



# Georgian Shores Minor Hockey Association

## Rules of Operation

Adopted by the Georgian Shores Minor Hockey Board of Directors

May 2012

FIRST REVISION:

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## **DEFINITIONS**

“GSMHA” means Georgian Shores Minor Hockey Association

“HC” means Hockey Canada (or such other name as HC may in the future legally adopt)

“LL” means Local League

“HL” means House League

“REP” means Representative

“OMHA” means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt)

“OWHA” mean Ontario Women’s’ Hockey Association (or such other names as the OWHA may in the future legally adopt)

“PRC” means Police Record Check

“OHF” means Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt)

“NCCP” means National Coaching Certification Program

“HTCP” means Hockey Trainers Certification Program

“CHIP” means Canadian Hockey Initiation Program

“WOAA” mean Western Ontario Athletic Association, which is the league that GSMHA OWHA teams play within.

## **MISSION AND MANDATE**

### **Georgian Shores Minor Hockey Association Mission Statement**

“Lead, Develop, and Promote Positive Hockey Experiences.”

### **Georgian Shores Minor Hockey Believes...**

In a positive hockey experience for all participants, in a safe, sportsmanlike environment.

In the development of life skills which will benefit participants throughout their lives.

In the values of fair play and sportsmanship, including the development of respect for all people by all players, staff, officials, family members and other spectators.

In hockey opportunities for all people regardless of age, gender, colour, race, ethnic origin, religion, sexual orientation, or socio-economic status.

In the importance for participants to develop dignity and self-esteem.

To instill the values of honesty and integrity in participants at all times

In the promotion of teamwork, and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.

In the country of Canada, its traditions in the game of hockey, and the proud and successful representation of this tradition around the world.

In the value of hard work, determination, the pursuit of excellence and success in all activities.

In the benefits of personal and physical well-being.

## **1. GOVERNANCE**

### 1.1 Levels of Governance

- (a) Georgian Shores Minor Hockey Association is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.

## **2. CODE OF CONDUCT AND ETHICS**

### 2.1 Membership Code

- (a) The Board of Directors reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the Association has been evident.
- (b) Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in contravention of the GSMHA By-Law and Rules of Operations. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Board of Directors.

### 2.2 OMHA/OWHA Code of Conduct

- (a) As members of the GSMHA, all members will follow a code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the current revision of the OMHA Manual of Operations. Members under the jurisdiction of the OWHA will follow the code of conduct as outlined in the current revision of the OWHA Manual of Operations.
- (b) Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the GSMHA, including the opportunity to participate in GSMHA activities.

### 2.3 GSMHA Code of Conduct

- (a) This Code of Conduct identifies the standard of behaviour which is expected of all GSMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, spectators, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in GSMHA activities and events
- (b) GSMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of GSMHA shall conduct themselves at all times in a manner consistent with the values of GSMHA, which include fairness, integrity and mutual respect.
- (c) During the course of all GSMHA activities and events, members shall avoid behaviour that brings GSMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- (d) GSMHA members and participants shall at all times adhere to GSMHA operational polices and procedures, to rules and regulations governing GSMHA events and

activities, and to rules and regulations governing any competitions in which the member participants on behalf of GSMHA.

- (e) Members and participants of GSMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- (f) Members of GSMHA shall refrain from comments or behaviour, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the applicable OMHA and OWHA Harassment Policy.
- (g) Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the By-Laws, Rules of Operations of GSMHA, OMHA Manual of Operations and OWHA Handbook (Constitution, By-laws, Regulations, Rules & Policies). Such action may result in the member losing the privileges, which come with membership in GSMHA, including the opportunity to participate in GSMHA activities and events, both present and future.

#### 2.4 Coaches and Team Officials Code

- (a) Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- (b) Teach your players to play fairly and to respect the rules, officials and opponents.
- (c) Ensure that all players get adequate instruction, support and playing time. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- (d) Do not ridicule or yell at your players for making mistakes or performing poorly.
- (e) Remember that players play to have fun and must be encouraged to have confidence in themselves.
- (f) Make sure that equipment and facilities are safe and match the player's abilities.
- (g) Remember that players need a coach they can respect. Be generous with praise and set a good example.
- (h) Obtain proper training and continue to upgrade your coaching skills.
- (i) Work in cooperation with officials for the benefit of the game.

#### 2.5 Parent's Code

- (a) Do not force your child to participate in hockey.
- (b) Remember that a child plays hockey for his or her enjoyment, not for yours.
- (c) Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- (d) Teach your child that doing one's best is as important as winning so that your child will never feel defeated by the outcome of a game.



- (e) Make your child feel like a winner every time by offering praise for competing fairly and trying hard.
- (f) Never ridicule or yell at your child for making a mistake or losing a game.
- (g) Remember that children learn best by example. Applaud good plays/performances by both your child's team and their opponents.
- (h) Never question the officials' judgment or honesty in public.
- (i) Support all efforts to remove verbal and physical abuse from children's hockey games.
- (j) Respect and show appreciation to the volunteer coaches, who give their time to coach hockey for your child. When problems arise, communicate on an individual basis. Public comments are not appropriate.

## 2.6 Players Code

- (a) Play hockey because you want to, not just because others or coaches want you to.
- (b) Play by the rules of hockey, and in the spirit of the game.
- (c) Control your temper – fighting and “mouthing off” can spoil the game for everybody.
- (d) Respect your opponents.
- (e) Do your best to be a true team player. Work equally hard for yourself and your team – your team's performance will benefit, and so will your own.
- (f) Remember that winning isn't everything – that having fun, improving skills, making friends and doing your best are also important.
- (g) Acknowledge all good plays/performances – those of your team and of your opponents.
- (h) Remember that coaches and officials are there to help you. Accept their decisions and show them respect.
- (i) Remember that you are representing yourself, your parents, your team, your town and your sponsor at all times, including to and from the arena.

## 2.7 Spectator's Code

- (a) Remember that participants play hockey for their enjoyment. They are not playing to entertain you.
- (b) Do not have unrealistic expectations. Remember that players are not professionals and cannot be judged by professional standards.
- (c) Respect the officials' decisions and encourage participants to do the same.
- (d) Never ridicule a player for making a mistake during a game. Give positive comments that motivate and encourage continued effort.

- (e) Condemn the use of violence in any form and express any disapproval in a private and appropriate manner to coaches and league officials.
- (f) Show respect for you team's opponents, because without them there would be no game.
- (g) Do not use bad language, nor harass players, coaches, officials or other spectators.
- (h) Encourage all players always to play according to the rules.

2.8 Conflict of Interest

- (a) Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Board of Directors will make a ruling where the question of a conflict of interest arises.

**3. ELIGIBILITY, REGISTRATION AND INSURANCE**

3.1 Residency

- (a) All OMHA rep players must reside within the area described by OMHA Residency Rule 3.3.

3.2 Rosters

- (a) Rosters will be electronically submitted by the deadlines outlined by the OMHA and the OWHA
- (b) Parents or Legal Guardians must sign a GSMHA registration form, medical form and code of conduct before participating in any game of the team's regular playing schedule.

3.3 Registration of Players

- (a) Subject to registration numbers, the following series of player groupings will be operated by the Association:

<u>Series</u>	<u>Age as of December 31st</u>
Initiation	5 and under
Tyke	6 & 7
Novice	8
Atom	9 & 10
Pee Wee	11 & 12
Bantam	13 & 14
Midget	15, 16 & 17
Juvenile/Intermediate	18 & 19 + 20

- (b) A players must be registered in his/her proper age group and program. Transferring after registration from one program to another will be subject to Board of Directors approval. The request must be made in writing to the Board of Directors outlining the reason for the request.

3.4 Birth Certificates

- (a) Satisfactory proof of birth (Birth Certificate (not the long form)) or some other certified affidavit) will be submitted with every initial registration of a player.

### 3.5 Registration Dates

- (a) The Board of Directors shall set registration dates and fees in March for the following hockey season. Registration procedures will be organized and co-ordinated by the Registration Committee.

### 3.6 Registration Fee and Refunds

- (b) Registrations received after the posted registration date predetermined by the Board of Directors, shall be subject to a hundred dollar (\$100.00) administration charge, with the exception of first year hockey player that register prior to October 1. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- (c) Parents or guardians of registered players in the GSMHA will also include a \$150 cheque for lottery tickets which they will be able to sell and recoup that money. If they do not wish to purchase lottery tickets a \$150 fee will still apply.
- (d) Refunds will be granted according to the date the written application is received by Board of Directors and the following table:

Up to the first Tryout date	-	100%
From first Tryout date to Sept 30	-	75%
During the month of October	-	50%
During the month of November	-	25%
After Nov 30	-	0%

- (e) Requests for refunds at any time that are based on extenuating circumstances (i.e., season ending injury, a residential move out of the area) may be granted after a written request is reviewed and granted by the board of directors.
- (f) Families registering three or more players all residing at one address will receive a discount set by the Board of Directors at the beginning of the season.
- (g) Players must be registered and fees paid in full before participating in any game, practice or try-out, sponsored by the GSMHA. The Board of Directors is empowered to prohibit any player from practicing or playing until fees are paid in full.

### 3.7 Insurance Liability

- (a) The Town of Blue Mountains, the Municipality of Meaford, the GSMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.

### 3.8 Player and Team Officials Insurance

- (a) The insurance program described by the OMHA Manual of Operations or the OWHA Handbook and OWHA Insurance Guide shall cover all players and officials of the GSMHA.
- (b) The GSMHA does not allow Parent / Child games using Association purchased ice. The insurance program does not cover Parent / Child games.
- (c) Team Officials shall ensure that all on ice volunteers are included on GSMHA Volunteer Required Insurance.

### 3.9 Equipment Insurance

- (a) The Board of Directors shall purchase and renew yearly an Association Commercial insurance policy for coverage of equipment and sweaters. The Treasurer in consultation with Sponsorship and Equipment Director shall be responsible for obtaining the coverage of insurance required.

## **4. EQUIPMENT AND SWEATERS AND COLOURS**

### 4.1 Equipment

- (a) All players are required to provide and wear full hockey equipment which will be current CAS approved and per current OMHA/OWHA regulations. Directors, convenors, coaches and team officials must advise players or parents/guardians of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- (b) The GSMHA requires all OWHA players to wear an intra-oral mouth guard while engaged in any on-ice GSMHA activity. The responsibility to ensure implementation involves all coaches, trainers and GSMHA executive.
- (c) All coaches and volunteers will be required to wear helmets for all on ice activities. For insurance reasons, only rostered players / rostered team officials and volunteers insured by the GSMHA are to be on the ice surface.
- (d) GSMHA equipment will not be used off ice for reasons including street hockey, ball hockey, roller hockey etc.
- (e) Misuse of the equipment will result in the immediate return and no further use of equipment.

### 4.2 Sweaters

- (a) The GSMHA will supply two (2) sets of sweater to all teams except Initiation.
- (b) A Sponsors name will be affixed to the top back of the sweater. A name bar may be sewn by hand or machine at the bottom of the sweater by approval of the Board of Directors and at the player's own cost.
- (c) All team jerseys and sweater bags must be returned to GSMHA at the end of the playing season. Any lost or damaged equipment or property will be the responsibility of the parent or guardian.

- (d) At the discretion of the coach, the jerseys may be distributed to the players for the season or they may be managed centrally by the coach or team official.

Jerseys distributed to players for the season must be signed for by the player and their parent on a team sheet which is then submitted to the GSMHA Equipment Manager. All jerseys must be returned in clean and good condition, no later than the awards ceremony.

If the coach or team official is going to manage the jerseys, each player will be given a sweater by the coach or team official before each game. After the game, the sweater must be returned to the coach/team official. Team sweaters will not be kept in individual player's equipment bags.

Unless the coach wishes them to do so for inter-squad scrimmages, players should not wear game jerseys for practices.

#### 4.3 Official Colors

- (a) The official colors of GSMHA shall be: blue and white.

#### 4.4 Team Apparel

- (a) All team apparel must be approved by the Board of Directors.
- (b) Team apparel and GSMHA logo goods may be purchased solely from the GSMHA. If found in violation, immediate suspension, and any other penalty so deemed by the Board will apply.

### **5. PLAYER MOVEMENT AND TEAM REGULATIONS**

#### 5.1 OMHA Player Movement

- (a) Player's movement must require director, parental, player, and coach consultation and is given final approval by both the Rep and House/Local League Hockey Directors.
- (b) Any player registered in the GSMHA and is also trying out for Junior Teams or Zone AAA teams must have a permission to skate form completed by the registrar.
- (c) No rep player may be moved to a local league team after the second Sunday of December as per Georgian Bay Triangle Local League rules.
- (d) Prior to the season, the Board of Directors will approve movement vertically or horizontally for each team.
- (e) All players wishing to play for any Rep team must attend all tryouts held for that team. Exceptions may be made for situations such as a conflict with "AAA" tryouts or temporary medical conditions.
- (f) Any Rep player leaving his/her team of his/her own volition after registration but prior to the second Sunday in December can only play for a Local League team if an opening exists.
- (g) Any player registered in the GSMHA requesting an Association release will formally do so in writing to the Board of Directors. All releases will be completed per the

OMHA regulations and forms. The board will review an application for release of any minor hockey player and decide on said release.

- (h) The President and the Secretary of the GSMHA must sign all releases.
- (i) If a GSMHA team needs a permanent replacement due to player injuries, dropouts, etc., a player may be transferred from another team for the duration of the season. The Board of Directors must approve all such moves.
- (j) No coach shall be influenced to select a player for any OMHA/OWHA team because his/her Parent/Guardian is a member of the Board of Directors of the Association.

## 5.2 OWHA Player Movement

### 5.3 Underage Players

- (a) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping.
- (b) To qualify as an underage player, the player must possess exceptional skills, must excel at his/her position (meaning superior skills), and must be a top player (in ability) in the position for which the player is trying out on the team to which he/she is applying.
- (c) All players should be encouraged to play to the level of their ability but no player may be forced to play at a higher classification against his/her wishes. Any coach or manager who persuades, coerces or compels any player to play for his/her team shall
  - (i) on the first offence, receive a verbal warning
  - (ii) on the second offence, be suspended for the balance of the season.

### 5.4 Affiliated Players

#### Preamble:

Affiliation is the process whereby teams "call up" players from an OMHA approved roster to play in games or practices to support the operation of that particular team. Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only.

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

- (a) GSMHA teams shall affiliate as per OMHA rule 7 with the following additions.
- (b) Players may play as affiliated players provided it does not interfere with any scheduled games of their rostered team.

- (c) Female players may play on one team for the OMHA and one team for OWHA if they are requested to do so. They will be rostered to one team and affiliated to the other or in the case of the affiliation being to the OWHA team they will be added to the roster as a Female Development Player (FDP). Any female playing for both an OMHA and an OWHA will make it clear to the coach of the team to which she has affiliated that her first priority is to the team on which she is originally rostered.
- (d) A female player may not tryout for the representative team in both the OMHA and the OWHA division.
- (e) For the OWHA teams, affiliation is only for the purpose of filling a vacancy on the team i.e., for an injury/illness, disciplinary reason or because a player has another commitment, and must be in accordance with the guidelines in the OWHA Handbook.

#### 5.5 Team Regulations

- (a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games. Two adults (staff or parents with their PRS) must be in the change room with players at all times.
- (b) No player shall be allowed on the ice without a certified coach and a certified trainer present.
- (c) Team officials and players are responsible for the condition of their dressing rooms. Tape, paper, garbage of any kind must be properly disposed of and not left on the floors or benches in the dressing room, in any arena.

#### 5.6 Representative Teams

- (a) The Board of Directors shall set the date by which the selection of players to the Representative team must be completed.
- (b) The Board of Directors will provide to the coaches before the third tryout the number of players and goalies the individual teams will be allowed to carry on these teams. If in the opinion of a majority of the Board of Directors, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach.
- (c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board of Directors.
- (d) Coaches will ensure all players who are in that age group are contacted and informed of the dates and times of tryouts.
- (e) A minimum of two (2) tryouts are to be held before any player cuts are made. (Two (2) tryouts that are scheduled, not two (2) tryouts the player shows up for).
- (f) It is advised that coaches consider using an independent panel to help make player evaluations during the selection process.

#### 5.7 Local League/ House League Teams

- (a) The Board of Directors shall set a date by which the allocation of players to the Local League/ House League/C teams must be completed.

- (b) Prior to the formation of teams, players will practice in their respective age groups or together with other age groups for the purpose of conditioning, skill development and evaluation.
- (c) The Coaches shall do their utmost to provide balanced teams where there is more than one team in a division. Coaches may move players between like teams to satisfy special requests from parents.
- (d) All teams within each division could be re-balanced by the Board of Directors if required. Any player movement will only take place after discussion with the coaches and parents affected by the moves.
- (e) Should dropouts reduce a Local Team/ House Team/ C Team Roster to more than three (3) players below the average team roster in that division, the Board of Directors will make transfers as required.

## **6. CONDUCT AND DISCIPLINE**

### **6.1 Complaints**

- (a) A person who thinks he or she has been subjected to conduct which constitutes harassment, abuse, or misconduct under this policy (the "Complainant") is encouraged to make it known to the person responsible for the conduct (the "Respondent") that the behaviour is unwelcome, offensive, and contrary to this policy.

If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should take the issue to a team official. All avenues of resolution should be exhausted in an effort to resolve said issue. Failing a resolution, the issue should be taken to the appropriate convenor for advice.

- (b) Upon receiving the complaint, the President shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.
- (c) The President will give a copy of the written complaint to the Respondent. Included with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.
- (d) The Respondent will provide a written response to the President within ten (10) days of receiving the written complaint. If there are special circumstances, the President may extend the time for response.
- (e) The President will receive and clarify the response from the Respondent.
- (f) Within thirty (30) days of receiving the initial written complaint, the President shall conduct an investigation and prepare a written Investigation Report.
- (g) All investigations stemming from this complaint shall follow the principle of natural justice, which states that:
  - a. Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
  - b. The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;



- c. The accused has a right to have a representative present his or her case;
  - d. Relevant information must be available to all parties;
  - e. The accused has the right to call and cross-examine witnesses;
  - f. The accused has the right to a written decision following the judgement;
  - g. The accused has the right to appeal a decision (if there are grounds);
  - h. The decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.
- (h) The Investigation Report from the President should contain:
- a. A summary of the relevant facts;
  - b. A determination as to whether the acts in question constitute harassment, abuse, or misconduct as defined in this policy;
  - c. If the act(s) constitute harassment, abuse, or misconduct, a recommended disciplinary action against the Respondent.
- (i) When recommending disciplinary action to be taken, the President shall consider factors such as:
- a. The nature of the harassment, abuse, or misconduct;
  - b. Whether there was any physical contact involved;
  - c. Whether the harassment, abuse, or misconduct was an isolated incident or part of an ongoing pattern;
  - d. The nature of the relationship between the Complainant and the Respondent;
  - e. The relative age of the Complainant and/or Respondent;
  - f. Whether the Respondent had been involved in previous harassment, abuse, or misconduct incidents;
  - g. Whether the Respondent retaliated against the Complainant.
- (j) On completion of the report, the President shall forward a copy of the Investigation Report to the Complainant, the Respondent, and the GSMHA Executive.
- (k) After considering the Investigation Report, the Hockey Executive shall:
- a. Make a determination as to whether the Respondent has engaged in conduct constituting harassment; and
  - b. If the Hockey Executive determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.
- (l) When imposing disciplinary action against the Respondent, the Hockey Executive may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:
- a. A verbal apology;
  - b. A written apology;
  - c. A letter of reprimand from the sport organization;
  - d. A fine or levy;
  - e. Referral to counselling;
  - f. Sensitivity training in harassment issues;
  - g. Removal of certain privileges of membership or employment;
  - h. Demotion;
  - i. Temporary suspension;
  - j. Termination of employment of contract;
  - k. Expulsion from membership.

- (m) The Hockey Executive shall, not more than ten (10) days after it makes its decision, send a notice to the Complainant and the Respondent.

## 6.2 Alcohol and Drugs

- (a) Any player or team official found with drugs and/or alcohol in their possession, or anyone suspected to be under the influence of drugs or alcohol while participating in an GSMHA activity, will be suspended as follows:
  - 1st offence ... Dismissal from ice and a minimum of 1 month suspension.
  - 2nd offence ... Dismissal from ice and a minimum of 1 year suspension.

## 6.3 Team Discipline

- (a) A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the executive. The following guidelines will be used:
  - i. Any suspensions of more than 1 ice time must be applied by the Executive.
  - ii. Any coach participating in a tournament or out of town play, that encounters a situation that requires LEVEL 2 or 3 discipline that should be handled by the Executive has the ability to suspend the individual(s) involved until the Executive can review the incident. Coaches involved in this type of situation should fully document the incident with attention to details (i.e. date, time, names, witnesses, location and details of the infraction). It is recommended that the coach attempt to contact the Executive as soon as possible after the incident occurs and submit the written documentation to the Executive as soon as possible thereafter.
  - iii. Incidents to be handled by the Executive must be in the form of a written submission, handed to the President within 3 days of the alleged incident.
  - iv. The Executive will review the incident and interview people as necessary.
  - v. The Executive will communicate all actions taken to those involved, by telephone or in person, within 48 hours.
  - vi. All written records, other than the final decision of the executive, will be held in confidence on file.

It should be noted that the best way to avoid disciplinary actions is through the application of positive reinforcement. This guide should be used only when other avenues have been exhausted. Of course, the age of the players involved will determine the perceived seriousness of the offence.

## 6.4 Levels of Discipline

- (a) First Level Offences:  
First Level Offences should be dealt with at the Team Level and need not involve the Executive unless the coach deems it necessary in the cases of multiple or repeat offenders.

Examples: Excessive horseplay; Refusing to participate without valid cause; Tardiness without valid cause; Unexcused absences; Lack of dressing room etiquette; Swearing.

For these types of offences it is expected that team officials will use the theory of progressive discipline as a guiding principal.

Examples:

- 1st offence ... 1 period
- 2nd offence ... 2 periods
- 3rd offence ... game

(b) Second Level Offences:

Examples: Fighting (off-ice, practices, dressing rooms); Insubordination to coaching staff; Harassment or Abuse of anyone while at a hockey activity; Cyber-bullying, Intimidation; Interfering with others desire to participate

Second level offences will require a review of the incident by the executive.

Examples:

1st offence ... Dismissal from ice and a maximum of the next 3 ice times suspension

2nd offence ... Dismissal from ice and a maximum of 2 week suspension

3rd offence ... Dismissal from ice and a maximum of 1 month suspension

4th offence ... Dismissal from ice and a maximum of 4 month suspension

(c) Third Level Offences:

Theft: Any person proven to have engaged in thievery while participating in an GSMHA activity will be suspended as follows:

1st offence ... Dismissal from ice and a minimum of 1 month suspension.

2nd offence ... Dismissal from ice and a minimum of 1 year suspension.

Before reinstatement, the person must make full restitution to the parties involved and offer a written apology.

Vandalism: Any person proven to have engaged in vandalism or other similar illegal activities while participating in a GSMHA activity will be suspended as follows:

1st offence ... Dismissal from ice and a minimum of 1 month suspension.

2nd offence ... Dismissal from ice and a minimum of 1 year suspension.

The cost of any damages done by coaches, team officials, players or parents will be recovered from those involved. Amounts outstanding will result in the person(s) not being accepted as a member the following season.

Third level offences will require a review of the incident by the Executive.

## 6.5 Code of Conduct and Discipline

- (a) Any player who wilfully plays, or any coach or manager who allows a player to play, who is found to ineligible shall be subject to disciplinary action and/or suspension.
- (b) Discipline and suspension for Rep and House/Local League players, coaches, and trainers will be governed by Hockey Canada, OHF, OMHA, OWHA and GSMHA playing rules.
- (c) Any player, coach, trainer or manager who is suspended by the OMHA, OWHA and/or GSMHA rules may, at the discretion to the Risk Management Director have his suspension reviewed by the Board of Directors of the GSMHA for further action.

## 6.6 Discipline of Team Officials

- (a) Team Officials are responsible for supervising and controlling the conduct of their players, before, during and after each game or practice. Failure by Team Officials to control the conduct of their team (i.e. brawls, vandalism, lobby or parking lot altercations, etc.) may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved.

In the unlikely event a Team Official is found to have committed a THIRD LEVEL OFFENCE, he or she may be suspended by the President until the Hockey Executive can meet to review the infraction and impose any suspensions.

## 6.7 Speak-out

- (a) Prevention Services – All Directors, volunteers, and team officials must adhere to all mandates as outlined in the Harassment/Abuse Speak-out module as defined by the OMHA/OWHA.

## 6.8 Team Meetings

- (a) Team Meetings - All team coaches must have a preseason meeting with the team officials and parents/guardians to outline the coaching philosophies to all parents. They must hand out written team rules, also outlining points on ice time, player position rotation, discipline, costs and communication.

## 6.9 24 Hour Cool Down Rule

- (a) The GSMHA specifically stresses that the coaching staff clearly communicates to the parents that if there is a complaint to be lodged that the affected party wait 24 Hours before lodging a complaint.

## 6.10 Harassment & Abuse

- a) Definitions – It is difficult, if not impossible, to define harassment in black and white terms. At its extreme, harassing behaviour is easy to discern, but there are always grey areas since not everyone perceives behaviour the same way. Thus, any definition of harassment will contain a certain subjective, or interpretive element. Harassment is a behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behaviour, to a feeling of terror or even fear for their safety.

Harassment can take many forms whether physical, verbal, sexual or emotional, and most often involves a combination of these elements. One of the defining characteristics of harassment is that it usually takes place where one person is in a position of power over another, or has the trust of another, and then abuses that relationship. It doesn't matter that a person did not mean their behaviour to be harassing or did not intend to abuse their position of power or trust. It is the effect of the behaviour that is most critical.

- b) Clear Examples of Harassment – Some forms of behaviour are easily interpreted as harassment, and if not harassment, then clearly as being against the law. For example, the Criminal Code sets out various forms of sexual contact or interactions which are punishable by criminal sanction.

Harassment of an individual on the basis of age, race, colour, religion, marital status, disability and, in most provinces, sexual orientation, constitutes discrimination under both provincial and federal Human Rights legislation and is thus also against the law. Hazing, or initiation rites, which single a person or group of people out and subject them to embarrassing, degrading or secretive behaviour will almost always be viewed as harassment. But this is also a behaviour which is often expressly against the Code of Conduct or policies of an organization or club and thus will be, or certainly should be, subject to disciplinary sanction.

- c) The Grey Area of Harassment – Not everyone views behaviour the same way, and this is particularly true as one moves away from the extreme examples of unacceptable behaviour to what may be called the "grey" zone of conduct. For example, what one person might view as acceptable, another might define as harassment. Similarly, what one might see or intend as a joke, another may view as insulting or embarrassing. An invasion of personal space might seem intrusive to one person, but may reflect another person's more physical or tactile way of relating to people. A coaching strategy intended to produce peak performance in an athlete or team may be viewed by one person as strident and aggressive but by another person as abusive. A congratulatory hug, kiss or pat on the "behind" might be perfectly acceptable to some, but could make others feel uneasy and vulnerable. Finally, cultural differences can give rise to behaviour or conduct which is acceptable and tolerable to some, but invasive, uncomfortable and even threatening to others.
- d) Is It Harassment? - The Standard of Care – Who determines which behaviours are defined as harassment or not? Harassment is not defined by the person displaying the behaviour, not by the recipient of the behaviour, but by a reasonable third party looking at the situation from an outside, objective position. This third party perspective arises from a number of sources, which, in combination, determine the final definition. A person having questions about the appropriateness of his or her own behaviour can also look to the same sources. The following lists identify some of these sources.

Harassment: Behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group, including, but not limited to:

- i. Written or verbal abuse or threats;
- ii. Comments posted to social media sites or other electronic means that are abusive or insulting;
- iii. Physical assault;
- iv. Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- v. Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- vi. Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- vii. Hazing or initiation rites;
- viii. Leering or other suggestive or obscene gestures;
- ix. Intimidation;

- x. Contdescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- xi. Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training or advancement;
- xii. False accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- xiii. Sexual harassment, as further described in the following section.

Sexual Harassment: One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- i. When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group;
  - ii. When submission to such conduct is made either implicitly or explicitly a condition of employment;
  - iii. When submission to or rejection of such conduct is used as a basis for any decision;
  - iv. When such conduct has the purpose or the effect of interfering with a person's performance or creating an intimidating, hostile or offensive environment.
- e) The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another player, coach, assistant coach, trainer, manager, official, parent, volunteer, staff, or any individual involved in GSMHA by sending or posting e-mail messages, instant messages, text messages, digital pictures or images or web site postings, including blogs or social websites, also may constitute an act of bullying regardless of whether such acts are committed on or off GSMHA property and /or without the GSMHA resources.

#### 6.11 Appeals

- (a) A Complainant or Respondent who is dissatisfied with the decision of the GSMHA Executive may, not more than 30 days after the date he or she receives notice of the GSMHA's Executive's decision, serve the GSMHA Executive with a Notice of Appeal and Request for Hearing.
- (b) The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.
- (c) Upon receipt of a Notice of Appeal and Request for Hearing, the Appeals Committee shall convene and shall send a copy of the Notice of Appeal and Request for Hearing together with a Hearing Notice by registered mail to the last known addresses of the Complainant and Respondent.
- (d) The Hearing Notice shall be sent at least 15 days in advance of the scheduled hearing and shall:
  - a. Specify the date, time, and location of the hearing;
  - b. Advise the parties that they should bring with them to the hearing all relevant witnesses and other evidence they wish to be considered by the Appeals Committee;
  - c. Advise the parties that they have the right to be represented at the hearing.

- (e) Within ten (10) days after completing a hearing, the Appeals Committee shall send a notice of its decision, by registered mail, to the last known addresses of the Complainant and Respondent.

#### 6.12 Minors

- (a) If the Complainant is a minor, the complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:
  - a. Making a complaint;
  - b. Receiving all notices on behalf of the Complainant;
  - c. Being present at all dealings with the Complainant.
- (b) If the Respondent is a minor, the following shall apply:
  - a. If the President is attempting an informal resolution of a complaint, member(s) of the Hockey Executive may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent the Chair shall inform the Respondent that he/she may have a Responsible Adult present during the meeting;
  - b. If the complaint is referred to the Hockey Executive for investigation:
    - i. A copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;
    - ii. The Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;
    - iii. The Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
      - 1. Responding to a written complaint;
      - 2. Receiving all notices on behalf of the Respondent; and
      - 3. Being present at all dealings with the Respondent. 6.1 Complaint Procedure

#### 6.13 Conflict of Interest

- (a) Conflict of Interest - All Team Officials, Volunteers, and Board Members will be instructed to step down from participating in a process where a conflict of interest is perceived.

#### 6.14 Confidentiality

- (a) Confidentiality – Unless expressed otherwise all Board Meetings will be classed as "In Camera". Any Board member found guilty of breach of confidentiality will be subject to suspension and/or ejection from their position.

#### 6.15 Unsupervised Dressing Rooms

- (a) All coaches and managers must maintain supervision in dressing rooms at all times. The team officials are representatives of the Association and the Two-Deep Rule is to be in effect at all times.
- (b) As per OWHA regulations there must be two women who are PRS/Speak Out/Respect in Sport qualified in the dressing room at all times.

#### 6.16 Female Players Dressing Room Policy

- (a) Female players who participate in OMHA hockey at the Pee Wee level or above must be provided with a separate room for dressing in line with Hockey Canada policy.
- (b) The GSMHA will provide a separate dressing room for all girls participating in OMHA hockey for Novice and above.

#### 6.17 Shower Room Policy

- (a) No players and coaching staff may shower together at the same time.

#### 6.18 Injuries (Return to Play)

- (a) Any time a player is seriously injured, e.g. head injuries, a Hockey Canada injury report must be filled out. Clearance by his/her physician (doctor note) will be required before the player is allowed to return to play.
- (b) A physician's note does not guarantee a player will automatically be permitted back on the ice. The HTCP protocol will be put into effect by the trainer and he/she will have the final say of when a player returns to the ice and will set the return to play program.

### **7. COACHES SELECTION**

#### 7.1 Applications

- (a) The GSMHA will advertise that they are taking applications for head coaches for the upcoming hockey season in March of each season.
- (b) Applications for coaching positions will be available at registration and on the website.
- (c) The Board of Directors will establish an application deadline when all applications are to be received by the Association.

#### 7.2 Selection of Coaches

- (a) Representative and Local League/House League/C coaches will be recommended for selection by the Coaches Selection Committee. The committee will meet independently to consider all coaching applications and bring recommendations and reasons for such recommendations to the GSMHA Board of Directors. All applications will be given to the GSMHA Secretary prior to this meeting. The GSMHA Board will by majority vote, either accept or reject the Representative and Local League/House League/C coaching recommendations. All remaining applicants must be notified of the Boards' decision.
- (b) In any division where there is more than one applicant for the position of head coach, interviews of all applicants will take place by the Coaches Selection Committee.
- (c) Any member of the current Board of Directors or any member of the Association nominated to run for the Board of Directors may apply for or hold a Rep or Local League/House League coaching position.



- (d) Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection Committee and the Board of Directors shall be empowered to appoint a coach.
- (e) Any coach, who feels that his/her application has not been given fair consideration will upon request, be given the opportunity to state his/her case to the Board of Directors. All such requests must be made to the GSMHA Secretary, in writing, within seven days after receiving notification of the decision. The GSMHA Board of Directors will be authorized to either reconsider or uphold the original decision.

### 7.3 Coaches Selection Committee

- (a) OMHA and OWHA Coach Selection Committees will be formed in May.
- (b) The committees will consist of at least five members. At least two of these will be board members. In addition other members of GSMHA may be appointed by the head of the committee. In addition an alternate may be chosen. The alternate's mandate will be to assume the role of any Coach Selection Committee member who may have to remove themselves from the selection process due to conflict of interest reasons or an extended absence. The alternate will attend the interviews for all coaching applicants of the age level(s) in question until the final determination of the successful candidate has been made.

### 7.4 Role of the Coach Selection Committee

- (a) Set a coaching selection criteria.
- (b) Convene meetings to interview and select head coaches for the respective teams.
- (c) Make recommendations for the Board of Directors for approval for the selection of the head coaches made by the coaches' selection committee.
- (d) Head coaching appointments are to be made as early as possible i.e., June.

### 7.5 Coach Qualifications and Eligibility

- (a) Coaches must be, or must be willing to become, certified in accordance with the OMHA/OWHA Manual of Operations.
- (b) All coaches in the GSMHA holding a NCCP Coach Level Certificate must obtain the 20 points required to recertify either through a refresher clinic or by specialty clinics at a minimum of once every three (3) years.

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

- (a) The Head Coach of the team will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager). Lists to be submitted to the appropriate convenors for committee approval.
- (b) The number of team officials to be selected will be accordance with OMHA or OWHA.
- (c) An OWHA roster may contain more than five bench staff but any bench staff rostered more than the fifth must have already been rostered to another OWHA team.
- (d) All GSMHA team coaches and assistant coaches must be certified in accordance with the OMHA/OWHA.

- (e) Trainers for teams shall hold a valid HTCP certificate.
- (f) All officials on any bench must have a Police Record Check done including a vulnerable sector check. PRC's will be valid for four (4) years at which point the individual must have another PRC completed.
- (g) Should a team official be required to be fingerprinted due to a request by the Police to complete his/her PRC, the GSMHA will reimburse the fingerprinting fee.
- (h) Each OWHA team must have at least one staff position held by a female.

## **8. TEAM OFFICIALS**

### 8.1 Accountability

- (a) Team officials are accountable to the Board of Directors for their conduct and that of their players, before, during and after games and practices, on or off the ice, or in any arena or while taking part in GSMHA activities. The coaches and parents will agree upon the time frame of before and after games and practices.
- (b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship.
- (c) Team officials shall become familiar with and enforce all rules, regulations and procedures of the GSMHA and OMHA/OWHA.
- (d) It shall be the responsibility of the Team Officials of each team to attend all Association Coaches and/or Trainers Meetings as applicable.

### 8.2 Responsibilities of Team Officials

- (a) Team Officials who disregard their responsibilities shall be liable to disciplinary action. Head Coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the Head Coach.
- (b) All team officials should, where possible, seek ways of improving their abilities and credentials.
- (c) Minimum of three (3) to a maximum of five (5) team officials (per team) will be rostered. More may be rostered to an OWHA team if they are first on another roster.
- (d) Ensure that only approved, rostered team officials and players (in full hockey equipment) are on the bench during all games.
- (e) Ensure the proper observance of the By-Laws and Rules of Operations of GSMHA.
- (f) Acquaint their team members with Hockey Canada, OMHA/OWHA, and GSMHA Rules and Regulations.
- (g) It is the responsibility of team officials to ensure that the Two-Deep Rule is in effect at all times, with exception of "on the ice only" where only one(1) official (coach, assistant coach) is necessary on ice and trainer present off ice. Any team found in violation of this rule will result in a suspension of the Head Coach.

- (h) Provide a completed and signed game sheet to the timekeeper prior to the commencement of the game.
- (i) Ensure the care, keeping and return of all GSMHA equipment and sweaters used by their teams during the season.
- (j) Ensure that rostered team officials only shall be on the bench during games and all those on the ice for practices are properly insured.
- (k) Assist and support any fundraising programs as determined by the GSMHA.
- (l) Understand and follow the procedures for both underage player movement, affiliated player usage, and permanent player movement.
- (m) With cooperative communication between the House/Local League/C and Rep coaches; affiliated players are encouraged to practice or play at the Rep level. House/Local League/C coaches should not object to their players practicing or playing with the Rep teams when there is no conflict with their original team commitment. Rep coaches are encouraged to have House/Local League/C players attend Rep practices.
- (n) A Rep coach cannot cut his team to less than the number of players declared.
- (o) No player will allowed on the ice or bench without being dressed in full hockey equipment, having registration paid in full, and two (2) members of the coaching staff being in attendance. One coach and one trainer.
- (p) Coaches must submit the names of their managers, assistant coaches, and trainers to the registrar as soon as possible after the team has been chosen.
- (q) All coaches must adhere to OMHA/OWHA coaches' guidelines.
- (r) All team officials must take safety precautions during all games and practices. Example, all player and penalty box doors must be closed and locked during practice and games, as well as the doors onto the ice surface.
- (s) GSMHA Board of Directors will hold team officials responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.
- (t) Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol or drugs while in the presence of their players, example while on the ice, bench or dressing room. No team official will verbally or physically abuse any member of the Board of Directors.

### 8.3 Responsibilities of Trainers

- (a) Supervise the health and incidence of injury to the players on his/her team. It is recommended that all trainers receive a physician's note for any player injured during a game or practice (resulting in the loss of significant playing time) before that player returns to the team. And shall supply respective Representative, Local League or Girls' Hockey Directors with all details of injury (written) within 48 hours for insurance purposes.

- (b) Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) and are prepared to enact the EAP for all games and practices.
- (c) Ensure that the trainer and the trainer's kit is available at all games and practices.

#### 8.4 Player Injury Report

- (a) The Trainer of the team is responsible for forwarding a copy of the "HDCO Injury Date Collection Form" and the "Canadian Hockey Injury Report" to Hockey Canada as required. A copy must be forwarded to the Representative, Local League or Girls' Hockey Director of the Association for record keeping.

#### 8.5 Player Ice Time and Development

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

#### 8.6 Coaches and Parents

- (a) Rep and House/Local League/C Team Officials must meet with the parents after the team is finalized, throughout the season and at the end of the season. These meetings are used to explain
  - (i) Coaching Philosophy,
  - (ii) Team Operations,
  - (iii) Playing Times,
  - (iv) Tournaments,
  - (v) Team Rules,
  - (vi) Responsibilities of Coaches, Players and Parents,
  - (vii) Any other points that either group wishes to discuss.
- (b) **It is essential to keep the lines of communication open.**

### 9. ICE SCHEDULING

#### 9.1 Ice Contracts

- (a) The GSMHA will sign an ice contract with the Town of Blue Mountains and the Municipality of Meaford yearly. The Ice Scheduling Director will be responsible in consultation with the Convenors and the President for identifying to the two municipalities the Associations' ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The President and the Ice Scheduling Director will sign the ice contract.
- (b) The GSMHA will start buying ice on or about August 31st and stop on or about March 31st each season.

## 9.2 Responsibility

- (a) The organization and scheduling of ice time for the GSMHA hockey program is the responsibility of the Ice Scheduling Director. The Director shall fairly distribute game and practice ice allocations to teams in each group.
- (b) During playoffs, the Ice Scheduling Director will do playoff scheduling with the assistance of the Representative, Local League and Girls' Hockey Directors. They will schedule and move ice times around at their discretion to make sure that the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on the priorities. This will include practices. The Ice Scheduling Director will keep track of any ice time that is taken away from a team. Ice time will be returned to the affected teams if possible.

## 9.3 Cancelling Ice

- (a) If a team cannot use its allocated ice, it is the responsibility of the team coach/manager to inform the respective Representative, Local League or Girls' Hockey Director as soon as possible. It is the responsibility of those directors to inform the Ice Scheduling Director as soon as possible.
- (b) In the case of cancellation of a game. The respective Representative, Local League or Girls' Director will also inform the Referee in Chief as to the cancellation as soon as possible.

# 10. OFFICIALS

## 10.1 Referees

- (a) The Referee in Chief will coordinate referees for the Representative, Local League and Girls' games. The exception being in OMHA playoffs when neutral referees are required for games and assigned by an OMHA representative. The Representative Hockey Director will be responsible for notifying the OMHA for referees in these cases.
- (b) No referees can be involved in any GSMHA game unless he/she has taken the required courses as set out by HCOP.

## 10.2 Referee Payment

- (a) The Referee in Chief will prepare payment for all referees to be given to the referee before the game they are officiating.
- (b) Payment to referees will be according to the current OMHA referee fee guidelines.
- (c) The Association will pay mileage charges to referees when required. Mileage charges will be according to the current OMHA referee fee guide. Mileage payments will be included with payments for the games at the time of the games they are officiating.
- (d) The Referee in Chief will keep records of all payment made to the referees and submit them to the treasurer at his/her request.

### 10.3 Time Keepers and Scorekeepers

- (a) The Timekeeper Scheduler(s) will assign timekeepers for all GSMHA games.
- (b) All timekeepers will be in grade six (6) or above.
- (c) All timekeepers will be required to take the gamesheet portion of the timekeepers' clinic each year they wish to be a timekeeper. A refresher on the clock is also recommended for all timekeepers but will only be mandatory for those who have not taken the clinic before.
- (d) Timekeepers will be paid out of the gate fees for the game they are timekeeping at. They will be required to sign that payment has been received.
- (e) Unless special circumstances present i.e., a scheduled timekeeper does not arrive and a replacement cannot be found, there will be two qualified timekeepers assigned to every game. No more than two (2) people will be permitted in the timekeeper booth at a time.
- (f) The rate for timekeepers is as follows: Tyke – Atom \$6.00 each; PeeWee – Juvenile/Intermediate \$10.00 each.

## 11. CLINICS AND POLICE RECORD CHECKS

### 11.1 Clinics

- (a) Coach, Trainer, Refresher Clinics, Speak Out/Respect in Sport and all required OMHA/OWHA mandated Modules for all teams will be reimbursed by the GSMHA each year a team official applies for a coaching position by the GSMHA if the participant has successfully passed the course.

### 11.2 Police Record Checks

- (a) All GSMHA Executive Members, Head Coaches, Assistant Coaches, Trainers, Managers, or On-Ice Volunteers must have Police Record Check done every four (4) years.
- (b) Only those coaches who have a questionable Police Record Check need an interview with the Risk Management Director. A Coach has the right to appeal this decision in writing to the Board of Directors within seven (7) days.
- (c) In general, individuals with past Criminal Code (C.C.) convictions, ten years old or more recent or charges pending for certain offences will not be accepted for a direct service position with hockey players.
- (d) These offences include, but are limited to, the following
  - (i) Physical or Sexual Assault – No Time Limit
  - (ii) Sexual Exploitation – No Time Limit
  - (iii) Invitation to Sexual Touching – No Time Limit
  - (iv) Sexual Interference – No Time Limit (Criminal offences involving Sexual Exploitation, Invitation to Sexual Touching, etc. are treated under Section 1.11.4 of the OMHA Manual of Operations. These offences are considered unforgivable regardless of pardon.)

- (v) Current Prohibition or Probation/Parole Orders forbidding the individual to have contact with children that are recognized as vulnerable clients (hockey players) within the GSMHA – No Time Limit
- (vi) Indictable Criminal Offences for child abuse – No Time Limit
- (vii) Outstanding convictions or charges pending for Criminal Driving Offences, including, but not limited to, Impaired Driving. Specifically, the GSMHA is looking at two or more Criminal Driving convictions in the past three (3) years.
- (viii) Individuals with outstanding convictions, (eight years old or more recent), for Provincial offences related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending on the circumstance.
- (ix) Trafficking or Conspiracy to Traffic Narcotics as defined in the Combined Drug Substances Act of Canada (CDSA). – No Time Limited
- (x) Possession or other illegal substances convictions, with the exception of a Minor Possession conviction ten years old or more.
- (xi) Applicants may be rejected as a result of other information gained during the PRC process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she has been refused, and may appeal to the Board of Directors in writing for a review of their record.
- (xii) Every Board Member, Volunteer, and Employee once accepted, is obliged to inform the appropriate GSMHA Board Member, if he or she is charged, tried or convicted of any offence under the Criminal Code or under the Provincial or Federal Statutes.

### 11.3 Time Limitation

- (a) GSMHA will accept a completed Police Record Check by an applicant for Head Coaching position by November 1 of that year, providing it has been done in the last four (4) months.
- (b) Assistant Coaches, Trainers, Managers, or any other coaching staff must have their Police Record Check prior to being added to the official roster. It is the responsibility of the Head Coach to make sure this is done. If the Police Record Check is not done by this time, the Head Coach and the member of the Coaching staff that did not comply with this procedure will not be allowed to coach, manage or train until the Police Record Check is submitted.
- (c) The Police Record Check will be kept on file for the four (4) years it is current for, to be held in confidentiality. The Police Record Check will be forwarded to the GSMHA Risk Management Director. The Risk Management Director may ask questions necessary to make the proper decision.

## **12. FUNDRAISING**

### 12.1 Association

- (a) Fundraising is a very important aspect of the Association. It helps keeps our registration rates as low as possible.
- (b) The Director responsible for Fundraising shall co-ordinate and monitor all fundraising activities.

- (c) The Director responsible for Fundraising will delegate the responsibilities and accountability for some fundraising events and duties to the Fundraising Committee, Members of the Association and the Board of Directors.

#### 12.2 Team

- (a) Any team may submit a fundraising proposal to the executive for approval, stating what they wish to do and what the funds raised will be used for. The proposal should also identify the target amount for the fundraiser. Twenty-five (25) per cent of the funds raised will come back to the association. The executive will approve or deny the proposal within ten (10) days of receiving the submission.
- (b) Donations made specifically to a team may be kept 100% by the team for the stated purpose identified by the donor provided that all the details are communicated to the executive in advance.

#### 12.3 Parents and Players

- (a) All families will be expected to help with responsibilities assigned to the team on which their child is playing including the entrance gate, selling 50-50 tickets and the food booth, as well as helping at specified additional events. The Board will deal with complaints of refusals to do so as they arise.

### **13. SPONSORSHIP**

#### 13.1 Wineries, Brewers, Tobacco

- (a) No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the GSMHA.

#### 13.2 Sponsorship Agreements

- (a) All approved sponsorships for sweaters shall be for minimum two (2) year duration.
- (b) All equipment purchased or donated by a sponsor shall become the sole property of the GSMHA and subject to all rules and regulations of the GSMHA.
- (c) All equipment shall be of a type and standard approved by Hockey Canada and GSMHA.
- (d) GSMHA shall purchase and maintain team sweaters and recognize each sponsor by displaying the name of the sponsor on the team sweaters
- (e) Association sponsors will not be asked for any further sponsorship for Association Members, Team Officials or the Parents/Guardians of the team they sponsor unless previously approved by the Board of Directors.
- (f) Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- (g) It shall be the sole responsibility of the Sponsorship and Equipment Manager to obtain and allocate the necessary number of sponsors.



- (h) Team sponsors shall receive an Association picture of the team they sponsor.

## **14. GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITION GAMES**

### 14.1 Games

- (a) No GSMHA team may play more than three (3) games in one day.
- (b) The Ice Scheduling Director will determine the length of home games for each division of Representative and House/Local League/C teams. This will be communicated to the coaches prior to the season starting.

### 14.2 Playoffs

- (a) The length of games during playdowns/playoffs will be in accordance to the rules and regulations laid down by the OMHA/OWHA.
- (b) GSMHA will pay for all girls' hockey year-end tournaments and for any team advancing the OWHA Playdown Tournament.
- (c) OMHA/OWHA and GSMHA rules and By-Laws will apply to all teams entering into playoffs.

### 14.3 Tournaments

- (a) Teams intending to participate in tournaments must be rostered with the OMHA/OWHA. All entry fees to away tournaments will be the responsibility of said team.
- (b) GSMHA teams entering GSMHA tournaments will have their entry fee waived.
- (c) GSMHA sponsored tournaments shall comply with the rules and regulations of the OMHA for OMHA sanctioned tournaments and the OWHA for OWHA sanctioned tournaments.
- (d) Team Officials should be careful when scheduling tournaments during playoffs. OMHA regulations with regards to participation in tournaments while in playoffs must be adhered to.

### 14.4 Exhibitions Games

- (a) Team Officials must notify their respective Representative, Local League or Girls' Hockey Director regarding home or away exhibition games.
- (b) Rep, LL or Girls' Directors will be responsible for contacting the Referee in Chief to schedule referees for home exhibition games. Appropriate notification is required.
- (c) Exhibition games may be arranged with other teams as per the OMHA/OWHA. Such games must have the approval of the appropriate director.
- (d) For OMHA exhibition games, gamesheets are to be forwarded to the respective Representative or Local League Director.

- (e) For OWHA exhibition games, gamesheets are to be handled the same way as regular season gamesheets.

#### 14.5 Tournament and Exhibition Games Penalties

- (a) Penalties, discipline, etc. received in exhibition games and tournaments are subject to the Rules and Regulations of the Host Centre, as well as in accordance to the Manual of Operations of the OMHA/OWHA and the By-Laws and Rules of Operation of the GSMHA.

### **15. GATE ADMISSIONS**

#### 15.1 Gate Admissions of Games

- (a) Entry fees to the arena will be charged for all games involving out-of-town teams for all Exhibition, League and Playoff games and OMHA Playdown games.
- (b) There will be no entry fee charged for OWHA Playdown games as per OWHA regulations. Instead a 50-50 draw only will be offered.
- (c) The fees for Representative and Local League games shall be set by the Georgian Bay Minor Hockey League and the Georgian Bay Triangle Local League respectively.
- (d) The fees for OWHA games shall be set by the Executive Board of Directors based on the recommendation of the Girls' Hockey Committee..
- (e) The parent volunteer assigned to be gatekeeper will have the gate open and ready to collect money one (1) hour before all games.
- (f) The parent volunteer assigned to be gatekeeper will be responsible for paying timekeepers for the game to which he/she has been assigned.

# Appendix A

## OWHA/WOAA related policies for Georgian Shores Minor Hockey Association

### WOAA/OWHA

The Georgian Shores Lightning (GSL) girl's hockey program offers the following teams: Atom, PeeWee, Bantam, Midget and Intermediate. All teams play in the Western Ontario Athletic Association. GSL teams that are classified as "B" and "C" by the OWHA and participate in the OWHA Playdowns beginning in January. House League teams do not participate in OWHA Playdowns.

### Novice Players

The GSMHA is planning to have a Novice Girls 'Skills & Drills Tournament Team' in 2012/2013. This team will not have regular season games as there is not a novice loop for the girls in the WOAA, however, they will work on skills and drills and participate in at least one tournament (at the parents expense).

Failure to have enough girls for the above team, will mean that novice aged girls will play OMHA hockey. If skill level is assessed by the OWHA Atom coaching staff as being at the Atom OWHA player level, the Atom coach in consultation with the GSL executive will allow this player to roster with or affiliate to the Atom girl's team.

### Players requesting to play in a higher age group:

- The GSMHA executive in collaboration with a Coach may allow a player to play up if skill level has been assessed to be that of the higher age group.
- Players playing up will not be allowed to jeopardise a lower age group team. The executive will ensure that the lower age group team will have sufficient players prior to allowing a player to play up.
- The executive will have the final decision as to which team a player will play.

### Players Joining a GSMHA OWHA team after the Season has started:

1. Player that has moved into the area that would like to play hockey after the season has begun:
  - a. This player will be evaluated by the Coaching staff and a person not associated with the team.
  - b. This player will then be placed on appropriate team
  - c. A fixed discount on registration must be paid prior to player going on ice.
2. Player that lives in the area and decides to play hockey after the season has begun:
  - a. Non refundable full fee will be paid upfront. Prior to assessment and payment, the player and parents will be told that the player may be on one or another team if the age group has more than one team.
  - b. The player will be evaluated by the Coaching staff and a person not associated with the team.
  - c. This player will then be placed on appropriate team

### Players wanting to play both for a GSL OMHA and OWHA team:

1. Player/parents must decide which team player will play for if there is a conflict in scheduling.
2. Affiliated players must play with the team that they are rostered with on a regular basis and not the team they are affiliated with. Affiliation is only for the purpose of filling a vacancy for injury or discipline reasons.

### **Equipment:**

1. All players will wear an intra-oral mouth guard while engaged in play or practices, practice drills or scrimmages on the ice surface. The responsibility to ensure implementation involves all coaches, trainers, officials and GSMHA executive.
2. In all games, practices and tryouts, all coaches will ensure that all protective equipment is C.S.A. approved. This equipment is to include helmet, mask, neck guard and mouth guard.
3. All players and parents are responsible for the good care and safe return of GSL hockey jerseys or any other equipment issued to the player during the hockey season.

### **Coach Selection:**

1. Final decision by the Georgian Shores Executive
2. A selection committee consisting of members of the Executive and other members chosen by the Chair, will select coaches through an interview process.
3. All coaches will be in place by July 31<sup>st</sup>
4. Selected coaches will work with the Coach Selection Committee to form a coaching staff for each team. Recommended that each team have representation from both previous centres (Meaford and Beaver Valley).

### **Tryouts/team Selection:**

1. Full registration will be paid prior to players going onto ice. If player is cut from the higher level team and player decides they no longer wish to play because they did not make the team they wanted to play on, hockey registration fee will not be refunded.
2. No player will be cut from the team until after the second try out.
3. Selection committee will be made up of at least two team officials and two people not associated with the team. Selection committee will be briefed on selection process prior to first try out date.

### **Procedure:**

1. Obtain list of all players trying out for team prior to first tryout
2. Notify players of times and dates of practices.
3. Divide players into at least two teams as equally as possible (if player skills are known). In the event of new players and/or first year players divide evenly as possible a mixture of new/first year players.

4. Assign jersey numbers and sweater color to each player. These numbers and sweaters shall be worn by the same player during the entire selection process. This list will only be available to persons handing out and collecting sweaters and the coach of the team.
5. Selection committee will be given a list of jersey numbers and sweater colors for each player. No names will appear on this list. There will be space for comments beside each number.
6. Team officials and/or non associated persons will not be together during the try out session.
7. At the end of the second session and each subsequent session, the team officials and non associated persons shall meet and make the necessary decisions regarding players. Depending on the number of sessions allotted for try outs, players may be included or excluded from the team by a unanimous decision. If there is disagreement then the player will be considered a "bubble" player and will be re-evaluated during the next session. If at the end of the last session there are still "bubble" players then the officials will have to come to a mutual agreement. In the case were a decision cannot be made the final say shall be with the head coach.
8. At the end of the last session, the coaching staff shall meet with each player individually and advise them of the decision made with regards to that player. It is highly recommended with players not making the team that a positive comment is included when speaking with the player.
9. Should a player's parent not agree with the decision made, they after a 24 hour period can request through the team manager a meeting with the coaching staff to discuss the decision.
10. If the parent is still not satisfied then they may request a meeting with the executive. The executive must first meet with the coaching staff and may or may not include the coaching staff in the meeting with the parent.

## **Disputes**

1. Any disputes not settled by the coaches will be settled by the GLS executive.
2. Parents/players are required to wait 24 hours after dispute to lodge a complaint with the Coach.

## **OWHA Team Staff**

- OWHA team staff must be rostered to the exact team therefore a maximum of 5 staff are permitted to be rostered per team. Additional staff may be added if they are already on the roster of another GSMHA team.,
- OWHA team staff (coaches and trainers) must be recertified in accordance with OWHA requirements.