



Dorchester Minor Hockey Association

# Operating Policies and Procedures

Revised – March 2024

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 April 1, 2023.

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.

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, the 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.

(a) The official colors of DMHA shall be:

Red, Gold, Navy Blue and White

(b) Official Logo



(c) Game uniforms and game socks shall be worn for games only.

(d) DMHA encourages all players to wear hockey gloves, pants, and helmet with our association official colors.

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### ***2. Dress Code and Team Apparel***

#### **(a) Dress Code**

##### **(i) Representative Teams will be as follows:**

Representative players and all bench staff shall wear only DMHA team approved apparel, as provided by a DMHA approved vendor or as approved by the VP of Hockey Operations. Shorts and jogging pants are not permitted, and clothing should be neat in appearance, free of rips, tears, or stains.

(ii) All representative team bench staff are to wear a DMHA jacket (a one-time (lifetime) reimbursement of \$50 will be provided to each rostered team official with proof of purchase of an DMHA jacket)

(iii) No hats are to be worn except DMHA crested headwear. This applies to all home and away games, regular season, exhibition games, playoff games and tournaments. This dress code shall be strictly enforced by team officials and DMHA Board of Directors.

#### **(b) Team Apparel**

(i) All team apparel and merchandise including but not limited to (hats, bags, toques, track suits, winter jackets, socks, etc.) must be purchased through DMHA's approved vendor list with the exception of dress pants, dress shirts and ties. The approved Vendor's list for DMHA apparel will be provided to all coaching staff.

(ii) Teams/Individuals are not permitted, without written consent of the VP of Hockey Operations, to seek and purchase from any other vendor.

#### **1st Non-Compliance Incident:**

Will result in an interview with the President, 3<sup>rd</sup> Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) to review the DMHA dress code and team apparel policies. This may include an immediate suspension (or other sanctions) of the Head Coach and Manager, who will serve a one (1) game suspension. When suspended, a suspended coach and manager are only to be permitted to attend games as a spectator. An interview with the President, 3<sup>rd</sup> Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) will also be required prior to returning to the team. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

#### **2nd Non-Compliance Incident:**

An interview with the President, 3<sup>rd</sup> Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) will be required and may result in immediate release of the Head Coach and Manager from the team with no affiliation in a coaching, bench staff, managing or on-ice volunteer capacity permitted for up to one (1) hockey season. An interview with the President, 3<sup>rd</sup> Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) will also be required prior to returning to a team after serving the required suspension. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

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**3. 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 (on Dec 31)	Division	Age (on Dec 31)
<b>U5</b>	4 years	<b>U13 Rep</b>	12 years
<b>U6</b>	5 years	<b>U13 Local League</b>	11-12 years
<b>U7</b>	6 years	<b>U14 Rep</b>	13 years
<b>U9</b>	7-8 years	<b>U15 Rep</b>	14 years
<b>U10 Rep</b>	9 years	<b>U15 Local League</b>	13-14 years
<b>U11 Rep</b>	10 years	<b>U16 Rep</b>	15 years
<b>U11 Local League</b>	9-10 years	<b>18 Rep</b>	16-17 years
<b>U12 Rep</b>	11 years	<b>U18 Local League</b>	15-17 years

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, social media 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.

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

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1. Tryout fees, which allow a player to try out for a representative team.
2. Representative fees, paid by players who are selected to play on a representative team. Representative fees must be paid in full by September 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.

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 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 permitted to participate in any tryouts for a U10-U16 representative team unless the tryout fee has been paid in full. No player will be permitted to participate in any tryouts for a U18 team or evaluations for a local league team 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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### ***4. 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. Upon submission of the form on the DMHA website the request will be reviewed by the DMHA Registrar and Treasurer.

All refunds will be issued through the Hockey Canada Registration portal to the credit card that was used for the initial registration, less any administration fees as outlined below. Refunds may take up to two weeks to be processed.

Refund requests received prior to August 31st of the year of registration will be subject to a \$25.00 administration fee.

Refunds less an administration fee of \$100.00 may be given for requests received between September 1st and September 30th.

A refund of 50% may be given to registrants whose requests to withdraw their registration are received between October 1st and November 15th.

No refunds will be given after November 15th.

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.

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### ***5. Releases, Transfers and Non-Resident Players***

#### **(a) Releases**

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:

1. as a result of a legitimate change of principal residence to a non-contestable address outside of DMHA boundaries per OMHA rules.
2. as a result of signing with a higher classified team (i.e., OMHA AAA, OMHA AA, Alliance AAA or Junior).
3. as a result of being released from a DMHA Rep/A team and desiring to try-out for an OMHA B or C classified (first entry) team.

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.

#### **(b) Transfers**

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.

#### **(c) Non-Resident Player**

Dorchester Minor Hockey Association (DMHA) will accept Non-Resident Players (including goalies) at the U12, U13, U14, U15, U16 or U18 divisions wishing to try out for DMHA teams with an OMHA 'A' classification, as per OMHA regulations. A player at the U10 or U11 age/division is not eligible for a NRP passport.

Players are required to have an OMHA approved Non-Resident Player (NRP) passport to attend tryouts. To obtain a NRP passport, players/parents should contact their home centre OMHA representative.

The home centre OMHA representative will require the following information with a request for a NRP passport:

Name

Date of Birth

Address



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Phone number

Team played for this past year.

Team trying out for

Players seeking a NRP passport must first be registered with their home centre.

A NRP passport is good for one season only as per OMHA.

NRP Process:

1. Player registers with their home centre
2. Player requests a "Permission to Skate Form" from their Home Centre if they wish to try out for OHF AAA hockey (i.e., OMHA, Alliance, GTHL, etc.) Player requests an NRP Passport from their home centre if they wish to try out for OMHA AA hockey. Only one passport will be given to any one player. Only players at U12 and above will be granted a Passport. NRP passports will not be granted for Alliance AA/A hockey, as per OMHA regulation 3.5.
3. The home centre will determine the player's closest centre for OMHA AA hockey. This will be done by the use of Google Maps and by measuring the distance from the player's residence to the OMHA AA Centre's "centre point".
4. The home centre will pre-register the player in the HCR system as "Non-Resident Player Passport" in the group drop down box in the pre-registration section. The home centre retains the top copy of the passport.
5. The home centre will fill out the passport.

The rest of the passport will be filled out by the OMHA AA centre and, if the player is successful in obtaining a position with the team to which they are trying out for, the OMHA AA centre will upload the completed passport in the player's profile in the HCR System. If the player is unsuccessful in obtaining a position, he returns to the home centre.

Players can try out at AAA, but this is not mandatory. Players can try out for OMHA AA and if they are not offered a spot on the OMHA AA team they return to their home centre. They cannot tryout for another OMHA AA team if released.

Once a DMHA player has fulfilled all their tryout commitments within DMHA and is released from the DMHA OMHA 'A' category team, the player may try out for one (1) OMHA B or below base category centre. To be eligible the player is required to be the U12 age (eleven (11) years old) or older as of December 31 of the current playing season. The player will request a NRP passport to attend tryouts at one OMHA B or below base category centre.

Players at the U10 and U11 age are not eligible for a NRP passport.

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### ***6. 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 3rd 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 3rd Vice President Hockey Operations. The 3rd 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

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interest in respect to any applicant exist for the 3rd 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 3rd Vice President Hockey Operations for the interviews of the candidates for the specific division/level.

Applications for coaching positions will be available in early February each year on the Dorchester Minor Hockey Association website. Applications must include at least three (3) 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 March 15, 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, 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, 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 April 15 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.

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:

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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. 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.
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 (applies to second entry and local league only). Preference will be given to an otherwise qualified and acceptable applicant who has a second-year player in that division.

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 to preserve the integrity of the process.

The head coach is responsible to submit a completed roster by the deadline. The deadline for submission of rosters for all teams with spring tryouts (U10A-U16 A) is June 1. The deadline for submission of rosters for teams with fall tryouts or sorts is 1 week after the completion of the tryout or sort.

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

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submit proof of certification or show proof of course registration to the executive by September 1 for U10A-U16A and October 15 for all other teams, 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 shall be screened and recommended by a committee made up of the 3rd Vice President Hockey Operations, Coach Development Coordinator and Player Development Coordinator. If necessary, head coach applications for the U7 age group 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 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.

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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.
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”x 4” gauze pads
  - 1 bag sterile cotton tip applicators
  - 1 roll pre-wrap
  - 2 pairs rubber gloves (latex)
  - 1 pack iodine swabs
  - 1 box knuckle bands
  - 2 rolls 1½” 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 bandages (slings)
  - 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)
  - Injury report forms

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

1. To assist the coach in his/her team management responsibilities.
2. To liaise with parents as necessary.

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3. To advise the Shamrock/Lambton Middlesex Representative and Ice Allocator of all tournaments/exhibition games.
4. To ensure the return of all equipment and jerseys at the season's end.
5. To create and maintain team financial records and to provide a financial accounting to parents.
6. To ensure that dressing room and game sheet details are in order.
7. To ensure that the team sponsor(s) receive a schedule of the team games.
8. Keep team schedules current.

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### ***7. 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 vulnerable sector check as per OHF and OMHA guidelines and provide a copy of the checks acceptable to the association by the timelines specified below. A 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.

Executive members are to have their vulnerable sector check or declaration completed by August 1. 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, and other specified volunteers shall provide completed and acceptable checks or declarations by August 1 or before participating in any DMHA/OMHA sanctioned activity 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 vulnerable sector checks or declarations 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 2nd 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.



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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 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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### ***8. Tryouts and Team Selection***

The executive of the Dorchester Minor Hockey Association will establish ideal team sizes for all DMHA teams based on the philosophy of the association. These expectations will be communicated to head coaches prior to the commencement of the representative team tryouts processes. Coaches shall comply with the team size established by DMHA.

The selected DMHA rep head coaches shall choose a minimum of thirteen (13) skaters for the U10 to U13 age groups and a minimum of fourteen (14) skaters for the U14 to U18 age groups, plus a minimum of one goalie. Coaches will have the option of selecting more players as deemed necessary for their team based on registration numbers, competitiveness, and/or needs of the team. In exceptional cases a coach may apply for an alternate team size to the DMHA executive. Selection of two (2) goalies will be determined by number of goaltenders in age group and/or by special application to DMHA executive by the head coach. Local League team sizes may vary slightly and will be based on registration numbers. DMHA will aim to never exceed the maximum team size of 15 skaters and 2 goalies for local league teams.

All representative coaches shall utilize the Affiliate Player (AP) process to the full extent (see DMHA Affiliate Player policy) during the hockey season to continue the development of players. Specifically, but not limited to, when team size are less than 15 players and 2 goalies.

The executive shall establish the dates and fees for representative team tryouts and local league evaluations each season. The dates and times will be set based on the OMHA Seasonal Calendar and prescribed tryout timelines, in coordination with the DMHA ice allocator and will be posted on the DMHA website in the association calendar. No tryouts or evaluations shall be conducted outside of the selected dates.

All upcoming U14 aged players must attend a body checking clinic prior to attending the tryouts. U15 and above aged players new to rep hockey must also have attended a body checking clinic prior to tryouts. Attendance is mandatory. It is strongly recommended that players looking to "AP" to a U14 and above team also attend a body checking clinic. If a player attended an outside third-party body checking clinic, proof of completion must be sent to the DMHA registrar at [dmharegistrar2@gmail.com](mailto:dmharegistrar2@gmail.com). Checking clinics will be determined annually by the board and posted in DMHA's website once the checking clinic dates are announced.

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 head coach in the applicable age division. The DMHA Registrar will coordinate try out list additions in consultation with the head coach. The head coach for each representative team will contact or otherwise notify all players on the tryout list 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 late try out fees prior to tryouts (submitted in person) and remitting those fees to the association within one week of the completion of tryouts.

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Representative 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 tryout. Head coaches are responsible for selecting off-ice and on-ice helpers and/or evaluators to help with the tryout 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.

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. Final releases are to be made by the last date of the tryout period and communicated within 24 hours of the last tryout in an appropriate manner to the player and parents/guardians.

All registered players who wish to try out for a representative team and who pay the prescribed tryout fee, shall be provided with the opportunity to attend a minimum number of tryout skates with the representative team before being 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.

This is according to the team age level, as per the OMHA Player Pathways, as outlined in the following chart:

AGE LEVEL	MIMIMUM TRYOUTS OFFERED
U10A	3
U11A	3
U12A	3
U13A	3
U14A	3
U15A	3
U16A	3
U18A	3

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 actively participate (on-ice) in at least one (1) of the representative team tryout skates to be considered for that 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.

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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 tryout, indicating either their release from or selection to the team within 24 hours 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.

If a player tries out for and is selected for a representative 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 shall follow the DMHA AP policy and procedure.

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 3rd 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 program 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 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 March 15 or 15 days prior to the start of tryouts, whichever is earlier.

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The following conditions shall be reviewed for a player to be considered and granted exceptional status:

1. All registration and tryout fees (for both age categories) must be paid in full before the tryout begins.
2. The player's ability must be significantly advanced for his/her age and playing at a level consistent with the top players at least one age group above.
3. Be one of the top three (3) players in the older age group or one of the top two (2) goaltenders in the older age group by demonstrated skill level as compared to all players trying out for the representative team as assessed by an independent evaluator assigned by the DMHA Executive.
4. The independent evaluator will be an individual without conflict with either age category and appointed by the non-conflicted DMHA Executive members.
5. The player will be permitted two tryouts at the older age group before being released.

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 try out for or be selected for the representative team in his/her age group. The player will be permitted one tryout at the player's own age group before being released.

Subject to the above, requests to allow players to play on other (i.e., 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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### **9. 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) (i.e., 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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### ***10. 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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### ***11. 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.

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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### ***12. 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 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. Volunteers under the age of 14 years must wear full equipment.

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### ***13. 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 Coach Development Coordinator and will be requested to sign a waiver before gaining access to the equipment.

The head coach shall be ultimately 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 who then assumes full responsibility for the care and condition of the team jerseys. 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. Should teams prefer to make alternate arrangements, a discussion and permission must be sought and granted by the DMHA Executive.

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 team or individual bond cheque being cashed to cover the replacement cost of the damaged article.

The executive may establish a nominal deposit in relation to any association equipment released to a team (i.e., Team Bond Fee). 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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### ***14. 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 allocator 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 allocator. League representatives will assist the ice allocator as needed. During OMHA playdowns and league playoffs, the ice allocator 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 will be provided with additional practice ice if available and will pay a representative team fee for that purpose. The ice allocator 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 U13 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 to provide increased practice ice time for players. Teams may practise 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 allocator of the trade. If the ice cannot be "traded" the team coach/manager must notify the ice allocator no less 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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### ***15. Game Curfew***

Dorchester Minor Hockey Association attempts to obtain and allocate ice 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 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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### ***16. On-Ice Officials and Timekeepers***

League representatives, through central scheduling, will notify (via website notifications) the referee association's scheduler and the timekeeper coordinator 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 area representative will be responsible for notifying the OMHA for referees in these cases.

After the league scheduling meeting(s), the league scheduler, with assistance from the league representatives and ice allocator, must arrange for scheduled games to be posted to the DMHA website. The referee scheduler shall subscribe to the calendar on the website 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 when it can be avoided.
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, unless required for timekeeping purposes.
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. Honorariums will be approved by the DMHA Executive at the start of each season.
10. Accurately run the time clock. If the time clock is not functioning properly, notify the referee and arena staff, contact the timekeeper coordinator.

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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 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. Use the provided garbage can to ensure the timekeepers booth is left clean of all garbage and debris.
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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### ***17. Tournaments***

Dorchester Minor Hockey Association teams from U12 to U18 up shall be permitted to enter and be granted travel permits for up four (4) tournaments per season (including International Silver Stick Qualifier tournaments). Participation in the International Silver Stick tournament and the OMHA Championships tournament will be considered exceptions and in addition to the four-tournament limit, thus allowing a qualifying team to participate in up to six tournaments. U5 and U6 age groups may attend a maximum of two jamborees per year. The U7 to U11 age groups will be permitted to enter tournaments based on the recommendations from the OMHA Pathways.

U7-U11 OMHA Player Pathways.

DMHA will pay the tournament entry fee for the OMHA Championships. 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.

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 allocator 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 (by completing the online request form) and must be requested sufficiently (3-4 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 Silver Stick Tournament for any DMHA team that qualifies for that tournament.

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### ***18. 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 be scheduled by a team without permission from the applicable league representative, in consultation with the ice allocator.

Team officials must notify their respective league representative of all proposed exhibition 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 by completing the online request form 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 the electronic Game Sheet App and certified officials. If the exhibition game is against a team from outside the OMHA, a paper game sheet must be used. 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. Teams must request officials and timekeepers, as the website schedule will not trigger the automatic scheduling of officials and timekeepers.

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



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

DMHA and its members are responsible for the reasonable safety and wellbeing of all minor athletes under the Age of Majority according to Provincial and Territorial Legislation. In Ontario the Age of Majority is eighteen (18) years old.

Athletes are to be supervised at all times.

No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian.

When an adult presence is required in a closed room (i.e., dressing room) there shall always be at least two (2) adults present at all times.

At the U12 level and above, females shall not be permitted access to a dressing room occupied by male players and/or coaches unless all players and coaches are fully dressed. Female players at the U12 level and above shall change in a separate room alone or under the supervision of their own parent(s) or guardian(s) and may not enter the team's dressing room unless they themselves and all persons in the dressing room are fully clothed.

Cell phones, video or photography equipment should never be allowed in the shower/dressing rooms while players are undressed or changing. Where special events (i.e., team picture, championships, etc.) lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.

The team officials and parent/guardian representatives of every team shall ensure that the dressing room doors remain closed while players and coaches are changing.

Damage to dressing rooms will not be tolerated whether on our home rinks or while visiting rinks. Any individuals or teams found guilty of such an offence will be required to make full financial restitution and will face a further disciplinary action by DMHA.

At the U10 level and up, only coaches, team officials and players are allowed into the dressing rooms and hallway of the arenas used by DMHA both for home and away games, except in the case of female dressing rooms. In special circumstances a parent and/or guardian may be allowed in the dressing room area but only with the coach's permission.

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### **20. Team Finances**

All DMHA Rep, and Local League teams must maintain complete and accurate financial records. Each team must open a bank account with a minimum of two (2) signing authority for all cheques and withdrawals. No spouses may have signing authority together. All major banking institutions offer community accounts at minimal to no monthly cost.

Teams are required to prepare an initial team budget, breaking down the expected income (sponsorship, fundraising, team fees) and expenses (tournaments, exhibition games, team parties/meals, clothing). A sample budget template will be provided to each team and can also be found on the DMHA website. The budget will assist in determining team fees payable by each player. A reminder that team fees should be reasonable and efforts to reduce these costs to families should be taken through team sponsorship and fundraising.

A copy of the team budget should be shared with parents at the beginning of the season and must be approved by more than 65% of parents/families to move forward. Updates on the team finances should be shared with parents throughout the season as agreed upon at the initial team meeting.

Teams are required to provide a copy of the team budget file (breakdown of income acquired and expenses incurred) to the DMHA Treasurer three (3) times per season. An initial budget by Oct 31, plus 2 in season updates – due January 15 and again at the conclusion of the season (no later than April 1) to ensure revenue and expenditures are reasonable and just. A zero balance must be achieved by seasons end. Where the Team bank account is not at a zero balance at end of season, the Team may issue a refund back to the parents/players in the form of a gift card or cheque.

DMHA maintains a Sponsorship “Do Not Call List” of businesses and groups who support the DMHA Organization. Individual teams are not to contact these parties to seek additional sponsorship dollars for their individual teams. At no time should the Association be competing with individual teams for sponsorship dollars.

Should any team parent or member of the executive feel that there is a need for the team to produce a financial statement or further details other than those outlined above, they must forward such a request to the DMHA President and Treasurer in the form of a letter outlining the reason for said request. This request will be reviewed and if deemed appropriate, the team in question will be required to supply any budgets, financial statements or other relevant documentation to the President and Treasurer as requested.

The team must settle any costs, debts or bills incurred by the team. The DMHA will not honor 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.

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 current hockey season 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 the volunteer work that they sign up for. 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, he/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 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 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

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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 allocator is exempt from paying registration fees for his/her children (up to two) in the season in which he/she serves as ice allocator (per membership vote at AGM).

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 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.

Off-ice officials (timekeepers and score keepers) shall be comprised of student volunteers who are current members of the association. The executive may approve an honorarium for such volunteers to acknowledge the time commitment required by these positions. No off-ice officials are 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 responsible for the actions of any on-ice volunteer. On-ice volunteer positions do not qualify for bond positions.

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, at minimum, have a birth year that is four years greater than the oldest birth year with which they are volunteering (i.e., a player born in 2012 could assist with players born in 2016, but not players born in 2015).

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 14 years of age or older 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. On-ice Helpers who are not registered team officials or registered DMHA players and who are 14

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years of age or older are required to complete the Respect in Sport and Gender Identity and Expression programs (if their age qualifies them) and a Police Record Check (if 18 or older).

Dorchester Minor Hockey Association may provide volunteer opportunities for students attending high school to earn community involvement 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. Code of 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 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 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. 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. Members of the Dorchester Minor Hockey Association shall not engage in any activity or behaviour which interferes

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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:

- 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.

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### 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 teammates, officials, and their opponents.
- Remember that players play to have fun and must be encouraged to have confidence in themselves.
- 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 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 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 (i.e. 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 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.

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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
  - Player movement
  - Game strategies
  - 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 30 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 resurfacers are completely off the ice and the resurfacers have 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.

#### **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 resurfacers are closed at the beginning of an ice rental. Your assistance in maintaining a safe environment during ice resurfacing is appreciated.

#### **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

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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.

### **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.

### **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.

### **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 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 in the Operators Room, located in the Main Lobby.

### **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.

### **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, and vaping are NOT permitted in the building.

### **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

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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.

### **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.
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.

### **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, timekeepers, 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.

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### **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.

### **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.

### **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.

### **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.

### **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.

### **Track Use:**

NO running through the building to warm up. This not only becomes a distraction for other groups, but 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 on behalf of DMHA and shall avoid acting in a way that will or could damage Dorchester Minor Hockey Association's reputation.

In particular:

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.



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Members, employees, and volunteers shall be honest and truthful. During 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.

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/Honorariums***

The Dorchester Minor Hockey Association executive shall approve all purchases from DMHA funds, 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 totally \$1000 or more shall be brought before the executive for approval prior to purchasing, with at least two competitive quotes presented for consideration.

A detailed budget must be presented to the executive for all DMHA events. This includes tournaments hosted by DMHA, fundraising events, and any other event financially supported by the association.

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 confirming 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. Honorariums may be issues for services provided to DMHA by individual(s). All honorariums must be approved by the executive.

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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.

OMHA Insurance covers all registered DMHA players and rostered bench staff (Head Coach, Assistant Coaches, Trainer, and Manager roles). Insurance for additional on-ice volunteers who assist with practices will be invoiced to each team at the current rates charged to DMHA. On-ice volunteers is limited to a maximum of three (3) per team.

DMHA shall purchase and renew yearly liability, director and officers, property (for Association equipment, jerseys, etc.) and such other insurance as may be reasonable in addition to the OMHA insurance program. The 2nd Vice President Risk Management, in conjunction with the Treasurer, shall be responsible for obtaining this insurance.

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

Any teams traveling outside the OMHA jurisdiction will require a travel permit for insurance purposes and, if applicable it is the responsibility of the individual team to pay the fees associated with the travel permit.

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

Financial sponsorships provide a benefit to the Dorchester Minor Hockey Association by offsetting costs associated with providing hockey programs. Financial sponsorships have a positive effect on registration numbers as they assist in lowering the overall cost for all players in the association.

Sponsorship of the association is permitted on an annual basis and sponsors will be provided with community exposure through displays of the sponsor's logo on the DMHA website, social media and arena banners located at the front entrance of home games.

All inquiries regarding sponsorship should be forwarded to the 1st 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 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 1st 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 as assigned. Teams that do not provide a member to the fundraising committee will be subject to having their team bond cashed at the end of the season (unless approved by Executive).

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 behaviors 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:

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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.

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:

- abuse of a player on the team or any opposing team
- abuse of a team official on one's own team or an opposing team
- abuse of a game official
- abuse of any member of the executive
- disregard of the Dorchester Minor Hockey Association's Bylaws and Policies
- engaging in any activity which may constitute a risk of harm to any person during the course of hockey related activities through DMHA.
- any form of disrespectful conduct
- 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.
- 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

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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 centers 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:

**Step One** - The complainant should attempt to communicate respectfully and/or meet with the person about whom they have a potential complaint.

**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.

**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.

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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 attend a meeting must submit a request in writing at least seven days prior to the meeting they want to attend.

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.

Meeting minutes will be made available upon written request, only after the minutes have been approved by the DMHA Executive. The DMHA Executive reserves the right to redact the minutes to protect personal or confidential information.

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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. Policies and Procedures Committee***

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.

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.

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.

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.

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.