitute a risk of harm to themselves or others, the Discipline Committee may request, in writing, that the executive immediately suspend such person until the investigation, hearing and/or any appeals are complete.

Discipline will be reasonable in relation to the conduct that is the subject of the disciplinary matter or complaint and may include verbal warnings or apologies, written reprimands or apologies, suspension from DMHA activities, including practices, games, tournaments and any other DMHA activities and revocation of membership.

Subject to the provisions herein, suspensions may be considered for serious offences which include, but are not limited to, the following or similar infractions:

- a. abuse of a player on the team or any opposing team;
- b. abuse of a team official on one's own team or an opposing team;
- c. abuse of a game official;
- d. abuse of any member of the executive;
- e. disregard of the Dorchester Minor Hockey Association's Bylaws and Policies;
- f. engaging in any activity which may constitute a risk of harm to any person during the course of hockey-related activities through DMHA;
- g. any form of disrespectful conduct;
- h. being under the influence of or in possession of alcohol or drugs, or smoking or vaping, while involved in any DMHA activity, including any practice or game
- i. any major infraction of the Code of Conduct.

If a team official is suspended under any circumstances, the executive may name another team official to take the place of the suspended team official during the period of suspension. If a player is suspended, no refunds will be provided notwithstanding the refund policy. Any person who receives a suspension or greater discipline pursuant to this policy may request reconsideration of the discipline decision. Any reconsideration must be requested in writing with supporting reasons to the executive within 3 days of notification of the suspension. The executive shall hear such reconsideration in writing or in person within fourteen days of the appeal being received, or as soon as reasonably possible thereafter. If an in-person hearing is held, the person requesting reconsideration may be present at the hearing. During the period in which such reconsideration is pending, any suspension or other discipline will remain in effect. On reconsideration, the executive will not re-open the matter in order to review all of the original material presented with the intent of producing a new decision. The executive will only reconsider a decision if presented with new relevant evidence that was not and could not have been available at the time that the original decision was made, if there were irregularities or errors in the proceedings of the original hearing that may have caused an unreasonable decision, or if the discipline determined as a result of the original hearing was unreasonably severe. On reconsideration, the executive may confirm the original decision or vary the disciplinary measures ordered.

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### **32. Complaints**

The hockey environment can be quite emotional in both a positive and negative sense. As a spectator or person involved with minor hockey, it is common for individuals to pass judgment and opinion on the situation at hand, the people involved and/or the hockey program. These judgments and opinions may or may not be accurate. When these views evolve into a dispute, it is highly advisable to address the matter at the earliest opportunity and informally, if possible.

This policy identifies the procedure to be followed when conflict arises in the environment of the DMHA hockey program. It is based on the principle that most interpersonal disputes can be resolved by the participants with mutual respect and cooperation.

This policy applies to all members and any individuals engaged in activities with DMHA, including spectators (“minor hockey participants”). Conflict between DMHA teams/players/minor hockey participants and teams/players/minor hockey participants from other minor hockey centres and/or officials and/or other non-DMHA parties shall be reported to the applicable DMHA league and/or OMHA representative, who will address such matters in accordance with league and/or OMHA rules and regulations. Such matters may not be reported directly to the league or OMHA. The executive will take whatever local actions are necessary to address the issues within the relevant policies and procedures.

In all cases, except those where the immediate safety and/or well-being of a member, participant or DMHA asset is at risk, persons with a complaint (“complainant”) are encouraged to immediately capture the facts, and their thoughts on the matter, and to allow 24 hours after the incident before discussing their concerns with others. If the complainant, after waiting 24 hours, still has an issue or concern that needs to be addressed, they may proceed to the conflict resolution process, which is as follows:

1. Step One - The complainant should attempt to communicate respectfully and/or meet with the person about whom they have a potential complaint.
2. Step Two - If the communication or meeting does not resolve the potential complaint, the matter should be presented to the head coach of the team or their designate. Within 3 days of receiving the verbal complaint, the team designate, acting in the role of mediator, will arrange an informal meeting between the complainant and the respondent to promote dialogue and facilitate a resolution of the complaint. At the discretion of the team designate, the applicable DMHA league representative may be called upon to assist in resolving the matter.
3. Step Three - If the complaint is not resolved through the mediation described in Step Two, the complainant may submit a formal, written complaint to the executive, who will refer the complaint to the discipline committee for review in accordance with the process set out in the discipline policy. The purpose of the discipline committee is to attempt to address concerns and resolve disputes involving DMHA and its members in a timely way and only after the foregoing informal measures have failed. The complainant must state in the written complaint whether the complainant wishes to appear before the Grievance Committee.

If the complaint relates to any member of the discipline committee in any capacity, then that committee member shall be in conflict of interest and shall not serve on the committee for that grievance. The President shall appoint a replacement committee member.

If the decision on the complaint is appealed to the executive, any non-conflicted member of the executive shall be entitled to vote.

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### ***33. Conflict of Interest***

A conflict of interest is any situation in which a person's personal (including relational, financial, business etc.) interest may reasonably influence the person's ability to make a decision in accordance with the person's duty to act in the best interest of DMHA. In order to avoid compromising the integrity of the decision-making process, any executive or committee member with a real or reasonably perceived conflict of interest or bias must declare it, and that person must remove themselves from the relevant decision-making process.

If there is a question about whether a conflict of interest exists or might be reasonably perceived in relation to a committee or executive member involved in any decision-making process, the executive shall be notified of the question, and the question shall be reviewed and decided by the executive. The executive will then notify the member of its decision.



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### ***34. Meeting Attendance***

Association members are welcome to attend any regular executive meeting as observers, but, subject to the paragraph below, may not participate in matters being discussed. Any confidential matters shall be discussed in camera in any meeting attended by an association member, who will not be permitted to observe the in-camera session.

Association members who wish to make a presentation to the executive on a matter must submit a request and particulars of the proposed presentation in writing at least seven days prior to the meeting they want to attend.

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### ***35. Privacy and Confidentiality***

Information, including personal information, collected by DMHA will only be used for the administration and operation of the association and its hockey programs. Such information will only be shared in accordance with those purposes with Hockey Canada, OHF, OMHA and/or the leagues as required.

It is recognized that proper decision making in the best interests of DMHA requires full and frank disclosure, discussion and robust debate amongst decision makers, particularly at the committee and executive levels. Accordingly, such disclosures and discussions and any individual votes made in relation to a decision shall be and remain confidential within and not be disclosed outside the committee or executive except as required to be reported by a committee to the executive or as required by law. Only the final decisions and such other determinations as agreed upon by the executive may be disclosed publicly.

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### **36. Policy and Procedures Committee**

1. The executive may appoint a policies and procedures committee consisting of executive members and other members chosen from the membership of the association. This committee should meet each year prior to the AGM to review and make recommendations in respect of the policies and procedures of the Dorchester Minor Hockey Association.
2. Any association member wishing to suggest an amendment to the policies and procedures shall submit such proposed amendment in writing to the policies and procedures committee. The committee shall review such a request and shall invite the person proposing such amendment to speak in favour of it at a meeting of the committee. The committee shall forward then forward the proposed amendment to the executive, together with a report (whether verbal or written) indicating whether the committee supports such amendment. The executive shall consider such a proposed amendment at its next regularly scheduled meeting.
3. **An association member may also bring a motion seeking to amend the policies and procedures at the AGM by following the procedure for the bringing of motions. If properly brought, such motion shall be heard at the next AGM of the association. The amendment shall be made if passed by a majority vote at the AGM. Policies or amendments thereto passed by the membership at an AGM may be further amended only by a majority vote at an AGM.**
4. All proposed and recommended amendments to the policies and procedures will be posted on the Dorchester Minor Hockey Association website for 30 days prior to being officially enacted.
5. The executive may create or amend any policy of the association, **except those referred to in paragraph 3 above**, by a vote in which at least 80% of the current executive vote in favour at any regularly scheduled meeting of the executive following the 30-day posting of the proposed policy addition or amendment.

The committee shall ensure that the updated policies and procedures are posted on the association's website. The Secretary, on behalf of the committee, shall be responsible for the publication of a policy manual for the association, which shall be posted on the association's website.